



United States Department of the Interior

Office of the Secretary


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PEP - ENVIRONMENTAL COMPLIANCE MEMORANDUM NO. ECM 16-4

To: Heads of Bureaus and Offices

From: Michaela E. Noble, Director 
Office of Environmental Policy and Compliance

Subject: Departmental Procedures Related to Pollution Removal Funding Authorizations
Issued by Federal On-Scene Coordinators for Response Activities for Oil Spills

1. Background and Purpose

This memorandum provides guidance for the Department bureaus and offices for use by responders to oil spills, related administrative staff, and budget and finance offices. Subsequently, ECM 12-4 dated October 25, 2012, is superseded.

[NOTE: A separate ECM will be issued to address financial reimbursement procedures for responses to hazardous substance releases.]

Oil spills pose a threat to human health and safety and frequently result in significant impacts to natural and cultural resources. The Federal Government has the responsibility to respond to oil spills into the waters of the U.S. (WOTUS) pursuant to the Federal Water Pollution Control Act (Clean Water Act), the Oil Pollution Act, and the National Oil and Hazardous Substances Pollution Contingency Plan (NCP)(40 CFR Part 300).

Federal responses to oil spills are led by a Federal On-Scene Coordinator (FOSC) from either the U.S. Environmental Protection Agency (EPA) or the U.S. Coast Guard (USCG). For oil spills that occur in the inland zone, EPA provides the FOSC. For oil spills in the coastal zone, including the Great Lakes, the FOSC will be from the USCG.¹

Under the authority of the NCP, the FOSC leads and coordinates Federal responses to oil spills. The FOSC works to:

- contain, remove, and dispose of the oil or hazardous substances;
- protect threatened resources;
- ensure proper notifications are made;
- direct, coordinate and/or provide technical assistance for the Federal response;
- maintain Federal decision-making authority for the response; and
- ensure access to necessary information.

¹ Under CERCLA and 40 CFR 333.120(c), the FOSC may be from the Department of Energy (DOE) or the Department of Defense (DOD) when the emergency response involves an oil spill from a vessel or facility under the jurisdiction, custody or control of DOE or DOD, respectively (40 CFR 300.120c).

To accomplish these objectives, the FOSC organizes and manages an incident-specific Incident Command (IC) or Unified Command (UC)² to bring together appropriate Federal, State, and local agencies and private response organizations to participate in the overall response effort. To ensure rapid and effective responses to oil spills, the FOSC uses the Oil Spill Liability Trust Fund (OSLTF) to fund response actions. The FOSC is the only official authorized to approve those response-related expenditures.

The FOSC frequently issues Pollution Removal Funding Authorizations (PRFAs) supported by funding from the OSLTF to obtain needed response assistance from other Government agencies (Federal, State, Tribal, or local), such as the Department of the Interior (Department). PRFAs are essentially interagency reimbursable agreements that outline the oil spill response support to be provided by other agencies for the FOSC.³

This guidance describes the roles and responsibilities of the various parties involved in the PRFA preparation, approval, and reimbursement processes.

2. Role of DOI Bureaus and Offices

The Department, through the Office of Environmental Policy and Compliance (OEPC), provides leadership, coordinates, and promotes consistency in carrying out the Department's roles and responsibilities for emergency response and remediation under the National Oil and Hazardous Substances Pollution Contingency Plan (NCP), including preparedness for oil spills and hazardous releases contingency planning, emergency response activities, technical assistance, training, and exercises.

In addition, OEPC represents the Department on International, National, Regional Response Teams, and Area Committees which are key components of the National Response System (NRS). The NRS is the formal operational structure created by the NCP in which intergovernmental agencies participate. In concert with bureau staff, OEPC provides guidance, support, direction and management for the negotiation and implementation of PRFAs issued by FOSCs to Departmental bureaus and offices and coordinates their participation in incident-specific oil spill response activities.

² The Incident Command (IC) is run by the FOSC to manage the oilspill response. The Unified Command (UC) is an Incident Command that includes staff from other Federal, State, and/or local agencies and representatives from, or acting for, the responsible party. However, in practice, many responders use these terms interchangeably.

³ A DOI bureau/office that has been issued a PRFA may either perform the work itself, or have PRFA-authorized tasks performed by another agency through a "subsidiary" Reimbursable Support Agreement (RSA); by a private business through a contract; or by a Non-Governmental Organization through a cooperative agreement. However, the Department bureau/office should check to make sure the FOSC/UC does not object to using such arrangements. In order to be reimbursed for such costs, the agency must manage the RSA, contract, or cooperative agreement to make sure the work is adequately performed, and must properly document the costs of the work that is accomplished. This entails including a copy of the contract and supporting cost documentation, such as invoices in the PRFA cost documentation package and reimbursement request that is eventually submitted to the FOSC.

FOSCs frequently request the Department, and its component bureaus and offices, to work as part of the UC and to provide on-scene support to the FOSC by conducting a variety of oil spill response activities.

Such assistance includes, but is not limited to the following:

- Monitoring water, shoreline, and other habitats to assist with emergency response/removal/cleanup decision making and to provide wildlife resource information to the Incident Action Plan;
- Providing surveillance, including acquisition and use of aerial and/or marine platforms, if appropriate, and site documentation of affected fish and wildlife habitat and resources to determine threats to species protected by the Endangered Species Act (ESA), Migratory Bird Treaty Act (MBTA), Marine Mammal Protection Act (MMPA) and their supporting habitats, as well as to ascertain the presence of oil and oiled/impacted wildlife;
- Coordinating required consultations under Section 7 of the Endangered Species Act (ESA);
- Assisting the FOSC in complying with the requirement to consult under Section 106 of the National Historic Preservation Act (NHPA);⁴
- Advising the FOSC on the requirement to conduct Tribal Consultations, and assisting the FOSC if necessary;⁵
- Assisting with access to Department land management units for response personnel;
- Arranging for, or permitting and supervising, the hazing or other deterrence efforts for migratory birds, as appropriate, to prevent or minimize injury or impacts associated with exposure to oil;
- Assisting the FOSC in establishing emergency response priorities and protection strategies in reference to habitats and environmentally sensitive areas and resources;
- Providing periodic monitoring and follow-up for oil spill-related natural resource impacts, if needed;
- Monitoring for the presence of affected birds and other wildlife and, when necessary and possible, supervising the transport of biota to wildlife rehabilitation facilities;
- Surveying the Bureaus' land management units⁶ to evaluate contaminant concentrations on behalf of the FOSC;
- Advising the FOSC on threats and impacts to environmentally sensitive areas caused by oil spills and related response actions;
- Monitoring for adverse effects on wildlife and recommending alternatives that may reduce these effects; and
- Advising the FOSC on cultural resources impacted by the response action.

⁴ Note that the FOSC, not DOI, is responsible for consultation under Section 106.

⁵ Note that the FOSC, not DOI, is responsible for tribal consultation.

⁶ For example, FWS National Wildlife Refuges, Bureau of Land Management (BLM) Resource Areas, National Monuments, and NPS units of the National Parks, National Historic Sites, etc.

The OEPC Regional Environmental Officers (REOs) assist the Department bureaus/offices in the PRFA negotiation, preparation, approval, and reimbursement processes. See Attachment 1 for information on OEPC regional offices and REO contacts.

3. The Pollution Removal Funding Authorization (PRFA)

The PRFA is a document that commits the OSLTF to reimburse the costs incurred by another government agency for response work performed on the Federal response for oil spills under the direction of the FOSC. The FOSC may issue a PRFA to a Department bureau or office to request support in areas of either bureau/office expertise and/or Federal trust responsibility for natural and/or cultural resources. Only the goods, services, or oil spill response activities described in the PRFA are authorized by the FOSC for subsequent reimbursement from the OSLTF. A blank PRFA form and instructions may be found in Attachment 2.

The PRFA should clearly outline and authorize:

- the approved reimbursement budget authority ceiling;
- the period of performance for conducting specified activities to support the responses; and
- the goods or services to be provided by the agency to the FOSC. The description of these may be written either fairly broadly to encompass a range of activities to support the response, or may be written more specifically to clearly identify what the FOSC wants, or may be a combination of both general and specific assignments.

The PRFA and any subsequent PRFA amendments needs to have a description of the response activities to the oil spill outlined in an attached Statement of Work (SOW) (see Attachment 3).

The Department bureau or office will likely be required to provide a cost estimate for the goods and services outlined in the PRFA. Such cost estimates will likely be required to be updated and show greater detail as the duration of the response grows. Careful documentation of costs is critical in order for the OSLTF and the United States to recover costs from the potentially responsible parties. The Department bureau or office should include funding to cover appropriate estimated indirect costs in the cost estimate.

Please note that a PRFA neither grants nor transfers funding to the bureau or office. It grants reimbursable budget authority contingent on the proper performance of the work outlined by the PRFA and the subsequent submission of well documented reimbursable costs that were incurred.

As previously mentioned, the FOSC is the only official authorized to approve reimbursement for response expenses from the OSLTF. An agency performing reimbursable work outlined by a PRFA is essentially working for, and taking direction from the FOSC and is participating in the IC.

