

**MEMORANDUM OF AGREEMENT
BETWEEN
SOUTHERN CALIFORNIA EDISON
AND THE
U.S. ARMY CORPS OF ENGINEERS,
LOS ANGELES DISTRICT AND SACRAMENTO DISTRICT**

SUBJECT: Memorandum of Agreement between Southern California Edison and the U.S. Army Corps of Engineers' Los Angeles District and Sacramento District.

THIS MEMORANDUM OF AGREEMENT ("MOA") is entered into between Southern California Edison (hereinafter the "SCE") and the United States Army Corps of Engineers, Los Angeles District (hereinafter "SPL") and Sacramento District (hereinafter "SPK")(collectively SPL and SPK are referred to as the "Corps Districts"), collectively referred to as the "Parties."

RECITALS

WHEREAS, the United States Army Corps of Engineers ("Corps") has regulatory jurisdiction over certain activities occurring in waters of the United States pursuant to Section 404 of the Clean Water Act ("CWA") of 1972, as amended, and navigable waters of the United States pursuant to Section 10 of the Rivers and Harbors Act ("RHA") of 1899, as amended; and

WHEREAS, Section 214 of the Federal Water Resources Development Act ("WRDA") of 2000, as amended, codified at 33 U.S.C. 2352, authorizes the Secretary of the Army, after public notice, to accept and expend funds to expedite the permit application review process; and

WHEREAS, the Secretary of the Army has delegated the responsibility of carrying out Section 214 of WRDA 2000, as amended, to the Chief of Engineers and his delegated representatives; and

WHEREAS, the Chief of Engineers, by memorandum dated September 2, 2015, has authorized the District and Division Engineers of the Corps to accept and expend funds contributed by a public utility company subject to certain limitations; and

WHEREAS, the Corps Districts have indicated they are not able, without additional resources, to expedite the evaluation of SCE's permit applications; and

WHEREAS, SCE is a public utility company and believes it is in its best interest to provide funds to the Corps Districts pursuant to this MOA to streamline and expedite SPL and SPK's review under Section 404 of the CWA and/or Section 10 of the RHA for SCE-designated priority projects, as more fully described in this MOA; and

WHEREAS, the Corps Districts issued an initial Public Notice dated March 2, 2016, regarding its intent to accept and expend funds contributed by SCE; and

WHEREAS, SPL and SPK's District Engineers have determined that expenditure of funds received from SCE is appropriate, and an informational public notice will be issued regarding their decision; and

WHEREAS, it is understood and acknowledged by all Parties that the Corps Districts' review of the SCE permit applications for SCE-designated priority projects will be completely impartial and in accordance with all applicable Federal laws and regulations; and

WHEREAS, this MOA is intended to: (1) enable the Parties to fully consider, address, and protect environmental resources early in the development of proposed actions; (2) avoid conflicts late in project development through close coordination during early planning and development stages; (3) provide sufficient information to the Corps Districts for timely analysis of project effects and to assist SCE in developing appropriate mitigation measures; (4) maximize the effective use of limited Corps personnel resources by focusing attention on projects that would most affect aquatic resources; (5) provide a mechanism for expediting project coordination when necessary; and (6) provide procedures for resolving disputes in this resource partnering effort.

NOW, THEREFORE, the Parties agree as follows:

AGREEMENT

Article I. - PURPOSE AND AUTHORITIES

A. This MOA is entered into by the Parties for the purpose of establishing a mutual framework governing the respective responsibilities of the Parties for the acceptance and expenditure of funds contributed by SCE to provide expedited permit application evaluation-related services for SCE's-designated priority projects requiring Corps Districts' approval pursuant to Section 404 of the CWA and/or Section 10 of the RHA ("Priority Projects") and other programmatic efforts to support efficient decision-making related to the SCE's CWA Section 404 and/or RHA Section 10 permitting needs. This MOA is not intended as the exclusive means of obtaining review of Priority Projects proposed by the SCE; it is a vehicle by which the SCE will obtain expedited permit evaluation-related services, outside of the ordinary Corps Districts' standard review process.

B. SCE is a publicly-traded, investor-owned utility, incorporated in the State of California and may enter into this MOA.

C. SPL and SPK enter into this MOA pursuant to their authority under 33 U.S.C. 2352.

Article II. - SCOPE

A. SCE will provide funds to SPL and SPK to expedite the permit application evaluation-related services of Priority Projects under the jurisdiction of the Corps. The Corps Districts' Regulatory Program is funded as a congressionally appropriated line item in the annual Federal budget. Funds received from SCE will be added separately to SPL's and SPK's Regulatory budget, in accordance with 33 U.S.C. 2352.

