



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JAN 28 2014

OFFICE OF
SOLID WASTE AND
EMERGENCY RESPONSE

MEMORANDUM

SUBJECT: Waiver from Prohibition on Conference Spending in Excess of \$500,000

FROM: Mathy Stanislaus
Assistant Administrator

Mathy Stanislaus
Bob Perciasepe

THROUGH: Bob Perciasepe
Deputy Administrator

TO: Gina McCarthy
Administrator

Summary

In accordance with the Office of Management and Budget Memorandum M-12-12, *Promoting Efficient Spending to Support Agency Operations*, this approval is needed for the 2013 Community Involvement Training (CIT) Conference's expenses in excess of \$500,000. The conference was originally approved based on its estimated costs of \$448,012, and the actual expenses turned out to be \$518,912. After reviewing the justification and information for the event, I have found the spending to have been necessary and reasonable. I believe that exceptional circumstances existed whereby spending in excess of \$500,000 on this single conference was the most cost-effective option to achieve its compelling purpose.

Background

The OSWER Office of Superfund Remediation and Technology Innovation estimated that EPA would spend \$448,012 for this event. This was submitted to OCFO on EPA Form 5170 in December 2012. The actual cost submitted on EPA Form 5170A was \$518,912, which places this conference into the category of conferences \$500,000 and above, thus requiring your approval as the designated official.

While estimated costs in two areas were lower than estimated due to elimination of light refreshments and a reduced number of EPA travelers, the cost overage reflects higher costs than anticipated for audio-visual equipment and for conference planning contracts. The estimates included in the Form 5170, approved by Bob Perciasepe and myself, were lower than actual costs due to not being able to negotiate lower rates with the hotel for audio-visual equipment, the need for additional contract support for conference presentation proposal selection, and technology support needed for live streaming of the conference. The agency was also responsible for the time spent by our contractor negotiating issues with the hotel due to the cost-plus structure of the

contract. OSWER has plans in place to develop more precise cost estimates and reduce contractor related expenses in future CIT conferences.

Background

I think the spending was worthwhile, and as explained further in this package, conference planners are taking steps to have more precise estimates in the future. Nonetheless, under our procedures, your approval is needed at this time for the 2013 conference expenses.

Approve:



Date JAN 30 2014

Disapprove:

Date _____