United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

MEMORANDUM

To: NRDAR Executive Board:
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Kristin Bail, Bureau of Land Management
David Raff, Bureau of Reclamation
Gary Frazer, Fish and Wildlife Service
Guy Adema, National Park Service
Michaela Noble, Office of Environmental Policy and Compliance
Peg Romanik, Office of the Solicitor

JUN 05 2018

From: Steve Glomb, Director Steve Glomb
Office of Restoration and Damage Assessment

Subject: Funding Applications for Calendar Year 2019
(Due Date: September 7, 2018)

The purpose of this memorandum is to announce the call for funding applications for natural resource damage assessment cases for Calendar Year (CY) 2019. Funding for approved cases will come primarily from the Fiscal Year 2019 Appropriations and from any recovered and/or returned assessment costs. Case funding applications are submitted via the Office of Restoration and Damage Assessment (ORDA) information management system, the Damage Assessment and Restoration Tracking System (DARTS). This site is accessible by going to the following internal DOI URL: http://internaldarts.usgs.gov. Please note that users must be logged onto the Department's network or Pulse VPN to access the internal side (non-public portion) of the DARTS site.

Completed funding applications must be submitted: **No Later Than COB Friday, September 7, 2018. Case updates (cases not requiring new funding for CY 2019) are due Friday, September 21, 2018.**

Your respective Natural Resource Damage Assessment and Restoration (NRDAR) Work Group members, and any past applicants who are still with DOI, have access to the system. Anyone needing to confirm their access to DARTS can do so by contacting ORDA. Designated case Authorized Officials and assigned Case Solicitors will need access for the purpose of reviewing and approving the completed applications.

Key components of DARTS include:

- Executive summary cover sheet allowing users to quickly identify if they need to submit a full case funding application or a case update,

- Streamlined case update form,
- Budget forms which include Full-Time Equivalent (FTE) counts,
- Study forms allowing case managers to request new studies and to report on the progress of their studies,
- Case Document Library to house documents in one centralized location,
- Applications and updates pre-populated with information from the Authorized Official nominations or previous applications, and
- Electronic Signature process for the Authorized Official and Case Solicitor signatures.

Utilizing DARTS helps to reduce time, effort, and errors throughout the funding allocation process. Applicants are able to more thoroughly complete the funding application in a reasonable amount of time while providing the NRDAR Program and Bureaus with very useable data on assessment activities for future budget purposes.

Evaluation of funding applications continues to be based on the nature and extent of injury to resources under Departmental trusteeship. Technical factors such as natural resource economics, science, and legal sufficiency will be peer reviewed and case and program management factors will be considered.

Included with this memo are important documents for case managers to reference when requesting funding through DARTS. Attachment 1 includes policy guidelines and general reminders administered by the NRDAR Work Group each year to case teams requesting damage assessment funding. It also explains a new pilot funding option for case managers whose case is primarily in the response mode, however limited NRDAR coordination funding is needed. Attachment 2 includes detailed instructions for case managers when using DARTS. Scheduled trainings will begin later this summer for those needing a system overview or help with specific questions; assistance is also available anytime by contacting ORDA Operations staff directly.

In CY 2018, the NRDAR Program funded 24 cases for $3.9 million while an additional 53 cases continued on previously allocated funds. The NRDAR Program continued to make strides in using recovered money from Responsible Parties, in resolution of previous natural resource damage claims, to fund a significant proportion of new damage assessment activities. This is the result of good work by the case teams documenting their assessment costs which have led to successful cost recovery in damage settlements. Furthermore, the NRDAR Program distributed nearly $76 million in 2017 for projects that restored trust natural resources injured by hazardous materials or oil spills. This success is evidence that our unique partnership among bureaus and offices, created in 1997, continues to thrive. It is made possible by the dedication of your staff and our ongoing collaboration to identify, fund, conduct and settle cases to ensure the restoration of injured natural resources and habitats.

If you have any questions or comments, please call me at 202-208-4863. Users needing technical assistance with DARTS can contact members of my staff, Emily Joseph, 202-208-4438 or Deb Hopkins, 202-208-7594. Thank you for your continued support.

Attachments

cc: NRDAR Work Group
Steve Farrell, Office of Budget

Attachment 1

Calendar Year (CY) 2019 NRDA Policy Guidelines and General Reminders

Overall:

Funding applications should be prepared for the calendar year (January 2019 through December 2019), as opposed to fiscal year 2019. This is done to: (1) synchronize the request with the anticipated schedule for the distribution of the funds, (2) allow time for Bureaus and Offices to determine final Bureau needs on multiple Bureau cases, and (3) allow for better data on bureau carryover balances.

Authorized Official:

In order for case managers to apply for funding, there must be an Authorized Official (AO) designated for the case.

NRDAR Coordination Funding Options:

- **Preliminary NRDAR Coordination (PNC)** - first started as part of the CY 2018 Allocation Process, this type of funding will be continued as a pilot for CY 2019**.** This funding is intended to be used by a case manager to support coordination with response[1] activities at a site with the potential to have injury to or loss of natural resources and/or their services. This funding is intended to support early involvement in response activities. It is anticipated that this funding will be utilized most commonly at sites where response activities are expected to take over five years and where DOI has priority resources. Examples of the types of activities supported by this funding include coordination of preliminary data collection, review of documents, including milestone documents such as Remedial Investigation and Feasibility Study (RI/FS), Engineering Evaluation/Cost Analysis (EE/CA) and Proposed Plans, and participation in meetings with state and federal response agencies and potentially responsible parties.

  PNC funding can be requested prior to a case team having completed a Pre-assessment Screen (PAS) and is limited to a total of up to $50,000 over 5 years. These funds are meant for technical support activities only, including cost of limited sample collection and storage, (i.e., chemical analyses, requests for studies, data management, and administrative record development will not be considered). Bureaus will be asked to contribute some portion of funding for these recoverable NRDAR activities. On an annual basis, the case manager along with the case Solicitor shall evaluate whether PNC funding continues to be needed or whether it is appropriate for the case to move forward with an application for PAS funding.

[1] CERCLA defines response (Section 101 (25)) as "the terms "respond" or "response" means remove, removal, remedy, and remedial action, all such terms (including the terms "removal and "remedial action") include enforcement activities related thereto."

PNC funding is recoverable as a reasonable cost of assessment. For example, if the case team determines not to proceed with a formal NRDAR process, but instead provides a Covenant Not to Sue position under CERCLA Section 122(j), the case team will seek to recover the PNC funding as assessment costs.

- **Ongoing NRDAR Coordination (ONC) funding -** once a PAS has been completed, there may be instances in cases where response activities are currently occurring, and moving forward with an assessment plan should wait for response activities to ramp down. In these situations, case managers may request ongoing NRDAR coordination funding which would be utilized to support the case manager only. When requesting funding in this scenario, the case manager may request ongoing funding to support limited coordination activities with the response agencies.

Pre-Assessment Screen:

It is the policy of the Department to conduct NRDAR activities in accordance with the applicable regulations to the greatest extent practical, including the development and maintenance of an administrative record of such activities. As a general matter, consistent with Departmental policy, projects funded by the NRDAR Fund will be required to follow the regulations, beginning with a PAS in CERCLA cases to determine whether pursuing an assessment is warranted. Case managers requesting ongoing case funding must have a completed PAS. It is the Department's policy that further funding for injury and damage determination, including the development of the assessment plan, is not approved unless the PAS is signed.

Carryover:

Due to the timing of the allocation process, case teams are asked to project their carryover and needs almost 6 months before new funding may be disbursed. Having to report their projected carryover for the calendar year (committed and uncommitted), along with a description of what activities will be funded is required. In addition, the case managers will need to report their projected carryover (committed and uncommitted) twice during the allocation process; first at the time that the case funding application is submitted, and second, before the NRDAR Work Group (WG) meets for the allocation meeting (typically in the 1st week of December). This second reporting will be done by the case manager via email. At the same time, ORDA will generate a carryover report (as of the end of the fiscal year) for each case requesting ongoing funding. The additional report from the case manager as well as the ORDA generated report will provide the WG with more accurate carryover figures and will assist the WG in being able to better project the net amount a case team needs for their funding for the next CY. This will ensure consistency across funding applications and more accurate reporting.

Indirect costs:

For bureaus requesting it, the Program will fund indirect costs at a rate not to exceed 7% of total project funding. No additional indirect administrative support costs should be assessed against NRDAR funds received from the Department. To meet this requirement, the personnel costs should include only salary and benefits, and not include other elements often included in "staff days”, “biodays”, or similar methodologies. Any other direct costs should be identified where appropriate. While the 7% rate may only partially offset total indirect costs, it is consistent with the partnership approach that has been a benchmark of the Program since inception. All direct and indirect costs should be documented and included in claims submitted to the responsible party(ies) as they are legitimate costs to the Bureaus or offices concerned, whether or not the full level of indirect costs is funded by the Program at the time of allocation.

Reminders:

The funding provided through the Case Application process of the Office of Restoration and Damage Assessment is for the limited purpose of activities for the natural resource damage assessment, including restoration scaling. These NRDAR funds cannot be used for:

1) Planning or conducting remedial activities,
2) Engaging legal counsel to act as a legal representative for any Trustee,
3) developing a restoration plan and/or conducting scoping or feasibility of restoration projects after completion of the RCDP,
4) Training,
5) Non-case related travel (e.g. conferences), or
6) Supporting case management activities of non-DOI trustees.

Where either programmatic policy considerations or case-specific considerations may justify departures from the regulations, case funding applications will be expected to identify those provisions in the regulations that the case team believes are not practical to follow, and to articulate why it is not practical to follow them. Where uncertainties exist regarding the requirements of the regulations or whether a particular practice is in accordance with the regulations, case funding applications should identify such uncertainties or questions.

Role of DOI Economist:

All cases must have a DOI economist assigned to the case team who reviews the information submitted as it relates to any economic analyses and/or studies. *Role of DOI Economists in Support of NRDAR Cases Policy Memorandum* requires that all NRDAR cases have a DOI economist review economic work and assist the case attorney and case team with the planning, implementation, and/or documentation of all economic analyses. If you do not have a DOI economist assigned to your case team, you may contact ORDA Ops to do so.

Study forms:

Electronic study forms need to be submitted as part of the application. Providing information on new, ongoing, completed, and/or discontinued studies funded previously by the Program will assist in tracking associated milestones and result in a better understanding of the issues involved at specific NRDAR cases for use nation-wide. For case managers using the USGS to conduct their studies, the 7% USGS indirect rate does not need to be requested when submitting an application. It will be applied by the system and will be assessed pending approval of funding of the study at the time of allocation.

Restoration Support Unit (RSU):

The RSU is available for consultation for exploring possible restoration activities for a particular case in order to support restoration scaling and damages determination in the Assessment Phase of the NRDAR. The RSU is available to support case teams at no additional cost to the case team and the RSU costs need not be included in the application for case funding. However, these costs should be tracked for the purposes of cost recovery. Please contact Sue Kennedy (303-445-3882 or at susan_kennedy@ios.doi.gov) for more information.

Contractor support:

Case managers must ensure that any contract or agreement entered into using damage assessment funds shall include a DOI bureau or the DOI as a party to the contract or agreement. For example, any contract funded by ORDA related to data collection, analysis, administrative support, or other third-party expert must include a DOI bureau or the DOI.

The U.S. FWS has a Blanket Purchase Agreement that is available for all DOI case managers to use for contractor support for assessment activities. For more information, please contact Ted Maillett, FWS Division of Economics; Email: Edward_Maillett@fws.gov, ph: 703-358-2322.

For cases using third parties to conduct damage assessment activities and help prepare their legal claim, the preferred mechanism is via a contract and work plan. Due to the potential litigation sensitivity of assessment studies, CERCLA permits obtaining assessment services on a noncompetitive basis (i.e. sole source – see CERCLA section 109(e)). If a cooperative agreement with a third party is the only available mechanism a case team can use to conduct damage assessment activities, they must follow the approval process outlined in the memorandum, *Guidance for Financial Assistance Actions Effective in Fiscal Year 2018* issued in December 2017. Grants are not an appropriate mechanism to conduct damage assessment activities.

