



Army Compatible Use Buffer

Installation and Partner Meeting

13 October 2006

ACUB LTA Off-Site Meeting



AGENDA



AGENDA		
Time	Subject	Requirement
1300	Welcome and introductions	Meeting purpose, intent and desired outcome
1310	Legislative and policy developments Capturing and Quantifying Cooperative Agreement and other associated costs	Discussion of legislative developments, discussions regarding capturing and quantifying Cooperative Agreement costs, and discussion of which costs are reimbursable to develop a unified understanding of the "rules" that dictate how we do business
1350	Partner invoicing and accounting	Discussion of information necessary and desirable for invoicing and accounting purposes in hopes of developing a standard
1430	BREAK	
1445	Reporting requirements	Clarify quarterly cooperative agreement reporting requirements CA requirements (reporting, auditing), Army requirements, and OSD required report to congress 2007 in order to make clear each entities' responsibilities
1515	Data collection and other information requirements	Discussion program information requirement, of annual report, data requirements, data definitions, and means updating information
1545	Open forum Q&A with partners and installations	Identify and discuss other issues
1630	ADJOURN	



BLOCK I

Legislative Developments and Cost Share



Legislative Developments and Cost Share

Scott Farley

Senior Environmental Attorney
Office of Command Counsel
US Army Environmental Center



Allowable Expenses

What are allowable expenses?

- Expenses for which the Army can reimburse partners (reimbursable expenses)
- Authorized in enabling legislation
- Defined further by:
 - Policy
 - OMB Circulars
 - Provisions in Cooperative Agreement



Allowable Expenses

Legal Authorities

- **Sikes Act**
 - Land management
 - Apply funds off post in a way that benefit natural resources on post
- **10 USC 2684(a)**
 - Acquisition of interests in lands
 - Natural resource conservation or encroachment purposes





Allowable Expenses



- **OMB Circular A-102**
 - **Grants and Cooperative Agreements With State and Local Governments**
- **OBM Circular A-87**
 - **Cost Principles for States and Local Governments**
- **OMB Circular A-110**
 - **Uniform Administrative Requirements for Grants and Agreements...**
- **OMB Circular A-122**
 - **Cost Principles for Nonprofit Organizations**



Is It Allowable



ACUB Cost Categories

- **Cooperative Agreement**
- **Pre-Acquisition Cost**
- **Acquisition Cost**
- **Recordation**
- **Settlement / Closing Costs**
- **Natural Resource Management**
- **CA / Easement Monitoring and Enforcement**
- **Personnel and “In House” Costs**
- **Miscellaneous**

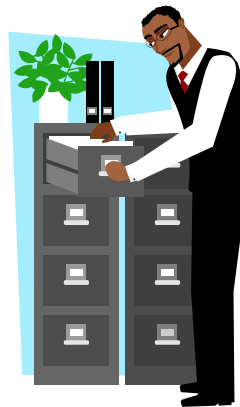


Allowable Expenses



Discussion Point:

Are there other types of activities that ACUB partners conduct?





Quantifying Partner Costs and Contributions



Discussion point:

What are the costs partners incur?

Are these costs reimbursable?

Phase I Environmental Assessment

Direct Costs

Legal Fees

Indirect Costs

Personnel Real Estate Services

ACUB LTA Off-Site Meeting



Is It Allowable



Activity / Tasks			
Cooperative Agreement	REPI Policy (REPI Guidance)	Army Active Component	Army Guard
Attorney's Fees (Legal Review, Development of Agreement, etc.)	Not Specified	Yes	No
Personnel Time	Not Specified	Yes	No
Communications (Phone / Internet / FedEx)	Not Specified	Yes	No
Auditing	Not Specified	No	No

ACUB LTA Off-Site Meeting



Is It Allowable



Activity / Tasks			
	REPI Policy (REPI Guidance)	Army Active Component	Army Guard
Pre Acquisition Cost			
Attorney's Fees? (Legal Review, Development of Easement, etc.)	No	Yes	Yes
Appraisal	No	Yes	Yes
Boundary Survey	No	Yes	Yes
Biological Survey	No	Yes	Yes
Baseline Condition Survey	No	Yes	Yes
Due Diligence (Phase 1 Environmental Assessment)	No	Yes	No
Travel (Mileage, Tolls, Hotel)	No	Yes	Yes
Title Examination	No	Yes	Yes
Final Search	No	Yes	?
Abstract Confirmation	No	Yes	?
Staff Hours	No	Yes	No

