

For: State and County Offices

Completing and Updating FSA-875's

Approved by: Deputy Administrator, Management



1 Overview

A Background

State and County Offices shall negotiate FSA-875 for each of the following:

- new lease
- succeeding lease
- lease amendment that changes the effective period of the original lease, amount of space being leased, cost per square foot, and cost of expenses not included in the rent
- approved increase or decrease in an agency's space.

Lead agencies are responsible for securing signed agreements timely and submitting proper monthly billings to the served agencies.

B Purpose

FSA-875 is the document used to reimburse FSA for the costs associated with the space assigned to collocated agencies. This notice provides State and County Offices with information essential to completing FSA-875.

C Contacts

If there are questions about this notice, contact the following.

Location	Contact
County Office	State Office
State Office	Terry Luehrs, Branch Chief, Financial Reporting Support Group (FRSG), Financial Accounting Office (FAO), FMD at terry.luehrs@kcc.usda.gov or 816-926-1142
	Note: For billing or payment questions, contact Traci Hayes at traci.hayes@kcc.usda.gov or 816-823-3192.

Disposal Date	Distribution
December 1, 2009	State Offices; State Offices relay to County Offices

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2 Completing FSA-875

A General Guidance

CED shall:

- initiate FSA-875
- obtain local agency representatives' signatures
- forward FSA-875 to the State Office, along with a current copy of the Service Center floor plan with dimensions and square footage by space/room.

The State Office shall:

- review, approve, and forward FSA-875 to all other applicable State Offices for review and approval
- once a completely signed FSA-875 is received, electronically submit billing information to FAO using FSA-875-1 (subparagraph 3 E).

Notes: Copies of FSA-875 can also be sent to FAO instead of FSA-875-1.

For month-to-month leases, an updated FSA-875 must be signed and sent to FAO so that the collocated agencies will be billed for their share of space until a signed lease has been completed. On FSA-875, record the beginning date in item 6a and put "month-to-month" in item 6b. Once a new lease has been signed, an updated FSA-875 will need to be completed with the correct term of FSA-875.

B Instructions for Completing FSA-875

State and County Offices shall complete FSA-875 as follows.

Item	Instructions
1	Enter the name of the State or County Office where the Service Center is located.
2	Enter the name of the lead agency.
3	Enter the address, city, State, and ZIP Code of the Service Center.
4	Enter a sequential number for each new lease term. The original agreement for a new lease would be "1", the first amendment to that lease would be "2", etc.
5	Select: <ul style="list-style-type: none">• "Original Agreement" if the agreement is the first one submitted for a specific lease term• "Revised Agreement" if changes are made within that same lease term.

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2 Completing FSA-875 (Continued)

B Instructions for Completing FSA-875 (Continued)

Item	Instructions
6	The term will be the same as the lease term. Updated FSA-875's will begin on the day the change was effective.
7	Record annual rent and rental rate in dollars and cents; that is, \$9.99, not \$9.999. Record total square feet in whole numbers; that is, 4,624 square feet, not 4,624.5 square feet.
8	<p>State Offices shall:</p> <ul style="list-style-type: none"> • enter the following information that is current at the time FSA-875 is prepared: • tenant agreement number, if applicable • common agreement number (CAN) or agency location code (ALC) of nonlead agency • miscellaneous obligation number used by nonlead USDA agency • submit changes to FAO as they occur. <p>Note: FAO needs this information before any bills are generated.</p>
9	<p>All entries should be in whole numbers only. Enter the following space assignments:</p> <ul style="list-style-type: none"> • number of employees for which space has been provided • individual space (totals from item 13k) • shared space (totals from item 14i) • total space (add items 9b and 9c) • rent for space (multiply item 9d times item 7c).
10	Record expenses for a 12-month period, regardless of the term of FSA-875. Use actual expenses from the previous FY. Prorate expenses according to the percent of individual space (item 13l).
11	<p>Calculate and enter the following:</p> <ul style="list-style-type: none"> • annual rent and expenses for each agency (add items 9e and 10j) • monthly rent and expenses for each agency (item 11a divided by 12 months).
12	Representatives at the county and State levels must sign and date.

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2 Completing FSA-875 (Continued)

B Instructions for Completing FSA-875 (Continued)

Item	Instructions
13	<p>Record square footage in whole numbers only. Enter the following individual spaces:</p> <ul style="list-style-type: none"> • reception space <p>Note: Complete when the Service Center has individual reception areas for each agency. If the Service Center has a shared reception area, leave blank.</p> <ul style="list-style-type: none"> • conference/training space • storage/mailroom space • ADP space <p>Note: Enter individual space occupied by OCIO employees.</p> <ul style="list-style-type: none"> • aerial photo/GIS space <p>Note: Enter the square footage of the room designated for this purpose.</p> <ul style="list-style-type: none"> • client/breakroom space • private office space • open office space <p>Note: Enter the square footage of individual agency space, not including private offices or storage areas.</p> <ul style="list-style-type: none"> • other <p>Note: Enter the total of any other space that is not included in items 13a through 13h. Define the space by typing in the use after “Other”.</p> <ul style="list-style-type: none"> • other <p>Note: Enter the total of any other space that is not included in items 13a through 13h. Define the space by typing in the use after “Other”.</p> <ul style="list-style-type: none"> • total <p>Note: Enter the total of items 13a through 13j. These totals must also be entered in item 9b.</p> <ul style="list-style-type: none"> • percent of individual space. <p>Note: Calculate the percentage for each agency down to a tenth of a percent, such as 49.46%.</p>

