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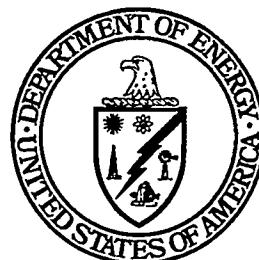
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Handbook for Preparation of Individual Procurement Action Report (IPAR)

October 1996

MASTER



U.S. Department of Energy
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Office of the Deputy Assistant Secretary
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Washington, DC 20585

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FOR
PREPARATION OF
INDIVIDUAL PROCUREMENT ACTION REPORT (IPAR)

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**HANDBOOK
FOR
PREPARATION OF
INDIVIDUAL PROCUREMENT ACTION REPORT (IPAR)**

INTRODUCTION

The Procurement and Assistance Data System (PADS) provides a mechanism for collecting, assembling, organizing, and presenting acquisition and assistance data for the Department of Energy (DOE). This handbook and associated documents establish a uniform system to report acquisition/assistance data to PADS for the collection, processing, and dissemination of official statistical data on the Department's acquisition and assistance actions. The data provides, based on information available at the time of request, a basis for any recurring and special reports to the senior procurement executive, Congress, General Accounting Office (GAO), Federal executive agencies, Office of Management and Budget (OMB), and the general public. It provides information for measuring and assessing the extent to which small business firms and small disadvantaged business enterprises are sharing in DOE placement, and for other acquisition and assistance policy and management control purposes.

GENERAL INFORMATION

The Individual Procurement Action Report consists of two data collection forms, one for collecting information on procurement actions (DOE F 4200.40) and another for collecting information on financial assistance actions (DOE F 4200.40A). The IPAR Supplement (DOE F 4200.41) may be used for data collection on both types of actions.

The Handbook for the Preparation of the Individual Procurement Action Report (IPAR) has been designed in two sections; Procurement and Financial Assistance to support the individual forms.

Requirements

In accordance with the instruction set forth in the DOE Order 1331.1D, dated 5-18-92, entitled "Procurement and Assistance Data System," awarding office managers are responsible for collection and submission of data to PADS on the receipt/acceptance of procurement requests, and the award/modification of procurement and financial assistance actions. This includes contract administration from execution of an award (acceptance) through award completion, closeout and retirement. All data shall be submitted to PADS within five (5) working days after the action date.

U.S. DEPARTMENT OF ENERGY
INDIVIDUAL PROCUREMENT ACTION REPORT (IPAR)

PROCUREMENT ACTIONS

1. ADD/CHANGE	2. AWARD BIN		3. MOD NUMBER	4. KIND OF AWARD		5. MOD # BEING DEFINITIZED
<input type="checkbox"/> Add <input type="checkbox"/> Change						
6. PR NUMBER		7. PR COMPLETION CODE <input type="checkbox"/> Yes <input type="checkbox"/> No		8. MASTER BIN		9. DUNS NO.
10. VENDOR ID		11. Awardee Name			12. DIVISION	
13. CONTRACTORS TIN		14. COMMON PARENTS NAME			15. COMMON PARENTS TIN	
16. CITY		17. STATE	18. ZIP CODE		19. COUNTY	20. CONG. DIST.
22. AWARD DATE (MO/DAY/YYYY)		23. AWARD EFFECTIVE DATE (MO/DAY/YYYY)			24. AWARD COMPLETION DATE (MO/DAY/YYYY)	
25. DESCRIPTION OF WORK						
26. GOVERNMENT SHARE		27. AWARDEE SHARE	28. TOTAL	29. B&R NO.		30. B&R DOLLARS
31. INTERNAL AWARDING OFFICE USE						
32. CICA		33. TYPE OF BUSINESS		34. ADVISORY & ASSISTANCE <input type="checkbox"/> YES <input type="checkbox"/> NO		
35. NO. OF OFFERORS		36. SB SUBCONTRACT PLAN <input type="checkbox"/> YES <input type="checkbox"/> NO		37. TYPE AWARD		
38. COMP. SOL. PROC.		39. WOMAN OWNED <input type="checkbox"/> YES <input type="checkbox"/> NO		40. SAFETY & HEALTH <input type="checkbox"/> YES <input type="checkbox"/> NO		
41. COMP. EXM. AUTH.		42. PREFERENCE		43. LABOR STATUTE		
44. EXT. COMPETED		45. HISPANIC INST. <input type="checkbox"/> YES <input type="checkbox"/> NO		46. PRODUCT/SERVICE		
47. EXT. OF COMP.		48. COMMERCIAL ITEM <input type="checkbox"/> YES <input type="checkbox"/> NO		49. SIC		
50. SYNOPSIS		51. SB DEMO PROGRAM <input type="checkbox"/> YES <input type="checkbox"/> NO		52. DIRECTED PROC <input type="checkbox"/> YES <input type="checkbox"/> NO		
53. TRADE COUNTRY		54. EMERGING SB <input type="checkbox"/> YES <input type="checkbox"/> NO		55. OSTI DEL		
56. COGNIZANT DOE OFFICE		57. SIZE SB		58. R&D <input type="checkbox"/> YES <input type="checkbox"/> NO		
59. CFAA		60. EMG SB RES AWARD <input type="checkbox"/> YES <input type="checkbox"/> NO		61. PROPERTY		
62. EPACT <input type="checkbox"/> YES <input type="checkbox"/> NO		63. SUPPORT SERVICE <input type="checkbox"/> YES <input type="checkbox"/> NO		64. MULTI YEAR <input type="checkbox"/> YES <input type="checkbox"/> NO		
65. EPACT DOLLARS						
66. NEGOTIATOR CODE		67. PATENT OFFICE		68. TECH REP OFFICE		
69. CONTR OFFICER CODE		70. DELEGATED OFFICE		71. TECH REP		
72. AWARD ADMIN CODE		73. DELEGATION DATE		74. TECH REP PHONE		
75. AWARD STATUS		76. RETIREMENT DATE		77. PROJECT MGR		
78. SENIOR INVESTIGATOR				79. AWARD OFFICE		
80. CONTRACTING OFFICER SIGNATURE		See Handbook for the Preparation of the Individual Procurement Action Report				



U.S. DEPARTMENT OF ENERGY
INDIVIDUAL PROCUREMENT ACTION REPORT (IPAR)

FINANCIAL ASSISTANCE ACTIONS

1. ADD/CHANGE		2. AWARD BIN		3. MOD NUMBER	4. KIND OF AWARD	5. PR NUMBER
<input type="checkbox"/> Add <input type="checkbox"/> Change						
6. PR COMPLETION CODE	7. VENDOR ID		8. Awardee Name			9. DIVISION
<input type="checkbox"/> Yes <input type="checkbox"/> No						
10. CITY		11. STATE	12. ZIP CODE	13. COUNTY	14. CONGRESSIONAL DISTRICT	15. COUNTRY
16. DESCRIPTION OF WORK						
17. AWARD DATE (MO/DA/YYYY)		18. AWARD EFFECTIVE DATE (MO/DA/YYYY)			19. AWARD COMPLETION DATE (MO/DA/YYYY)	
20. BUDGET PERIOD FROM (MO/DA/YYYY)			21. BUDGET PERIOD TO (MO/DA/YYYY)			
22. GOVERNMENT SHARE	23. Awardee Share	24. TOTAL	25. B&R NO.		26. B&R DOLLARS	
27. INTERNAL AWARDING OFFICE USE						
28. CFDA NO. _____			29. CATEGORY OF BORROWER _____			
30. STATE APPLICATION ID _____			31. CITY _____			
32. STATE _____			33. ZIP CODE _____			
34. COUNTY _____			35. CONGRESSIONAL DISTRICT _____			
36. TYPE OF AWARD _____			37. EXTENT OF COMPETITION _____			
38. OSTI DELIVERABLE _____			39. TYPE OF BUSINESS _____			
40. RESEARCH AND DEVELOPMENT <input type="checkbox"/> YES <input type="checkbox"/> NO			41. GOVERNMENT PROPERTY _____			
42. HISPANIC INSTITUTION <input type="checkbox"/> YES <input type="checkbox"/> NO			43. SBIR <input type="checkbox"/> YES <input type="checkbox"/> NO			
44. SMALL BUS. TECH. TRANSFER <input type="checkbox"/> YES <input type="checkbox"/> NO			45. COGNIZANT DOE OFFICE _____			
46. CFAA _____			47. NEGOTIATOR CODE _____			
48. CONTRACTING OFFICER CODE _____			49. AWARD ADMINISTRATOR CODE _____			
50. AWARD STATUS _____			51. PATENT OFFICE _____			
52. DELEGATED OFFICE _____			53. DELEGATION DATE _____			
54. RETIREMENT DATE _____			55. TECH. REP. OFFICE _____			
56. TECH. REP. NAME _____			57. TECH. REP. PHONE _____			
58. PROJECT MANAGER _____			59. AWARDING OFFICE _____			
60. SENIOR INVESTIGATOR _____			61. CONTRACTING OFFICER SIGNATURE _____			

See Handbook for the Preparation of the Individual Procurement Action Report



PROCUREMENT ACTIONS

ITEM 1 ADD/CHANGE

Check "ADD" if this is a new basic award or a modification (to an existing award) not previously reported to PADS. Check the block marked "CHANGE" if this award action is a change to an award/modification previously reported to PADS.

ITEM 2 AWARD BIN (BUSINESS INSTRUMENT NUMBER)

Enter the identifying number to the legal document which constitutes the agreement between the Department of Energy and the awardee.