Attachment 2

Calendar Year 2019 Case Funding Application Instructions

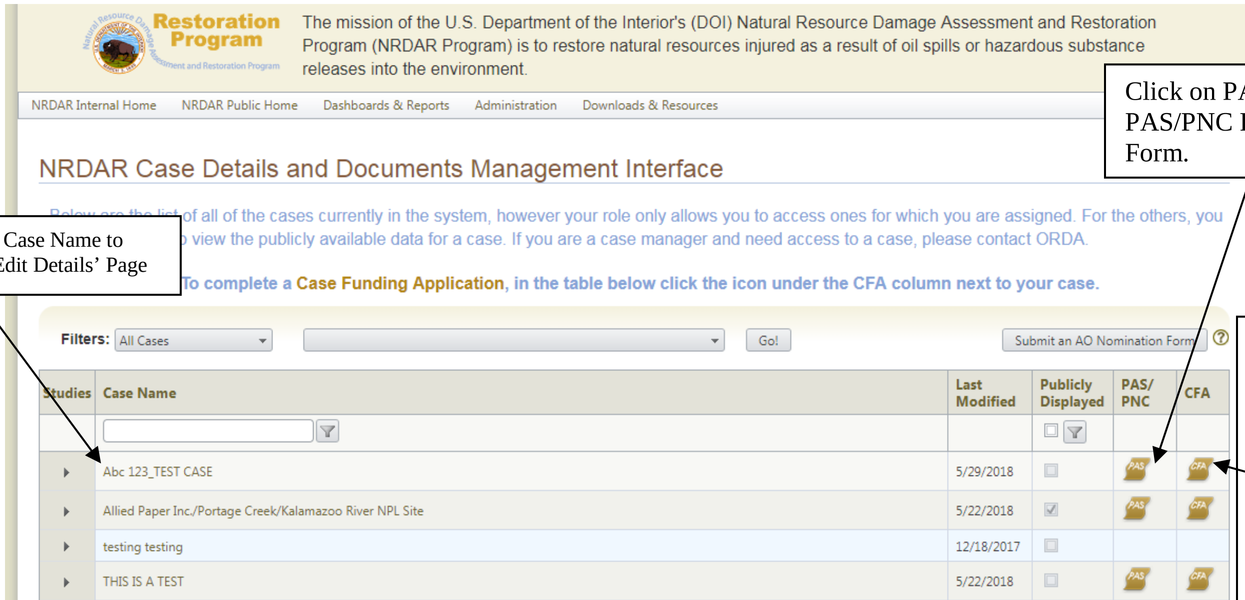
The site for accessing the CY 19 funding applications is available at the following Internal DOI URL: http://internaldarts.usgs.gov. The system can be accessed by DOI personnel only. Login is not necessary, as it recognizes a user's active directory information. Users must be on the Department's network or Pulse VPN to access the system.

Important points!

- ***While the system is accessible in either Chrome or Internet Explorer, there is limited functionality when using DARTS in Internet Explorer. For best results, users should use Chrome.***
- ***All cases which have submitted funding applications within the last five funding cycles should have their previous answers loaded in the system. If your information does not appear, please contact ORDA Ops immediately.***
- ***Any users attempting to update info for ongoing, completed, or discontinued studies and do not see their information in the system, should contact ORDA Ops immediately.***
- ***Documents associated with your case can be found on the Documents tab, as well as the Case Funding Application Management form. If any case managers feel their case is missing documents, they should contact ORDA Ops immediately.***
- ***We have placed tips/tools by several questions (indicated by a '?' icon) to help when answering questions.***
- ***Milestone templates and help guides can all be accessed in the system on the "Downloads & Resources" tab.***
- ***The system has a timeout of 1 hour after no activity. Please be sure to save your work often to ensure none of your responses are lost.***
- ***If you have someone who is an alternate case manager for your case and needs access to fill out the application, they can be added on the 'Edit Details' page under the Case Manager form field.***
- ***Please contact ORDA Ops if you need access to the site or any additional cases or experience any technical difficulties with the site.***

Upon accessing the internal DARTS site, you will be presented with the list of cases for which you have been identified as the case manager and have access to edit. You can click on the case name to edit the specific details of your case, or click on the PAS/PNC or Case Funding Application (CFA) buttons, depending on what type of funding you need.

NRDAR Internal Homepage:



Click on Case Name to access ‘Edit Details’ Page

Click on PAS to access PAS/PNC Funding Form.

Click on CFA to access Case Funding Application (for ongoing cases requesting funding or providing updates).

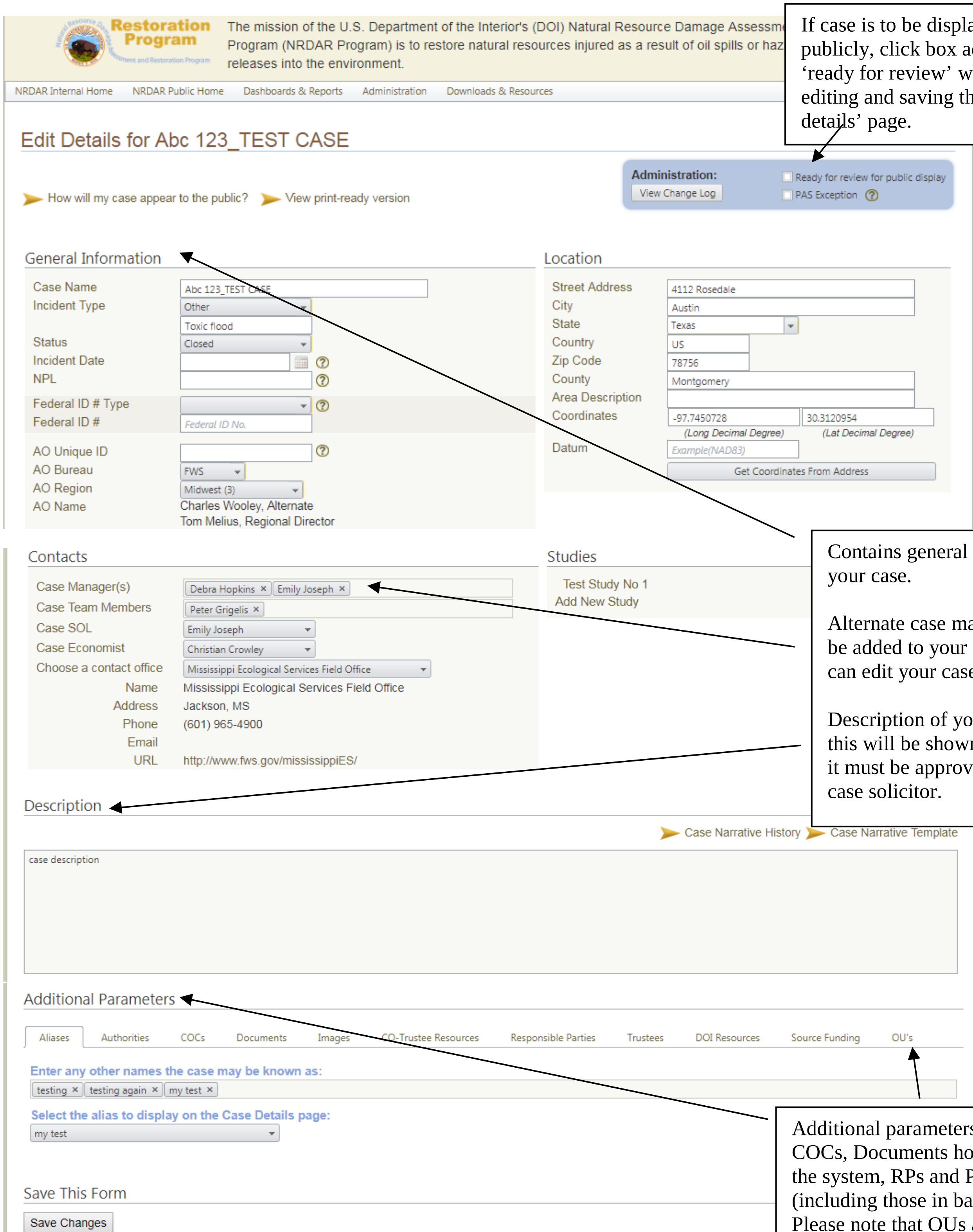
The first step in submitting an application is to review the information housed in the system for your case. You can do so by clicking on the name of the case you wish to edit or review. This will take you to the ‘Edit Details’ Page.

1. ***Edit Details Page.*** This page lists the information available in the system related to your case. If you would like to edit any of the information, do so here. If your case is publicly available, editing any of the info will cause it to be temporarily removed from the public site until the information has been approved by the case solicitor and ORDA Ops. To notify ORDA Ops that the modified information is ready for review, and the case is ready again for public display, check the box next to ‘Ready for Review’ in the blue Administration box at the top-right of the page. ORDA Ops will receive an email notification to approve most of the edited information. However, edits to case name and description need to be approved by your case attorney. You can continue working on your application while the case is removed from the public website, however it will not be displayed publicly again until the information is approved. Once you have reviewed your info and made all the changes to the edit details page, you can proceed to either the PAS or CFA forms to request funding or submit an update.

In order for any of your changes to be saved in the system, you must click the ‘Save Changes’ button.

Note – only cases which have a publicly available document are displayed on the public side of DARTS. You can confirm if your case is publicly displayed by viewing the ‘publicly displayed’ column on the NRDAR Case Details and Documents Management Interface Page.

Edit Details Page:



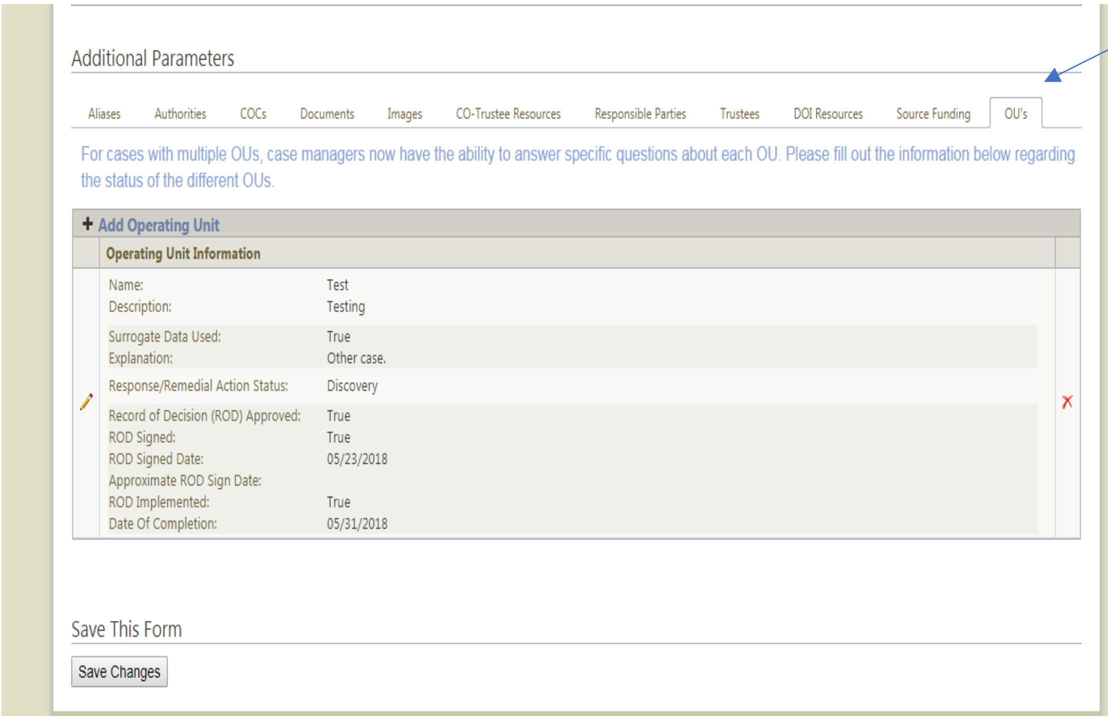
If case is to be displayed publicly, click box adjacent to 'ready for review' when done editing and saving the 'edit details' page.

Contains general info about your case.

Alternate case managers can be added to your case so they can edit your case.

Description of your case – if this will be shown publicly – it must be approved by the case solicitor.

Additional parameters – such as COCs, Documents housed in the system, RPs and PRPs (including those in bankruptcy). Please note that OUs are now entered here and will auto-populate on your CFA.



