

DAEN-ECE-B  
DAEN-RMF-C

DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
Washington, D.C. 20314-1000

ER 1110-2-500

Regulation  
No. 1110-2-500

31 August 1986

Engineering and Design  
CORPS/EPA SUPERFUND PROGRAM  
FUNDING AND REPORTING REQUIREMENTS

1. Purpose. This regulation provides funds management guidance and reporting requirements for the Superfund program. Reporting procedures and requirements, in addition to the ENG Form 3011a report submission, are delineated.
2. Applicability. This regulation applies to all civil works field operating activities (FOA) having Superfund responsibilities.
3. References.
  - a. ER 37-2-10.
  - b. EP 37-26-1.
  - c. EP 18-2-1.
4. General. In February 1982, and renegotiated on 3 Dec 84 the U.S. Army Corps of Engineers (USACE) and the Environmental Protection Agency (EPA) signed an Interagency Agreement (IAG) implementing activities authorized under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA - also known as Superfund). DAEN-ECE is the USACE program manager for the Superfund program. The Missouri River Division (MRD) has been designated as the "design and funds control center" for this work. Funding for Corps Superfund work is received from EPA as either site-specific or non-site-specific. Unique funding and reporting requirements exist for each category.
5. Funds Processing and Reporting for Non-Site-Specific Funds.
  - a. General. Non-site-specific funds cover costs not specifically chargeable to individual projects. All non-site-specific funding will be administered by The Finance and Accounting Branch, Humphreys Engineer Center Support Activity (HCSA-RM-F).
  - b. Funds Processing.
    - (1) Non-site-specific funding authority is received at DAEN-ECE-B by IAG (EPA Form 1610-1) (Appendix A) from EPA Headquarters (HQ). Funding authority provided is coordinated within HCSA-RM-F.

(2) Upon receipt of funding authority, F&A Br, HCSA establishes a reimbursable (BZ) account within the Construction, General (CG) appropriation for management and support (M&S) funds.

(3) DAEN-ECE-B issues DA Forms 2544 (Intra-Army Order for Reimbursable Services) to requiring organizations, routing them through HCSA-RM-F and the respective division Superfund coordinators for processing/ coordination. All DA Forms 2544 issued by DAEN-ECE-B will contain the appropriate Civil Works Information System (CWIS) # and category/class code to be utilized and detailed billing instructions. DA Forms 2544 should be accepted and returned to HCSA-RM-F within 15 days of issue. The accepting FOA will enter the order into the accounting system as a Construction, General (96X3122) reimbursable order.

(4) Monthly SF 1080 (Voucher for Transfers between Appropriations and/or Funds) billings will be sent to the Finance and Accounting Branch, Civil Accounting Section, Humphreys Engineer Center, Kingman Building, Fort Belvoir, VA 22060-5580. Billings must be prepared in accordance with the instructions contained in the DA Form 2544 and include all specified reference data.

(5) HCSA-RM-F, in turn, bills EPA, citing relevant IAG numbers and EPA account numbers.

(6) If, during the course of operations, it becomes apparent that additional non-site-specific funds are required, a request for additional funds with supporting information will be made to CDRUSACE (DAEN-ECE-B), WASH DC 20314.

c. Reports. Corps offices will include Superfund projects in the ENG Form 3011a system as required by HQUSACE. An accounting report, generated by CWIS project codes from the ENG Form 3011a accounting data base, is being utilized for tracking Superfund monies, both site-specific and non-site-specific. It is essential, therefore, that the assigned CWIS project codes be properly entered for ENG Form 3011a report generation. Consolidated ENG Form 3011a Superfund reports are generated at HQUSACE from the COEMIS-FA data base. These reports are utilized for reporting status of funds to EPA as well as for program management by HQUSACE. Do not combine funds provided with separate CWIS numbers - i.e., do not combine management and support funds from different years into one record; rather, leave them as separate records as each will have its own CWIS code.

