

From: [Gerry McChesney](#)
To: [Brad Keitt](#)
Subject: Re: SF 424s
Date: 07/28/2010 02:51 PM

Brad,

This seems okay, but in the many years I have been working under Trustee Councils, they expect you to adhere fairly closely with your approved budget. Anything you are under budget on should be considered a cost savings that can be applied to next year's budget. I will be okay with a small amount of cost sharing among categories, but anything substantial will require approval at least from FWS if not from the Council. Without approval, you certainly should not be spending funds on items not in the budget.

Regarding status of funds, they have been allocated to FWS and we're now waiting for the fund transfer to the Refuge, which should be this week or next. In the meantime, I have passed this on to our Admin Officer to begin processing. I'll try to keep you posted on the circulation status.

Best,
Gerry

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To "Gerry_McChesney@fws.gov"
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cc

07/27/2010 05:01 PM

Subject SF 424s

Hi Gerry,

Here are the SF 424 and 424b filled out as per your recommendation. We did not put applicant contribution in the SF 424 because by the signature date we will have spent all or almost all of those funds. Our auditors would frown on this. However, in the text of the Agreement I added the sentences: Prior to the implementation of this agreement, Island Conservation has been working towards the shared common goal of implementing the proposed house mouse eradication on the Farallones. This work has been supported by Island Conservation in the amount of \$224,500.

In regards to the budget, the only thing I added is at the bottom of the budget. If we use the detailed budget we really need this language:

*Island Conservation is authorized to vary expenses among budget categories, as long as the total budget is not exceeded.

*Island Conservation is authorized to adjust overhead rate up or down as long as it does not exceed 20%.

These budgets are estimates. If they are in this agreement our auditors will review each line item and if we are over on salary but under on equipment they will ding us and say we can't bill that unless we get a specific exemption from you- this means a lot more work for us and you. We used this exact language on the San Nic contracts and it worked great for us and the council.

For the overhead: we charge actual overhead and it varies from quarter to quarter. Sometimes it can be 16%, sometimes 14%. In very rare cases it can go up to 18%. The average is 15%, but if we limit our rate to 15.7% as in the budget we cannot charge more than that in the chance it is more than that in any specific quarter. We will save all of us a lot of hassle if we include the above sentence on overhead.

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[attachment "SEFI sf424 27 July 10.pdf" deleted by Gerry

McChesney/SFBAY/R1/FWS/DOI] [attachment "SEFI sf242b 27 July 10.pdf" deleted
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