



# **Award Cover Letter Form and Instruction Package**



## Award Cover Letter Form and Instruction Package

---

### Table of Contents

1. Award Cover Letter Form.....	3
• Award Cover Letter Form may be filled out and saved in Adobe for electronic storage and file transfer. Utilize tooltips and pull-down menus when possible.	
2.American Recovery and Reinvestment Act Background..	4
3.NOAA Instructions for Award Cover Letter Form.....	5
4.Procurement Memorandum 2010-02.....	20
(Amendment 1)	



## Award Cover Letter Form and Instruction Package

### AMERICAN RECOVERY & REINVESTMENT ACT AWARD COVER LETTER

This contract is awarded in whole or in part with funding under the Recovery and Reinvestment Act of 2009 (Recovery Act). In accordance with Federal Acquisition Regulation (FAR) Clause 52.204-11, all federal contractors in receipt of an award or modification to an existing award with Recovery Act funds and for which an invoice has been submitted, must report the use of these funds within 10 calendar days after the end of each fiscal quarter on [FederalReporting.gov](http://FederalReporting.gov).

The award-specific information below has been provided by the contracting office administering your award and is required for completion of the Recovery Act quarterly report. In order to accurately report this data, you must enter the required information ***exactly*** as indicated below:

Data Element	Actual
Award Type	
Award Number	
Order Number	
Funding Agency Code	
Awarding Agency Code	
Government Contracting Office Code	
Award Date	
Total ARRA Amount of Award	
Activity Code	
Program Source (TAS) Code	



## Award Cover Letter Form and Instruction Package

---

### **Background:**

Department of Commerce (DOC), Office of Acquisition Management (OAM) issued Procurement Memorandum (PM) 2010-02 (Amendment 1) on December 22, 2009, titled "Recovery Act Award Cover Page," please see attached. The requirement for the Award Cover Page was established in Office of Management and Budget (OMB) Memorandum M-10-08, dated December 18, 2009.

All DOC bureaus using Recovery Act funding were instructed to issue the Award Cover Page to all pre-existing Recovery Act contractual actions and all future Recovery Act funding.

This requirement is to ensure the recipient of Recovery Act funds reports correct data in [FederalReporting.gov](http://FederalReporting.gov) each calendar quarter. The data required in this PM is considered critical reporting data and must be in accordance with the contract, order or modification.

The NOAA AGO ARRA Program Office has been requested to supply NOAA contracting division with clear instruction on what data is to be entered. There exists some confusion with what data is put into Federal Procurement Data System-Next Generation (FPDS-NG) and the actual contract document.

NOAA AGO ARRA Program Office has developed an Adobe Acrobat Form for the Award Cover Page. This will be provided separately, for all NOAA Contracting Divisions to use. This form can be filled in and printed out and copies sent to the recipient. Retain a copy for your file.



