

# Reclamation Manual

## Directives and Standards

**Business Decision Document Instructions:**

The Chief Financial Officer (CFO) has responsibility for oversight, management, and approval of all Bureau of Reclamation Working Capital Fund (WCF) Activities as provided in Reclamation’s CFO Council (CFOC) Charter. Each Director will submit a WCF Business Decision Document (BDD) for each WCF Activity within his/her directorate to the Director, Mission Support Office. Due dates for BDD submissions are outlined in the annual WCF Budget Guidance memorandum.

Each Director, or their delegated CFOC member, will provide detailed presentations of their WCF Activity BDDs to the CFOC at the annual CFOC Budget Meeting. The CFOC will serve as the review board and will provide recommendations for each WCF Activity budget to the CFO.

The information below provides additional instructions for completing the BDD template on the second tab of this spreadsheet. All roles and responsibilities information was taken from the Reclamation Directives and Standards (D&S) FIN 15-10, *Working Capital Fund (WCF) Roles and Responsibilities and Major Management Elements*. Please refer to the D&S as well as the WCF Handbook for additional guidance.

Please note that one BDD must be completed for every WCF Activity under each directorate. Also note that, unless otherwise stated, all budget amounts MUST include **FYTD obligations and capitalized investments** (if any).

<b>Reclamation Business Decision Document for FY2020-2023:</b>	Select from the dropdown the WCF Activity.
<b>Date Prepared:</b>	Identify the BDD preparation date. Format as mm/dd/yyyy.
<b>Director:</b>	Select from the dropdown the Director responsible for this WCF Activity. The Director will be a member of the Reclamation Leadership Team.  The Director of this Activity is responsible for providing management and direction for the Activity's operations; overseeing the preparation and annual review process of the Activity's budget; and ensuring the Activity maintains a positive unobligated balance. Please refer to D&S FIN 15-10 for additional information.

## Reclamation Manual

### Directives and Standards

<b>WCF Coordinator:</b>	<p>Select from the dropdown the WCF Coordinator for this WCF Activity.</p> <p>The WCF Coordinator for the Activity provides the coordination between the associated regional or directorate offices, WCF Manager, WCF Activity Manager, and the WCF Advisor. The WCF Coordinator must prepare or coordinate the preparation of this Activity's BDD and review the BDD for accuracy and reasonableness (level of involvement can vary between regions based upon regional delegation of duties).</p>
<b>WCF Activity Manager:</b>	<p>Identify the WCF Activity Manager.</p> <p>The WCF Activity Manager is responsible for:</p> <ul style="list-style-type: none"> <li>- preparing the BDDs for the Activity including investment, expense, and revenue estimates;</li> <li>- coordinating with the Activity's Project Manager, or other contacts as necessary, to ensure the use of accurate, and up-to-date information to formulate the budget and prepare the BDD.</li> <li>- ensuring the Activity maintains a positive (normal credit balance) unobligated balance that is reasonable and supports business event expense trends; and</li> <li>- ensuring the Activity is operating efficiently and effectively within the scope and objectives.</li> </ul>
<b>Project Manager:</b>	<p>Identify the Project Manager for this WCF Activity, if applicable.</p> <p>If a region named a Project Manager has for the Activity, his or her responsibilities include coordinating the formulation of the budget and preparation of the BDD with the WCF Activity Manager to ensure use of accurate and up-to-date project status information. If more than one Project Manager is associated with the Activity, please separate the names with a semi colon (e.g. Jane Doe; John Doe; and ....).</p>
<b>Other Contact:</b>	<p>Identify other contacts as necessary.</p> <p>Other contacts include anyone involved in the management of Activity operations, formulation of the Activity's budget, and/or preparation of the BDD. Please separate contact names with a semi colon (e.g. Jane Doe; John Doe; and ....).</p>