ACUB LTA Off-Site Meeting



Is It Allowable



Activity / Tasks			
Acquisition Cost	REPI Policy (REPI Guidance)	Army Active Component	Army Guard
Purchase Price / Sales Price of Interest	Yes	Yes	Yes
Endowment for Management and Enforcement	?	?	No

ACUB LTA Off-Site Meeting



Is It Allowable



Activity / Tasks	REPI Policy (REPI Guidance)	Army Active Component	Army Guard
Recordation			
Closing Fee	Yes	Yes	Yes
Title Insurance	Yes	Yes	Yes
Recording Fee	Yes	Yes	Yes
Taxes	Yes	Yes	Yes

Activity / Tasks	REPI Policy (REPI Guidance)	Army Active Component	Army Guard
Settlement / Closing Costs			
Title Search	Not Specified	Yes	Yes
Bank Fees	Not Specified	?	No

ACUB LTA Off-Site Meeting



Is It Allowable



Activity / Tasks			
Natural Resource Management	REPI Policy (REPI Guidance)	Army Active Component	Army Guard
Land Management Actions / Tasks (Performed)	Not Specified	Yes	No
Land Management Actions / Tasks (Contracted)	Not Specified	Yes	No
Land Management Services (Severable Services vs. Non Severable)	Not Specified	?	No
Natural Resource Studies	Not Specified	?	No
Natural Resource Management Plans	Not Specified	Yes	No
Supplies	Not Specified	Yes	No
Facilities (establishment, operations, maintenance)	Not Specified	?	No
Future Management	Not Specified	?	No

ACUB LTA Off-Site Meeting



Is It Allowable



Activity / Tasks			
CA / Easement Monitoring and Enforcement	REPI Policy (REPI Guidance)	Army Active Component	Army Guard
Baseline Condition Survey	Not Specified	?	No
Scheduled Monitoring Visit	Not Specified	?	No
Monitoring Report	Not Specified	?	No
Legal Services (In the Event of Violation)	Not Specified	?	No

ACUB LTA Off-Site Meeting



Is It Allowable



Activity / Tasks			
Personnel and Other "Indirect Costs"	REPI Policy (REPI Guidance)	Army Active Component	Army Guard
Time (Hourly)	Not Specified	Yes	No
Time (Salary)	Not Specified	Yes	No
Tasks (Performed by Cooperator)	Not Specified	Yes	No
Tasks (Contracted Products, Services, and Fees)	Not Specified	Yes	No
Travel	Not Specified	Yes	No
Supplies	Not Specified	Yes	No
Overhead (What is included in overhead?)	Not Specified	?	No

ACUB LTA Off-Site Meeting



Is It Allowable



Miscellaneous	REPI Policy (REPI Guidance)	Army Active Component	Army Guard
Landowner Meetings and Meals	Not Specified	?	No
Interest Bearing Accounts	Not Specified	?	No
Pre-Agreement Costs	Not Specified	?	?



BLOCK II

Invoicing & Accounting



Quantifying Partner Costs and Contributions



Important to capture all costs

- **Competing for limited resources**
- **FMV limitation as it relates to contribution**
- **Can't count contributions that aren't quantified**
- **Can't reimburse costs that aren't quantified**
- **Auditing**
 - **Program level**
 - **Cooperative agreement requirement**

Quantifying Partner Costs and Contributions



Costs that need to be captured

- Staff time
- Overhead
- Travel costs
- Services
 - Land survey
 - Biological survey
 - Attorney's fees

