

Allowable Conditions for Reinstating Expired Resource Management Funding			
Allowable Condition	Description	Required Documentation	If Request is Approved...
<p><b>Undisclosed Obligation – Contracts and Inter/Intra-Agency Agreements</b> (Select “Undisclosed Obligation” from drop-down on Form 3-2242)</p>	<p>Invoices that are due and payable by the Service and:</p> <ul style="list-style-type: none"> <li>• Never recorded as an obligation; or</li> <li>• Inadvertently de-obligated in the Financial and Business Management System (FBMS).</li> <li>• Supporting documentation clearly shows that a legitimate obligation was incurred during the original period of availability of the appropriation and complies with the bona fide needs rule*.</li> </ul> <p>*Please see “DFM-Use of Expired Funds Request” google site for information on the bona fide needs rule (<a href="https://sites.google.com/a/fws.gov/dfm-use-of-expired-funds-request/">https://sites.google.com/a/fws.gov/dfm-use-of-expired-funds-request/</a>).</p>	<ol style="list-style-type: none"> <li>1. Original contract or Inter/Intra-agency agreement;</li> <li>2. Modifications;</li> <li>3. Statement of Work (SOW) or documentation that shows the type of work being done;</li> <li>4. Invoice;</li> <li>5. FBMS report showing the transaction that was inadvertently de-obligated (if applicable).</li> </ol>	<p><b><u>Standard Contract and Inter-Agency Agreements</u></b></p> <ul style="list-style-type: none"> <li>• Requesting office creates a PR in FBMS;</li> <li>• Requesting office notifies Headquarters Contracting and General Services (CGS) that the PR is ready for review and approval;</li> <li>• Regional CGS will create and release the award/modification in PRISM.</li> </ul> <p><b><u>Miscellaneous Obligation (MO)/Intra-Agency Agreements</u></b></p> <ul style="list-style-type: none"> <li>• Requesting office contacts DFM to create an MO using expired funds.</li> </ul> <p><b><u>Payment</u></b></p> <ul style="list-style-type: none"> <li>• IPP/IPAC Invoice: Requesting office notifies Interior Business Center (IBC) that the payment can be released;</li> <li>• Hard Copy Invoice: Requesting office prepares the payment package and submits to IBC.</li> </ul>
<p><b>Underpayment of Grant or Cooperative Agreement Awards – Financial Assistance Awards Only</b> (Select “Undisclosed Obligation” from drop-down on Form 3-2242)</p>	<p>Grant or cooperative agreement was closed in FBMS and:</p> <ul style="list-style-type: none"> <li>• The amount of the final Federal payments in the final Federal Financial Report, SF-425, does not equal the amount of posted payments in FBMS;</li> <li>• The final SF-425 shows the Federal share of expenses in excess of the posted payments in FBMS.</li> </ul>	<ol style="list-style-type: none"> <li>1. Original grant or cooperative agreement;</li> <li>2. Modifications;</li> <li>3. Final SF-425;</li> <li>4. FBMS payments report.</li> </ol>	<ul style="list-style-type: none"> <li>• Requesting office creates a PR in FBMS;</li> <li>• Requesting office notifies Headquarters WSFR – Financial Assistance Systems (FAS) Branch to review and save the PR;</li> <li>• HQ WSFR-FAS notifies requesting office to approve the PR;</li> <li>• Requesting office creates and releases modification.</li> </ul>

Allowable Conditions for Reinstating Expired Resource Management Funding			
Allowable Condition	Description	Required Documentation	If Request is Approved...