Reference DOE Order 1331.2B, "Departmental Business Instrument Numbering System," dated 5-18-92:

Award Business Instrument Number The award business instrument number consists of 17 characters and has the following format: DE-AC01-95FE12345. Information is encoded in the number as follows:

- (1) The first and second positions, DE-AC01-95FE12345, contain the two-character code assigned by the Federal Procurement Data Center to identify Department of Energy awards.
- (2) The third position contains a dash.
- (3) The fourth and fifth positions, DE-AC01-95FE12345, contain a two-character code corresponding to the type of award instrument. (The Type of Award Instrument Codes and definitions follow on pages 5 through 10.)
- (4) The sixth and seventh positions, DE-AC01-95FE12345, identify the responsible awarding office. (The Awarding Office codes follow on page 4.)
- (5) The eighth position is a dash.
- (6) The ninth and tenth positions, DE-AC01-95FE12345, contain the last two digits of the fiscal year of the award date of the basic award.
- (7) The eleventh and twelfth positions, DE-AC01-95FE12345, contain a two-character code indicating the initiating office (For Initiating Office Codes see Appendix G). (Due to Departmental reorganizations, some award business instrument numbers exist that contain codes that are no longer used for new awards.)
- (8) The thirteenth through seventeenth positions, DE-AC01-95FE12345, will contain a five digit serial number assigned by the initiating office.

The last seven digits of the award BIN is referred to as the Register Number. This number remains unchanged from initiation through retirement.

AWARDING OFFICE

- 01 Washington Procurement Operations Office
- 02 Chicago Operations Office
- 03 Oakland Operations Office
- 04 Albuquerque Operations Office
- 05 Oak Ridge Operations Office
- 06 Richland Operations Office
- 07 Idaho Operations Office
- 08 Nevada Operations Office
- 09 Savannah River Operations Office
- 11 Pittsburgh Naval Reactors Office
- 12 Schenectady Naval Reactors Office
- 13 Grand Junction Project Office
- 16 Portsmouth Project Office
- 17 Environmental Measurements Laboratory
- 19 Bartlesville Project Office
- 21 Morgantown Energy Technology Center
- 22 Pittsburgh Energy Technology Center
- 23 Fernald Area Office
- 24 Ohio Field Office
- 32 Los Alamos Area Office
- 33 Kansas City Area Office
- 34 Rocky Flats Office
- 36 Golden Field Office
- 41 Boston Support Office
- 43 Philadelphia Support Office
- 44 Atlanta Support Office
- 45 Chicago Support Office
- 48 Denver Support Office
- 51 Richland Support Office
- 65 Western Area Power Administration
- 70 Southeastern Power Administration
- 75 Southwestern Power Administration
- 85 Alaska Power Administration
- 91 Naval Petroleum and Oil Shale Reserves
- 92 California Naval Petroleum
- 96 Strategic Petroleum Reserve Office

TYPE AWARD INSTRUMENT

- AA Basic Agreement (Terms and Conditions Only)
- AB Blanket Purchase Agreement
- AC Contract
- AD Delivery Order
- AF Simplified Acquisition Procedure over \$25,000
- AI Interagency Agreement (Purchase)
- AK Basic Ordering Agreement
- AM Indefinite-Delivery Contract
- AP Simplified Acquisition Procedure under \$25,000
- AR Research Opportunity Award
- AS Special Research Contract.
- AT Task Order
- AX Simplified Acquisition for SB Competitiveness Demonstration Program
- CR Waste Management Revenue Collection
- GI International Agreement
- GM Memorandum of Understanding
- RL Lease of Real Property
- RO Other Real Property Transaction
- RP Purchase of Real Property
- SA Interagency Agreement (Sales)
- SC Sales Contract
- UN UNICOR (Federal Prison Industries)

<u>CODE</u>	<u>DEFINITION</u>
AA	<u>Basic Agreement (Terms and Conditions Only)</u> A basic agreement is a written instrument of understanding, negotiated between an agency or contracting activity and a contractor, that (1) contains contract clauses applying to future contracts between the parties during its term and (2) contemplates separate contracts that will incorporate by reference or attachment the required and applicable clauses agreed upon in the basic agreement. A basic agreement is not a contract. (FAR 16.702)
AB	<u>Blanket Purchase Agreement</u> A blanket purchase agreement (BPA) is a simplified method of filling anticipated repetitive needs for supplies or services by establishing "charge accounts" with qualified sources of supply. (FAR 13.201)
AC	<u>Contract</u> A mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. (FAR 2.1)
AD	<u>Delivery Order</u> An order for supplies or services placed against an established contract or with Government sources of supply. (FAR 13.101) (Item 8 Master Bin must be entered when AD is used.)
AF	<u>Simplified Acquisition Procedure over \$25,000</u> An award made under FAR 13, Simplified Acquisition Procedures, where the total value of the award is from \$25,001 to \$ 100,000.
AI	<u>Interagency Agreement (Purchase)</u> A procedure by which an agency needing supplies or services (the requesting agency) obtains them from another agency (the servicing agency). (FAR 17.501)
AK	<u>Basic Ordering Agreement</u> A basic ordering agreement is a written instrument of understanding, negotiated between an agency, contracting activity, or contracting office and a contractor that contains: (1) terms and clauses applying to future contracts (orders) between the parties during its term; (2) a description, as specific as practicable, of supplies or services to be provided; and (3) methods for pricing, issuing, and delivering future orders under the basic ordering agreement. A basic ordering agreement is not a contract. (FAR 16.703)

AM	<u>Indefinite-Delivery Contract</u>
	<u>Definite-Quantity Contract</u>
	A definite-quantity contract provides for delivery of a definite quantity of specific supplies or services for a fixed period, with deliveries to be scheduled at designated locations upon order. (FAR 16.502)
	<u>Requirements Contract</u>
	A requirements contract provides for filling all actual purchase requirements of designated Government activities for specific supplies or services during a specified contract period, with deliveries to be scheduled by placing orders with the contractor. (FAR 16.503)
	<u>Indefinite-Quantity Contract</u>
	An indefinite-quantity contract provides for an indefinite quantity, within stated limits, of specific supplies or services to be furnished during a fixed period, with deliveries to be scheduled by placing orders with the contractor. (FAR 16.504)
AP	<u>Simplified Acquisition Procedure under \$25,001</u>
	An offer by government to buy certain supplies or nonpersonal services and construction from commercial sources, upon specified terms and conditions, the aggregate amount of which does not exceed \$25,000. (FAR 13)
AR	<u>Research Opportunity Award</u>
	A contract for research solicited from a Research Opportunity Announcement. (FAR 35.016)
AS	<u>Special Research Contract</u>
	Headquarters designated acquisition award instrument for basic research with educational or other nonprofit institutions when the annual DOE support under the contract does not exceed \$1,000,000 per year. DOE's monetary obligation should be a specified amount referred to as the support ceiling, effective for the contract term.
AT	<u>Task Order</u>
	The purchase of supplies or services where the place of delivery and quantity, or performance of services, are specified in each order. (Item 8 Master Bin must be entered when AT is used.)
AX	<u>Simplified Acquisition for Small Business Competitiveness Demonstration Program</u>
	A simplified acquisition that fits in the designated industry groups as defined by Business Opportunity Development Reform Act of 1988 (Public Law 100-656) or into the ten targeted industry categories as defined by Department of Energy Office of Small and Disadvantaged Business Utilization.

CR	<u>Waste Management Revenue Collection</u> A contract for the "funds in" collection of revenue from contractors of the Department on disposal of spent nuclear fuel and/or high level radioactive waste. (No dollars entered on IPAR.)
GI	<u>International Agreement</u> Treaties and other agreements of a contractual character between different countries or organizations of states (foreign) creating legal rights and obligations between the parties.
GM	<u>Memorandum of Understanding</u> A written agreement broadly stating basic understanding and describing a mechanism for coordinating activities to be engaged in by the Department and other signatory authorities. It is not limited to understandings with Federal agencies but may include: local, State, international, and other government entities; the private sector, and educational institutions. (No funds agreement.)
RL	<u>Lease of Real Property</u> An agreement which gives exclusive possessory interest in the property for a specified time reserving to the owner rent. (Rental property is land or land and improvements including interests therein.)
RO	<u>Other Real Property Transaction</u> Real property actions that are not lease or purchase of real property.
RP	<u>Purchase of Real Property</u> The purchases of real property. (Real property is land or land and improvements including interests therein.)
SA	<u>Interagency Agreement (Sales)</u> A sales type award (funds in) between DOE and another executive agency which sets out specific tasks to be accomplished by DOE in support of the other agency. As a sales instrument, it is intended to transfer some personal property or nonpersonal service to the buying agency for appropriate remuneration. The agreement clearly specifies work contemplated, reporting requirements, procurement and patent policy, personnel exchanges (if necessary), and arrangements for transfer of funds (when applicable). (No dollars entered in PADS.)
SC	<u>Sales Contract</u> A contract under which a purchaser buys Government-owned material from the Government (No dollars entered in PADS.)

UN **UNICOR (Federal Prison Industries)**
An award made to Federal Prison Industries as a new basic award or an order against another contract (i.e., Federal Schedule)

ITEM 3 MODIFICATION NUMBER

Award Modification Number. All new basic awards and modifications to an award are identified by a modification number assigned by the awarding office. These modification numbers are not part of the award business instrument number.

(1) The basic award and modifications to each business instrument shall be sequentially numbered by use of a four-position alphanumeric code.

(a) The first position shall be a capital letter identifying the type of action as follows:

A -(Amount) An action adding, changing, or deleting financial data that is collected on the IPAR, but not administrative corrections to financial data.

M - (Miscellaneous) An action having no net effect on financial data that is collected on the IPAR, including administrative corrections.

(b) The second through fourth positions shall contain a sequential serial number of the modification. For basic awards, enter 000. The next assigned modification number would be 001, 002 etc. These numbers continue in sequence throughout the life of the award.

(2) Examples of modifications:

(a) M001 - first modification to contract, no effect on financial data in this example since it is a miscellaneous mod.