B. SPL and SPK will provide staffing resources exclusively dedicated to expediting permit application evaluation-related services, as described below, for SCE-designated Priority Projects and/or other programmatic efforts to support efficient decision-making related to the SCE's CWA Section 404 and/or RHA Section 10 permitting needs.

C. SPL and SPK will each establish a separate internal financial account to track receipt and expenditure of the funds associated with its review of permit applications for Priority Projects and other programmatic efforts. SPL and SPK Regulatory personnel will charge their time and related expenses against the account when they perform work to either expedite permit application evaluation-related requests for Priority Projects or undertake other programmatic efforts to support efficient decision-making related to SCE's permitting needs.

D. Funds contributed by the SCE hereunder will be expended by the SPL and SPK to defray the costs of salary, associated benefits, overhead, and travel expenses for existing or additional personnel (including regulatory staff, support/clerical staff, and staff of other functional areas of the Corps Districts) and other costs in order to expedite the evaluation of Priority Project permit applications. Activities covered by this MOA will include, but not be limited to, the following: application intake review, permit database entry, drawing correction, jurisdictional determinations, site visits, travel, preparing and distributing public notices, preparing and conducting public hearings, preparing correspondence, performing the public interest review, preparing draft permit decision documents, meetings with SCE and other agencies, and relevant training.

E. SPL and SPK may expend funds provided by SCE to hire contractors to perform select duties, including but not limited to site visits; preparing and providing technical materials, including environmental documentation; GIS-related services; and meeting coordination for the purpose of augmenting the resources available to the Districts for expediting its review of SCE-designated Priority Projects. If such expenditures when combined with the costs of the Regulatory Division personnel require funding in excess of the amount available under this MOA, then said contractors shall not be utilized by SPL or SPK until and unless additional funds are provided by SCE and the Parties execute a written amendment to this MOA.

F. SPL and SPK will not expend funds provided by SCE for costs associated with the review of the Corps Districts' work undertaken by supervisors or other persons or elements of the Corps Districts' in the decision-making chain of command; however, if a supervisor is performing staff work and not supervisory oversight, funds may be used. The Corps Districts will not expend funds provided by SCE to defray the costs of activities related to the Corps Districts' enforcement functions, but may use funds provided by SCE to defray costs of activities related to permit compliance functions. Corps Districts will not expend funds provided by SCE to continue activities for SCE should a lapse in Federal appropriations result in a shutdown or

furlough for the Corps Districts' Regulatory personnel. Additionally, in accordance with Corps guidance dated September 2, 2015, funds will not be expended under this MOA for projects related to energy exploration and production activities, such as drilling, hydrofracturing, or mining. Enforcement functions are defined as activities not permitted by the Districts' but requiring Districts' authorization. Permit compliance functions are defined as Districts' oversight of Districts'-permitted activities.

G. If the funds provided by SCE are expended and not replenished, any remaining SCE-designated Priority Projects will be handled like those of any permit applicant.

Article III. - INTERAGENCY COMMUNICATIONS

To provide for consistent and effective communication, SPL and SCE each will appoint a Principal Representative to serve as its central point of contact on matters relating to this MOA. SPL, on behalf of itself and SPK, and SCE will each issue a letter to the other designating a Principal Representative for each agency. Either Principal Representative may be changed upon written notification to the other party. Additional representatives may also be appointed to serve as points of contact for SPL and SPK on specific actions or issues.

Article IV. – NOTICES

Any notices, request, demand, or other communication required or permitted to be given under this MOA shall be deemed to have been duly given if in writing and delivered personally, or sent by email, or mailed by first-class, registered, or certified mail to the applicable Principal Representative. Any notice, request, demand or other communication made pursuant to this Article shall be deemed to have been received by the addressee at the earlier of such time as it is actually received or seven (7) business days after it is mailed.

