



Rural Development
Business Center

October 5, 2020

Chief Enterprise
Office

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St. Louis, MO 63120

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TO: State Directors
Agency Administrators

THROUGH: Angilla Denton /s/ **Angilla Denton**
Chief Operating Officer

FROM: Moraima Rivera /s/ **Moraima Rivera**
Chief Enterprise Officer

Tony Bainbridge /s/ **Tony Bainbridge**
Chief Financial Officer

SUBJECT: Rural Development Fleet Integrated Management and Budget

Effective October 1, 2020, Rural Development (RD) will centralize all RD fleet budgets in the Enterprise Office (EO). The EO will oversee the RD fleet vehicle funds, which will be in one central account for payment and tracking of fleet expenses.

This central account will be based on a historical 3-year average of RD fleet expenses and will cover all costs related to the fleet. These costs will include lease cost of the General Services Administration vehicles, miles driven, maintenance and repairs, accidents, and tort claims adjusting for inflation and fleet reduction. This fund will not pay for mileage incurred when staff choose to use privately owned vehicles (POV) when appropriate government owned vehicles (GOV) are available.

State Directors and Administrators will keep primary decision-making authority on where to assign vehicles and type of vehicles needed. In Fiscal Year 2021 states will no longer need to supply projections for motor pool expenses.

In the following weeks, we will share more information on fleet sharing, training, and fleet management requirements for Associate Enterprise Directors and Management and Program Analysts.

Questions related to the Fleet Integrated Management should be directed to Nicole Schindler, Acting Enterprise Operations Branch Chief, at nicole.schindler@usda.gov or (202) 720-7817.

EXPIRATION DATE:
September 30, 2021

FILING INSTRUCTIONS:
Administrative/Other Programs