(b) A002 - second modification to contract, changes in financial data in this example since it is an amount mod.

(c) M003 - third modification to contract, no effect on financial data in this example since it also a miscellaneous mod.

ITEM 4 KIND OF AWARD ACTION

Enter the 2-character code which identifies the appropriate action taken.

<u>CODE</u>	<u>DESCRIPTION - New Awards</u>
1A	New Definitive Award
1G	Order Under Single Award Contract
1J	Order Under Federal Schedule
1K	Order Under Basic Ordering Agreement (BOA)
1L	Order Under DOE Interagency Agreement
1Z	Order under Multiple Award Contract
LC	Letter Contract
SP	Simplified Acquisition Procedure
<u>CODE</u>	<u>DESCRIPTION - Modifications</u>
1D	Exercise of Option
1J	Modification to Order Under Federal Schedule
1M	Termination for Default
1N	Termination for Convenience
1P	Supplemental Agreement - Monetary Action
1T	Incremental Funding (Only)
1V	No Cost Time Extension (Only)
1W	Administrative Change
1X	Funding Adjustment to Completed Award
1Y	Other
BC	Bilateral Change Order
DM	Definitizing Modification
LM	Letter Modification to a Definitized Contract
NW	New Work (Outside Scope)
TR	Transferred Award
UC	Unilateral Change Order
<u>CODE</u>	<u>DEFINITION</u>
<u>NEW AWARDS</u>	
1A	<p><u>New Definitive Award</u></p> <p>The establishment of a binding legal relationship between the Government and awardee, or contractor, for the purpose of receiving supplies, services, construction, research and development.</p>
1G	<p><u>Order Under Single Award Contract</u></p> <p>An order issued under a single award indefinite delivery indefinite quantity (IDIQ) contract.</p>
1J	<p><u>Order Under Federal Schedule</u></p> <p>An order for supplies and/or services against an established Federal schedule contract. The terms and conditions, including price and delivery, are included in the Federal schedule.</p>

1K Order Under Basic Ordering Agreement (BOA)
An order for supplies and/or services under a basic ordering agreement.

1L Order Under DOE Interagency Agreement
The purchase of supplies or services under a DOE Interagency or International Agreement.

1Z Order Under Multiple Award Contract
An order under a multiple award indefinite delivery indefinite quantity (IDIQ) contract pursuant to FAR 16.504(c)(1) or 16.504(c)(2).

LC Letter Contract
A written preliminary contractual instrument in which the terms and conditions were not definitized prior to execution of the award.

SP Simplified Acquisition Procedure
The procurement of supplies and/or nonpersonal services pursuant to procedures in FAR Part 13.

MODIFICATIONS

1D Exercise of Option
"Option" is a unilateral right in a contract by which, for a specified time, the Government may elect to purchase additional supplies or services called for by the contract or may elect to extend the term of the contract. (FAR 17.201) Written notification via contract modification within the time specified in the contract is required to exercise the option.

1J Modification to Order Under Federal Schedule
A modification to an order for supplies and/or services against an established Federal schedule contract.

1M Termination for Default
The exercise of the Government's contractual right to completely or partially terminate a contract because of the contractor's actual or anticipated failure to perform its contractual obligations. (FAR 49.4)

1N Termination for Convenience
The exercise of the unilateral right of the Government to terminate, in whole or in part, the contractor's performance under a contract when the contracting officer determines that it is in the best interest of the Government. (FAR 49.1)

1P **Supplemental Agreement - Monetary Action**
A contract modification to an award effecting changes in the general scope of work, obligations, or other award terms and conditions. This type of modification should require the signature of the contractor and the contracting officer. (FAR 43.101)

1T **Incremental Funding (Only)**
The obligation of funds to an award containing a total price or estimated cost, in periodic installments against prescribed performance goals or objectives. The modification is normally unilateral with an increase in obligations only.

1V **No Cost Time Extension (Only)**
A modification which extends only the performance period under an award with no increase in the total face value or obligated dollars.

1W **Administrative Change**
A unilateral modification to an award instrument which changes administrative data; e.g., paying office, technical representative, etc. (FAR 43.101)

1X **Funding Adjustment to Completed Award**
A modification issued to an award instrument which has been completed wherein funds need to be obligated or deobligated before it can be retired.

1Y **Other**
"Catch all" code used to report modification actions which did not meet the criteria of the other codes.

BC **Bilateral Change Order**
A supplemental agreement issued pursuant to the changes clause in which the terms of the resulting equitable adjustment to the contract were negotiated prior to issuance of the instant change order.

DM **Definitizing Modification**
A supplemental agreement issued to definitize one or more unilateral change order, letter modification to a definitized contract and/or a letter contract.

LM **Letter Modification to a Definitized Contract**
A bilateral modification incorporating new work into the contract in which the terms and conditions of the modification were not definitized prior to the execution of the modification. (Do not use against undefinitized contract.)

NW	<u>New Work (Outside Scope)</u> A supplemental agreement which incorporates work outside the scope of the original contract into the contract.
TR	<u>Transferred Award</u> A contract award that is being transferred from one awarding office to another. The office transferring the award is responsible for transfer modifications.
UC	<u>Unilateral Change Order</u> A unilateral modification issued pursuant to the changes clause in which the terms of the resulting equitable adjustment to the contract were not definitized prior to the issuance of the instant change order.

ITEM 5 MOD NUMBER BEING DEFINITIZED

Enter the modification number (A---or M---) being definitized that was previously awarded as an undefinitized action, a unilateral change order, letter modification, or letter contract.

If this award action definitizes more than one modification, enter all modifications that are being definitized by this one action. If additional space is required, see DOE Form 4200.41, Item 7.

ITEM 6 PROCUREMENT REQUEST NUMBER

- A. Enter the 16-character number of the PR that authorized this award (e.g., 01-95FE12345.000) from block 3 of the DOE Form 4200.33.
- B. This number is also found in block 3, Requisition/Purchase Request No. on the Standard Form 26, Award/Contract, and on Standard Form 30, Modification.
- C. The basic portion of a procurement request number is twelve characters long in a format exemplified by 01-95FE12345. This is identical to the last 12 characters of the award business instrument number, with the following exception: for a procurement request number, the fiscal year portion reflects the fiscal year of the anticipated award date. For example, the basic portion of a procurement request number which initiated a procurement action for a new award in FY 1995 would be in the form of 01-95FE12345. Subsequent actions in FY 1995 would have the same basic portion for their procurement request numbers. For actions related to this award in FY 1996, the procurement request number would be in the form of 01-96FE12345.

With regard to the award business instrument number, however, the fiscal year portion of this number remains the same as the year in which the instrument was initially awarded, in this example, FY 1995. Therefore, regardless of the fiscal year of the procurement request, the fiscal year portion of the award business instrument number does not change.

The supplementary portion of the procurement request number consists of a decimal point followed by a three-digit number added to the right of the basic portion of the procurement request number. The number identifies the sequence of procurement requests initiated for a fiscal year. The number is assigned sequentially starting with "000" and is used to represent funding actions or any other action that involves procurement activity; e.g., a no-cost extension.

To continue with the previous example, the procurement request number that initiated the basic award would be 01-95FE12345.000. The next action in FY 1995 would be a modification with a procurement request number 01-95FE12345.001. This supplemental portion does not become part of the award business instrument. Each fiscal year a new sequence begins with "001." The "000" is used only once during the life of the award.

Sometimes the awarding office will initiate a modification action under an award where the initiating office need not issue a procurement request. To provide for this case, the three-character sequence has been divided to have the awarding office use "501" through "599". If, in the above example, the awarding office were to initiate its own first procurement request under award in FY 1995 to change the cognizant contracting officer, it would be coded as 01-95FE12345.501.

The use of a different series prevents duplication of procurement request numbers that might occur when two separate offices are issuing procurement requests.

The following examples further explain the supplementary portion of the procurement request number:

01-95FE12345.000 - New award initiation.
01-95FE12345.001 - First subsequent action in FY 1995.
01-96FE12345.001 - First subsequent action FY 1996.
01-96FE12345.002 - Second subsequent action in FY 1996.
01-96FE12345.501 - First awarding office action.

D. There are four types of processing which do not require a procurement request number in order to process an award. They are AN-NOPR, WPAS-NOPR, UTIL-NOPR, and PRFY-NOPR. (See PADS System Reference Manual for additional information)

1. AN-NOPR Processing

This is the procedure in some awarding offices to award zero dollar mods to a contract without entering any Procurement Request forms. This process may be used for current year actions only. The following step is necessary to process AN-NOPR transactions.

Fill out an IPAR form with a Mod Number (Item 3) beginning with "M" and followed by a mod number greater than "000" that has not been used previously for that contract. No financial information is allowed on this action. The PR Number (Item 6) must contain AN-NOPR to identify this type of action.

2. WPAS-NOPR Processing

WPAS-NOPR processing may only be used to report award actions against contracts whose funding is controlled through the Work Authorization System (WAS). It is unique in that funds are not committed through the use of Procurement Requests (PR's). In order to use the WPAS-NOPR process in PADS, the contract cited in the Award Bin (Item 2) must be designated as a WAS contract.

The initial new award for a WAS contract must have been previously reported to PADS through the use of normal PR processing.

Fill out an IPAR as follows: The Mod number (Item 3) must be greater than "000"; the PR Number (Item 6) must contain WPAS-NOPR.

3. UTIL-NOPR Processing

UTIL-NOPR processing is used to report, as contract mods, payments made for the purchase of power and other utilities from specified utility contractors.

Procurement Requests may not necessarily be used to commit funds for the utilities in these cases. Instead, as invoices are received on a regular basis from the utility, these invoices are paid and the payments reported to PADS using the IPAR. To use the UTIL-NOPR process to report invoice payments into PADS, the contract cited in the Award BIN (Item 2) must be designated as a utility contract in PADS miscellaneous table UTIL.