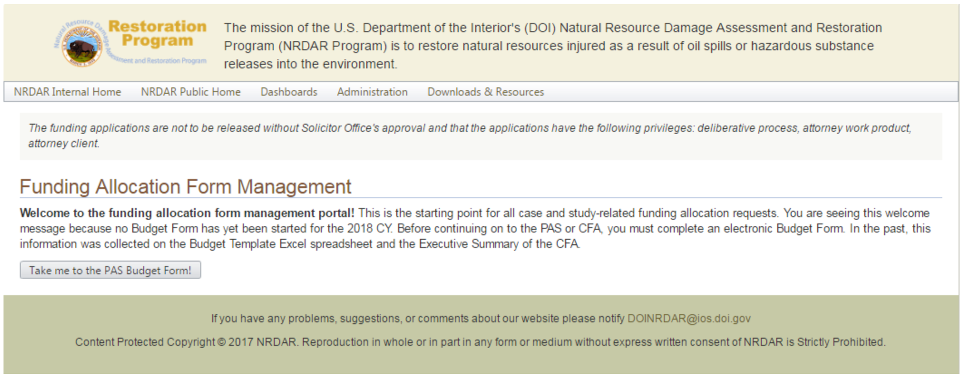
New this year – OU information has been moved from the CFA/Update to the edit details page to make it easier to edit and keep up to date. All previous info entered should be saved.

2. Pre-Assessment Screen (PAS)/Preliminary NRDAR Coordination Funding Application.

Cases that have not previously requested regular cycle calendar year funding can request funding to either complete a PAS or for funding to support case managers coordinating with response agencies prior to completing a PAS.

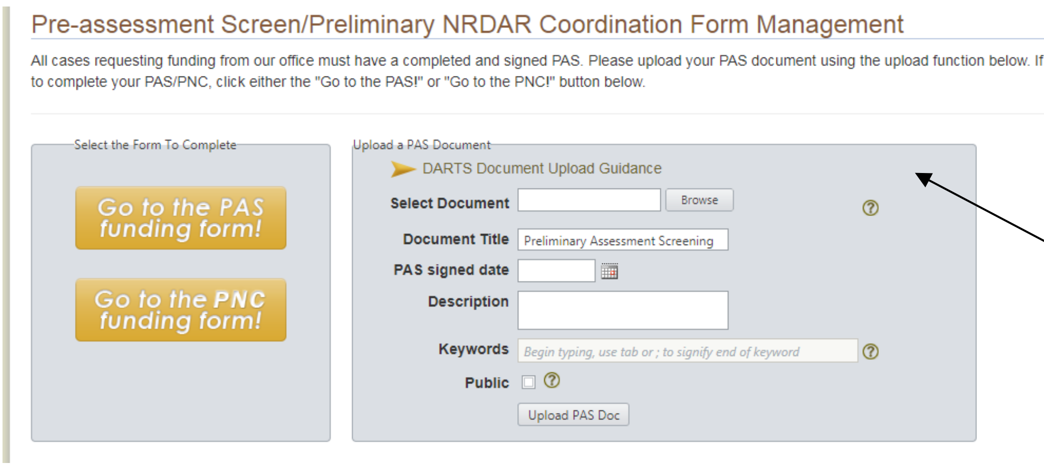
Both forms contain an area of questions that are pre-populated with information previously provided. This form contains both screening level questions as well as “baseline” information questions about the case, such as Contaminants of Concern and Potentially Responsible Parties. In order to request PAS/PNC funding, click on the small, gold “PAS” icon to the right of the case name on the DARTS home screen to begin filling out the forms. This will take you to the Funding Allocation Form Management page.

Click on the grey bar to navigate to the PAS/PNC budget form.



After your figures are entered, click on the "submit and continue" to proceed to the form management page. Click the gold bar to proceed to the PAS/PNC funding application form.

PAS/PNC Form Management:



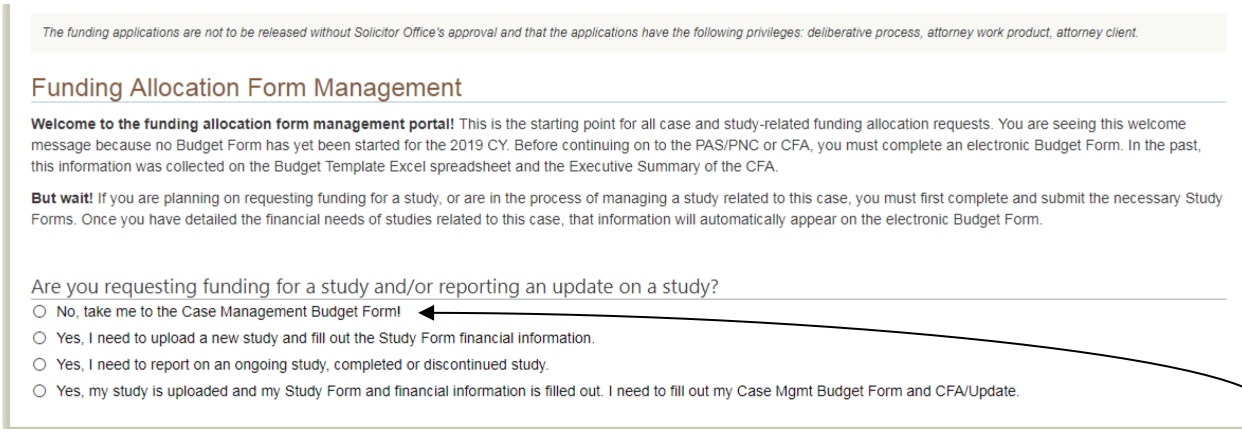
If your case already has a completed PAS document, you can upload it here in PDF format. It must be in PDF format and the date that the document was signed must be entered in order for the document to be uploaded.*

Depending on whether you need PAS or PNC funding, the system will take you to the correct form. Once you complete your request, you can then submit it for signature and review. If you need a hard copy of your application, you can create a PDF of the form by hitting the 'Print the PAS or PNC' button. Then right click in the white space and choose 'Print…' from the menu. Click the 'Change…' button under 'Destination' and choose 'Save as PDF'. Note: These instructions are if you are using Chrome as your browser. If you are using Internet Explorer, right click in the white space and chose 'Print". Then select Adobe PDF to print the form.

*Note: Completed PAS's must have the AO signed PAS uploaded to DARTS before accessing the Case Funding Application (CFA), this can be accomplished in the Edit Case Details page, or later when entering the CFA process.

3. Funding Allocation Form Management Page

To begin the CFA process, click on the small, gold “CFA” icon to the right of the case name on the DARTS home screen; this advances to the Funding Allocation Form Management page.



The funding applications are not to be released without Solicitor Office's approval and that the applications have the following privileges: deliberative process, attorney work product, attorney client.

Funding Allocation Form Management

Welcome to the funding allocation form management portal! This is the starting point for all case and study-related funding allocation requests. You are seeing this welcome message because no Budget Form has yet been started for the 2019 CY. Before continuing on to the PAS/PNC or CFA, you must complete an electronic Budget Form. In the past, this information was collected on the Budget Template Excel spreadsheet and the Executive Summary of the CFA.

But wait! If you are planning on requesting funding for a study, or are in the process of managing a study related to this case, you must first complete and submit the necessary Study Forms. Once you have detailed the financial needs of studies related to this case, that information will automatically appear on the electronic Budget Form.

Are you requesting funding for a study and/or reporting an update on a study?

- ○ No, take me to the Case Management Budget Form!
- ○ Yes, I need to upload a new study and fill out the Study Form financial information.
- ○ Yes, I need to report on an ongoing study, completed or discontinued study.
- ○ Yes, my study is uploaded and my Study Form and financial information is filled out. I need to fill out my Case Mgmt Budget Form and CFA/Update.

If you are not requesting funds for a study, you can go directly to the budget form first.

Case managers should identify their case management needs including FTEs required for the Calendar Year. Once completed, these figures will prepopulate the Executive Summary Cover Sheet.

<u>3a. Budget Form:</u>

- The budget form shows all funding to date from ORDA.
- Fill out your case management costs for your case including personnel costs, travel, supplies and materials, equipment and contractor costs. We have eliminated the need to split the categories for case management costs except for personnel.
- You also have the ability to request funding for certain assessment milestone products including (Preliminary Estimate of Damages, Assessment Plan, Restoration and Compensation Determination Plan, Administrative Record).
- Note - please indicate funding for each bureau and whether contractors are being used.
- Please input your carryover (projected and committed).

Budget Form

Leaving this page or remaining idle for longer than one hour before clicking the Save button at the bottom of the form will cause all new work to be lost.

Are response activities currently occurring, and you need ongoing funding to support limited coordination activities with the response agencies? If so, then you may request Ongoing NRDAR Coordination funding only for yourself (the case manager). You may not request funding for any other case team member, milestone products and/or studies. Please request the amount needed for coordination activities, any carryover, estimated funds, and then proceed to the CFA.

Case Information

Case:	Abc 123_TEST CASE
Budget Year:	2019
Total Funding to Date for Case Management and Studies:	$0.00

Insert all personnel for each bureau requesting funding.

Case Management Personnel

+ Add New Case Management Personnel

	Position	Bureau	Annual Salary	FTEs Required			
				Coordination	Case Admin	Public Outreach	PRP Interaction

No records to display.

Personnel Totals By Bureau

Milestone Products

+ Add New Milestone Product

	Type	Justification	Requested Totals					
			BIA	BLM	BOR	FWS	NPS	USG

No records to display.

If you are requesting funding for a PED, AR, AP or RCDP, request that here.

Case Management Costs

Travel:	$0.00
Supplies & Materials:	$50.00
Supplies & Materials Explanation:	ok
Equipment:	$0.00
Contractor Costs:	$20,000.00

Enter your travel, supplies & materials, equipment and contractor (unless already requested above) costs here. There is now a text box to explain up front what your supplies and materials are for (to help minimize questions later).

Carryover

Projected:	$10,000.00
Committed:	$0.00
Committed CO Explanation:	Displayed!

There is now a text box to explain what your committed carryover funds are for (to help minimize questions later).

Study Costs Summary

This information is pulled from the budget info entered in the study forms for the CY. To alter these values, visit the Study Detail pages of ea should also submit a New or Ongoing Study Form for this CY if you are requesting additional funds for studies. Any case management costs the study form if it involves overseeing field work; whereas non-field work/management of the study costs should be included on the budget

Year	BIA	BLM	BOR	FWS	NPS	USGS
2019	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Totals:	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Estimated Funds (2-3 years out)

+ Add New Year

	Year	Personnel	Studies	Milestone Products	Travel	Supplies	Equi

No records to display.

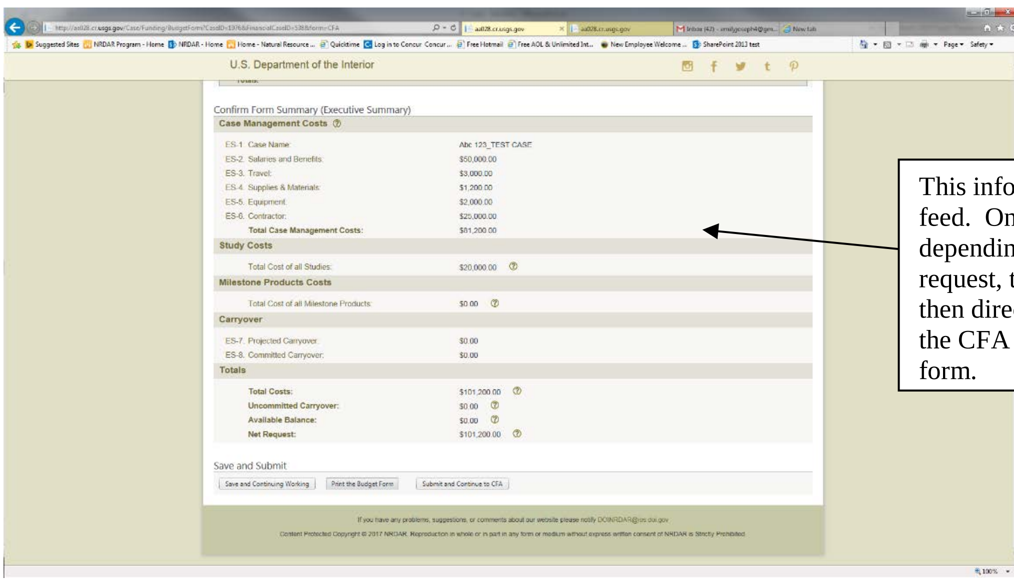
Totals:

* Minimum 2 Years Entered

At least 2 out years of estimated funding needs must be entered to save your form. Cases that might settle (i.e. not need any funding in future years) can enter zero.

