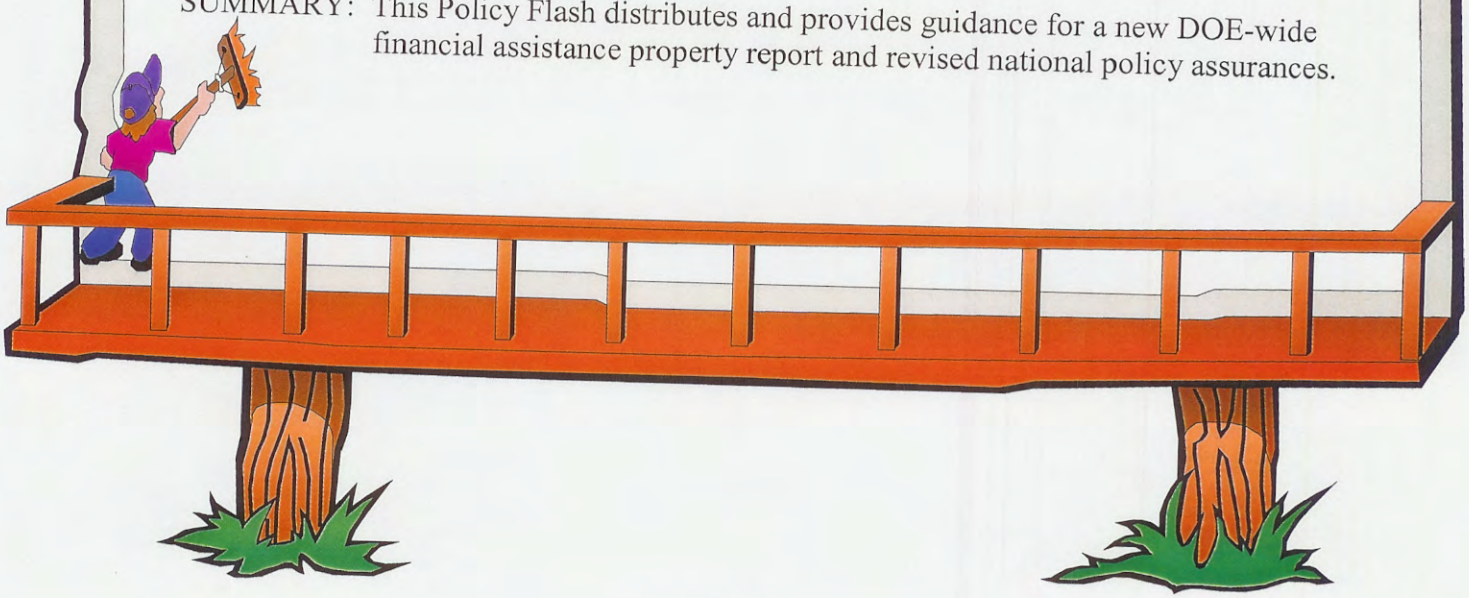
HEADQUARTERS POLICY FLASH

POLICY FLASH 2005-48

DATE: July 26, 2005
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, ME-61
Office of Procurement and Assistance Management

SUBJECT: New Financial Assistance Property Form and Revised National Policy Requirements

SUMMARY: This Policy Flash distributes and provides guidance for a new DOE-wide financial assistance property report and revised national policy assurances.



POLICY FLASH
2005-48

1. The Office of Procurement and Assistance Policy, with the help of the Chicago Operations Office and the Financial Assistance Advisory Committee, developed a DOE-wide Financial Assistance Property Closeout Certification form (attached). This new form replaces the various property forms currently used by awarding offices. It is located on the Applicant and Recipient Page at http://grants.pr.doe.gov.

2. On June 28, 2005, the Department issued a rulemaking on research misconduct effective July 28, 2005 (See Policy Flash 2005-41). The rulemaking includes new research misconduct requirements (10 CFR 600.31) for financial assistance awards. To incorporate these requirements into new and renewal financial assistance awards, we have added a new research misconduct assurance to the end of the document entitled, "National Policy Assurances To Be Incorporated as Award Terms." This Policy Flash distributes the July 2005 version of the national policy assurances, which are located on the Applicant and Recipient Page at http://grants.pr.doe.gov.

Contracting Officer's Responsibilities

1. Contracting Officers must use the attached DOE-wide property form for financial assistance awards that end on or after October 1, 2005, and may, at their discretion, use the form on awards that end prior to that date.

2. Contracting Officers must ensure that the new research misconduct requirement is incorporated into new and renewal financial assistance awards, which involve research and development, issued on or after July 28, 2005. This can be done by one or more of the following methods:

    - Use the revised Notice of Financial Assistance Award form, DOE F 4600.1 (07/05), for the award document. The form was revised to specify that the award includes the national policy assurances in effect on the date of the award. The revised DOE F 4600.1 (07/05) form is on the Professionals Homepage at http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/FinancialAssistance/Financial+Assistance+Forms?OpenDocument.

    - Include an appropriate statement in the letter transmitting the award advising the recipient that the "National Policy Assurances To Be Incorporated as Award Terms (July 2005)" apply to the award.

    - Attach the "National Policy Assurances To Be Incorporated as Award Terms (July 2005)" to the award.

If you have questions regarding this Policy Flash, contact Trudy Wood at 202 287-1336 or by e-mail at trudy.wood@hq.doe.gov.

Michael P. Fischetti
Acting Director
Office of Procurement and
Assistance Policy, OMBE

Attachments: 1. U.S. Department of Energy Financial Assistance Property Closeout Certification (June 2005)
2. National Policy Assurances To Be Incorporated as Award Terms (July 2005)