



Department of Energy

Bonneville Power Administration
P.O. Box 3621
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ENVIRONMENT, FISH AND WILDLIFE

October 5, 2007

In reply refer to: KEW-4

Dear Fish and Wildlife Project Sponsor,

In the solicitation for project proposals for the Columbia Basin Fish and Wildlife Program (Program) during Fiscal Years (FY) 2007-2009, the Bonneville Power Administration (BPA) and the Northwest Power and Conservation Council (Council) asked that project sponsors identify the amount and sources of any cost share funding associated with their proposed projects.

For those projects that were ultimately recommended and funded, we are asking that project sponsors confirm or update the amount and sources of cost share funding actually secured for their projects in FY07 (October 1, 2006 – September 30, 2007). In the next few weeks, all sponsors whose projects had approved budgets in FY07 will receive an email communication requesting that they update their cost share information in Pisces, BPA's software tool for Fish and Wildlife Program project management. **Please update your cost share information by Friday, November 9, 2007.** It is important that we get updated information from every sponsor, so even if you did not propose or receive cost share funding in FY07, please confirm this fact by entering a zero budget in the cost share tab of Pisces.

Why Collect Updated Cost Share Data?

Reporting the level and sources of cost share funding associated with projects in the Fish and Wildlife Program demonstrates transparency, a broad base of funding, and cost-effectiveness in program implementation spending from all sources.

Confirming and quantifying cost share data is most important in areas of shared authority, where reasonable cost sharing can demonstrate that BPA funding is not supplanting that (or "in lieu") of another entity already authorized or required to undertake the activity. As projects are implemented, the nature and extent of another entity's authority or requirements to undertake the activity may change. New or additional information about the amount and nature of cost sharing offered may emerge.

For guidance about how to account for cost share funding in each fiscal year, and a glossary of terms used in this activity, please see the attachment, or visit our website at <http://www.efw.bpa.gov/contractors/costshare.aspx>.

If you have any questions, please contact your BPA Project Manager. Thank you for your participation.

Bill Maslen
[Enclosure]

Guidance for Entering Cost Share Data in Pisces

Following up to confirm what was actually secured versus what was proposed provides valuable feedback to the Program's decision-making and implementation process. We may attempt to measure any change between a given project's proposed and actual cost share. If a cost share source falls through but another takes its place, this is usually fine. We are more focused on cost share totals over multiple years than we are in tracking individual items. We recognize that it is challenging to predict the exact timing or certainty of a given cost share item. Here are some basic guidelines to help you determine the fiscal year in which cost share data should be credited.

Cost Share Timing

- For "cash" cost share, use the date that money was spent on a given item.
- For "in-kind" cost share, use the date that the materials were acquired or the date(s) on which the service or labor occurred.

Terms:

Cost share – For our purposes, the term covers funds or donations that directly support a project in the Council's Fish and Wildlife Program.

Source - The agency or organization providing the original funding for the cost share.

Item - A brief description of the work, service, or item that makes up the cost share.

Fiscal Year - The Federal fiscal year (10/1 - 9/30) in which the cost share occurs. See Cost Share Timing below for more information.

Cash - Cost share that is paid for with money.

In-kind - Cost share that is donated. In-kind may include materials, labor, or services.

Proposal Data

Pisces pulls projected cost share estimates directly from the proposal database. This avoids having to re-enter the data you already submitted during the proposal process and allows us to compare the proposed cost share to the actual cost share. The proposal narrative forms did not include a structured data field, and allowed you to enter cost share "sources" as free form text. Wherever possible, your entry was translated into a known Pisces organization. In some cases, this was not possible. In these cases, you will see either "(Unspecified Org)" or "Local partners". While you can no longer go back and edit the proposal "source" (the name of the co-funding organization), you can however update or clarify the "item". Also, some sponsors inadvertently entered BPA-funded items as cost share. These entries were removed for obvious reasons. When multiple sources were identified for a single item, we chose the first organization from the list.