## 6. Funds Processing and Reporting for Site-Specific Funds.

a. General. Following coordination between EPA Superfund personnel and Corps Superfund personnel as to the scope and cost of work, site-specific funds are provided to the Corps by IAG from EPA for specific activities at specific Superfund sites. Two mechanisms exist whereby the Corps obtains site-specific funding from EPA. Where the work assignment and requisite funding from EPA is large, an IAG for the particular assignment will be issued by an EPA Office (i.e. HQ, Regional, Laboratory). Where the assignment is of a similar and recurring nature such as is the case with many

technical assistance assignments, EPA will send a "blanket" IAG for that type of work. Authorization for use of these blanket IAGs on individual site-specific assignments will be issued on a work authorization form (Appendix B) by the originating EPA Office. All site-specific funding is administered by the FOA accepting the particular assignment. Blanket IAG funding is administered by MRD. The accounting methodology and reporting requirements for each of the preceding types of IAGs follow.

b. Funds Processing for Site-Specific IAGs.

(1) EPA will send all site-specific IAGs to MRD with a copy furnished DAEN-ECE-B. MRD will review the IAG for tasking assignments, policy and procedures agreed to under Agency Agreement and will advise DAEN-ECE-B and the performing FOA of any deviation or discrepancy. DAEN-ECE-B will resolve policy issues. MRD will transmit the IAG to the performing FOA by standard form letter assigning appropriate project CWIS # and category/class code with a copy furnished the respective division Superfund Coordinator. Note: IAGs received during the last month of the fiscal year can be accepted/rejected by MRD with concurrence of performing FOA in order to ensure processing before the end of the fiscal year.

(2) If the IAG is acceptable to the performing FOA, the Commander, or designee signs it indicating acceptance (except as noted in (1) above) and returns one original to EPA (the specific office to return it to will be given in the IAG) and sends an accepted copy to MRDRM-B. Additionally, the performing FOA coordinates acceptance and performance of the work authorized by the IAG with its Resource Management Office and division Superfund Coordinator. The performing FOA will be required to have sufficient apportionment for reimbursement activities prior to accepting the IAG.

(3) Upon acceptance, the performing FOA records the IAG as an EPA Superfund order received under Construction, General as an appropriation reimbursement activity and ensures that the proper CWIS # (assigned by MRD) and other relevant accounting codes as cited are used. If other FOAs will be assisting on a particular assignment, the performing FOA provides them with funds as necessary from the IAG by DA Form 2544. The FOA accepting the DA Form 2544 must also record the order under Construction, General as an appropriation reimbursement.

(4) The FOA responsible for a particular IAG prepares monthly SF 1080s (by the 20th of the month following the month in which costs were incurred) for work performed in accordance with the IAG. On the SF 1080, quote the EPA Superfund account number(s) and IAG number from the IAG. Note: If an IAG is issued in one fiscal year and an amendment to the IAG is issued in another fiscal year, EPA will have assigned one account number to the IAG and a different one to the amendment; however, only the first digit of the EPA Superfund account number will have changed. When this occurs, take the first digits of all but the most current EPA Superfund account numbers and

31 Aug 86

print each of these first digits followed by a slash followed by the complete current EPA Superfund account number on the SF 1080. The SF 1080 is then sent to:

EPA  
Financial Management Division  
Room 214  
Cincinnati, Ohio 45268

(5) The EPA Finance Management Division (FMD) then sends the SF 1080 to the EPA project officer responsible for the work site to which the IAG pertains for certification (this is a check for reasonableness, not an audit).

(6) Once the EPA FMD receives the certified SF 1080, reimbursement is made to the Corps billing FOA.

(7) The SF 1080 billing process is repeated until completion of the IAG authorized work. When the work for a particular IAG is fiscally complete, the performing FOA will send a letter to the issuing EPA Office with a copy to MRD stating that the project is fiscally complete and giving the total funds utilized and any excess funds to be revoked. The performing FOA will keep the excess funds on its books until notification from EPA that the excess funds have been officially withdrawn by EPA.