## Reclamation Manual

### Directives and Standards

<b>Description:</b>	In detail, describe the components of this Activity including: <ul style="list-style-type: none"> <li>- the services the Activity provides;</li> <li>- the business functions it performs;</li> <li>- the business value of the Activity; and</li> <li>- how the Activity supports Reclamation's mission.</li> </ul>
<b>Strategic Outlook:</b>	Describe, in detail, the strategic outlook for this Activity for FY2020 through FY2023. Include plans for technical refresh and business process analysis and any significant changes that have/will take place for this Activity (e.g., a new pilot or investment, additions/reductions in staff, building renovation, etc.), please also describe in detail the impact the changes have to the budget and overall Activity operations.
<b>Basis of Distribution:</b>	Select from the dropdown list the method of distribution established for this Activity (e.g. OIC, RIC, BIC, etc.). If the drop down fails to include the basis of distribution, please select "Other" and provide an explanation using the blank cell directly below the dropdown field.
<b>Prior Year (A14)</b>	
<b>FY19 Budget Vs. FY19 Performance (A15)</b>	
<b>FY Obligations (A16)</b>	(B16) Prepopulated field*: This field displays obligations the Activity incurred in FY2019.
<b>FY CFO Approved Budget (C16)</b>	(D16) Prepopulated field*: Provided here is the approved budget amount for this Activity as outlined in the <b>FY18</b> Current 5-Year WCF Budget Summary. The Current 5-Year WCF Budget Summary can be found on the CFOC Intranet Site ( <a href="http://intra.usbr.gov/cfo">http://intra.usbr.gov/cfo</a> ).
<b>Obs Diff to FY CFO Approved Budget (A17)</b>	(B17) Prepopulated field*: Provided here is the difference between the Activity's <b>FY19</b> obligations and its <b>FY19</b> CFO approved budget. (B16-D16)
<b>Increases/(Reductions) on FY BDD (C17)</b>	(D17) Prepopulated field*: Provided here is the change, if applicable, to the FY2019 approved budget amount for this Activity the region noted on the prior year's BDD.
<b>Obs Diff to Changed FY BDD Budget (A18)</b>	(B18) Prepopulated field*: Provided here is the difference, if applicable, between the Activity's <b>FY19</b> obligations and its <b>FY19</b> revised BDD-documented budget. (B16-D18)

## Reclamation Manual

### Directives and Standards

<b>FY BDD Total for FY (C18)</b>	(D18) Prepopulated field*: Provided here is the FY2019 approved budget amount for this Activity to include any reductions or increases the region noted on the prior year's BDD.
<b>Total Approved FY Budget Increases (C19)</b>	(D19) Prepopulated field*: Provided here is the total amount of approved <b>FY19</b> budget increases for the Activity.
<b>Total FY Budget (C20)</b>	(D20) Prepopulated field*: Provided here is the total amount of approved <b>FY19</b> budget including approved increases for the Activity.
<b>Obs Diff to Total FY Approved Budget (A20)</b>	(B20) Prepopulated field*: Provided here is the difference between FY obligations and the approved <b>FY19</b> budget for the Activity including any approved increases. (B16-D20)
<b>Carryover (A23)</b>	
<b>FY Beginning Carryover (A24)</b>	(B24) Prepopulated field*: Provided here is the amount of unobligated balance (carryover) the activity brought into the prior FY
<b>FY Ending Carryover (C24)</b>	(D24) Prepopulated field*: Provided here is the amount of unobligated balance (carryover) with which the activity ended the prior FY
<b>Carryover as a % of FY19 Budget (A25)</b>	(B25) Prepopulated field*: Provided here is carryover into <b>FY19</b> as a % of the <b>FY19</b> CFO approved budget
<b>Carryover as a % of FY20 Budget (C25)</b>	(D25) Prepopulated field*: Provided here is carryover into <b>FY20</b> as a % of the <b>FY20</b> CFO approved budget
<b>Allocated Costs (A28)</b>	
<b>FY Allocated Costs (Alloc) (A29)</b>	(B29) Prepopulated field*: Provided here is the amount of allocated costs that passed through the activity the year prior, if applicable
<b>FY Budget for Alloc (C29)</b>	(B29) Prepopulated field*: Provided here is the amount the activity budgeted for allocated costs the year prior, if applicable

