



# ***National Environmental Satellite, Data, and Information Service (NESDIS)***

## ***Fiscal Policy for Intra-Agency Funding Transfers***

**January 2022**



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## Approval Page

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## Document Change Record

VERSION	DATE	SECTIONS AFFECTED	DESCRIPTION
1.0	April 2020	All	Initial version
2.0	December 2020	All	Updated the policy with NESDIS Delegation of Authority (Revision 4) and updated the approvals and supporting documentation requirements for intra-agency funding transfers. Added NESDIS Delegation of Authority in Appendix G on Page 25.
3.0	January 2022	All	Updated the policy to allow direct cite exceptions with prior OCFO approval.



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# Chapter 1. Introduction

## 1.1 PREFACE

NESDIS achieves mission success by working collaboratively across programs to access the resources required to execute strategic priorities. Achieving organizational and strategic objectives requires collaboration among various stakeholders, including NESDIS Financial Management Centers (FMCs), NESDIS Office of the Chief Financial Officer (OCFO), and other NOAA Line Offices (LOs). The collaboration across the organization can result in the need to transfer funding for cost-reimbursable work.

The Fiscal Policy for Intra-Agency Funding Transfers describes the NESDIS process and the approval requirements for completing intra-agency funding transfers. This document defines the types of funding transfers, the process, required documentation, and approval required within NESDIS and/or across NOAA Line Offices.

The Fiscal Policy for Intra-Agency Funding Transfers does not include Inter-Agency Agreements (IAAs), Memoranda of Understanding (MOU) and Memoranda of Agreement (MOA), which are used to coordinate authorized activities with external-NOAA entities.

## 1.2 PURPOSE AND SCOPE

The purpose of this policy is to establish oversight and standardization within NESDIS for the review, documentation, and approval of all intra-agency funding transfers. Funding transfers include cost-reimbursable work for technical tasks performed by one NESDIS FMC to support another Program's mission functions, as well as cost-reimbursable work performed by NESDIS to support other NOAA Line Offices.

This policy provides guidance for intra-agency fund transfers associated with cost-reimbursable or cost-sharing technical tasks, including the following scenarios:

1. Funding transfers between NESDIS and another NOAA Line Office.
2. Funding transfers between NESDIS FMCs.

All procurement and acquisition funding approval will follow NESDIS Delegation of Authority (See [Appendix G](#) of this Policy).

The FMC that manages the program is accountable for all of the appropriated funds. The FMC that receives funds from another office is responsible for obligating the funds as specified in the agreement.

All intra-agency funding transfers will be executed through the Budget Operating Plan "BOP" or through the funds allotment process. BOP'ing of funds provides transparency within the NOAA financial system to identify funds execution by the FMC Organization Code, as well as the associated program and project codes. An exception can be requested to use the direct cite process, which will require justification and approval from OCFO Program Analysis Branch (PAB). Please refer to section [1.4 Policy](#) and [Appendix H](#) of this document for direct cite exceptions.



This document applies to all NESDIS FMCs.

## 1.3 AUTHORITY

- Principles of Federal Appropriations Law
  - Chapter 3 Availability of Appropriations: Purpose
  - Chapter 5 Availability of Appropriations: Time
  - Chapter 6 Availability of Appropriations: Amount
- NESDIS Budget Manual
  - Chapter 7.3 Intra-Agency Funding Transfers
- NESDIS Delegation of Authority, Revision 4
- NESDIS Annual Appropriation Section 105 Reprogramming Authority
- Federal Managers' Financial Integrity Act Section 2

## 1.4 POLICY

This policy provides guidance for intra-agency fund transfers associated with cost-reimbursable or cost-sharing technical tasks.

The intra-agency fund transfer request process includes stakeholders throughout NESDIS. The NESDIS FMCs initiate the process by identifying the need for a funding transfer. All intra-agency funding transfer requests, along with the required documentation for the scenarios, will be routed/emailed to Data Analysis, System and Information Branch (DASIB) and PAB to support the review. Approvals need to be obtained before executing the funding transfers.

The intra-agency fund transfer scenarios are described below.

1. **Funding transfers between NESDIS and another NOAA Line Office:** Approvals are required per NESDIS Delegation of Authority and transfers of \$10 million or more will require review and approval from the NESDIS CFO and the CFO of the corresponding Line Office.

Funding transfers of \$10 million or more shall be accompanied by a Service Level Agreement (SLA). SLAs should be used when cost-reimbursable technical tasks or services are provided between NOAA Line Offices, and the cumulative value of the transfers for the given fiscal year is expected to be at least \$10 million. The SLA will be reviewed and approved within NESDIS through the OCFO DASIB and PAB prior to CFO and DAA/DAAS or AA signature. NESDIS OCFO review process will confirm funds availability and completeness of the supporting documentation for the fund transfer. Transfers over \$10 million also require a statement of work (SOW) and a cost estimate worksheet. Sample templates for a SLA, SOW and cost estimate worksheet are provided in Appendices [D](#), [E](#) and [F](#) of this policy document.

Funding transfers between \$500K and up to \$10 million require approval from the partner Line Office official with funding approval authority as defined by the LOs Delegation of Authority. If no delegation is applicable, it will be signed by the LO's CFO or designee. NESDIS approvals for these transfers will follow the thresholds described in NESDIS Delegation of Authority in addition to the OCFO DASIB and PAB chiefs. Those funding transfers shall be accompanied by a



Technical Task Agreement (TTA). If the TTA does not adequately capture the scope or basis of cost, a SOW and cost estimate worksheet will be required respectively.

Funding transfers of \$500K or less between NESDIS and other Line Offices must be emailed to the FMC's DASIB and PAB analysts containing a description of the purpose of the funding transfer, the period of performance and the amount of the funding transfer.

