



**MAY - 7 2009**

**PROCUREMENT MEMORANDUM 2009-10**

**ACTION**

**MEMORANDUM FOR:** SENIOR BUREAU PROCUREMENT OFFICIALS  
HEADS OF CONTRACTING OFFICES

**FROM:** Helen Hurcombe *Helen Hurcombe*  
Senior Procurement Executive  
And Director for Acquisition Management

**SUBJECT:** Funding Notification Reports for American Recovery and  
Reinvestment Act (Recovery Act) Acquisitions

**Background**

The American Recovery and Reinvestment Act (Recovery Act) and resulting guidance from the Office of Management and Budget (OMB) requires specific transparency measures for all acquisition activities related to Recovery Act funding.

**Purpose**

The purpose of this Procurement Memorandum is to define the format, content, frequency and process for funding notification reports for Recovery Act acquisition actions and funding.

**Applicability**

The funding notification report requirements in this Procurement Memorandum are applicable to all qualifying activities for acquisitions with Recovery Act funding, as follows:

- synopsis of an acquisition;
- posting of a solicitation (Request for Proposals, Request for Quotes, Invitations for Bid);
- posting of a request for offer on General Services Administration's *ebuy* website;
- announcement of a solicitation in any public forum (e.g., trade magazines, newspapers, websites, etc.);
- announcement of solicitation and/or intended award to an incumbent contractor or competition limited to a sole source, a group of contractors under an existing Federal Supply Schedule, Government-wide Acquisition Contract, Multi-Agency Contract or a set-aside program under Federal Acquisition Regulations Part 19; and
- award of any order (purchase/delivery/task), contract or funded modification to an existing contract.

**Required Actions**

Bureau Procurement Officials (BPO) shall prepare the funding notification report in accordance with the following:

- Funding notification reports shall be prepared and submitted using the format and data definitions found in Attachment A – *Acquisition Funding Notification Data Definitions*. Funding notification reports shall be submitted on a daily basis, including negative reports, for qualifying activities for the previous day.
- The initial report is due by noon on May 12, 2009 and shall include all qualifying activities conducted on May 11, 2009, and all subsequent reports are due by noon each business day. Reports shall be submitted to Yancey Stern at [ystern@doc.gov](mailto:ystern@doc.gov).
- Reporting is cumulative. Once the report is initiated, subsequent reports add to the data that has already been reported.
- BPOs shall submit a single, consolidated report each day for all qualifying activities conducted within their purview.
- Each qualifying activity is reported individually as it occurs. For example, within an award process, a synopsis in FedBizOps has been reported. Once award is made for that announced acquisition, a separate qualifying activity (award) must be reported. The original reporting of the synopsis is not modified; rather the award, or any subsequent qualifying activity, is reported as it occurs.
- If a data field is unknown at the time of the fund notification report but may become known at a later date, leave the field blank. If a data field is not applicable, specify by inserting **N/A**.
- The “Funding Notification Amount” field accepts only whole dollar amounts; the amount reported must be rounded up or down using standard rounding convention.

If you have questions regarding this guidance, please contact Lori Donovan at [ldonovan@doc.gov](mailto:ldonovan@doc.gov) or (202) 482-1716. If you have questions regarding submission of the funding notification reports, please contact Yancey Stern at [ystern@doc.gov](mailto:ystern@doc.gov) or (202) 482-5781.

cc: Acquisition Community  
Acquisition Council

## Acquisition Funding Notification Data Definitions

Legend	
Data Field Type	Description
Int(#)	Int stands for integer. The number in parenthesis is the number of available characters. For example, when inserting the Funding Notification Amount the Data Field Type reads int(11); therefore there are no more than 11 characters which can be inserted (i.e. 10,000,000,000).
N/A	Not Applicable.
Varchar(#)	Var stands for variable and char stands for character. The number in parenthesis is the number of available characters. For example, when inserting the Program Description the Data Field Type reads varchar(74); therefore the characters will vary but only 74 characters may be inserted.
Char(#)	Char stands for character. The number in parenthesis is the number of available characters. For example, the US Indicator the Data Field Type reads char(1); therefore only one character will be inserted.

