
CERP Guidance Memorandum

South Florida Water Management District – Jacksonville District, U.S. Army Corps Of Engineers

CGM NUMBER-REVISION: 037.01

EFFECTIVE DATE: July 26, 2007

CATEGORY: Financial Management

SUBJECT: Certification of Credit for CERP Work-In-Kind (WIK) Expenditures

DESCRIPTION:

This memorandum provides guidance to Program and Project Teams on the procedures for submission, review and approval of Work-In-Kind (WIK) credit requests for PIR and programmatic activities pursued under the Design Agreement executed between the South Florida Water Management District (SFWMD) and the Department of the Army for the Comprehensive Everglades Restoration Plan (CERP). It also applies to any applicable Design Agreements or other appropriate agreements with other local sponsors associated with CERP. This CERP Guidance Memorandum (CGM) does not supersede the Design Agreement or other governing documents.

The requirements and processes described in this CGM have, to the greatest degree possible, been described in a manner to accommodate all local sponsors associated with CERP which have Design Agreements. Recognizing however, that the majority of the CERP related WIK credit requests received by the U.S. Army Corps of Engineers Jacksonville District (CESAJ) have been from the SFWMD this CGM currently focuses primarily on requirements of that Design Agreement and the processes used by that local sponsor. Future amendments to this CGM will address processes used by other local sponsors, as needed.

The Accounting and Financial Services Division of the SFWMD's Finance and Administration Department and the WIK Management of the CESAJ CERP Restoration Execution Branch represent the implementing agencies' in-kind crediting function for those agencies. For the purpose of this document, the term Program Controls refers to the joint function of these organizations.

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GUIDANCE:

In accordance with the procedures outlined in the Master Program Management Plan (MPMP), dated August 2000, Water Resources Development Act of 2000 (WRDA 2000) and the Design Agreement the CESAJ, SFWMD and other local sponsors are to report expenditures related to the implementation of jointly pursued CERP projects. Credited WIK expenditures will be included in these reports and will be utilized with other sources of information to provide reports every five years as required by the Water Resources Development Act of 2000 (WRDA 2000).

Therefore the review and verification of information associated with the WIK Credit Requests by project managers is critical to meeting the requirements of WRDA and the Design Agreement. Final certification is dependent upon approval by the CESAJ District Engineer (DE) or his designee. However it should also be noted that Project Managers are not expected to single handedly verify all information associated with WIK requests. While the PMs are ultimately responsible for the verification they should review the requests with the appropriate technical divisions (planning, engineering etc.) and obtain their confirmation prior to submitting the verification form for final certification by the District Engineer.

The Jacksonville District may contract for an independent audit of the CERP program on an annual basis. According to the Design Agreement the costs of Government audits performed in accordance with the conditions of the agreement before the Government furnishes the Non-Federal Sponsor with the results of the final accounting shall be included in total design costs and cost shared. This independent audit will be the basis for the final crediting of certified Work-In-Kind requests for credit toward the local sponsors cost share. Note however, that approvals provided by the Jacksonville District are subject to subsequent audit by other auditors at different levels within the Federal Government.

This CGM does not address the certification of real estate or construction. Real estate certification follows separate, approved procedures. This CGM does not address the certification of work conducted by the SFWMD as part of the Acceler8 design and construction efforts. Acceler8 certification will follow a separate procedure to be covered in a separate CGM.

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Eligible and Ineligible Activities

The Design Agreement defines work that is eligible for credit. Appendix A lists activities that are eligible or ineligible in accordance with the SFWMD, Lee and Palm Beach County Design Agreements. This Appendix is not all inclusive and does not supersede the Design Agreement or WRDA authorizations. If design activities included in approved Project Management Plans and Program Management Plans, CERP Project Task Notification Forms or Letter Requests are consistent with the WRDA authorizations and the Design Agreement, then these activities would supplement the list of eligible activities for cost-share listed in Appendix A. Additionally, Engineering During Construction (EDC) costs will not be creditable for WIK unless and until so provided in an executed PCA in accordance with appropriate legislative authorization.

Design Activities

For “design” activities to be reimbursed, generally they must be directly related to planning, engineering, design or environmental coordination of the project as defined within the applicable Design Agreement, occurring during the period of design and must be pursuant to a request from the Government or be “integral to the project” as allowed by WRDA 2000. The “period of design” is defined by the applicable Design Agreement but commences April 7, 1999 and extends to the time when design of all Program elements, also referred to as projects, are completed (for those projects included in the South Florida Water Management District Design Agreement), or when the Design Agreement is terminated, whichever is sooner. The projects addressed by this CGM are listed in CGM 002.01. The controlling Design Agreement should be reviewed to determine the activities that may be cost shared. Criteria for review of WIK credit requests are provided in Appendix B for CESAJ project managers to use in verifying work-in-kind requests. This criteria does not address technical and cost evaluation of acceler8 project components. Review criteria and guidance for technical and cost evaluation of acceler8 project components will be provided in a separate document.

DESCRIPTION OF THE CERTIFICATION PROCESS:

This section describes the certification process, Task Notification Forms, and the reports included in the WIK request. Examples of Task Notification Forms and the reports included in the WIK request are included in Appendix C.

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Task Notification Forms:

The Task Notification Form will be completed by SFWMD PM's and signed by the CESAJ PM before work is initiated. The Task Notification Form is used to provide a detailed description of work planned by SFWMD and disclose an estimate of task expenses to the CESAJ PM. SFWMD will not be held to specific dollar estimates submitted on a Task Notification Form when WIK requests are evaluated for credit. However, every reasonable effort will be made to estimate the expected costs of full time employees and contract dollar amounts associated with tasks on the form. Once a final scope of work is approved for contracts (including review and approval of the scope of work by the CESAJ PM), the revised costs of contract will automatically override the early estimate provide in the Task Notification Form.

SFWMD PM's will generate file folders named Task Notification Form under their Documentum Project file folder. These forms will be stored in this location along with any scope of work describing the detailed scope of contracts associated with the described forms. These files and Task Notification Forms will be used to evaluate WIK credit requests during CESAJ's semiannual disposition. In addition these forms will be used as documentation for third party review and audit of CESAJ WIK Program.

The Work-In-Kind Request will consist of these documents:

1. Transmittal/Cover letter
2. In-Kind Credit/ Expenditure Report by Project by Phase
The In-Kind Credit/ Expenditure Report is organized by project by phase. Phase is defined as Level 4 in the Work Breakdown Structure.
3. Annual Project Expenditure Report
The Annual Project Expenditure Report is a year-by-year account of the local sponsor's WIK contribution by project by year.
4. Project Credit Summary Report
The Project Credit Summary Report is a report for each project detailed down to Level 5 of the WBS and again at the local sponsor's commitment item (i.e. salaries, travel, consulting, etc.).

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Note: SFWMD will not report cost associated with engineering During Construction until after a Project Cooperation Agreement (PCA) is executed for the project.

There is a statement on the report that “The SFWMD certifies that all amounts submitted represent work done on the project, the work was performed, consistent with the terms of the design agreement, in a satisfactory manner, backup documentation supporting the cost will be maintained at the SFWMD (record retention will be consistent with the Design Agreement and State records retention law), and that the amount(s) are eligible for WIK credit.”

