

BOBBY JINDAL  
GOVERNOR



ANGELE DAVIS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of Statewide Reporting and Accounting Policy**

May 14, 2010

**MEMORANDUM OSRAP 10-21**

TO: Fiscal Officers  
All State Agencies

FROM: Afranie Adomako, CPA   
Director

SUBJECT: Deepwater Horizon Event (BP Oil Rig Explosion) Memos from DOA  
Commissioner dated May 6, 2010 and May 13, 2010

Attached are memorandums from Ms. Angele Davis, Commissioner of Administration, providing guidance to all agencies.

- May 6, 2010 Fund Management and Authorized Reimbursement Process – Deepwater Horizon Event
- May 6, 2010 Authorized Reimbursement Process for Eligible Claims Related to the Deepwater Horizon Event
- May 13, 2010 New Procedures for Coding Payroll – Addendum to April 26, 2010 Memo: British Petroleum (BP) Oil Rig Explosion. The Commissioner's April 26, 2010 Memo is attached to OSRAP MEMO 10-19.

Please read these memorandums and follow the instructions as indicated.

If you have questions on any part of these memorandums please call the contact number for the specific functional area in the memorandum. Remember, all OSRAP memorandums and forms may be accessed through our home page at <http://www.doa.la.gov/OSRAP/index.htm>.

AA/dl

Attachments



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ANGELE DAVIS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
Office of the Commissioner

**MEMORANDUM**

**TO:** All State Agencies (Secretaries, Agency Heads, Undersecretaries and Fiscal Officers)

**FROM:** Angele Davis, Commissioner of Administration

**DATE:** May 6, 2010

**SUBJECT:** Fund Management and Authorized Reimbursement Process—Deepwater Horizon Event

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All State Departments/Agencies/Budget Units incurring costs associated with the Deepwater Horizon Event, are to submit a Non-Federal Agency Pollution Removal Funding Authorization (PRFA) with an estimate of costs for a minimum of 30 days. All costs submitted in the Agency's PRFA must be for removal related expenditures defined as "*any action necessary to contain or remove oil from water or shorelines, or otherwise necessary to minimize or mitigate damage to the public health and welfare*". Removal costs incurred are eligible for reimbursement from the Oil Spill Liability Trust Fund (OSLTF). The PRFA should be submitted directly to the Department of Public Safety and Corrections—Public Safety Services (DPS), Jill Boudreaux, Undersecretary, who serves as the State Liaison with the National Pollution Fund Center (NPFC). PRFA submissions can be made electronically to the following email address: [LAGulfOilSpill@dps.la.gov](mailto:LAGulfOilSpill@dps.la.gov) (PRFA form attached).

Upon review of each PRFA, DPS will forward to the Federal On-Scene Coordinator (FOSC) within 24 hours for review and approval. Average approval timeframe for each PRFA with the FOSC will be approximately 3-5 days. Once DPS has confirmed approval by the FOSC, each submitting Department/Agency/Budget Unit will be contacted and instructed to proceed with accumulation of 100% of detailed supporting documentation for Request for Reimbursement.

Request for Reimbursement forms should be completed and submitted along with 100% of detailed supporting documentation to Jill Boudreaux for review within 48 hours. DPS will then forward the Request for Reimbursement to the FOSC Finance Unit for processing and payment. (Request for Reimbursement form is forthcoming)

All State Agencies (Secretaries, Agency Heads, Undersecretaries and Fiscal Officers)

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Upon review and approval of the Request for Reimbursement by the FOSC, funds will be transferred within 5 days to DPS, for transfer into the Oil Spill Contingency Fund. In accordance with Section 2 of Act 10 of the 2009 Louisiana Regular Legislative Session, an Interagency Transfer will be initiated by DPS within 24 hours and the corresponding agency will receive payment of funds. If sufficient budget authority does not exist relative to these funds, a BA-7 will need to be submitted.

Department/Agencies/Budget Units will be required to maintain all detailed supporting documentation until all event audit close-outs are completed. Agencies will be required to show that all activities/actions were reasonable and consistent with the National Contingency Plan by submitting proof with their Request for Reimbursement. The easiest way to meet this requirement is to show that you coordinated your efforts with the Federal On-Scene Coordinator (FOSC).

**Note:**

1. Agencies are reminded that lodging, mileage and meal expenses are to be in accordance with the State Travel Regulations (PPM 49). This reimbursement process does not allow for backfilling of positions as eligible expenses.
2. Natural Resource Damage Assessment Plan (NRDA) is currently under development with activities to be identified. Further instructions will be provided directly to the trustee agencies upon completion of this plan.