Fill out an IPAR as follows: The first position of the Mod number (Item 3) must contain an "A"; the second through fourth positions of the mod must contain "500" for the first mod reporting a utility payment. Continue using consecutively higher numbers to "999" for all future mods of this type. This is done so that these special mods may be differentiated from the standard mods to the basic utility contract itself. The PR Number (Item 6) must contain UTIL-NOPR.

4. PRFY-NOPR Processing

PRFY-NOPR processing is used to report awards from previous fiscal years. This special process is allowed so actions that have not been entered due to oversight do not require the entry of a PR.

Enter PRFY-NOPR in Item 6 on the IPAR. This may be used for new awards and modifications from previous fiscal years.

ITEM 7

PR COMPLETION CODE

Check the block indicating whether the PR referenced in Item 6 is completed or still open for further action.

<u>CODE</u>	<u>DESCRIPTION</u>
-------------	--------------------

YES The PR is completed by this action.

NO The PR is not completed by this action and will be used again.

ITEM 8

MASTER BIN

Enter the 17-character DOE Master Award BIN or another agency's contract number (e.g., GSA Federal Supply Schedule Contract).

This number is used when a separate award BIN is created to issue a delivery order or task order for actual delivery of products or services. (Examples: DE-AM01-96AD12345, GS-99X9999). DOE Master Bin numbers begin with DE-AI, DE-AK, DE-AM, or DE-GI. For orders against other agencies, see miscellaneous table AWAG, Awarding Agency.

When GSA number has alpha "OO" in the 3rd and 4th position, enter as numeric 00.

GSA schedule numbers will be verified for accuracy with numbers provided by GSA.

ITEM 9

DUNS NUMBER (Data Universal Numbering System)

Enter the 9-character DUNS number identifying the business establishment or individual receiving the award. The DUNS number relates to the principal place of performance of the award.

This number can be obtained (when not in contract file) by calling Dun and Bradstreet, Inc. at 1-610-882-7741. Facsimile requests should be made to 1-610-882-7140.

The DUNS number for UNICOR is 626627459.

The DUNS number will be edited for accuracy.

(DUNS number is not allowed on interagency agreements, simplified acquisition under \$25,001 (AP), sales, basic agreements (terms and conditions), memorandum of understanding (MOU), and international agreements.)

ITEM 10

VENDOR ID

Enter the 13-character Vendor ID code for the contractor and division. The Vendor ID codes can be found in the Directory of Awardee Names, DOE/OSTI-4637, issued by the Office of Scientific and Technical Information (OSTI) in Oak Ridge, Tennessee. The Vendor ID in the Directory must match the name, division (if applicable), city, and state of the awardee.

If no Vendor ID code is listed in the Directory for the exact name, division (if applicable), city and state of the awardee, the awardee name (Item 11) must be entered, and division (Item 12) if applicable, in accordance with the Instructions for Completing Awardee Names in PADS, Appendix E to this handbook.

ITEM 11

AWARDEE NAME

Enter the contractor name (up to 30 characters) of the individual, partnership, corporation, firm, association, Federal, State, or local agency, or other type of awardee of the new award. Formatting abbreviations are to be in accordance with Instructions for Completing Awardee Names in PADS, Appendix E. (System-generated if Item 10 is entered.)

ITEM 12

DIVISION

Enter the name of the suborganization of the contractor in Item 11 above, Awardee Name.

Example: Cable Division (System generated if Item 10 is entered.)

ITEM 13

CONTRACTOR'S TIN

Enter the 9-digit taxpayer identification number (TIN) for the contractor receiving the award.

Contractor's TIN is required for all new basic contract awards except the following: GSA Federal Supply Schedule Awards; awards to State/local governments; any contract with a foreign government (or any agency or instrumentality thereof); foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal or paying agent in the U.S.

ITEM 14

COMMON PARENT'S NAME

Enter the name of the common parent of the affiliated group if the contractor receiving the award is a member of an affiliated group of corporations that files its Federal income tax returns on a consolidated basis. Leave blank if not applicable.

ITEM 15

COMMON PARENT'S TIN

Enter the taxpayer identification number (TIN) of the common parent of the affiliated group if the contractor receiving the award is a member of an affiliated group of corporations that files its Federal income tax returns on a consolidated basis. Required if Item 14 is completed; otherwise leave blank.

PRINCIPAL PLACE OF PERFORMANCE

Report the city, state, foreign country, or Government installation where the items will be produced, manufactured, mined, or grown or where the service will be performed. This item refers to the contractor's final manufacturing assembly point, processing plant, construction site, place where a service is performed, location of mines, or where the product is grown.

If the items are supplied parts shipped from stock by a regular dealer, the place of performance is the regular dealer's location. If the items are shipped for the regular dealer by a subcontractor who produces the items, the place of performance is the subcontractor's location.

If more than one location is involved, report only the location involving the largest dollar share of the contract.

For construction and architect/engineer contracts, report the construction site location. If the contract is for architect/engineer design work, the place of performance is where the design work is being done.

If the place of performance cannot be determined (e.g., if the contractor has multiple location sites performing the same volume of work), or commercial item acquisition procedures were used, report the contractor's billing or home office location.

ITEM 16 CITY

Enter the name of the city that is the principal place of performance of the award (up to 25 characters). (Example: Dallas).

ITEM 17 STATE

Enter the 2-character U.S. Postal Service code for the state or outlying area that is the principal place of performance of the award. See Appendix C for codes.

ITEM 18 ZIP CODE

Enter the 9-digit zip code that applies to the principal place of performance of the award. (Example: 22134-2700)

Zip Codes are listed in the U.S. Postal Service's National Zip Code Directory.

For locations outside the U.S., leave zip code blank.

ITEM 19 COUNTY

Enter the name of the county that is the location of the principal place of performance of the award. (Example: Montgomery). For the District of Columbia (DC), and locations outside the U.S., leave county blank.

If city, state, and zip code are entered, county will be system generated. If city within the state is in multiple counties, or if multiple cities with the same name are in a state, county must be entered.

The FIPS 55 (Federal Information Processing Standards) provides information concerning city, county, and state.

ITEM 20 CONGRESSIONAL DISTRICT

Enter the 2-character numeric code for the congressional district that is the principal place of performance of the award. These codes are listed in the Congressional District Atlas. (Example: 01)

ITEM 21 COUNTRY

Enter the 2-character code for the country that is the principal place of performance of the award. For locations in the U.S., leave this element blank. See Appendix D for country codes.

ITEM 22 AWARD DATE

Enter the date the DOE contracting officer signed the official award or modification. (Format: (MM/DD/YYYY)).

ITEM 23 AWARD EFFECTIVE DATE

Enter the date the award becomes effective. This date reflects the beginning of the period of performance and can be found in block 2 of the Standard Form 30 and Standard Form 26. (Format: MM/DD/YYYY)

ITEM 24 AWARD COMPLETION DATE

Enter the completion date of the award. This field must be filled out for all time extensions to the basic award. (Format: MM/DD/YYYY)

ITEM 25 DESCRIPTION OF WORK

Enter the brief description from the statement of work or project description (not less than 15 characters). A maximum of 150 characters (including spaces, dashes, etc.) may be entered. Insure that description is a concise statement of what is acquired or what work is being performed. Avoid use of abbreviations, acronyms and jargon if possible.

FINANCIAL DATA GUIDANCE:

- a. For a "funds in" or sales transaction, government share, awardee share and total are not entered into PADS.
- b. Dollars are entered as whole dollars, no cents, no decimals, no commas.
- c. Decreases in dollars should be preceded by a minus "-". (Example: -25000).
- d. Corrections to previously entered financial data on modifications will replace current dollar values. Changes may be made by any of three methods:
 - (1) Government share, awardee share, and total (Items 26, 27 and 28). A change to any one of these fields requires re-entry of data in all three. To leave dollars as they are on the data base, the same values must be re-entered.

If B&R numbers and B&R dollars (Items 29 and 30) are not entered, they will be left as they currently exist on the data base.

(2) B&R numbers and/or B&R dollars (Items 29 and 30). A change made to any B&R number or B&R dollar amount requires re-entry of all B&R numbers and their corresponding B&R dollars.

If government share, awardee share, and total (Item 26, 27 and 28) are not entered, they will remain as they currently exist on the data base.

(3) All five fields government share, awardee share, total, B&R number, and B&R dollars (items 26, 27, 28, 29 and 30).

ITEM 26 GOVERNMENT SHARE (DOE Face Value)

For the basic award, enter the total dollar amount of DOE's share of the award amount. For a modification, enter the amount of increase or decrease to the current value. PADS will calculate the resultant value.

NOTE:

Government Share for Contracts with Options excludes amounts associated with unexercised options.

Government Share for Letter Contracts is the estimated value of the definitized contract.

Government Share for Management and Operating contracts is the estimated value for the period of performance when first awarded or when extended.

Initial "000" Award

26. Government Share	27. Awardee Share	28. Total	29. B&R No.	30. B&R Dollars
500,000		500,000	AA01	200,000

Contract action awarded for a 3-year period for a total estimated cost to the Government of \$500,000. Funds obligated at the time of initial award \$200,000. There is no awardee share.

26. Government Share	27. Awardee Share	28. Total	29. B&R No.	30. B&R Dollars
300,000		300,000	AA01	300,000

Contract action awarded for a 3-year period for a total estimated cost to the Government of \$300,000. Funds obligated at the time of initial award is full funding of \$300,000. There is no awardee share.

Modification - Mod Greater than "000"

26. Government Share	27. Awardee Share	28. Total	29. B&R No.	30. B&R Dollars
			AA01	100,000

The contract action was initially executed for \$500,000; obligated dollars were \$200,000. (See previous example) An incremental funding modification is awarded for \$100,000. This action has no effect on the Government share of the award; therefore, Item 26 is left blank.