Article V. - RESPONSIBILITIES OF THE PARTIES

A. SCE will provide adequate resources to fund existing or additional Corps District Regulatory personnel for the purpose of expediting the review of SCE-designated Priority Projects and other programmatic efforts. To facilitate the Corps Districts' reviews and activities, SCE will:

1. Provide adequate information regarding SCE-designated Priority Projects, scheduling requirements, and other specific activities to initiate permit evaluation. Information required for the Districts to deem a permit application complete thereby allowing initiation of the permit review process can be found in Corps regulations at 33 C.F.R. §§ 325.1(d), 325.3(a), and in General Condition 31 of the Nationwide Permit Program. Upon request, SCE shall provide supplemental information necessary to complete the permit application. Additional information [33 C.F.R. § 325.1(e)] required to complete the permit evaluation process may exceed what is needed to initiate the process. On a case-by-case basis, if requested by the Corps Districts, SCE shall provide such additional information so as to ensure the Corps Districts can effectively accomplish the required review.

2. In consultation with SPL or SPK, as appropriate, establish the specific order of priority of the SCE-designated Priority Projects as listed in **Appendix A** to this MOA. The SCE-designated Priority Projects included in **Appendix A** and the order of priority of those SCE-designated Priority Projects may be changed by SCE's Principal Representative without requiring an amendment to this MOA by notifying SPL or SPK, as appropriate, in writing in the manner provided by Article IV and will be effective upon receipt thereof.

3. To the best of its ability, ensure the participation of all essential personnel, customers and decision makers during the permit evaluation process.

4. Work closely with the Corps Districts to adjust priorities and schedules in order to make optimal use of available Regulatory Division staff resources. While SCE will make every effort not to overlap Priority Project schedules occasional overlaps may occur and SCE's Principal Representative will work with the Corps Districts to prioritize such overlaps.

5. Provide funding pursuant to the terms of this MOA.

6. Work closely with SPL's Principal Representative identified in Article III to develop an estimate of the amount of work and funding for SPL and SPK each calendar year. These estimates would serve as a guide for SPL's distribution of funds to SPK.

7. Make a reasonable effort to provide the Corps Districts with information on other projects with SCE involvement that may affect the Corps Districts' workload and staff availability (e.g., schedules for projects with individual permits).

B. SPL and SPK will each use the funds provided by SCE to defray the costs of salaries and associated benefits, relevant training, overhead, and to reimburse travel expenses, as described in Article II.D., in order to:

1. Expedite review of SCE-designated Priority Projects in accordance with the purpose, terms, and conditions of this MOA, or any amendments thereto. The Districts shall not redirect resources from, or otherwise postpone, permit applications related to non-Priority Projects submitted by SCE through the standard Corps review process. SPL and SPK shall meet the performance metrics provided in **Appendix B**.

2. Following any pre-application meetings and/or discussions to clarify the scope of anticipated permit application review processes, provide SCE with an estimated completion date for the permit evaluation process for each complete application submitted. SCE shall be able to comment on the estimated completion date and adjust the order or list of Priority Projects per **Appendix A**, or provide additional resources per Article VI.

3. Consult with SCE regarding an adjustment of priorities or establishment of relative priorities if the current or projected workload of Priority Projects and activities and other programmatic efforts exceeds the Corps Districts' ability to provide the services specified herein.

4. Provide SCE a brief monthly update of the progress and work activities on each Priority Project or task for the month. An example monthly update has been provided in **Appendix C**. This report shall be submitted to SCE each month for the duration of the MOA and will provide a high-level summary and track, by Priority Project or task, the labor and services provided under the MOA. The update shall identify any significant Priority Project dates or milestones achieved such as receipt of documents, anticipated impacts to Priority Project timeline, coordination status, requests for additional information, Priority Project deliverables, and successful permit issuance, etc.

5. Provide SCE a detailed quarterly report that will provide accounting and progress made under this MOA. An example quarterly report has been provided in **Appendix D**. Progress will be itemized for each Priority Project completed during the quarter and for each Priority Project pending at the end of the quarter. This report will describe achievements, including any improvements the Districts have documented in coordinating and improving the efficiency of environmental reviews. The report shall summarize quarterly and cumulative expenditures and hours charged to each Priority Project application. The report shall include any recommendations for improving consultation and coordination among the Parties to this MOA and will provide an estimate of costs expected for the ensuing quarter. Additionally, the 2nd Quarter report will provide a qualitative summary and the 4th Quarter report will provide a more detailed quantitative summary of the District's success in meeting the performance metrics specified in **Appendix B**. Quarterly reports will be submitted to SCE as follows as long as the MOA is in force:

Quarter	Report Due Date
Quarter 1 (January 1 – March 31)	April 30
Quarter 2 (April 1 – June 30)	July 31
Quarter 3 (July 1 – September 30)	October 31
Quarter 4 (October – December 31)	December 15*

*Note: Activities from December 15-31 to be estimated and provided in the 4th Quarter report, due December 15.