<b>Obligation of Grant or Cooperative Agreement to an Incorrect Recipient (Vendor Code) in FBMS – Financial Assistance Awards Only</b> <i>(Select “Incorrect Recipient/Vendor Code” from drop-down on Form 3-2242)</i>	Grant or cooperative agreement was: <ul style="list-style-type: none"> <li>• Posted to an incorrect vendor code during FBMS conversion in FY2012; or</li> <li>• Obligated to an incorrect vendor code in FBMS.</li> </ul>	<ol style="list-style-type: none"> <li>1. Original grant or cooperative agreement;</li> <li>2. Modifications;</li> <li>3. Original application for Federal Assistance, SF-424 that shows the correct recipient/ vendor; and</li> <li>4. FBMS report that shows no payments were made to the incorrect recipient/ vendor. If payments were made to the wrong recipient/ vendor, the requesting office must have those funds returned to the Service. Expired funds request cannot be submitted until funds have been returned to the Service.</li> </ol>	<ul style="list-style-type: none"> <li>• Requesting office de-obligates and closes the incorrect award;</li> <li>• Requesting office creates a PR in FBMS;</li> <li>• Requesting office notifies Headquarters WSFR – Financial Assistance Systems (FAS) Branch to review and save the PR;</li> <li>• HQ WSFR-FAS notifies requesting office to approve the PR;</li> <li>• Requesting office creates a new award to the correct recipient/ vendor in PRISM.</li> </ul>
<b>Obligation of Contract to an Incorrect Vendor Code in FBMS – Contracts Only</b> <i>(Select “Incorrect Recipient/Vendor Code” from drop-down on Form 3-2242)</i>	Contract was: <ul style="list-style-type: none"> <li>• Posted to an incorrect vendor code during FBMS conversion in FY2012; or</li> <li>• Obligated to an incorrect vendor code in FBMS.</li> </ul>	<ol style="list-style-type: none"> <li>1. Original contract;</li> <li>2. Modifications;</li> <li>3. Invoice;</li> <li>4. FBMS report that shows no payments were made to the incorrect vendor. If payments were made to the wrong vendor, the requesting office must have those funds returned to the Service.</li> </ol>	<ul style="list-style-type: none"> <li>• Regional CGS de-obligates and closes the original contract/ award;</li> <li>• Requesting office creates PR in FBMS;</li> <li>• Requesting office notifies Headquarters Contracting and General Services (CGS) that the PR is ready for review and approval;</li> <li>• Regional CGS will create and release the new award in PRISM.</li> </ul>
<b>Replacement Contract – Contracts Only</b> <i>(Select “Replacement Contract” from drop-down on Form 3-2242)</i>	Expired funds can be used for replacement contract/award when: <ul style="list-style-type: none"> <li>• Terminated for vendor default (Contracting Officer makes determination);</li> <li>• Scope of Work (SOW) remains the same;</li> <li>• No untimely delay.</li> </ul> <i>Please note contracts/awards that are terminated for convenience <u>do not</u> qualify for expired funds use, per GAO’s definition.</i>	<ol style="list-style-type: none"> <li>1. Contract/award terminated for vendor default;</li> <li>2. Modifications; and</li> <li>3. Proposed new contract/award with replacement vendor or SOW.</li> </ol>	<ul style="list-style-type: none"> <li>• Regional CGS de-obligates and closes the original contract/ award;</li> <li>• Requesting office creates PR in FBMS;</li> <li>• Requesting office notifies Headquarters Contracting and General Services (CGS) that the PR is ready for review and approval;</li> <li>• Regional CGS will create and release the new award in PRISM.</li> </ul>

Allowable Conditions for Reinstating Expired Resource Management Funding			
Allowable Condition	Description	Required Documentation	If Request is Approved...