# Award Cover Letter Form and Instruction Package

## Step-by-Step Instructions:

Date Element	Instructions
Award Type	This will always be the letter “C” for contract.
Award Number	<p><b>Award Number Scenario One:</b> This will be the <b>contract number</b> as it appears on the contract -Example AB133010SE0001. <a href="#">See Sample 1</a>. NO spaces, dashes or slashes.</p> <p>Subsequent to the original award for contract <u>AB133010SE0001</u>, you receive a request to add <u>\$100</u> of ARRA funds to this contract. You will fill out another Award Cover Page and attached the Award Cover Page to <u>Modification 0001</u> when you send the executed modification to the contractor (recipient). The only change will be to reflect the TOTAL dollar value of the ARRA funds. <a href="#">See Sample 2</a>.</p> <p><b>Award Number Scenario Two:</b> You had awarded contract DG133007SE0002 several years ago. You receive a C.Request to award \$300 of Recovery Act funds to contract DG133007SE0002 by Modification 00013. For the Award Cover Page to the contractor (recipient) you will enter <b>contract number followed by a “/” and Modification Number</b> in this block. <a href="#">See Sample 3</a>.</p> <p><b>Award Number Scenario Three:</b> After receiving the request to add \$300 of Recovery Funds to DG133007SE0002, accomplished by Mod 00013 (<a href="#">See Scenario 2</a>). You receive 2 additional C.Requests to award an additional \$100 dollars and \$200 to this contract, DG133007SE0002. When Recovery Act funds are added by subsequent additional modifications to the same contract, i.e. Mods 17 for \$100 and 21 for \$200, the Award Cover Page for each modification will always reflect Modification 00013, because that was the <b>FIRST</b> modification to add Recovery Funds to the contract. The only data element that will change on each subsequent modification will be “Amount of Award.” This data element will be changed to reflect the <b>TOTAL</b> amount of Recovery Funds placed on this contract. <a href="#">See Sample 4</a> and <a href="#">5</a>.</p> <p>WHY? - Recipients will file <b>one</b> report in FederalReporting.gov for ARRA actions. Therefore, the first modification is the only action the recipient will report on in FederalReporting.gov. The amount of Recovery Act funds will be increased to reflect the TOTAL amount of Recovery Act obligated dollars.</p>



## Award Cover Letter Form and Instruction Package

Date Element	Instructions
Order Number	<p>Leave <b>BLANK</b> if there is no Order Number.</p> <p><b>Order Number Scenario Four:</b> You receive a C.Request to issue a NEW Task Order (T005) under IDIQ contract EA133010CQ0004 for \$100. <a href="#">See Sample 6.</a></p> <p>Subsequent to the original award of <u>T005</u> for contract <u>EA133010CQ0004</u>, you receive a request to add <u>\$100</u> of ARRA funds to this Order. You will fill out another Award Cover Page and attached the Award Cover Page to <u>Modification 00001</u> when you send the executed modification to the contractor (recipient). The only change will be to reflect the <b>TOTAL</b> dollar value of the ARRA funds. <a href="#">See Sample 7.</a></p> <p><b>Order Number Scenario Five:</b> You receive a C.Request to issue a NEW Task Order (WC133010GS0001) under GSA contract <b>GS09F010</b> for \$300. <a href="#">See Sample 8</a></p> <p><b>Order Number Scenario Six:</b> You receive a C.Request to add Recovery Act funding (\$200) to an existing IDIQ contract RA133009CQ0005 Task Order 006, which does not currently have ANY Recovery Act funding. You will add Recovery Act funds by Modification 00007. You will place Contract Number RA133009CQ0005 in the Award Number and the <b>order number (Too6) followed by a “/” and then the Modification Number (00007)</b> in the Order Number block. <a href="#">See Sample 9.</a></p> <p>Subsequent to adding the Recovery Act funds by Mod 00007 to order T006, you receive 2 additional C.Requests to add additional Recovery Act funds the same order. Modification 00009 for \$100 and Modification 00012 for \$200, the Award Cover Page for each modification will always reflect T006 Mod 00007, because that was the <b>FIRST</b> modification to add Recovery Funds. The data element “Amount of Award” will be changed to reflect the <b>TOTAL</b> amount of Recovery Funds placed on this order by Mods 00009 and 00012. See <a href="#">Sample 10</a> and <a href="#">11</a>.</p> <p>WHY? - Recipients will file <b>one</b> report in FederalReporting.gov for ARRA actions. Therefore, the first modification is the only action the recipient will report on in FederalReporting.gov. The amount of Recovery Act funds will be increased to reflect the TOTAL amount of Recovery Act obligated dollars.</p>