This certification will be signed by the certifying authority of the local sponsor equivalent to the District Engineer or his designee having the authority to certify WIK credit requests.

These are the reports the CESAJ PM’s will review and comment; hence, the PM review is not limited to accounting practices alone. The CESAJ PM review also addresses technical issues and therefore, is not identical to the annual audit performed by the CESAJ contract auditors.

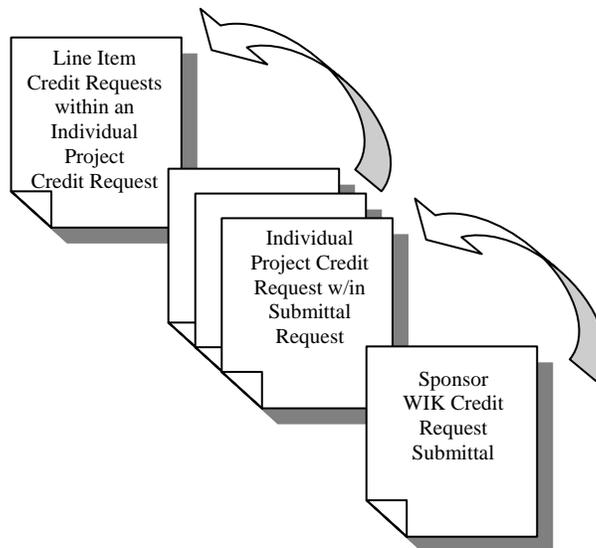


Figure 1 – The WIK Credit Submittal.

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Verification Process Used by South Florida Water Management District

The SFWMD CERP Project Managers review each charge to their projects on a monthly basis. They can approve, deny, or inquire about a specific charge. If a specific charge has been denied by the Project Manager and deemed an inappropriate charge to the CERP project, then the Project Accountant (PA) researches the charge, finds the appropriate project to which the charge applies and creates the appropriate document to have the charge removed from the CERP Project. If the Project Manager has requested additional information about a charge, the Project Accountant retrieves the backup documentation for the PM to review. If the PM is satisfied, then he/she approves the charge. If the PM decides that the charge in question is not appropriate, then the PA determines the correct location for that charge and amends it accordingly. A signed copy of the monthly review is maintained in the project financial file for quarterly submittals. A flowchart depicting the verification process employed by the SFWMD can be found in Appendix D.

CESAJ Review Process

CESAJ and the local sponsors shall provide quarterly reports per Article IV of the various Design Agreements for accounting purposes. CESAJ will render a notification for disposition of WIK credit requested semiannually for the periods October through March and April through September. The submittal deadline for the October – March period will be the last working day of May; the submittal deadline for the April – September period will be the last working day of November (see Table 1).

Table 1. Submittal deadlines for biannual reporting periods.

Period	Submittal deadline
October - March	Last working day of May
April - September	Last working day of November

Once the CESAJ receives the WIK credit request from the submitting local sponsor, the CESAJ will have sixty (60) calendar days in which to provide notification to the local sponsor of the disposition of the credit request, i.e. whether any items are being disputed or disallowed. CESAJ staff shall exercise reasonable efforts to resolve any disputed amounts within one hundred twenty (120) calendar days of notifying the local sponsor of the dispute.

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All credit requests must be processed and the local sponsor notified of the final disposition of the disputed items (either approved or disallowed) prior to next semiannual review (see Figure 2 for a timeline of the CESAJ review process). Note however, that approvals provided by the Jacksonville District are subject to subsequent review and audit by other auditors at different levels within the Federal Government.

The CESAJ WIK Program Manager of the Everglades Division will receive the WIK credit request from the submitting local sponsor and distribute the credit request to the appropriate CESAJ PM and technical leads (i.e. Engineering, Planning, Real Estate Divisions, etc.) for review and verification of the credit request.

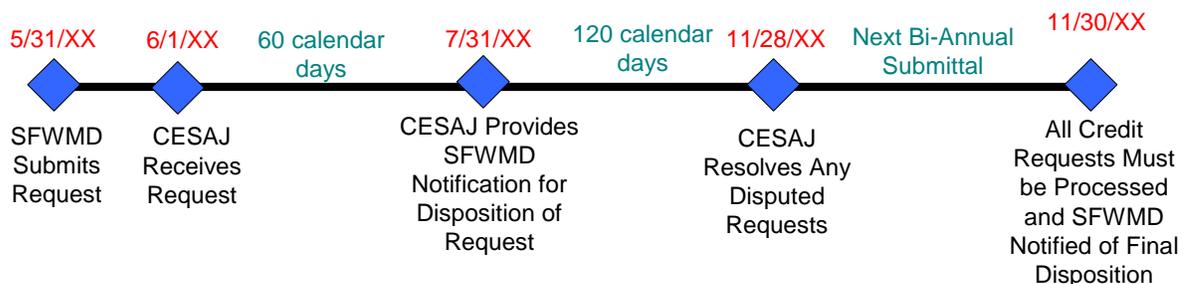


Figure 2. Timeline of the CESAJ review/approval and dispute resolution processes.

The CESAJ PM and technical leads will review the project credit request for their project(s) or program activity. The verification shall include the review of the submitted credit request against the Task Notification Forms shown in Appendix C, examples of eligible cost share activities in Appendix A and the verification criteria listed in Appendix B, as well as the work description included in the Project Management Plans (PMP) or Letter Requests. CESAJ PMs and technical elements will first attempt to reconcile any questions with their local counterparts prior to indicating that an item is under dispute. A flowchart depicting the CESAJ review/approval process can be found in Appendix E. The attached form, provided in Appendix G, must include any disputed or disallowed dollar amounts as well as the reason(s) for the dispute or disallowance.

After review by CESAJ PMs and technical elements, the CESAJ WIK Program Manager will compile a WIK summary report of the disposition of all individual CERP projects. The WIK summary report will be certified by CESAJ's Everglades, Engineering and Planning

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Division Chiefs. The completed and certified credit request is then forwarded to the CESAJ Office of Counsel (OC), who will review the request for consistency with the applicable design agreement. The CESAJ OC does not approve or disallow any requested credit amounts within the request but may provide a statement as to the requests consistency with the Design Agreement. The OC will have 15 days from submittal to render its statement. Any statement the OC renders will be transmitted with the request forward in the review and approval process.

Once the CESAJ OC has completed its review of the credit request, the summary report is forwarded to the CESAJ District Engineer (DE) or designee for final review/approval. The CESAJ DE may allow or disallow individual project credit request(s) within a submittal without affecting the other projects' credit request within the same submittal. A representation of the issue resolution process is located in Appendix F. The CESAJ DE returns the summary report to the CESAJ WIK Program Manager who incorporates the CESAJ DE comments, disallowances or disputes. A copy of the final summary report and signed letter from the DE is furnished to CESAJ Resource Management where the approved in-kind credit amount is entered into the Corps of Engineers Financial Management System (CEFMS). The signed letter from the DE will be used as the basis for recording the approved credit into CEFMS.

