



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
UNITED STATES PROPERTY AND FISCAL OFFICER FOR NEW YORK  
330 OLD NISKAYUNA ROAD  
LATHAM, NEW YORK 12110-3514

<b>Bulletin Number:</b>	MNPF-EA-002-2018	<b>Date Issued:</b>	30Mar18
<b>Bulletin Issued by:</b>	Steven M. Rowe, COL, USA, USPFO-NY		
<b>Bulletin Subject:</b>	Cooperative Agreement Centralized Personnel Plan (CPP)	<b>Change 1</b>	
<b>Bulletin OPR:</b>	MNPF-EA, Grants and Agreements		

1. CPP: The Division of Military and Naval Affairs (DMNA) has elected to centralize the costs associated with administering the cooperative agreement program within the Agency Office of Budget and Finance (MNBF). This includes the hiring action of a second employee to administer to the requirements of the Master Cooperative Agreement Program (Change). The CPP is the mechanism which allows reimbursement for a State Grade 18 (SG 18) position to administer the Master Cooperative Agreement(s) (MCA) Program at the State level.

2. REIMBURSEMENTS:

a. The CPP Cost Allocation Plan is renewed annually between the grantee, State of New York (TAG) and the USPFO-NY. The USPFO-NY has the responsibility to review and validate all costs charged to agreements for reimbursement through the CPP.

b. The cost to provide services from approximately 1 June – 30 September, 2018 to the MCA is based on a salary of (\$32,205.06) with a fringe benefit rate of (FBR) (62%). (Attachment 1).

c. The cost to provide services from 1 October 2018 – 30 September 2019 to the MCA is based on two (2) salaries of (\$64,928) with a fringe benefit rate of 62%; and (\$67,989.00) with a fringe benefit rate (FBR) of (64%) applied to both positions. (Attachment 1).

d. Each Appendix, under the MCA will pay a proportionate share of the cost annually based on the AFP for that Appendix, (see Attachments 1). The AFP values represented on Attachments 1 are only estimates and the proportionate share for each appendix will fluctuate based on actual funding. Therefore, reimbursement requests will be processed semi-annually in March and September by MNBF for each Appendix under the Cooperative Agreement to accommodate for those adjustments to funding. Based on salary changes and possible increases in FBR, the Cost Allocation Plan will be periodically adjusted.

e. Each ANG Comptroller and ARNG Program Manager/Fund Manager will create a separate account classification line in the accounting system of record to separately account for this salary based on the estimated cost allocation plan (Attachments 1). The State Military Department will bill the Federal Government in March and again in September through the reimbursement process (SF 270). The account classification lines will be provided to CW3 Davin for transmittal to MNBF.

Bulletin Number: MNPF-EA-002-2018

Bulletin Subject: Cooperative Agreement Centralized Personnel Plan (CPP) - Change 1

f. The State Military Department (MNBF) will provide an attestation clause (attached), along with the reimbursement voucher provided to the Program Manager/Fund Manager in March and again in September, as backup documentation for audit purposes.

3. LEGAL INSTRUMENT:

a. The CPP, signed by the TAG and the USPFO is a binding contract between the State of New York and the Federal Government for a period of five years, and can be reviewed annually.

b. Individual Cooperative Agreement Program Managers will fully support the intent of this plan and pay the assessment as established in Attachments 1 (FY 17/18 and FY 18/19).

4. If you have any questions, please feel free to contact CW3 Renee M. Davin at 518-786-4709 or by email at renee.m.davin.mil@mail.mil.