## Award Cover Letter Form and Instruction Package

Date Element	Instructions
<b>Funding Agency Code</b>	<p>This code <b>1330</b> will be for all actions using NOAA funding. See Samples One through Ten.</p> <p>If you award a contract or order on behalf of another contracting agency, other than NOAA, the requiring agency you are servicing must provide you with their Funding Agency Code. <a href="#">See Sample 12</a></p>
<b>Awarding Agency Code</b>	<p>This code <b>1330</b> will always be used for NOAA. See Samples One through Twelve</p>
<b>Government Contracting Office Code</b>	<p>You will use <b>one</b> of the following codes for the NOAA AGO contracting divisions preceded by three zeros:</p> <p>OODG - National Capital Acquisition Office          OOOEA - Eastern Division/ Norfolk Office          OOOWC - Eastern Division/ Kansas City Office          OOORA - Western Division/ Bolder Office          OOOAB - Western Division/ Seattle Office</p> <p>See Samples One through Twelve</p>
<b>Award Date</b>	<p>This will be the <b>original</b> date Recovery Act funds were <b>obligated</b>. This date will <b>NOT</b> change if subsequent Recovery Act funds are obligated to the same contract/order. See Samples <a href="#">2</a>, <a href="#">4</a>, <a href="#">5</a>, <a href="#">7</a>, <a href="#">10</a> and <a href="#">11</a>.</p>
<b>Award Amount</b>	<p>This is the <b>TOTAL</b> amount of obligated Recovery Act funds. This is shown on many of the attached Samples.</p>
<b>Activity Code</b>	<p>This is always the NAICS code on the contract or order. See all Samples</p>
<b>Program Source (TAS) Code</b>	<p>The Treasury Account Symbols (TAS) for NOAA Recovery Act funding is <b>13:1440</b> or <b>13:1454</b>. The recipient will be provided the code that is placed on the FPDS-NG entry. This code will be provided on the C.Request or Requisition received from the program office. If ARRA funding is provided by agency office other than NOAA, please place their TAS code in this block. A separate line of accounting will also be provided if the requisition has Recovery Act funds and non-Recovery Act funds. <b>THE RECOVERY ACT FUNDS MUST BE PLACED ON A SEPARATE AWARD DOCUMENT.</b> ARRA funds and non-ARRA funds are <b>NEVER</b> placed on the same award action. Separate instructions will be issued on this topic.</p>



# Award Cover Letter Form and Instruction Package

## RECOVERY ACT AWARD COVER PAGE

### Sample 1

This contract is awarded in whole or in part with funding under the Recovery and Reinvestment Act of 2009 (Recovery Act). In accordance with Federal Acquisition Regulation (FAR) Clause 52.204-11, all federal contractors in receipt of an award or modification to an existing award with Recovery Act funds and for which an invoice has been submitted, must report the use of these funds within 10 calendar days after the end of each calendar quarter on [FederalReporting.gov](http://FederalReporting.gov).

The award-specific information below has been provided by the contracting office administering your award and is required for completion of the Recovery Act quarterly report. In order to accurately report this data, you must enter the required information **exactly** as indicated below:

Award Type	C
Award Number	AB133010SE0001
Order Number	
Funding Agency Code	1330
Awarding Agency Code	1330
Government Contracting Office Code	OOOAB
Award Date	June 6, 2010
Amount of Award	\$100
Activity Code	111111
Program Source (TAS) Code	13-1440

The Award Number is the Contract Number as it appears on the contract minus spaces, dashes, and/or slashes.



# Award Cover Letter Form and Instruction Package

## RECOVERY ACT AWARD COVER PAGE

### Sample 2

This contract is awarded in whole or in part with funding under the Recovery and Reinvestment Act of 2009 (Recovery Act). In accordance with Federal Acquisition Regulation (FAR) Clause 52.204-11, all federal contractors in receipt of an award or modification to an existing award with Recovery Act funds and for which an invoice has been submitted, must report the use of these funds within 10 calendar days after the end of each calendar quarter on [FederalReporting.gov](http://FederalReporting.gov).