The following table summarizes approvals and documentation requirements for funding transfers between NESDIS and another NOAA Line Office:

Intra-Agency Funding Transfers Between NESDIS and Another NOAA LO		
Funding Transfer Amount	Documentation Required	Signatures Required
<b>\$10 million or greater</b>	SLA with SOW and Cost Estimate	<ul style="list-style-type: none"><li>• Approvals as required by NESDIS Delegation of Authority. NESDIS CFO</li><li>• Partner LO CFO</li></ul>
<b>Greater than \$500K and less than \$10 million</b>	TTA  SOW and Cost Estimate are required if the TTA does not adequately capture the scope of work or basis of cost.	<ul style="list-style-type: none"><li>• Approvals as required by NESDIS Delegation Authority.</li><li>• Approvals as required by partner LO Delegation of Authority</li><li>• NESDIS and partner LO budget officers.</li><li>• NESDIS DASIB and PAB Chiefs</li></ul>
<b>Less than \$500K</b>	Description of tasks to be performed, period of performance, and amount of funds to be transferred.	<ul style="list-style-type: none"><li>• Notification with supporting documentation submitted to NESDIS OCFO DASIB and PAB analysts.</li></ul>

**2. Funding transfers between NESDIS FMCs:** A TTA will be used for intra-line office fund transfer between NESDIS FMCs for cost-reimbursable work to complete technical tasks, with total funding greater than \$500K (annually) to include incremental funding, modifications or additional work requirements. TTAs must be completed annually each fiscal year.

The TTA must be accompanied by a SOW and cost estimate worksheet if the TTA does not adequately capture the scope of work or basis of cost respectively (templates of the SOW and cost estimate worksheet are provided in Appendices [E](#) and [F](#) of the document). The TTA and supporting documentation will be approved through the routing chain displayed in the table below.

Funding transfers under \$500K between NESDIS FMCs will require documentation of the transfer requests. A notification must be sent to your DASIB and PAB analysts, to include a description of





the task(s) to be accomplished, Period of Performance (POP) or timeframe for tasks that will be completed, and the amount of the funds to be transferred. The sending FMC is responsible for initiating the BOP within CBS and therefore is responsible for submitting documentation to the [DASIB and PAB analysts](#); please CC corresponding FMC POCs for situational awareness.

The threshold of \$500K aligns with the reprogramming threshold found in the annual Appropriation Language Section 105. NESDIS OCFO is responsible for maintaining the internal control environment for NESDIS appropriations and the ability for DASIB and PAB to monitor funding transfers above the \$500K threshold is considered an important control activity.

Notes:

- NESDIS OCFO distributes an action in the fourth quarter of each fiscal year requiring FMC Directors to provide a Statement of Assurance attesting that the FMC is in compliance with internal controls including the requirements outlined in this document.
- An Operational Phase Transfer (OPT) is the permanent transfer of funds from an acquisition program (PAC) to an operational program (ORF) during the budget formulation process. Funds planned to be OPTed in a future fiscal year are still subject to this policy using BOPs until the OPT is enacted by Congress.

The following table summarizes approvals and documentation requirements for funding transfers between NESDIS FMCs:

Intra-Agency Funding Transfers Between NESDIS FMCs		
Funding Transfer Amount	Documentation Required	Signatures Required
<b>\$500K or greater</b>	TTA  SOW and Cost Estimate are required if the TTA does not adequately capture the scope of work or basis of cost.	<ul style="list-style-type: none"><li>• Approvals as required by NESDIS Delegation of Authority.</li><li>• NESDIS OCFO DASIB and PAB Chiefs</li><li>• Sending and receiving NESDIS FMC Budget Officers.</li></ul>
<b>Less than \$500K</b>	Description of tasks to be performed, period of performance, and amount of funds to be transferred.	<ul style="list-style-type: none"><li>• Notification with supporting documentation submitted to NESDIS OCFO DASIB and PAB Analysts.</li></ul>



All intra-agency funding transfers will be executed through the Budget Operating Plan “BOP” or the funds allotment process, unless a Direct Cite exception is approved by OCFO. Each process is described below:

- The BOP transfer of funds (referred to as BOP’ing) is the process used to describe the action of transferring funds between FMCs or adjustments (increases or decreases) made to an allotment. Unless an exception is granted, FMCs will use BOP’ing for annual transfers of funds, which provides for transparency within the CBS financial system to identify funds execution by the FMC Organization Code, as well as the associated program and project codes that an organization charges. The allotment process can be used to transfer funds to another FMC or NOAA Line Office for enterprise-wide initiatives (e.g., IT common services, NOAA Satellite Observing Systems Architecture (NSOSA) study, Data-source Agnostic Common Services (DACS), etc.) The allotment process will be approved by the CFO and the leadership team. The allotment, like a BOP, is documented in CBS. All BOPs, and the funds allotment requests, shall be planned and documented within an SLA or TTA.
- The Direct Cite of funds is defined as when a funding office (i.e., FMC) provides its program line of accounting, including the subactivity, fund code (which ties to the funding year), project code, and task code, to a receiving FMC, who then uses the accounting information to execute its operations (i.e., contracts, grants, etc.). The funds are not explicitly tied to the FMC obligating the funds, nor managing the projects and tasks. Within CBS, all funds are displayed as being executed by the original Program FMC’s organization code, even though another FMC obligated those funds.

### **Direct Cite Exceptions**

Management and Administration (M&A) funds are internal funds (fund code 0002) that are withheld across all the Programs to fund NESDIS mission support services, such as executive management, budget, HR, IT, etc. HQ execution of internal fund code 0002 are processed via direct cite since M&A activities do not have a budget allocation and cannot be BOP’d.