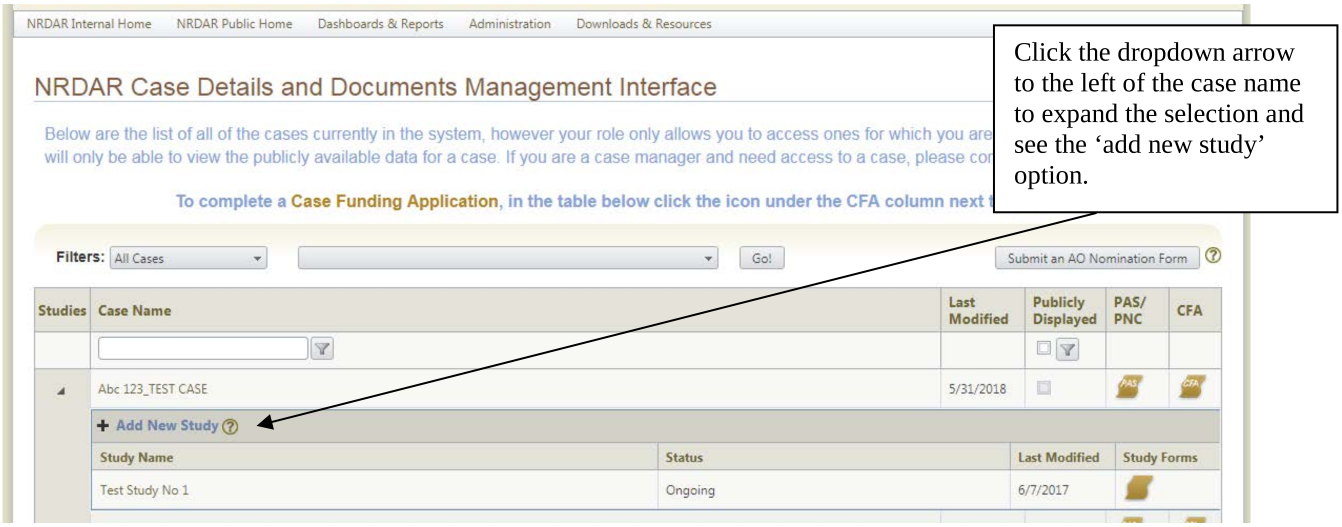
- Click the “Save and continue working” button and make any additional edits or click the “Submit and Continue to CFA” button which will send you to the Case Funding Application Management Form.

Once you hit the ‘go to the CFA’ on the Case Funding Application Management Form, you will be taken to a screen which should look very similar to last year’s application. The Executive Summary pulls figures from what was entered into the budget form. It is read only. If you need to adjust, hit the budget form at the top. You can then proceed to the application/update to finish your application.



This info should all auto-feed. Once you hit submit, depending on your net request, the system will then direct you to fill out the CFA or the Case Update form.

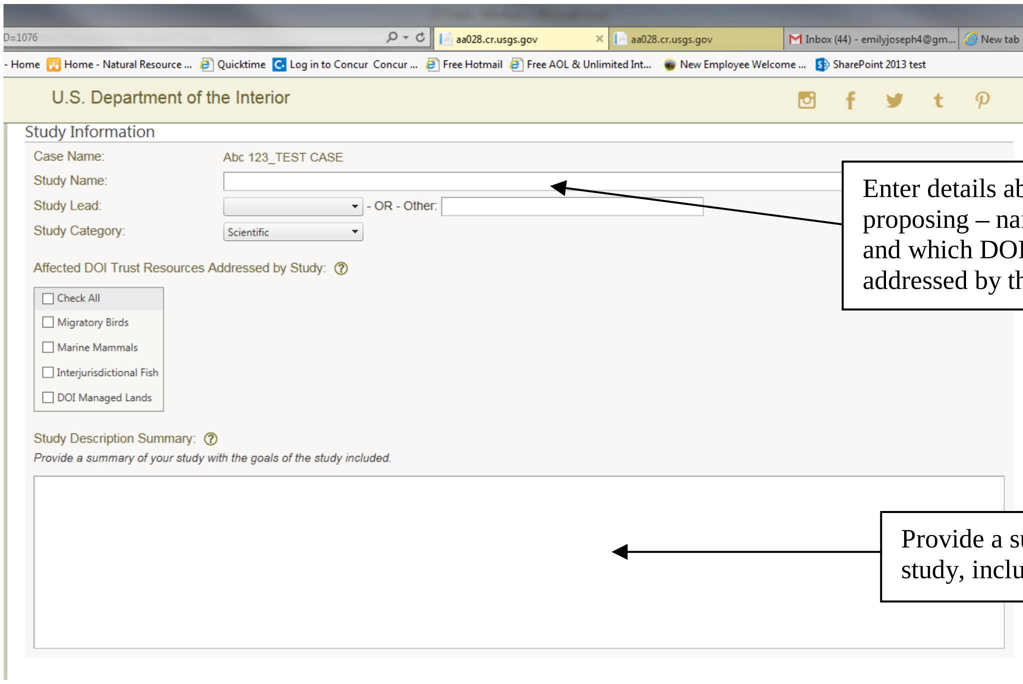
3b. Study forms: Users can request funding for a new study through either the funding form management page or by clicking ‘add new study’ under their case name.



Note: any users attempting to update info for ongoing, completed or discontinued studies which they have previously submitted and do not see their information in the system, should contact ORDA Ops immediately.

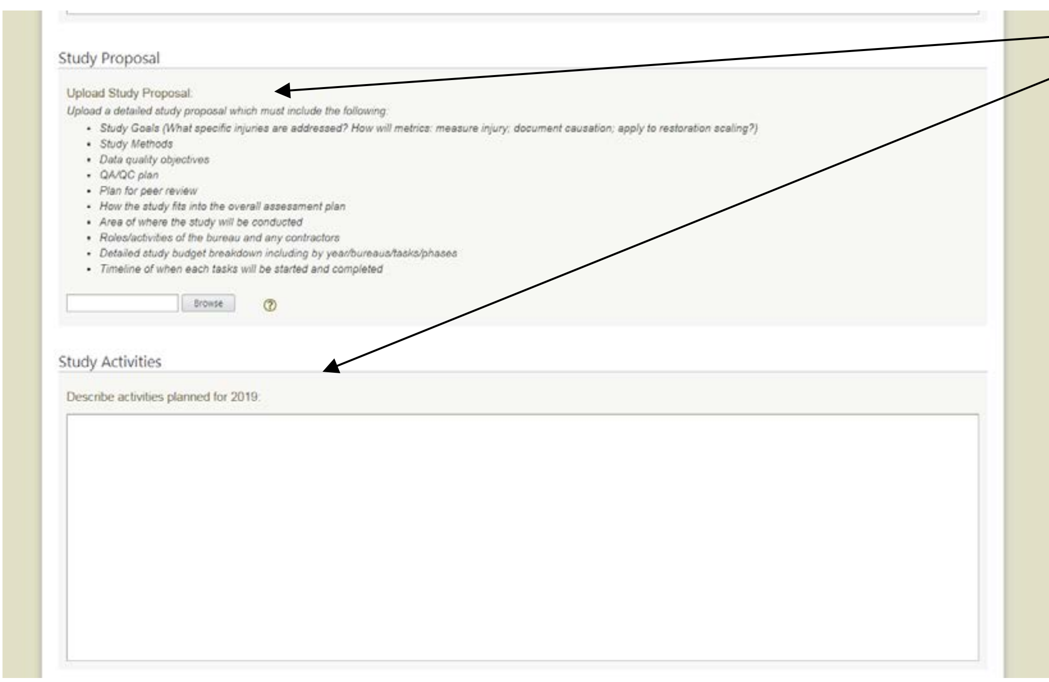
If you need to report on an ongoing study and/or request new funding for an ongoing study; or complete a completed or discontinued study form, click the third radio button on the Funding Allocation Form Management page (ref. first screenshot in this section, 3. Funding Allocation Form Management Page) which will present you with a dropdown list to select the study you are reporting on. This will take you to the Study Form Options Page. You can also access any studies in the system by selecting them underneath the respective case name on the NRDAR Case Details and Documents Management Interface page.

- ***New Study:*** New - used when first asking for funding for a study (1st year)



Enter details about the study you are proposing – name, lead, category and which DOI resources will be addressed by the study.

Provide a summary of your study, including your goals.



Upload your study proposal and describe your activities for CY 19.

Requested Funding

Amount Requested by Bureau

Changes made to previous years where funds were already allocated will not be saved.

+ Add new year for requested funds

Year	BIA	BLM	BOR	FWS	NPS	USGS	Contractor
No records to display.							
Totals:							

Requested Total: $0.00

Total contributions from other trustees for current year:

Describe in detail the monetary or in-kind contributions from other trustees:

Are you asking for funding for subsequent years now? No

Future Studies

Is there any potential future work related to this study beyond what you've already described?

Saving and Print Form Operations

Save and Continue Working | Print the New Study Form | Save and Finish

Insert new line for each year of the study, and include all study costs requested in that year.

Include in-kind or cost matching total contributions here, and fully describe these below.

Please describe any potential future work related to this study that you haven't mentioned above.

Remember to save your work!

- ***Ongoing/progress report:*** Ongoing – year 2 and any subsequent years – may be asking for funding or not

NRDAR Internal Home | NRDAR Public Home | Dashboards & Reports | Administration | Downloads & Resources

Return to Switchboard (without saving)

Ongoing Study Form

Leaving this page or remaining idle for longer than one hour before clicking the Save button at the bottom of the form will cause all new work to be lost.

Study Information

Case Name:	Abc 123_TEST CASE
Study Name:	Test Study No 1
Calendar Year:	2019
Initial Study Year:	2017
Estimated Years to Complete:	4
Estimated Year of Completion:	2020

Funding Provided in 2018

Remaining Balance

Total funding remaining from previous year:

For Study Management:

Dedicated to Study:

For Contracts:

Please describe your 2018 activities or upload a document explaining them here:

Describe Activities:

Upload Document Browse

Report remaining balance from previous year funding here.

Describe your previous year activities or upload a document explaining them.

Amounts Allocated by Bureaus in 2018

Bureau	Allocated
BIA	$0.00
BLM	$0.00
BOR	$0.00
FWS	$0.00
NPS	$0.00
USGS	$0.00
Contractor	$0.00
Totals:	$0.00

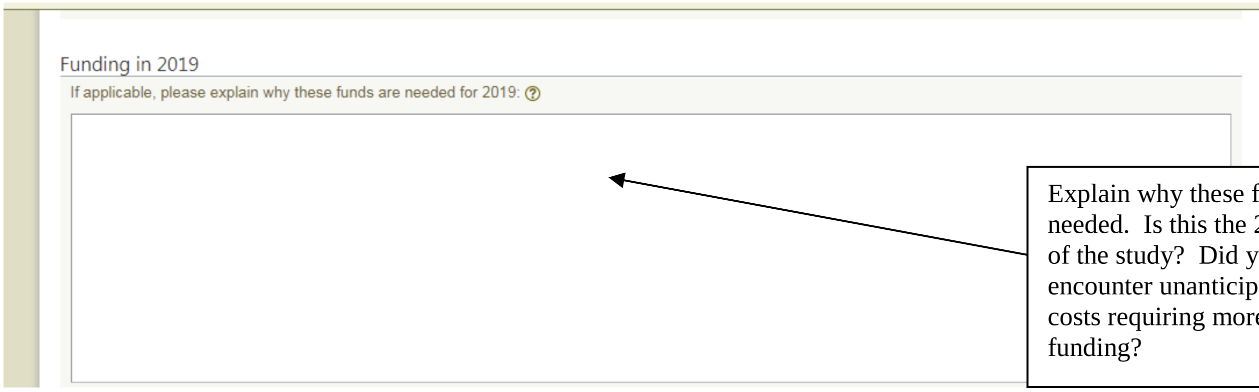
Funding allocated in previous year. This info is pulled from original study form.

