

INSTRUCTIONS AND GUIDANCE FOR FINAL OBO NON-ICASS BUDGET PREPARATION

- Updating the FY 2009 Budget and Creating the FY 2010 Requirements -

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1. Introduction

This is the third in a series of budget preparation instructions and guidance that provides important information on stating your FY 2010 anticipated costs (funding request). The information reported serves as the basis of the FY 2010 Initial Program Lease Target. If you need additional FY 2009 funds, see [Section 3 B](#) below.

This document also provides instructions on how to submit the Non-ICASS budget plan to the ICASS Service Center (ISC).

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2. OBO Program Budgets – Getting Started

- Although the OBO node in the Non-ICASS folder contains three worksheets, Leases (FC 7400), OBO Maintenance (FC 7901), and Facility Manager (FM) Positions (FC 7666 and 7672), you will be using only two of the three worksheets provided, namely, the Leases and FM Positions worksheets. Your requirements for the third budget type, Maintenance and Repair (M&R), are now collected on the Leases Worksheet. M&R for Non-Residential short-term leases, long-term leases, and

government-owned property is reported on a property-specific basis in the Leases Worksheet.

- B. We recommend making a copy of your FY 2009 Initial Budget (IB) plan and keeping it as back-up.
- C. How to change your plan name: Naming your budget plans appropriately can help avoid confusing your Initial with your Final Budget plans. You can change the plan name with following steps:
 - Click the Post Profile/Misc folder
 - Click the Post Profile folder
 - Click the "Modify" button
 - From the "General" tab, change the plan name by typing in the new name
 - Click "Save" and "Exit"
- D. How to baseline: Open the DS LGP BSW and click the "Baseline Initial Budget" button. This will take you to the final stages of the budget process. Click Save and exit the BSW.

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3. OBO Program Leases Worksheet – FY 2009 Update

- A. Final OBO Program Lease Targets have been set for FY 2009 and post should make every effort to operate within the funding OBO has provided. Targets were issued to post by cable in mid March. If you did not receive your target, please contact your OBO Area Management Officer.
- B. The funding requirements for the lease, M&R, and FM budgets must reflect the full-year anticipated costs in FY 2010. Do not include comments for additional 2009 requirements that exceed the Final Program Lease Targets. Instead, you must request program **contingency funds** directly from OBO. Instructions are provided in the post-specific 2009 Final Program Target cable issued in mid March 2009.

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4. OBO Program Leases Worksheet – FY 2010 Requirements

4 – 1: FY 2010 Leases

- A. Add to the OBO Program Leases Worksheet all Government Owned (GO) and Long-Term (LT) and Short-Term (ST) program leases anticipated in FY 2010. For each of the Long-Term and Short-Term leases, OBO requests that posts provide the anticipated FY 2010 cost in the "Funding Request" column of this worksheet. Post should review the existing leases for mandatory increases and also include estimated renewal costs. If leases are paid in local currency, use the **March 31, 2009** exchange rate to convert the funding request to U.S. dollars. **IMPORTANT:** OBO does not automatically re-allot carryovers or recoveries; all requirements should include the total anticipated full-year costs.

- B. Complete all data fields (enter \$0 for prior year actuals and current year actuals) and include comments to clarify your funding request. The data and comments will be used by OBO when formulating the FY 2010 Initial Program Lease Targets. **IMPORTANT:** The ICASS cost pools should not be used as "Occupant" for any Non-ICASS OBO lease.

- C. Review your entries and confirm the following:

- i) The anticipated cost of a new FY 2010 lease – Enter anticipated FY 2010 cost in the "Funding Request" column; the Prior Year Actuals and Current Year Actuals amounts should be reported as \$0. Update all other lease-related data, including Property ID, Lease Number, Address, Dates, and Occupants. Note: For a lease related to a Tandem Couple-lease funding request per partner should equal 50%.

Although not all required property information (e.g. lease numbers, effective dates, etc) may be available at this time, you should still complete the data on the worksheet and update it later when you prepare the FY 2010 initial requirements. If the lease number is not yet known, enter "New Lease" in the "Lease Number" column.

- ii) For a FY 2009 lease that will continue in FY 2010 – Enter \$0 in the "Prior Year Actuals" column; the anticipated full-year FY 2010 lease cost in the "Funding Request" column; and \$0 in the "Current Year Actuals" column.

IMPORTANT: Be sure the FY 2010 cost includes any mandatory lease increases or anticipated renewal costs.

- iii) Leases ending in FY 2009 – Delete any leases in which funding is not required in FY 2010.

- D. Comments entered for each lease are very important to OBO in understanding your lease requirements and the information will be used when formulating the FY 2010 Initial Program Lease Targets. The following are examples of the type of information that may be included in the "Comments" area of the Leases Worksheet:

- Lease waiver approved (date)
- Lease terminated (date)
- Lease terminated (date) due to move to NEC
- Transferred from program to ICASS or ICASS to program
- Tandem couple
- Any other useful information post can provide about the lease.

- E. Ensure that each lease cost is allocated 100% across funding quarters.