(8) If, during the course of a particular IAG assignment, additional funds are required, excess funds become available, or extensions in performance period are needed, the performing FOA will coordinate required changes with the EPA issuing office. A formal request to amend the original IAG will then be made by the performing FOA to the issuing EPA Office with a copy to MRDRM-B.

(9) If problems occur with any of the preceding steps, they should be resolved at the lowest possible organizational level.

c. Funds Processing for Blanket IAGs.

(1) Certain types of Superfund work assignments which originate from EPA are similar and recur frequently. For assignments such as these the traditional process of one IAG per assignment is not cost effective. When this situation exists, EPA will send the Corps a "blanket" IAG for the type of work involved such as technical assistance. When such a blanket IAG is required, EPA will send it to MRDRM-B.

(2) If the blanket IAG is acceptable, MRD signs it and returns one original to the issuing EPA Office and sends a copy to DAEN-ECE-B. Upon acceptance, MRD will establish an EPA order received under its Construction, General appropriation reimbursement activity, and ensure that the proper CWIS # and other relevant accounting codes are assigned.

(3) The EPA Office initiating the blanket IAG will issue a work authorization form authorizing funding from the appropriate blanket IAG for a specific site assignment to MRD (MRDRM-B). MRD will review the work

authorization form to determine which FOA will perform the specific site assignment. MRD will then forward the work assignment with the proper CWIS # and other relevant accounting codes to the tasked FOA and reduce the blanket IAG by the amount authorized in the work assignment.

(4) The performing FOA will then proceed as specified in paragraphs 6b(3) through (9), above.

d. Reports.

(1) ENG Form 3011a Reports (RCS: DAEN-RMF-9). Follow the same guidance as that provided in paragraph 5c above.

(2) Superfund Automated Management System (SAMS) Reports (RCS: DAEN-ECE-7).

(a) Purpose and Scope. The SAMS data base has been designed to provide EPA and the Corps with requisite reports and to assist Superfund project managers in project management. SAMS reports will be prepared by all FOA which have been assigned site-specific Superfund projects. The following reports are generated from the SAMS data base:

1 SAMS Reports for EPA. Monthly reports are generated from the SAMS data base by MRD and sent to EPA regional project managers and to EPA HQ. These reports are designed to provide the EPA managers with sufficient information to certify SF 1080s as well as to keep them informed of progress. The content of these reports has been coordinated with EPA HQ as to adequacy. If EPA regions request additional information from a Corps FOA, the FOA should contact HQUSACE (DAEN-ECE-B), WASH DC 20314 for guidance.

2 SAMS Reports for HQUSACE. DAEN-ECE-B receives monthly reports generated from the SAMS data base by MRD.

3 SAMS Reports for Corps Division Coordinators. Corps Superfund Division Coordinators receive "LOUIS" reports. Other currently produced reports can be secured on an exception basis by contacting MROED-MA.

4 SAMS Reports for Corps Superfund Project Managers. Corps Superfund project managers receive necessary SAMS reports/turnaround documents between the 25th and the 30th of each month.

(b) Source of Data. SAMS draws fiscal information on Superfund projects from the ENG Form 3011a system and resultant HQ reports. Scheduling and status information is input to the system by Corps Superfund project managers by means of manually updated turnaround documents.

(c) Forms. Superfund project managers will receive SAMS report/turnaround documents between the 25th and the 30th of the month. Updated information will be entered on these turnaround documents and submitted.

(d) Frequency of Submission. Project managers will provide MROED-MA with the required report/turnaround documents by the 15th of the month following the reported month. The information provided will be current through the preceding month.