Amounts Requested for Bureaus in 2019

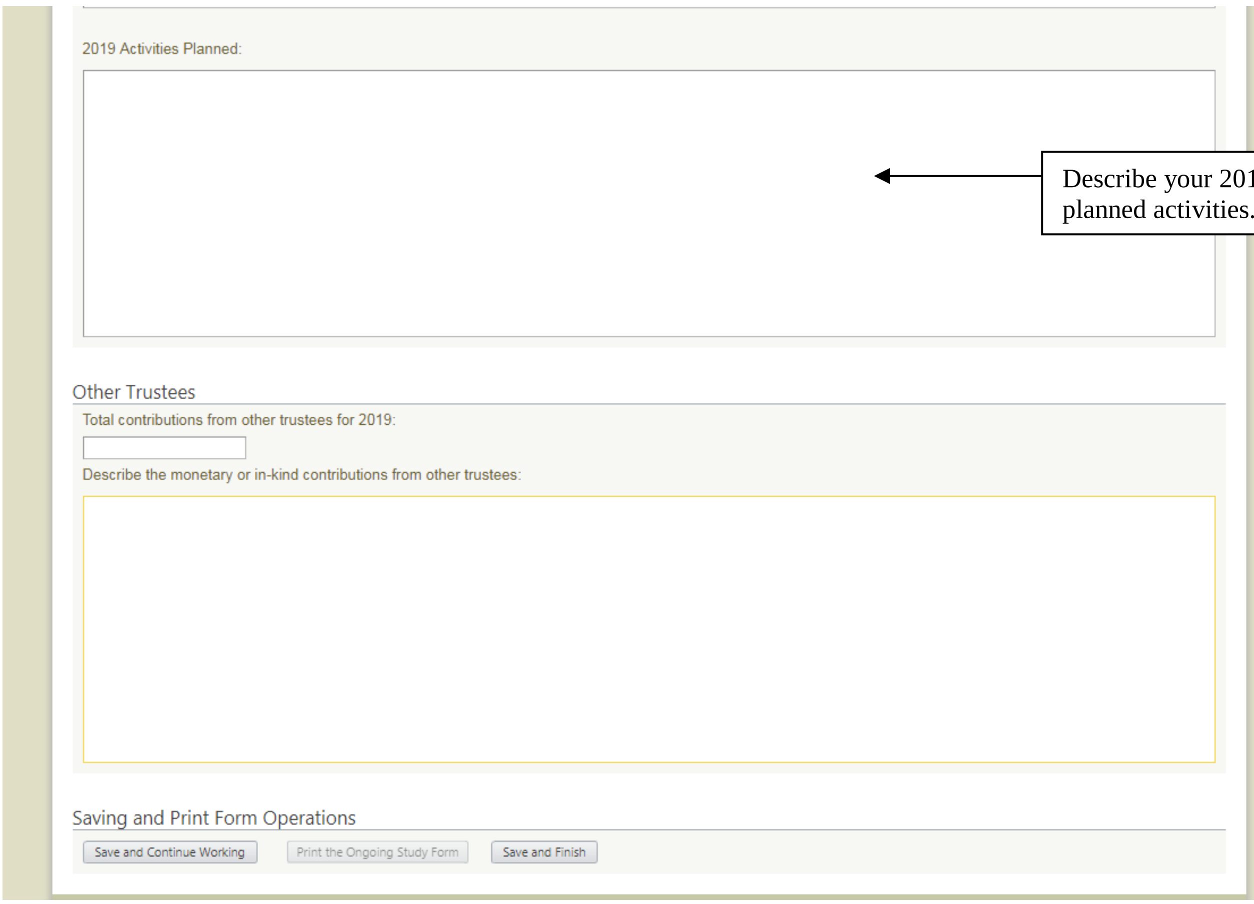
The amounts entered here are what is actually needed for the next year. Therefore, if you are applying any carryover dollars to the next year's costs, you would make sure to calculate these into the equation.

Bureau	Amount Requested
BIA	$0.00
BLM	$0.00
BOR	$0.00
FWS	$0.00
NPS	$0.00
USGS	$0.00
Contractor	$60.00
Total Funds Needed:	$60.00

If applicable, insert amount of funding requested for CY 2019.

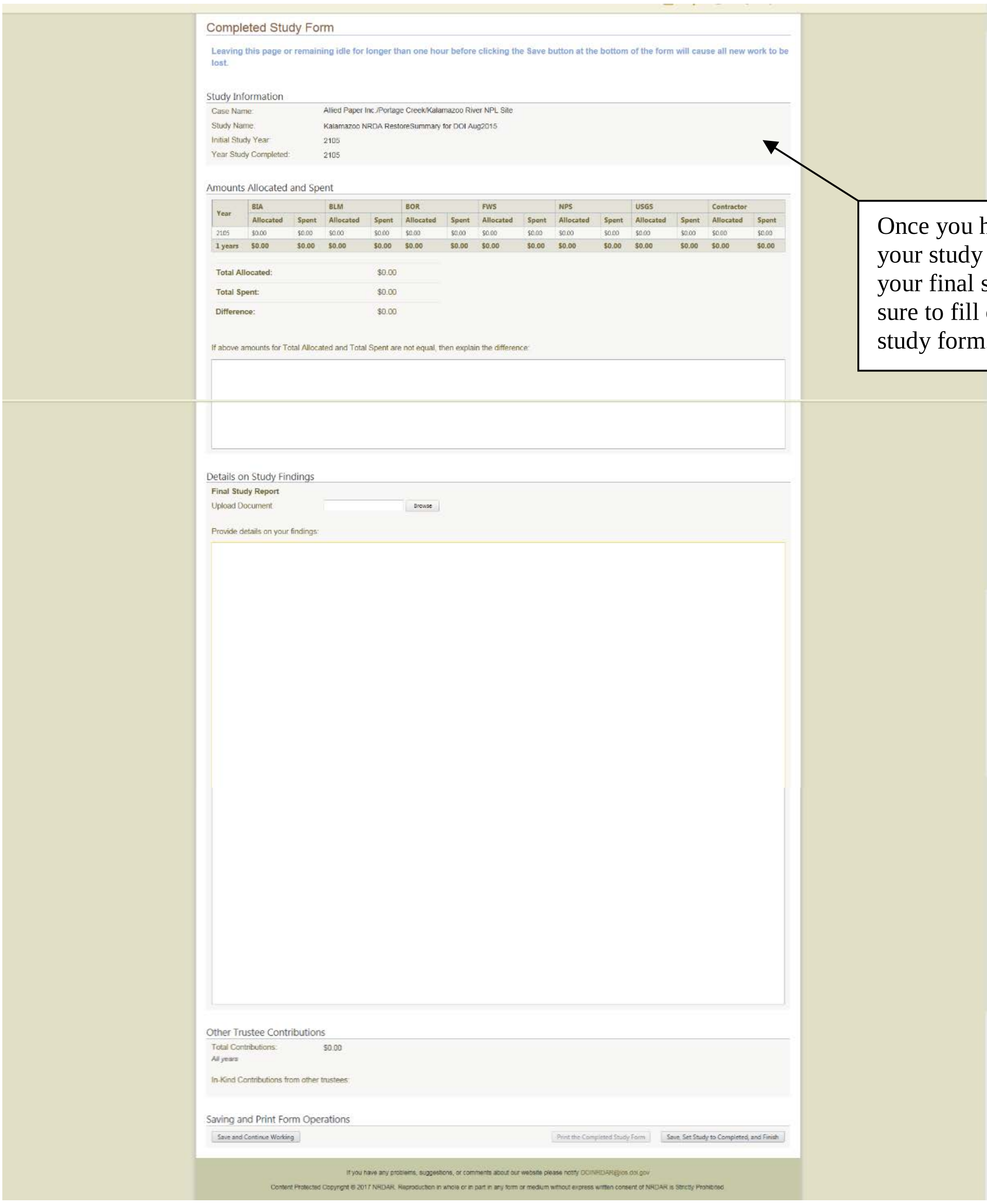


Explain why these funds are needed. Is this the 2nd year of the study? Did you encounter unanticipated costs requiring more funding?



Describe your 2019 planned activities.

- ***Completed Study:*** study has ended. Once you upload a final study report to the case documents, your only option will be to fill out a completed study form.



Completed Study Form

Leaving this page or remaining idle for longer than one hour before clicking the Save button at the bottom of the form will cause all new work to be lost.

Study Information

Case Name: Allied Paper Inc./Portage Creek/Kalamazoo River NPL Site
Study Name: Kalamazoo NRDA RestoreSummary for DOI Aug2015
Initial Study Year: 2105
Year Study Completed: 2105

Amounts Allocated and Spent

Year	BIA		BLM		BOR		FWS		NPS		USGS		Contractor	
	Allocated	Spent	Allocated	Spent	Allocated	Spent	Allocated	Spent	Allocated	Spent	Allocated	Spent	Allocated	Spent
2105	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
1 years	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Total Allocated:	$0.00
Total Spent:	$0.00
Difference:	$0.00

If above amounts for Total Allocated and Total Spent are not equal, then explain the difference:

Details on Study Findings

Final Study Report
Upload Document Browse

Provide details on your findings:

Other Trustee Contributions

Total Contributions: $0.00
All years

In-Kind Contributions from other trustees:

Saving and Print Form Operations

Save and Continue Working | Print the Completed Study Form | Save, Set Study to Completed, and Finish

If you have any problems, suggestions, or comments about our website please notify DOINRDAR@ios.doi.gov

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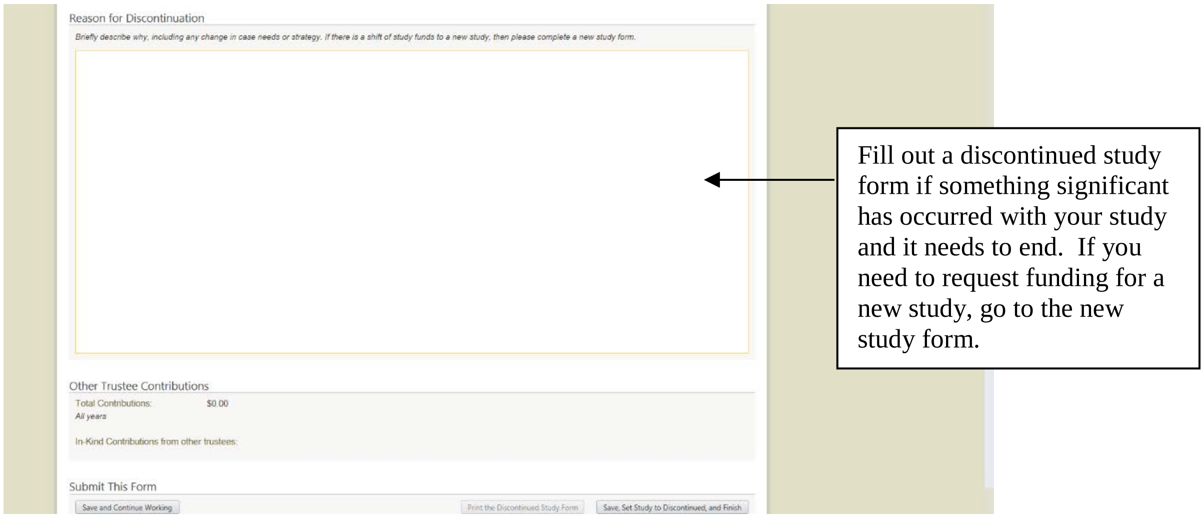
Once you have finished your study and uploaded your final study report, be sure to fill out a completed study form.

- ***Discontinued Study:*** original study design has changed



After completing the appropriate study form, save and submit it to proceed to the CFA start page.

4. ***Supporting documents.*** Study plans and other milestone documents can be uploaded at the CFA start page. Please refer to the DARTS Document Upload Guidance for instructions on filling out the required metadata for uploaded files.

