Administrative Updates

National Civil Rights Review
- NRCS had a National Civil Rights Review this last month. 20 county offices were visited and results that pertain to building/accessibility issues will be forwarded to the Leasing Team.
- FSA’s National Civil Rights Review is July 24 and 4 offices will be visited.

New Administration Pictures
Pictures have been ordered for each field office by FSA, but nothing received yet.

Recent Outreach
- June – NRCS attended the Kansas Foundation for Ag in the Classroom
- May – FSA attended the FFA Career Fair

Up-coming Outreach
- September – FSA and NRCS will each have a booth at the Kansas State Fair. They will not be next to each other, but will be close
- October – FSA and NRCS will be attending the 3i Show in Dodge City
- December – FSA will be attending the Wichita Farm and Ranch Show
- RD – has no plans for outreach due to budget constraints. Kitra indicated that they are welcome to send handouts for distribution at FSA outreach events.

Encryption of Internal Documents
- FSA’s policy does not require encryption of PII documents between agencies
- NRCS’s policy is to encrypt documents between agencies
- Gail said that our documents are very secure and there is no need to password protect or encrypt if sent within agency or to FSA or Rural Development.
It was determined that FSA is not required to encrypt documents that are being sent to NRCS.

**Missing Children Posters**
- FSA had been distributing Missing Children Posters in the past, but has not been doing it for a while. NRCS and RD do not have policies that require these postings.

**Resource Sharing – GPS Technology**
- FSA does not have the equipment necessary to measure fields for CRP and is inquiring as to whether NRCS would be able to help assist with any measurement requests.
- NRCS would like to know what the workload might be like and the level of accuracy needed for these measurements.

**FSA will get a workload estimate and the level of accuracy needed to NRCS later this week.**

**USDA Reorganization**
- Anne Hazlett, Assistant to the Secretary for Rural Development, was appointed June 12.
- FSA was told that the reorganization is more of a national reorganization and that field offices would not be effected, but were also told that they would like to have field offices that are co-located with both NRCS and FSA in each office. Howard, Gove, Morton Counties are not co-located in Kansas.
- FSA and NRCS each provided required information to and sent it on to their National Office Agencies last week.
- RD has been taking part in data calls and responding to questions regarding walled and open office spaces.

**Lease Requirements for Expired/Expiring Leases**
- There are a large number of leases throughout the country that expire December 31, 2018. The FSA Management Services Division is working to identify all of the leases that expire and have requested specific information to be sent to the national office by June 30. All requested information was provided in a timely manner by the field offices and it is appreciated.

**The leasing team will email a list to all members of the SAC showing what leasing officer is assigned to each county.**

**FY17 Accessibility Reviews**
- We have received four completed Accessibility Reviews and Suzanne will send out an email reminder. The deadline is June 30, so there is still time.
- The FAC needs to sign off on each review, then they will be sent to the National Office. We may need to verify who from the National Office is to receive the reviews.

**FSA will provide the current contact information for the National Office to each agency for review/update.**

**Next SAC Teleconference:** Date: **Tuesday, August 22**; Time: **10:00 am-12:00 pm**
Service Center Updates/Items –

CTS would like to order all new construction IT equipment needed between November and February as soon as possible. All agencies agreed that ordering equipment before the end of the fiscal year is a good decision.

Rob Haughton, Director of the Management Services Division will be in Manhattan this Thursday and plans are to show him the Clay Center offices.

Unless noted, all leases below expire 12/31/18

Finney County, Garden City (Suzanne)
  - RD is reducing space and keeping only one office.
  - NRCS has the MLRA office in this location as well.
  - The Request for Lease Proposal for succeeding lease is in process

Riley County, Manhattan (Suzanne)
  - Current lease expires 2021
  - Karissa inspected the property last week, and noticed that there is still water damage in the offices.
  - The Leasing Team is aware of the problem and will contact GSA once more.
  - RD still has some space in the office and would like to be able to lease it to another agency.
  - The Dept. of Homeland Security (DHS) may still looking for space in Manhattan. ARS indicated that they might have space available for them.
  - Patty will follow up with DHS to see if they still need space.

Barton County, Great Bend (Patty/Tracey) -
  - new lease awarded; anticipated completion 12/1/2017
  - new building plan approved; lessor reviewed with local staff
  - lessor working on permit, initiating project/construction items
  - IT is going to order all of the equipment needed before the end of this fiscal year.

Brown County, Hiawatha (Patty/Suzanne)
  - RFP for succeeding lease is in process

Clay County, Clay Center (Patty/Suzanne) –
  - initial termination notice was previously provided to old (current) lessor to vacate by no later than mid-August 2017
  - New lease on schedule for July 1
  - FSA storage unit installed
  - Systems furniture is scheduled to move by July 10
  - Moving company procured by NRCS; movers are scheduled for July 10

Cowley County, Winfield (Patty) –
  - Succeeding lease was wrapping up (window hardware and janitor background check remaining)
  - Lessor misunderstood; door between ADP/breakroom still needs to be removed; should be completed within 2-3 weeks.

Decatur County, Oberlin (Patty) –
  - F&O solicitation re-issued
  - Request for initial proposals extended to June 9
Edwards County, Kinsley (Tracey) -
  • RLP for succeeding lease sent to lessor; requested by 5-19-2017, extended to June 9

Finney County, Garden City (Suzanne) –
  • RFP for succeeding lease is in process

Greeley County, Tribune (Tracey) –
  • RLP for succeeding lease sent to lessor; requested by 5-31-2017, Lessor actively working on RLP.

Hodgeman County, Jetmore (Tracey) –
  • Delegation request for succeeding lease in process

Kearny County, Lakin (Tracey) –
  • Delegation request for succeeding lease in process

Lincoln County, Lincoln (Patty) –
  • new lease awarded; anticipated completion 12-1-2017 (or sooner)
  • new lease building plan approved
  • lessor initiating project; obtaining contractors

Miami County, Paola (Patty/Suzanne) –
  • RFP for succeeding lease is in process

Pawnee County, Larned (Tracey) –
  • RLP for succeeding lease sent to lessor; requested by 7-1-2017

Pottawatomie County, Westmoreland (Tracey) –
  • RLP for succeeding lease sent to lessor; requested by 7-1-2017

Rawlins County, Atwood (Patty) –
  • succeeding lease completed/accepted effective 05-01-2017
  • lease expires 4-30-2027

Shawnee County, Topeka (Patty) –
  • new lease update - garage complete; remaining outside work and security system to be installed this month

Stanton County, Johnson (Patty) –
  • RLP for succeeding lease sent to lessor May; needed info from lessor not received
  • Additional lease extension may be needed; SAC to review again later this year.

Thomas County, Colby (Suzanne) –
  • Delegation request for succeeding lease in process
  • Lessor working with another tenant to occupy vacant space in building; new locks will be needed to secure USDA space; possibly share breakroom and conference room with other tenant/local staff to review/discuss.