

Instructions to Develop and Process TSC Advance Funding Agreements (AFA)

The following information will need to be provided from the client authorizing advance funding to the TSC to perform engineering and technical services. The attached advance funding agreement must be completed and approved by a Reclamation manager and submitted to the Client Support Office, 86-68010. This AFA form will become the obligating document to facilitate the preparation of a Service Agreement (SA) with the TSC.

The following information will be provided on the AFA by the requesting office:

- Project Title
- Requesting Office and Address
- Project Coordinator
- Statement of Work (SOW) (may be amended thru “mods” to the AFA)
- Funding Cost Authority
- Period of Performance (may be amended thru “mods” to the AFA; not limited to current FY)
- Amount of funding (may be amended thru “mods” to the AFA)
- Management approval signifies verification of work request, and authorizes advance funding under the account provided

The TSC project coordinator (team leader) will:

- Identify TSC project coordinator, address, and phone number (may be separate TSC Team Leads if multiple accounts are involved)
- Identify the number of account(s) needed based on the scope of work under the AFA
- Develop service agreements & project management plans associated with the AFA as outlined in the *TSC Operating Guidelines*
- Surname concurrence with agreement and obtain concurrence from TSC group manager & division chief (signifies verification of necessary resources, ability to perform the services requested, performance period and cost estimate)
- Provide AFA form and service agreement to TSC Client Support Office
- Provide periodic status reports to the client office (as required by the client)

The TSC Client Support Office will:

- Enter the TSC agreement number
- Assign and request TSC cost authorities (K8T-1510- . . .), WOIDs and job titles (accounts solely for the purpose of recording advance funding and charging against for work performed under this AFA)
- Obtain approval signature from TSC Director
- Provide a copy of the completed AFA form and reports to the Denver Accounting Group to execute the necessary transactions
- Provide a copy of the completed AFA form to the requesting office
- Manage the AFAs by monitoring costs incurred for each advance funding agreement vs funds available; provide input to the Denver Accounting Group regarding necessary accounting entries
- Notify the requesting office when all work is complete and all expenses incurred

The Denver Accounting Group will:

- Establish (and close) K8T-1510 accounts as requested by the TSC Client Support Office
- Enter initial transactions to obligate and advance funds based on receipt of a signed AFA or (modification) from the TSC
- Enter monthly (or quarterly?) transactions to reduce obligations and advance of funds, lump sum revenue/expenses into the various accounts associated with the AFA based on expenses incurred

Questions regarding the development and processing of an AFA should be directed to the Client Support Services Office (86-68010), Christi Young (303) 445-2561 (or to the assigned TSC client liaison).