

PRFAs



Pat Ryan, NE & Great Lakes Regional Manager
Patrick.E.Ryan@uscg.mil (202) 795-6088

National Pollution Funds Center



Funding Response Activities

- § PRFA – Incident Management
- § PRFA – Removal (Agency & its Contractors)
- § MIPR – Removal (DOD)
- § BOA – Removal (Contractors)
- § PRFA – Wildlife Branch & Environmental Unit
- § PRFA – ESA Section 7
- § INRDA – “Initiate” NRD Activities, not removal

Pollution Removal Funding Authorizations (PRFAs)



- § A financial document
- § Two types
 - § Federal agency
 - § Non-Federal agency
- § Entering arguments
- § PRFA amendments

Pollution Removal Funding Authorizations (cont'd)

- Primarily issued to other government agencies (OGAs) to quickly obtain their services or assistance (Federal, state, or local)
- Can be used to obtain goods/services obtained by OGAs through THEIR OWN contracting process to support cleanup efforts of the FOSC
- FOSC needs to include the “maximum limit of authorization” w/the total costs under case ceiling

PRFA to Fed Government Agency

Federal Agency Pollution Removal Funding Authorization

Recipient Agency	
Address	
Agency Locator Code (ALC)	
Agency DUNS	
Agency Tax ID	
Treasury Account Symbol (TAS)	

Agency information will be needed for PRFA obligation

1. **Purpose**

This document authorizes reimbursement to the Recipient Agency from the Oil Spill Liability Trust Fund or CERCLA funds for certain removal costs incurred in response to the following pollution incident, _____.

Federal Project Number/CERCLA Project Number, _____.

This funding authorization is expressly contingent on the Recipient Agency's compliance with all requirements contained herein.

2. **Approved Functions and Reimbursement Limit**

Costs will be reimbursed only for actions that are directed or approved in advance by the FOSC. Approval may be verbal or written. Assessment, restoration, rehabilitation or replacement of natural resources damaged by the spill are not covered.

Maximum limit of authorization: \$ _____

Ensure agency recognizes the authorized ceiling amount.

3. **Conditions**

See attached page(s) for scope of work, special conditions, date of performance, directions or approvals.

4. **Period of Authorization**

This authorization shall remain in effect until the completion date specified by the FOSC (which normally corresponds to the date of final removal activities).

5. **Reimbursement Procedure**

Upon completion of removal activities, the Recipient Agency will submit a SF-1080/1081 to the FOSC with detailed records of expenditures and activities for which reimbursement is sought. The agency may elect to use its own records providing an equivalent amount of documentation which has NPFC approval, or the agency may elect to use NPFC's Resource Cost Documentation package. The agency must submit the final request for reimbursement, supported by the required documentation, within 90 days following the completion date. If OMB Circular A-87 cost rates apply, cost certifications must be included. If at the end of the 90 days from final removal activities, there are any costs for which reimbursement has not been requested, written notice will be sent to the agency and 30 days later any balance remaining in the account will be deobligated.

PRFA to Fed Gov't Agency (cont'd)

Federal Agency Pollution Removal Funding Authorization

6. Accounting Data

Document Control Number:	
Accounting String:	

7. Points of Contact

Federal On-Scene Coordinator	Telephone:
	FAX:
	Email:
Recipient Agency Representative	Telephone:
	FAX:
	E-Mail:
NPFC Case Officer	Telephone:
	FAX:
	E-Mail:

8. Authorizing Official

Federal On-Scene Coordinator

Signature: _____ Date _____

Attachments: (1) Scope of Work

The accounting information is assigned using the information provided in the CANAPS messages. CG units obligate PRFA s for CG FPNs & NPFC obligates them for EPA FPNs.

Ensure a scope of work is attached . FOSC 's call on activities.