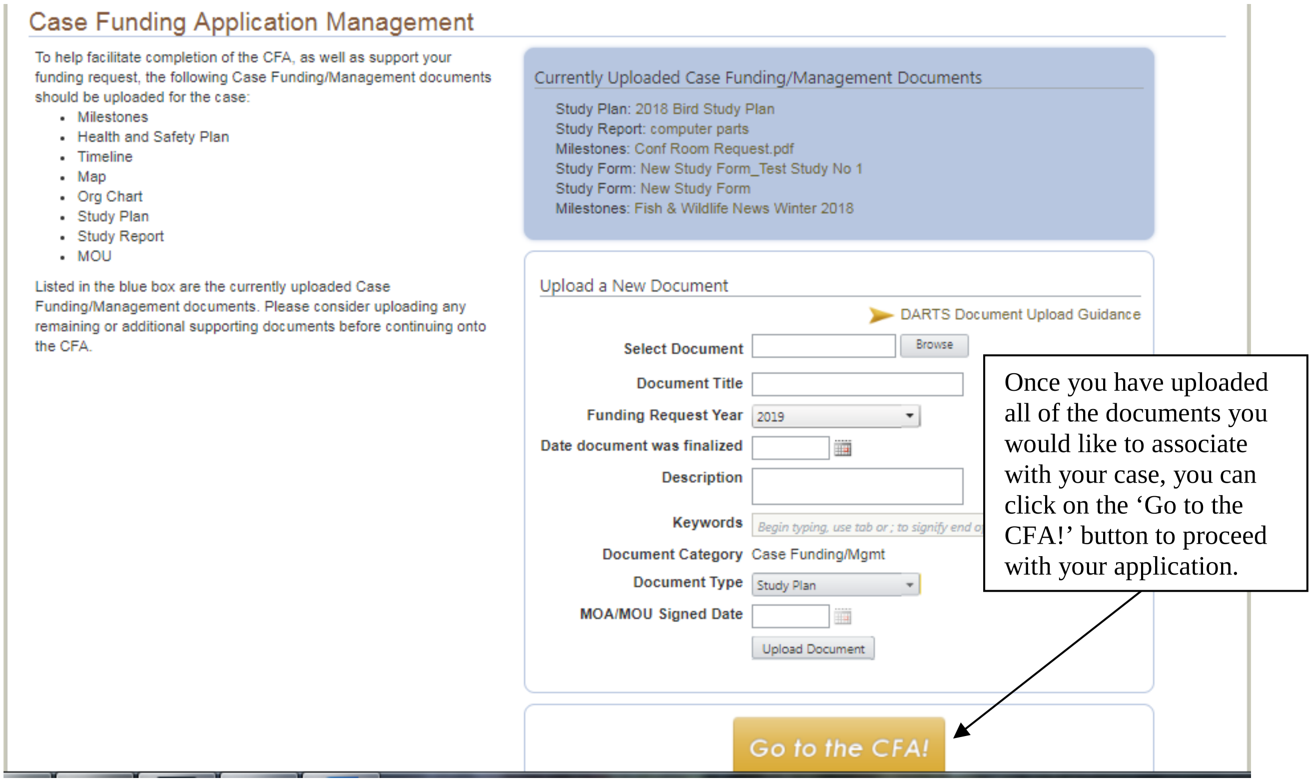
Note that additional supporting documents may be uploaded later in the Documents tab found at the bottom of the case details page, as well as at the top of your CFA if you fail to upload them all during this process.

Before proceeding to the streamlined case update or case funding application, case managers should upload all relevant documents including but not limited to:

- Memorandums of Understanding
- Pre-Assessment Screen (PAS)
- Maps
- Agreements
- Study proposals
- Preliminary Estimates of Damages
- Quality Assurance Project Plans and/or
- Milestone templates (OPA or CERCLA)

All documents will be linked to specific cases in order to be retrieved later for use by the review team.

An MOA/MOU must be uploaded for any case funding application. For application purposes, “completed” means the involved DOI Bureaus have reached consensus, the documents are signed by the AO, and a copy of the signed documents are either provided with the funding application and/or are already in the Case Document Library. In order to facilitate current case evaluation and future case needs, upon completion, adoption or approval/signature, please upload all relevant assessment and restoration documents (i.e., PAS, PED, Assessment Plan, RCDP, injury studies).



This page will display all submitted Case Funding/Management documents currently on file in the system, including submitted documents from previous funding cycles. **If you have submitted documents previously which are not displaying, contact ORDA Ops immediately.**

Click on the large, gold “Go To the CFA!” icon to advance to the CFA form.

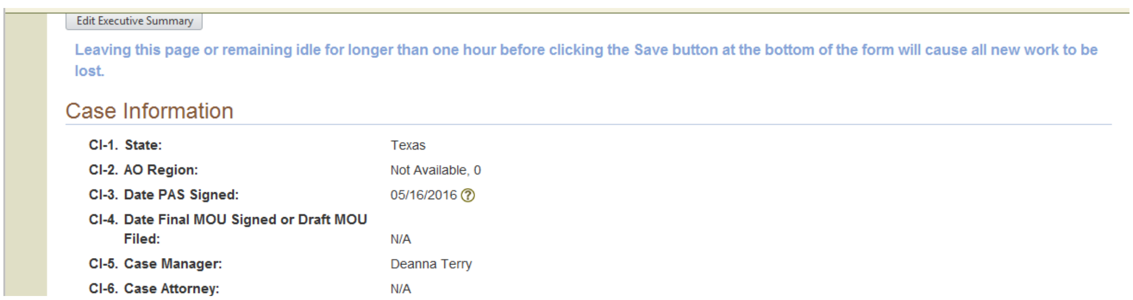
5. ***Case Funding Application.*** If your case requires funding to support its CY 19 activities, you will be directed to the case funding application (CFA) after inputting all of your info into the budget form and study forms (if applicable). This form is to be filled out for ongoing cases. It contains pre-populated data from the AO Nomination, PAS form, and/or any previously submitted applications. The ‘form refresh’ button at the top of the form allows you to see any changes you’ve made to any of the fields from the ‘edit details’ page which appear on the CFA form. The form contains questions necessary to evaluate a case to determine if it demonstrates sufficient technical and legal merit, trustee organization, readiness, and shares similar Program management objectives.

The information contained in the case funding application helps demonstrate progress toward stated assessment and restoration planning goals. As appropriate, case managers are required to update any site and case information as well as answer questions addressing case management and technical and legal reviews (including economic, scientific, and legal issues). To improve business practices, case managers may be asked to provide concise case updates when requested. Guidance on the timing and format of such updates would be provided at the time of the request.

The case funding application is divided into the following sections:

- **Case Information (CI 1 – CI 26)**
- **Case Management (CM 1 – CM 25)**
- **Case Accomplishments (CM 26 to CM 29)**
- **Case Strategy (CM 30 – CM 34)**
- **Studies (S 1 – S 24)**
    - Note: Remember that separate study forms are required to provide specific details for new, ongoing, discontinued, or completed studies.

Case Information Section (CI 1-CI 26)

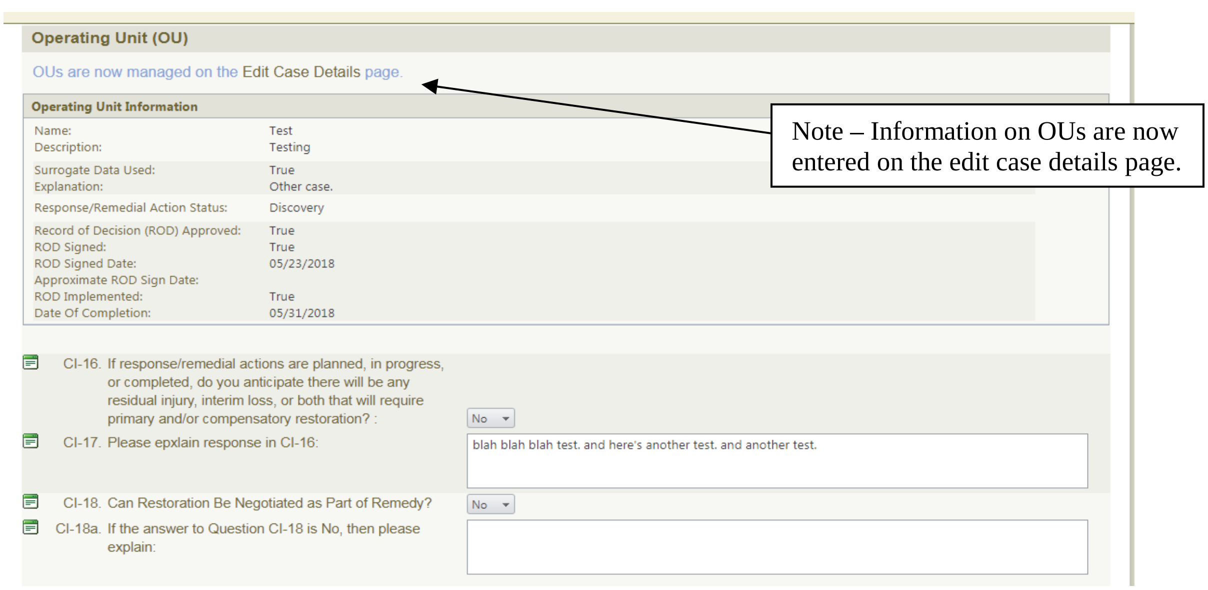


Edit Executive Summary

Leaving this page or remaining idle for longer than one hour before clicking the Save button at the bottom of the form will cause all new work to be lost.

Case Information

CI-1. State:	Texas
CI-2. AO Region:	Not Available, 0
CI-3. Date PAS Signed:	05/16/2016
CI-4. Date Final MOU Signed or Draft MOU Filed:	N/A
CI-5. Case Manager:	Deanna Terry
CI-6. Case Attorney:	N/A



Operating Unit (OU)

OUs are now managed on the Edit Case Details page.

Operating Unit Information

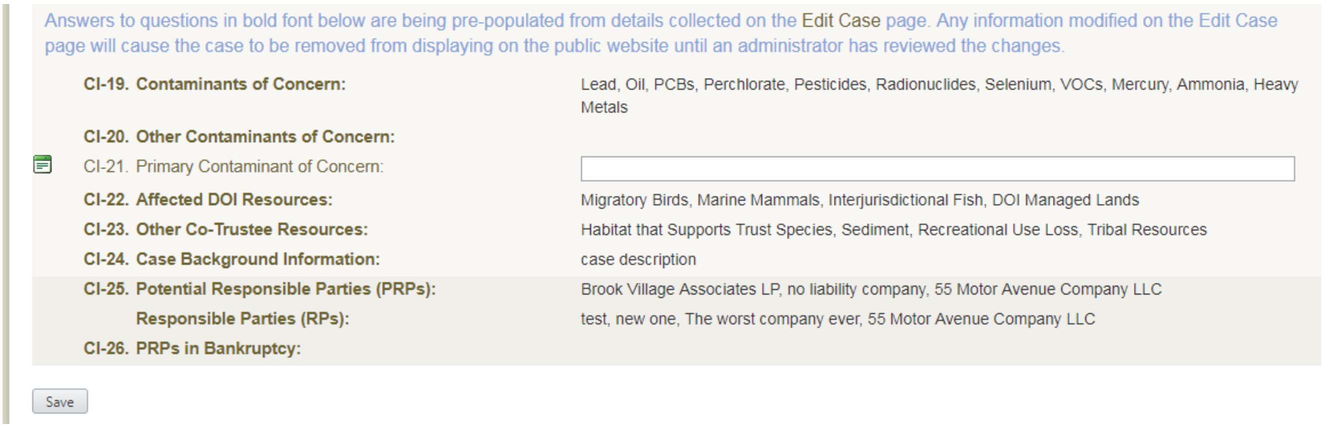
Name:	Test
Description:	Testing
Surrogate Data Used:	True
Explanation:	Other case.
Response/Remedial Action Status:	Discovery
Record of Decision (ROD) Approved:	True
ROD Signed:	True
ROD Signed Date:	05/23/2018
Approximate ROD Sign Date:	
ROD Implemented:	True
Date Of Completion:	05/31/2018

CI-16. If response/remedial actions are planned, in progress, or completed, do you anticipate there will be any residual injury, interim loss, or both that will require primary and/or compensatory restoration? : No