(e) Preparation Instructions. Upon receipt of the SAMS report/turnaround documents, Corps Superfund project managers will review and update the Current Estimated Expenditures, Contract Current Working Estimates, milestone scheduling dates, and status items contained therein by writing them on the report/turn-around document. Definition and usage of data elements are contained in Data Dictionary (EP 18-2-1). The project managers are also responsible for resolving the errors as reflected on the Monthly Status Report from Program 604C031F. The updated report/turnaround document will then be sent to MROED-MA. This scheduling and status information is then input to the SAMS system by MROED-MA. Additionally, MROED-MA ensures that all COEMIS-FA data is properly entered in the SAMS system.

(3) Additional reporting requirements may be specified in a particular IAG, depending upon the type of work.

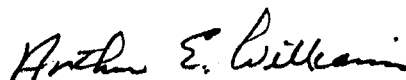
(4) Managerial Review.

(a) HQUSACE will periodically review ENG Form 3011a Reports and SAMS Reports for indications of management problems. If these reviews indicate a management problem, issues will be addressed to the appropriate Division Coordinator for action.

(b) Division Coordinators will establish a quarterly review of information in the data base for completeness, accuracy and potential project problems. As a minimum the review should ensure that;

- 1 All required data is entered and updated in a timely manner.
- 2 Planned expenditure data agrees with work estimates.
- 3 Project status items are accurate.
- 4 Period of performance are current on active projects.

FOR THE COMMANDER:



ARTHUR E. WILLIAMS  
Colonel, Corps of Engineers  
Chief of Staff

2 Appendices  
A - EPA Form 1610-1  
B - Work Authorization Form

APPENDIX A

Please read instructions on pages 4 and 5

US ENVIRONMENTAL PROTECTION AGENCY WASHINGTON, DC 20460		1. IAG Identification Number <b>DW21931152-01-0</b>		2. Funding Location by Region I			
<b>INTERAGENCY AGREEMENT/AMENDMENT                  Part I - GENERAL INFORMATION</b>		3. Type of Action New Agreement		4. Program Abbreviation WMD/01			
5. Name and Address of EPA Organization U. S. Environmental Prot. Agency JFK Federal Bldg. Room 1903 Waste Management Division Boston, MA 02203			6. Name and Address of Other Agency Department of Defense U. S. Army Corps of Engineers (USACE) Engineering Division, Missouri River Omaha, Nebraska 68101-0103				
7. Project Title Technical Assistance Activities - FY1985							
8. EPA Project Officer (Name, Address, Telephone Number) Dennis P. Gagne FTS 223-1949 U. S. EPA Waste Mgmt Div. Superfund Br. Room 1903 JFK Federal Bldg. Boston, MA 02203			9. Other Agency Project Officer (Name, Address, Telephone Number) William Mulligan FTS/864-7227 U. S. Army Corps of Engineers (USACE), Eng. Div., Missouri River P. O. Box 103, Downtown Station Omaha, Nebraska 68101-0103				
10. Project Period 10/01/84 - 09/30/85			11. Budget Period 10/01/84 - 09/30/85				
12. Scope of Work (Attach additional sheets, as needed)  This agreement obligates no more than \$50,000.00 and generally no more than \$10,000 per project (except as described under Section 27, Special Conditions) to the USACE for technical assistance to EPA lead phases of remedial response activities. Such activities, consistent with the Memorandum of Understanding between the USACE and the EPA, may include:							
<ol style="list-style-type: none"> <li>1. Reviewing work plans developed by the contractor and providing comments and suggestions on the proposed work.</li> <li>2. Technical review of investigation/feasibility study.</li> <li>3. Providing comments on all plans and specifications for the cleanup.</li> <li>4. Attending status briefings. The USACE will participate in site specific status briefings whenever such meetings are deemed necessary by the regional project officer.</li> <li>5. Reviewing other contractor products. These products may include such things as sampling plans, plans and specifications for drum and bulk waste removal, and draft and final reports on the remedial investigation or the feasibility study.</li> </ol>							
<p><b>BZ 704</b></p> <p><b>CWIS# 1NLZZ      CCSC# 921</b></p>							
13. Statutory Authority for both Transfer of Funds and Project Activities				14. Other Agency Type			
FUNDS		PREVIOUS AMOUNT		AMOUNT THIS ACTION		AMENDED TOTAL	
15. EPA Amount		0		50,000.00			
16. EPA In-Kind Amount							
17. Other Agency Amount							
18. Other Agency In-Kind Amount							
19. Total Project Cost				50,000.00			
20. Fiscal Information							
Program Element	FY	Appropriation	Doc. Control No.	Account Number	Object Class	Obligation/Deobligation Amt	
TFAY9A	85	68/20X8145	N10004	STFA01NLZZ	25.76	\$50,000.00	