If a lease is paid quarterly, enter 25% in each quarter. If a lease is paid semi-annually, enter 50% in the two applicable quarters. If a lease is paid annually, enter 100% in the applicable quarter. Note: If the percentage is not an equal amount in the applicable quarters, when the software calculates the dollar amount, the amount required for each quarter will be off by a few dollars due to the rounding of the percentage. If the first and second quarter total amounts for the leases are less than what you actually need, adjust the percentages so that the total meets or slightly exceeds your first and second quarter needs. **IMPORTANT:** The dollar amounts

reported in the first and second quarters will be used by OBO to determine the first and second quarter allotments.

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4- 2: FY 2010 Maintenance & Repair (M&R)

The routine M&R costs for Government owned, Long-Term, and Program (STATE-only) Short-Term Non-Residential (STL NR) properties are funded by OBO under function code 7901.

- A. For each FY 2010 GO, LTL and STL NR property, enter the anticipated M&R costs in the "M&R Funding Request" column. Enter \$0 in the "M&R Prior Year Actuals" and "M&R Current Year Actuals" columns.
- B. If the M&R costs are paid in local currency, use the **March 31, 2009** exchange rate to convert the funding request to US dollar.
- C. For STL NR only, the purpose and reason not paid by landlord must be entered in the "Comments" section of the Leases Worksheet. The landlord is the primary person responsible for M&R on all OBO program (State-only) STL NR facilities. OBO funds STL NR M&R only if the landlord refuses or is unable to pay the needed repairs/improvements. If this information is not included in the comments, OBO will not include additional routine M&R funds for OBO Program (STATE-only) STL NR properties in post's 7901 allotment for FY 2010.

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5. OBO Maintenance Worksheet

Do not complete the OBO Maintenance Worksheet. Your M&R requirements for GO, LTL and STL NR properties are now collected on the Leases Worksheet.

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6. Facility Manager (FM) Positions Worksheet

- A. Update the FM Positions Worksheet with FY 2010 Facility Manager's position requirements.
- B. If the compensation plan module was used for salaries and benefits, confirm that on the FM Positions Worksheet the default "hours authorized" for FM positions linked to compensation plans that have more than 40 hour/per week are 40. (Otherwise the salary and benefits will be overstated.)
- C. If you have included bonus payments (sub-object code 1169) in the compensation plans for FM positions, ensure that the number of "Months Authorized" in the FM Positions Worksheet is not adjusted upwards to reflect the bonus payments. If a 1-month bonus is budgeted and included in the Compensation Plans module, the

months authorized should remain 12, not 13 in the FM Positions Worksheet. (Otherwise, the bonus payments will be overstated.)

- D. Ensure that the FM positions are 100% allocated to cost center(s).
- E. The FM position budget data entered in the FM Positions Worksheet appears in the FM BSW and is displayed by sub-object. Enter \$0 in the FM BSW for current year actuals as of March 31, 2009.

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7. Final Verification and Completion of OBO Checklist

After you have completed your OBO requirements, you **MUST** run "Verify" from the Plan Maintenance screen to ensure that data entered is correct and reference tables are properly updated. Use the OBO Checklist, which you can print from the ICASS website (www.icass.gov) under Budget Instructions to review your FY 2009 OBO Final Budget. You **MUST** have your supervisor initial the completion of each item on the checklist.

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8. Submitting the Non-ICASS Plan to DC

- A. Once all your OBO requirements are entered, you **MUST** baseline the Non-ICASS budget plan to the Final Budget stage before submitting your Non-ICASS plan to DC.
- B. **How to baseline:** Open the DS LGP BSW and click on the "Baseline Final Requirements" button at the bottom of the worksheet. After you baseline the "Final Requirements", you are at the Final Budget (FB) stage and you are ready to submit your Non-ICASS (OBO) Final Budget plan to DC. **Note:** The "Submit to DC" button only becomes active if your Non-ICASS plan is at the Final Budget stage.
- C. Highlight the Non-ICASS budget plan and click "Submit to DC" for submitting the Non-ICASS FB plan to the ISC. After submission, confirm if post's Non-ICASS plan has been received by the ISC by:
 - Checking if the "Submission Status" of your official/submitted plan on the Plan Maintenance node has changed from "Submitted" to "Accepted".
 - Checking the "ICASS Event" file 1 business day after submission.
 - The event will identify the name of your Non-ICASS plan so that you can distinguish it from your ICASS plan.
- D. If the Submission Status on the Plan Maintenance node shows "Rejected", check the "ICASS Event", highlight the event and click the button "View" in "Event Description" for detailed reasons.

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9. Contact Information for Assistance

For questions regarding OBO Program leases, please contact:
Lyle Dittmer of OBO/OM/AM (DittmerLA2@state.gov; Tel: 703-875-6083)

For questions regarding Facility Manager and Maintenance and Repair requirements:
Sally Lovett of OBO/CFSM/FM (LovettSE@state.gov; Tel: 703-452-8708)

For questions regarding the preparation of the Non-ICASS budgets:
Michelle Frederick (FrederickMA@state.gov; Tel: 202-663-3271)
Jim Nunno (NunnoJM@state.gov; Tel: 202-663-1237)

For technical questions regarding the software or problems with submitting your budget plan:
ICASS Technical Support (ICASSTechsupport@state.gov; Tel: 202-663-1973)