<p><b>Replacement Grant or Cooperative Agreement Award – Financial Assistance Only</b>  <i>(Select “Replacement Contract” from drop-down on Form 3-2242)</i></p>	<p>Expired funds can be used for replacement grant or cooperative agreement award when:</p> <ul style="list-style-type: none"> <li>• Replacement award is on the same property and has the same project scope, objective and cost;</li> <li>• Award to be replaced is still open.</li> </ul> <p><i>For example, if a landowner sells their property that has an open cooperative agreement and the new owner agrees to continue the work on that particular property.</i></p>	<ol style="list-style-type: none"> <li>1. Original grant or cooperative agreement;</li> <li>2. Modifications;</li> <li>3. Original award’s complete application package including SF-424 and narratives; and</li> <li>4. Replacement award’s application package including SF-424 and narratives.</li> </ol>	<ul style="list-style-type: none"> <li>• Requesting office de-obligates and closes the original award;</li> <li>• Requesting office creates a PR in FBMS;</li> <li>• Requesting office notifies Headquarters WSFR – Financial Assistance Systems (FAS) Branch to review and save the PR;</li> <li>• HQ WSFR-FAS notifies requesting office to approve the PR;</li> <li>• Requesting office creates a new award to the new recipient/ vendor in PRISM.</li> </ul>
<p><b>Contingent Liability – Contracts Only</b>  <i>(Select “Contingent Liability” from drop-down on Form 3-2242)</i></p>	<p>This type of liability usually constitutes the form of a settlement or claim against the Federal government.</p>	<ol style="list-style-type: none"> <li>1. Court Ordered Settlement.</li> </ol>	<p><b><u>Standard Contract/Miscellaneous Obligation (MO)</u></b></p> <ul style="list-style-type: none"> <li>• See allowable conditions – “Undisclosed Obligation – Contracts Only”</li> </ul> <p><b><u>Financial Assistance</u></b>            See allowable conditions – “Underpayment of Grant or Cooperative Agreement Awards – Financial Assistance Awards Only”</p>
<p><b>Redistribution – Contracts Only</b>  <i>(Select “Redistribution” from drop-down on Form 3-2242)</i></p>	<p>When legitimate charges are either:</p> <ul style="list-style-type: none"> <li>• Incorrectly coded;</li> <li>• Can feasibly be moved to a different funding source;</li> <li>• The final amount of the product purchased or completed service is adjusted;</li> <li>• Necessary accounting actions should be implemented to reflect the true cost or charge of the product or service.</li> </ul>	<ol style="list-style-type: none"> <li>1. Original Contract;</li> <li>2. Modifications;</li> <li>3. Invoice; and</li> <li>4. Requesting office prepares the JV VA entries in FBMS with supporting documentation attached.</li> </ol>	<ul style="list-style-type: none"> <li>• Requesting office creates and parks the Journal Voucher (JV VA) document in FBMS;</li> <li>• Requesting office notifies Headquarters Division of Financial Management (DFM) to review and post the expired fund JV VA document.</li> </ul>

Allowable Conditions for Reinstating Expired Resource Management Funding			
Allowable Condition	Description	Required Documentation	If Request is Approved...
<p><b>Redistribution – Concur Travel Voucher Payments Only</b>  <i>(Select “Redistribution” from drop-down on Form 3-2242)</i></p>	<ul style="list-style-type: none"> <li>• Due to system limitations, TDY travel voucher payments cannot be charged against expired year funding in Concur.</li> <li>• Because of this all TDY travel voucher payments from a closed fiscal year must be charged to an unexpired account in order to be processed and paid through Concur.</li> <li>• For TDY travel voucher payments in excess of \$1,000, Regions now have the discretion to:               <ul style="list-style-type: none"> <li>○ Process TDY travel voucher payment against an unexpired account in Concur; and</li> <li>○ Process subsequent Journal Voucher (JV VA) document in FBMS to move the payment to the appropriate expired year funding.</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>1. Approved Travel Authorization;</li> <li>2. Approved Travel Voucher;</li> <li>3. Associated Receipts;</li> <li>4. Approved Expired Funds Request Form; and</li> <li>5. Requesting office prepares the JV VA entries in FBMS with supporting documentation attached.</li> </ol>	<ul style="list-style-type: none"> <li>• Requesting office creates and parks the Journal Voucher (JV VA) document in FBMS;</li> <li>• Requesting office notifies Headquarters Division of Financial Management (DFM) to review and post the expired fund JV VA document.</li> </ul>