AUDIT OF IN-KIND RECORDS AND RECORDS RETENTION

On an annual basis, the CESAJ may contract for auditing of the Work In-kind Credit submitted by the local sponsor for the then current fiscal year. Such an audit will be scheduled and completed in a timely fashion. The audit will be performed at the local sponsor's offices. The CESAJ will give the local sponsor adequate notice prior to the scheduled audit, to facilitate retrieval of documents. The purpose of the review is to check documents for accuracy and eligible costs submitted to the CESAJ as work in-kind credit under the Design Agreement and other PCA's as signed. As part of this annual audit, the contractor will review project expenditures reported by the local sponsor to ensure that the records are consistent with the Design Agreement, PCA's (as signed), Project Management Plans, letters requesting work and compliance with WIK procedures for allowing the local sponsor's credit for Work-In-Kind performed as part of implementation of CERP.

The records supporting the WIK costs will be readily available to the CESAJ auditors for review. Records that will be made available for review include, but are not limited to,

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contract authorizations, invoices, agreements, travel reimbursements and timesheets. Once the CESAJ auditors review and submit their findings to the CESAJ the fiscal year is closed for further audits.

It should be understood that, if the annual audit uncovers some discrepancy or issue related to a request, the resolution of that issue could affect the previous determination. That is, if an item has been approved but an audit uncovers some reason why it should not have been approved, that approval may be rescinded.

APPLICATION:

This CGM applies to all Work-In-Kind certification requests made from local sponsors' partners who are executing CERP in conjunction with the Department of the Army. Until such time as an electronic system is developed and implemented to process such requests, the manual system described by this CGM will be utilized to receive, document, review and process expenditure credit requests. This memorandum will be modified upon execution of an electronic reporting system for project expenditures and as needed to accommodate additional Design Agreements. Separate guidance will be developed to specifically address Work-In-Kind certification requests made from SFWMD for Acceler8 Project features.

It is recognized that at the time of adoption of this memorandum, there is a backlog of Work-In-Kind certification requests. The CESAJ and the SFWMD will work as quickly as possible to process this backlog. However, it may not be possible to meet all of the timeframes outlined in this memorandum to clear the backlog.

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APPROVALS:



Larry Gerry
Director, Everglades Planning
South Florida Water Management District

DATE: 7/18/07



Dennis R. Duke, P.E.
Deputy Program Manager for SFEER
U.S. Army Corps of Engineers

DATE: 7/26/07

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APPENDIX A EXAMPLES OF ELIGIBLE AND INELIGIBLE COST SHARE ACTIVITIES (According to Design Agreements with SFWMD, Lee County and Palm Beach County)

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EXAMPLES OF ELIGIBLE COST SHARE ACTIVITIES
General and detailed design memoranda, plans & specs, and drawings.
Preparation of required compliance documentation for NEPA and other applicable Federal and state laws.
Legal defense of design activities associated with administrative hearings and judicial proceedings. (Includes selection of outside counsel and expert witnesses where both parties agree to such outside assistance.)
MPMP preparation and annual updates
Preparation of PMPs
Preparation of PIRs
Preparation of PPDRs
Preparation and processing of applications for Federal, state or local permits required for design of the Program through the period of construction as defined in the applicable Project Cooperation Agreement (PCA).
Costs associated with activities required to comply with permit conditions during construction, as appropriate.
Attendance by appropriate Non-Federal Sponsor representatives at pre-application conferences in accordance with section 373.1501 FS (1999).
Activities related to RECOVER, including, but not limited to, adaptive assessment, monitoring, development, refinement and peer review of system level analytical model tools, and continuing refinement of the Comprehensive Plan.
Engineering and design for construction Program elements contained in the applicable PCA.
Environmental assessments and related documentation.
Participation in the Design Coordination Team.
Interim and final accounting costs, maintenance of records and audit, labor, direct costs, overhead expenses, supervision and administrative costs, third party contract costs including contract disputes, suspensions and terminations associated with design activities.
Work that is included in the transmittal letter for Work-In-Kind or within an Early Work letter
Costs associated with the identification, survey, and evaluation of historic properties.
Costs associated with the implementation of PPDRs
Costs associated with the Programmatic elements including Program Management, Geodetic Controls, RECOVER, Program Controls, Public Involvement and Outreach, Environmental & Economic Equity, Information and Data Management, Master Recreation Plan, Inter-Agency Modeling Center, Quality Assurance Oversight Team (QAOT), and the Programmatic Regulations.
Costs associated with work requested by the Assistant Secretary of the Army or included in an approved Project Management Plan.

Table A-1

Note: This is not an all inclusive list of eligible WIK items and does not supersede the Design Agreement or other governing documents.

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Table A-2

INELIGIBLE COST SHARE ACTIVITIES
Design activities performed as part of reconnaissance or feasibility studies.
Activities conducted as part of PCA negotiations.
Activities conducted for acquisition of permits required for operation and maintenance of Program elements after construction.
Betterments.
Dispute resolution costs.
Costs (other than audit) resulting from financial obligations after the period of design.
Permit application fees except those that would apply to the Federal Government if it were applying for the permit in its own name.

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APPENDIX B CRITERIA FOR REVIEW OF WIK CREDIT REQUESTS

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Non-Technical Criteria for Review of WIK Credit Request

The answers to the following questions must be “yes” for approval of the WIK credit request.

1. Is the item generally included within the term “design” and/or included under the term “total project cost” as defined in the design agreement
2. Were costs associated with the activity incurred within the period of design as defined within the Design Agreement? (Begins April 7, 1999)
3. Does the work appear to be integral to the project or program?
4. Did the Army request the in-kind work in the project management plan, programmatic activity management plan, or in a letter? If the answer is no, this does not mean that the item is not eligible for credit. If the Army determines that the work is integral to the project, the Army may “request” the work through a modification of the PMP or a letter requesting that the work be performed.
5. Was a technical review performed to verify that the credited work was accomplished in a satisfactory manner and in accord with the design agreement?
6. Is it equal to or less than the Non-Federal Sponsor’s actual costs including indirect and fringe rates on salaries? (Indirect and fringe rates on salaries only applies to SFWMD Design Agreement)

The answers to the following questions must be “no” for approval of the WIK credit request.

1. Is the activity an excluded item? (i.e. See Table A-2)
2. Has any of the sponsor’s in-kind work been federally funded without specific authorization for these funds to be credited as part of the non-Federal Share of the Costs for CERP? (Any such work submitted to CESAJ shall be annotated by the Local Sponsor. Documentation of authorization shall be provided by non-federal sponsor)
3. Does the amount of in-kind credit requested reflect any price level adjustments or interest charges?

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Technical Criteria for Review of WIK Credit Request

The following list is a guide to technically certify that efforts expended on Project Level Activities were completed in a satisfactory manner and the dollar amount in the credit request report represents the level of effort that has been expended for the work in kind credit requested by the Non-Federal Sponsor (NFS).

**Please note: technical review is not limited to the list below. Not all questions below are applicable to every credit request submitted for review. The list below is not intended to address acceler8 project features. Separate technical review criteria will be developed for acceler8 project features.