26. Government Share	27. Awardee Share	28. Total	29. B&R No.	30. B&R Dollars
50,000		50,000	AA01	50,000

The contract action was initially executed for \$300,000; obligated dollars were \$300,000. An increase in scope modification is awarded for \$50,000, and dollars obligated for the mod is \$50,000. Item 26 is filled in with \$50,000 because of an increase of the Government share.

ITEM 27

AWARDEE SHARE

For the basic award, enter the total dollar amount of the awardee's share of the award amount, if none, leave blank. For a modification, enter the amount of increase or decrease to the current awardee share value. PADS will calculate the resultant value.

Initial "000" Award

26. Government Share	27. Awardee Share	28. Total	29. B&R No.	30. B&R Dollars
250,000	75,000	325,000	AA01	100,000

An action awarded for a 3-year period for a total estimated cost to the Government of \$250,000, a total estimated cost to the awardee of \$75,000, and the Government funds obligated at time of award are \$100,000. The total estimated cost of the award is \$325,000.

26. Government Share	27. Awardee Share	28. Total	29. B&R No.	30. B&R Dollars
400,000	25,000	425,000	AA01	400,000

An action awarded for a 3-year period for a total estimated cost to the Government of \$400,000, a total estimated cost to the awardee of \$25,000 and the funds obligated of the Government are \$400,000. The total estimated cost of the award is \$425,000.

Modification - Mod Greater than "000"

26. Government Share	27. Awardee Share	28. Total	29. B&R No.	30. B&R Dollars
	- 5000	- 5000	AA01	150,000

The award was initially executed with \$75,000 awardee share. A modification is executed that decreases the awardee share-by \$-5,000 and incrementally funds the award for \$150,000.

26. Government Share	27. Awardee Share	28. Total	29. B&R No.	30. B&R Dollars
100,000	2,000	102,000	AA01	100,000

The award was initially executed for \$400,000 Government share, \$25,000 awardee share, and obligated dollars of \$400,000. A modification is executed that is an increase in scope of \$100,000 to the Government, \$2,000 to awardee, and obligations increased \$100,000.

ITEM 28 TOTAL (Total Contract Value)

Enter the sum of Items 26 and 27 showing the total award amount. (Example: 150000)

Initial "000" Award

26. Government Share	27. Awardee Share	28. Total	29. B&R No.	30. B&R Dollars
105,000	5,000	105,000	AA01	50,000

An action awarded for 3-year period for \$100,000 Government share, \$5,000 awardee share, and Government funds obligated is \$50,000. The total contract value is \$105,000.

26. Government Share	27. Awardee Share	28. Total	29. B&R No.	30. B&R Dollars
50,000	10,000	60,000	AA01	50,000

An action awarded for 3-year period for \$50,000 Government share, \$10,000 awardee share, and Government funds obligated is \$50,000. The total contract value is \$60,000.

Modification - Mod Greater than "000"

26. Government Share	27. Awardee Share	28. Total	29. B&R No.	30. B&R Dollars
			AA01	50,000

The award was initially executed for a total of \$105,000, and dollars obligated at the initial award were \$50,000. An incremental funding modification is awarded for \$50,000 and does not change award value.

26. Government Share	27. Awardee Share	28. Total	29. B&R No.	30. B&R Dollars
15,000		15,000	AA01	15,000

The award was initially executed for a total value of \$60,000 and dollars obligated were \$50,000. An increase in scope modification is issued for \$15,000 and dollars obligated for the modification are \$15,000. This increases the contract value by \$15,000.

ITEM 29 **B&R NUMBER**

Enter the valid B&R (Budget and Reporting) number (maximum nine characters) (Item 26 on DOE F 4200.33) for the FY funds obligated by this award action. If there are more B&R numbers than the three spaces provided, use the IPAR Supplement (DOE Form 4200.41). (Example: HA0502)

ITEM 30 **B&R DOLLARS**

Enter the amount of obligated funds for each B&R number in IPAR Item 29 for this award. (Example: 25000)

ITEM 31 **INTERNAL OFFICE USE ONLY**

This 30-character field is provided for individual awarding office use. It is an alpha numeric data field that may be used to store information unique to an individual award.

GUIDANCE ON COMPETITION

The competition data elements are required on a mod-by-mod-basis. The following guidance is provided to assist you in filling out the IPAR for modifications.

- (1) Modifications within the scope of an existing contract shall carry the same competitive/noncompetitive designation as the original contract award. Therefore, data reported in Items 32, 35, 38, 41, and 44 for modifications within scope must be the same as the basic award.

If the modification being executed is for new work, i.e., outside the scope of the original contract, the modification should be reported as noncompetitive in Items 32, 35, 38, 41 and 44.

The competitive/noncompetitive coding of a modification issued subsequent to a new work modification (outside the original scope) should

be judged on the basis of predominance of the work being modified, i.e. original scope of work or the new work; whichever is the predominant work being modified or changed.

EXAMPLE:

Original Award is Competitive

<u>MODS</u>		<u>OBS</u>
A000	Contract Value	\$2,500,000
A001	Original Scope	\$200,000
A002	Original Scope	\$300,000
A003	Original Scope	\$400,000
A004	Outside Original Scope	\$ 50,000
A005	Original Scope	\$100,000
A006	Original Scope	\$300,000
A007	Outside Original Scope	\$35,000

(2) For orders against indefinite delivery contracts, GSA contracts, basic ordering agreements, and other agency contracts, data reported in Items 32, 35, 38, 41 and 44 should follow the same competitive designation as the original award or other agency contract. (GSA has stated that close to 100% of their Federal Supply Schedule awards are competititively awarded.)

ITEM 32 CICA APPLICABILITY

Enter the appropriate 1-character code that indicates the CICA applicability.

<u>CODE</u>	<u>DESCRIPTION</u>
1	Pre CICA
2	Post CICA
3	Simplified Acquisition Procedure

CODE **DEFINITION**

1 **Pre CICA**
Enter this code if the action resulted from a solicitation issued before April 1, 1985 irrespective of the award date. Modifications within the original scope of work of such awards are reported as PRE-CICA.

In the case of a modification after April 1, 1985, for work outside the original scope of a PRE-CICA contract, CICA is applicable to such a modification.

2 Post CICA
Enter this code if the new award or modification resulted from solicitations issued on or after April 1, 1985.

3 Simplified Acquisition Procedure
Enter this code if this action is a simplified acquisition pursuant to procedures in FAR Part 13. (Imprest funds are excluded)

ITEM 33 TYPE OF BUSINESS

Enter the 3-character code that identifies the type of business to which the award was made.

<u>CODE</u>	<u>DESCRIPTION</u>
A11	Small Business 8(a)
A22	Small Business-Direct Disadvantaged
A33	Small Business - Other
B11	Large Business-Minority
B22	Large Business-Other
C1A	Historically Black College/Univ. or Minority Institution (HBCU/MI)
C1G	State/Local Government-Educational
C1N	Non-Profit Private Educational
C2G	State/Local Government-Hospital
C2N	Non-Profit Hospital
C3G	Other State/Local Government
C3N	Other Non-Profit Institution
C4N	JWOD Non-Profit Agency
C5G	State/Local Government-Research
C5N	Non-Profit-Research
E1N	Foreign Contractor
E2N	Domestic Contractor Performing Out of US
F1N	Federal Prison Industries (FPI)
F2N	Other Federal Government

<u>CODE</u>	<u>DEFINITION</u>
A11	<u>Small Business-8(a)</u> A small disadvantaged business receiving an award through the Small Business Administration 8(a) program.
A22	<u>Small Business-Direct Disadvantaged</u> A small disadvantaged business receiving an award directly from DOE.
A33	<u>Small Business - Other</u> A small business that is not disadvantaged.

B11 Large Business-Minority
A large business that is at least 51 percent owned by one or more individuals of a minority group.

B22 Large Business - Other
A large business that is not 51 percent owned by one or more individuals of a minority group.

C1A Historically Black College/University or Minority Institution(HBCU/MI)
An educational institution classified as an HBCU or MI. (See Appendix F for listing of these institutions.)

C1G State/Local Government-Educational
A State or local government educational institution. This includes public schools at the elementary, secondary, and post secondary levels.

C1N Non-Profit-Private Educational
A nonprofit, private educational organization. This includes private schools at the elementary, secondary, and post-secondary levels.

C2G State/Local Government-Hospital
A State or local government hospital.

C2N Non-Profit-Hospital
A private, non-profit hospital.

C3G Other State/Local Government
Any other organization which is part of a state or local government, including research organizations which are part of a state or local government.

C3N Other Non-Profit Institution
A non-profit institution that is not educational, not a hospital, not a non-profit agency, or not a research organization and, thus, does not belong in the other non-profit codings. Examples of this type of institution are: boy clubs, bar associations, bird watcher societies.

C4N JWOD Non-Profit Agency
An organization functioning as a non-profit agency for blind or severely handicapped.

C5G State/Local Government Research
A State or local government supported research organization.

C5N Non-Profit Research
A non-profit research institution, foundation, or laboratory.

E1N Foreign Contractor
An award to a source outside the US and its outlying areas or if the award is to a foreign government (or any agency or instrumentality thereof.)

E2N Domestic Contractor Performing Out of US
An award to a source inside the US and its outlying areas, but where the principal place of performance will be outside the US and its outlying area.

F1N Federal Prison Industries (FPI)
Self explanatory

F2N Other Federal Government
Any Federal agency other than Federal Prison Industries.

ITEM 34 ADVISORY AND ASSISTANCE SERVICES

This data is no longer required. Leave blank.

ITEM 35 NUMBER OF OFFERS

Enter the code that represents the range for the actual number of offers/bids received in response to the solicitation.