All other uses of direct cites of funds require prior approval from NESDIS OCFO Chief PAB and from sending and receiving FMCs. Approvals must be obtained annually each fiscal year. Direct Cite exceptions for a fiscal year may be bundled into one comprehensive request for approval. Both the sending and receiving FMCs are required to certify that the funding transfer meets the requirements for Direct Cite, such as Pass-through transactions. Pass-through transactions are when the Program, Project, and Activity (PPA) technical requirements are retained and managed by the sending FMC, who is accountable for execution of the requirements and ensuring all product deliverables and services are met. FMCs may request direct cite exceptions for pass-through transactions, which are typically associated with acquisition vehicles managed by a specific FMC, such as a centrally-managed grant, contract, or IAA. Direct Cite exception requests must be sent via email to the DASIB and PAB analysts. FMCs will be notified of decisions for direct cite exceptions by PAB. A sample direct cite request template is provided in Appendix [H](#) or FMCs can use their own template (ex, an update of an existing Direct Cite memo) provided it includes all information requested in the template in Appendix H.



Direct cite transactions for travel do not require Direct Memos or prior approval from OCFO. Additionally, Management and Administrative (M&A) fees associated with reimbursable funding do not require a separate direct cite exception. M&A funds should be called out within the associated TTA or direct cite exception from which the fees are derived.

## **Chapter 2. Roles and Responsibilities**

### **2.1 Funding Provider**

- a. Identifies the need for the projects to be executed, defines the project's scope, and assigns program office staff to monitor the project. Identifies funding for the project.
- b. Coordinates with stakeholders during the development of the SLA or TTA, SOW, and cost estimate as applicable. Prepares documentation and obtains the required approvals to support the scope and cost of the project as outlined in section [1.4](#) of this document.
- c. Reviews projects and their scope of work to ensure they meet the recording statute requirements (31 U.S.C. § 1501(a)) and the bona fide purpose rule prior to recording the obligation.
- d. If NESDIS is the funding provider, submits the package to the OCFO DASIB and PAB Analysts assigned to the NESDIS FMC that includes a funds transfer request or direct cite exception request via email.
- e. Prepares project code request forms to establish if new project codes are required for the agreement.
- f. Identifies the reporting requirements commensurate with the level of activity and POP to include progress reports and obligation and cost plans.
- g. Monitors the performance of the project and includes the cost projections and funds required in the obligation and cost plans.

### **2.2 NESDIS OCFO**

- a. Receives funding transfer requests with the supporting documentation. Verifies that the request funding transfer is accompanied with the required approvals.
  - i. PAB ensures fund transfer request support program requirements and adheres to appropriation authority.
  - ii. DASIB certifies the program office has adequate funds available for the transfer.
  - iii. DASIB creates a new project code in the financial system and transfers funds to the project code, if necessary.
  - iv. DASIB assists in tracking and monitoring of fund execution, including remaining unobligated balances and period of performance tracking.
- b. If applicable, receives Direct Cite exception requests and reviews for approval. PAB notifies the requesting office of the final decision.



## **2.3 Funding Recipient**

- a. Coordinates with stakeholders during the development of the SLA or TTA, including SOW and cost estimate. Receives the funds for the identified tasks. Executes the defined tasks or provides the services described in the agreement. If applicable, concurs on the use of direct cite.
- b. Provides status reporting for both technical and financial progress to the requesting office.
  - a. Provides costing information and expense entries under approved agreements for review of the requesting office.
  - b. Ensures all expenses are charged to approved project codes.
  - c. Assists in the close-out or modifications to the approved agreements, as necessary.



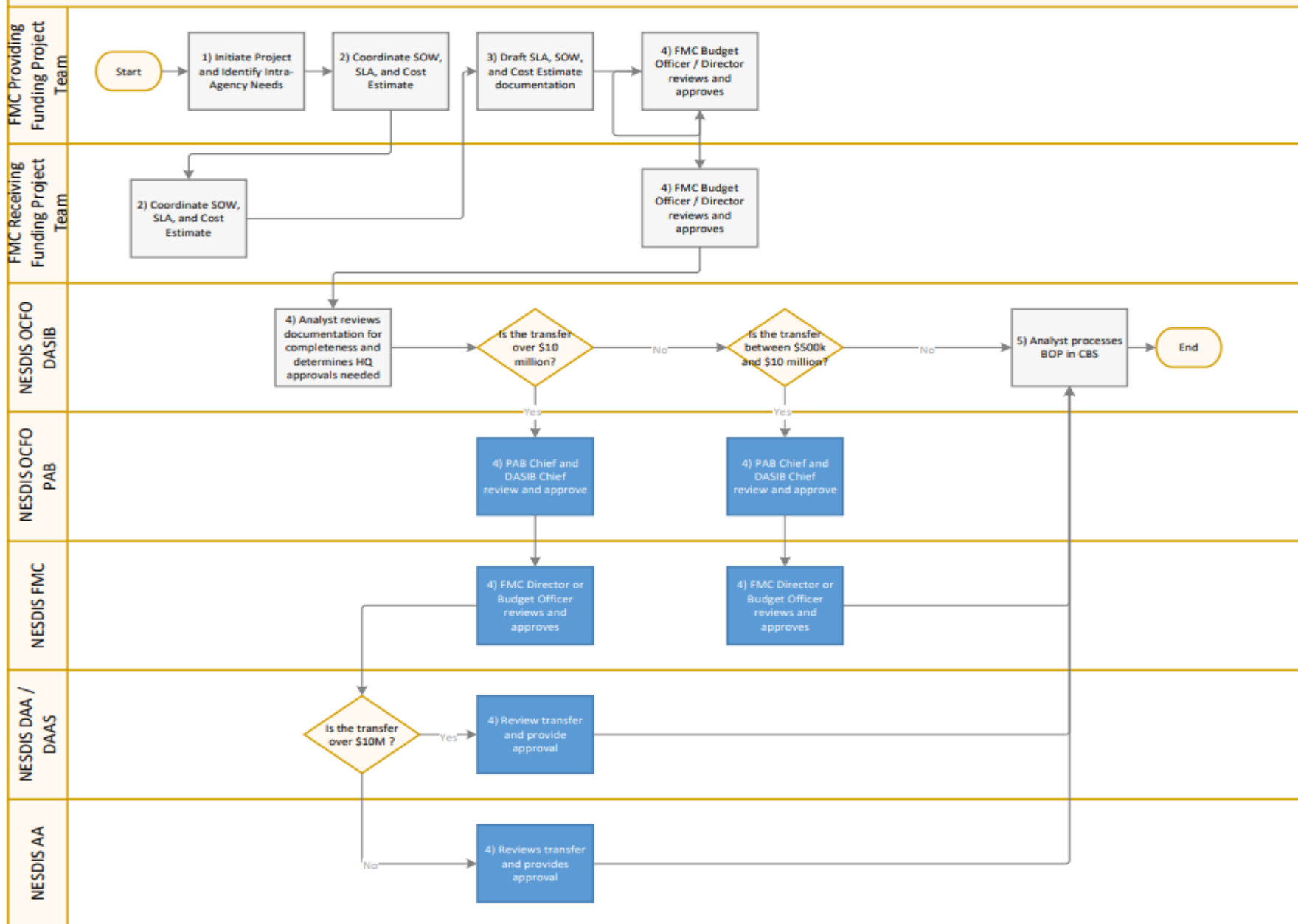
## **Chapter 3. Intra-Agency Funding Transfer Process**