PART II — APPROVED BUDGET		IAG IDENTIFICATION NO.
21. Budget Categories		Total Itemization of Estimated Cost to Date
(a) Personnel		\$
(b) Fringe Benefits		
(c) Travel		
(d) Equipment		
(e) Supplies		
(f) Procurement/Assistance		
(g) Construction		
(h) Other		
(i) Total Direct Charges		\$Breakdown not available
(j) Indirect Costs: Rate 0000 * Base 0000		will be provided as part
(k) Total (EPA Share %) (Other Agency Share %)		of request for reimbursement \$
22. Is equipment authorized to be furnished by EPA or acquired with EPA funds? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(Identify all equipment costing \$1,000 or more)</i>		
23. Are any of these funds being used on extramural agreements? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(See Item 21f)</i> <input type="checkbox"/> Grant, <input type="checkbox"/> Cooperative Agreement, or <input type="checkbox"/> Procurement		
Contactor/Recipient Name <i>(if known)</i>	Total Extramural Amount Under This Project	Percent Funded by EPA <i>(if known)</i>

**PART III — PAYMENT METHODS AND BILLING INSTRUCTIONS**

24. <input checked="" type="checkbox"/> Disbursement Agreement: <input checked="" type="checkbox"/> Reimbursement      Request for reimbursement of actual costs will be itemized on SF 1081 or SF 1080 and submitted to the Financial Management Office, Environmental Protection Agency, 26 West St. Clair, Cincinnati, OH 45268: <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Upon Completion of Work  <input type="checkbox"/> Advance      Only available for use by Federal agencies on working capital fund or with appropriate justification of need for this type of payment method. Unexpended funds at completion of work will be returned to EPA. Quarterly cost reports will be forwarded to the Financial Management Office, Environmental Protection Agency, 26 West St. Clair, Cincinnati, OH 45268.  <input type="checkbox"/> Allocation Transfer      Used to transfer obligational authority or transfer of function between Federal agencies. Must receive prior approval by the Office of the Comptroller, Budget Division, Budget Formulation and Control Branch, EPA Headquarters.	
25. <input type="checkbox"/> Reimbursement Agreement	
Other Agency's IAG Identification Number	Billing Instructions and Frequency
Billing Address	



<b>PART IV — ACCEPTANCE CONDITIONS</b>	IAG IDENTIFICATION NO.
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26. General Conditions:

The other agency covenants and agrees that it will expeditiously initiate and complete the project work for which funds have been awarded under this agreement.

27. Special Conditions:

Work assignments for technical assistance will be initiated via a letter signed by John Hackler or his designee. The letter will identify the particular site, provide the necessary account numbers, and describe any adjustments, including increases in the site dollar ceiling (\$10,000) and/or changes to the scope of work.

EPA acting as manager of the Hazardous Substance Response Trust Fund, requires current information on CERCLA response actions and related obligations of CERCLA funds for these actions. In addition, CERCLA authorizes EPA to recover from responsible parties all government costs incurred during a response action.

(See Attachemnt A)

**Part V — OFFER AND ACCEPTANCE**


**NOTE: 1)** For disbursement actions, the agreement/amendment must be signed in duplicate and one original returned to the Grants Administration Division for Headquarters agreements and to the appropriate EPA IAG administration office for Regional agreements within 3 calendar weeks after receipt or within any extension of time as may be granted by EPA. The agreement/amendment must be forwarded to the address cited in Item 28 after acceptance signature.