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2 Completing FSA-875 (Continued)

B Instructions for Completing FSA-875 (Continued)

Item	Instructions
14	<p>Space for each area will be prorated to each agency according to the percentage of individual space as shown in item 13i. Record square footage in whole numbers only. Enter the following shared spaces:</p> <ul style="list-style-type: none"> • reception space Note: Calculate and record each agency’s share of the total reception area. If agencies do not share a reception area, leave blank. • conference/training space Note: Calculate and record each agency’s share of the conference room. • storage/mailroom space Note: Calculate and record square footage of the mailroom area only. Storage space will be recorded in items 14g and 14h. • ADP space Note: Calculate and record each agency’s share of ITSD computer room. • aerial photo/GIS space • client/breakroom space Note: Calculate and record each agency’s share of the client/breakroom area. • other Note: Calculate and record square footage of all storage areas that are shared, including closets. Type “shared storage” after “Other”. • other. Note: Record square footage of all storage areas that are not shared. Type “agency storage” after “Other”. • total Note: Enter the total of items 14a through 14h • percent of shared space. Note: Calculate the percentage of each agency down to a tenth of a percent, such as 49.46%.
15	Leave blank.
16	Leave blank.
17	Include a description of all free space, such as total square footage, purpose, and which agency or agencies are using the space. Include notes about any space that is not used and/or prorated in the usual manner.

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2 Completing FSA-875 (Continued)

B Instructions for Completing FSA-875 (Continued)

If agencies do **not** agree with the allocation of space shown on FSA-875 and the floor plan, the Local Food and Agriculture Council should:

- prepare a memorandum describing the situation
- forward the unsigned FSA-875 to the State Food and Agriculture Council.

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2 Completing FSA-875 (Continued)

C Example of FSA-875

The following is an example of FSA-875.

This form is available electronically.

FSA-875 (10-05-04)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		1. COUNTY or STATE OFFICE		2. LEAD AGENCY (FSA, NRCS, RD, OR OTHER)	
		REIMBURSABLE AGREEMENT					
				4. LEAD AGENCY AGREEMENT NO.			
				5. TYPE OF AGREEMENT		<input type="checkbox"/> ORIGINAL AGREEMENT <input type="checkbox"/> REVISED AGREEMENT	
6. TERM OF REIMBURSABLE AGREEMENT				7. LEASE INFORMATION			
a. FROM:		b. TO:		a. ANNUAL RENT	b. TOTAL SQUARE FT.	c. RENTAL RATE	
				\$		\$ / SQ. FT.	
8. AGENCY AND FOUNDATION FINANCIAL INFORMATION SYSTEM INFORMATION							
DESCRIPTION (1)	FSA (2)	NRCS (3)	RD (4)	(5)	(6)		
a. TENANT AGREEMENT NO.							
b. CAN / ALC / TIN NO.							
c. MISCELLANEOUS OBLIGATIONS NO.							
9. SPACE ASSIGNMENTS (Use worksheet on Page 2 for calculations)							
DESCRIPTION (1)	FSA (2)	NRCS (3)	RD (4)	(5)	(6)	BOC (7)	GRAND TOTAL (8)
a. NUMBER OF EMPLOYEES							
b. INDIVIDUAL SPACE							
c. SHARED SPACE							
d. TOTAL SPACE							
e. RENT FOR SPACE	\$	\$	\$	\$	\$		\$
10. EXPENSES (Costs charged to each agency for items NOT included in rent.)							
DESCRIPTION (1)	FSA (2)	NRCS (3)	RD (4)	(5)	(6)	BOC (7)	GRAND TOTAL (8)
a. ELECTRICITY	\$	\$	\$	\$	\$		\$
b. HEAT	\$	\$	\$	\$	\$		\$
c. WATER	\$	\$	\$	\$	\$		\$
d. JANITORIAL	\$	\$	\$	\$	\$		\$
e. TELECOM (See FSA-875-2)	\$	\$	\$	\$	\$		\$
f. TELECOM LD(See FSA-875-2)	\$	\$	\$	\$	\$		\$
g. POSTAGE COSTS	\$	\$	\$	\$	\$		\$
h. OTHER	\$	\$	\$	\$	\$		\$
i. OTHER	\$	\$	\$	\$	\$		\$
j. TOTAL EXPENSES	\$	\$	\$	\$	\$		\$
11. TOTAL RENT AND EXPENSES CHARGED TO EACH AGENCY							
DESCRIPTION (1)	FSA (2)	NRCS (3)	RD (4)	(5)	(6)	GRAND TOTAL (7)	
a. ANNUAL (Sum items 9e and 10j)	\$	\$	\$	\$	\$	\$	
b. MONTH (Sum 11a / 12months)	\$	\$	\$	\$	\$	\$	
12. APPROVALS							
We, the undersigned, as the authorized representatives of the collocated agencies, agree to the above assignment of space, expenses, and charges. This agreement becomes effective upon approval by appropriate agency officials when signed below. The signatory Agency representatives agree to reimburse the Lead Agency for noted charges.							
COUNTY LEVEL				STATE LEVEL			
Signature	Agency	Date (MM-DD-YYYY)	Signature	Agency	Date (MM-DD-YYYY)		
Signature	Agency	Date (MM-DD-YYYY)	Signature	Agency	Date (MM-DD-YYYY)		
Signature	Agency	Date (MM-DD-YYYY)	Signature	Agency	Date (MM-DD-YYYY)		
Signature	Agency	Date (MM-DD-YYYY)	Signature	Agency	Date (MM-DD-YYYY)		
Signature	Agency	Date (MM-DD-YYYY)	Signature	Agency	Date		