PROJECT LEVEL ACTIVITIES

1. **DR** Crediting package reviewed by DR-E Work In-Kind Cost Share Manager

For completeness

- a. Transmittal / Cover letter
- b. In-Kind Credit / Annual Expenditure Report by project and Phase
- c. Annual Project Expenditure Report
- d. Project Credit Summary Report
- e. Supporting Documentation as requested

2. **DP** Verify Project Management Plan activities

- a. NFS project management for PMP
- b. PED (initial) PMP
- c. PED PMP Revision
- d. PMP Revised for Construction
- e. PMP Updates and Maintenance

3. **PD** Verify Project Implementation Report (PIR) activities

- a. NFS project management for the PIR
- b. Plan Formulation for the PIR
- c. Environmental Evaluation Appendix for PIR
- d. Project assurances and savings clause analysis for PIR
- e. Socio-Economic Analysis Appendix
- f. Project Monitoring Plan completed in a satisfactory manner
- g. NEPA compliance and work

4. **EN** Verify Engineering and Design Appendix in PIR activities

- a. E&D Appendix

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5. **RE** Verify Real Estate Analysis Appendix in PIR activities
 - a. Real Estate analysis Appendix

6. **DR** Verify Project RECOVER tasks in PIR activities
 - a. Pertinent RECOVER tasks and work

7. **PD** Verify Pilot Project Design Report (PPDR) activities
 - a. NFS project management for PPDR
 - b. Plan Formulation for the PPDR
 - c. Field Investigation for the PPDR
 - d. Pilot Project Monitoring Plan
 - e. Real Estate Analysis Appendix for PPDR
 - f. Environmental Evaluation Appendix for PPDR
 - g. PPDR Approval
 - h. PPDR Authorization

8. **EN** Verify Engineering and Design Appendix in PPDR activities
 - a. E&D Appendix for PPDR

9. **RE** Verify Real Estate Analysis Appendix for PPDR activities
 - a. Real Estate Analysis Appendix for the PPDR

10. **EN** Verify Plans And Specifications (P&S) activities
 - a. Advanced Planning/Field Work
 - Survey
 - Geotech
 - Archeological
 - Other...
 - b. Creation of Preliminary P & S
 - c. Creation of Intermediate P & S
 - d. Creation of Final P & S
 - e. Construction Pre-Award

11. **CO** Verify Construction (CONS) activities
 - a. NFS project management for Construction
 - b. Solicitation/Award
 - c. Development of construction contracts
 - d. COE concurred with Construction Contract before award
 - e. (Construction Management) All contract modifications concurred with by COE to the extent possible prior to issuance
 - f. (Construction Monitoring) COE concurred in the contractor's QC plan and the NFS Q/A

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South Florida Water Management District – Jacksonville District, U.S. Army Corps Of Engineers

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- g. Engineering During Construction (EDC)
 - h. Interim Operations During Construction were experienced and operations were conducted consistent with applicable operations plan
 - i. A RECOVER report was necessary and received.
 - j. COE received a copy of the Contract Close-out documentation.
12. **EN** Verify Technical Data Report (TDR) **activities**
- a. NFS project management
 - b. TDR Report Preparation
 - c. TDR Report was approved by the NFS and COE.
13. **EN** Verify Regulation Schedule Modification Report (RSMR) activities
- a. NFS project management
 - b. The RSMR Report preparation and comments
 - c. The RSMR Report approval
14. **EN** Verify Project Implementation Monitoring (PIM) activities
- a. NFS project management
 - b. Pre-Construction Monitoring
 - c. Post Construction Monitoring
15. **DP** Verify Project Close-Out activities
- a. (Fiscal Closure) NFS has stated construction is complete
 - b. Audits
 - c. The project has been transferred to the NFS

PROGRAM-LEVEL ACTIVITIES

1. **DR-E** Verify Program Management Efforts
- a. NFS program management and administrative support
 - b. PIR/Chief's report and State and Federal coordination
 - c. State & Federal Legislative Review
 - PIR/Chief's report State and Federal coordination
 - Enumerating required Federal/State permits/approvals in PIR/NEPA and stating roles of State/COE in obtaining each
2. **DR** Verify Geodetic Controls activities
- a. Project Management and /Management Plan for Geodetic Controls.
 - b. Surveys for Geodetic Controls

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3. **DR** Verify RECOVER activities
 - a. Project Management and Management Plan for RECOVER
 - b. Adaptive Assessment and Monitoring Team
 - c. RECOVER Leadership Group
 - d. Assessment Team
 - e. Planning Team
 - f. Evaluation Team

4. **DR** Verify Program Controls activities
 - a. NFS project management and Management Plan for Program Controls
 - b. Development of Reports & Performance Management for program controls
 - c. Financial Management (inc. Programmatic Cost Est, Cashflow, In-kind Credit Accounting)
 - d. Records Management
 - e. Web Presence Management (evergladesplan & cerpzone)
 - f. Schedule Management

5. **CCO** Verify Public Involvement & Outreach activities
 - a. NFS project management and Management Plan for Public Involvement and Outreach
 - b. Public Information efforts
 - c. Public, Agency, and Stakeholder Involvement efforts
 - d. Outreach to Minority Communities
 - e. Outreach to Socially & Economically Disadvantaged Communities
 - f. Internal Management and Communication efforts
 - g. Evaluation and Assessment of Outreach Activities

6. **CCO/OC** Verify Environmental & Economic Equity activities
 - a. NFS project management and Management Plan for Environmental & Economic Equity
 - b. Economic Equity efforts
 - c. Baseline Data efforts
 - d. Environmental Justice efforts
 - e. Project Level Support effort
 - f. Improved Methodologies efforts
 - g. Evaluation and Adaptive Assessment efforts

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7. **DR** Verify Data Management activities
 - a. NFS project management and Management Plan for Data Management
 - b. Full Implementation of data management
 - c. Update and Maintenance of data management

8. **DR** Verify Master Recreation Plan activities
 - a. NFS project management and Management Plan for Master Recreation Plan
 - b. Master Recreation Plan efforts
 - c. Master Recreation Plan Approval

9. **EN** Verify Interagency Modeling Center activities
 - a. NFS project management and Management Plan for Interagency Modeling Center Efforts
 - b. Program-wide regional modeling support
 - c. Program-wide sub-regional modeling support
 - d. Training

10. **DR / EN** Verify Adaptive Assessment & Monitoring activities
 - a. Environmental Monitoring, WQ Monitoring, and Hydrologic Monitoring Plan Requirements

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APPENDIX C EXAMPLE OF TASK NOTIFICATION FORM AND LOCAL SPONSOR WIK REQUEST

This memorandum provides guidance on the procedures for submission, review and approval of Work-In-Kind credit requests for PIR and programmatic activities pursued under the Design Agreement. The SFWMD also has other work-in-kind agreements (e.g., Feasibility Studies and Critical Restoration Projects). The SFWMD may combine their requests in one submittal. The sample letter in this appendix reflects this.

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CERP Project -- Task Notification Form

Project Code:

Project Name:

WBS Coding: _____

WBS Title: _____

Task Tracking #:

Task Title:

Lead Agency:

Prepared by:

Reviewed by:

SFWMD PM Approval:

USACE PM Approval:

Sample Form

Work accomplished primarily by: In-house / Contracts

Expected Completion Date:

A. Task Staffing:

Cost Estimate:

Item	Start Date	Finish Date	Budget	FTE
			\$0	0.0
			\$0	0.0
			\$0	0.0
			\$0	0.0
			\$0	0.0
			\$0	0.0
			\$0	0.0
TOTAL:			\$0	0.0

Task Overview:

Note: Approval by the PMs indicates they believe that the work is necessary and integral to the project and the anticipated costs are reasonable.