The following is some useful guidance for Department bureaus and offices to follow:

- Before a Department bureau/office conducts response activities for an oil spill, the FOSC-approved PRFA (and attached SOW) should be in place in order for that bureau/office to receive reimbursement from the OSLTF.
- During an emergency response to an oil spill, time can be short and the situation can be chaotic, but the PRFA and SOW should be signed before commencing work on the response to an oil spill.
- A verbal approval from the FOSC might suffice temporarily in order to get assistance mobilized rapidly. However, any such verbal approval needs to be documented and confirmed by the FOSC and, under most circumstances, followed within 72 hours by a signed PRFA.
- In the chaos of a Spill of National Significance (SONS), this might take longer. During a large oil spill, PRFAs could be delayed by two-four weeks due to a number of issues.
- Delay in receiving a signed PRFA may be sufficient grounds for the bureau/office to suspend the verbally-approved assistance to the FOSC.
- Failure to obtain a signed PRFA might preclude the bureau/office from obtaining reimbursement for FOSC verbally-approved response activities.
- The cost of performing work that is not outlined in the PRFA and its attached SOW, or otherwise not specifically requested by the FOSC, is not reimbursable, but could be conducted using bureau/office funding in coordination with the FOSC.
- If there are even the slightest questions regarding whether certain work corresponds with the tasks outlined in the PRFA, the REO and/or FOSC should be consulted to provide clarification and interpretation. Their responses should be documented and their guidance followed.
- Sometimes, it might be required to have the FOSC amend the PRFA to assign new tasks/activities to the bureau/office in order for such tasks/activities to be reimbursable.
- The bureau/office should provide a copy of the PRFA to the National Pollution Funds Center (NPFC), unless the FOSC has already done so.
- Department bureaus and offices should seriously consider immediately setting up a separate Quicktime (payroll) account to record the reimbursable work hours incurred by employees in the performance of PRFA activities. By creating a separate account, bureaus and offices can record reimbursable work hours in real time, and compile an automated record of payroll costs that can readily satisfy the NPFC cost documentation requirements.
- Alternatively, bureaus/offices may set up reimbursable accounts subsequent to the response to oil spills and later transfer reimbursable work hours and expenditures from their base account(s) into the reimbursable account, making sure to completely capture the reimbursable work hours and expenditures.

In any of the following instances, an OEPC REO should assist the Department bureaus and offices by negotiating with the FOSC the reimbursable work activities authorized in a PRFA, as the REO has special knowledge, experience, and skill in leading and coordinating the Department participation to oil spill responses. The REO can remain involved, if needed, regarding communications and coordination with the FOSC concerning the work being performed by the Department bureaus/offices under a PRFA.

Although the Department bureaus/offices may approach the FOSC with a request to perform response related activities, it is advisable for the Department bureau/office to go through the OEPC REO.

- Alternatively, the FOSC may approach the Department bureaus/offices and request that they perform certain oil spill response activities outlined in a PRFA.
- In either case, the Department bureaus/offices may be directly requested by a FOSC or FOSC Representative to respond to an oil spill.
- Many times, the FOSC will go through the REO with such requests. At that point, the REO should be involved to coordinate submittal of a PRFA or PRFA amendment with an appropriate budget and Statement of Work (SOW) to cover the response expenditures.
- The PRFA should outline the oil spill response activities that the FOSC wants to have performed and needs to be approved in writing by the FOSC.
- However, there could be instances when a Department bureau/office unilaterally determines that it needs to respond based on notification of an oil spill. In these cases, the responding Department bureau/office or REO should discuss with EPA or USCG the need to have an FOSC assigned and the need for a PRFA as soon as possible, and subsequently secure a PRFA that establishes a reimbursable funding ceiling to cover at least the expenses of the initial response activities.
- It should be noted that it might be possible to receive eventual reimbursement for response work performed prior to the PRFA being signed and issued if the FOSC determined that the initial response activities were appropriate, conducted in a time sensitive manner, and well documented.

See Attachment 2 for a blank PRFA template used by the NPFC, the organization charged with administering the OSLTF. A sample SOW for a PRFA can be found in Attachment 3.

4. Mandatory Use of U.S. Treasury Forms 7600A and 7600B When Issuing PRFAs

General Terms and Conditions, Form FMS 7600A

Each new PRFA award must include the attached multiple award interagency agreement Form 7600A (see Attachment 6: Signed Interagency Agreement between the NPFC and the U.S. Department of the Interior--General Terms and Conditions Section of Form 7600A). Please note that because the USCG is acting as the fiscal agent for PRFAs issued to the Department bureaus and offices by either USCG or EPA FOSCs, the USCG considers PRFAs to be one type of Interagency Reimbursable Work (Financial Transactions) Agreement. Therefore, a PRFA must be issued in conjunction with the 7600A, General Terms and Conditions (GT&C) section of the U.S Treasury Interagency Agreement Forms. The PRFA form, accompanied by the Department-signed 7600A form dated June 1, 2015, should be considered an "Authorization to Proceed."

Order Requirements and Funding Information (Order), Form FMS 7600B

After award of the PRFA, the Department bureaus and offices should coordinate with their budget and accounting personnel and follow their internal procedures in creating a new reimbursable budget authority line of accounting in the amount of the PRFA award. The Department bureaus and offices should fill out a draft of Form 7600B within one week (see Attachment 7: Blank Interagency Agreement between Federal Agencies; Order Requirements and Funding Information Section (Order)—Form FMS 7600B). The draft 7600B, inclusive of contact information for the relevant bureau/office budget and accounting personnel, should be submitted to USCG/NPFC. At the time of this issuance, the current personnel are:

Ms. Lydia Peck, CERCLA Disaster Program Manager, e-mail lydia.l.peck@uscg.mil, telephone 202-795-6045, or
(alternate) Maarten G. Overbeek, e-mail maarten.overbeek@uscg.mil, telephone 202-795-6033. Their Physical Address is:

USCG NATIONAL POLLUTION FUNDS CENTER
U.S. COAST GUARD STOP 7605
2703 MARTIN LUTHER KING, JR. AVE. SE
WASHINGTON, DC 20593-7605

5. Expectations of Working under a PRFA

The Department bureaus and offices working under a PRFA are expected to participate in the IC or UC and communicate what they are doing. They are not to perform their PRFA work either in a vacuum or by standing up their own parallel, independent commands outside of the IC/UC. The Department bureaus and offices working under a PRFA essentially are working for the FOSC by operating within the IC/UC.

Please note that it is important for the Department bureaus and offices to elicit clear direction on the work the FOSC requests they perform, and to document such communication.

6. Allowable Reimbursable Costs under a PRFA

Under the terms of a PRFA, an FOSC could agree to reimburse the Department bureaus/offices for costs incurred in providing any agreed upon response activities and assistance to the FOSC, consistent with the NCP. The assistance needed will be set forth in the PRFA SOW and approved budget.

The following cost components are typically authorized for reimbursement:

- **All personnel payroll costs, including salary, benefits, and overtime pay.** Payroll costs should be documented for each deployed staff member and include their grade/step, daily work hours, overtime work hours, salary, and benefits. It is advisable to keep a record of the daily work performed by each team or staff member. Each deployed staff member should record this data in a work log (this could be done using an “ICS 214”

form, Unit or Activity Log). To the maximum extent possible, all incident specific response costs should be reported daily; this will allow the FOSC's designated representative tasked with calculating and communicating the incident's estimated daily rate of expenditure (e.g., "burn rate").

- **Travel, lodging, and per diem expenses.** Such costs should be clearly documented for each deployed staff by date, location, etc., and correspond to approved Travel Vouchers.
- **Appropriate charges for the utilization of other government agency owned equipment or facilities.** Such charges should be documented. The Department bureaus and offices should seriously consider obtaining advance NPFC approval for use of aircraft and other motor vehicles.
- **Contractor Costs.** Clearly document actual expenses for contractor goods and services obtained to provide agreed upon assistance and support to the FOSC.
- **Purchase or lease of goods or services.** Purchases made to support the response activities should be preapproved and clearly documented by invoices or receipts that show the business, address, and dates. Any purchase of what would be considered durable goods requires written authorization or direction. Such costs should be prorated, when appropriate. For example, if a piece of equipment or a vehicle that is being used to carry out assigned tasks is also being used for non-PRFA activities, then the cost should be allocated proportionately. Both the service agreement contract and bills paid should be included in the reimbursement request. Note: the Responsible Party is ultimately paying for equipment and might wish to have it returned to them. Because of the disposition of property and cost allocation issues, it might be preferable to lease certain goods.
- **Purchased supplies.** Purchases of disposable supplies to support response activities should be clearly documented by invoices or receipts that show the business, address, and dates. Such purchases should be discussed with the Logistics Section of the IC prior to acquisition. Unused supplies should be returned to the FOSC, or if retained, their costs reduced from the PRFA billing. Depending on the circumstances, it might be necessary to dispose of unused supplies via either the General Service Administration or U.S. Department of Defense government surplus mechanisms and provide USCG/ NPFC with evidence of proper disposal.⁷
- **Indirect Costs.** Costs might be subject to the application of an indirect cost rate if said rate has been certified in writing by the appropriate bureau/office senior official as being accurately formulated and applied. First time use of an indirect rate might require submittal of an official Department bureau/office policy concerning the indirect rate calculation documentation. Policies should state the revision schedule for the indirect rate and make reference to whether or not the policy has been reviewed and approved by the authorized comptroller or solicitor. The NPFC requires that the PRFA cost documentation package (see Attachment 4) include a submittal of the inputs to the indirect cost model used to calculate indirect costs. If the Cost Allocation Plan (CAP) mechanism is used to calculate burden and/or indirect costs, the Department bureaus and offices may consider reviewing the guidance promulgated by the United States Department of Health and Human Services Program Support Center Division of Cost Allocation as one example when developing such plans. Reimbursed indirect costs are potentially subject to audit by non-federal [e.g.,

⁷ The General Services Administration's personal property disposal regulations are contained in 41 CFR 101 – 102 and should be consulted for additional guidance regarding federal property management regulations.