The award-specific information below has been provided by the contracting office administering your award and is required for completion of the Recovery Act quarterly report. In order to accurately report this data, you must enter the required information **exactly** as indicated below:

Award Type	C
Award Number	AB133010SE0001
Order Number	
Funding Agency Code	1330
Awarding Agency Code	1330
Government Contracting Office Code	OOOAB
Award Date	June 6, 2010
Amount of Award	<b>\$200</b>
Activity Code	111111
Program Source (TAS) Code	13-1440

Nothing has changed except the total amount, even though you awarded another \$100 by Modification to this contract, the whole contract is Recovery Funded.



# Award Cover Letter Form and Instruction Package

## RECOVERY ACT AWARD COVER PAGE

### Sample 3

This contract is awarded in whole or in part with funding under the Recovery and Reinvestment Act of 2009 (Recovery Act). In accordance with Federal Acquisition Regulation (FAR) Clause 52.204-11, all federal contractors in receipt of an award or modification to an existing award with Recovery Act funds and for which an invoice has been submitted, must report the use of these funds within 10 calendar days after the end of each calendar quarter on [FederalReporting.gov](http://FederalReporting.gov).

The award-specific information below has been provided by the contracting office administering your award and is required for completion of the Recovery Act quarterly report. In order to accurately report this data, you must enter the required information **exactly** as indicated below:

Award Type	C
Award Number	DG133007SE0002/Mod <b>00013</b>
Order Number	
Funding Agency Code	1330
Awarding Agency Code	1330
Government Contracting Office Code	<b>OODG</b>
Award Date	<b>June 8, 2010</b>
Amount of Award	<b>\$300</b>
Activity Code	11112
Program Source (TAS) Code	13-1454

This contract now has both Recovery Act funds and non-Recovery Act funding. The funding under this contract was not Recovery Act until Modification 0013.

This modification is for \$300 of Recovery Act funds.

The date that Modification 00013 was issued is placed in the Award Date block. Not the date of the original contract.

***If the C.Request had Recovery Act and non-Recovery Act appropriation, the non-Recovery Act appropriations would be put on a separate modification.***



# Award Cover Letter Form and Instruction Package

## RECOVERY ACT AWARD COVER PAGE

### Sample 4

This contract is awarded in whole or in part with funding under the Recovery and Reinvestment Act of 2009 (Recovery Act). In accordance with Federal Acquisition Regulation (FAR) Clause 52.204-11, all federal contractors in receipt of an award or modification to an existing award with Recovery Act funds and for which an invoice has been submitted, must report the use of these funds within 10 calendar days after the end of each calendar quarter on [FederalReporting.gov](http://FederalReporting.gov).

The award-specific information below has been provided by the contracting office administering your award and is required for completion of the Recovery Act quarterly report. In order to accurately report this data, you must enter the required information exactly as indicated below:

Award Type	C
Award Number	DG133007SE0002/Mod 00013
Order Number	
Funding Agency Code	1330
Awarding Agency Code	1330
Government Contracting Office Code	000DG
Award Date	June 8, 2010
Amount of Award	\$400
Activity Code	111112
Program Source (TAS) Code	13-1454

The modification number does NOT change.

The award date remains the same.

Modification 00017 was issued against this contract for \$100 of Recovery Act funding. Therefore, the TOTAL value of the Recovery Act funds on this contract has increased to \$400.

*If the C.Request had Recovery Act and non-Recovery Act appropriation, the non-Recovery Act appropriations would be put on a separate modification.*



# Award Cover Letter Form and Instruction Package

## RECOVERY ACT AWARD COVER PAGE

### Sample 5

This contract is awarded in whole or in part with funding under the Recovery and Reinvestment Act of 2009 (Recovery Act). In accordance with Federal Acquisition Regulation (FAR) Clause 52.204-11, all federal contractors in receipt of an award or modification to an existing award with Recovery Act funds and for which an invoice has been submitted, must report the use of these funds within 10 calendar days after the end of each calendar quarter on [FederalReporting.gov](http://FederalReporting.gov).