PRFA to Non-Federal Government Agency

Non-Federal Agency Pollution Removal Funding Authorization

Recipient Agency	
Address	
Agency DUNS	
Agency Tax ID	

1. Purpose

This document authorizes reimbursement to the Recipient Agency from the Oil Spill Liability Trust Fund or CERCLA funds for certain removal costs incurred in response to the following pollution incident: _____.

Federal Project Number/CERCLA Project Number: _____.

This funding authorization is expressly contingent on the Recipient Agency's compliance with all requirements contained herein.

2. Approved Functions and Reimbursement Limit

Costs will be reimbursed only for actions that are directed or approved in advance by the FOSC. Approval may be verbal or written. Assessment, restoration, rehabilitation or replacement of natural resources damaged by the spill are not covered.

Maximum limit of authorization: \$ _____.

3. Conditions

See attached page(s) for scope of work, special conditions, date of performance, directions or approvals.

4. Period of Authorization

This authorization shall remain in effect until the completion date specified by the FOSC (which normally corresponds to the date of final removal activities).

5. Reimbursement Procedure

Upon completion of removal activities, the Recipient Agency will submit a SF-1080/1081 to the FOSC with detailed records of expenditures and activities for which reimbursement is sought. The agency may elect to use its own records providing an equivalent amount of documentation which has NPFC approval, or the agency may elect to use NPFC's Resource Cost Documentation package. The agency must submit the final request for reimbursement, supported by the required documentation, within 90 days following the completion date. If OMB Circular A-87 cost rates apply, cost certifications must be included. If at the end of the 90 days from final removal activities, there are any costs for which reimbursement has not been requested, written notice will be sent to the agency and 30 days later any balance remaining in the account will be deobligated.

6. Hold Harmless and Indemnity

By performing any action or seeking any reimbursement under this funding authorization, the Recipient Agency agrees that the United States of America and all of its departments and

Agency information will be needed for PRFA obligation

Ensure agency recognizes the authorized ceiling amount.

Hold Harmless clause

PRFA to Non-Federal Government Agency (cont'd)

Non-Federal Agency Pollution Removal Funding Authorization

agencies, including, but not limited to, the U.S. Coast Guard and the Oil Spill Liability Trust Fund ("United States"), shall not be liable to any party for damage, injury or loss to persons or property resulting from the acts or omissions of Recipient Agency, its employees, agents or contractors, related to the Recipient Agency's performance of this Agreement. The Recipient agency agrees to indemnify and hold harmless the United States from all actions, claims or suits for damage, injury or loss to persons or property resulting from the acts or omissions of Recipient Agency, its employees, agents or contractors related to Recipient Agency's performance of this Agreement. This agreement to hold harmless and indemnify the United States is subject to the availability of Recipient Agency funds. The Recipient agrees in good faith to use available Agency funds and to undertake all reasonable effort to acquire such funds if not otherwise available.

7. No Agency

Nothing in this funding authorization is intended to create an agency relationship between the Recipient Agency and the United States of America (or any of its departments, agencies, or employees). Nor shall anything in this funding authorization be construed as creating an agency relationship. By performing any action or seeking any reimbursement under this funding authorization, the Recipient Agency agrees that it has not been authorized to act as an agent of the United States, and shall not act in any such capacity.

No Agency clause

8. Accounting Data

Document Control Number:	
Accounting String:	

The accounting information is assigned using the information provided in the CANAPS messages. CG units obligate PRFA s for CG FPNs & NPFC obligates them for EPA FPNs.

7. Points of Contact

Federal On-Scene Coordinator	Telephone:
	FAX:
	Email:
Recipient Agency Representative	Telephone:
	FAX:
	E-Mail:
NPFC Case Officer	Telephone:
	FAX:
	E-Mail:

8. Authorizing Official

Federal On-Scene Coordinator

Signature: _____ Date _____

Attachments: (1) Scope of Work

Ensure a scope of work is attached. FOSC's call on activities.