Responsible Party (RP)] auditors. The indirect cost rate(s) should be recalculated periodically to ensure they accurately reflect bureau/office costs. PRFA cost documentation packages and reimbursement requests should clearly identify any indirect cost rate(s) that are applied, as well as the amount of indirect costs requested for reimbursement, and should include a written certification by an appropriate senior official that the rate(s) are accurate. The NPFC may request further documentation on indirect cost rate(s), such as the methodology that explains how the indirect cost rate(s) were calculated and applied. The Department bureaus should be prepared to respond to such requests.

7. Non-reimbursable Costs under a PRFA

Not all response costs are eligible for reimbursement under a PRFA. Only pollution removal/response activities outlined in a PRFA (and its SOW) are eligible for reimbursement. Such activities need to directly support the Federal response being conducted by the FOSC. Questions regarding whether an activity or cost is authorized under a PRFA should be referred to the REO involved in the PRFA approval process and the Department bureau/office budget or finance office charged with coordinating with the FOSC. Some costs, such as those incurred unilaterally by a Department bureau/office for executive leadership travel and management oversight, are not eligible for reimbursement from the OSLTF if such activities were not requested by the FOSC to support the FOSC's work, but were incurred primarily for the benefit of the Department bureau/office. However, such management oversight costs should be tracked and documented for potential cost recovery from other sources at a later date (e.g., either through a retroactive supplemental appropriation that covers previous activities or through cost recovery efforts that may be made later by the Department of Justice). It is important that the Department bureaus' and offices' PRFA cost documentation packages clearly identify that the work was performed for the FOSC according to the activities outlined in the PRFA. Otherwise, such costs might be deemed non-reimbursable by the FOSC and NPFC in their reviews.

8. Financial Posting for Responses to Oil Spills

Immediately upon being awarded a PRFA, the Department bureau/office should provide accounting information for reimbursable account(s) for the expenditures it incurs for performing work under the PRFA and its SOW. This accounting information must be inserted in the Form 7600B discussed previously in this document. The bureau/office should either post or transfer such reimbursable expenditures to the reimbursable account(s) in a timely manner. That way, the reimbursable account(s) will hold the PRFA qualified expenditures as debits to match up with eventual reimbursement received from the OSLTF. This also has the financial management benefit to the Department bureau/office of "freeing up" its current appropriated funding to support its other base programs.

9. The Possible Need to Waive Bi-Weekly and Annual Overtime Pay Caps

During a response of extended duration, deployed staff might need to have their bi-weekly and/or annual overtime pay caps waived temporarily by their payroll office, in order to be fully compensated for the work hours they perform. Deployed staff should work with their payroll office to determine their bi-weekly and annual pay caps and identify the limitations on what each

deployed staff can earn per pay period, and determine how it will impact the cap on their annual pay, which cannot be either lifted or waived.⁸

In certain emergency or mission critical situations, a Department bureau/office may apply an annual premium pay cap instead of a biweekly premium pay cap, subject to the conditions provided in law and regulation [see 5 U.S.C. 5547(b) and 5 CFR 550.106- 550.107]. Please check with your budget and finance offices for the specifics on this calculation, as it depends on the fiscal year.

The Department bureaus have certain delegated authorities that allow them to issue policies and procedures for exceptions to the biweekly limitation on premium pay. Employees must check with their bureau human resources office and servicing personnel office to understand how exceptions might be applied for emergency work. Additionally, employees will need to coordinate closely with their timekeepers to ensure the work hours are properly coded.

10. Limitation Rules on PRFA Reimbursements

The PRFA reimbursement may only be used to pay for the reimbursable expenditures that have been incurred for the response work performed by the bureau/office for the FOSC under the terms of the PRFA.

The PRFA reimbursement may neither pay for future response activities nor augment the current appropriations of the Department bureau/office. Expenditures to be reimbursed must fall within the period of performance of the PRFA. Coordinate with your REO in order to obtain a PRFA amendment to extend the performance period when necessary.

The OSLTF is a revolving fund that essentially uses "no year" dollars. If the reimbursement occurs after the close of the fiscal year (and if response work was performed using a current annual appropriation), then the reimbursement is not available for new obligations. The Department bureaus and offices should coordinate with their budget and finance offices regarding such appropriation issues.

These rules may be found at: http://www.uscg.mil/npfc/laws_and_regulations.asp

11. Other Funding Sources to Support Response Costs

In the absence of an FOSC-issued PRFA, agencies supporting the oil spill response may subsequently request reimbursement directly from the NPFC by following its claims process outlined at: <http://www.uscg.mil/npfc/Claims/default.asp>. However, the submission of a claim does not guarantee its reimbursement. In some instances, the Department bureaus/offices maybe required to first seek reimbursement directly from a Potentially Responsible Party (PRP), the entity

⁸ The maximum biweekly or annual earnings limitations on title 5 premium pay do not apply to FLSA overtime pay. Additional information can be found at the following fact sheets:
<https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/how-to-compute-flsa-overtime-pay/>
<https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/overtime-pay-title-5/>

which (might have) either spilled the oil or caused the spill. In that case, bureaus/offices should work closely with their budget office and with the Office of the Solicitor to prepare any necessary agreements and related supporting documentation.

12. PRFA Amendments

A PRFA may be amended, at the FOSC's discretion, to increase the authorized maximum reimbursement ceiling or extend the period of performance. This is usually done if additional assistance and support is desired by the FOSC, or if costs incurred for services provided by the Department bureau/office may exceed the original estimate. Alternatively, a FOSC may amend a PRFA to either expand the reimbursable response activities that are authorized or to provide greater detail on such activities and their requirements. In any case, the OEPC REO handles the submission, coordination, and management oversight of the PRFA amendments.

13. PRFA Cost Tracking and Documentation

The Department bureaus and offices responding under a PRFA must track their costs and provide clear documentation to support subsequent reimbursement and federal cost recovery actions.

In addition, OEPC REOs and the OEPC Resource Protection, Preparedness, Response and Recovery Team can provide advice and/or assistance with the development of PRFA cost documentation packages, and should review all such packages for clarity and accuracy before they are submitted to the FOSC and the NPFC.

In order to be eligible for reimbursement, a PRFA cost documentation package must have the level of detail equivalent to that found in the USCG's Pollution Incident Daily Resource Report (CG-5136) for each employee. This includes:

- the employee's name;
- grade/step or labor category;
- hourly pay rate (salary plus benefits);
- overtime pay rate if applicable;
- number of hours worked on the response (differentiated between regular, overtime hours, and Hazard Pay);
- net cost (hourly rate times hours worked);
- the duties provided in support of the FOSC for each day worked on PRFA response activities. It is advisable for each deployed employee to maintain a daily work log (the form ICS 214 is commonly used);
- travel vouchers and travel claims with locations and dates (redacted as required);
- receipts and use documentation for all equipment and vehicular resources; purchases must include copies of receipts. Purchases of equipment must be documented to determine their necessity for the response. (Note: this is best documented by retaining relevant emails and notes of communications made within the IC or UC, or from the FOSC); and
- Documentation of actual detailed expenses for contractor supplied goods and services obtained to provide agreed upon assistance and support to the FOSC must be provided.

Attachment 4 includes EXCEL worksheets that may be used to capture and document applicable reimbursable costs; however, any format that contains equivalent information is acceptable.

PRFA cost documentation packages should be provided to the REO for review. The REO provides substantial support and can identify where problems may exist in the package and recommend ways to improve the cost documentation. This quality control function helps the Department bureau or office, as well as the FOSC and NPFC, by reducing the need to go back and forth to improve the PRFA cost documentation package to meet the FOSC and NPFC requirements. After the REO review has been performed, and any recommended cost documentation improvements made, the Department bureau/office may either ask the REO to submit the PRFA cost documentation to the FOSC or submit it themselves, with a copy provided to the REO.

The Department bureaus and offices are required to store and maintain their PRFA cost documentation files so that they can be made available, if needed, to support future U.S. Government efforts to obtain cost recovery from the PRP. Accordingly, the Department bureau and office staff involved in the response should be prepared to provide such information, which may include daily work logs, if cost recovery efforts are disputed.

