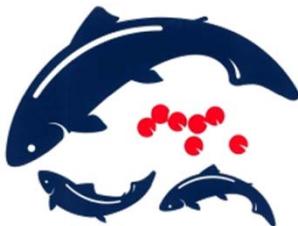


# Agreements and Budgets; Reports; Property;

Margaret Anderson

March 11, 2015





# Budget and Cooperative Agreement Time Line (May – June)

**May 4**

LSRCP sends out **2015** budgets to Cooperators to update amounts for **2016**.

**May 29**

Last day for Cooperators to notify LSRCP of any **2015** budget modifications which **ARE NOT** “No-Cost” budget modifications.

**June 8**

Cooperators return **2016 budgets, draft SOW, AND a CIP/Non-Routine Maintenance “wish list”** to LSRCP.

**June 26**

LSRCP provides **2016** draft budget (Exhibit A) to BPA. LSRCP finalizes **2016** budgets.



# Budget and Cooperative Agreement Time Line (July–October)

**July 24**

Final **2016** SOW agreed upon by LSRCP and Cooperators.

**Aug 3**

Last day to submit any **2015** Coop Agreements for modification to the Regional Office for processing.

**Sept 21–Oct 19**

FWS financial system is down due to year end closeouts and uploading new fiscal year information.

**Sept 30**

End of **2015** contract period.

**Oct 1**

**2016** fiscal year begins.



# Budget and Cooperative Agreement Time Line (October–December)

**Oct 26**

LSRCP sends **2016** Cooperative Agreements to FWS Contracting Regional Office.

**Nov 9**

Regional Office sends **2016** Cooperative Agreements to Agencies and LSRCP office.

**Nov 16**

**2016** Cooperative Agreements are obligated and funds can begin to be drawn down.

**Dec 30**

Program Performance and Financial reports are due for **2015**. Final day for Cooperators to “drawdown” funds for **2015**.



**Questions?**

# Reports





# Due Dates

Monthly

5<sup>th</sup>

Vehicle odometer reading.

7<sup>th</sup>

Fish Inventory

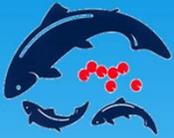
December

30<sup>th</sup>

**Annual Performance Report:** Each Lower Snake funded project needs to have one completed.

**Federal Financial Report (SF-425):** This is completed by your Admin Office.

Reports for the Lower Snake website should be submitted as stated in your SOW. Draft reports will not be posted to the website.

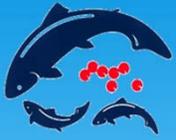


# Performance Reports Requirements

**PERFORMANCE PROGRESS REPORT**  
SF-PPR

1. Federal Agency and Organization Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency		Page <input type="text"/> of Pages <input type="text"/>
4. Recipient Organization (Name and complete address including zip code)		3a. DUNS <input type="text"/>		3b. EIN <input type="text"/>
6. Project/Grant Period Start Date: <input type="text"/> End Date: <input type="text"/>		7. Reporting Period End Date <input type="text"/>		5. Recipient Identifying Number or Account Number <input type="text"/>
10. Performance Narrative <i>(Attach performance narrative as instructed by the awarding Federal Agency)</i>		8. Final Report? <input type="checkbox"/> Yes <input type="checkbox"/> No		9. Report Frequency <input type="checkbox"/> annual <input type="checkbox"/> semi-annual <input type="checkbox"/> quarterly <input type="checkbox"/> other <i>If other, describe:</i> <input type="text"/>
11. Other Attachments <i>(Attach other documents as needed or as instructed by the awarding Federal Agency)</i>		12a. Typed or Printed Name and Title of Authorized Certifying Official <input type="text"/>		12c. Telephone (area code-number-extension) <input type="text"/>
12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.		12b. Signature of Authorized Certifying Official <input type="text"/>		12d. Email Address <input type="text"/>
				12e. Date Report Submitted <input type="text"/>
				13. Agency use only <input type="text"/>

OMB Approval Number: 0970-0334  
Expiration Date: 10/31/2012



# Performance Reports Requirements

- Provide project name and agreement number at the beginning of each report.
- Each Lower Snake funded project needs to complete a report.
- A comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved statement of work.
- A description of reasons why established goals were not met.
- Any other pertinent information relevant to the project results.



**Questions?**

# Property





# Disposal of Property Unserviceable

- Send Renee an email with as much information as possible regarding the item. Include property number (if any), serial number, make and model, year or age of item.
- Include a Statement of Circumstances.
- Renee will complete the FWS form and get it processed.



# Disposal of Property Trade In

- Send Renee an email with as much information as possible regarding the item. Include property number (if any), serial number, make and model, year or age of item.
- Include a Statement of Circumstances.
- Attach an invoice that shows the trade in amount with the reduced price on the new item.
- Renee will complete the FWS form and get it processed.



# Disposal of Property Unserviceable or Trade In (cont.)

- If item ***is no longer*** on our property inventory list form will be signed off by LSRCP personnel and returned to you for disposal of item.
- Make sure you have the approval form before item is destroyed or traded in.
- Remove old FWS property number from item.
- Once item is disposed of, the manager and another employee needs to sign off on form. Retain a copy for your records and send the form back to Renee for filing.



# Disposal of Property Unserviceable or Trade In

(cont.)

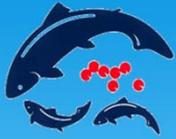
- If item **is** on our property inventory list, forms are signed off by LSRCP personnel and then forwarded to our Regional Office for their approval and returned back to LSRCP.
- Form is sent back to the requesting agency for disposal.
- Make sure you have the approval form before item is destroyed or traded in.
- Remove old FWS property number from item.



# Disposal of Property Unserviceable or Trade In

(cont.)

- Once item is disposed of, the manager and another employee needs to sign off on form. Retain a copy for your records and send the form back to LSRCP.
- Item is removed from the FWS LSRCP property inventory list.



# Disposal of Property Excess

- Send Renee an email with as much information as possible regarding the item. Include property number (if any), serial number, make and model, year or age of item.
- Include a Statement of Circumstances.
- Attach several pictures of the item.
- Renee will complete the FWS form and get it processed.



# Disposal of Property Excess (cont.)

- Email is sent out to all our cooperators to see if anyone wants the item.
- If no response, the form and pictures are forwarded to our Regional Office. They will let other Federal offices know the item is available.
- If no Federal response, then the item goes to GSAXcess/GSA Sales for the public to bid on.
- If a cooperator or Federal office wants the item, we will transfer the property information to the new facility.



**Questions?**



Joe is Retiring!



May 29, 2015



# Steve is Retiring!



Out of office beginning first part of July.  
Official Retirement date - September 18, 2015.