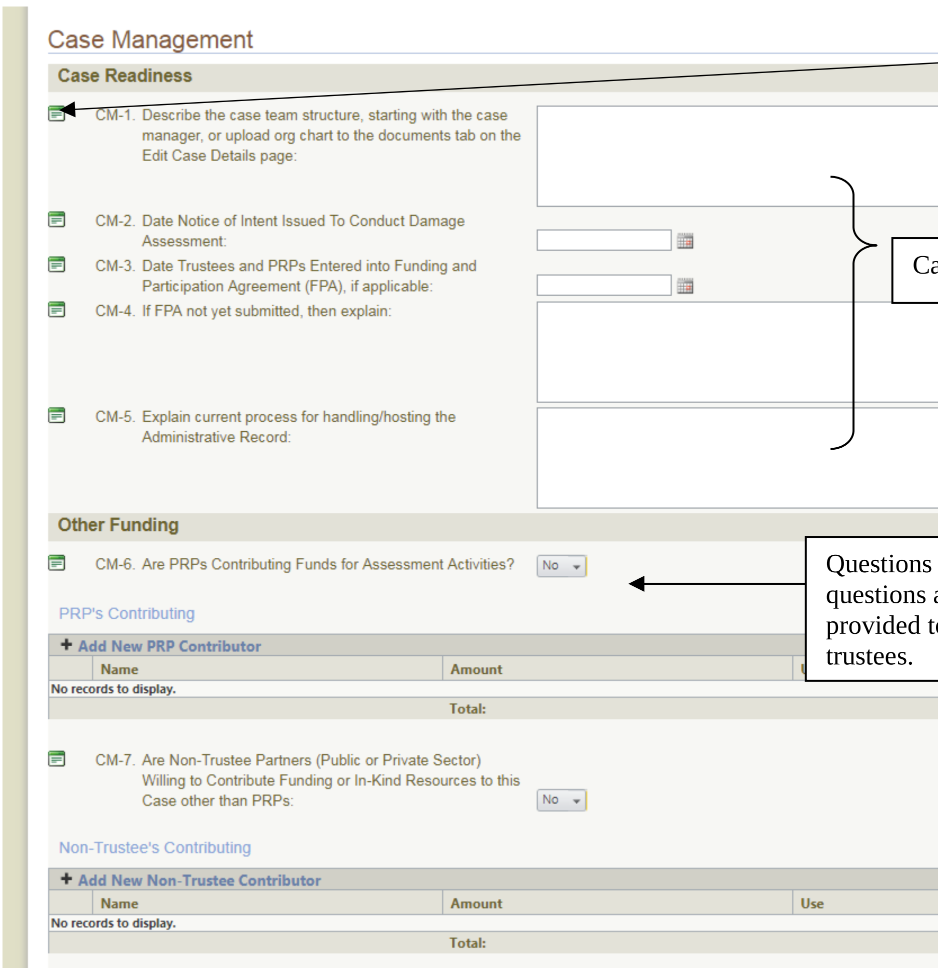
CI-17. Please epxlain response in CI-16: blah blah blah test. and here's another test. and another test.

CI-18. Can Restoration Be Negotiated as Part of Remedy? No

CI-18a. If the answer to Question CI-18 is No, then please explain:



Case Management Section (CM 1 – CM 25)



Changes to questions are tracked for the current year. They show up in the history pop-up next to each question. Once the CFA has been signed by both the AO and the SOL, the last response is saved, and any past edits are deleted.

Case Readiness (CM 1 to CM 5)

Questions CM 6 and CM 7 relate to questions about other funding being provided to the case by PRPs or non-trustees.

Questions CM 8 to CM 16 are for OPA cases only. Non-OPA cases can skip down to CM 17 to answer questions on the Assessment Plan.

Assessment Plan

CM-17. Has an Assessment Plan been completed? No

CM-18. If answer to CM-17 is no, then explain why not:

CM-19. If an Assessment Plan has been completed, then has it been approved by all Natural Resources Trustees? No

CM-20. If answer to CM-19 is no, then explain why not:

CM-21. Has the approved Assessment Plan been before the Public for comment? No

CM-22. If answer to CM-21 is no, then explain why not:

CM-23. What Milestones/Activities in the Assessment Plan have been completed to date?

Download milestone templates here

CM-24. Describe Plan To Provide Public Notice and Review of Assessment Plan Milestone Documents:

Information previously provided in earlier year applications should prepopulate your responses.

Assessment Plan (CM 17 to CM 24)

Case Accomplishments Section (CM 26 to CM 29)

Case Accomplishments

Work Group Comments from previous-year application: N/A

If your case received comments from the WG last year, they are indicated here. Please be sure to address them as appropriate in your application.

CM-26. Describe specific case accomplishments during CY 2018, including but not limited to activities conducted and what the CY 2018 funding was used for:

CM-27. Describe any milestones/activities that were funded in previous years' allocations that were not achieved (either wholly or in part). Include an explanation of why they were not achieved, and if the allotted money was used for other purposes, what those purposes were:

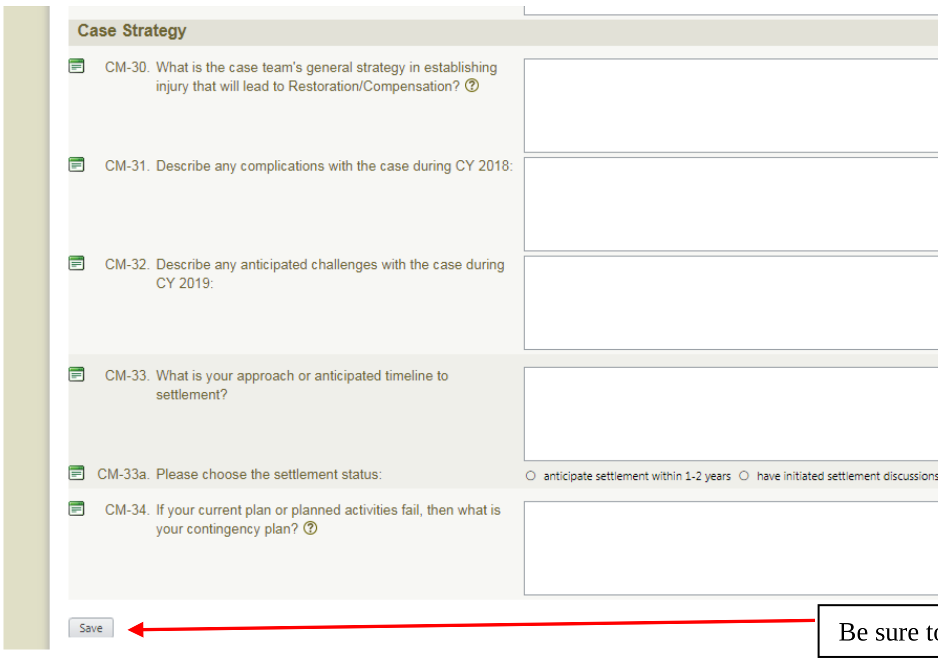
CM-28. Describe any planned activities during CY 2019:

CM-29. If contractors will be used to accomplish activities listed above, then describe their roles:
REQUIRED! Reason: Due to requesting contractor funding on Budget Form

Other: Spiffy Outreach Company, Requested Amount: $0.00

Case Strategy Section (CM 30 – 34)

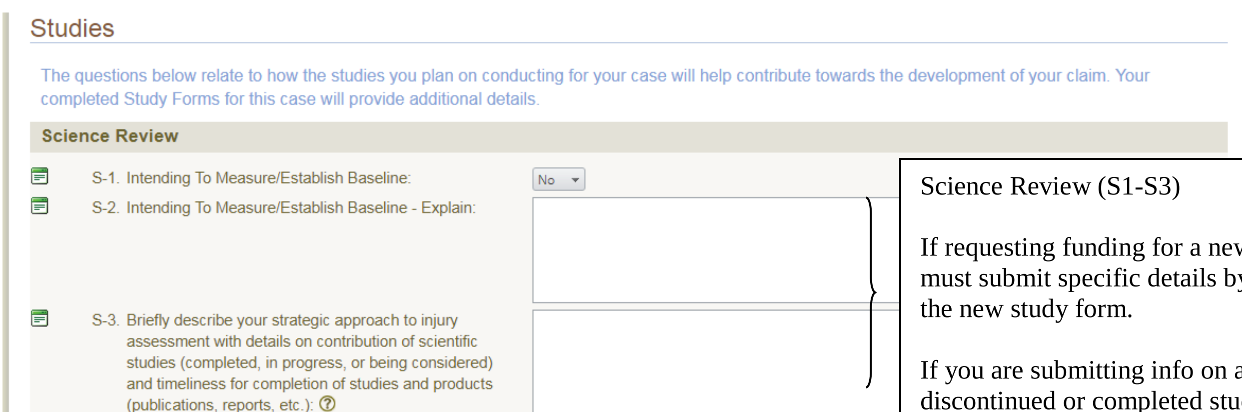
These questions relate to the overall direction of the case, as well as any possible complications or challenges.



New question asks case managers to alert the WG if the case is close to settlement.

Be sure to hit save after each section!

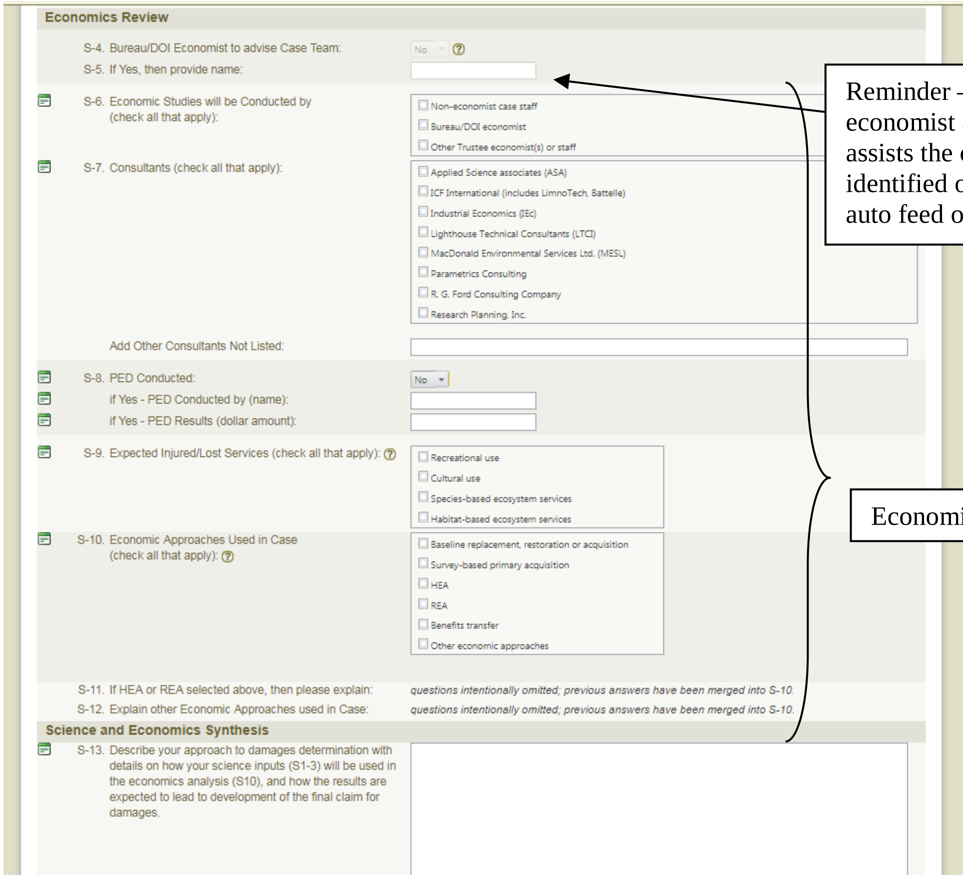
Within the case strategy section, there are general questions related to any studies users are conducting which will help contribute towards the development of the claim, as well as a set of legal questions.



Science Review (S1-S3)

If requesting funding for a new study you must submit specific details by filling out the new study form.

If you are submitting info on an ongoing, discontinued or completed study, you may access these forms from the study form options screen.


Economics Review

S-4. Bureau/DOI Economist to advise Case Team: No

S-5. If Yes, then provide name:

S-6. Economic Studies will be Conducted by (check all that apply):
- Non-economist case staff
- Bureau/DOI economist
- Other Trustee economist(s) or staff

S-7. Consultants (check all that apply):
- Applied Science associates (ASA)
- ICF International (includes LimnoTech, Battelle)
- Industrial Economics (IEc)
- Lighthouse Technical Consultants (LTCI)
- MacDonald Environmental Services Ltd. (MESL)
- Parametrics Consulting
- R. G. Ford Consulting Company
- Research Planning, Inc.