14. PRFA Reimbursement Requests

The PRFA cost documentation package should include a completed SF-1080 or SF-1081 that clearly indicates where and how reimbursable payments are to be sent by the NPFC. The completed SF-1080 or SF-1081 constitutes the reimbursement request. See Attachment 5.

Required information for such a request includes the:

- agency Location Code (ALC), Treasury Account Symbol (TAS) and DUNS number;
- reimbursable account number;
- point of contact information (name, email address, phone number, address);
- the PRFA document control number used by the USCG or EPA;
- the Federal Pollution Number (FPN) for the response assigned by the NPFC; and
- a clear, aggregated breakout of the reimbursable costs (payroll, travel, lodging, *per diem*, purchases, *etc.*).

Completed PRFA cost documentation packages should be submitted within 90 days of the completion of the response,⁹ be certified by the appropriate Department bureau/office manager (Regional Director or equivalent or delegated staff). Subsequently, it should be forwarded to the

⁹ Note that funds will be de-obligated when costs have been recovered from the Responsible Party and the case is closed. Check with the NPFC Regional Manager. The NPFC usually only de-obligates funding after working with an agency to reconcile all costs. If an agency does not communicate with NPFC on progress toward closure, NPFC will send a message indicating de-obligation will be forthcoming, and then if no progress is made, NPFC would de-obligate.

REO who will review it for accuracy, and then the REO will submit the PRFA cost documentation package to the FOSC for review and approval. The FOSC will forward the PRFA cost documentation package to the NPFC for its review and approval (or disallowance of non-reimbursable expenses).

Where a very large oil spill will have a long-term response effort, NPFC may allow quarterly and/or monthly PRFA cost reimbursement requests before response is completed and may allow partial reimbursements.

15. Execution of PRFA Reimbursements

Once the FOSC and NPFC have conducted their reviews of the PRFA cost documentation package and reimbursement request, they will approve reimbursement of the qualified expenditures and execute transfer of the reimbursement through the Intra-Governmental Payment and Collection (IPAC) system and “push” the approved funds to the bureau/office reimbursable account identified in the SF-1080/1081. Concurrently, the NPFC will provide a “heads up” to OEPC of what has been approved for reimbursement and the total amount of the reimbursement. The OEPC will provide this information to the Department bureau/office and ask that they alert their budget and finance offices so reimbursement from NPFC can be tracked and assured of being deposited into the correct reimbursable account.

16. Attachments

Attachment 1: Regional Environmental Offices

Attachment 2: Pollution Removal Funding Authorization Instructions and Blank Form

Attachment 3: Pollution Removal Funding Authorization Example Statement of Work

Attachment 4: Cost Documentation Report Worksheets

Attachment 5: NPFC Reimbursement Request Instructions and Forms, Forms SF 1080 and SF 1081

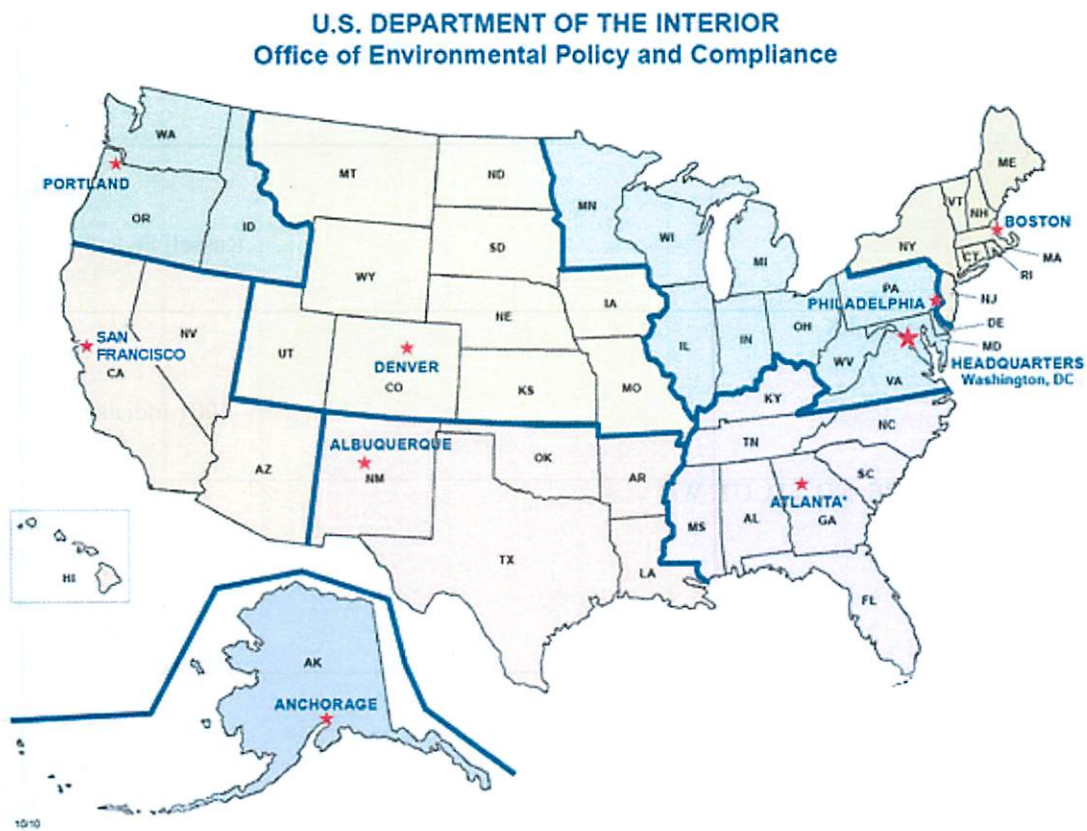
Attachment 6: Signed Interagency Agreement between the U.S. Coast Guard National Pollution Funds Center and the U.S. Department of the Interior--General Terms and Conditions Section of Form FMS 7600A

Attachment 7: Blank Interagency Agreement between Federal Agencies; Order Requirements and Funding Information Section (Order) Form

Attachment 1

U.S. Department of the Interior Office of Environmental Policy and Compliance Regional Environmental Offices

<https://www.doi.gov/oepec/regional-offices>



*Atlanta region also includes Puerto Rico and American Virgin Islands

**San Francisco region also includes American Samoa, Guam, and Commonwealth of Northern Marianas

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Attachment 2

Pollution Removal Funding Authorization Instructions and Forms

Source: Chapter 8 of the "Technical Operating Procedures for Resource Documentation under the Oil Pollution Act of 1990" (NPFC Instruction 16451.2)(TOPS)

Example forms and instructions are available on the following pages. Fillable PRFA and PRFA Amendment Forms are Available at the following link:

<http://www.uscg.mil/npfc/Response/Cost%20Documentation/prfa.asp>

**Federal Agency
Pollution Removal Funding Authorization**

Recipient Agency	
Address	
Agency Locator Code (ALC)	
Agency DUNS	
Agency Tax ID	
Treasury Account Symbol (TAS)	

1. Purpose

This document authorizes reimbursement to the Recipient Agency from the Oil Spill Liability Trust Fund or CERCLA funds for certain removal costs incurred in response to the following pollution incident.

Federal Project Number/CERCLA Project Number _____

This funding authorization is expressly contingent on the Recipient Agency's compliance with all requirements contained herein.

2. Approved Functions and Reimbursement Limit

Costs will be reimbursed only for actions that are directed or approved in advance by the FOSC. Approval may be verbal or written. Assessment, restoration, rehabilitation or replacement of natural resources damaged by the spill are not covered.

Maximum limit of authorization: \$ _____

3. Conditions

See attached page(s) for scope of work, special conditions, date of performance, directions or approvals.

4. Period of Authorization

This authorization shall remain in effect until the completion date specified by the FOSC (which normally corresponds to the date of final removal activities).

5. Reimbursement Procedure

Upon completion of removal activities, the Recipient Agency will submit a SF-1080/1081 to the FOSC with detailed records of expenditures and activities for which reimbursement is sought. The agency may elect to use its own records providing an equivalent amount of documentation which has NPFC approval, or the agency may elect to use NPFC's Resource Cost Documentation package. The agency must submit the final request for reimbursement, supported by the required documentation, within 90 days following the completion date. If OMB Circular A-87 cost rates apply, cost certifications must be included. If at the end of the 90 days from final removal activities, there are any costs for which reimbursement has not been requested, written notice will be sent to the agency and 30 days later any balance remaining in the account will be deobligated.

