

Agreements Services Center- Quarterly Meeting Notes 6/5/19

Annual Letter Reminder:

As a reminder, the annual letter with guarantee dates for awarding agreements this FY was sent to the agreements community on 3/14/19. Please refer to these dates and forward as appropriate.

MOU PLG project update:

The Program Leader's Group (PLG) submitted the MOU Project for FY 2019. By improving the management of MOUs within the Agency, the mission-related work that relies upon MOUs will be enhanced. The Agency's current practices are often in conflict with Agency policy and procedures. This has led to significant inconsistencies in how MOUs are managed and maintained within APHIS.

Monitoring User Profiles in eFG:

eFG Users leaving, causes "flagged for archiving" error on any actions for agreements they are listed in the partner section. We need to be proactive when users separate from APHIS, and secondary users keep their access active.

Check/Collections – Recommendations from FOST:

Question – How do we handle repayments from recipients?

Answer – The agreement number should be listed on the APHIS94 also. Only provide a claim number if there is a specific payment it's related to. If you are unsure, indicate "no" to question 3. For all eFG related collections and credit memos, you will receive an email after we've uploaded a copy in eFG. We will send you an email because we've seen several recipients return funds when there is still funds remaining in eFG. At this time there is no way to adjust eFG or the funds commitment to reflect the true balance of an agreement when funds are returned.