Receipt of a written refusal or failure to return the properly executed document within the prescribed time may result in the withdrawal of the offer by the Agency. Any change to the agreement by the other agency subsequent to the document being signed by the EPA Action Official which the Action Official determines to materially alter the agreement/amendment shall void the agreement/amendment.

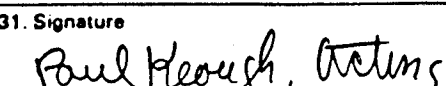
**2)** For reimbursement actions, the other agency will initiate the action and forward two original agreements/amendments to the appropriate EPA program office for signature. The agreements/amendments will then be forwarded to the appropriate EPA IAG administration office for acceptance signature on behalf of the Environmental Protection Agency. One original copy will be returned to the other agency after acceptance.

<small>EPA IAG Administration Office (for administrative/management assistance)</small>	<small>EPA Program Office (for technical assistance)</small>
28. Organization/Address	29. Organization/Address


**Decision Official on Behalf of the Environmental Protection Agency Program Office**

30. Signature 	Typed Name and Title <i>Acting for</i> Merrill S. Hohman Director, Waste Mgmt Division	Date 12/15/84
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**Action Official on Behalf of the Environmental Protection Agency**

31. Signature 	Typed Name and Title Michael R. Deland Regional Administrator, EPA Region I	Date 12-7-84
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**Authorizing Official on Behalf of the Other Agency**

32. Signature 	Typed Name and Title W. D. MULLIGAN Chief, Budget Branch	Date 13 DEC 84
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## INSTRUCTIONS

This form is to be used for all disbursement interagency agreements. It may be used for reimbursement interagency agreements if the other funding agency agrees to do so. It will not be used for Policy Agreements. However, if the other agency's instrument is used it and any attachments thereto must reflect all the information contained in this form.

This form is to be used in conjunction with the Assistance Administration Manual and any other supplemental information.

1. The original agreement identification number will be assigned by the IAG administration/management office servicing the EPA Program initiating the action. If the original project is amended, cite only the first 10 characters of the original agreement number (e.g., DW84930128). The servicing IAG administration/management office will assign the sequence number and amendment designator (e.g., 01-1).

2. Identify the regional location of the EPA Program disbursing/receiving funds (e.g., projects funded by EPA Headquarters and ORD laboratories will cite Region XI).

3. Identify the purpose of this action using one of the following terms:

- New Agreement
- Increase in Funds
- Decrease in Funds
- Administrative Amendment

Administrative amendment is used to identify project period extensions, project officer changes, special condition changes, rebudgeting of funds, etc.

The terms are listed in order of priority, therefore, should an action involve multiple changes use the first term that appropriately identifies one of the changes.

4. If known, enter the EPA GICS abbreviation for the funding program. This should be at the Office Director or comparable level (e.g., OERR/HQ), except for EPA ORD laboratories (e.g., ERL/DUL).

5. Enter "Environmental Protection Agency" followed by the name and address of the EPA organization responsible for technical management of the project. EPA offices should be identified at the Office Director or comparable level for Headquarters or the appropriate Regional Office.

6. Enter the name and mailing address of the other agency. Identify the Department and the appropriate organizational components within the Department (e.g., DHHS, PHS, Center for Disease Control).

**NOTE:** Use the appropriate Department of Energy area office for agreements with a National Laboratory.

7. Enter project title. Be concise and use only the space provided.

8. Enter the EPA Project Officer name, EPA address and telephone number.

9. Enter the other agency project officer name, other agency address and telephone number.

10. Enter beginning and ending date of entire period expected to be needed to complete the project. This period of time should not be longer than 3 years. For projects requiring more than 3 years, appropriate justification must be submitted in the decision memorandum.