6. Designate a Regulatory Project Manager(s) and his/her specific responsibilities for each Priority Project. If possible, SPL and SPK will designate the same Project Manager for all major SCE-designated Priority Project permit applications to ensure consistency and maintain efficiency of the review process.

7. Designate an SPL Regulatory Project Manager who will make his or her best efforts to attend periodic meetings with SCE. SCE will also meet with SPK on a quarterly basis, together with other agencies, as appropriate.

8. Prior to expiration of the MOA, hold a final meeting with SCE to review a summary of permit streamlining and other activities under this MOA, as well as provide recommendations for future coordination between the Parties.

Article VI. - FUNDING

A. Within 30 days of the effective date of this MOA, SCE shall pay \$240,000, the anticipated costs expected to be incurred by the Corps Districts through December 31, 2017. SCE will provide the funds for both Corps Districts to SPL. SPL will then disperse funds to SPK based upon SPK's estimated funding requirement needed to complete services required for specified Priority Projects.

B. No later than October 1, 2017 and every October 1 thereafter that this MOA remains in effect, SPL will provide SCE with an anticipated cost invoice ("Invoice") that provides an estimate of costs anticipated to be incurred by SPL and SPK for the next calendar year, including any proposed changes in the level of staffing, less any estimated carry-over of unobligated funds from the prior calendar year. For calendar year 2021, unless the statutory provision for accepting and expending monies from a public utility company is extended, SPL shall provide SCE with an Invoice that provides an updated budget estimate of anticipated costs through the sunset date of June 10, 2021. Revisions agreed to by the Parties will be incorporated into a revised estimate. Each Invoice shall be provided on Corps letterhead, and include (1) the SPL's name and address, (2) SPL's remittance address, if different, (3) service dates, and (4) total amount. Invoices shall be submitted by SPL to SCE's Principal Representative.

C. Prior to the Corps Districts incurring any expenditure to expedite permit evaluation-related activities as specified in this MOA, SCE will make a lump sum payment to SPL of the total amount specified in subparagraph A or SPL's subsequent Invoice(s). Payments by SCE are to be made to check payable to the Finance and Accounting Officer and sent to the following address:

U.S. Army Corps of Engineers, Los Angeles District
Finance and Accounting Officer
915 Wilshire Blvd.
Los Angeles, CA 90017
Attn: Carlos M. Tabares

or by electronic funds transfer in accordance with Standard Operating Procedure UFC 08 **Appendix E**).

D. The Corps Districts will carry-over any unobligated funds from year to year, or will refund such unobligated funds if this MOA is terminated or expires in accordance with Article X.

E. If SPL or SPK's actual costs for providing the agreed upon level of service will at any time during the term of this MOA exceed the amount of funds available, the Districts will notify SCE's Principal Representative at least ninety (90) days prior to fund exhaustion of the incremental amount of funds needed to defray the remaining anticipated costs. SCE will have the option of (i) making a payment to SPL for the incremental amount, provided the total amount

of payments to the SPL does not exceed the total funding amount, (ii) increasing the total funding amount through an amendment to this MOA, or (iii) agree to a reduced level of service.

F. The Corps Districts will neither accept nor expend funds under this MOA after June 10, 2021, unless Federal law extends the Corps' authority under 33 U.S.C. 2352 to accept and expend funds contributed by public-utility and natural gas companies to expedite the processing of permits.

Article VII. – APPLICABLE LAWS

The applicable statutes, regulations, policies, directives, and procedures of the United States will govern this MOA and all documents and actions pursuant to it. Unless otherwise required by law, all expediting of permit applications undertaken by the Corps Districts will be governed by Corps regulations, policies and procedures.

Article VIII. – DISPUTE RESOLUTION

In the event of a dispute, the Parties agree to use their best efforts to resolve the dispute in an informal fashion through consultation and communication, or other forms of non-binding alternative dispute resolution mutually acceptable to the Parties. The Parties agree that, in the event such measures fail to resolve the dispute, they shall refer the dispute for resolution to an appropriate forum in accordance with Federal law.

Article IX. – PUBLIC INFORMATION

Justification and explanation of SCE's programs or projects before other agencies, departments and offices will not be the responsibility of the Corps Districts. The Corps Districts may provide, upon request from SCE, any assistance necessary to support justification or explanations of activities conducted under this MOA. In general, the Corps Districts are responsible only for public information regarding Corps regulatory activities. SCE will give the Corps Districts, as appropriate, advance notice before making formal, official statements regarding activities funded under this MOA.