3 Action

A CED Action

CED shall:

- execute FSA-875
- obtain county level signatures
- forward FSA-875 to the State Office within 10 workdays after 1 of the following has been approved:
 - new lease
 - succeeding lease
 - lease amendment
 - change in occupancy.

B State Office Action

The State Office shall:

- review and approve FSA-875 received from the County Office
- obtain State level signatures within 5 workdays after receipt
- copy and send the fully signed FSA-875 or FSA-875-1 (subparagraph E) to FAO within 5 workdays after receipt, including a copy of other agencies' miscellaneous obligation documents

Note: Miscellaneous obligations should include the following:

- miscellaneous obligation number
 - line number and description
 - CAN.
- forward FSA-875 or FSA-875-1 to FAO by either of the following.

US Postal Service Address:

or

FedEx Address:

USDA, Farm Service Agency
Beacon Facility – Mail Stop 8558
Attn: Traci Hayes
PO Box 419205
Kansas City, MO 64141-6205

USDA, Farm Service Agency
Beacon Facility – Mail Stop 8558
Attn: Traci Hayes
9420 Troost Ave
Kansas City, MO 64131-3055

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3 Action (Continued)

B State Office Action (Continued)

Electronic copies can also be e-mailed to Traci Hayes at traci.hayes@kcc.usda.gov.

- Review the Administrative Receivables Report on the FSA State and County Salary and Expense Data Mart monthly for accuracy, and provide copies to other collocated agencies. Contact FAO if there are any questions or changes.
- Assist in the collection of missing information for FY 2005 through 2008. FAO shall send spreadsheets to each State Office addressing all of the missing information for FY 2005 through 2008. Information may include missing FSA-875's or miscellaneous obligation numbers, or both. Rural Development (RD) and NRCS should be able to provide the miscellaneous obligation numbers that will be referenced on the bills. FAO will only need FSA-875's from State Offices.

C FAO Action

FAO shall:

- enter FSA-875-1 information into the Foundation Financial Information System to generate bills monthly
- send out separate spreadsheets addressing each FY and request that the missing FSA-875 and other identified information be sent to FAO so that the collocated agencies may be billed

Note: No billing will occur without valid FSA-875 information and a miscellaneous obligation from other USDA agencies.

- provide NRCS and RD with monthly spreadsheets listing all of the missing information for FY 2005 through 2008

Note: They will be focusing on the prior years once FY 2009 has been updated.

- process adjustments based on original or updated FSA-875's or FSA-875-1's.

Note: To avoid billing or budget problems for all agencies, submit updated FSA-875's or FSA-875-1's as soon as they are signed by all agencies.

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3 Action (Continued)

D Instructions for Completing FSA-875-1

State Offices shall complete FSA-875-1 based on the information on the signed FSA-875.

Item	Instructions
1	Enter the State Office name and address.
2	Enter FY.
3	Check if original or revised worksheet.
4	Enter county name from FSA-875.
5	Enter Agency name from FSA-875.
6	Enter the beginning date of FSA-875.
7	Enter the ending date of FSA-875.
8	Enter the annual rent for space amount.
9	Enter the annual electricity amount.
10	Enter the annual heat amount.
11	Enter the annual water amount.
12	Enter the annual janitorial amount.
13	Enter the annual postage amount.
14	Enter the annual other amount.
15	Enter the annual other amount.
16	Enter the total annual amount.
17	Enter the total monthly amount.
18	Enter special instructions; such as, month-to-month, Soil and Water Conservation District pays locally, FSA-875 is out for signature at the county level, miscellaneous obligation information, etc.
19	Enter the totals for items 8 through 17.
20	SED or designee shall sign, provide title, and date.