11. Enter the period of time this transaction will fund project activities. *(Note: budget period cannot exceed the period of appropriation.)*

12. Provide a complete description of the project work to be performed under the agreement. In jointly funded projects, the scope of work should describe specific responsibilities of the participating agencies not just the portion funded by EPA. Additional pages should be attached as necessary.

13. Enter both the appropriate statutory authority that authorizes the interagency agreement mechanism and the appropriate statutory authority that authorizes project activities.

When entering into agreements with Federal agencies, cite (1) Economy Act of 1932, as amended (31 USC 1535) and (2) the statutory authority that identifies the project activities (e.g., Clean Water Act).

When entering into agreements with State and local governments, cite (1) Intergovernmental Cooperation Act of 1968 (31 USC 6501) and (2) the statutory authority that identifies the project activities.

For reimbursement agreements, cite (1) the appropriate statutory authority allowing the transfer of funds and (2) the other agency's statutory authority allowing the project activities.

14. Identify the other agency using one of the following terms:

- Federal
- State (includes District of Columbia, territories and possessions of the U.S.)
- Local (includes general local government, a school district or other special district established under State law)

15. For original agreements enter EPA "amount this action." For amendments, enter the EPA "previous amount," "amount this action" and "amended total."

16. An in-kind amount is anything other than a monetary exchange (i.e., equipment, personnel, etc.). A fair dollar amount should be assigned to the non-monetary exchange and entered in the original agreement. For amendments, enter the EPA "previous amount," "amount this action" and "amended total."

17. Identify the other agency's funds. This should be used when a project is jointly funded or when EPA is being reimbursed. For original agreements, enter other agency

"amount this action." For amendments, enter the other agency's "previous amount," "amount this action" and "amended total."

18. A fair dollar amount should be assigned to the non-monetary exchange and entered in the original agreement. For amendments enter the "previous amount," "amount this action" and "amended total."

19. Enter the total amount for all categories.

20. Enter the appropriate fiscal information identifying the funds being used. In the case of a reimbursable agreement the EPA reimbursable account number will appear under "Account Number."

21 (a-i). For original agreements, enter the total funded project costs according to the categories provided, include the other agency's contribution as well. For amendments increasing funds, add the additional funds by category and enter the revised itemization to date. This will reflect total direct charges.

(j). Identify how indirect charges are computed. Enter a percentage and a base amount or a comparable statement reflecting how costs were computed.

(k). Enter the total amount to date. Indicate EPA share and other agency share by summing total cost to date and dividing into the amount provided by one agency to arrive at that agency's share (e.g., \$60,000 EPA share divided by \$100,000 total project cost to date to arrive at 60% EPA share).

22. The agency funding the acquisition shall be responsible for maintaining an inventory of the property. All nonexpendable equipment (items costing \$1,000 or more) to be furnished or acquired shall be identified and the appropriate property management office consulted.

23. If any of the funds are to be used on extramural agreements, enter identifying information.

24. For disbursement agreements, identify the payment method most suitable for the agreement.

25. For reimbursement agreements, identify all pertinent information needed in order for EPA to properly bill the other agency (e.g., other agency form number, appropriate number of copies, complete billing address, etc.).

26. Self explanatory

27. Enter any special conditions applicable to the technical management of the project (e.g., reports). The servicing IAG administration/management office will provide the appropriate administrative special conditions.

28. Enter the appropriate IAG administration/management office address (Headquarters or Regional) servicing your program. This will be a return address for original signed acceptances of interagency agreements/amendments, therefore, use complete address of your IAG administration/management office.

29. Enter the complete address of the EPA Program office funding the agreement.

30. Enter the name and title of the Decision Official for the EPA program.

31. Enter the name and title of the appropriate IAG administration/management office action official (e.g., Chief, Grants Information and Analysis Branch, Grants Administration Division for Headquarters and Regional Administrator or designee for Regions).