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South Florida Water Management District – Jacksonville District, U.S. Army Corps Of Engineers

CGM NUMBER-REVISION: 037.01

May 25, 2005
Dennis R. Duke, P.E.
Deputy Program Manager for SFEER
Jacksonville District
U.S. Army Corps of Engineers
P.O. Box 4970, CESAJ-DR
Jacksonville, Florida 32232-0019

Sample Cover Letter

Dear Mr. Duke:

Subject: In-Kind Credit Costs

This is a request for credit for the in-kind work performed by the South Florida Water Management District during the six months ended March 31, 2005 for the following:

Description of In-Kind Work	Amount
Design elements of the Comprehensive Plan for the Everglades	\$ 14,007,511.05
Southwest Florida Feasibility Study	201,833.33
Florida Bay and Florida Keys Feasibility Study	364,350.98
Critical Restoration Projects	450,787.29
TOTAL	\$15,024,482.65

The in-kind work was provided by the South Florida Water Management District in accordance with the Design Agreement (dated May 12, 2000), cost sharing agreement for the Southwest Florida Feasibility Study, Florida Bay & Florida Keys Feasibility Study and the Individual Critical Restoration Project Agreements. The South Florida Water Management District certifies that all amounts submitted represent work done on the projects, the work has been performed in a satisfactory manner, backup documentation supporting the cost will be maintained at the District, and believes that the amount(s) are eligible for work-in-kind credit at this time. The total in-kind credit amounts being requested are summarized in the enclosed reports.

Please note that land acquisition (LERRD) in-kind credit requests will be submitted separately.

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If you need additional information regarding the enclosed report, please call Wayne Sureddi at (561) 682-2276 or via email wsureddi@sfwmd.gov.

Sincerely,

Kenneth G. Ammon, P.E.
Deputy Executive Director
Everglades Restoration

Sample Cover Letter

CM/PR/pns
Enclosures

c:

Dennis Duke, USACE
Timothy Brown, USACE
Karen Tippett, USACE

bc: Kathleen A. Molony, USACE

James Carnes, SFWMD
Paul Dumars, SFWMD
Larry Gerry, SFWMD
Robert Gray, SFWMD
Victor Lopez, SFWMD
Glen Pack, SFWMD
Mark Munro, SFWMD
Aaron Basinger, SFWMD

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COMPREHENSIVE EVERGLADES RESTORATION PLAN IN-KIND CREDIT / EXPENDITURE REPORT DESIGN AGREEMENT Project-Level for Fiscal Year 2003 Quarter 1 through Fiscal Year 2003 Quarter 4						
PROJECT	Fiscal Year 2003					
	QTR 1	QTR 2	QTR 3	QTR 4		
P101 Lake Okeechobee Watershed	225,092.18	159,711.13	535,500.31	337,810.17	1,258,113.79	
PMP	3,083.10	-3,590.09	506.99	8,600.47	8,600.47	
PIR	222,009.08	163,301.22	534,993.32	329,209.70	1,249,513.32	
P102 Lake Istokpoga Regulation Schedule	4,244.35	285.04	98.15	0.00	4,627.54	
PMP	4,244.35	285.04	98.15	0.00	4,627.54	
P103 Lake Okeechobee Aquifer Storage & Recovery	-170.49	170.49	0.00	0.00	0.00	
PMP	-170.49	170.49	0.00	0.00	0.00	
P104 C-43 Basin Storage Reservoir - Part 1	44,365.52	143,143.82	313,072.93	919,228.26	1,419,810.53	
PMP	6,689.84	-5,948.38	-90.87	-650.56	0.00	
PIR	37,675.68	149,092.20	313,163.80	919,878.82	1,419,810.53	
P107 Indian River Lagoon - South	113,795.77	43,835.14	130,792.28	324,423.97	612,847.16	
PMP	95,838.59	-7,011.35	36,423.22	13,748.83	138,999.29	
PIR	17,242.88	49,085.60	92,585.78	113,271.36	272,185.62	
CONS	7,143.00	1,760.89	1,783.28	197,403.78	201,662.25	
P108 Everglades Agricultural Area Storage Reservoirs - Phase 1	291,085.10	427,310.07	276,978.74	616,984.35	1,612,358.26	
PMP	33.66	496.94	23.29	-553.87	0.01	
PIR	291,051.45	426,813.13	276,955.45	617,538.22	1,612,358.25	
P111 Flow To NW & Central WCA 3A	3,962.80	2,678.53	0.00	560.67	7,202.00	
PMP	3,962.80	2,678.53	0.00	560.67	7,202.00	
P112 WCA 3 Decom. & Sheetflow Enhancement - Part 1	18,393.11	84,553.35	111,280.40	180,075.18	394,302.04	
PMP	0.00	5,605.33	12,650.12	738.41	18,993.86	
PIR - Levee & Canal Mod.	18,393.11	78,948.02	98,630.28	179,336.77	375,308.18	
P117 North Palm Beach County - Part 1	269,129.61	506,007.84	241,129.08	433,628.52	1,449,895.05	
PMP	75,866.66	22,097.04	-27,284.72	495.96	71,174.96	
PIR	193,262.93	483,910.80	268,413.80	433,132.56	1,378,720.09	
P120 PBC Agricultural Reserve Reservoir - Part 1	0.00	0.00	289.50	559.68	849.18	
PMP	0.00	0.00	289.50	559.68	849.18	
P124 Broward Co. Secondary Canal System	1,038.24	3,205.24	15,741.59	0.00	19,985.07	
PMP	392.82	3,205.24	15,741.59	645.42	19,985.07	
PIR	645.42	0.00	0.00	-645.42	0.00	
P128 Biscayne Bay Coastal Wetlands	73,857.40	36,499.91	75,559.69	127,086.03	313,003.03	
PMP	9,634.20	-2,725.06	1,112.87	-8,021.99	0.02	
PIR	64,223.20	39,224.97	74,446.82	135,108.02	313,003.01	
P129 C-111 Spreader Canal	34,690.30	223,507.75	70,493.70	53,817.20	382,508.95	
PMP	3,169.05	5,940.34	-1,607.53	-7,501.80	0.08	
PIR	31,521.25	217,567.41	72,101.23	61,319.00	382,508.89	
P130 Southern Golden Gates Estates Hydrologic Restoration	63,235.23	190,549.37	328,753.90	575,374.42	1,157,912.92	
PMP	0.00	0.00	0.00	0.02	0.02	
PIR	63,235.23	190,549.37	328,753.90	575,374.40	1,157,912.90	
=====						
P146 C-4 Structure	0.00	13,412.27	4,583.44	0.00	17,995.71	
PMP	0.00	13,412.27	4,583.44	0.00	17,995.71	
P147 WCA 3A/3B Flows to Central Lake Belt (ZZ)	0.00	783.96	0.00	195.00	978.96	
PMP	0.00	783.96	0.00	195.00	978.96	
TOTALS	1,484,305.16	2,295,306.04	2,789,326.73	4,935,652.40	11,504,590.33	