## Reclamation Manual

### Directives and Standards

<b>Diff Between FY Alloc and FY Alloc Budget (A30)</b>	(B30) Prepopulated field*: Provided here is the difference between amounts the activity budgeted for allocated costs and the amount of allocated costs that passed through the activity the year prior, if applicable
<b>Budget Years</b>	
<b>Approved Budget/Obligations (non-IMT) (E16)</b>	<i>Prepopulated field*</i> : Provided here are the Activity's <a href="#">FY20</a> (G16), <a href="#">FY21</a> (H16), and <a href="#">FY22</a> (I16) non-IMT budget amounts from last year's approved BDD/Current 5 Year Summary. The Current 5-Year WCF Budget Summary can be found on the CFOC Intranet Site ( <a href="http://intra.usbr.gov/cfo">http://intra.usbr.gov/cfo</a> ).
<b>Approved Budget/Obligations (IMT only) (E17)</b>	<i>Prepopulated field*</i> : Provided here is the Activity's <a href="#">FY20</a> (G17), <a href="#">FY21</a> (H17), and <a href="#">FY22</a> (I17) IMT budget amounts from last year's approved BDD/Current 5 Year Summary. The Current 5-Year WCF Budget Summary can be found on the CFOC Intranet Site ( <a href="http://intra.usbr.gov/cfo">http://intra.usbr.gov/cfo</a> ).
<b>Approved Budget for Allocated Costs (E18)</b>	<i>Prepopulated field*</i> : Provided here is the Activity's <a href="#">FY20</a> (G18), <a href="#">FY21</a> (H18), and <a href="#">FY22</a> (I18) Allocated Costs budget amounts from last year's approved BDD/Current 5 Year Summary. The Current 5-Year WCF Budget Summary can be found on the CFOC Intranet Site ( <a href="http://intra.usbr.gov/cfo">http://intra.usbr.gov/cfo</a> ).
<b>+/- Proposed Changes (non-IMT) (E19)</b>	<b>Enter</b> the proposed differences between the Activity's <a href="#">FY20</a> (G19), <a href="#">FY21</a> (H19), and <a href="#">FY22</a> (I19) non-IMT budget amounts from last year's approved BDD/Current 5 Year Summary and the new non-IMT budget the Activity proposes for consideration at the annual WCF Budget Meeting. Each WCF Activity that proposes an increase over the previously approved budget must provide justifications for the increases in the explanation of changes portion of the form. All increases should be described in a manner that addresses changes in WCF Activity requirements, legislation, Office of Management and Budget (OMB)/Departmental guidance, benefits, constraints, and the consequences of not receiving the increase.
<b>+/- Proposed Changes (IMT-only) (E20)</b>	<b>Enter</b> the proposed differences between the Activity's <a href="#">FY20</a> (G20), <a href="#">FY21</a> (H20), and <a href="#">FY22</a> (I20) IMT budget amounts from last year's approved BDD/Current 5 Year Summary and the new IMT budget the Activity proposes for consideration at the annual WCF Budget Meeting. Each WCF Activity that proposes an increase over the previously approved budget must provide justifications for the increases in the explanation of changes portion of the form. All increases should be described in a manner that addresses changes in WCF Activity requirements, legislation, Office of Management and Budget (OMB)/Departmental guidance, benefits, constraints, and the consequences of not receiving the increase.

