



Department of Energy

Washington, DC 20585

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MEMORANDUM FOR DISTRIBUTION

FROM: BRUCE M. CARNES, DIRECTOR
OFFICE OF MANAGEMENT, BUDGET,
AND EVALUATION/CHIEF FINANCIAL OFFICER

SUBJECT: Institutional General Plant Projects (IGPP)

This memorandum contains further guidance on Institutional General Plant Projects (IGPP) beyond that contained in my April 24, 2002 memorandum on the same subject.

In FY 2002 and FY 2003, direct appropriations shall be used to fund all General Plant Projects assumed in the budget request for that year. Indirect funding may only be used for unbudgeted activities, that are emerging, unforeseen requirements, meeting the IGPP criteria in the April 24 memorandum.

Where indirect funding is used for an IGPP, the overall indirect budgets may not be increased as a result of the IGPP funding. Sites intending to utilize indirect funding must submit an IGPP report, through the DOE field office, to my office and to the DOE program office serving as landlord for the site before initiating activity on the project. This report shall include the following items:

- Description of the project and its funding levels,
- Explanation of how it meets the IGPP funding criteria, and
- List of other planned indirect activities, including funding amounts, being forgone to allow funding of the project within the existing indirect budget.

In the FY 2004 formulation process, no indirect-funded IGPP should be assumed. Budget targets were issued assuming full direct funding of all GPP activities, and we will continue through the process under this approach. During FY 2004 budget execution, the same rules will apply as in FY 2002 and 2003. Thus, sites will be able to fund unbudgeted IGPP activities, that are emerging, unforeseen requirements, meeting the IGPP criteria in the April 24 memorandum, as long as the reporting requirements above are satisfied.

As a reminder, the IGPP policy is an interim policy, only through FY 2004. While IGPP activities may transcend two fiscal years, no indirect-funded IGPP activities should be initiated under this policy that would extend beyond the end of FY 2004.

Questions regarding this guidance may be referred to Roy Craig at 202-586-3455 or by e-mail at roy.craig@hq.doe.gov.



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