32. Enter the name and title of the other agency's authorizing official.

ATTACHMENT A

27. SPECIAL PROVISIONS (continued)

In order to help assure successful recovery of CERCLA funds, the USACE shall maintain site specific accounts and documentation of the following:

- \*Employee hours and salary (timesheets)
- \*Employee travel and per diem expenses (travel authorizations, paid vouchers, and treasury schedules)
- \*Receipts for materials, equipment, and supplies
- \*Any other costs not included in the above categories

In the event of a cost recovery action, within three weeks from the date of a request from EPA or the Department of Justice (DOJ), the USACE will provide to EPA or DOJ site specific costs and copies of the back-up documentation which supports those costs. The USACE will provide EPA with a contact for obtaining such site specific accounting information and documentation. This cost information and documentation must also be available for audit or verification on request of the Inspector General.

Reimbursement is contingent upon receipt and approval by EPA of monthly progress and financial reports by site, containing an accounting of funds and status of activities.

The USACE will provide technical review comments for each site to the Regional Technical Project Officer.

APPENDIX B

Mr. Noel Urban  
Chief, Urban Studies and Management Section  
U.S. Army Corps of Engineers  
(DAEN-ECE-B)  
20 Massachusetts Avenue, NW  
Washington, D. C. 20314

Dear Mr. Urban:

This letter serves to initiate a work assignment for the U. S. Army Corps of Engineers (USACE) for technical assistance to the U. S. Environmental Protection Agency (EPA) at the following superfund site:

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Assistance will be given for EPA lead phases of remedial response activities. Such activities must be consistent with Interagency Agreement No. DW96\*\*\*\*\*-01-0 between the USACE and EPA. Funding for costs incurred while providing these services to EPA, authorized under the authority of the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA), is not expected to exceed:

\$ \_\_\_\_\_

Enclosed is the Technical Assistance Authorization Form. This document contains the necessary account numbers that apply specifically to this work assignment. These numbers must be used on all financial and management reports.

Sincerely yours,

\_\_\_\_\_  
(Title)

Enclosure

cc: Richard Ruhe  
Ivery Jacobs

TECHNICAL ASSISTANCE AUTHORIZATION FORM

AUTHORIZATION IS HEREBY GIVEN TO INITIATE TECHNICAL ASSISTANCE WORK AS DESCRIBED IN IAG # DW96\*\*\*\*\*-01-0. THE FOLLOWING INFORMATION IS PROVIDED FOR COST TRACKING PURPOSES:

SITE NAME \_\_\_\_\_  
 REGION \_\_\_\_\_  
 EPA SITE I.D. # \_\_\_\_\_  
 HQ TECHNICAL PROJECT OFFICER \_\_\_\_\_  
 REGIONAL SITE MANAGER \_\_\_\_\_ PHONE \_\_\_\_\_  
 PERIOD OF PERFORMANCE \_\_\_\_\_  
 FROM \_\_\_\_\_ TO \_\_\_\_\_

ACCOUNTING INFORMATION																																					
	DOCUMENT CONTROL NO.					IAG NO.					SUPERFUND ACCOUNT NO.					OBJECT CLASS CODE	NOT TO EXCEED AMOUNT																				
DEOBLIGATE FROM	*	*	*	*	*	D	W	9	6	*	*	*	*	*	0	1	0	5	T	F	A	*	*	*	L	0	0	2	5	7	6	\$	*	*	*	*	*
OBLIGATE TO:	*	*	*	*	*	D	W	9	6	*	*	*	*	*	0	1	0	5	T	F	A	*	*	*	L	*	*	2	5	7	6	\$	*	*	*	*	*

\_\_\_\_\_  
(Title) DATE

\_\_\_\_\_  
EPA PROJECT OFFICER DATE

\_\_\_\_\_  
(individual who certifies funds) DATE

Original to: Richard Ruhe  
Cincinnati, OH

cc: Noel Urban  
USACE

Ivery Jacobs, Room 3623M  
Financial Reports and Analysis Branch