<u>CODE</u>	<u>NUMBER</u>
A	1
B	2-5
C	6-10
D	11-15
E	16-20
F	21-50
G	Over 50

ITEM 36 SMALL, SMALL DISADVANTAGED, AND WOMEN OWNED BUSINESS SUBCONTRACTING PLAN

Check the block marked "Yes" if the contract has a subcontracting plan covering small, small disadvantaged, and woman owned business concerns (FAR 19.702(a)). Check the block marked "No" if a small, small disadvantaged and woman owned business subcontracting plan is not included in the contract.

ITEM 37 TYPE OF AWARD

Enter the 1-character letter code applicable to the award.

CODE

DESCRIPTION

A	Fixed Price Redetermination
J	Firm Fixed Price
K	Fixed Price Economic Price Adjustment
L	Fixed Price Incentive
M	Interagency/International Agreement
O	Cost No Fee - Special Research Contract
P	No Funds
R	Cost Plus Award Fee
S	Cost No Fee
T	Cost Sharing
U	Cost Plus Fixed Fee
V	Cost Plus Incentive Fee
Y	Time and Materials
Z	Labor Hours

CODE

DEFINITION

A

Fixed Price Redetermination

Fixed Price Contract with prospective price redetermination provides for (a) a firm fixed price for an initial period of contract deliveries or performance and (b) prospective redetermination, at a stated time or times during performance, of the price for subsequent periods of performance. (FAR 16.205-1)

J

Firm Fixed Price

Provides for a price that is not subject to any adjustment on the basis of the contractor's cost experience in performing the contract. (FAR 16.202-1)

K

Fixed Price Economic Price Adjustment

Provides for upward and downward revision of the stated contract price upon the occurrence of specified contingencies. (FAR 16.203-1)

L

Fixed Price Incentive

Provides for adjusting profit and establishing the final contract price by a formula based on the relationship of final negotiated total cost to total target cost. (FAR 16.204)

M **Interagency/International Agreement**
An award between DOE and other Federal agencies, a foreign government or international organization.

O **Cost No Fee Special Research Contract**
Special research contract with non-profit or educational institutions.

P **No Funds**
An award not involving equipment or obligation of Federal funds, e.g., terms and conditions only.

R **Cost Plus Award Fee**
A cost-reimbursement contract that provides for a fee consisting of (a) a base amount (which may be zero) fixed at inception of the contract and (b) an award amount based upon a judgmental evaluation by the government, sufficient to provide motivation for excellence in contract performance. (FAR 16.305).

S **Cost No Fee**
Cost-reimbursement contract in which the contractor receives no fee. (FAR 16.302(a)).

T **Cost Sharing**
Cost-reimbursement contract in which the contractor receives no fee and is reimbursed only for an agreed upon portion of its allowable costs. (FAR 16.303)

U **Cost Plus Fixed Fee**
A cost-reimbursement contract that provides for payment to the contractor of a negotiated fee that is fixed at the inception of the contract. (FAR 16.306)

V **Cost Plus Incentive Fee**
A cost-reimbursement contract that provides for an initially negotiated fee to be adjusted later by a formula based on the relationship of total allowable costs to total target costs. (FAR 16.304)

Y **Time and Materials**
Provides for acquiring supplies or services on the basis of (1) direct labor hours at specified fixed hourly rates that include wages, overhead, general and administrative expenses, and profit and (2) materials at cost, including, if appropriate, material handling costs as part of material costs. (FAR 16.601)

Z **Labor Hours**
A variation of the time-and-materials contract, differing only in that materials are not supplied by the contractor. (FAR 16.602)

ITEM 38 COMPETITIVE SOLICITATION PROCEDURES

Enter the 1-character code identifying the procedures used to promote and provide for full and open competition.

<u>CODE</u>	<u>DESCRIPTION</u>
A	Full and Open Competition - Sealed Bid
B	Full and Open Competition - Competitive Proposal
C	Full and Open Competition - Combination
D	Architect-Engineer
E	Basic Research
F	Multiple Award Schedule
G	Alternate Sources
K	Set-Aside
L	Other Than Full and Open Competition

<u>CODE</u>	<u>DEFINITION</u>
A	<u>Full and Open Competition - Sealed Bid</u> A competitive procedure to be used when time permits for solicitation, submission, and evaluation of sealed bids; and award is based on price and other price-related factors; it is necessary to conduct discussions; and, there is a reasonable expectation of receiving. (See FAR 6.102 (a))
B	<u>Full and Open Competition - Competitive Proposal</u> A competitive procedure which permits negotiation through the use of competitive proposals when sealed bidding is not appropriate (FAR Part 6.102)(b)
C	<u>Full and Open Competition - Combination of Competitive Procedures</u> Allows the Government the benefits of sealed bidding when adequate specifications are not available. This is referred to as two-step sealed bidding. (See FAR 6.102(c)).
D	<u>Architect-Engineer</u> A competitive solicitation procedure that involves selection of sources for A/E contracts in accordance with P.L. 92-582, (40 U.S.C. 541 et seq.) (See FAR 6.102(d)(1)).

Selection of source for A/E contracts shall be in accordance with the A/E competitive procedure rather than sealed bidding or competitive proposals.

E Basic Research
A competitive solicitation procedure where award results from (i) a broad agency announcement that is general in nature identifying areas of research interest, and (ii) a peer or scientific review is required. (See FAR 6.102(d)(2))

F Multiple Award Schedule
A competitive solicitation procedure for an award of a multiple award schedule or an order against a multiple award schedule pursuant to FAR 6.102(d)(3).

When reporting orders against GSA multiple award schedule contracts, Item 38 must be code F.

G Alternate Sources
A competitive solicitation procedure which provides for full and open competition after exclusion of sources. (FAR 6.202(a)(1) through FAR 6.202(a)(6))

K Set-Aside
A competitive solicitation procedure where the solicitation is set aside for a preference program. (See FAR 6.203) Use this code for 8(a) awards that were competed pursuant to FAR 6.204. Use code "L" when reporting sole source 8(a) awards pursuant to FAR 6.302.5(b)(4).

L Other Than Full and Open Competition
Used when contracting without providing for normal full and open competition. The authorities for use are set forth in FAR Subpart 6.3 and defined in Item 41.

When Code L is used, an entry is required in Item 41.

Use the appropriate extent competed in Item 44 when Code L is used.

NOTE: 8(a) contracts that are sole source should be coded L in item 38 and coded M in item 41. Competed 8(a) awards should be coded "K", set aside.

ITEM 39 **WOMAN OWNED BUSINESS**

Check the block marked "YES" if the contractor is certified as a woman-owned business as defined in FAR Subparts 52.204-5 or 52.212-3(c)., Otherwise, check the block marked "NO".

ITEM 40 SAFETY AND HEALTH CLAUSE

Check the block marked "Yes" if there is a safety and health clause in the contract award. Check the block marked "No" if a safety and health clause is not included in the contract award.

ITEM 41 COMPETITION EXEMPTION AUTHORITY

Enter the 1-character code identifying the circumstances providing for other than full and open competition in the procurement process (FAR 6.3). (Item 38 must equal L when Item 41 is entered.)

CODE DESCRIPTION

A	Unique Source
B	Follow-on Contract
C	Unsolicited Research Proposal
D	Patent/Data Rights
E	Utilities
F	Standardization
G	Only One Source-Other
H	Urgency
J	Mobilization, Essential R&D, or Expert Services
L	International Agreement
M	Authorized by Statute
N	Authorized Resale
P	National Security
Q	Public Interest

CODE DEFINITION

A Unique Source

One source or supplier with unique capabilities. (See FAR 6.302-1(b)(1))

B Follow-on Contract

Continued development or production of a major system or highly specialized equipment available from the original source when award to any other source would result in (1) substantial duplication of cost to the Government, or (2) unacceptable delays in fulfilling the requirements. (See FAR 6.302-1(a)(2)(ii)) (Primarily used at Department of Defense). A new procurement (whether by separate new contract or a modification outside the scope of the original contract) placed with a particular contractor to continue a specific program, where placement was necessitated by prior acquisition decisions.

- C **Unsolicited Research Proposal**
Acceptance of an unsolicited research proposal available from one source demonstrating a unique and innovative concept. (See FAR 6.302-1(a)(2)(i))
- D **Patent/Data Rights**
Existence of limited rights in data, patent rights, copyrights, or secret processes; control of basic raw material, or similar circumstances (See FAR 6.302-1(b)(2)) (See FAR Part 27 for further explanation).
- E **Utilities**
Acquiring electric power or energy, gas (natural or manufactured), water, or other utility services when only one supplier can furnish services or when the contemplated contract is for construction of a part of a utility system and the utility company itself is the only source available to work on the system. (FAR 6.302-1(b)(3))
- F **Standardization**
Agency Head has determined only specific makes and models of technical equipment and parts will satisfy agency's needs for additional units or replacement items and only one source is available. (See FAR 6.302-1(b)(4))
- G **Only One Source-Other**
Any reason not covered in codes A through F above for selection of only one source. (See FAR 6.302-1)
- H **Urgency**
An unusual and compelling urgency precludes full and open competition and delay in award would result in serious injury, to the Government unless the agency is permitted to limit the number of sources from which it solicits bids or proposals. (See FAR 6.302-2)
- J **Mobilization, Essential R&D or Expert Services**
Report this code if the action was justified pursuant to FAR 6.302-3(a)(2)
- L **International Agreement**
Used when the terms of an international agreement or a treaty between the U.S. and a foreign government/international organization, or the written direction of a foreign government reimbursing the agency for the cost of the acquisition of the supplies or services for such government, preclude full and open competition. (See FAR 6.302-4)

M Authorized by Statute
Used when a statute expressly authorizes or requires that the acquisition be made through another agency or from a specified source. (FAR 6.302-5(a)(2)(i))

NOTE: SBA 8(a) contract actions that are sole source should be coded M. (FAR 6.302.5(b)(4))

N Authorized Resale
Used only for purchases of brand-name commercial items for resale through commissaries or other similar facilities. (FAR 6.302-5(a)(2)(ii))

P National Security
Used for any acquisition when disclosure of the agency's needs would compromise the national security unless the agency is permitted to limit the number of sources from which it solicits bids or proposals. (FAR 6.302-6)

Q Public Interest
Used when the agency head determines that it is not in the public interest for the particular acquisition concerned. (FAR 6.302-7)

ITEM 42 PREFERENCE PROGRAM

Report the code that represents the preference program used in making the award, or enter "G" if the award was not made under a preference program listed.

