

## CWIP Subgroup Committee Meeting: 5 August 2009

Attendees: Room 8150

Mary Ann Whitmeyer  
Rebecca Sweeney  
Judy Mickens-Murray  
Tom Deckard  
Paul Myers  
Steve Creeger  
Lisa Williams  
Lori Bell  
Meg Gardner  
Dominic Garner  
Corey Mosely

Phone:

Carol Berger  
Darby Bridgette  
Herbert Callands  
Harbor Jones  
Bev Mooneyham  
Candi Myers  
Sandy Smoak - Finance  
Melvin Spenser  
Lenora Woods  
Toby Burgos - OMAO/MAOC

**Action Items from the meeting:**

1. Review of the Discoverer Query - members of the Subgroup were tasked to review Appendix K1 and K2 to consider how adequately these reports support the submission of the 37-6. Any feedback is to be directed to paul.myers@noaa.gov, who will compile the information. Links to the appendices:

*<http://www.corporateservices.noaa.gov/~finance/CWIP%20Policy%20and%20Appendix.html>*

2. PPMB will review and detail the documents it needs to support the submission of 37-6 in order to add an asset to Sunflower.

## **Meeting Minutes**

Judy Mickens called meeting to order. The minutes from the last meeting were accepted.

Mary Ann Whitmeyer and Rebecca Sweeney co-chaired the meeting to lead the discussion of Supporting Documentation topics 15.01 and 33.

**Purpose:** To address issues raised by CWIP stakeholders concerning the documentation that needs to be attached to the NF 37-6 so that the Property Office can fulfill its responsibility for entering assets into Sunflower.

### **Background of issue**

The discussion was centered on the definition of the minimum documentation required to be submitted to Property with the 37-6; to reduce the submission to Property to satisfy the legal requirements and to provide this direction to the Line Offices. We should determine what information/is required by Property to add an asset to Sunflower and what detailed supporting information should be available at the Line Office or in administrative systems should there be a need (such as in an audit) to drill down to the detailed data that supports the documentation.

### **Legal requirement/Property Office responsibility**

In 2004/2005 Property has directed that, in addition to the signed 37-6, the Line Office should include a Summary of Costs, justification of useful life, the front page of the major contract, the final invoice from the major contract, a description or a URL which would describe the asset, and the acceptance report. In 2007, Property reverted to the former, more inclusive directive; that the Line Offices provide all documentation in the CWIP file to identify all costs that are required to bring an asset to its intended location for its intended use.

Is it a legal requirement to provide every very piece of information used to derive the cost of the asset in the submission? Is it necessary to include all invoices received concerning an asset, or would a spreadsheet be sufficient? A requirement to include all invoices would be cumbersome. What documentation is necessary for Property to add the asset to Sunflower.

Although different types of supporting documentation will be generated for different types of assets, Judy expressed the interest in having a standard look to the submissions. Auditors will raise flags if the supporting documents differ significantly from one Financial asset to another.

### **Discoverer Query**

It was suggested that the summary Discoverer Query would provide adequate cost information to support the 37-6. Appendix K specifies the requirement for the Activity Manager to submit the Summary Discoverer Report as supporting documentation. The detailed report is available if it is necessary to drill down to more detailed supporting documentation.

(Concern was expressed that the current requirements for Activity Managers to print the new detailed Discoverer report and place it in a folder is a waste of time and resources.)

Appendix K, the CWIP Documentation File, describes the minimum requirements for supporting documentation and instructions for accessing and understanding the Summary and Detailed CWIP reports. Appendix K.1 provides an example of the Summary Report and Appendix K.2 provides an example of the detailed report.

Some concerns were expressed:

**a. Are pre-CBS payments included in the Query?** Some projects span 15 years.

The answer is that not all older financial transactions (pre-CBS/FEMA) were transferred to CBS, unless UDOs exist. The older FEMA reports are required to do a full reconciliation on older programs.

**b. Who has access to the query?** Some of the members of the Subgroup do not have access and are not familiar with the products?