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CERP						
South Florida Water Management District						
Non-Federal Expenditures						
Inception Through Fiscal Year 2003 Fiscal Quarter 4						
PROJECTS	FY 1999 NON FED EXPEND	FY 2000 NON FED EXPEND	FY 2001 NON FED EXPEND	FY 2002 NON FED EXPEND	FY 2003 NON FED EXPEND	TOTAL
P101 Lake Okeechobee Watershed	0.00	0.00	129,179.23	665,488.74	1,258,113.79	2,052,781.76
P104 C-43 Basin Storage Reservoir - Part 1	0.00	0.00	96,533.53	155,797.02	1,419,810.53	1,672,141.08
P107 Indian River Lagoon - South	0.00	0.00	0.00	210,468.99	612,847.16	823,316.15
P108 Everglades Agricultural Area Storage Reservoirs -	0.00	0.00	88,968.14	209,967.73	1,612,338.26	1,911,314.13
P111 Flow To NW & Central WCA 3A	0.00	0.00	0.00	0.00	7,202.00	7,202.00
P112 WCA 3 Decomp & Sheetflow Enhancement - Part 1	0.00	0.00	250,844.09	218,122.49	394,302.04	863,268.62
P117 North Palm Beach County - Part 1	0.00	0.00	24,880.54	920,783.79	1,449,895.05	2,395,539.38
P120 PBC Agricultural Reserve Reservoir - Part 1	0.00	0.00	0.00	0.00	849.18	849.18
P124 Broward Co. Secondary Canal System	0.00	0.00	0.00	17,158.96	19,985.07	37,144.03
P128 Biscayne Bay Coastal Wetlands	0.00	0.00	0.00	260,742.14	313,003.03	573,745.17
P129 C-111 Spreader Canal	0.00	0.00	24,698.66	314,530.67	382,508.95	721,738.28
P130 Southern Golden Gates Estates Hydrologic Restoration	0.00	6,697.31	199,516.32	703,710.52	1,157,912.92	2,067,837.07
P131 Florida Keys Tidal Restoration	0.00	0.00	18,464.49	39,190.71	81,779.34	139,434.54
P132 Lake Okeechobee ASR Pilot	3,193.88	95,356.35	1,362,188.05	789,949.63	616,401.05	2,867,088.96
P133 Caloosahatchee (C-43) River ASR Pilot	0.00	0.00	71,416.99	112,049.37	286,838.52	470,304.88
P134 Hillsboro ASR Pilot	572,464.48	481,902.14	242,086.69	141,122.01	178,240.94	1,615,816.26
P135 Lake Belt In-Ground Reservoir Technology Pilot	0.00	0.00	34,419.50	206,267.43	206,584.71	447,271.64
P136 L-31N Seepage Management Pilot	0.00	0.00	24,240.89	81,509.52	379,382.84	485,333.25
P137 Wastewater Reuse Technology Pilot	0.00	0.00	75,319.00	159,875.28	171,240.03	406,434.31
P138 Acme Basin B Discharge	0.00	0.00	0.00	58,056.65	135,970.53	194,027.18
P139 Strazzulla Wetlands	0.00	0.00	0.00	2,584.26	37,318.82	39,903.08
P140 Site 1 Impoundment	0.00	0.00	0.00	8,581.00	134,272.63	142,853.63
P143 Bird Drive Recharge Area	0.00	0.00	0.00	1,464.76	40,556.54	42,021.30
P144 ASR Regional Study	0.00	0.00	51,865.22	158,236.80	402,217.03	612,319.05
P145 Broward County WPA	0.00	0.00	0.00	35,769.41	181,197.12	216,966.53
P147 WCA 3A/3B Flows to Central Lake Belt (ZZ)	0.00	0.00	0.00	0.00	978.96	978.96
TOTALS	575,658.36	583,955.80	2,694,601.34	5,471,447.88	11,481,967.04	20,807,630.42

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CGM NUMBER-REVISION: 037.01

Credit Summary Report by Object

For Fiscal Year 2003 Quarter 1 Through Fiscal Year 2003 Quarter 4

P101 Lake Okeechobee Watershed					
WBS	DESCRIPTION	DOLLARS	INDIRECT COST	FRINGE BENEFITS	TOTAL CREDIT
P101100	PMP - PMP/PMP	0.00	0.00	0.00	0.00
	5101 Regular Salaries & Wages	0.00	0.00	0.00	0.00
P1011200	PMP - PED Initial PMP	8,600.47	0.00	0.00	8,600.47
	5101 Regular Salaries & Wages	0.00	0.00	0.00	0.00
	5386 Leased Employee Contract Svcs.	8,600.47	0.00	0.00	8,600.47
	5427 Small Tools / Equip / Gauge - Compr	0.00	0.00	0.00	0.00
	5554 Travel - Dist Bus (Non-Train/Conf)	0.00	0.00	0.00	0.00
P1012100	PIR - PM	61,144.60	40,748.01	25,602.87	127,495.48
	5101 Regular Salaries & Wages	57,614.47	40,748.01	25,602.87	123,965.35
	5341 Media Consulting Services	375.00	0.00	0.00	375.00
	5427 Small Tools / Equip / Gauge - Compr	165.00	0.00	0.00	165.00
	5549 Meeting Expenses	504.00	0.00	0.00	504.00
	5553 Training / Conference Reg & Travel	845.00	0.00	0.00	845.00
	5554 Travel - Dist Bus (Non-Train/Conf)	1,477.63	0.00	0.00	1,477.63
	5555 Travel Costs Assoc W/ Training	163.50	0.00	0.00	163.50
P1012200	PIR - Plan Formulation	1,010,392.94	37,163.22	23,350.50	1,070,906.66
	5101 Regular Salaries & Wages	52,545.88	37,163.22	23,350.50	113,059.60
	5306 Pro Fees (CCNA) - Construct Proj.	171,047.00	0.00	0.00	171,047.00
	5307 Pro Fees / Consulting Services	786,119.00	0.00	0.00	786,119.00
	5553 Training / Conference Reg & Travel	155.23	0.00	0.00	155.23
	5554 Travel - Dist Bus (Non-Train/Conf)	525.83	0.00	0.00	525.83
P1012700	PIR - Project Monitoring Plan	36,339.57	9,071.69	5,699.92	51,111.18
	5101 Regular Salaries & Wages	12,826.65	9,071.69	5,699.92	27,598.26
	5319 Other Contractual Services	18,800.00	0.00	0.00	18,800.00
	5386 Leased Employee Contract Svcs.	4,598.08	0.00	0.00	4,598.08
	5554 Travel - Dist Bus (Non-Train/Conf)	114.84	0.00	0.00	114.84
P1012800	PIR - Project RECOVER Tools	0.00	0.01	-0.01	0.00
	5101 Regular Salaries & Wages	0.00	0.01	-0.01	0.00
	5319 Other Contractual Services	0.00	0.00	0.00	0.00
	5386 Leased Employee Contract Svcs.	0.00	0.00	0.00	0.00
	5554 Travel - Dist Bus (Non-Train/Conf)	0.00	0.00	0.00	0.00
PROJECT TOTALS:		1,116,477.58	86,982.93	54,653.28	1,258,113.79

Project/Program Manager

Program Coordinator

The SPWMD certifies that all amounts submitted represent work done on the project, the work has been performed in a technically sound manner, budget documentation supporting the cost will be maintained at the SPWMD, and that the amount(s) are eligible for WIC credit.

