



## POLICY FLASH 2016-14

**DATE:** February 17, 2016

**TO:** Procurement Directors/Contracting Officers



**FROM:** Acting Chief  
Contract and Financial Assistance Policy Division  
Office of Policy  
Office of Acquisition Management

**SUBJECT:** Acquisition Letter 2016-02/Financial Acquisition Letter 2016-01 Congressional Notifications and Quarterly Reporting to the Appropriations Committees in Accordance with the Energy and Water Development and Related Agencies Appropriations Act, 2016, Division D, Title III, Section 301 for Contract, Financial Assistance, or Other Transaction Agreement Actions to Include Related Congressional Notifications for Prior Fiscal Years' Appropriations Acts.

**SUMMARY:** AL 2016-02/FAL 2016-01 (AL/FAL) implements statutory requirements for Congressional notifications or quarterly reporting to the Appropriations Committees for contract, financial assistance, or other transaction agreement actions in accordance with Energy and Water Development and Related Agencies Appropriations Act, 2016, Division D, Title III, Section 301 to include related notices for prior fiscal years' Appropriations Acts. A summary of the 2 statutory pre-award/pre-selection notices and the 1 post award quarterly report follows. See the AL/FAL for details to include a decision chart to assist in determining which notice template to use.

- Congressional notice prior to contract award or for financial assistance or other transaction agreement prior to announcement of selection(s) or announcing publicly is required for the following:

- All multiyear contract, financial assistance or other transaction agreement awards using “Department of Energy – Energy Programs” budget authority regardless of dollar amount:
  - For Fiscal Year (FY) 2016, 2015 or 2014 DOE funds, at least 3 full business days.
  - For FYs 2012 and 2013 DOE funds, at least 14 calendar days.
- Actions totaling \$1 million or more, at least 3 full business days, for (formerly known as Section 311 notices):
  - Contract awards.
  - Announcement of selected applications for negotiation of financial assistance or other transaction agreement awards.
  - Award of a financial assistance or other transaction agreement.
- The Office of the Chief Financial Officer will prepare the Congressional quarterly report for financial assistance actions less than \$1 million within 15 calendar days after the end of each quarter.

This Flash will be available online at the following website:

<http://energy.gov/management/listings/policy-flashes>

Questions concerning this policy flash should be directed to Jason Taylor of the Contract and Financial Assistance Policy Division, at [Jason.Taylor@hq.doe.gov](mailto:Jason.Taylor@hq.doe.gov) or at (202) 287-1560.

Attachments