Article X. – AMENDMENT, MODIFICATION AND TERMINATION

A. This MOA may be modified or amended only by written, mutual agreement of the Parties.

B. Any party reserves the right to terminate its participation in this MOA without cause upon thirty (30) days' written notice to the other parties. In the event of termination, SCE shall continue to be responsible for all costs incurred by the Corps Districts under this MOA prior to the effective date of such termination and for the costs of closing out or transferring any ongoing SCE Priority Projects in support of the provision of services by the Districts under this MOA.

C. Within ninety (90) calendar days of termination of the MOA, or the expiration of the MOA, the Corps Districts shall provide SCE with a final statement of expenditures. Within sixty (60) calendar days after submittal of the Corps Districts' final statement of expenditures, the Corps Districts, subject to compliance with the Anti-Deficiency Act (31 U.S.C. 1341 et. Seq.), shall directly remit to SCE the unexpended balance of the advance payments, if any. Funds may be provided to SCE either by check or electronic funds transfer.

Article XI. – MISCELLANEOUS

A. This MOA will not affect any pre-existing or independent relationships or obligations between SCE and the Corps Districts.

B. The Corps Districts' participation in this MOA does not imply endorsement of SCE projects nor does it diminish, modify, or otherwise affect the Corps Districts' statutory or regulatory authorities.

C. If any provision of this MOA is determined to be invalid or unenforceable, the remaining provisions will remain in force and unaffected to the fullest extent permitted by law and regulation.

D. Under the provisions of 33 U.S.C. 2352 no funds may be accepted or expended by the Corps Districts pursuant to this MOA after June 10, 2021. However, if prior to this date, this statutory authority is extended or made permanent, then provisions of this MOA shall remain in force until the statutory termination date or until the expiration date as provided in this MOA, whichever occurs first.

E. This MOA, including any documents incorporated by reference or attachments thereto, but excluding the pre-existing relationships or obligations between the Parties referenced in subparagraph A above, constitute the entire agreement between the Parties. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged herein and shall be of no further force or effect.

Article XII. – EFFECTIVE DATE AND DURATION

This MOA and any amendments will become effective on the date of execution by the last party. Unless amended or modified, this MOA shall remain in force until whichever of these events occurs first: 1) June 10, 2021 or 2) the MOA is terminated pursuant to Article X.B.

[REMAINDER LEFT INTENTIONALLY BLANK]

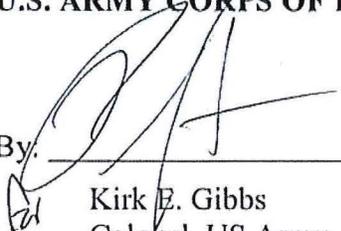
IN WITNESS WHEREOF, this MOA is executed by Southern California Edison, acting by and through its authorized representative, and by SPL and SPK, through their authorized officers.

SOUTHERN CALIFORNIA EDISON

By: 
Don Neal
Director
Corporate Environmental Services

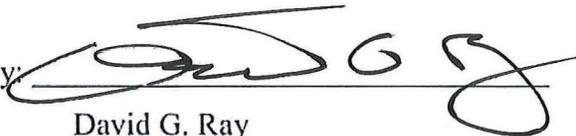
Date: 12/21/16

U.S. ARMY CORPS OF ENGINEERS, LOS ANGELES DISTRICT

By: 
Kirk E. Gibbs
Colonel, US Army
Commander and District Engineer

Date: 12-29-16

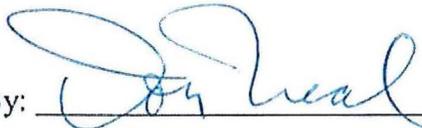
U.S. ARMY CORPS OF ENGINEERS, SACRAMENTO DISTRICT

By: 
David G. Ray
Colonel, US Army
Commander and District Engineer

Date: 1-10-17

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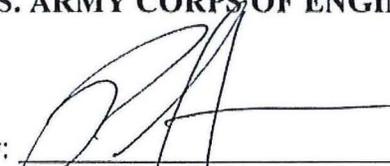
SOUTHERN CALIFORNIA EDISON