The award-specific information below has been provided by the contracting office administering your award and is required for completion of the Recovery Act quarterly report. In order to accurately report this data, you must enter the required information exactly as indicated below:

Award Type	C
Award Number	DG133007SE0002/ <b>Mod 0013</b>
Order Number	
Funding Agency Code	1330
Awarding Agency Code	1330
Government Contracting Office Code	<b>000DG</b>
Award Date	June 8, 2010
Amount of Award	<b>\$600</b>
Activity Code	111112
Program Source (TAS) Code	13-1454

The modification number does NOT change.

The award date remains the same.

However, Modification 00021 was issued against this contract for \$200 of Recovery Act funding. Therefore, the **TOTAL** value of the Recovery Act funds on this contract has increased to \$600.

*If the C.Request had Recovery Act and non-Recovery Act appropriation, the non-Recovery Act appropriations would be put on a separate modification.*



# Award Cover Letter Form and Instruction Package

## RECOVERY ACT AWARD COVER PAGE

### Sample 6

This contract is awarded in whole or in part with funding under the Recovery and Reinvestment Act of 2009 (Recovery Act). In accordance with Federal Acquisition Regulation (FAR) Clause 52.204-11, all federal contractors in receipt of an award or modification to an existing award with Recovery Act funds and for which an invoice has been submitted, must report the use of these funds within 10 calendar days after the end of each calendar quarter on [FederalReporting.gov](http://FederalReporting.gov).

The award-specific information below has been provided by the contracting office administering your award and is required for completion of the Recovery Act quarterly report. In order to accurately report this data, you must enter the required information **exactly** as indicated below:

Award Type	C
Award Number	EA1330 10 CQ0004
Order Number	T005
Funding Agency Code	1330
Awarding Agency Code	1330
Government Contracting Office Code	OOOEA
Award Date	June 9, 2010
Amount of Award	\$100
Activity Code	11112
Program Source (TAS) Code	13-1454

The Order Number should appear the same as it does on the contract.

Note the Government Contracting Office Code has changed to signify the contracting office making this award. \_\_\_\_\_

***If the C.Request had Recovery Act and non-Recovery Act appropriation, the non-Recovery Act appropriations would be put on a separate modification.***



# Award Cover Letter Form and Instruction Package

## RECOVERY ACT AWARD COVER PAGE

### Sample 7

This contract is awarded in whole or in part with funding under the Recovery and Reinvestment Act of 2009 (Recovery Act). In accordance with Federal Acquisition Regulation (FAR) Clause 52.204-11, all federal contractors in receipt of an award or modification to an existing award with Recovery Act funds and for which an invoice has been submitted, must report the use of these funds within 10 calendar days after the end of each calendar quarter on [FederalReporting.gov](http://FederalReporting.gov).

The award-specific information below has been provided by the contracting office administering your award and is required for completion of the Recovery Act quarterly report. In order to accurately report this data, you must enter the required information **exactly** as indicated below:

Award Type	C
Award Number	EA133010CQ0004
Order Number	<b>T005</b>
Funding Agency Code	1330
Awarding Agency Code	1330
Government Contracting Office Code	<b>OOOEA</b>
Award Date	June 9, 2010
Amount of Award	<b>\$200</b>
Activity Code	11112
Program Source (TAS) Code	13-1454

Since \$100 of ARRA Funds was added to this order by modification 00001, the amount of the award must increase to the TOTAL ARRA funds under this award totaling \$200.

The award date remains the same as the original order. Not the date of the modification, which is adding the funds.

***If the C.Request had Recovery Act and non-Recovery Act appropriation, the non-Recovery Act appropriations would be put on a separate modification.***



# Award Cover Letter Form and Instruction Package

## RECOVERY ACT AWARD COVER PAGE

### Sample 8

This contract is awarded in whole or in part with funding under the Recovery and Reinvestment Act of 2009 (Recovery Act). In accordance with Federal Acquisition Regulation (FAR) Clause 52.204-11, all federal contractors in receipt of an award or modification to an existing award with Recovery Act funds and for which an invoice has been submitted, must report the use of these funds within 10 calendar days after the end of each calendar quarter on [FederalReporting.gov](http://FederalReporting.gov).

