

**From:** [Moore, Liz](#)  
**To:** [GO IBR FOA](#)  
**Subject:** DOE/Biomass - Merit Reviewer Reporting Requirements under the American Recovery and Reinvestment Act of 2009 (ARRA)  
**Date:** Monday, October 05, 2009 6:35:29 PM  
**Attachments:** [DOE Merit Reviewer Report.xls](#)

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Reviewers,

Thank you for your patience while we got to the bottom of this process. Below is guidance from Tammie Lawler regarding the reporting emails that most of you have been receiving. Based on the emails that you forwarded to me, we were able to extract the necessary information, you do not need to continue to forward the messages.

Thank you again for your continued interest in the Biomass Program. For those of you participating in Oral Presentations, please feel free to contact me with any questions. Remember, once you have completed your work, be sure to delete the files from your computer (including Recycle Bin, Deleted Items from email, etc..) and destroy any CDs and documents you have related to the review.

Liz Moore  
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Dear Merit Reviewer:

Federal Acquisition Regulation (FAR) clause 52.204-11, Recipient Reporting, of your contract with the Department of Energy (DOE) for merit review services requires you to report on the use of the Recovery Act dollars that funded your contract. The Department of Energy has always maintained that the privacy of its merit reviewers is of the utmost importance to ensure a highly qualified, unbiased pool of reviewers. In order to protect your privacy but adhere to the spirit of the Recovery Act, DOE has obtained approval for merit reviewers to use an alternate reporting mechanism.

Instead of registering and reporting to the web based [FederalReporting.gov](http://FederalReporting.gov) as outlined in previous emails you may have received, merit reviewers must complete the attached information sheet and submit the completed form to the Contracting Officer, Tammie Lawler. Our office will aggregate the information for all merit review purchase orders issued during the months of July, August and September and make a general report of jobs created to the [FederalReporting.gov](http://FederalReporting.gov) website. This general reporting will fulfill your individual reporting requirements under the terms of your contract. If you have more than one purchase order, please fill out a new line for each one.

You must submit the form to the Contracting Officer prior to the October 10, 2009, reporting deadline. You may then be contacted for corrections and/or clarifications between October 11-23rd. In order to expedite responses, please email your completed form to [Tammie.lawler@go.doe.gov](mailto:Tammie.lawler@go.doe.gov)

or fax to 720-356-1550.

Sincerely,

Tammie Lawler

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<b>Award Number (Contract or Purchase Order Number)</b>	<b>DUNS Number - 9 digit Data Universal Numbering System</b>	<b>Recipient's internal account number for award.</b> The account number or any other identifying number assigned by the recipient to the award. This number is strictly for the recipients's use only and is not required by the Awarding Federal Agency.

<p><b>Final Project Report Indicator</b> (i.e. no future reports) (Y or N). Check "Y" only if this is the final report and there will be no further quarterly reports.</p>	<p><b>Project Status.</b> The status of the work that has been completed. Options for selection: Not started; Less than 50 % completed; Completed 50% or more; Fully Completed.</p>

<p><b>Number of Jobs.</b> An estimate of the number of jobs created and jobs retained in the US and outlying areas. The number shall be expressed in "full-time equivalent" (FTE). For instance, two full-time and one part-time employees working half days = 2.5 FTE in each calendar quarter. A job cannot be reported as both created and retained.</p>	<p><b>Description of Jobs Created.</b> Provide a brief description of the types of jobs created and jobs retained.</p>	<p><b>Total Federal Amount ARRA Funds Received/Invoiced.</b> The amount of Recovery Act funds invoiced by contractor.</p>