**Federal Agency
Pollution Removal Funding Authorization**

6. Accounting Data

Document Control Number:	
Accounting String:	

7. Points of Contact

Federal On-Scene Coordinator	Telephone:
	FAX:
	Email:
Recipient Agency Representative	Telephone:
	FAX:
	E-Mail:
NPFC Case Officer	Telephone:
	FAX:
	E-Mail:

8. Authorizing Official

Federal On-Scene Coordinator

Signature: _____

Date: _____

Attachments: (1) Scope of Work

**Amendment to
Pollution Removal Funding Authorization**

Issued to (Recipient Agency): Address

By (FOSC):

Date of Original Authorization:

Document Control Number of Original Authorization: The Authorization cited above is amended as follows:

Document Control Number of this Amendment: _____

Authorized Official:

Signature: _____

Title: Federal On Scene Coordinator Date: _____

CHAPTER 8 - POLLUTION REMOVAL FUNDING AUTHORIZATIONS (PRFAs) (Change 6)

A. General. The Pollution Removal Funding Authorization (PRFA) is a tool available to FOSCs to quickly obtain needed services and assistance from other government agencies: federal, state, or local, as well as recognized Indian Tribes in oil spill and hazardous materials response actions. There are two types of PRFA forms, one for Federal agencies and one for non-federal agencies.

B. Financial Obligation Document. The PRFA commits the OSLTF to payment, by reimbursement, of costs incurred in pollution response activities undertaken by another government agency working for the FOSC.

C. Agency Reimbursement. Under the terms of a PRFA, an FOSC may agree to reimburse another government agency for costs incurred in providing any agreed upon removal services and assistance to the FOSC, consistent with the NCP. Some of the costs which are reimbursable under a PRFA include, but are not necessarily limited to:

1. Personnel salary costs, including overtime;
2. Travel and per diem expenses;
3. Appropriate charges for the utilization of other government agency owned equipment or facilities; and
4. Actual expenses for contractor or vendor supplied goods and services obtained by the other government agency, through its own purchasing process, to provide agreed upon assistance and support to the FOSC.

D. Clear Agreement as to Support Provided. The FOSC and the other government agency must agree upon and document:

1. The specific goods and services to be provided; and
2. A good faith estimate of the total anticipated costs, with a line item breakdown of the principal expense categories. This need not be more than a single page, and can be made an attachment to the PRFA.

E. Amendment. The PRFA may be amended, at the FOSC's discretion, to increase the authorized maximum reimbursement ceiling, if additional assistance and support is desired, or if costs incurred for services provided exceed the original estimate. In essence, the PRFA creates a ceiling and makes funding available to the other government agency.

F. Other Agency Cost Tracking and Documentation. The other government agency (OGA) receiving a PRFA must track its costs and provide documentation to support reimbursement and federal cost recovery actions against RPs, as appropriate. Cost documentation must follow the guidance stated in Chapter 2 of this manual or equivalent agency documentation. All alternative documentation schemes must be pre-approved by the NPFC prior to use.

1. NOAA. The NOAA Scientific Support Coordinators (SSC) and their associated services are the most frequently called other government agency resources which participate in Coast Guard pollution responses. Unless NOAA specifically declines the need for a PRFA, the FOSC must prepare a PRFA each time the SSC is called for incident specific response support. Based on input from the SSC for each prospective PRFA, NOAA's Office of Ocean Resources Conservation and Assessment (ORCA) in Seattle, Washington will provide the FOSC with a spreadsheet showing the estimated costs for the PRFA. The FOSC shall attach the spreadsheet to the PRFA using it to support the maximum funding authorized by the PRFA.

2. If the level of services provided by NOAA changes, e.g., either by shortening or lengthening the response, changing the nature of NOAA support, NOAA will issue a new estimate which becomes part of the PRFA package. If the funding authorization increases, a PRFA amendment must be issued to show the increase in the authorized funding (decreases do not need to have a amendment issued). Following the completion of a response, NOAA will issue a final cost spreadsheet to the FOSC. Under an agreement with the NPFC, this document will serve as NOAA's resource and cost documentation for inclusion with the FOSC's Financial Summary Report to the NPFC. NOAA has agreed to provide NPFC with a more detailed report upon request to support cost recovery action.

G. Accounting Data for PRFA. PRFAs are a Type "34" document. Construct the Document Control Number on all authorizations using the format found in "Accounting Information," Chapter 3 of the NPFC's User Reference Guide (URG). Contact the NPFC if assistance is needed.

H. Authorizing Officer: Signature of FOSC or authorized representative.

I. Invoicing. Reimbursements against a PRFA are invoiced to the NPFC, through the FOSC, on Standard Federal Form 1080/1081. The NPFC will not approve payment of charges against a PRFA for: 1. Costs of goods and services which fall outside of those which the FOSC authorized and requested, as to either amount or kind; and 2. Costs which are not adequately documented.

J. FOSC Certification. In certifying an invoice for reimbursement against a PRFA, the FOSC is not verifying the various cost categories, but is attesting that the goods and services are consistent with those agreed upon and authorized. An example that can be used is:

I certify that this agency performed removal activities in accordance with the issued Pollution Removal Funding Authorization and reimbursement of costs is authorized, unless otherwise indicated.

_____ FOSC's Signature and Date

K. Limitations on use of PRFAs. The PRFA may not be used by the FOSC to obtain goods or services directly from private individuals, groups, or companies. It should also not be used to obligate funds for the initiation of Natural Resources Damage Assessments (NRDA), further assessment actions, or payment of damages.

Attachment 3

Pollution Removal Funding Authorization Example Statement of Work

http://www.uscg.mil/npfc/docs/PDFs/Forms/PRFA_SOW_Sample.pdf

PRFA SAMPLE STATEMENT OF WORK FOR REMOVAL ACTIONS

The task list below addresses the specific removal actions that are ordered through PRFA's (Pollution Removal Funding Authorization) in support of FOSC's/OSC's. When modification or amendment to this PRFA is required, the "Amendment to Pollution Removal Funding Authorization" shall be used and a new task list shall be assigned if new tasking is identified. The recipient agency of the PRFA shall perform the following (as identified by the appropriate check marks below):


- collect facts regarding the discharge of oil into navigable waters, to include its source and cause;
- identify potentially responsible parties (RP's);
- analyze the nature, amount, and location of discharged oil;
- analyze the probable direction and time of travel of discharged oil;
- identify pathways to human and environmental exposure;
- provide analysis of discharges posing a substantial threat to the public health or welfare of the U.S.;
- provide temporary/permanent stabilization prior to the mobilization of other responders;
- provide appropriate personnel, equipment, and supplies to contain and remove discharged oil from navigable waters and shoreline;
- document all site-specific costs incurred by the contractor and the recipient agency for the removal actions;
- identify active or historical facility processes or operations that may have contributed to the discharge of oil;
- prepare a sampling plan that describes the number, type, and location of samples and the type of analysis (for example, sampling and analysis plans for collection of multimedia environmental samples; petrochemical product or waste oil or crude oil);
- collect representative oil sample(s) and submit them to the U. S. Coast Guard Marine Safety Lab for appropriate analyses;
- develop site specific Health and Safety Plans (HSP's);
- review, prepare, and submit all required accounting/accounting records in accordance with the National Pollution Funds Center (NPFCC) Instruction 16451, "Technical Operating Procedures for Resource Documentation under the Oil Pollution Act (OPA) of 1990";
- submit Pollution Reports (POLREPS) at periodic intervals as specified by the issuing FOSC/OSC;
- provide daily progress reports and/or consultations to the OSC/FOSC, as necessary;
- develop health and safety procedures for response activities, such as OSHA levels of protection associated with a site;
- recommend cleanup and disposal options;
- review completeness of disposal documentation, such as manifests, waste profile data, and other information;
- obtain permits from local, state or federal agencies, associated with the contractor's response activities;
- provide or arrange for site security to prevent unauthorized access of any persons or animals to preserve public safety, such as armed or unarmed security services;
- identify concerned local and elected officials;
- conduct deed and title searches as appropriate;
- conduct waste profile analysis; and
- perform and advise on wildlife capture, recovery, and stabilization.

Attachment 4

Cost Documentation Report

The following is a link to an Excel Workbook that will assist with preparing Pollution Removal Funding Authorization (PRFA) Cost Recovery reports to be Provided to the Appropriate Federal On-Scene Coordinator.

<https://portal.doi.net/oepc/layouts/xlviewer.aspx?id=%2Foepc%2FShared%20Documents%2FDWH%20Example%20Worksheet%20in%20ECM%20draft%20for%20PRFA%5FGuidance%5F10%2D13%2D2012%2Exlsx&DefaultItemOpen=1>

 U.S. DEPARTMENT OF THE INTERIOR Deepwater Horizon Oil Spill Response Employee Cost Documentation Report			
Incident/Site name, location: PRFA ID: Inclusive dates of billing: Billing bureau/office: Billing bureau/office contact:			
Remarks:			
EMPLOYEE COST DOCUMENTATION SUMMARY			
Expense category	Cost	Detailed Report attached? (YES or NO)	Office use
Labor	\$0.00		
Travel	\$0.00		
Contracts	\$0.00		
Purchases/Expendables	\$0.00		
Government equipment	\$0.00		
Total costs:	\$0.00		



U.S. DEPARTMENT OF THE INTERIOR
Deepwater Horizon Oil Spill Response
Individual Labor Cost Report

Incident/Site name, location: _____
 PRFA ID: _____
 Inclusive dates of billing: _____
 Billing bureau/office: _____
 Billing bureau/office contact: _____

Employee name (last, first): _____
 Position /Job Title: _____
 Pay Grade/Step: _____ Home duty station: _____

Date of activity	Hours Worked Under PRFA		Total	Total Costs ³	Description of Activities
	Regular ¹	Overtime ²			
4/21/2010			0.00	\$0.00	
4/22/2010			0.00	\$0.00	
4/23/2010			0.00	\$0.00	
4/24/2010			0.00	\$0.00	
End Pay Period # 9			0.00	\$0.00	
4/25/2010			0.00	\$0.00	
4/26/2010			0.00	\$0.00	
4/27/2010			0.00	\$0.00	
4/28/2010			0.00	\$0.00	
4/29/2010			0.00	\$0.00	
4/30/2010			0.00	\$0.00	
5/1/2010			0.00	\$0.00	
5/2/2010			0.00	\$0.00	
5/3/2010			0.00	\$0.00	
5/4/2010			0.00	\$0.00	
5/5/2010			0.00	\$0.00	
5/6/2010			0.00	\$0.00	
5/7/2010			0.00	\$0.00	
5/8/2010			0.00	\$0.00	
End Pay Period # 10			0.00	\$0.00	

continued on next page...