### **3.1 Intra-Agency Funding Transfer Request and Approval Process**

The following flowcharts describe the process steps and review requirements within NESDIS for funding transfers involving technical tasks and reimbursable work at the thresholds previously identified. The process for review and approval at other line offices is not included in the flowchart.

**Transfers between NESDIS with another NOAA Line Office:**

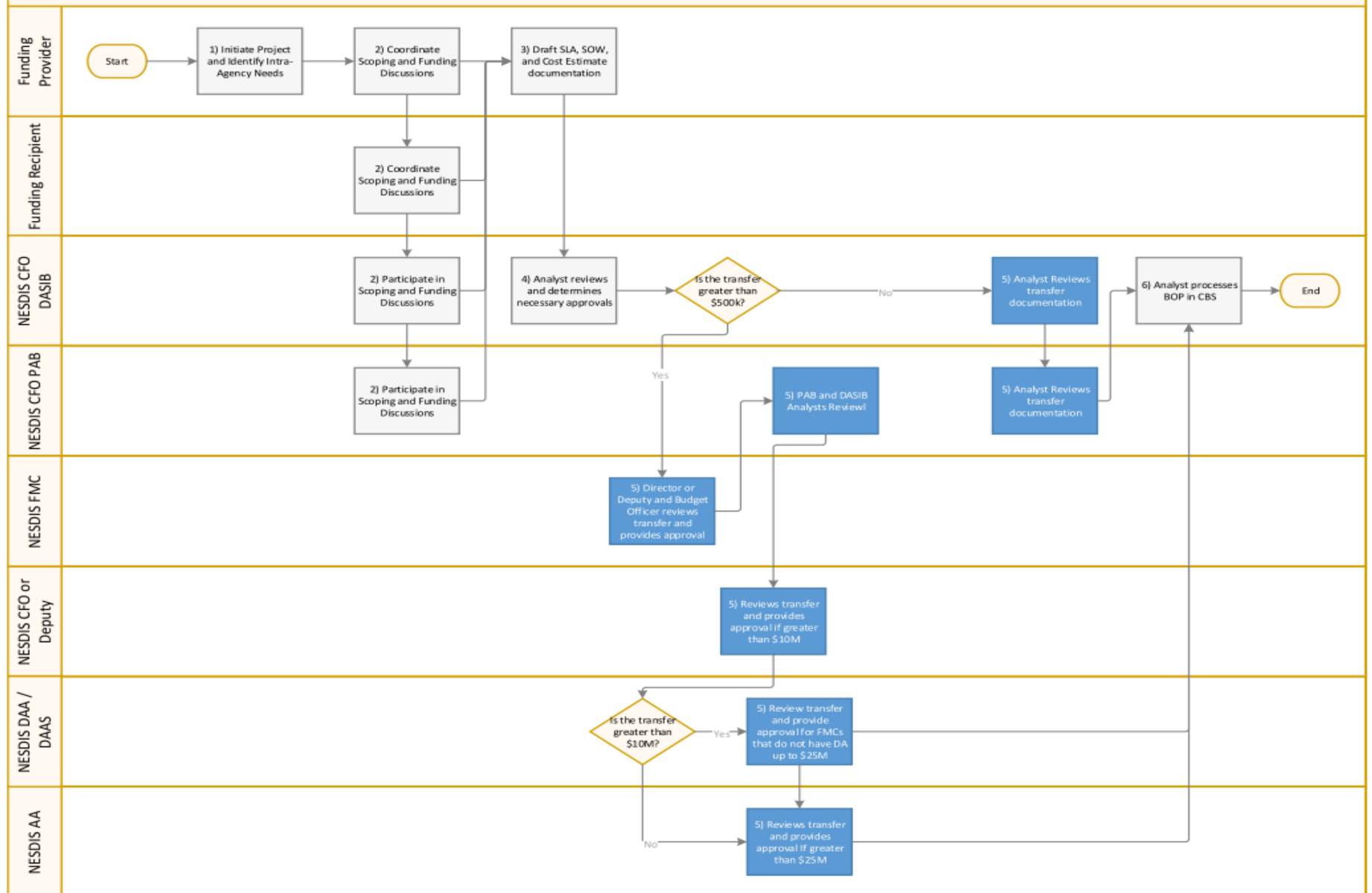
## Funding Transfers between NESDIS and Other NOAA Line Offices