## Reclamation Manual

### Directives and Standards

<b>+/- Proposed Changes for Allocated Costs (E21)</b>	<b>Enter</b> the proposed differences between the Activity's <a href="#">FY20 (G20)</a> , <a href="#">FY21 (H20)</a> , and <a href="#">FY22 (I20)</a> allocation costs budget amounts from last year's approved BDD/Current 5 Year Summary and the new allocation costs budget the Activity proposes for consideration at the annual WCF Budget Meeting. Each WCF Activity that proposes an increase over the previously approved budget must provide justifications for the increases in the explanation of changes portion of the form. All increases should be described in a manner that addresses changes in WCF Activity requirements, legislation, Office of Management and Budget (OMB)/Departmental guidance, benefits, constraints, and the consequences of not receiving the increase.
<b>Proposed Activity Budget (non-IMT) (E22)</b>	<i>Formula field**</i> : Provided here are the Activity's <a href="#">FY20 (G22)</a> , <a href="#">FY21 (H22)</a> , and <a href="#">FY22 (I22)</a> IMT budget amounts. The formula sums the Activity's Approved Budget/Obligations (non-IMT) and its +/- Proposed Changes (non-IMT): (*16+*19)
<b>Proposed Activity Budget (non-IMT) (E22)</b>	<b>Enter</b> the proposed Activity <a href="#">FY23 (J22)</a> non-IMT budget amount for consideration at the annual WCF Budget Meeting.
<b>Proposed Activity Budget (IMT only) (E23)</b>	<i>Formula field**</i> : Provided here are the Activity's <a href="#">FY20 (G23)</a> , <a href="#">FY21 (H23)</a> , and <a href="#">FY22 (I23)</a> non-IMT budget amounts. The formula sums the Activity's Approved Budget/Obligations (IMT-only) and its +/- Proposed Changes (IMT-only): (*17+*20)
<b>Proposed Activity Budget (IMT only) (E23)</b>	<b>Enter</b> the proposed Activity <a href="#">FY23 (J23)</a> IMT-only budget amount for consideration at the annual WCF Budget Meeting.
<b>Proposed FY Budget for Allocated Costs (E24)</b>	<i>Formula field**</i> : Provided here are the Activity's <a href="#">FY20 (G24)</a> , <a href="#">FY21 (H24)</a> , and <a href="#">FY22 (I24)</a> allocated costs budget amounts. The formula sums the Activity's Approved Budget for Allocated Costs and its +/- Proposed Changes for Allocated Costs: (*18+*21)
<b>Proposed FY Budget for Allocated Costs (E24)</b>	<b>Enter</b> the proposed Activity <a href="#">FY23 (J24)</a> Allocated Costs budget amount for consideration at the annual WCF Budget Meeting.
<b>Proposed FY Activity Budget (E25)</b>	<i>Formula field**</i> : Provided here are the Activity's <a href="#">FY20 (G25)</a> , <a href="#">FY21 (H25)</a> , <a href="#">FY22 (I25)</a> , and <a href="#">FY23 (J25)</a> proposed activity budget: The formulas sums the Activity's Proposed Activity Budget (non-IMT) and its Proposed Activity Budget (IMT only): (*22+*23)
<b>% Change from Prior FY (E26)</b>	<i>Formula field**</i> : Provided here is the percentage change between the budget presented in the column by FY and its budget the previous year (e.g. percentage difference between the <a href="#">FY2020</a> and <a href="#">FY2021</a> budgets). A positive percentage indicates an increase in budget in budget between FYs and a negative percentage indicates a decrease.
<b>Carryover (E27)</b>	<b>Enter</b> the projected ending carryover for FY20 ( <a href="#">G27</a> ), FY21 ( <a href="#">H27</a> ), FY22 ( <a href="#">I27</a> ), and FY23 ( <a href="#">J27</a> ).

## Reclamation Manual

### Directives and Standards

<p><b>% Carryover of Budget or Obligations (E28)</b></p>	<p>Formula field**: Provided here are the Activity's FY20 (G28), FY21 (H28), and FY22 (I28) projected carryover displayed as a % of the next FY's Activity budget.</p>
<p><b>Explanation for proposed changes to approved FY2020 budget (Please include consequences if the CFO does not approve the proposal): (A30)</b></p>	<p>(A31) <b>Explain</b> in detail the proposed changes entered above. This explanation should include:</p> <ol style="list-style-type: none"> <li>1. the amount and FY of the proposed change;</li> <li>2. information on additional services provided and the business case for the additional services needed; and</li> <li>3. the effects on Reclamation's mission if the proposed increase is not approved.</li> </ol>
<p><b>Explain the impact of a possible 5% budget cut from the proposed 2020 amount focusing on the impact on business functions and goals. (A36)</b></p>	<p>(A37) For FY2020 only, <b>identify</b> the specific amount the Activity will be reduced from a 5% budget cut. Please also <b>identify</b>:</p> <ol style="list-style-type: none"> <li>1. the specific services and/or activities that would be reduced;</li> <li>2. the impact the reduction will have on Reclamation's customers; and</li> <li>3. the impact the reduction will have on carrying out Reclamation's mission.</li> </ol>
<p><b>Explanation of differences between: FY2019 Budget and FY19 total Obligations and FY2020 Budget and FY20 YTD Obligations. (A34)</b></p>	<p>(A35) <b>Explain</b> in detail the differences between:</p> <ol style="list-style-type: none"> <li>1 - FY2018 Budget and FY2018 FYTD Obligations</li> <li>2 - FY2019 Projected FYTD Obligations and FY2019 FYTD Obligations through 1/31/19</li> </ol> <p>This explanation should include:</p> <ol style="list-style-type: none"> <li>1. the amount of obligations that were not included in the above amounts</li> <li>2. any changes in planning, scheduling, business operations that resulted in an increase/decrease in budget vs. actual information.</li> </ol> <p>Example: FY2018 Budget = \$100K                      FY2018 FYTD Obligations = \$95K</p> <p>Explanation: The \$20K difference between the FY2018 Budget and FY2017 FYTD Obligations amounts was budgeted for the purchase of new computer equipment. The original cost estimate for the equipment was \$20K; however, the revised estimate came in at only \$15K. Therefore, \$15K was obligated for new computer equipment and the remaining \$5K was not needed.</p>