The award-specific information below has been provided by the contracting office administering your award and is required for completion of the Recovery Act quarterly report. In order to accurately report this data, you must enter the required information **exactly** as indicated below:

Award Type	C
Award Number	GS09F010
Order Number	WC133010GS0001
Funding Agency Code	1330
Awarding Agency Code	1330
Government Contracting Office Code	OOOWC
Award Date	June 10, 2010
Amount of Award	\$300
Activity Code	111121
Program Source (TAS) Code	13-1454

The GSA Contract Number will be placed in the Award Number.

The NOAA Order Number to this GSA Schedule will be placed in the Order Number.

**NOTE:** The GSA Schedule number should **NEVER** precede the NOAA order number. This situation often leads to duplicate entries in FPDS-NG because when someone searches for PIID **WC133010GS0001**, they cannot find it. Thinking this action was not entered in FPDS-NG, they re-enter the PIID, this time dropping the GSA Schedule number. This results in a duplicate entry.



# Award Cover Letter Form and Instruction Package

## RECOVERY ACT AWARD COVER PAGE

### Sample 9

This contract is awarded in whole or in part with funding under the Recovery and Reinvestment Act of 2009 (Recovery Act). In accordance with Federal Acquisition Regulation (FAR) Clause 52.204-11, all federal contractors in receipt of an award or modification to an existing award with Recovery Act funds and for which an invoice has been submitted, must report the use of these funds within 10 calendar days after the end of each calendar quarter on [FederalReporting.gov](http://FederalReporting.gov).

The award-specific information below has been provided by the contracting office administering your award and is required for completion of the Recovery Act quarterly report. In order to accurately report this data, you must enter the required information **exactly** as indicated below:

Award Type	C
Award Number	RA133009CQ0005
Order Number	<b>T006/Mod 00007</b>
Funding Agency Code	1330
Awarding Agency Code	1330
Government Contracting Office Code	<b>OOORA</b>
Award Date	June 11, 2010
Amount of Award	<b>\$200</b>
Activity Code	111112
Program Source (TAS) Code	13-1454

Task Order 006, which does not have Recovery Act funds, is then modified to add Recovery Act funds. The Task Order number should be placed in the Order Number Data Element separated by a slash and then the modification number that added the Recovery Act funding.

***If the C.Request had Recovery Act and non-Recovery Act appropriation, the non-Recovery Act appropriations would be put on a separate modification.***



# Award Cover Letter Form and Instruction Package

## RECOVERY ACT AWARD COVER PAGE

### Sample 10

This contract is awarded in whole or in part with funding under the Recovery and Reinvestment Act of 2009 (Recovery Act). In accordance with Federal Acquisition Regulation (FAR) Clause 52.204-11, all federal contractors in receipt of an award or modification to an existing award with Recovery Act funds and for which an invoice has been submitted, must report the use of these funds within 10 calendar days after the end of each calendar quarter on [FederalReporting.gov](http://FederalReporting.gov).

The award-specific information below has been provided by the contracting office administering your award and is required for completion of the Recovery Act quarterly report. In order to accurately report this data, you must enter the required information exactly as indicated below:

Award Type	C
Award Number	RA133009CQ0005
Order Number	<del>T006</del> /Mod 00007
Funding Agency Code	1330
Awarding Agency Code	1330
Government Contracting Office Code	OOORA
Award Date	June 11, 2010
Amount of Award	\$300
Activity Code	111112
Program Source (TAS) Code	13-1454

The modification number does NOT change.

The award date remains the same.

However, Modification 00009 was issued against this contract for \$100 of Recovery Act funding. Therefore, the TOTAL value of the Recovery Act funds on this contract has increased to \$300.