ACUB LTA Off-Site Meeting



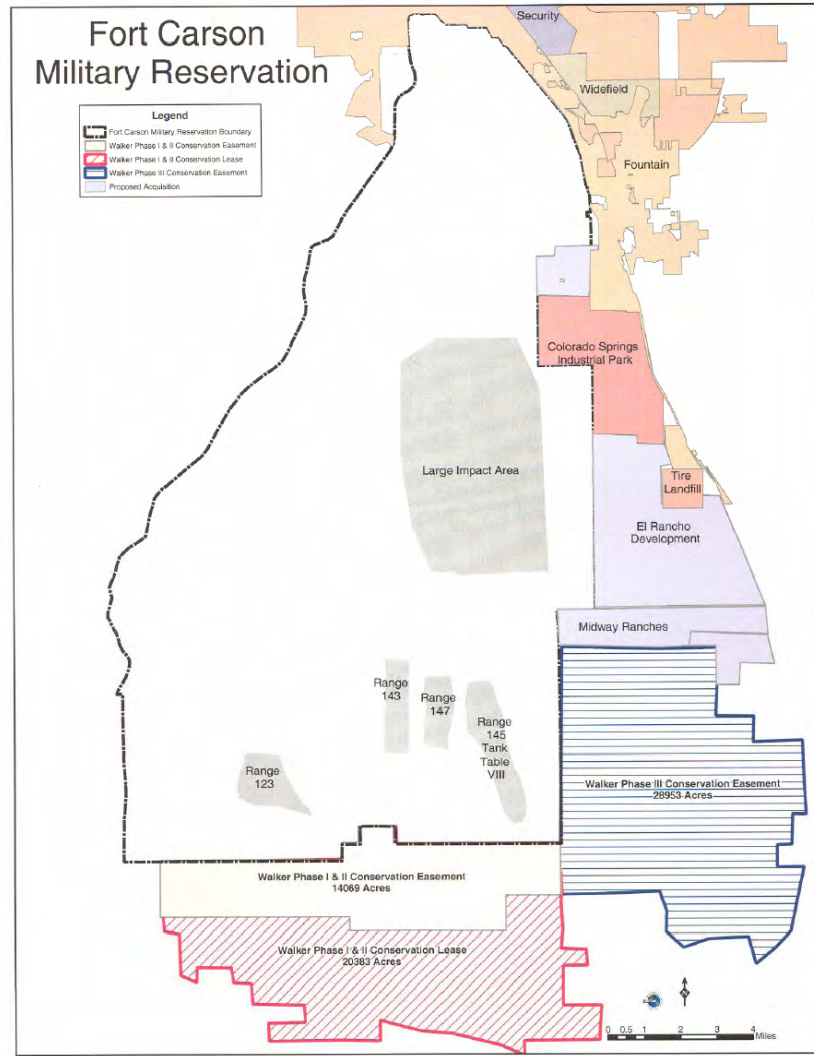
Examples – Fort Carson



Parcel	Military \$	Partner \$	Total Cost	Area	Closing Date
Phase 1 Part 1	\$4.92M	In Kind Services	\$4.92M	4,960	06/07/05
Phase 1 Part 2	\$3.2M	In Kind Services	\$3.2	4,554	07/03/06
El Rancho 16	\$0.5M	In Kind Services	\$0.5M	150	?

Red Flags

- Partner contribution shows no value, hard to determine adequacy of match per new legislation
- Total cost of doing business (fees and services) not accounted for, partner contribution looks weak
- Known partner grant funds do not appear





More Examples



- **Fort Bragg**

- Four most recent parcels (412 acres) show no partner contribution
- Partner is conducting the work

- **Camp Blanding**

- Significant partner contribution shown
- Monetary contribution towards price of interest not separated from other costs

ACUB LTA Off-Site Meeting



Invoice - SF 270



REQUEST FOR ADVANCE OR REIMBURSEMENT (See instructions on back)		OMB APPROVAL NO. 0348-0004		PAGE _____ OF _____ PAGES
		1. TYPE OF PAYMENT REQUESTED a. "X" one or both boxes <input checked="" type="checkbox"/> ADVANCE <input type="checkbox"/> REIMBURSEMENT b. "X" the applicable box <input type="checkbox"/> FINAL <input type="checkbox"/> PARTIAL		2. BASIS OF REQUEST <input type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY		5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST
6. EMPLOYER IDENTIFICATION NUMBER	7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER	8. PERIOD COVERED BY THIS REQUEST FROM (month, day, year) _____ TO (month, day, year) _____		
9. RECIPIENT ORGANIZATION Name: Number and Street: City, State and ZIP Code:		10. PAYEE (Where check is to be sent if different than item 9) Name: Number and Street: City, State and ZIP Code:		
11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED				
PROGRAMS/FUNCTIONS/ACTIVITIES ▶	(a)	(b)	(c)	TOTAL
a. Total program outlays to date (As of date)	\$ 4,900.00	\$	\$	\$ 4,900.00
b. Less: Cumulative program income	0.00			0.00
c. Net program outlays (Line a minus line b)	4,900.00	0.00	0.00	4,900.00
d. Estimated net cash outlays for advance period	0.00	670,100.00		670,100.00
e. Total (Sum of lines c & d)	4,900.00	670,100.00	0.00	675,000.00
f. Non-Federal share of amount on line e	0.00	700,000.00		700,000.00
g. Federal share of amount on line e	4,900.00	670,100.00		675,000.00
h. Federal payments previously requested	0.00	0.00		0.00
i. Federal share now requested (Line g minus line h)	4,900.00	670,100.00	0.00	675,000.00
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances				
	1st month			0.00
	2nd month			0.00
	3rd month			0.00
12. ALTERNATE COMPUTATION FOR ADVANCES ONLY				
a. Estimated Federal cash outlays that will be made during period covered by the advance				\$
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period				\$
c. Amount requested (Line a minus line b)				\$ 0.00

