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GOVERNOR



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 29, 2010

SUBJECT: Deepwater Horizon Event – Expenditures

I want to touch base with you since my last memorandum dated May 21, 2010. Five weeks have elapsed since the BP oil rig explosion and subsequent oil spill and while I have corresponded with you on a regular basis, I want to reinforce the following items:

1) **Previous Memorandums:**

- The memorandum dated April 26, 2010, is attached to OSRAP MEMO 10-19
<http://www.doa.louisiana.gov/OSRAP/library/memos/10/OSRAP1019.pdf>
- The memorandum dated May 13, 2010, is attached to OSRAP MEMO 10-21
<http://www.doa.louisiana.gov/OSRAP/library/memos/10/OSRAP1021.pdf>
- The memorandum dated May 21, 2010, is attached to OSRAP MEMO 10-23
<http://www.doa.louisiana.gov/OSRAP/library/memos/10/OSRAP1023.pdf>

- 2) **Reimbursement Submissions:** It is important that agencies forward all reimbursements to DPS as soon as the cost is incurred. Do not wait for your biweekly payroll cost submission.
- 3) **BP Grant:** Just a reminder that BP funds are available for those expenses that are not funded by the National Pollution Fund Center (NPFC). Again, NPFC reimbursements cover cost associated with response and removal activities while BP Grant funds can be used for any costs incurred by the State as a result of the oil spill. These costs must be approved by my office prior to submission.
- 4) **Use of Proper Channels to Request BP Funding:** All requests for funding to BP must come through DPS. This includes Boards and Commissions. Each agency should notify the boards under their purview of the reimbursement process. We will work with you to determine if funding is available through BP or whether we should make a request for a direct claim to BP.

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May 29, 2010

Page 2 of 2

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.