Sub-Total of direct labor cost: \$0.00

¹Basic Hourly Payrate: _____ ²OT Hourly Payrate: _____
³Total Costs = (¹Basic Payrate x Regular hours worked) + (²OT Payrate x OT hours worked)

Remarks:



U.S. DEPARTMENT OF THE INTERIOR

Individual Labor Cost Report

Incident/Site name, location: -
 PRFA ID: -
 Inclusive dates of billing: -
 Billing bureau/office: -
 Billing bureau/office contact: -

Employee name (last, first): -
 Position / Job Title: -
 Pay Grade/Step: - Home duty station:

Date of activity	Hours Worked Under PRFA		Total	Total Costs ³	Description of Activities
	Regular ¹	Overtime ²			
Total Carried Over...				\$0.00	
5/9/2010			0.00	\$0.00	
5/10/2010			0.00	\$0.00	
5/11/2010			0.00	\$0.00	
5/12/2010			0.00	\$0.00	
5/13/2010			0.00	\$0.00	
5/14/2010			0.00	\$0.00	
5/15/2010			0.00	\$0.00	
5/16/2010			0.00	\$0.00	
5/17/2010			0.00	\$0.00	
5/18/2010			0.00	\$0.00	
5/19/2010			0.00	\$0.00	
5/20/2010			0.00	\$0.00	
5/21/2010			0.00	\$0.00	
5/22/2010			0.00	\$0.00	
End Pay Period # 11	0.00	0.00	0.00	\$0.00	
5/23/2010			0.00	\$0.00	
5/24/2010			0.00	\$0.00	
5/25/2010			0.00	\$0.00	
5/26/2010			0.00	\$0.00	

Sub-Total of direct labor cost: \$0.00

⁴Bureau/Office indirect rate (x% of direct labor cost): _____

Total labor cost: \$0.00

¹Basic Hourly Payrate: 0.00 ²OT Hourly Payrate: 0.00 (Rates copied from previous page)

³Total Costs = (¹Basic Payrate x Regular hours worked) + (²OT Payrate x OT hours worked)

⁴The Department MAY apply a Headquarters Indirect Rate. If applied, this rate would be calculated and included at the Departmental level (OEPC) prior to submitting final cost documentation packages for reimbursement.

Remarks:



U.S. DEPARTMENT OF THE INTERIOR
Deepwater Horizon Oil Spill Response
Purchases & Expendables Cost Report

Incident/Site name, location: _____ -
 PRFA ID: _____ -
 Inclusive dates of billing: _____ -
 Billing bureau/office: _____ -
 Billing bureau/office contact: _____ -

Were any Purchase Orders (DI-52) completed? (YES or NO):
 If YES, how many were completed:
 If YES, are they attached? (YES or NO):
 If YES, how many are attached:

PURCHASES/EXPENDABLES REPORT

Description of item	Purchase Order no.	Cost	Office use

Sub-Total of purchases/expendables cost: **\$0.00**
 Bureau/Office indirect rate, if applicable (@ xx% of purchases/expendables cost):
 Total purchases/expendables cost: **\$0.00**

Remarks:

Attachment 5

National Pollution Funds Center (NPFC) Reimbursement Request Instructions and Forms

Forms SF 1080 and SF 1081

Source: Chapter 9 of the "Technical Operating Procedures for Resource Documentation under the Oil Pollution Act of 1990" (NPFC Instruction 16451.2)(TOPS)

Example Forms and Instructions are on the following pages. Fillable Forms can be accessed at the following links:

1080

<http://www.gsa.gov/portal/forms/download/115594> then click on *SF1080-82a.pdf* hyperlink

1081

<http://www.uscg.mil/npfc/docs/PDFs/Forms/Sf1081.pdf>

Standard Form 1080 Revised April 1982 Department of the Treasury I TFRM 2-2500 1080-109						VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS		VOUCHER NO.	
Department, establishment, bureau, or office receiving funds						SCHEDULE NO.			
Department, establishment, bureau, or office charged						BILL NO.			
NATIONAL POLLUTION FUNDS CENTER US COAST GUARD STOP 7605 2703 MARTIN LUTHER KING JR AVE SE WASHINGTON DC 20593-7605						PAID BY			
ORDER NO.	DATE OF DELIVERY	ARTICLE OR SERVICES	QUAN- TITY	UNIT PRICE		AMOUNT			
				COST	PER	DOLLARS AND CENTS			
						TOTAL			
Remittance in payment hereof should be sent to—									
ACCOUNTING CLASSIFICATION— <i>Office Receiving Funds</i>									
CERTIFICATE OF OFFICE CHARGED									
I certify that the above articles were received and accepted or the services performed as stated and should be charged to the appropriation(s) and/or fund(s) as indicated below; or that the advance payment requested is approved and should be paid as indicated.									
_____				_____					
(Date)				(Authorized administrative or certifying officer)					
_____				_____					
				(Title)					
ACCOUNTING CLASSIFICATION— <i>Office Charged</i>									
Paid by Check No.									

STANDARD FORM 1081 Revised September 1982 Department of the Treasury ITFRM 2-2500	VOUCHER AND SCHEDULE OF WITHDRAWAL AND CREDITS			
CHARGE AND CREDIT WILL BE REPORTED ON CUSTOMER AGENCY STATEMENT OF TRANSACTION FOR ACCOUNTING PERIOD ENDING			Transaction Date	Document No.
CUSTOMER AGENCY		BILLING AGENCY		
Agency Location Code (ALC)	Customer Agency Voucher No.	Agency Location Code (ALC)	Billing Agency Voucher No.	
DEPARTMENT BUREAU ADDRESS	NATIONAL POLLUTION FUNDS CENTER US COAST GUARD STOP 7605 2703 MARTIN LUTHER KING JR AVE SE WASHINGTON DC 20593-7605		DEPARTMENT BUREAU ADDRESS	
SUMMARY		SUMMARY		
APPROPRIATION, FUND, OR RECEIPT SYMBOL	AMOUNT	APPROPRIATION, FUND, OR RECEIPT SYMBOL	AMOUNT	
(MUST AGREE WITH BILLING AGENCY) TOTAL	\$0.00	(MUST AGREE WITH BILLING AGENCY) TOTAL	\$0.00	
Details of charges or reference to attached supporting documents				
BILLING AGENCY CONTACT: PREPARED BY APPROVED BY TELEPHONE NO.				
CERTIFICATION OF CUSTOMER OFFICE				
I certify that the items listed herein are correct and proper for payment from and to the appropriation(s) designated.				
(Date)		(Authorized administrative or certifying officer)		
(Telephone)				

PREVIOUS EDITION NOT USABLE

Original - Forward to Customer for Payment

CHAPTER 9 - SF 1080/1081: VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS (Change 6)

A. The SF-1080/1081 is used by other government agencies to request reimbursement from the Coast Guard

1. Documentation should be organized and summarized, to provide a clear audit trail from the detail to the SF-1080/1081 or invoice submitted for reimbursement. These submittals will be reviewed by the NPFC staff for continuity and propriety. Incomplete submittals will be returned to sender for corrective action.

B. HOW TO COMPLETE SF-1080/1081/GENERAL INFORMATION

1. **Voucher No:** Inserted by the agency submitting the SF-1080/1081.
2. **Schedule No:** Inserted by the agency submitting the SF-1080/1081.
3. **Department, establishment, bureau, or other receiving funds:** Federal agency submitting SF-1080/1081 (usually complete mailing address).
4. **Bill No:** Used by federal agencies to identify accompanied invoice number.
5. **Department, establishment, bureau, or office charged:** Address of CG-FOSC agency receiving reimbursement request.
6. **Paid By:** Leave blank.
7. **Order No:** Varies according to agency; numerical identifier for job (e.g. 0001, etc.).
8. **Date of Delivery:** Date work began and was completed.
9. **Articles or Services:** Brief explanation of how expenses were incurred; ensure Pollution Removal Funding Authorization Accounting String and Document Control Number are listed. Some agencies may choose to include their own in-house accounting information.
10. **Quantity:** Entry varies.
11. **Unit Price:** Entries depend on how specific work is identified; normally accompanied by an invoice and dailies to explain work specifics.
12. **Amount:** Exact dollar amount of reimbursement.
13. **Total:** Same as above.
14. **Remittance in payment hereof should be sent to:** Mailing address of agency submitting SF-1080/1081.