PRFA Statement of Work

Jun 07 05 12:04p

U.S. EPA

503 326 3399

P. 4

PRFA Scope of Work for E05010

This is the scope of work required under this PRFA to recover petroleum that is continuing to discharge or present a threat of discharge to waters of the US. The total PRFA ceiling is \$10,000. Below are the elements of the scope of work for this PRFA

- Safety is to take priority over all other concern
- Attempt to identify and mitigate source of the spill.
- Contain and prevent downstream migration of oil.
- Remove/ recover and properly dispose of oil and oil contaminated materials (absorbent boom)
- Establish cost tracking and provide cost documentation to the FOSC in accordance with this agreement.
- Provide brief monthly or final progress report to be included in the Pollution Reports for the FOSC that details field activities during the response and removal period.
- Dates of performance are from 04/25/05 until termination of removal activities, or otherwise as directed by the FOSC.

Costs, including but not limited to daily personnel hours, travel, per diem and lodging, equipment use, expendables, and disposal costs shall be documented and supported with invoices. A cost reimbursement package containing this material may be submitted to the Federal OSC periodically throughout the response or upon completion of the response. A final request for reimbursement must be submitted within 90 days following the completion date.

Federal On Scene Coordinator

Signature: _____

Title: FOSC

Date: 04/25/05

Acknowledged By State On Scene Coordinator (or representative)

Signature: _____

Title: _____

Date: 6-6-05

Pollution Removal Funding Authorization (PRFA) Statement of Work on Removal Actions

Federal Project Number (FPN): _____
USCG Document Control Number (DCN): _____
Issuing CG/EPA FOSC: _____
Incident Name/Site Name: _____
Site ID (EPA): _____

Purpose

The purpose of this PRFA is to provide advisory, assessment, response, oversight, technical support, data management and/or cleanup services to CG/EPA response personnel. At the discretion of the CG/EPA FOSC, a PRFA shall be issued for discharges of oil and petroleum products that pose an actual or potential threat to public health or welfare, or to the environment. When modification or amendment to this PRFA is required, the "Amendment to Pollution Removal Funding Authorization" shall be used a new task list shall be assigned if new tasking is identified.

Response Task List

The recipient agency of this PRFA shall perform the following (as identified by the appropriate check marks below):

- Provide information currently in agency possession regarding facts relative to the discharge of oil, to include its source and cause of oil spill.
- Provide information currently in agency possession relative to identification of potentially responsible parties (PRPs).
- Analyze the nature, amount, and location of discharged materials.
- Analyze the probable direction and time of travel of discharged materials.
- Analyze whether the discharge is a worse case discharge in accordance with Section 300.324 of the National Contingency Plan (NCP).
- Identify pathways to human and environmental exposure.
- Analyze the potential impact on human health, welfare, safety, and the environment posed by the discharge of oil.
- Provide analysis of discharges posing a substantial threat to the public health or welfare of the United States.
- Analyze the potential impact on natural resources and property.
- Provide temporary or permanent stabilization prior to the mobilization of other responders.
- Provide appropriate personnel, equipment, and supplies to contain and stabilize discharges of oil to waterways or soil which are either threatening to or are actually impacting public health, welfare, and/or the environment.
- Document all site specific costs incurred by the contractor and the Recipient Agency for the response actions.
- Collect or review data such as site management practices, information from generators, photographs, historical photographic analysis, literature searches, and personal interviews for possible enforcement actions.
- Identify active or historical facility processes or operations that may have contributed to the discharge of oil.