Add Other Consultants Not Listed:

S-8. PED Conducted: No

if Yes - PED Conducted by (name):

if Yes - PED Results (dollar amount):

S-9. Expected Injured/Lost Services (check all that apply):
- Recreational use
- Cultural use
- Species-based ecosystem services
- Habitat-based ecosystem services

S-10. Economic Approaches Used in Case (check all that apply):
- Baseline replacement, restoration or acquisition
- Survey-based primary acquisition
- HEA
- REA
- Benefits transfer
- Other economic approaches

S-11. If HEA or REA selected above, then please explain: *questions intentionally omitted; previous answers have been merged into S-10.*

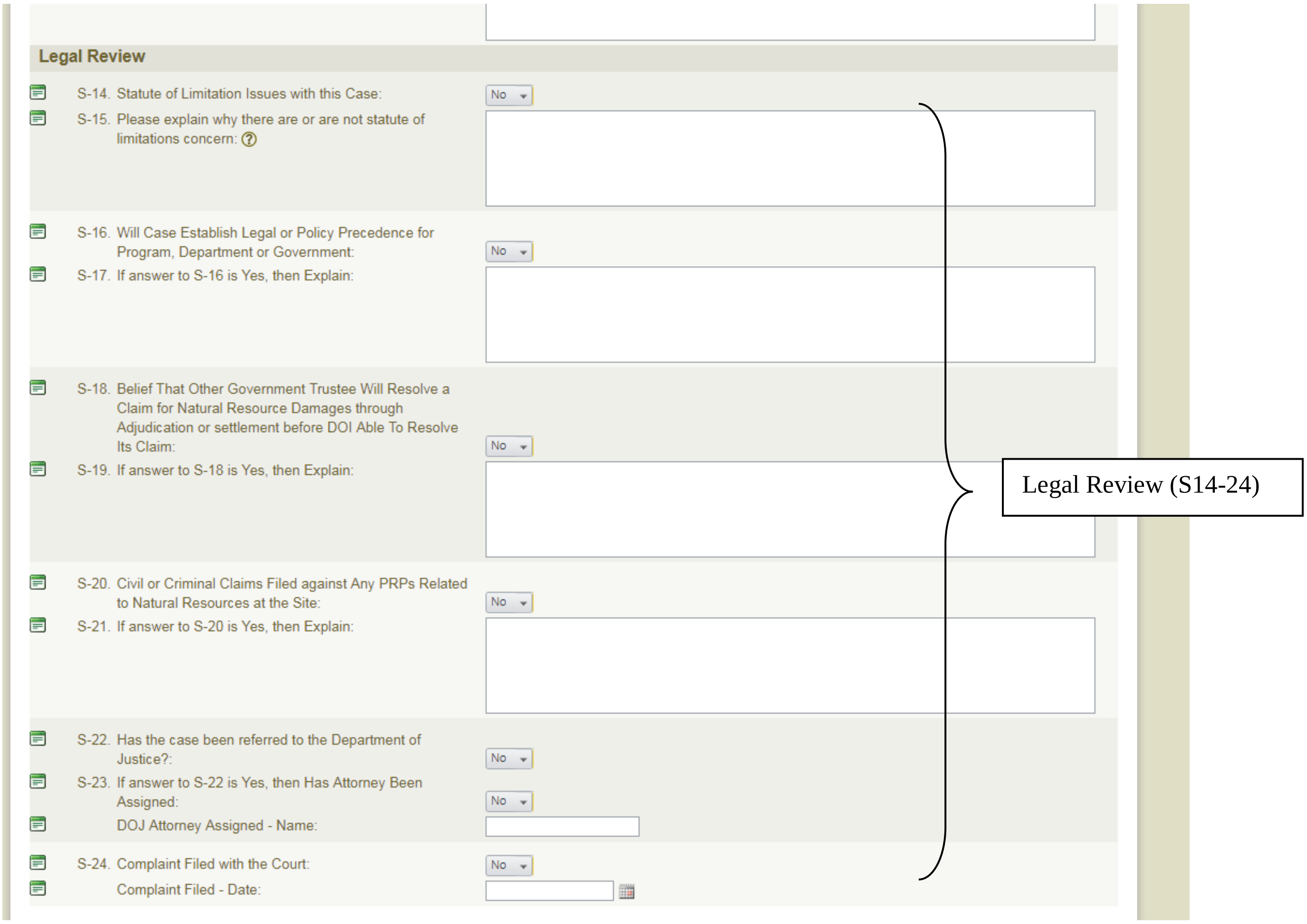
S-12. Explain other Economic Approaches used in Case: *questions intentionally omitted; previous answers have been merged into S-10.*

Science and Economics Synthesis

S-13. Describe your approach to damages determination with details on how your science inputs (S1-3) will be used in the economics analysis (S10), and how the results are expected to lead to development of the final claim for damages.

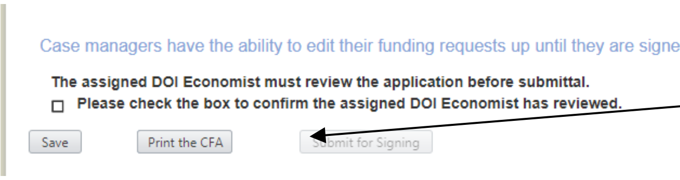
Reminder –All cases must have a DOI economist assigned to the case who assists the case team. DOI economists are identified on the case details page and auto feed onto the CFA.

Economic Review (S4-13)



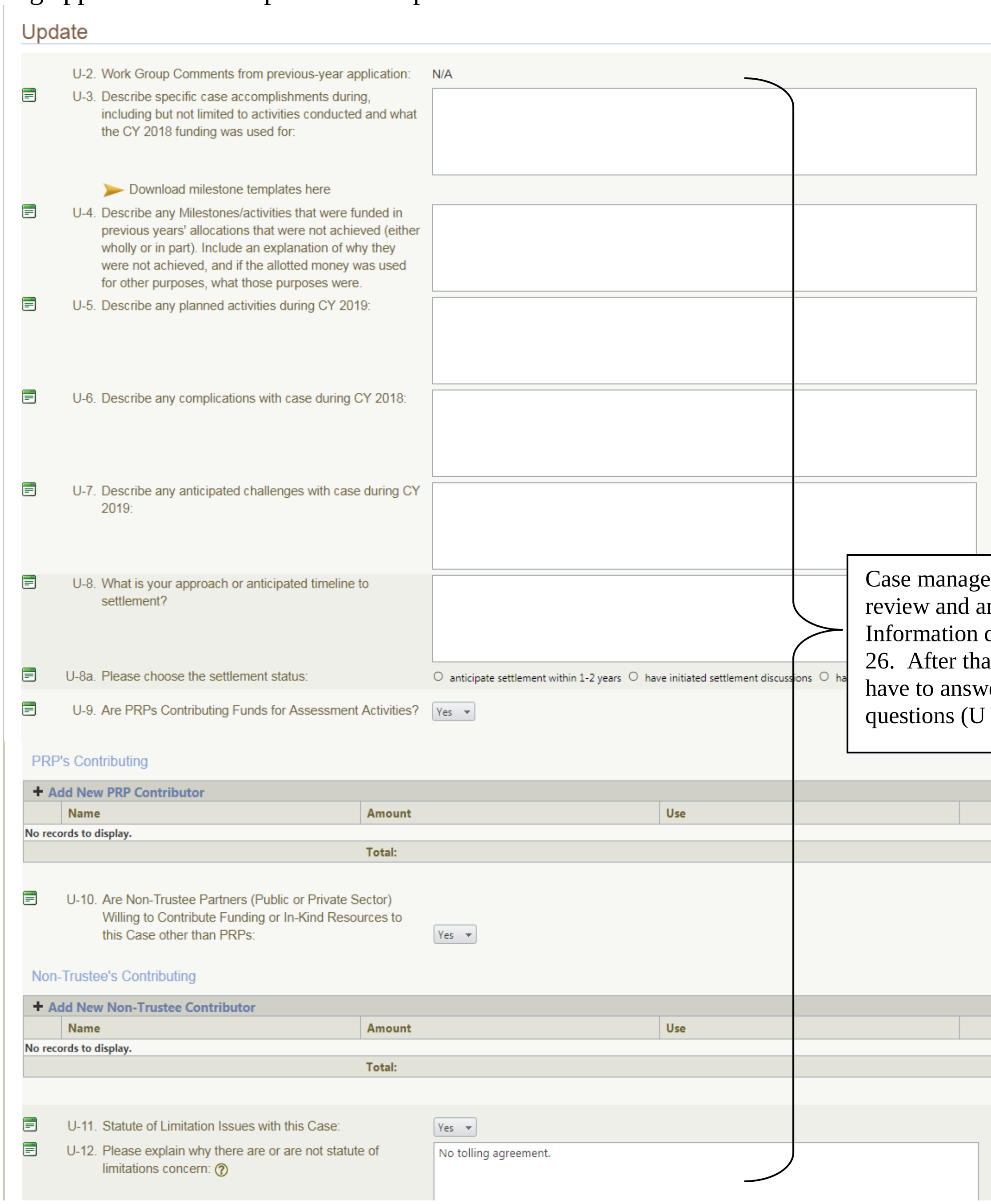
Case managers with personnel from other bureaus working on their case can add those Points of Contacts on the edit case details page to allow other personnel on the case team to review the application. Alternatively, case managers have the ability to convert their application into a PDF format so they can share the hard copy with their respective bureau counterparts if needed, as well as provide a hard copy to their case attorney and AO if needed before signing electronically.

To help facilitate the creation of a case funding application PDF, there is a 'Print the CFA' button at the bottom of the form. This button is enabled once the form has been saved. Clicking the 'Print the CFA' button will bring up a pop-up version of the CFA suitable for converting to PDF. In the pop-up window, right-click and choose 'Print…' from the menu. Click the 'Change…' button under 'Destination' and choose 'Save as PDF'. Note: These instructions are if you are using Chrome as your browser. If you are using Internet Explorer, right click in the white space and chose 'Print". Then select Adobe PDF to print the form. A reviewer dashboard is also available on the Dashboards tab where case team members can create PDFs with a single mouse click.



Create a PDF of your application by hitting the "Print the CFA" button at the bottom of your application.

6. Case Update. In order to standardize the applications received from case managers, cases which have enough carryover to support their CY 19 activities will be required to fill out a streamlined case update. The update has a limited and tailored subset of questions from the case funding application. The update can be printed in the same manner as the CFA.

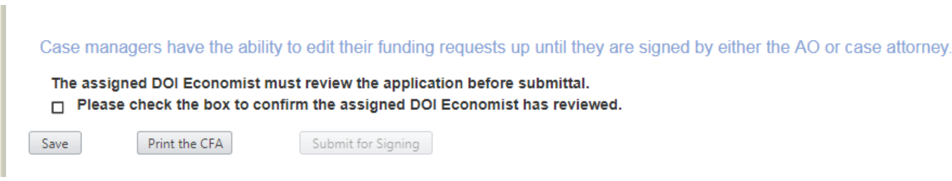


Case managers will need to review and answer Case Information questions CI 1 to CI 26. After that, users will only have to answer the subset of questions (U 3 to U 12).

7. Electronic Signatures. Once a user has completed either a PAS or PNC funding request, a case funding application, or a case update, ***they will be required to obtain two signatures in order to submit the form. These two signatures are from the case attorney (SOL) and the Authorized Official (AO).***

Additionally, case managers will need to confirm their DOI economist has reviewed their form before being able to submit it for SOL/AO signature.

Case managers should hit the 'submit for signing' button to process their application. Upon hitting the 'submit for signing' button, the assigned case attorney will be notified to review the application. Once the SOL has reviewed the application, he/she will either sign or return the application to the case manager for edits. Once approved by the SOL, the case manager will be alerted that the application is ready to be routed to the AO for review by either the case manager or FWS RC as appropriate.



Once the application has been reviewed and approved by both the SOL and the AO, the applications will be processed by ORDA to prepare for WG review beginning in September 2018.