C. ACCOUNTING CLASSIFICATION - OFFICE RECEIVING FUNDS

1. This section is completed by agency submitting SF-1080/1081. There should be a name listed as a point of contact with a telephone number.

D. CERTIFICATE OF OFFICE CHARGED

1. This is to be completed by NPFC staff after the SF-1080/1081 and its attached documentation has been reviewed.

E. ACCOUNTING CLASSIFICATION - OFFICE CHARGED

1. This section is completed by NPFC staff.

SF 1081 GUIDELINES

SDP 1/3/13

Ref: NPFC TOP for Resource Documentation, Chapter 9 - SF 1080/1081: Voucher for Transfers Between Appropriations And/Or Funds

A. The SF-1081 is used by other government agencies to request reimbursement from the Coast Guard.

The FOSC will ensure that the Recipient Agency submits the SF 1081 along with the agency's invoice and supporting cost documentation as specified in the PRFA. Documentation should be organized and provide a clear audit trail from start to finish of the project/service provided. The FOSC will review the cost documentation and certify that the services were provided as specified in the PRFA Scope of Work and that the submitted costs are appropriate for those services (*see item 18*). Once reviewed and certified, the FOSC will submit the SF 1081 and cost documentation to the NPFC. NPFC will review the SF 1081 and cost documentation for continuity and propriety. Incomplete submittals will be returned to the FOSC for corrective action.

B. HOW TO COMPLETE SF-1081 - GENERAL INFORMATION:

1. **Transaction Date:** Enter the date the SF 1081 is prepared.
2. **Document No.:** Enter the Document Control Number (DCN) from the PRFA.
3. **Charge and credit information:** Leave blank.
4. **Customer Agency Location Code (ALC):** Enter NPFC's ALC: 70 06 0000
5. **Customer Agency Voucher No.:** Enter the DCN from the PRFA. (*See item 2*)
6. **Billing Agency Location Code (ALC):** If the PRFA Recipient Agency is a Federal Agency, enter that agency's ALC; otherwise, leave blank.
7. **Billing Agency Voucher No.:** Enter the DCN from the PRFA. (*See item 2*)
8. **Customer Agency Department, Bureau, and Address:** Enter NPFC information:

NATIONAL POLLUTION FUNDS CENTER
ATTN: (*Enter NPFC Case Officer's Name*)
US COAST GUARD STOP 7605
2703 MARTIN LUTHER KING JR AVE SE
WASHINGTON DC 20593-7605
9. **Billing Agency Department, Bureau, and Address:** Enter the PRFA Recipient Agency's information. This information must match the name and address information recorded in the CCR data files. (*see additional DUNS/CCR information on page 2*)
10. **Appropriation, Fund, or Receipt Symbol:** Enter "Removal costs associated with FPN (*enter FPN*)"
11. **Amount:** Enter total costs for Billing Agency's services.
12. **Total:** Enter total amount. (*must agree with total for Billing Agency - item 15*).

13. **Appropriation, Fund, or Receipt Symbol:** Enter "Removal costs associated with FPN (*enter FPN*)"

14. **Amount:** Enter total costs for Billing Agency's services.

15. **Total:** Enter total amount. (*must agree with total for Customer Agency - item 12*).

16. **Details of charges or reference to attached supporting documents:** Use this item to provide additional information, such as:

"Reimbursement of pollution removal costs associated with FPN (*enter FPN*) and PRFA # (*enter DCN, see item 2*)."

Billing Agency's Tax ID: (*see PRFA*)

Billing Agency's DUNS: (*see PRFA*)

NPFC's Tax ID: 54-6010204

NPFC DUNS: 806754677

17. **Billing Agency Contact, Prepared by, Approved By, Telephone No.:** Provide Billing Agency's information. This is important so that agency personnel can be contacted if questions arise concerning the SF 1081 submission.

18. **Certification of Customer Office:** The Recipient Agency should leave this item blank. The FOSC should fill in his/her name and title, date, telephone number, and sign to certify that the services were provided as specified in the PRFA Scope of Work and that the submitted costs are appropriate for those services.

Additional SF 1081 guidance and the SF 1081 form can be found at the NPFC website:

<http://www.uscg.mil/npfc/Response/Cost%20Documentation/sf1080.asp>

ADDITIONAL NOTES:

ALC - All Federal agencies must provide their Agency Locator Code (ALC).

DUNS - All Recipient Agencies must provide their DUNS number and be registered with the Central Contractor Registration (CCR) to obtain reimbursement of costs. To register with the CCR, an agency must have a Data Universal Numbering System (DUNS) number assigned by Dun & Bradstreet, Inc.

Information about the DUNS number can be obtained from Dun & Bradstreet by calling (866) 705-5711 or by visiting one of the following websites: <http://smallbusiness.dnb.com/establish-your-business/12334338-1.html>, or <http://fedgov.dnb.com/webform>.

Information about CCR can be obtained by calling (866) 606-8220 or by visiting their website at: www.ccr.gov. Verification of CCR registration, using the agency's DUNS number can be done on the website at: www.bpu.gov/CCRSearch/Search.aspx

The agency name and address information provided in item 9 must match the name and address information recorded in the CCR data files.

STANDARD FORM 1081 Revised September 1982 Department of the Treasury ITFRM 2-2500		VOUCHER AND SCHEDULE OF WITHDRAWAL AND CREDITS	
CHARGE AND CREDIT WILL BE REPORTED ON CUSTOMER AGENCY STATEMENT OF TRANSACTION FOR ACCOUNTING PERIOD ENDING		Transaction Date	
		①	
③		Document No.	
④		②	
⑤		⑦	
CUSTOMER AGENCY		BILLING AGENCY	
Agency Location Code (ALC)	Customer Agency Voucher No.	Agency Location Code (ALC)	Billing Agency Voucher No.
DEPARTMENT BUREAU ADDRESS		DEPARTMENT BUREAU ADDRESS	
⑧		⑨	
⑩		⑬	
⑪		⑭	
⑫		⑮	
⑯			
Details of charges or reference to attached supporting documents			
⑰			
BILLING AGENCY CONTACT: PREPARED BY APPROVED BY TELEPHONE NO.			
⑱			
CERTIFICATION OF CUSTOMER OFFICE			
I certify that the items listed herein are correct and proper for payment from and to the appropriation(s) designated.			
(Date)	⑲	(Authorized administrative or certifying officer)	
(Telephone)			

Attachment 6

Interagency Agreement between the U.S. Coast Guard National Pollution Funds Center and the U.S. Department of the Interior General Terms and Conditions Section of Form FMS 7600A

Valid May 29, 2015 to May 28, 2020

**United States Government
 Interagency Agreement (IAA) – Agreement Between Federal Agencies
 General Terms and Conditions (GT&C) Section**

IAA Number DOI 15 OPA 001 - 0000 - N/A
 GT&C # Order # Amendment/Mod #

DEPARTMENT AND/OR AGENCY		
1.	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services
	Name U.S. Department of Homeland Security National Pollution Funds Center (NPFC)	U.S. Department of the Interior (DOI) Office of Environmental Policy & Compliance (OEPIC)
	Address 4200 Wilson Blvd., Suite 1000 Arlington, VA 22203	1849 C Street, NW MS 2462 Washington, DC 20240
2. Servicing Agency Agreement Tracking Number (Optional) _____		
3. Assisted Acquisition Agreement Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
4. GT&C Action (Check action being taken)		
<input checked="" type="checkbox"/> New		
<input type="checkbox"/> Amendment – Complete only the GT&C blocks being changed and explain the changes being made.		
<input type="checkbox"/> Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.		
5. Agreement Period Start Date <u>05-28-2015</u> End Date <u>05-28-2020</u> of IAA or effective cancellation date MM-DD-YYYY MM-DD-YYYY		
6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received.		
Yes <input type="checkbox"/> If Yes, is this an: Annual Renewal <input type="checkbox"/>		
Other Renewal <input type="checkbox"/> State the other renewal period: <u>The IAA cannot automatically continue.</u>		
No <input checked="" type="checkbox"/>		
7. Agreement Type (Check One) <input type="checkbox"/> Single Order IAA <input checked="" type="checkbox"/> Multiple Order IAA		
8. Are Advance Payments Allowed for this IAA (Check One) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation		
Note: Specific advance amounts will be captured on each related Order.		