*If the C.Request had Recovery Act and non-Recovery Act appropriation, the non-Recovery Act appropriations would be put on a separate modification.*



# Award Cover Letter Form and Instruction Package

## RECOVERY ACT AWARD COVER PAGE

### Sample 11

This contract is awarded in whole or in part with funding under the Recovery and Reinvestment Act of 2009 (Recovery Act). In accordance with Federal Acquisition Regulation (FAR) Clause 52.204-11, all federal contractors in receipt of an award or modification to an existing award with Recovery Act funds and for which an invoice has been submitted, must report the use of these funds within 10 calendar days after the end of each calendar quarter on [FederalReporting.gov](http://FederalReporting.gov).

The award-specific information below has been provided by the contracting office administering your award and is required for completion of the Recovery Act quarterly report. In order to accurately report this data, you must enter the required information **exactly** as indicated below:

Award Type	C
Award Number	RA133009CQ0005
Order Number	<b>T006/Mod 00007</b>
Funding Agency Code	1330
Awarding Agency Code	1330
Government Contracting Office Code	<b>OOORA</b>
Award Date	June 11, 2010
Amount of Award	<b>\$500</b>
Activity Code	111112
Program Source (TAS) Code	13-1454

The modification number does NOT change.

The award date remains the same.

However, Modification 00012 was issued against this contract for \$200 of Recovery Act funding. Therefore, the TOTAL value of the Recovery Act funds on this contract has increased to \$500.

***If the C.Request had Recovery Act and non-Recovery Act appropriation, the non-Recovery Act appropriations would be put on a separate modification.***



# Award Cover Letter Form and Instruction Package

## RECOVERY ACT AWARD COVER PAGE

### Sample 12

This contract is awarded in whole or in part with funding under the Recovery and Reinvestment Act of 2009 (Recovery Act). In accordance with Federal Acquisition Regulation (FAR) Clause 52.204-11, all federal contractors in receipt of an award or modification to an existing award with Recovery Act funds and for which an invoice has been submitted, must report the use of these funds within 10 calendar days after the end of each calendar quarter on [FederalReporting.gov](http://FederalReporting.gov).

The award-specific information below has been provided by the contracting office administering your award and is required for completion of the Recovery Act quarterly report. In order to accurately report this data, you must enter the required information **exactly** as indicated below:

Award Type	C
Award Number	DG133010CQ0010
Order Number	T009
Funding Agency Code	<b>1341</b>
Awarding Agency Code	<b>1330</b>
Government Contracting Office Code	<b>000DG</b>
Award Date	June 11, 2010
Amount of Award	\$500
Activity Code	111112
Program Source (TAS) Code	<b>13-056</b>

If you issue a contract on behalf of another contracting agency, you must enter the correct funding agency code.

The Awarding Agency Code remains 1330 for NOAA.

The TAS will change to reflect the Recovery Act TAS for the requesting agency



## Award Cover Letter Form and Instruction Package

---

### DOC Procurement Memorandum 2010-02 (Amendment 1)

December 22, 2009

#### PROCUREMENT MEMORANDUM 2010-02 (Amendment 1)

#### ACTION

#### MEMORANDUM FOR: BUREAU PROCUREMENT OFFICIALS HEADS OF CONTRACTING OFFICES

**FROM:** Helen Hurcombe /*original signed by*/  
Senior Procurement Executive  
and Director for Acquisition Management

**SUBJECT:** Recovery Act Award Cover Page

#### Background

Procurement Memorandum 2010-02 was issued on November 2, 2009, to provide guidance to recipients of American Recovery and Reinvestment Act (ARRA) funded contract awards. This guidance provided a cover sheet to be provided at the time of award with every contract award funded in part or in whole by ARRA funds. OMB Memorandum M-10-08 requires all Federal agencies making contract awards using ARRA funds to provide such a “quick reference card” which includes specific information. This new OMB guidance requires our existing Recovery Act Award Cover Page be modified to include specific information.