<u>CODE</u>	<u>DESCRIPTION</u>
A	Directed to JWOD Non-Profit Agency
B	8 (a) Contract Award
D	Small Business Set-Aside
G	No Preference Program or not listed
J	Small Disadvantaged Business Set-Aside

<u>CODE</u>	<u>DEFINITION</u>
A	<u>Directed to JWOD Non-Profit Agency</u> For a directed award to a non profit agency for the blind or severely handicapped pursuant to FAR 8.7.
B	<u>8(a) Contract Award</u> For actions with the Small Business Administration pursuant to FAR 19.8.

D **Small Business Set-Aside**
For a small business set-aside award or for a partial small business set-aside award made pursuant to FAR 13.105, 19.502-2, or 19.502-3.

G **No Preference Program or Not Listed**
Report this code if the award is not made pursuant to a Preference program, or the preference program is not listed above.

J **Small Disadvantaged Business Set-Aside**
For actions for a small disadvantaged business set-aside award made pursuant to FAR Part 19.

ITEM 43 SUBJECT TO LABOR STATUTES

Enter the appropriate code that indicates whether the award is subject to certain Labor Statutes.

CODE DESCRIPTION

A Walsh-Healey Act
C Service Contract Act
D Davis-Bacon Act
E Not subject to Walsh-Healey, Service Contract or Davis-Bacon Acts

If code "D" is used, the Product and Service Code must begin with Y or Z.

ITEM 44 EXTENT COMPETED

Enter the 1-character code indicating the level of competition for this action.

CODE DESCRIPTION

A Competed Action
B Not Available For Competition
C Follow on To Competed Action
D Not Competed

CODE DEFINITION

A **Competed Action**

Competitive procedures were used to fulfill the requirement for full and open competition (See FAR 6.1).

Full and open competition was provided for after exclusion of sources, in order to establish/maintain alternative sources or to set-aside a procurement for small business (See FAR 6.2).

Full and open competition was provided for after exclusion of sources to compete 8(a) awards with an anticipated award price (including options) of \$5 million for manufacturing or \$3 million for other acquisitions. (FAR 6.204)

Statutory authorities for other than full and open competition were used and more than one offer was received. (See FAR 6.3)

Contract action resulted from a contract awarded prior to CICA that used two step formal advertising or was negotiated competitively.

Simplified acquisition procedures were used and competition was obtained.

B Not Available for Competition

Awards for utilities (excluding telecommunications) where there is no opportunity for competition.

Brand name commercial products for authorized resale.

Procurement authorized or required by statute to be awarded to a designated source.

Sole source 8(a) program awards pursuant to FAR 6.302.5(b)(4).

Other contract actions where DOE has determined that there is no opportunity for competition.

C Follow-on to Competed Action

When an action pertains to an acquisition placed with a particular contractor to continue or augment a specific competed program where such placement was necessitated by prior acquisition decisions.

D Not Competed

Use this code when codes A, B, and C DO NOT APPLY.

ITEM 45 HISPANIC INSTITUTION

Yes - An institution of higher learning where at least 25% of the student population is Hispanic.

No - Not an institution of higher learning where at least 25% of the student population is Hispanic.

ITEM 46 PRODUCT AND SERVICE (P&S) CODE

Enter the 4-character code to identify the correct type of product or service associated with this award. For listing of valid P&S codes, see "Product and Service Codes," issued by Federal Procurement Data Center for the Office of Federal Procurement Policy (OFPP), Office of Management and Budget (OMB), or the PADS miscellaneous table PROD. (This code should be consistent with IPAR Item 58.)

ITEM 47 EXTENT OF COMPETITION

Enter the 2-character code which reflects the level of competition obtained for this PRE-CICA action.

CODE DESCRIPTION

AA	Two-step Formal Advertising
AC	Other Formal Advertising
BP	One Acceptable Offer Following Competition
BX	Other Negotiated Competitive
CE	Follow-on After Competition
CG	Unsolicited Proposal
CI	Utilities
CQ	Other Negotiated Noncompetitive
DA	Directed Source (Federal Prison Industries)
DC	Other Federal Government

CODE DEFINITION

AA	<u>Two-step Formal Advertising</u> A method of procurement designed to promote the maximum competition practicable when available specifications are not sufficiently definite to permit a formally advertised procurement. (41 CFR 1-2.5)
AC	<u>Other Formal Advertising</u> A rigid process of obtaining sealed bids, opening them in public, and then awarding a contract to the responsive, responsible bidder whose bid will be most advantageous to the Government, price and other factors considered. (41 CFR 1-2)
BP	<u>One Acceptable Offer Following Competition</u> Following competition, only one acceptable offer is received.

BX	<u>Other Negotiated Competitive</u> Any negotiated competitive procurement not covered by another category. A negotiated procurement that (1) is initiated by a Request for Proposal, which sets out the Government's requirements and the criteria for evaluation of offers; (2) contemplates the submission of timely proposals by the maximum number of possible offerors; (3) usually provides discussion with those offerors found to be within the competitive range; and (4) concludes with the award of a contract to the one considered most advantageous to the Government. (41 CFR 1-3)
CE	<u>Follow-on After Competition</u> A follow-on contract is a new procurement (whether by separate new contract or a modification outside the scope of the original contract) placed with a particular contractor to continue a specific program, where placement was necessitated by prior decisions, used if selection of the contractor at the beginning of the program was based on competition.
CG	<u>Unsolicited Proposal</u> A written offer to perform a proposed task or effort, initiated and submitted to the Government by a prospective contractor without a solicitation by the Government. (41 CFR 1-4.9)
CI	<u>Utilities</u> Procurement of public utility services, such as electricity, gas, steam, water and sewerage, including facilities on both sides of the delivery point for supply of these services. (41 CFR 1-4.4)
CQ	<u>Other Negotiated Noncompetitive</u> Any negotiated, noncompetitive procurement not covered by another category. Circumstances under which one source has exclusive capability to perform the work within the time required and at reasonable prices, e.g, by reason of experience, specialized facilities, or technical competence. A justification (Justification for Noncompetitive Procurement) is required for limiting competition to that source.
DA	<u>Directed Source (Federal Prison Industries)</u> Procurement with Federal Prison Industries.
DC	<u>Other Federal Government</u> Procurement with another Federal Agency

ITEM 48 COMMERCIAL ITEM

Yes - Report "Yes" if the contract action is for a commercial item procured pursuant to the procedures in FAR Part 12 (Acquisition of Commercial Items) and clause 52.212-4 was included in the contract.

No - Report "No" if the action is not for a commercial item procured pursuant to FAR 12.

ITEM 49 SIC CODE

Enter the 4-digit code from the OMB Standard Industrial Classification Manual. If more than one code applies, report the code that best identifies the product or service acquired and represents the predominance of the dollars for the contract action.

ITEM 50 SYNOPSIS REQUIREMENT

Enter the 1-character code identifying the synopsis requirement for the award.

CODE DESCRIPTION

1	Synopsized prior to award
2	Not synopsized due to urgency
3	Not synopsized for other reason

ITEM 51 SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM

Mark "Yes" for any contract action awarded to U.S. business concerns as a result of a solicitation issued on or after January 1, 1989, under the Demonstration Program for the four designated industry groups or the 10 targeted industry categories. Mark "No" if the award is not in this program. If "no", items 54, 57, and 60 are not entered.

ITEM 52 DIRECTED PROCUREMENT

Check the block marked "Yes" if a foreign government or international organization bearing any part of the cost of the action. (Primarily used at Department of Defense.) Otherwise mark "No".

ITEM 53 TRADE DATA - COUNTRY OF MANUFACTURE

If acquiring supplies or equipment manufactured, mined, or grown in a foreign country, enter the country code. If a service is performed by a foreign contractor enter the code for that country. See Appendix D for Country Codes.

ITEM 54 EMERGING SMALL BUSINESS

Mark "Yes" for an award to a business concern whose size is no greater than 50 percent of the numerical size standard applicable to the standard industrial classification code assigned to the industries. (Size standards in FAR 19.) Mark "No" if the award is not emerging small business. Leave blank if item 51 is "No".

ITEM 55 OSTI DELIVERABLE

This data is utilized by the Office of Scientific and Technical Information (OSTI) and the Technical Information Monitoring System (TIMS) to provide closeout data to DOE procurement offices. Enter the 2-character code that best describes the reporting schedule for technical deliverables as specified on DOE.F 1332.1, "Reporting Requirements Checklist or Form EIA 459A "Federal Assistance Reporting Checklist" or in the statement of work. The code should not be used to identify any other reporting requirements.