United States Government
 Interagency Agreement (IAA) - Agreement Between Federal Agencies
 General Terms and Conditions (GT&C) Section

IAA Number DOI 15 OPA 001 - 0000 - N/A
 GT&C # Order # Amendment/Mod #

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)
 (Optional for Assisted Acquisitions)

Direct Cost _____	Provide a general explanation of the Overhead Fees & Charges. Because this Form 7600A is for a Multiple Order Interagency Agreement (IAA), an umbrella IAA, the agreement amounts will be provided at the time of issuance of Form 7600 B, Order Requirements and Funding Information (Order) Section, issued in conjunction with new Pollution Removal Funding Authorization (PRFA) issuances.
Overhead Fees & Charges _____	
Total Estimated Amount <u>\$0.00</u>	

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund <input type="checkbox"/>	Revolving Fund <input type="checkbox"/>	Working Capital Fund <input type="checkbox"/>	Economy Act (31 U.S.C. 1535/FAR 17.5) <input type="checkbox"/>	Other Authority <input checked="" type="checkbox"/>
-----------------------------------------	-----------------------------------------	-----------------------------------------------	----------------------------------------------------------------	-----------------------------------------------------

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority Clean Water Act (33 USC 1321(c)), OPA (33 USC 2712(a)(1)(A)), and CERCLA (42 USC (a)(1)) and Stafford Act (ESF-10)

b. Servicing Agency's Authority (Check One)

Franchise Fund <input type="checkbox"/>	Revolving Fund <input type="checkbox"/>	Working Capital Fund <input type="checkbox"/>	Economy Act (31 U.S.C. 1535/FAR 17.5) <input type="checkbox"/>	Other Authority <input checked="" type="checkbox"/>
-----------------------------------------	-----------------------------------------	-----------------------------------------------	----------------------------------------------------------------	-----------------------------------------------------

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority Clean Water Act (33 USC 1321(c)), OPA (33 USC 2712(a)(1)(A)), and CERCLA (42 USC (a)(1)) and in the National Contingency Plan (40 CFR 300.300 to 300.324) and Stafford Act (ESF-10) (42 USC 5121).

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)
 IAA Funding provides for Multiple FY15-FY19 Incident Specific OPA-90 Emergency Removals and reimbursement of incident specific removal cost incurred by USDO at Oil Pollution Act/CERCLA incidents under the Clean Water Act (33 USC 1321(c)), OPA (33 USC 2712(a)(1)(A)), and CERCLA (42 USC (a)(1)) and in the National Contingency Plan (40 CFR 300.300 to 300.324) and Stafford Act (ESF-10) (42 USC 5121).

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)
 In coordination with DOI OEPC Regional Environmental Officers (REOs), Interior Bureaus/Offices shall prepare and then submit reimbursement requests to REOs. The REOs will review the requests then submit the request to the cognizant U.S. Coast Guard (USCG) or Environmental Protection Agency (EPA) Federal-On-Scene Coordinator (FOSC). The FOSC reviews the requests then submits the requests to the NPFC. In accordance with internal policies and procedures, NPFC reviews the reimbursement requests and reimburses allowable Phase III removal costs in accordance with the National Contingency Plan (NCP) and Clean Water Act (CWA) as amended by the Oil Pollution Act of 1990 (OPA-90).

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number DOI 16 OPA 001 - 0000 - N/A
GT&C # Order # Amendment/Mod #

<p>13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA). Funding will be obligated and paid only for OPA-80 Emergency Removals and reimbursement of incident specific removal costs incurred at Oil Pollution Act/CERCLA incidents under the Clean Water Act (33 USC 1321(c), OPA (33 USC 2712(a) (1)(A)), and CERCLA (42 USC (a)(1)) and Stafford Act (ESF-10) (42 USC 5121) and in the National Contingency Plan (40 CFR 300.300 to 300.324) and in accordance with the PRFA Statement of Work/Scope of Work and approved budget: - -</p>
<p>14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)</p>
<p>15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.</p>
<p>16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.) 30 If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions. If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.</p>
<p>17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.) N/A</p>
<p>18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.) N/A</p>
<p>19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.) List any applicable clauses</p>

United States Government
 Interagency Agreement (IAA) - Agreement Between Federal Agencies
 General Terms and Conditions (GT&C) Section

IAA Number DOI 15 OPA 001 - 0000 - N/A
 GT&C # Order # Amendment/Mod #

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)
 Form 7600A is a multiple order IAA. It is considered a master, or umbrella agreement for use with all new PRFAs issued by the NPFC to DOI Bureaus and Offices after the effective date indicated on page 4, block 23, Servicing Agency column, Approval date block. A copy of this Form 7600A, as well as a unique Form 7600B, shall be attached to all initial new PRFA issuances. REOs shall prepare the PRFA award or amendment for signature, include the agreed-upon statement of work and a draft of the 7600B form. NPFC shall prepare the "final" signature version of the 7600B. OEPC REOs shall coordinate all PRFA issuances. Contact OEPC at 202-208-3891 for REO info.

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)
 Note that a photocopy of the signed copy of the 7600A, Multi-Year Umbrella IAA should be attached to each new initial PRFA award. With respect to the numbering scheme of the 7600B (incident specific) forms, at the top of 7600B, the IAA Number (above GT&C #) should be DOI 15 OPA 001, then the Federal Project Number (FPN), then the Coast Guard Document Control Number (DCN).

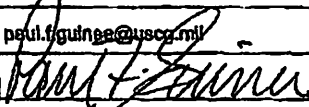
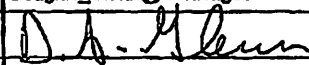
22. Annual Review of IAA
 By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

	Requesting Agency	Servicing Agency
Name	Paul F. Guinness	Douglas A. Glenn Deputy Chief Financial Officer and Director
Title	Chief, Financial Management Division, NPFC	Office of Financial Management
Telephone Number(s)	(703) 872-6031	(202) 208-4701
Fax Number	(703) 872-6113	(202) 208-8940
Email Address	pegul.f.guinness@uscg.mil	Douglas_Glenn@ios.doi.gov
SIGNATURE		
Approval Date	5/28/2015	6/1/15

Attachment 7

Interagency Agreement between Federal Agencies Order Requirements and Funding Information Section (Order) Form FMS 7600B

The example form is included on the following pages. The fillable form version can be found at the following link:

<https://www.fiscal.treasury.gov/fsreports/ref/fincMgmtStdzn/forms/IAA-Order-7600B-10-10-12-update.pdf>

IAA Order

IAA Number _____ - _____ - _____ Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

28. Order Line/Funding Information														Line Number _____			
Requesting Agency Funding Information										Servicing Agency Funding Information							
ALC																	
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	
OR Current TAS format																	
BETC																	
Object Class Code (Optional)																	
BPN																	
BPN + 4 (Optional)																	
Additional Accounting Classification Information (Optional)																	
Requesting Agency Funding Expiration Date										Requesting Agency Funding Cancellation Date							
MM-DD-YYYY										MM-DD-YYYY							
Project Number & Title																	
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.)																	
North American Industry Classification System (NAICS) Number (Optional) _____																	
Breakdown of Reimbursable Line Costs										OR Breakdown of Assisted Acquisition Line Cost:							
Unit of Measure								Contract Cost		\$							
Quantity	Unit Price	Total						Servicing Fees		\$							
		\$ 0.00						Total Obligated Cost		\$ 0.00							
Overhead Fees & Charges		\$						Advance for Line (-)		\$							
Total Line Amount Obligated		\$ 0.00						Net Total Cost		\$ 0.00							
Assisted Acquisition Servicing Fees Explanation																	
Advance Line Amount (-)		\$															
Net Line Amount Due		\$ 0.00															
Type of Service Requirements																	
<input type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	

IAA Order

IAA Number _____ - _____ - _____ Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

<p>29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)</p> <p>Total Advance Amount for the Order \$ _____ [All Order Line advance amounts (Block 28) must sum to this total.]</p> <p>Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)</p> <p><input type="checkbox"/> Straight-line - Provide amount to be accrued \$ _____ and Number of Months _____</p> <p><input type="checkbox"/> Accrual Per Work Completed - Identify the accounting posting period:</p> <p style="margin-left: 20px;"><input type="checkbox"/> Monthly per work completed & invoiced</p> <p style="margin-left: 20px;"><input type="checkbox"/> Other - Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed. _____</p>
<p>30. Total Net Order Amount: \$ _____</p> <p>[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]</p>
<p>31. Attachments (State or list attachments.)</p> <p><input type="checkbox"/> Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)</p> <p><input type="checkbox"/> Other Attachments (Optional)</p>
<p>BILLING & PAYMENT INFORMATION</p>
<p>32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]</p> <p>If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).</p> <p><input type="checkbox"/> Requesting Agency Initiated IPAC <input type="checkbox"/> Servicing Agency Initiated IPAC</p> <p><input type="checkbox"/> Credit Card <input type="checkbox"/> Other - Explain other payment method and reasoning _____</p>
<p>33. Billing Frequency (Check One)</p> <p>[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]</p> <p><input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other Billing Frequency (include explanation) _____</p>
<p>34. Payment Terms (Check One)</p> <p><input type="checkbox"/> 7 days <input type="checkbox"/> Other Payment Terms (include explanation): _____</p>

IAA Order

IAA Number _____ - _____ - _____ Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS
 The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name		
Title		
Telephone Number		
Fax Number		
Email Address		
SIGNATURE		
Date Signed		

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name		
Title		
Telephone Number		
Fax Number		
Email Address		
SIGNATURE		
Date Signed		