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Attachment



**State of Louisiana**  
Division of Administration  
**Office of the Commissioner**

**MEMORANDUM**

**(REVISED)**

**TO:** All State Agencies (Secretaries, Agency Heads, Undersecretaries and Fiscal Officers)

**FROM:** Angele Davis, Commissioner of Administration

**DATE:** May 6, 2010

**SUBJECT:** Authorized Reimbursement Process for Eligible Claims Related to the Deepwater Horizon Event

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Agencies should use the guidance in the National Pollution Funds Center (NPFC) "Claimant's Guide" to determine eligible costs entitled to compensation from the Oil Spill Liability Trust Fund (OSLTF). The Guide is a Compliance Guide for Submitting Claims Under the Oil Pollution Act of 1990 and can be accessed at:

<http://www.uscg.mil/ccs/npfc/docs/PDFs/urg/Ch6/NPFCClaimantGuide.pdf>

Refer to the OSLTF Funding for Oil Spills for further guidance located at:

[http://www.uscg.mil/npfc/docs/PDFs/OSLTF\\_Funding\\_for\\_Oil\\_Spills.pdf](http://www.uscg.mil/npfc/docs/PDFs/OSLTF_Funding_for_Oil_Spills.pdf)

Further guidance from the NPFC on claim forms is located at:

[http://www.uscg.mil/ccs/npfc/Claims/claims\\_docs.asp](http://www.uscg.mil/ccs/npfc/Claims/claims_docs.asp)

Please refer to my memo dated April 26, 2010 regarding Deepwater Horizon Event—Procedures for Coding of Expenditures, Emergency Procurement, Overtime Reimbursement, etc. The memo is attached to OSRAP Memo 10-19:

<http://www.doa.louisiana.gov/OSRAP/library/memos/10/OSRAP1019.pdf>

Please refer to my memo dated May 6, 2010 regarding Fund Management and Reimbursement Process--Deepwater Horizon Event instructing agencies to submit claim forms electronically to the Louisiana Department of Public Safety at [LAGulfOilSpill@dps.la.gov](mailto:LAGulfOilSpill@dps.la.gov).

Department and agency heads should disseminate this and all future communications from the Division of Administration to all business and administrative functional units (i.e., human resources, payroll, budget, accounting, etc.) within their agencies.

Please be alert for additional information that will be sent to you when it becomes available.

AD:AA:lor

BOBBY JINDAL  
GOVERNOR



ANGELE DAVIS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
Office of the Commissioner

**MEMORANDUM**

TO: All Department Secretaries and Undersecretaries

FROM: Angele Davis  
Commissioner of Administration

DATE: May 13, 2010

SUBJECT: New Procedures for Coding Payroll - Addendum to April 26, 2010 Memo re:  
British Petroleum (BP) Oil Rig Explosion

Because of the impact of the explosion of the British Petroleum (BP) oil rig on the State, it is critical to review the required maintenance of emergency-related records and documentation and the required policies and procedures as a result of this incident. Please communicate this guidance to your management and staff immediately.

**NEW:** National Pollution Funds Center (NPFC) guidelines allow, in certain circumstances, regular personnel costs (payroll and related benefits) to be claimed as expenses that are eligible for reimbursement.

The link to the NPFC Pollution Removal Funding Authorization (PRFA) Instructions and Forms where expenses (including payroll) are reported and initially determined to be eligible or ineligible is [http://www.uscg.mil/ccs/npfc/docs/PDFs/Forms/PRFA\\_Instructions.pdf](http://www.uscg.mil/ccs/npfc/docs/PDFs/Forms/PRFA_Instructions.pdf).

**ALL PAYROLL COSTS**

**Activity Code to be used for Regular and Overtime Payroll Costs:**

For ISIS HR Paid Agencies, the activity code "RIG1" must be utilized if the employee's **regular work hours or overtime** are related to activity associated with the BP oil rig explosion.

If the employee's regular work hours are related to activity associated with the BP oil rig explosion, timekeepers should code ZA01 (regular attendance) hours and MUST code these hours to activity "RIG1". Refer to ISIS HR Help for assistance in entering this data.

**To Secretaries and Undersecretaries**

May 13, 2010

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Timekeepers must also code the "RIG1" activity code on all overtime hours worked if related to activity associated with the BP oil rig explosion. Refer to ISIS HR Help for assistance in entering this data.

**If you are an ISIS HR Paid agency** and have already incurred payroll expenditures (regular pay or overtime) related to the BP oil rig explosion that are not coded to activity code RIG1, you must retroactively add the activity code in ISIS HR. Do not use a J6 for payroll expenditures because then ISIS HR will not accurately reflect the activity code and the information would not be included on the ISIS HR reports. Contact the ISIS HR Help Desk at (225) 342- 2677, Option 2, for assistance.

**Non-paid agencies** must develop a mechanism for tracking this information and reporting to the Division of Administration upon request.

Department and agency heads should disseminate this and all future communications from the Division of Administration to all business and administrative functional units (i.e., human resources, payroll, budget, accounting, etc.) within their agencies.

Thank you for your cooperation. Please contact Ms. Jill Boudreaux ([Jill.Boudreaux@dps.la.gov](mailto:Jill.Boudreaux@dps.la.gov)) or Ms. Christina Dayries ([Christina.Dayries@la.gov](mailto:Christina.Dayries@la.gov)) if you have questions or need further information.