



<b>Meeting Date</b>	<b>March 11, 2009</b>	<b>Time</b>	<b>10:30 – 12:00</b>
<b>Location</b>	<b>SSMC2 16246; Conference Call 866-919-7299; passcode 6255248</b>		
<b>Meeting Title</b>	<b>BPR Reimbursable Work Group</b>		
<b>Facilitator</b>	<b>Lois Coleman</b>		

**Members and Invited Guests**

*(Y = present; N = not present)*

<b>Member Name</b>	<b>Organization</b>		<b>E-mail</b>
Lois Coleman	Finance Office	Y	
Cynthia Rich	Finance Office	Y	
Mark StClair	Finance Office	Y	
Kathy Bruchey	Finance Office	Y	
Tom Bezila	Finance Office	Y	
Kathy Dillehay	Finance Office	Y	
Brenda Hernandez	NMFS	Y	
Dawn DiFiore	NMFS	N	
Tiyo Fonte	NMFS	Y	
Herbert Callands	NWS	Y	
Debbie Hoffman	NWS	N	
Bruce Jackson	AGO	N	
Paul Johnson	OAR	Y	
Andrea Moore	OAR	Y	
Alicia Taylor	NOS	Y	
Gerald Thomas	NMAO	Y	
Malcolm Orr	OGC	N	
Thomas Santymire	Budget Office	Y	
Angela Chu	Budget Office	Y	
Valda Ferrell-Evans	CMFD	N	
Zoraida Vasquez	BIS	N	
<b>FMC/Guest Name</b>	<b>Organization</b>		<b>E-mail</b>
Sheryl Reddix	NMFS	N	
Helen Brandling-Bennett	NMFS	N	
Debra Lucas	OAR	Y	
Sue Synder	OAR	Y	
NiKonda Surrent	NESDIS	Y	
Sue Bracey	NWS	N	
Brian Crawley	NWS	Y	
Rhonda Stewart	NWS	N	

Amy Yu	CAO	Y	
Lillian O'Dell	NWS	Y	
Vernell Stultz	NMAO	N	
Brenda Seader	OAR	Y	
Gary Barone	NMFS	Y	

**Agenda:**

1. Reimbursable Recovery Funds – Mark St. Clair
2. Status of DoC IOSA Guidance – Bruce Jackson (tentative)

**Minutes:**

1. Reimbursable Recovery Funds – Mark St. Clair

Mark said that \$35 million in anticipated Recovery Act funds had been reported on the SF 132. He said that Recovery Act funds can be used for 2 years. Reimbursable project codes which are funded by the Recovery Act should start with “S.” The rest of the project code structure will follow the pattern used for Reimbursable projects funded by direct funds as follows:

For fund code 03, non-advance:

SRK NOS  
 SRR OAR  
 SRL NMFS  
 SRM NWS  
 SRN NESDIS  
 SRP NFA/USEC

For fund code 04, advance:

SBK NOS  
 SBR OAR  
 SBL NMFS  
 SBM NWS  
 SBN NESDIS  
 SBP NFA/USEC

Mark said that, if at all possible, NOAA should not accept advances for reimbursable agreements funded with Recovery Act funds. Rather, these projects should be billed. The Finance Office is prepared to bill monthly on these projects, if necessary. TWAs should not be used for these projects because we cannot bill on TWAs and would not be able to collect on these projects in a timely manner. Mark pointed out that LOs may be required to provide hard copies of documentation to sponsors and that reimbursable

agreements cannot mingle regular funding (131450) with stimulus funding (131440).

Mark noted that <https://www.Recovery.gov> contains the latest information on the Recovery Act. He recommended that LOs look at the site frequently since the information is updated frequently.

Mark advised the Group to contact Jim LeDuc for a list of Recovery Act appropriation symbols.

None of the LO members of the Reimbursable Workgroup are aware of any reimbursable agreements that will be funded with stimulus funds.

2. Status of DoC IOSA Guidance – Lois Coleman

Bruce Jackson was not able to attend the meeting on the status of the DoC IOSA guidance. Lois noted that she had received an e-mail through the finance community from Lori Donovan which appeared to indicate that DoC has changed its course on IOSA's. The e-mail, which Lois sent out to the Group, stated "Commerce Acquisition Manual (CAM) Chapter 1317.570 will be limited to implementation of requirements for managing *interagency acquisitions*. The currently published 'Department of Commerce Interim Interagency and Other Special Agreements Handbook dated April 2004 will continue in full force and effect until a Departmental Administrative Order (DAO) covering all aspects of IOSAs is released. This change acknowledges the limited resources available within acquisition offices and reinforces the multi-disciplinary nature of IOSA management. In the near future, the re-drafted CAM Chapter 1317.570 on Interagency Acquisitions will be distributed for comment prior to publication."

3. Kathy Dillehay said she would distribute a current list of overruns in the next week or so.
4. A question was asked about the ability to produce MARS reports on reimbursable data. After some discussion, the Group agreed that MARS can access expense data, but not receipt data. Cindy Rich agreed to check with FSD staff to get a status on the effort to include reimbursable data in the Data Warehouse, which must be completed before MARS reports will be available on reimbursable data.

<b>The next meeting will be:</b>	<b>Wed., May 13, 2009 10:30 – 12:00</b>
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