## Transfers between NEDSIS FMCs:

### Funding Transfers between NEDSIS FMC's





### 3.1.1 Project Initiation

FMCs identify the need for cost-sharing or cost-reimbursable work with your NESDIS OCFO analysts (DASIB and PAB). Upon project approval, the program office will follow the steps in the flowchart above to execute any necessary funding transfers.

### 3.1.2 Information to be included in SLA/TTAs

#### Documentation

**SLA's** - SLAs will be used when cost-reimbursable technical tasks or services are provided to or from another NOAA line office are above \$10 million. The SLAs set out the funding requirements, tasks to be performed and include approvals from NESDIS program office, NESDIS CFO or Deputy, and AA.

A template with an example of an SLA is attached as Appendix D of this document. At a minimum, SLAs shall include the following information:

- Parties and Purpose
- Background and Scope
- Terms and Conditions
- Transfer of Funding Guidance
- Resolution of Disagreements
- Contacts

**TTAs** – The TTA is used to describe technical services and tasks; funding guidelines; reporting guidelines; and the period of performance for the agreement.

A template with an example of a TTA is attached as [Appendix I](#) of this document. At a minimum, TTAs shall include the following information:

- NESDIS FMCs involved in funding transfer
- Description of the Scope of Services
- Period of Performance
- Terms and Conditions
- BOP Funding Transfer Guideline
- Contacts

**SOWs**- SOW's provide a greater level of budgetary detail needed to align tasks performed with budgetary information such as project and task codes, funding year, allotment, etc.

A template with an example of a SOW is attached as [Appendix E](#) of this document. At a minimum, SOWs shall include the following information:

- Project Name
- Project Lead
- Total Proposed Cost
- Background
- Objectives
- Scope
- Deliverables





**Cost Estimates** - Cost estimates are needed to inform cost planning for specific projects and provide details on the types of costs needed to complete the tasks. A template with an example of a cost estimate is attached as [Appendix F](#) of this document. At a minimum, cost estimates shall include the following information:

- Project Name
- Description
- Deliverables
- Direct Labor Costs
- Direct Equipment, Materials, and Supplies Costs
- Travel Costs
- Indirect Costs

### **3.1.3 Information to be included in Direct Cite Exception Requests to NESDIS OCFO**

Direct Cites exceptions requests will be considered for NESDIS OCFO approval based on criteria established in Chapter [1.4](#) of this document.

A sample direct cite request template is provided in [Appendix H](#). At minimum, request shall include the following information:

- Description of the scope of services
- Period of Performance
- Terms and Conditions
- Direct Cite Justification- include the acquisition mechanism, specific grant, contract, or IAA, that is being used to execute requirements and funds.
- Direct cite accounting classification code str (ACCS) information, including PPA, fund codes, project and task codes
- Contacts
- Certification from the sending and receiving Budget Officers that the transfer meets the definition of a pass-through transaction.



## Appendix A: Definitions

**Cost-Reimbursable** – A project where the costs of completing the agreed upon tasks and deliverables will be borne by an FMC other than the FMC completing the work.

**Funding Provider** – The program office or FMC that is initiating the request for funding transfer and providing the funds.

**Funding Recipient**- The program that is tasked with accomplishing the tasks outlined in the statement of work.

**Management and Administration Costs**- Administrative costs that represent those activities performed centrally that support multiple or all components of the respective organization, rather than a single program or component.

**Period of Performance** – The expected time frame that the agreement is valid and for the agreed upon tasks to be completed.

**Service Level Agreement** – A document that describes the roles and responsibilities as well as the terms and conditions that will govern the interaction of the requesting and servicing programs.

**Statement Of Work** – A document that clearly identifies the specific tasks to be performed which includes the purpose and time frame for completing the tasks.

**Technical Task Agreement** - A document that describes the roles and responsibilities as well as the terms and conditions that will govern the interaction of NESDIS FMCs, to include SOW and Cost Estimate.



## Appendix B: Acronyms

AA	Assistant Administrator
ACIO	Assistant Chief Information Officer
ACCS	Accounting Classification Code Structure
BOP	Budget Operating Plan
CFO	Chief Financial Officer
C/PAB	Chief Program Analysis Branch
DASIB	Data, Acquisition, and Systems Integration Branch
DAA	Deputy Assistant Administrator
DAAS	Deputy Assistant Administrator Systems
DACS	Data-source Agnostic Common Services
FMC	Financial Management Center
IAA	Inter-Agency Agreement
LO	Line Office
M&A	Management and Administration
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NESDIS	National Environmental Satellite, Data, and Information Service
NOAA	National Oceanic and Atmospheric Administration
NSOSA	NOAA Satellite Observing Systems Architecture
OCFO	Office of the Chief Financial Officer
OPT	Operational Phase Transfer
ORF	Operations, Research, Facilities
NOAA	National Oceanic and Atmospheric Administration
PAB	Program Analysis Branch
PAC	Procurement, Acquisition, and Construction



POP	Period of Performance
PPA	Program, Project, Activity
SLA	Service Level Agreement
SOW	Statement of Work
TTA	Technical Task Agreement