AUTHORIZED FOR LOCAL REPRODUCTION

(Continued on Reverse)

STANDARD FORM 270 (Rev. 7-87)
Prescribed by OMB Circulars A-102 and A-110



Invoice - Memo



- **Parcel name**
- **Parcel size**
- **Costs on per parcel or project basis**
 - Price of interest in question
 - Services: Closing / legal / real estate / surveys
 - Personnel
 - Overhead
 - Value of other contributions
- **Funding source**
 - Military
 - Partner
 - OPM broken out by source

ACUB LTA Off-Site Meeting

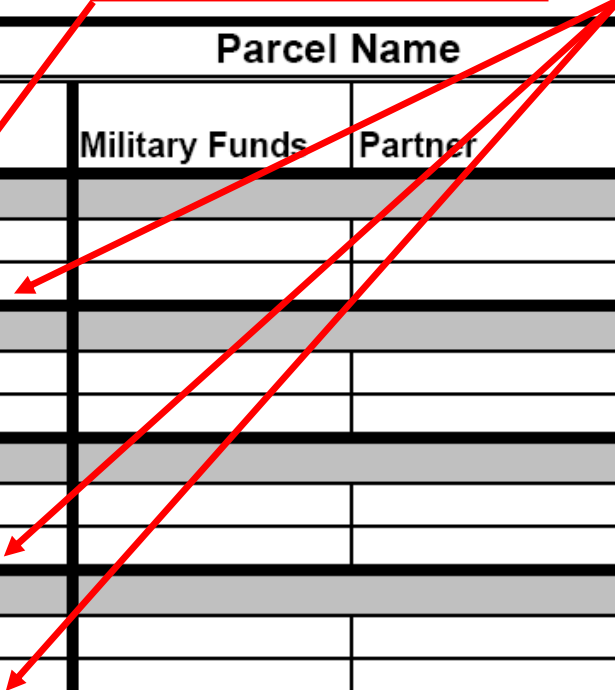
Invoice Memo Costs on a Per Parcel Basis



Price of interest

Fees and Services

Parcel Name				
Cost Category	Military Funds	Partner	Other (If Applicable)	Total
Pre-acquisition				
Insert Line Items As Necessary				
E.g. Boundary Survey				
Acquisition				
Insert Line Items As Necessary				
E.g. Purchase Price				
Closing/Settlement				
Insert Line Items As Necessary				
E.g. Title Search				
Recordation				
Insert Line Items As Necessary				
E.g. Recordation Fee				
Management/Enforcement				
Insert Line Items As Necessary				
E.g. Restoration Cost				
Additional Cost Categories				
Insert Line Items As Necessary				
Insert Line Items As Necessary				



ACUB LTA Off-Site Meeting



Invoice Memo Costs and Source



Parcel Name	Acreage	Military	Partner (Out of Pocket)	Other (Name Source)	Other (Name Source)	Total

Source	Funds to Date
Army	
DoD	
Partner	
Other (Name Source)	
Other (Name Source)	
Total	



Invoice - Experiences



Discussion point:

Do any partners or installations have any experiences or questions they are willing to share?

Methods

Tips

Success
Failure

Who

How

When



BLOCK III

Reporting Requirements

ACUB LTA Off-Site Meeting



Reporting Requirements

Reporting Matrix

	Producer	Recipient	Driver
Annual Audit	Cooperator / Auditor	Cooperator	Cooperative Agreement
Quarterly Report	Cooperator	Cooperator / Installation / NGB / AEC	Cooperative Agreement
Annual Report	Installation	ODEP / IMA / NGB / AEC	Sept 05 Memo
Biennial Review	HQDA	Installation	Sept 05 Memo
Year End Summary	AEC	Available to all	Outreach Needs
Report to Congress	OSD	Congress	Congress



BLOCK IV

Data Collection and Other Information Requirements



Data and Information

We respond to many masters

- **Congressional inquiry**
- **Public inquiry (media)**
- **Office of the Secretary of Defense**
- **Army**
 - **ODEP**
 - **IMA**
 - **AEC**
 - **Leadership**
 - **Public Affairs Office**



Data and Information



We have many purposes

- **Public outreach and education**
 - Get the news out
 - Solicit partners
- **Management decisions**
 - Acquire funds
 - Allocate resources



