

## Exceptions to Cost Recovery Policy: Frequently Asked Questions

### 1. What documentation do I submit to request an exception for a reimbursable agreement?

- A.** Obtain a project number from the Cost Accounting Section of the Division of Financial Management - Denver Operations (CAS DFM-DO) and complete [FWS Form 3-2058](#) (Reimbursable Agreement Data Form).
- B.** Prepare an exception to the policy in a surname package that includes:
- (1) Cover memorandum,
  - (2) [FWS Form 3-2208](#) (Exception to Cost Recovery Policy),
  - (3) [FWS Form 3-2058](#) (Reimbursable Agreement Data Form), and
  - (4) Any other supporting documentation.
- C.** Send the package to the Division of Financial Management - Headquarters (DFM-HQ), for verification of the cost analysis.
- D.** DFM-HQ will send the package to the appropriate Headquarters Directorate member for review.
- E.** The Director must approve all exceptions to the cost recovery policy.
- F.** After the Director approves or declines to approve the request, DFM-HQ will distribute copies to the requesting office, CAS DFM-DO, and the appropriate Regional office.

### 2. Are permanent exceptions to policy available?

- A.** The Director will only approve permanent exceptions if they affect a large number of future agreements. Individual requests for an exception to policy are not necessary if covered by a permanent exception; however, documentation to CAS DFM-DO must clearly identify the permanent exception.
- B.** For reference purposes, DFM-HQ distributes copies of approved permanent exceptions to all Regional Budget and Finance Officers.

### 3. What about multi-year agreements?

- A.** Multi-year agreements requiring an exception to policy must clearly state the appropriate years of coverage.
- B.** If the program or office incurs charges outside the years covered in the approved exception to policy, CAS DFM-DO will inform the requesting program/office that they must have an updated exception.
- C.** If an updated exception is not received within 90 days, CAS DFM-DO will bill the agreement with the addition of the standard rate.

**4. How long are exceptions for appropriations or accounts valid?** An approved exception is valid for 2 fiscal years—the fiscal year it is originally requested and the following fiscal year—unless the Director specifies otherwise.