## Appendix C: References

1. NOAA Business Manual
2. NOAA Finance Handbook
3. Appropriations Law (Time, Purpose, Amount).
4. Fiscal Policy for the STAR Product Lifecycle
5. Principles of Federal Appropriations Law,
  - o Chapter 3 Availability of Appropriations: Purpose;
  - o Chapter 5 Availability of Appropriations: Time;
  - o Chapter 6 Availability of Appropriations: Amount;
6. NESDIS Budget Manual
  - o Chapter 6.2 Budget Operating Plans
  - o Chapter 7.1 BOP'ing
  - o Chapter 7.2 Manual Transfers
7. NESDIS Delegation of Authority for Procurement Requests



## Appendix D: Sample Template for SLA

### **SERVICE AGREEMENT BETWEEN NATIONAL ENVIRONMENTAL SATELLITE, DATA, AND INFORMATION SERVICE \_\_\_\_\_(Insert NESDIS ORG)\_\_\_\_ AND \_\_\_\_\_ FOR PARTNERSHIP PROJECTS**

This document serves as the Service Level Agreement (SLA) governing the transfer of funds between the National Environmental Satellite, Data, and Information Service (NESDIS) \_\_\_\_\_ and the \_\_\_\_\_ for partnership projects.

#### **1. PARTIES AND PURPOSE**

The purpose of this agreement between the National Environmental Satellite, Data, and Information Service (NESDIS) \_\_\_\_\_ and the \_\_\_\_\_ (the Parties) is to document how the Parties will partner to perform work focused on their common NOAA objectives in FY \_\_\_\_\_. This agreement specifies the list of projects in FY 20\_\_\_\_, the amount of funds required to achieve work objectives, and the timing of necessary funding transfers. The agreement also includes a requirement to establish statements of work (SOW) and funding plans for all partnership projects in FY \_\_\_\_\_.

#### **2. BACKGROUND AND SCOPE**

NESDIS is dedicated to providing timely access to global environmental data from satellites and other sources to promote, protect and enhance the Nation's economy, security, environment and quality of life. To fulfill its responsibilities, NESDIS acquires and manages the Nation's operational environmental satellites, operates the NOAA National Data Centers, provides data and information services including Earth system monitoring, performs official assessments of the environment, and conducts related research. NESDIS and \_\_\_\_\_ have partnered on objectives that support the NOAA mission.

This agreement specifies the process whereby both parties will determine and arrange for necessary services to be provided using available funding. This process will help both parties better coordinate their collaborative work and program planning and budget execution.

#### **3. TERMS AND CONDITIONS**

This SLA is based on program needs and documents the following expectations of both parties. Since projects may not be fully defined or known (e.g., awaiting the results of competitions) at the beginning of FY20\_\_\_\_, funded projects will be agreed upon by the parties in three phases as necessary through the year contingent on the availability of appropriated funds and project statement of work (SOW) approval dates as follows:



Phase 1: Projects with approved SOWs by Q1

Phase 2: Non Phase 1 projects with approved SOWs by Q2

Phase 3: Non Phase 1 or 2 projects with approved SOWs by Q3

Phase 1 total projected cost is \$\_\_\_\_\_. Specific Phase 1 projects and costs are specified in Appendix 1 and a Statement of Work (SOW) for each project are contained in Appendix 2.

Phase 2 and 3 projects will be documented in signed addenda to this SLA as necessary.

Both parties agree to:

- Document the scope of work, period of performance, milestones and deliverables, assumptions, constraints, and associated cost proposal for each project and develop funding transfer requirements in a SOW and accompanying financial plan.
- Transfer established funds as necessary before the start of any project to ensure funds availability and in increments as appropriate (e.g., quarterly) thereafter, per the SOW/financial plan.
- Provide progress reports on project progress, milestone and deliverables, and cost expenditures as specified in each projects SOW;
- Continue to evaluate projects to ensure progress and operational efficiency.
- Modify SOWs and financial plans to be consistent with available funding upon passage of a continuing resolution or appropriation. SOWs and financial plans will not be considered final until passage of a final appropriation; and,
- Ensure a bona fide need established in each project statement of work is aligned with the appropriate Budget Program, Project, or Activity (PPA) relative to the PPA's time and purpose provisions.

This agreement is subject to the availability of appropriated funds and exceptions may be required due to situations beyond NESDIS or \_\_\_\_\_ control. NESDIS and \_\_\_\_\_ will negotiate in good faith and upon mutual agreement attach signatures to this document. Exceptions to this agreement may be requested through the CFO of each Line Office. The Assistant Administrators for NESDIS and \_\_\_\_\_ must approve this SLA, before work may begin in FY20XX. In general, no work will be authorized without appropriate signed documentation and approval from the \_\_\_\_\_ and NESDIS Assistant Administrators.

The estimate of anticipated NESDIS costs and required fund transfers are based on \_\_\_\_\_ and NESDIS estimates from the most current operating budget assumptions, continuing resolution, sequestration, or fiscal year appropriation.

Both parties will constrain expenditures to the agreed-upon maximum cost, as well as to a reasonable level of variation from the estimated maximum cost. Both parties agree to make appropriate notifications if either party anticipates that actual costs will differ by more than 10 percent. In addition, NESDIS agrees to provide \_\_\_\_\_ with a minimum 30 day cancellation notice prior to the beginning of each quarter if funds are not available to support work.



In no case will either party plan for or incur expenses in excess of the originally agreed-upon maximum cost estimate without the prior notification and written agreement with the other party.

Any such significant changes in actual or estimated costs, service level to be performed or maximum costs will be subject to negotiation between both parties and will be documented through modifications to the original written agreement(s). Such modifications will be subject to the review and approval of each party's signatory authorities and will be documented in an addendum to this agreement.