#### Purpose

The purpose of this Procurement Memorandum is to reduce the risk of contractors miscoding or omitting Recovery Act data and improve the accuracy of information reported on [federalreporting.gov](http://federalreporting.gov).

#### Applicability

This policy applies to all transactions funded in whole, or in part, with Recovery Act funds.



# Award Cover Letter Form and Instruction Package

## Required Actions

### 1. Awards Made Prior to Today

- Populate the Recovery Act award cover page provided under Appendix A with the specific information identified on the revised cover page;
- Ensure the information is correct as contractors are requested to enter the data exactly as it appears on the cover page; and
- Issue the updated award cover page to every contractor who has received an acquisition award funded in whole or in part by ARRA funds by close of business on December 22, 2009 (today).
- Each BPO (or their designated acting BPO) shall provide the following certification by close of business December 22, 2009:

“In connection with notification of this Operating Unit’s completion of providing key award information to recipients, the undersigned hereby certifies that all award recipients have received required key award information in the format or process as identified herein.

-----  
(Name, Title)

-----  
Date

### 2. Awards Made Today and in the Future

- Populate the Recovery Act award cover page provided under Appendix A with specific information identified on the revised cover page;
- Ensure the information is correct as contractors are requested to enter the data exactly as it appears on the cover page; and
- Use the completed cover page as the first page of the Recover Act award or modification.

The Recovery Act cover page is provided as a sample and contains the minimum agency supplied information to assist Recovery Act contractors with Section 1512 reporting. This sample can be augmented to include additional data fields as appropriate providing all minimum elements are retained.

If you have any questions, contact Sherry Dames by email at [Sdames@doc.gov](mailto:Sdames@doc.gov) or by phone on 202-482-4721.



# Award Cover Letter Form and Instruction Package

## Appendix A: Recover Act Award Cover Page, Dec. 2009 Appendix A

### RECOVERY ACT AWARD COVER PAGE

This contract is awarded in whole or in part with funding under the Recovery and Reinvestment Act of 2009 (Recovery Act). In accordance with Federal Acquisition Regulation (FAR) Clause 52.204-11, all federal contractors in receipt of an award or modification to an existing award with Recovery Act funds and for which an invoice has been submitted, must report the use of these funds within 10 calendar days after the end of each fiscal quarter on [FederalReporting.gov](http://FederalReporting.gov).

The award-specific information below has been provided by the contracting office administering your award and is required for completion of the Recovery Act quarterly report. In order to accurately report this data, you must enter the required information exactly as indicated below:

Award Type	This code identifies the award as a Federally-awarded contract	C
Award Number	Insert the contract number exactly as it appears on the award document (will be identified as Contract Number)	XX-XXXX-XX
Order Number	If this is an order against an agency contract (e.g., a Federal Supply Schedule, an agency awarded Indefinite Delivery, Indefinite Quantity contract, a Government-wide Acquisition Contract), insert the order number exactly as it appears on the award document (will be identified as Order Number)	XX-XXXX-XX
Funding Agency Code	Insert the numeric code of the Federal Agency responsible for funding the contract. <i>This 4-digit number may be different from the awarding agency code.</i>	13XX



## Award Cover Letter Form and Instruction Package

Awarding Agency Code	Insert the numeric code of the Federal Agency responsible for awarding and administering the contract. <i>This 4-digit number may be different from the funding agency code.</i>	XXXX
Government Contracting Office Code	Enter the agency code for the contracting office that executed the award.	XX
Award Date	Enter the date the award was made (may or may not be the same as the effective date)	XX/ XX/ XXXX
Amount of Award	The total amount of dollars obligated by the Federal Agency	\$
Activity Code	Identify the 6-digit North American industry Classification System (NAICS) code found in the solicitation/ contract. This is the NAICS code applicable to the contract award (not sub awards).	XXXXXX
Program Source (TAS) Code	Provide the Treasury Account Symbol (TAS) that identifies the funding Program source.	13-XXXX



## Award Cover Letter Form and Instruction Package

---