## Reclamation Manual

Directives and Standards

<b>Explanation of Carryover Needs (A36)</b>	(A37) <i>Explain</i> why the amount of carryover projected into FY2021 is necessary for the activity.
Prepopulated Field*	The Denver WCF team populates these fields with FBMS/Surplus Shortage Report information. These fields are locked. Please review the numbers in them and direct any questions about the numbers to the Denver WCF team.
Formula Field**	A worksheet formula produces the numbers in these fields. These fields are locked.

<b>Reclamation Business Decision Document for FY2020 - 2023:</b>		<a href="#">R41140000.000000 - Transportation Vehicles</a>
<b>Date Prepared:</b>		
<b>Director:</b>		
<b>WCF Coordinator:</b>		
<b>WCF Activity Manager:</b>		
<b>Project Manager:</b>		
<b>Other Contact:</b>		
<b>Description:</b>		
<b>Strategic Outlook:</b>		
<b>Basis of Distribution:</b>		



## Reclamation Manual

Directives and Standards

Prior Year				Budget Years				
FY19 Budget Vs. FY19 Performance					FY2020 Approved Budget	FY2021 Approved Budget	FY2022 Approved Budget	FY2023 PROPOSED BUDGET
<b>FY Obligations</b>	<b>\$0</b>	<b>FY CFO Approved Budget</b>	<b>\$0</b>	Approved Budget/Obligations (non-IMT)	\$0	\$0	\$0	
Obs Diff to FY CFO Approved Budget	\$0	Increases/(Reductions) on FY BDD	\$0	Approved Budget/Obligations (IMT only)	\$0	\$0	\$0	
Obs Diff to Changed FY BBD Budget	N/A	<b>FY BDD Total for FY</b>	<b>\$0</b>	Approved Budget for Allocated Costs	\$0	\$0	\$0	
		Total Approved FY Budget Increases	\$0	+/- Proposed Changes (non-IMT)	\$0	\$0	\$0	
Obs Diff to Total FY Approved Budget	\$0	<b>Total FY Budget</b>	<b>\$0</b>	+/- Proposed Changes (IMT-only)	\$0	\$0	\$0	
				+/- Proposed Changes for Allocated Costs	\$0	\$0	\$0	
<b>Carryover</b>				<b>Proposed Activity Budget (non-IMT)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
FY Beginning Carryover	\$0	FY Ending Carryover	\$0	<b>Proposed Activity Budget (IMT only)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Carryover as a % of FY19 Budget	0%	Carryover as a % of FY20 Budget	0%	<b>Proposed FY Budget for Allocated Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
				<b>Proposed FY Activity Budget</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Allocated Costs</b>				<b>% Change from Prior FY</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
FY Allocated Costs (Alloc)			\$0	<b>Carryover</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
				<b>Carryover as a % of Next Year's Budget</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>N/A</b>

# Reclamation Manual

## Directives and Standards

---

<b>Explanation for proposed changes to approved 2021 budget (Please include consequences if the proposal is not approved):</b>
<b>Explain the impact of a possible 5% budget cut from the proposed 2021 amount focusing on the impact on business functions and goals.</b>
<b>Explanation of differences between FY2019 CFO Approved Budget and FYTD obligations, and FY2020 Budget and adjusted projected obligations:</b>
<b>Explanation of carryover needs:</b>