

US EPA ARCHIVE DOCUMENT

TBA Guidance Addendum – Follows Sample Federal Contract Reporting Spreadsheet

Purpose: This guidance provides Section 1512 Reporting instruction to contractors performing ARRA-funded Targeted Brownfields Assessments (TBA). The guidance begins to outline the roles and responsibilities of the Contracting Officer and the Task Order Project Officer.

Process: While the process for review of contractor-reported data has not been officially established within EPA, until further guidance is issued OBLR will follow this process:

- Any contractor awarded an ARRA-funded TBA Task Order on or before September 30, 2009 **must** report in www.FederalReporting.Gov by October 10, 2009. They should do this even if the recipient has not begun field work or has not requested payment from EPA thru an invoice.
- Task Order Project Officers will be the primary reviewer of the data reported. If they have not already, TOPOs should register in www.FederalReporting.Gov so that they can have access to the contractor-reported data in October.
- Contract Officers are ultimately responsible for ensuring recipients have reported by the due date. 1512 Reporting Requirements were highlighted in a unique clause in all ARRA-funded contracts.

TOPO Review Responsibilities (Review days 11-12): TOPO should review exceptions of data subject to macro review and verify other reported data. Provide the CO with information on material omissions or significant errors. Review: (1) Award Description (ensure it matches what TOPO understands work to be); (2) Project Status (ensure TOPO agrees w/ project “completeness.” First reporting period most everyone will be less than 50%); (3) Total Federal Amount ARRA Funds Received/Invoiced (ensure it matches TOPO invoice) (4) Description of Jobs Created (ensure the labor mix matches what was proposed/agreed upon in work plan); (5) Quarterly Activities/Project Description

CO Review Responsibilities (Review days 12 - 13): CO should notify recipient of omissions/errors, review any other data as needed. By COB, Day 13, submit findings to OAM ARRA Coordinator.

OAM ARRA Coordinator, NPMs Responsibilities (Day 14): OAM ARRA Coordinator will pass along results of reviews to NPMs, who will submit findings to Recovery Act Point Official, who prepare data for publication in recovery.gov

Day 15 - Data published in recovery.gov

PRIME CONTRACTOR/RECIPIENT REPORTING INFORMATION

REPORTING INFORMATION

- **Award Type** – Federally Awarded Contract
- **Award Number** - Use Contract Number - EP-W-07-094 thru -098
- **Order Number** - Use Task Order Number associated with award. If you have received multiple task order awards, separate reporting **must be done for each site**.

AWARD RECIPIENT INFORMATION

- **Recipient DUNS Number** - This data will appear automatically. The system will pull this data from CCR.
- **Recipient Account Number** – Not required.
- **Recipient Congressional District** – Enter district where contractor is located.

AWARD INFORMATION

- **Funding Agency Code** – Pick List. EPA is **6800**.
- **Awarding Agency** – Pick List. EPA is **6800**.
- **Award Date** – Enter date of TBA Task Order Award from Award Docs.
- **Amount of Award** – Enter total amount of TBA Task Order Award.
- **Government Contracting Office Code** – **WCO00**
- **Program Source Code (TAS)** - Brownfields TAS is **68-0102**
- **Sub-Account Number** – NA. Leave Blank.
- **Sub-Awards to Individuals thru Total Amount of Sub-Awards to individuals** - NA. Leave Blank.
- **Award Description** – Please use the following boilerplate text and fill in all missing information:

*The EPA's Targeted Brownfields Assessment (TBA) program is designed to assist states, tribes and local governments to minimize the uncertainties of contamination often associated with brownfields. TBAs supplement and help support other efforts under EPA's Brownfields Program to promote the cleanup and redevelopment of brownfields properties. Under this task order, **X Contractor** will perform **X activities** (pull direct, brief language from award document) at **X site (address, city, state)**. **X Contractor** expects the period of performance to be **X, 2009 – X, 2010**. **X Contractor** expects to provide **X number of reports** to EPA and **X TBA requestor** explaining environmental conditions of the site.*

PROJECT INFORMATION

- **Project Status** - Pick List. Not Started; Less than 50%; 50% or more; Fully Completed (only choose fully completed if final report has been delivered to EPA).
- **Total Federal Amount ARRA Funds Received/Invoiced** – Cumulative. Enter the total amount contractor invoiced for the quarter (and any previous quarters).
- **Number of Jobs** – Please see Data Dictionary, page 9 for directions on estimates:
<http://www.recovery.gov/?q=content/recipient-reporting>
- **Description of Jobs Created** – Narrative. Provide a brief description of the types of jobs created and jobs retained. **Use the labor mix and titles outlined in your successful TBA Task Order proposal.** Explain if any of these positions were new positions (created – you hired a new person(s)) or existing positions (retained).
- **Quarterly Activities/Project Description** – Narrative. Provide a brief description of what activities have taken place since last reporting cycle. For October 1 reporting please report any activities that have occurred since award of the task order. Include here what you would normally include in your invoice updates.
- **Activity Code (NAICS)** - Pick List. All TBA contractors should use NAICS code: 541620 Environmental Consulting Services (This was also the code used on FedBizOps.Gov announcements)

PRIMARY PLACE OF PERFORMANCE

- **Address, City, State, Congressional District** – Provide data on TBA site.

RECIPIENT HIGHLY COMPENSATED OFFICERS

- **Prime Recipient Indication of Reporting Applicability** – Respond 'YES' **only** if your company has received \$25 M or more in the previous year and 80% or more of these funds have come from Federal contracts, grants or loans.
- **Officer Name** – Provide Name for each of 5 top-paid officers.

- **Officer Compensation** – Provide total compensation for each of 5 top-paid officers.

SUB-RECIPIENT/CONTRACTOR REPORTING INFORMATION

REPORTING INFORMATION

- **Award Type** – Federally Awarded Contract
- **Award Number** - Use Contract Number - EP-W-07-094 thru -098 AND Task Order Number
- **Recipient DUNS Number** – Provide Prime Recipient DUNS Number

SUB-RECIPIENT INFORMATION

- **Sub-Recipient DUNS Number** – Provide Sub-Recipient DUNS Number
- **Sub-Award Number** - Use Contract Number - EP-W-07-094 thru -098 AND Task Order Number
- **Sub-Recipient Congressional District** – Enter congressional district where sub-recipient is located.
- **Amount of Sub-Award** – Enter amount Prime has awarded to sub-contractor
- **Sub-Award Date** – Enter date of sub-award

PRIMARY PLACE OF PERFORMANCE

- **Address, City, State, Congressional District** – Provide data on TBA site. Should match prime’s data.

SUB-RECIPIENT HIGHLY COMPENSATED OFFICERS* MANY SUB-RECIPIENTS ON TBA NATIONAL CONTRACT MAY NEED TO RESPOND TO THIS!!

- **Sub-Recipient Indication of Reporting Applicability** – Respond ‘YES’ **only if** your company has received \$25 M or more in the previous year and 80% or more of these funds have come from Federal contracts, grants or loans.
- **Sub-Recipient Officer Name** – Provide Name for each of 5 top-paid officers.
- **Sub-Recipients Officer Compensation** – Provide total compensation for each of 5 top-paid officers.