Tuesday, June 1, 2004

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CERP Guidance Memorandum

South Florida Water Management District – Jacksonville District, U.S. Army Corps Of Engineers

CGM NUMBER-REVISION: 037.01

APPENDIX D SFWMD Verification process

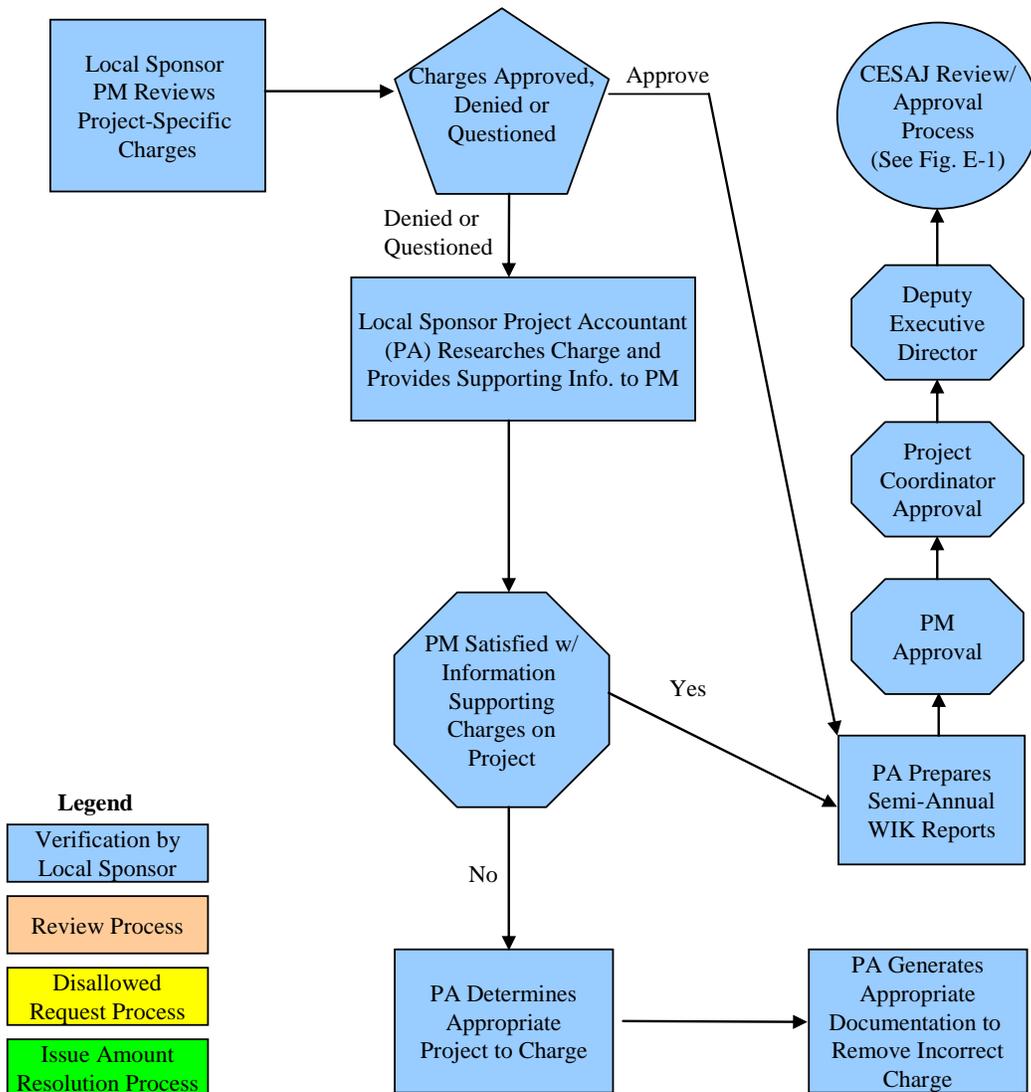
This document provides working level guidance to assist Project Delivery Teams in the implementation of the Comprehensive Everglades Restoration Plan (CERP) program executed between the South Florida Water Management District and the U.S. Army Corps of Engineers. The guidance does not constitute policy for either agency nor does it create authority beyond that granted to any agency member carrying out their duties. Guidance reflecting agency policy on subjects listed in the guidance memoranda section of the programmatic regulations for CERP will be issued when the final programmatic regulations are adopted, using the process stated in the regulations.

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Figure D-1. SFWMD Verification Process



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APPENDIX E CESAJ REVIEW/APPROVAL PROCESS

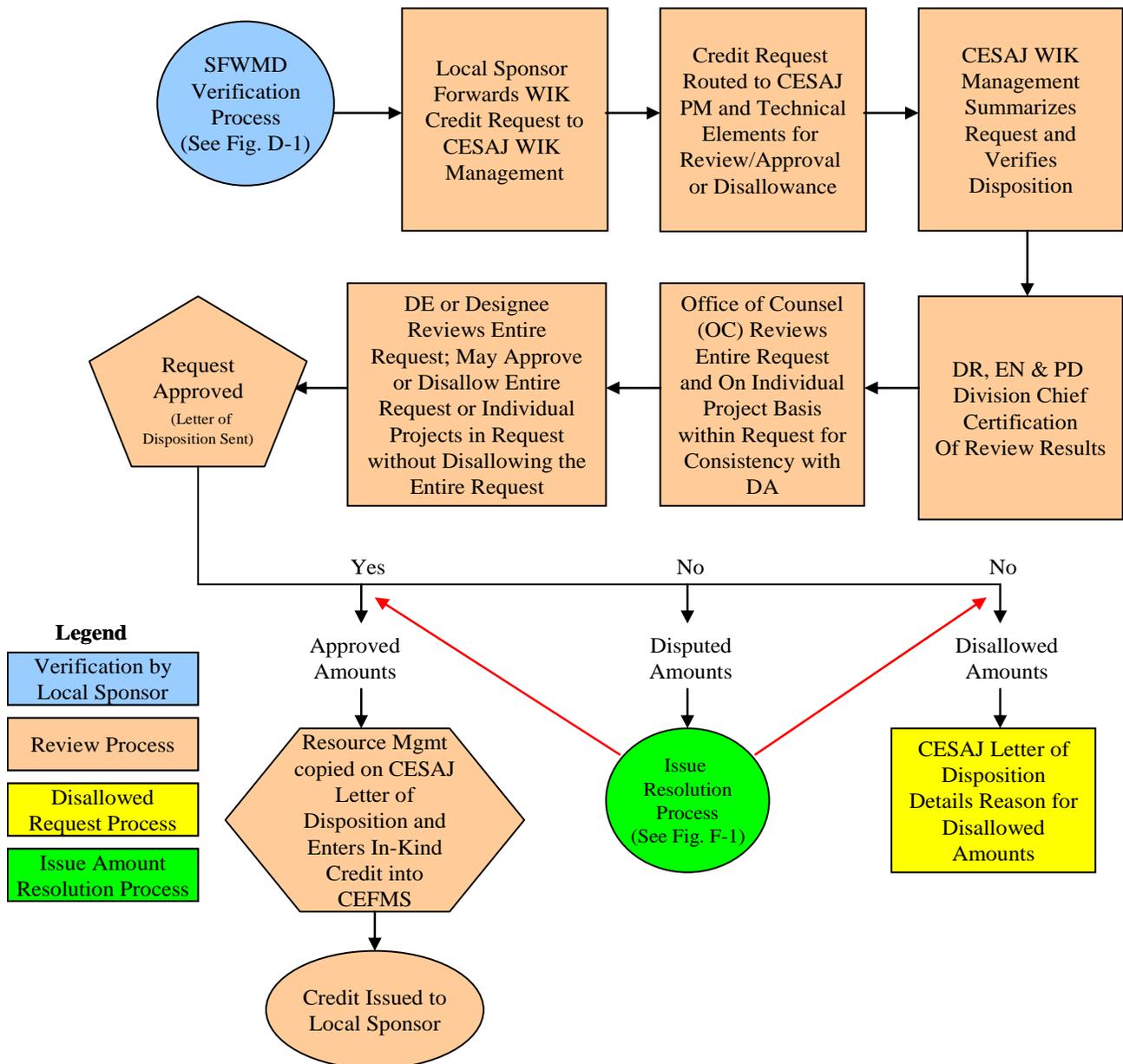
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Figure E-1. CESAJ Review/Approval Process