By:  _____

Don Neal
Director
Corporate Environmental Services

Date: 12/21/16

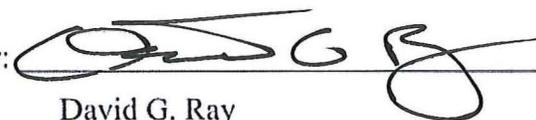
U.S. ARMY CORPS OF ENGINEERS, LOS ANGELES DISTRICT

By:  _____

for Kirk E. Gibbs
Colonel, US Army
Commander and District Engineer

Date: 12-29-16

U.S. ARMY CORPS OF ENGINEERS, SACRAMENTO DISTRICT

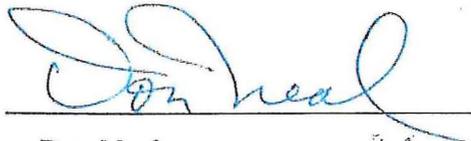
By:  _____

David G. Ray
Colonel, US Army
Commander and District Engineer

Date: 1-10-17

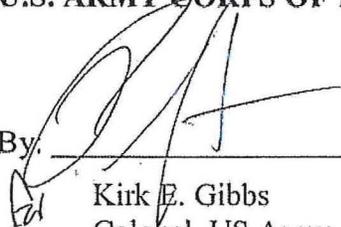
IN WITNESS WHEREOF, this MOA is executed by Southern California Edison, acting by and through its authorized representative, and by SPL and SPK, through their authorized officers.

SOUTHERN CALIFORNIA EDISON

By: 
Don Neal
Director
Corporate Environmental Services

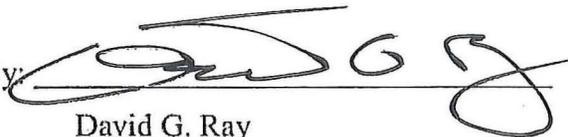
Date: 12/21/16

U.S. ARMY CORPS OF ENGINEERS, LOS ANGELES DISTRICT

By: 
Kirk E. Gibbs
Colonel, US Army
Commander and District Engineer

Date: 12-29-16

U.S. ARMY CORPS OF ENGINEERS, SACRAMENTO DISTRICT

By: 
David G. Ray
Colonel, US Army
Commander and District Engineer

Date: 1-10-17

Appendix A
Priority Projects for SCE¹

Name of Project	Application Date	Permit Decision Date	SCE I/O #	District	Status
Mesa Substation Project	6/2015	2/2017	327106	SPL	Pending JD, Section 7 consultation
West of Devers Upgrade Project PJD	8/2015	2/2017	317693	SPL	Pending review
West of Devers Upgrade Project	2/2017	9/2017	317693	SPL	Pending submittal
Mammoth Pool Reservoir Staff Gage Installation	10/2016	7/2017	334196	SPK	Project review
Eastwood Overlook/Visitor Center-Rec. Rehab.	12/2016	7/2017	801537060	SPK	Pending submittal

Notes:

1. Priority Projects subject to change per the discretion of SCE.

**Appendix B
Performance Metrics**

Objective	Measure
Upon initial receipt of an application for an individual permit or general permit, the Corps will notify SCE (via telephone or email) within fifteen (15) calendar days if the application is Federally-complete. If the application is complete, the Corps will notify SCE of the initial date received stamped on the application.	The Corps shall provide such notification within the stated time frame at least 90% of the time.
The Corps will request, in writing (via email or letter), specific additional information needed to complete an individual permit or general permit application within thirty (30) calendar days of initial receipt. Once sufficient information is received, the Corps will notify SCE (via telephone or email) within fifteen (15) calendar days of the date received stamped on the last piece of information needed to complete the application.	The Corps shall provide such notification within the stated time frame at least 90% of the time.
Individual permits, including standard individual permits and Letters of Permission will be processed within ninety (60) calendar days of receiving a Federally-complete application, with the exception of those that require longer periods of time per Corps regulations at 33 CFR section 325.2(d)(3).	The Corps shall meet the stated objective at least 50% of the time.
General permits, including nationwide permits and regional general permits, will be processed within forty-five (45) calendar days of receiving a Federally-complete application. ⁽¹⁾	The Corps shall meet the stated objective at least 80% of the time.
Jurisdictional Determinations (JD), including Approved JDs, will be processed within sixty (60) calendar days of receiving a complete jurisdictional determination request.	The Corps shall meet the stated objective at least 90% of the time.
Endangered Species Act Section 7 consultation initiation request letters will be sent within fifteen (15) days of receiving adequate information from SCE to make a determination of effect and initiate consultation.	The Corps shall meet the stated objective at least 90% of the time.