- Develop and implement options to abate, prevent, minimize, stabilize, mitigate, eliminate or remove the threat of a release of oil to public health or welfare or the environment.
- Prepare a sampling plan which describe the number, type, and location of samples and the type of analysis (for example, sampling and analysis plans for collection of multi-media environmental samples; petrochemical product or waste oil or crude oil).
- Collect, analyze, and validate data in accordance with CG/EPA standard methods for sampling analysis.
- Collect representative oil sample(s) and submit them to the CG Marine Safety Lab (MSL) for appropriate analysis.
- Develop site specific Health and Safety Plans (HSPs).
- Observe and document state and private actions taken to conduct a response action.
- Review, prepare, and submit all required accounting records in accordance with the National Pollution Funds Center (NPFC) Technical Operating Procedures for Resource Documentation under the Oil Pollution Act of 1990.
- Submit Pollution Reports (POLREPs) to the issuing FOSC at periodic intervals as specified by the issuing FOSC.
- Provide daily progress reports and/or consultations to CG/EPA, as necessary.
- Develop health and safety procedures for response activities, such as OSHA levels of protection associated with a site.
- Recommend cleanup and disposal options.
- Review completeness of disposal documentation, such as manifests, waste profile data, and other information.
- Obtain permits from local, state, or federal agencies, associated with the contractor's response activities.
- Provide or arrange for site security to prevent unauthorized access of any person or animals to preserve public safety, such as armed or unarmed security services.
- Analyze Potentially Responsible Party (PRP) response documents and actions and recommend appropriate revisions.
- Analyze the accuracy, timeliness, and completeness of the PRP reports and associated actions.
- Document PRP activities and provide oversight.
- Identify concerned local and elected officials.
- Conduct Deed and Title searches, as appropriate.
- Conduct waste profile analysis.
- Perform and advise on wildlife capture, recovery, and stabilization.
- Perform other duties as specified below:

PRFA Amendment

Amendment to Pollution Removal Funding Authorization

Issued to (Recipient Agency):
Address:

By (FOSC):

Date of Original Authorization:

Document Control Number of Original Authorization:

The Authorization cited above is amended as follows:


Document Control Number of this Amendment:

Authorizing Official

Signature: _____

Title: Federal On Scene Coordinator Date: _____

***Note what is being changed -
ceiling increase or decrease,
scope of work***



OGA Cost Documentation for PRFAs

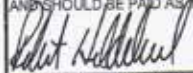
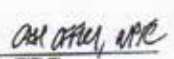
- OGA/USCG = the same amount of detail is required
- Can use the same 5136 daily forms
- PRFA must pre -authorize funding
- SF1080/81 used to invoice



U.S. Fish and Wildlife Service

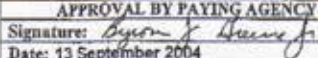
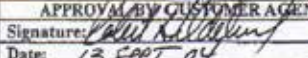


OGA Documentation & SF-1080/1081

SF-1080		VOUCHER NO.	
VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS			
DEPARTMENT, ESTABLISHMENT, OR OFFICE BILLING		SCHEDULE NO.	
DEPARTMENT OF INTERIOR COST ACCOUNTING SECTION U.S. FISH AND WILDLIFE SERVICE		BILL NO. 981845020	
DEPARTMENT, ESTABLISHMENT, OR OFFICE BILLING		PAID BY	
U S COAST GUARD NATL POLLUTION FUNDS 4200 WILSON BLVD SUITE 1000 ARLINGTON, VA 22203-1804			
DESCRIPTION OF SERVICES		AMOUNT	
BILL DATE: 5/4/2005			
BFY	PROJECT#	AGREEMENT#	PROJECT TITLE
2004	1907 1022	FPN A04010	KINDER MORGAN PIPELINE
2005	1907 1022	05 FPN A04010	KINDER MORGAN PIPELINE
			BILL LINE AMOUNT
			\$42,025.78
			\$5,069.73
REMITTANCE SHOULD BE SENT TO:			TOTAL BILLED
U.S. FISH AND WILDLIFE SERVICE FINANCE CENTER P.O. BOX 272060 DENVER, CO 80227			\$47,095.51
ACCOUNTING CLASSIFICATION - BILLING OFFICE			
BFY:	2004	ORGANIZATION:	81420
		PROJECT:	1907 1022
		VENDOR:	60000079086
	2005		
CERTIFICATE OF OFFICE BILLED			
I CERTIFY THAT THE ABOVE ARTICLES WERE RECEIVED AND ACCEPTED OR THE SERVICES PERFORMED AND SHOULD BE CHARGED TO THE APPROPRIATION(S) AND/OR FUND(S) INDICATED BELOW; OR THAT THE ADVANCE PAYMENT REQUESTED IS APPROVED AND SHOULD BE PAID AS INDICATED.			
			