Data Elements	Description	Data Field Type	Requirement
<b>Funding Notification Amount</b>	<p>The Funding Notification amount is the total program or individual contract, order or modification value, in dollars. OMB has provided the following statement <i>"None of the granular information will be made public and we are scheduled to meet with the ARRA Board ... to ensure that IGCE information for contracts isn't released."</i></p> <p>If reflecting a solicitation that has just been announced, the IGCE should be shown in the Report.</p> <p>As an individual contract, order or modification is awarded, the amount for that single individual action will be provided.</p>	int(11)	Required
<b>Funding Notification - Face Value</b>	This only applies to Loans and Loan Guarantees.	N/A	N/A
<b>Award Type</b>	Only the choice of contract/order can be made.	Pull Down List	Required
<b>CFDA Program Number</b>	This only applies to Grants	varchar(7)	N/A
<b>CFDA Program Title</b>	This only applies to Grants	varchar(74)	N/A
<b>Program Description</b>	A one sentence or brief description of the purpose for the ARRA funds. For example, a contract may support a program but the program may have several contracts for various portions, such as, IT help and construction. (The place of performance (PoP) is entered into the FPDS-NG report).	varchar(74)	Required
<b>US Indicator*</b>	An indicator as to whether place of performance is within US or its territories or not. (Y or N).	char(1)	Required but if known, may be left blank.

## Acquisition Funding Notification Data Definitions

Data Elements	Description	Data Field Type	Requirement
<b>Place of Performance County Code &amp; County Name*</b>	Pick from list consisting of the three-digit FIPS county code for the county in which the predominance of funds will be spent in performance of the award. When announcement of a solicitation is made, the place of performance may be UNKNOWN or TBD. When an initial or modification award is made, this data element is required.	Pull down List of County codes & County names	Required but if known, may be left blank.
<b>Place of Performance State Code &amp; State Name*</b>	Pick from list consisting of the two-digit FIPS state code for the state in which the predominance of funds will be spent in performance of the award. When announcement of a solicitation is made the place of performance may be UNKNOWN or TBD. When an initial or modification award is executed, this data element is required.	Pull down List of State codes & State names	Required but if known, may be left blank.
<b>Place of Performance Zip Code*</b>	The full Zip code (ZIP+4) where the predominance of funds will be spent in performance of the award. To obtain these last four numbers, please consult the United States Postal Service at the following URL: ( <a href="http://zip4.usps.com/zip4/welcome.jsp">http://zip4.usps.com/zip4/welcome.jsp</a> ). When announcement of a solicitation is made the place of performance may be UNKNOWN or TBD. When initial or modification award is executed, this data element is required.	varchar(9)	Required but if known, may be left blank.
<b>Place of Performance Congressional District*</b>	The Congressional District where the predominance of funds will be spent in performance of the award. The Congressional District number is contained in the plus four numbers of the Zip code. You may find Congressional District numbers at the following URL: <a href="http://www.census.gov/geo/www/cd110th/tables110.html">http://www.census.gov/geo/www/cd110th/tables110.html</a> . Once on this web-site, click on the state, click on "Congressional Districts by ZIP Code Tabulation Areas and click on PDF. When announcement of a solicitation is made the place of performance may be UNKNOWN or TBD. When initial or modification award is executed, this data element is required.	varchar(2)	Required but if known, may be left blank.
<b>Program Source/Treasury Account Symbol: Account Code</b>	Pick from List of Recovery Act Treasury Account codes.	Pull down List of Recovery Act account codes	Required
<b>Program Source/Treasury Account Symbol; Sub-Account Code (OPTIONAL)</b>	Sub-Account Code part (7th to 9th characters) of Treasury Account Symbol (9 characters) assigned by U.S. Department of Treasury.	varchar(3)	When applicable or N/A

\*NOTE: When an award is made which requires multiple places of performance and there is no clearly predominant place of performance, use the contractor's mailing address for purposes of completing this data element.