Notes:

1. Excluding projects requiring Section 7 and Section 106 consultation.

Appendix C
Example Monthly Summary Update

Department of the Army, Corps of Engineers
XXX XXX District, Regulatory Division

Contract Number: XXXXXX
Date of Report: XXXXXX

To: SCE Contract Manager
From: XXX District
Subject: Monthly Update for XXXX (For work from Month/Day/Year through Month/Day/Year)

To be completed for each employee

1. Project Updates

Line	Project Name	Task Description	SCE I/O #	Corps File #	Updates on Progress/Project Milestone
1					
2					
3					
4					

2. Estimated Labor

Line	Project Name	Task Description	SCE I/O #	Corps File #	Corps Assigned Staff	Labor Hours	Cost	Comments
1							\$	
2							\$	
3							\$	
4							\$	
Total							\$	

3. Estimated Expenses

Line	Project Name	Task Description	SCE I/O #	Corps File #	Corps Assigned Staff	Expense Amount	Comments
1							
2							
3							
4							

4. Other Programmatic Efforts

Line	Activities/Purpose
1	
2	
3	
4	

Appendix D
Example Quarterly Summary Report

Department of the Army, Corps of Engineers
XXX XXX District, Regulatory Division

Contract Number: XXXXXX
Date of Report: XXXXXX

To: SCE Contract Manager
From: XXXX District
Subject: Quarterly Report for XXXX (For work from Month/Day/Year through Month/Day/Year)

To be completed in addition to the monthly summary report and the total expenditure report for both the quarter being report and cumulatively over the life of this MOA.

1. Activities That Occurred During the Quarter

Project Name	Corps file #	SCE I/O #	Brief Description of Work Performed

2. Activities Anticipated Next Quarter

Project Name	SCE I/O #	Brief Description of Work Performed

3. Completed Actions and Performance Metrics

Line	Project Name	Project Deliverable	Corps File #	Corps Assigned Staff	District	Date Received	Date Complete	# of Days to Complete	Agreement Target # of Days*
1									
2									
3									
4									

* Refer to Appendix B for agreement metrics.

4. Noted Coordination Improvements and Recommendations to Improve Efficiency of Environmental Reviews

Line	Recommendation
1	
2	
3	
4	

5. Noted Recommendations For Improving Consultation and Coordination Among the Parties

Line	Recommendation
1	
2	
3	
4	

Appendix E
Standard Operating Procedure UFC 08

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
FINANCE CENTER
5722 INTEGRITY DRIVE
MILLINGTON TENNESSEE 38054-5005

CEFC-FD
SOP No. UFC-08

1 June 2004
Revised 1 April 2006

STANDING OPERATING PROCEDURES
ELECTRONIC FUNDS TRANSFERS TO THE CORPS

1. **PURPOSE.** To Standing Operating Procedure (SOP) provides procedures for utilizing Electronic Funds Transfer (EFT) and the Automated Clearing House (ACH) networks in lieu of mailing a check for payment to the Corps.
2. **APPLICABILITY.** The provisions of this SOP apply to the USACE Finance Center (UFC) and activities supported by the UFC.
3. **REFERENCE.** SOP No. UFC-03, Collection/Deposit Procedures.
4. **PROCEDURES.** When a Corps customer wishes to use EFT or ACH processes to transfer of cash contributions in lieu of mailing a check to the UFC, the enclosed procedures must be followed to ensure accurate and timely credit for the funds transferred.
 - a. The customer must notify the supported activity F&A Officer or Project Manager in advance of the pending cash transfer. **The customer's notification should include the date of the transfer, amount, type of transfer (CCD+ or CTX format), and any other known data that will be used to identify the transfer.** The customer's financial institution will transfer the funds via the ACH network using the Cash Concentration or Disbursement Plus (CCD+) or Corporate Trade Exchange (CTX) formats of transactions. The required data elements for these types of transactions are provided in the enclosures.
 - b. Upon notification from the customer or the Project Manager of the pending EFT, the supported activity F&A Officer must enter a Collection Receiving Officer Voucher (ROV) in CEFMS. All EFT collection vouchers must be submitted to the UFC Disbursing Division using Form UFC-DISB-1 (available at: <http://fc.ufc.usace.army.mil/forms/a-ufedisb1.pdf>). There should only be one EFT transaction per ROV and no other transactions should be attached to an ROV established for EFT purposes.