(AUTHORIZED ADMINISTRATIVE OR CERTIFYING OFFICER)		(TITLE)	
		7/18/05 (DATE)	
ACCOUNTING CLASSIFICATION - BILLING OFFICE			

UNITED STATES DEPARTMENT OF THE INTERIOR
OFFICE OF THE SECRETARY
Reimbursable Support Agreement

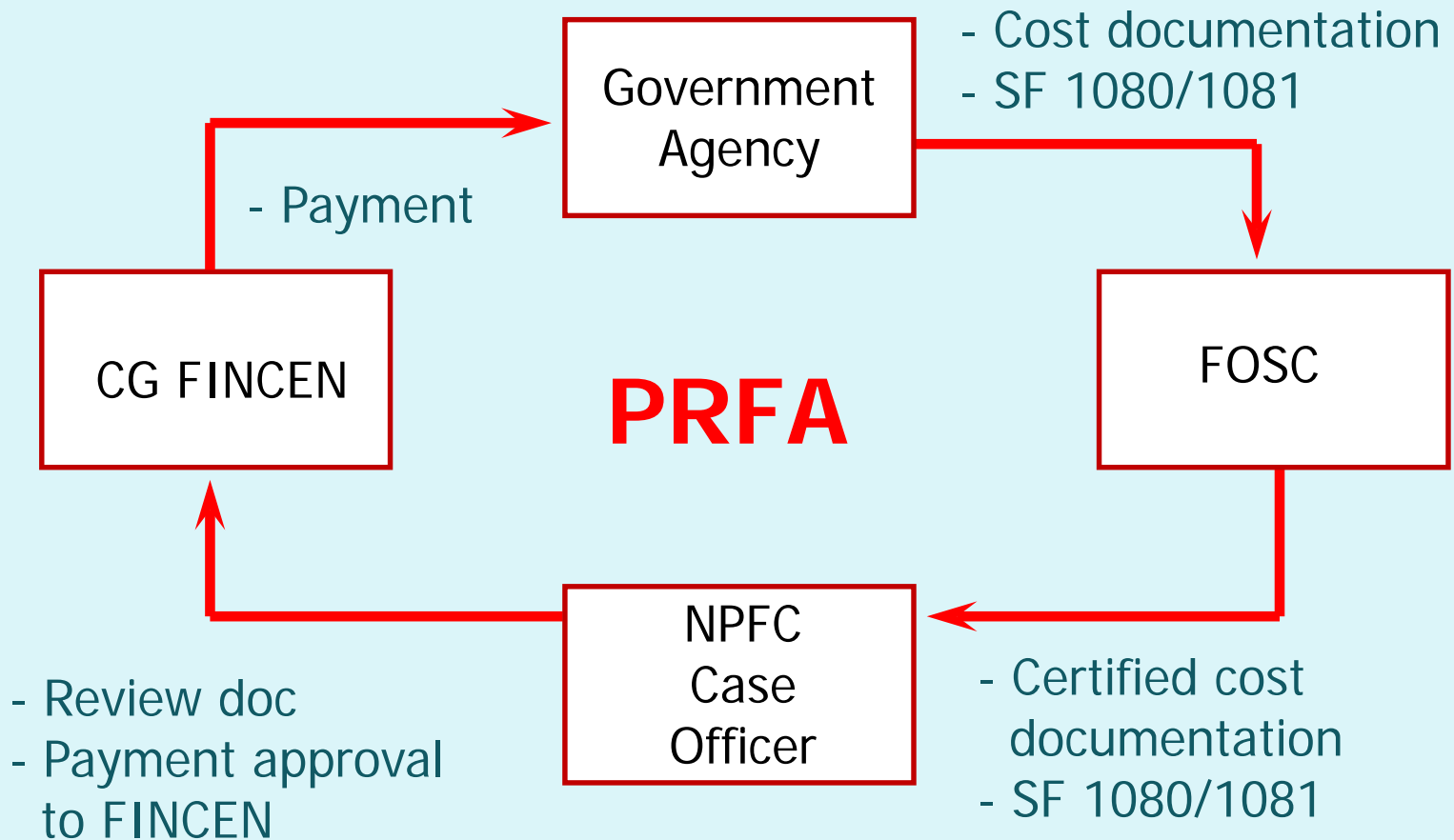
Fiscal Year 2004

Parties to the Agreement	
Customer Agency <i>(Paying Agency)</i>	Provider Agency <i>(Billing Agency)</i>
Bureau / Agency Name: DO/BIA/OCFO	Bureau / Agency Name: U.S. Coast Guard
Address: 2051 Mercator Drive Reston, VA 20191	Address: National Pollution Funds Center U.S. Coast Guard - Oil Pollution P.O. Box 403427 Atlanta, GA 30384-3427
Project Coordinator: George Red Boy Signature:	Project Coordinator: Robert Hildebrand Signature:
Telephone: 703-390-6483	Telephone: 202-493-6887
Accounting Data	
Document Number: AG2004K140	Document Number: _____
Appropriation: 14 4/5 2100	Appropriation: X54 (Oil Spill Liability Trust Fund - Cost Recovery)
Account Info: K00100/0405/35110/253H	Account Info: 2-H-SZ-117-95-0-H-173029-2522
Agency Location Code: 14-20-0699	Agency Location Code: 70-06-0000
Agency DUNS Number: 92-6038407	Agency DUNS Number: 806754677
Description and Cost of Goods and/or Services to be Provided	
This agreement is to be accomplished on the following basis: <input type="checkbox"/> Time and Materials <input checked="" type="checkbox"/> Fixed Price	