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APPENDIX F ISSUE RESOLUTION PROCESS

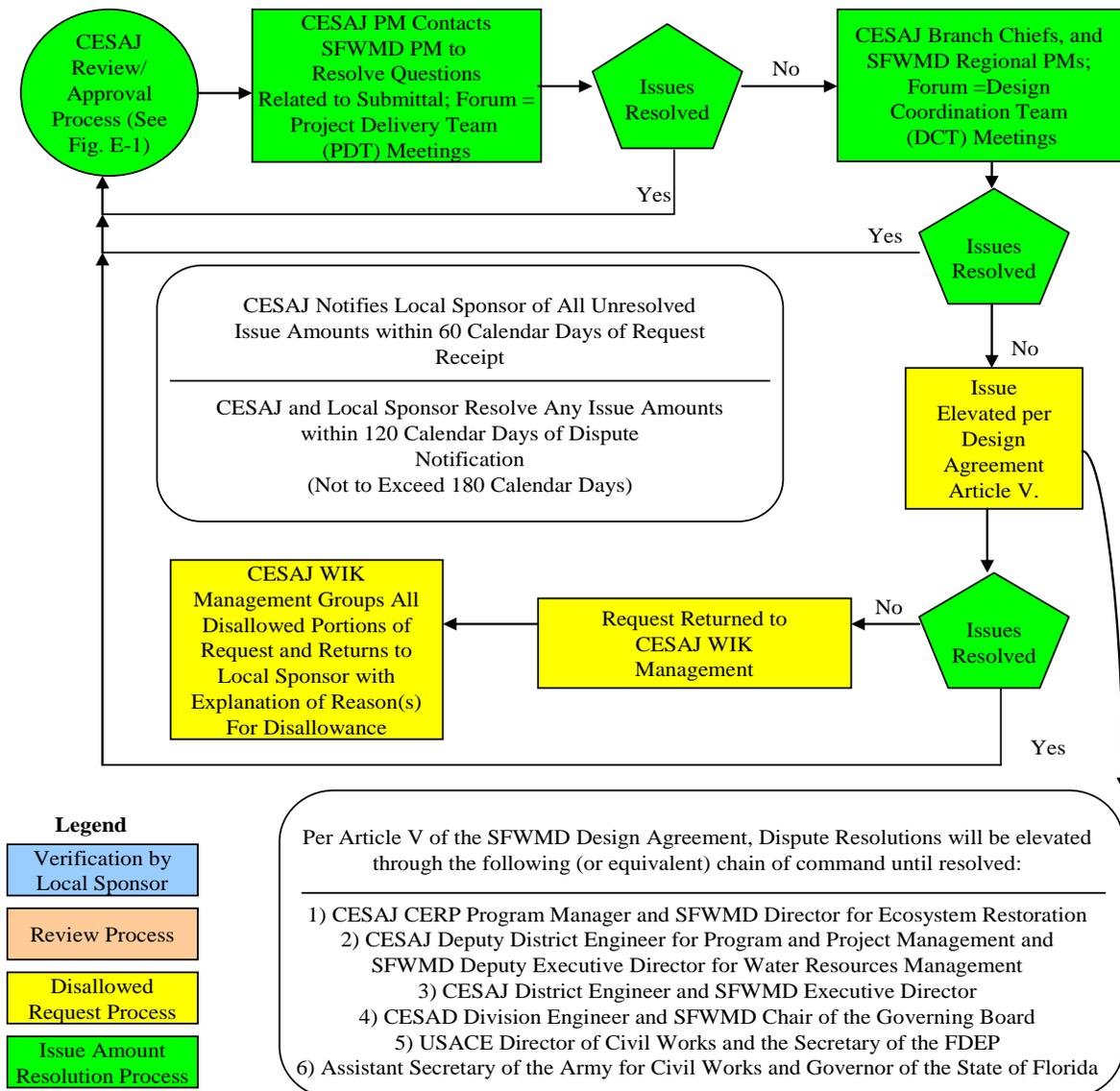
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Figure F-1. Issue Resolution Process



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APPENDIX G WORK-IN-KIND REVIEW/APPROVAL FORM

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CGM NUMBER-REVISION: 037.01

CERP Work In-Kind Request Review / Approval Form

Date:	
Project ID:	
Period:	
Local Sponsor:	
USACE Project Manager:	
SFWMD Project Manager:	
SAJ Project No.:	
Local Sponsor WBS:	
Amount of Credit Request: \$	

Sample Form

Amount of Credit Approved: \$

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EVALUATION / APPROVALS

If Work In-Kind request is disputed or disallowed, please describe details below:

Disputed:

Amount of Disputed \$:	
Reason For Dispute:	
SFWMD Expense Code:	

Sample Form

Disallowed:

Amount Disallowed \$:	
Reason for Disallowance:	
SFWMD Expense Code:	

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Based on the Project Management Plan, attached data, statements, or other information, this work is determined to be necessary, integral and for a reasonable cost.

Plan Formulation Technical Lead:		
Name	Signature	Date

Environmental Technical Lead:		
Name	Signature	Date

Planning Div. Chief:		
Name	Signature	Date

Engineering Technical Lead:		
Name	Signature	Date

Engineering Div. Chief:		
Name	Signature	Date

Project Manager:		
Name	Signature	Date

Project Management Branch Chief:		
Name	Signature	Date

Restoration Div. Chief:		
Name	Signature	Date

Sample Form

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Office of Counsel:		
Name	Signature	Date

District Engineer or Designee:		
Name	Signature	Date

Sample Form

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