c. In addition to the enclosed format instructions, the F&A Officer or the Project manager must also provide the following information to the customer for the EFT transfer:

- (1) The District/Division/Laboratory/RBC two-digit EROC
- (2) The CEFMS ROV number
- (3) The Advance Account or Local Cost Share Number

5. **Ca\$hLink II Agency Access System.** Ca\$hLink II is an on-line U.S. Treasury system that allows the UFC to access and confirm our deposit information the next working day after the EFT is posted. The UFC monitors the Ca\$hLink II system daily. Upon verification of the EFT transfer in Ca\$hLink II, the UFC will certify the ROV and confirm the deposit. Funds will be available immediately after the deposit confirmation.

The UFC will not require any additional documentation from the supported activity or the customer provided all required documentation identified above is provided. **If an EFT transaction is received via Ca\$hLink II that cannot be identified, it will be rejected back to the sender.** Before rejecting an EFT, the UFC will research and try to determine the proper supported activity and CEFMS account to update. For those EFT transactions rejected by the UFC, the financial institution (bank) that initiated the EFT will notify the customer (sender) of the rejected transaction.

6. **CHANGES.** Refer all discrepancies, comments or questions regarding this SOP to the Chief, Disbursing Division, Directorate of Finance (CEFC-FD) 901-874-8648.

FOR THE DIRECTOR:

Encls



SHIRLEY L. AUTRY
Deputy Director, Finance

U.S. ARMY CORPS OF ENGINEERS FINANCE CENTER
Electronic Funds Transfer
Customer Implementation Data Sheet

ACH CCD+ Format

<u>DATA Element Name</u>	<u>Contents</u>	<u>Size</u>	<u>Position</u>
*Record Type Code	6	1	01-01
*Transaction Code	22	2	02-03
*Receiving ABA	05103670	8	04-11
*Check Digit	6	1	12-12
*Account Number	220025	17	13-29
Payment Amount	Amount of Payment (\$\$\$\$cc)	10	30-39
Identification Number	Optional	15	40-54
*Receiver Name	USACE Finance Center	22	55-76
**Discretionary Data	EROC Code of Corp Office	2	77-78
Addenda Indicator	1 (addenda present)	1	79-79
Trace Number	Assigned by Remitter's Bank	15	80-94

ADDENDA RECORD FORMAT

<u>DATA Element Name</u>	<u>Contents</u>	<u>Size</u>	<u>Position</u>
*Record type Code	7	1	01-01
*Addenda Type Code	05	2	02-03
***Payment Related Data	ROV #/Account #;EROC	80	04-83
Sequence Number	Addenda number starting at 0001	4	84-87
Addenda Trace Number	Same as the last 7 numbers of the detail trace number	7	88-94

* Data remains same for every transaction

** EROC Code of Corps District

*** Data supplied by Corps District to Customer - If data is not present, transaction will be rejected

U.S. ARMY CORPS OF ENGINEERS FINANCE CENTER
Electronic Funds Transfer
Customer Implementation Data Sheet

ACH CTX Format

<u>DATA Element Name</u>	<u>Contents</u>	<u>Size</u>	<u>Position</u>
*Record Type Code	6	1	01-01
*Transaction Code	22	2	02-03
*Receiving ABA	05103670	8	04-11
*Check Digit	6	1	12-12
*Account Number	220025	17	13-29
Payment Amount	Amount of Payment (\$\$\$\$cc)	10	30-39
Identification Number	Optional	15	40-54
Number of Addenda	Number of Addenda Records attached	4	55-58
*Receiver Name	USACE Finance Center	22	59-74
Reserved	Blank	2	75-76
**Discretionary Data	EROC Code of Corp Office	2	77-78
Addenda Indicator	1 (addenda present)	1	79-79
Trace Number	Assigned by Remitter's Bank	15	80-94

ADDENDA RECORD FORMAT

<u>DATA Element Name</u>	<u>Contents</u>	<u>Size</u>	<u>Position</u>
*Record Type Code	7	1	01-01
*Addenda Type Code	05	2	02-03
*** Payment Related Data	ROV #/Account #; EROC	80	04-83
Sequence Number	Addenda number starting at 0001	4	84-87
Addenda Trace Number	Same as the last 7 numbers of the detail trace number	7	88-94

*Data remains same for every transaction

**EROC Code of Corps District

*** Data supplied by Corps District to Customer - If data is not present, transaction will be rejected