Both NESDIS and \_\_\_\_\_ will assign staff to perform project management responsibilities for each respective project. The same individuals may be project manager for multiple projects. These project managers will provide regular status reports on progress and manage delivery of work products as appropriate. Project managers have the ability to set their own schedules for discussion and methods of communication, but must assure that these meetings occur at least once each month.

This Service Agreement is effective when signed by both parties and will remain in effect through September 30, 20\_\_\_. A new agreement reflecting new FY 20\_\_\_ requirements must be in place by October 1, 20\_\_\_.

#### 4. INTEROFFICE TRANSFER OF FUNDS

Inter-office transfers will be documented by both parties and include:

- Accounting code structure (Provided by Disbursing Organization);
- Purpose of the transfer (\_\_\_\_\_);
- Manager or individual responsible for fund management;
- Dollar amount in total and by (two-digit) object class by quarter;
- Estimated date of transfer (15 calendar days after LO establishment of initial BOPs in CBS);
- Timelines and/or contingencies for executing and receiving program support under a continuing resolution or in anticipation of a final annual appropriation.

Budget Operating Plans (BOPs) will be used for fund transfers from one party to the other. It will involve notification by memorandum and be accompanied by the completion of this corresponding service agreement.

#### 5. CONTACTS

The contacts for each party to this service agreement are:





For Disbursing Organization:

**CFO/CAO Signature**\_\_\_\_\_ **Initial/Date:**\_\_\_\_\_

For Receiving Organization:

**CFO/CAO Signature**\_\_\_\_\_ **Initial/Date:**\_\_\_\_\_

These points of contact will be responsible for the technical administration of this service agreement and serves as a liaison for their organization. Any modifications under this agreement will be directed to these individuals. Any notifications required subsequent to this signed agreement will be directed to the points of contact.

#### 6. RESOLUTION OF DISAGREEMENTS

Nothing herein is intended to conflict with current NOAA or Department of Commerce directives. If the terms of this agreement are inconsistent with existing directives of either party to the agreement, then those portions of this agreement which are determined to be inconsistent shall be invalid, but the remaining terms and conditions not affected by the inconsistency shall remain in full force and effect. In such case and at the first opportunity for review of the agreement, all necessary changes will be accomplished either by a modification to this agreement or by entering into a new agreement, whichever is deemed expedient to the interest of both parties.

Should disagreement arise on the interpretation of the provisions of this agreement, or modifications thereto, that cannot be resolved by the contacts for each Party to the agreement; these disagreements will be forwarded to the signatories of this Service Agreement for appropriate resolution.

AGREED:

\_\_\_\_\_

Date: \_\_\_\_\_

Assistant Administrator

\_\_\_\_\_

Date: \_\_\_\_\_

Assistant Administrator



## Appendix E: Sample Template for SOW

### Statement of Work

<TITLE OF PROJECT>

<DATE>

Project Title:

Proposed for: <FMC>

Project Lead:

Total Proposal Cost:

### Background

NESDIS's \_\_\_\_\_ Office (XXX) and ...

### Objectives

The overall objectives of this project are to continue to ...

### Scope

Project Summary: The purposes of this project are:

This project supports the NOAA's Next Generation Strategy Plan (NGSP) goal of " \_\_\_\_\_ " through ...

### Deliverables/Milestones:

Task 1: reports are being done on a quarterly basis. (Q1 – Q4).

Task 2:

### Project Management

The overall lead of this project is ...

**Total Cost Estimate (include/attach a Cost Proposal):** Please see the attached budget spreadsheet for details.

### Assumptions, Dependencies and Constraints

General Assumptions for all projects are that:

This SOW is subject to the availability of funds, and work should not begin until final approval is given by the program manager.

### Project Specific Assumptions:



## Appendix F: Sample Template for Cost Estimate

Cost Proposal			Date:				
Project Title:							
Proposed for:	NESDIS/FMC						
Task ID:							
Task Description:							
Deliverables:	Date	Description					
	Q1-Q4						
	Q1						
<b>Direct Labor</b>							
Direct Labor Category		Staff Affiliation		Hours			Direct Labor Cost
XXX		XXX					
XXX		XXX					
Total Direct Labor Hours				0			
Total Direct Labor Cost							\$0.00
<b>^ Indirect Costs</b>							
IT Support and Services							
Administration and Management							
^ Total Indirect Costs							\$0.00
<b>Equipment, Materials, Supplies</b>							
Description				Number of Units	Unit Cost	Non-labor Cost	
Travel							
Total Equipment, Materials, Supplies						\$0.00	
<b>Cost Summary</b>							
Total Direct Labor							\$0.00
Total Indirect Costs							\$0.00
Total Equipment, Materials, Supplies							\$0.00
Total Cost							\$0.00



## Appendix G: NESDIS Delegation of Authority

Department of Commerce • National Oceanic & Atmospheric Administration

### NATIONAL ENVIRONMENTAL SATELLITE, DATA, AND INFORMATION SERVICE

#### Administration and Management

#### DELEGATION OF AUTHORITY

Originating Office: CFO/CAO

Date Issued: October 15, 2020

Type of Issuance: Revision 4

*SUMMARY: This document supersedes all previous memoranda delegating authority to National Environmental Satellite Data and Information Service (NESDIS) officials for approving requests for the acquisition of goods and services for agency operations.*

The purpose of this supplement is to establish and define delegated authority for the approval of procurement requisitions while ensuring accountability for results. Internal Controls are put in place to protect the organization's resources. Managers shall ensure the separation of duties when delegating finance authority to employees by doing the following:

- i. review the transaction to confirm that the obligation is responsible, and that funds are being used appropriately (in compliance with federal and state laws, and in accordance with agency policy and procedures).
- ii. exercise managerial judgment and oversight to assess whether the obligation or expenditure passes the "public perception" test.
- iii. ensure there are adequate budget resources available to incur the obligation or expenditure.
- iv. review the accuracy and completeness of the information as well as the authorization of the transaction.
- v. identify problem areas and institute corrective actions before the problem affects operational efficiency. The manager shall ensure no one individual is allowed to control all key aspects of an expenditure transaction.