Description of Service: Provide reimbursement for 1993 Oil Spill Clean up. This payment constitutes Final Payment for the clean up and the BIA has not further liability for this particular clean up. This Agreement is associated with USCG Voucher Number 173029-001-03-1.	Obligational Authority Available Until (date) 09-30-04
Bureau of Indian Affairs Contracting Officer is authorized to sign this IA based on attached documentation authorized and signed by the CFO.	Initial or Current Amount \$48,786.67
	Amend. Number #
	Amount \$48,786.67
	New Total Amount \$48,786.67
Approvals	
APPROVAL BY PAYING AGENCY	APPROVAL BY CUSTOMER AGENCY
Signature: 	Signature: 
Date: 13 September 2004	Date: 13 SEPT 04
Name: Byron J. Greene, Jr.	Name: Robert Hildebrand
Title: Contracting Officer	Title: Project Officer

PRFA - Private Contractor?

- § **ABSOLUTELY NOT!**
- § **Hire with a contract!**
- § **Agencies w/PRFAs can subcontract w/
commercial entities per Agency rules**
- § **OSLTF reimburses Agency for its contractor
costs**

Payment Process and Cost Doc Flow for a PRFA



PRFA Pitfalls



- § Mixing removal & NRDA activities
- § Activities outside agreed SOW
- § Don't back date
- § Failure to amend PRFA ceiling
- § “What was this person doing?”
- § No SF-1081/invoice
- § Forget to submit to FOOSC for certification

PRFA Materials

- § Available on NPFC's Web site:
<http://www.uscg.mil/npfc/Response/Cost%20Documentation/prfa.asp>
- § Instructions
- § Federal Agency PRFA
- § Non-Federal Agency PRFA
- § Amendment to PRFA
- § NRD Funding Guidelines
- § Sample Statement of Work
- § SF1080/SF1081 forms



QUESTIONS?