

**U.S. DEPARTMENT OF ENERGY**

**Office of Congressional and Intergovernmental Affairs (CI)**  
**CONGRESSIONAL GRANT/CONTRACT NOTIFICATION**

TO: Office of Congressional & Intergovernmental Affairs  
ATTN: Contract Notification Coordinator (CI-40)  
U.S. Department of Energy  
1000 Independence Avenue, SW Room 8G-070  
Washington, D. C. 20585

Telephone: 202-586-2764  
Fax: 202-586-5497

<b>1. Informing Office:</b> _____ Name: _____ <i>(Contracting Office Representative)</i> Telephone: (    ) _____	<b>2. Program Office/Project Office:</b> Name: _____ Telephone: (    ) _____
<b>3. Contractor, Grantee or Offeror:</b> Name: _____ Street: _____ City: _____ State _____ Zip _____	<b>4. Place of Performance:</b> <i>(Required if different from #3)</i> Street: _____ City: _____ State _____ Zip _____
<b>5. Proposed Date of Award:</b> _____ Date of Public Announcement: _____ <i>(If any)</i>	<b>6. Contract, Grant, or Other Agreement No.:</b> _____ <i>(Specify Type of Instrument)</i> <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification (Total to date: \$ _____) Does this award result from an Information For Bid? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7. Obligated Cost or Price of this Action:</b> \$ _____ Estimate Cost or Price of Total Contract: \$ _____ Recipient Cost Sharing <i>(if applicable)</i> : \$ _____ <i>(For incrementally funded contracts only. Report the initial obligation and total estimated contract value.)</i>	<b>8. Duration of Contract, Grant, or Other Agreement:</b> From: _____ To: _____

**9. Brief Description.** *(Please use non-technical/plain English language/no acronyms.)*

**TO BE COMPLETED BY OFFICIAL RESPONSIBLE FOR SUBMISSION**

10. Method of Submission:  Mail      Date: \_\_\_\_\_ Time: \_\_\_\_\_  A.M.    P.M.  
 Fax  
 Hand Carry

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Office: \_\_\_\_\_

## **Instructions for Completing and Submitting DOE F 4220.10**

At least 48 hours in advance of actions, reportable as set forth below, the cognizant procurement office shall provide notice of the expected action. This 48-hour time frame does not apply to termination actions which may be issued without delay. On these, DOE F 4220.10 shall be submitted as close to the 48-hour time frame as practicable.

### **Reportable Actions:**

Selection of a single offeror for negotiation when the estimated amount of the resulting award is over the prescribed dollar threshold. (Reporting of this selection obviates the need to report the related award or modification.)

An award of a contract, grant, cooperative agreement, other financial assistance, and interagency agreement over the prescribed dollar threshold.

Modifications of the above instruments over the prescribed dollar threshold when the modification involves the addition of new work, the exercise of an option, or a termination action. Excluded are administrative changes, including funding actions; changes within the scope of the instrument; orders or notices under clauses such as a property clause, or a suspension of work clause; and the definitization of a letter contract.

Subcontract level actions are not reportable unless a press release is to be issued by the Department of Energy (DOE) or unless the subcontract level action is known to have been the subject of a Congressional inquiry.

### **Dollar Thresholds:**

The prescribed thresholds for reporting an action are as follows:

An amount of \$50,000 or more for an award or modification with a nonprofit educational institution or with a state or local government.

An amount of \$500,000 or more for an award or modification with other entities.

A reduction of \$50,000 or more for a termination with a nonprofit educational institution or with a state or local government.

A reduction of \$500,000 or more for termination with other entities.

An amount of \$1 million or more for a selection of a single offeror for negotiation.

In calculating the threshold dollar amount of a modification, count the amount of the instant modification, not the cumulative amount of the original instrument as modified. The dollar amount of an option item is to be excluded, except when reporting the exercise of the option. In a cost-sharing arrangement, the threshold is based on the amount of the share of the DOE. Actions which involve funding only are not reportable.

### **Completion of DOE F 4220.10**

Blocks 1 to 8 and 10 are self-explanatory. Block 9, the brief description of the covered effort should be in simple, non-technical/plain English language understandable by a lay person rather than in the technical language often used in the statement of work.

### **Submission of DOE F 4220.10**

Completed DOE F 4220.10 with a copy of related press releases, if any, should be transmitted via telefax to 202-586-5497, mailed or hand-delivered to the Contract Notification Coordinator at the following address:

U.S. Department of Energy  
Office of Congressional and Intergovernmental Affairs (CI-40)  
Attention: Contract Notification Coordinator  
Forrestal Building, Room 8G-070  
Washington, DC 205 85

Confirm receipt with the Contract Notification Coordinator on 202-586-2764. Should an action not proceed as planned, advise the Contract Notification Coordinator immediately. For further information, contact the Contract Notification Coordinator on 202- 586-2764.