Managers and designated employees may be held personally liable for any expenditure that is later determined to be an inappropriate use of public funds, or for which there was insufficient budgetary authority. To avoid personal liability issues, employees should refer any questionable expenditure requests to their manager for determination. Designated employees authorizing expenditures are responsible for ensuring that public funds are being used legally. The proper funding sources should be charged, e.g., grant, project and or program budget.

#### 1. DEFINITIONS

- A. **Funds Approval** - Approves procurement requests within his/her allowance (or portion thereof), and ensures that the items are necessary for use in the public service. The approval of funds can be in the form of a contract, purchase order, purchase card, grant, cooperative agreement, inter- or intra- agency agreement, whether for internal or external, purposes (or a combination thereof).
- B. **Funds Certifier** - Certifies that sufficient funds are available in an appropriation that can be properly utilized for the product or service to be purchased. The Funds Certifier shall be separated from the Requisitioner and the Contracting or Grants Officer to ensure an independent and unbiased certification. At a minimum, the



## Appendix H: Sample Template of a Direct Cite Exception Request

Date:

TO: NESDIS Office of the Chief Financial Officer

FROM:

Sending FMC Budget Officer

Receiving FMC Budget Officer

SUBJECT: Request for exception to NESDIS Intra-Agency Funding Transfer Policy (Month/Year)

Having agreed that the transaction meets the definition of a pass-through transaction as outlined in the NESDIS Intra-Agency Funding Transfer Policy (Month/Year), Section [1.4](#), we request a direct cite exception for FY 20XX. The [Sending FMC] will maintain all responsibility for the technical requirements and deliverables/services. The [Receiving FMC] will ensure funds are obligated for the specified purpose and within the specified timeframe.

Scope of Work:

Period of Performance:

Planned Obligation Date:

Acquisition Vehicle:

Direct Cite Accounting:

PPA

Project Code

Task Code

Amount

---

Sending FMC Budget Officer

---

Receiving FMC Budget Officer



## Appendix I: Sample Template of a Technical Task Agreement

### Example FYXXX - Technical Task Agreement (TTA)

TASK INFORMATION			
1. TASK TITLE:		2a. TTA NO:	3a. WORK BREAKDOWN STRUCTURE NO:
		2b. REV:	3b PROJECT CODES:
4a. REQUESTING ORGANIZATION:	4b. ORG CODE:	4c. POC NAME:	4e. LOCATION(S):
		4d. TEL:	
5a. PROVIDING ORGANIZATION:	5b. ORG CODE:	5c. POC NAME:	6. COOPERATING ORGs:
		5d. TEL:	
7a: TASK DESCRIPTION (Include specifications descriptions and cite references where appropriate): <ul style="list-style-type: none"> <li>• Tasks:</li> <li>• Period of Performance:</li> <li>• Attachments included as supporting documentation for this TTA:</li> </ul>			

7b: TASK BREAKOUT  Example - Funds from Program \$  Include breakout of funds for Baseline elements  Baseline elements Total \$  Include breakout of funds for Delta elements  Delta elements Total \$  SUBTOTAL (Baseline and Delta Elements) \$  Breakout of Delta II elements  Delta II elements Total \$  TOTAL \$
--



ACCOUNTING CODES:  
 FYXX: Funding POC:  
 APPROPRIATION SYMBOL:  
 BUREAU CODE:  
 FMC:  
 PROGRAM TITLE:  
 PROGRAM CODE:  
 FUND CODE:  
 PROJECT CODE:  
 TOTAL FUNDING:  
 PURPOSE:

8. REPORTING REQUIREMENTS (Give frequency, due date, and attach sheet with required format):

9. DELIVERABLE ITEMS AND DUE DATES:

10. MAJOR SCHEDULE ACTIVITIES and MILESTONES –

11. COST (\$K) BY Task	Pri or Ye ar Un cos ted	Requ ested FY XX	Approv ed FYXX	FY X X D elt a (K)	Out Year Planning (K)					13. DEPEND ENCIES:
					FY XX	FY XX	FYX X	FY2 XX	ETC (FYXX- FYXX)	
Baseline										
List Breakout										
Delta I										
List Breakout										
Delta II										
List Breakout										
TOTAL										
12a. WORKFORCE BY ORGANIZATION (FTE)										



List Breakout										
TOTAL (C.S. FTE)										
12b. SUPPORT SERVICE CONTRACTOR (WYE)										
List Breakout										
TOTAL (SSC WYE)										

#### 14. APPROVAL SIGNATURES

By signing this Technical Task Agreement (TTA), the providing organization agrees that the allocated funds will only be used in the accomplishment of those specific tasks described herein. The providing organization must ensure that: 1) the obligations and expenditures are necessary for accomplishing work and consistent with relevant direction or limitations contained in appropriations language; 2) the obligations and expenditures occur within the time limits applicable to the appropriation; 3) obligations and expenditures are within the amounts identified by program; and 4) the program funds do not inappropriately supplement other appropriations.

<b>REQUESTING ORGANIZATION:</b>  Name Program Director Date	Name Project Manager Date	Name Resource Manager/Budget Officer Date	
<b>PROVIDING ORGANIZATION:</b>  Name Program Director Date	Name Project Manager Date	Name Resource Manager/Budget Officer Date	





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