



**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)

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Upon review and approval of the Request for Reimbursement by the FOOSC, 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 (FOOSC).

**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.

AD:lor

Attachment