All Activity Managers are required to have access to review their projects on a monthly basis. Budget and Financial analysts should have access.

**Access to Discoverer “CWIP-Certification-Workbook”:** To gain access to the standard Discoverer workbook, all users must submit a CBS User Request Form, requesting access to the Discoverer FMC Business Area. Forms to request access can be found on the CBS website at <http://www.corporateservices.noaa.gov/~cbs/forms.htm>. All users requesting access to DW must also complete the NOAA Non-Disclosure Agreement on that page.

**c. Has Discoverer training been provided and is it available?** Training was not provided but instructions are available in Appendix K:

**Training for Discoverer:** All users interested in training should refer to the CBS website at [http://www.corporateservices.noaa.gov/~cbs/cams\\_training\\_schedule.htm](http://www.corporateservices.noaa.gov/~cbs/cams_training_schedule.htm) for training schedules and information. Users should contact the CBS Training Team by email at [CBS.TrainingServices@noaa.gov](mailto:CBS.TrainingServices@noaa.gov) for any questions relating to training on the Discoverer software tool.

### **Discussion of the documents needed to support the submission of the 37-6 to Property**

a. Initial Determination Letter – warns Property that capitalized property is anticipated.

b. Copy of the Contract? There were questions regarding whether the cover page of the contract, which described the item being procured, should be attached or whether the cost information from all contract modifications need to be included.

c. Cost – Possible sources to provide supporting costs information include summary

Information from NOAA's accounting information, the CA500D Monthly Reconciliation Report, the Summary CWIP Discoverer Query or other MARS accounting system reports.

CA-500D - MaryAnn felt that this document is too summary to be useful and it often applies to multiple projects. It isn't considered in the 37-6 review process, so there was consensus of thought that it should not be included as a supporting document.

Property will require some documentation to identify reimbursable construction costs incurred outside of the project; whether by other NOAA programs or by organizations external to NOAA. This is addressed by the language within Section 10.

d. Date in Service – required documentation to support the beginning of capitalization?

There are different determinations of date in service:

Buildings will have occupancy permits,

NOAA will take title to some assets, like aircraft,

Vessels have commission dates

Most personal property assets when they become placed into service (satellites are considered operational 90 days after launch.).

It was decided that the existing language, “beneficial occupancy date and/or acceptance date” provides sufficient direction.

e. Determination of Useful Life

There is a problem when a discrepancy exists between the useful life identified on the 509 and 37-6; which to use and raises flag during audits. The Program Manager completes the 509 and the Activity Manager completed the 37-6. MaryAnn suggested the use of a Useful Life Determination form signed by the Activity Manager. Beckie suggested that this may only be necessary if a discrepancy exists.

f. Definition of the item – The Line Office should provide the particular part of the contract which defines/describes the Capitalized asset.

Other:

Final Determination/Closeout Letter - Lenora proposed that a closeout letter be generated when a Financial Asset goes operational or when significant milestones are achieved that would initiate an addition or change to a Capitalized record in Sunflower. It would act as a cover letter to the 37-6 and should reconcile any differences with the 509. MaryAnn suggested that the information could be included in the BOD letter; the letter of acceptance.

**CWIP Subgroup Schedule** (7th floor conference room):

(This schedule will be reviewed at the end of the next meeting.)

**20 August** - Cancelled. Conflicts with too many conferences.

**3 Sept.** - Heather to present Topic 19: Cell-by-Cell Instructions. Beckie and Miguel to review the product prior to the meeting. Part of the meeting will be used to tie up the prior meeting's discussion concerning 37-6 supporting documentation.

(There is also a Line Office meeting scheduled this day so the time will be forthcoming.)

**17 Sept.** - Beckie will provide a discussion of Topic 15.02: Useful Life/Listing of Object Classes. Participants include Steve Creeger from PPMB, touch base with Lenora/Corey from NESDIS, someone to be assigned by Mark from Finance (Bev was volunteered).

**1 Oct.** - probably will be moved to 8 October.