



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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IN REPLY REFER TO:

1520 (951) P

January 15, 2010

EMS TRANSMISSION: January 19, 2010
Instruction Memorandum No. WY-2010-016
Expires: 09/30/2011

To: District Managers
Attn: Housing Managers

From: Associate State Director

Subject: Bureau of Land Management (BLM) Wyoming Policy on the Disposition of Housing Rental Income

Program Area: Wyoming Supplemental Policy to BLM P-446, "Guidance for Tenants Using BLM Housing".

Purpose: This Instruction Memorandum (IM) sets forth Wyoming policy on the authorized use of Government Provided Housing (GPH) rental income.

Policy/Action: Rental income and charges collected for the use or occupancy of BLM GPH are deposited into the Working Capital Fund (WCF) 9710RD account. The money available in this account must be used specifically for housing maintenance and operations. Bureaus are mandated by Congress to establish controls to ensure that housing rental income is spent only for this purpose. The following examples of authorized use of housing rental income are provided to assist Wyoming District and Field Offices as well as budget personnel in complying with the intent of the Congress:

1. Maintenance and repair of housing units.
2. Housing maintenance inspections and inspections prior to occupying or vacating GPH.
3. Maintenance and repair of water/sewer lines between the housing units and the water/sewer.
4. Maintenance and repair of Government-owned streets, streetlights, driveways, and sidewalks in the immediate vicinity (neighborhood) of the housing units.

5. Installation, maintenance, and repair of utility systems that provide direct service to Government housing.
6. Acquisition, installation, and repair of appliances and furnishings in housing units.
7. Costs directly associated with the disposal of housing and the furnishings and appliances used in housing units.
8. Field personnel salary costs for **only** the actual time spent on the maintenance of quarters.
9. Law enforcement and fire protection costs directly related to Government housing when not provided by the local community.
10. Purchase or provision of utilities and services used by housing occupants where utilities and services are not available to individual housing occupants directly from private suppliers.

The Wyoming Working Capital Fund 9710RD account fund total is available by contacting David Garcia, State Asset Manager, at (307) 775-6053.

Timeframe: The information provided herein is effective upon receipt.

Budget Impact: No additional funding is required to implement this policy. The housing income account (9710RD) will more accurately reflect the monies collected and costs incurred.

Background: The 9710 RD account provides the appropriate accounting mechanism that records all revenues and expenses associated with the use or occupancy of BLM GPH. The account tracks costs associated with the use of funds received from rental collections on Bureau-owned quarters to be used for the operation, maintenance, and reconditioning of these facilities to keep them in a safe and usable condition. In addition to specifying some of the approved uses of the rental income, this IM also clarifies the use of the WCF 9710RD account to pay salaries of employees involved in the administration of GPH.

Manual/Handbook Sections Affected: The BLM Housing Managers Guidebook, Chapter 5, Section 5.11, Rental Income/Expenditures.

Coordination: This effort has been coordinated with the State Asset Manager, the Business Manager and the DSD, Support Services.

Contact: Should you need further information or have questions regarding this IM please contact David Garcia, State Asset Manager, at 307-775-6053.

Signed by:
Ruth Welch
Associate State Director

Authenticated by:
Pamela D. Hernandez
Wyoming Central Files

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