Data and Information



- **Geographic information**
 - GIS layers
 - Parcels and relationship to installation
- **Monetary information**
 - Money in
 - Money out
 - Resources leveraged

ACUB LTA Off-Site Meeting



Current "Data Base"



Installation	Parcel	Army Cost	FY Obligated	FY Executed	DoD Cost	FY Obligated	FY Executed	Partner Cost	Closing Date	Area (Acres)	Total Cost
Camp Swampy	Parcel 1	\$500,000	2005	2004	\$0	N/A	N/A	\$12,645,798	06/30/04	8,666	\$13,145,798
Camp Swampy	Parcel 2	\$500,000	2004	2006	\$0	N/A	N/A	\$25,247,000	10/15/05	3,300	\$25,747,000
Camp Swampy	Parcel 3	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	8,500	\$20,000,000

Installation	FY Obligated	Army Funds	DoD Funds	Partner Funds
Camp Swampy	2004	\$500,000	\$0	\$12,544,650
Camp Swampy	2005	\$500,000	\$0	\$19,000,000
Camp Swampy	2006	\$0	\$500,000	\$0

ACUB LTA Off-Site Meeting



Current Database



Installation	Parcel	Army Cost	FY Obligated	FY Executed	DoD Cost	FY Obligated	FY Executed	Partner Cost	Closing Date	Area (Acres)	Total Cost
Camp Grassy	Parcel 1	\$0	N/A	N/A	\$0	N/A	N/A	\$151,700	01/03/02	240	\$151,700
Camp Grassy	Parcel 2	\$0	N/A	N/A	\$0	N/A	N/A	\$203,000	12/11/02	203	\$203,000
Camp Grassy	Parcel 3	\$0	N/A	N/A	\$0	N/A	N/A	\$390,000	12/08/03	74	\$390,000
Camp Grassy	Parcel 4	\$0	N/A	N/A	\$0	N/A	N/A	\$175,000	12/18/03	2	\$175,000
Camp Grassy	Parcel 5	\$0	N/A	N/A	\$0	N/A	N/A	\$382,950	12/19/03	333	\$382,950
Camp Grassy	Parcel 6	\$0	N/A	N/A	\$0	N/A	N/A	\$555,000	12/30/03	97	\$555,000
Camp Grassy	Parcel 7	\$0	N/A	N/A	\$0	N/A	N/A	\$70,100	01/20/04	40	\$70,100
Camp Grassy	Parcel 8	\$0	N/A	N/A	\$0	N/A	N/A	\$25,024,000	07/20/04	12,512	\$25,024,000
Camp Grassy	Parcel 9	\$0	N/A	N/A	\$0	N/A	N/A	\$555,000	12/07/04	86	\$555,000
Camp Grassy	Parcel 10	\$0	N/A	N/A	\$0	N/A	N/A	\$8,160,000	07/15/05	4,080	\$8,160,000
Camp Grassy	Parcel 11	\$0	N/A	N/A	\$0	N/A	N/A	\$987,000	08/17/05	213	\$987,000
Camp Grassy	Parcel 12	\$296,900	2004	2005	\$0	N/A	N/A	\$92,500	08/31/05	280	\$389,400
Camp Grassy	Parcel 13	\$207,500	2004	2006	\$0	N/A	N/A	\$64,600	12/15/05	314	\$272,100
Camp Grassy	Parcel 14	\$79,000	2004	2006	\$150,000	2005	2006	\$255,000	12/30/05	46	\$484,000
Camp Grassy	Parcel 15	\$0	N/A	N/A	\$100,000	2005	2006	\$2,641,000	12/31/05	527	\$2,741,000
Camp Grassy	Parcel 16	\$416,000	2005	2006	\$0	N/A	N/A	\$133,000	12/31/05	70	\$549,600
Camp Grassy	Parcel 17	\$55,000	N/A	N/A	\$250,000	2005	2006	\$266,000	01/03/06	160	\$571,000
Camp Grassy	Parcel 18	\$0	N/A	N/A	\$0	N/A	N/A	\$2,200,000	04/24/06	1,073	\$2,200,000

Installation	FY Obligated	Army Funds	DoD Funds	Partner Funds
Camp Grassy	2002	\$0	\$0	\$151,700
Camp Grassy	2003	\$0	\$0	\$203,000
Camp Grassy	2004	\$500,000	\$0	\$26,597,050
Camp Grassy	2005	\$500,000	\$500,000	\$10,091,400
Camp Grassy	2006	\$0	\$1,000,000	\$5,540,600



BLOCK V

Open Forum:
Go Ahead 'N Shoot