<u>CODE</u>	<u>Description</u>
AA	Annual
AD	Final
AH	Quarterly Plus Annual
AK	Quarterly Plus Final
AL	Quarterly
AM	Semiannual
AN	Interim or Topical Plus Final
AU	Conference Proceedings
AZ	No Technical Deliverable Required
BD	Monthly Plus Final
BE	Monthly Plus Quarterly Plus Annual Plus Final
BG	Monthly
BI	Special (Books, Films, etc.)
BJ	Monthly Plus Annual
BM	Semiannual Plus Final
BO	Semiannual Plus Annual Plus Final
BV	Annual Plus Final
BW	Quarterly Plus Semiannual Plus Annual
CD	One Interim or Topical
CF	Monthly Plus Quarterly Plus Final
CG	Bimonthly Plus Final
CH	Monthly Plus Annual Plus Final
CM	Two Interim or Topical
CN	Three Interim or Topical
CQ	Quarterly Plus Annual Plus Final
CT	Master Contract (No Reports Required)
CU	Technical Deliverables but no Technical Reports

CW	Terminated or Cancelled
DD	Other
MO	Requirement not specified (M&O contractor, etc.)
YY	Computer Software
YZ	Computer Software Plus Final

ITEM 56 COGNIZANT DOE OFFICE

The contracting activity assigned lead office responsibility for all DOE indirect cost matters relating to a particular organization receiving DOE contract and financial assistance awards.

The responsible office is determined by predominance of DOE business with the specific contractor. This information is available from the contractor or through PADS Report 707, Instruments that Require Annual Indirect Rate Determination.

ITEM 57 SIZE OF SMALL BUSINESS

Enter the code that corresponds to the range of the number of employees or the range of the average annual gross revenue for the small business contractor receiving the award. Leave blank if Item 51 is "No".

<u>NUMBER OF EMPLOYEES</u>		<u>or</u>	<u>AVERAGE ANNUAL GROSS REVENUE</u>	
<u>CODE</u>	<u>DESCRIPTION</u>		<u>CODE</u>	<u>DESCRIPTION</u>
A	50 or less		M	\$1,000,000 or less
B	51 - 100		N	\$1,000,001 - \$2,000,000
C	101 - 250		P	\$2,000,001 - \$3,500,000
D	251 - 500		R	\$3,500,001 - \$5,000,000
E	501 - 750		S	\$5,000,001 - \$10,000,000
F	751 - 1,000		T	\$10,000,001 - \$17,000,000
G	Over 1,000		Z	Over \$17,000,000

ITEM 58 RESEARCH AND DEVELOPMENT

Check the block marked "Yes" if 50 percent or more of the funding on this award is considered to be for research and development. Otherwise, check "No". This code should be consistent with the product and service code in Item 46.

ITEM 59 COGNIZANT FEDERAL AGENCY

The agency having the predominate financial interest in the organization. The CFA is responsible for performing a designated function on behalf of all Federal agencies.

This information is available from the contractor or from PADS Report 707, Instruments that Require Annual Indirect Rate Determination.

CODE DESCRIPTION

DA	Department of Agriculture
DC	Department of Commerce
DD	Defense Contract Mgmt Command
DE	Department of Education
DG	Department of Energy
DH	Department of Housing & Urban Development
DJ	Department of Justice
DL	Department of Labor
DN	Office of Naval Research
DP	Environmental Protection Agency
DS	National Science Education
DT	Department of Transportation
DX	Other
R1	HHS Northeast Office, New York
R2	HHS Mid-Atlantic Office, Atlanta
R3	HHS Central States Office, Dallas
R4	HHS Eastern Office, San Francisco

ITEM 60 EMERGING SMALL BUSINESS RESERVE AWARD

Mark "Yes" if the action resulted from an award that was reserved for a emerging small business concern. Mark "No" if not emerging small business. (See the Pub. L. 100-656, Business Opportunity Development Reform Act of 1988, Section 712(b)(2) for further definition.) Leave blank if item 51 is "No".

ITEM 61 GOVERNMENT PROPERTY

Enter the 1-character code which properly indicates if Government property is involved in the award.

<u>CODE</u>	<u>DESCRIPTION</u>
F	Furnished
N	None
P	Purchased
B	Both Furnished and Purchased
R	Removed

ITEM 62 EPACT

Yes - Action applies to the Energy Policy Act of 1992 (Pub. L. 102-486). (DEAR 917.70 and DOE Financial Assistance Rules 600.107 and 600.206)

No - EPACT does not apply.

ITEM 63 SUPPORT SERVICE

Check the block marked "Yes" if this procurement award is a support service award; check the block marked "No" if the action is not a support service.

Technical support services include, but are not limited to, determining feasibility of design consideration; development of specifications, system definition, system review and reliability analyses; trade-off analyses; economic and environmental analyses, which may be used in DOE's preparation of environmental impact statements; test and evaluation, survey or reviews to improve the effectiveness, efficiency, and economy of technical operations.

Management support services include, but are not limited to, analyses of workload and work flow; directives management studies; automated data processing; manpower systems analyses; assistance in the preparation of program plans; training and education; analyses of Department management processes; and any other reports or analyses directed toward improving the effectiveness, efficiency, and economy of management and general administrative operations.

Maintenance and operations services include, but are not limited to, general housekeeping and custodial services, physical security, fire fighting, logistics, and maintenance.

EXCLUSION from coverage under these definitions are: Research and Development (R&D) contracts unless the primary purpose of the work under a R&D contract is for technical support services covered by the definition in the first paragraph above.

Also architectural and engineering services which are procured under the Brooks Act guidelines; construction and construction management services; management and operating contracts; and production contracts and services thereunder.

ITEM 64

MULTI-YEAR AWARD

Check the block marked "Yes" if procurement action is a multi-year award pursuant to the procedures in FAR Subpart 17.1. Check the block marked "No" if procurement is not a multi-year award.

"Multi-year contracts," means contracts covering more than 1-year but not in excess of 5-year's requirements, unless otherwise authorized by statute. Total contract quantities and annual quantities are planned for a particular level and type funding as displayed in a current 5-year development plan. Each program year is annually budgeted and funded, and, at the time of award, funds need only to have been appropriated for the first year. The contractor is protected against loss resulting from cancellation by contract provisions which allow reimbursement of costs included in the cancellation ceiling. (FAR 17.101).

ITEM 65

EPACT VALUE

Enter amount of the funding action that will be used to further the goals of the Energy Policy Act. Funding may be equal to or less than the obligation amount funded.

ITEM 66

NEGOTIATOR CODE

Enter the 4-character code which identifies the individual who completed the procurement action. This code is unique to each awarding office for their personnel.

ITEM 67

PATENT CLEARING OFFICE

Enter the 2-character code indicating the DOE office responsible for reviewing patent disclosures resulting under the award and for giving final patent office clearance before closeout of a completed award.

CODE DESCRIPTION

AL	Albuquerque Operations Office
CA	Oakland Operations Office
CH	Chicago Operations Office
HQ	Headquarters, Washington, DC
OR	Oak Ridge Operations Office
RI	Richland Operations Office
SR	Savannah River Operations Office

ITEM 68TECHNICAL REPRESENTATIVE OFFICE

Enter the 2-character code that identifies the technical representative office assigned the responsibility (by the Contracting Officer) to provide a Government Technical Representative (GTR). See Appendix G for codes.

ITEM 69CONTRACTING OFFICER CODE

Enter the 4-character code which identifies the person duly authorized with contracting officer warrant, who signed the contractual document. This code is unique to each awarding office for their personnel.

ITEM 70DELEGATED AWARD ADMINISTRATION OFFICE

If award audit and/or property administration is delegated, enter the proper 2-character code that identifies the delegated office. If the award is delegated outside DOE, this value must be entered. If this item is entered, Item 73 must be completed.

<u>CODE</u>	<u>DESCRIPTION</u>
01	Washington Procurement Operations Office
02	Chicago Operations Office
03	Oakland Operations Office
04	Albuquerque Operations Office
05	Oak Ridge Operations Office
06	Richland Operations Office
07	Idaho Operations Office
08	Nevada Operations Office
09	Savannah River Operations Office
11	Pittsburgh Naval Reactors Office
12	Schenectady Naval Reactors Office
13	Grand Junction Project Office
16	Portsmouth Project Office
17	Environmental Measurements Laboratory
19	Bartlesville Project Office
21	Morgantown Energy Technology Center
22	Pittsburgh Energy Technology Center
23	Fernald Area Office
24	Ohio Field Office
32	Los Alamos Area Office
33	Kansas City Area Office
34	Rocky Flats Office
36	Golden Field Office
41	Boston Support Office
43	Philadelphia Support Office

44	Atlanta Support Office
45	Chicago Support Office
48	Denver Support Office
51	Richland Support Office
65	Western Area Power Administration
70	Southeastern Power Administration
75	Southwestern Power Administration
85	Alaska Power Administration
91	Naval Petroleum and Oil Shale Reserves
92	California Naval Petroleum
96	Strategic Petroleum Reserve Office
DA	DCMC (Defense Contract Management Command)
DC	DCAA (Defense Contract Audit Agency)
MO	Management and Operating Contractor
ON	ONR (Office of Naval Research)
OT	Other

ITEM 71 TECHNICAL REPRESENTATIVE NAME

Enter the name of the person delegated the responsibility to serve as the Government Technical Representative (GTR) by the Contracting Officer (up to 24 characters). Enter last name, first name, middle initial.

ITEM 72 AWARD ADMINISTRATOR CODE

Enter the 4-character code which identifies the person who is responsible for administration of the contract. This code is unique to each awarding office for their personnel.

ITEM 73 DELEGATION DATE

Enter the date (MM/DD/YYYY) on which the award administration was delegated. This date must be entered if Item 70 is completed.

ITEM 74 TECHNICAL REPRESENTATIVE TELEPHONE NUMBER

Enter the telephone number where the DOE technical representative can be contacted. (Example: 202-586-5000)

ITEM 75AWARD STATUS

Enter the 2-character code which reflects the appropriate status of the contract. These codes are optional for field use. They will not be used by Headquarters to generate reports and thus are not used to determine status of award.

<u>CODE</u>	<u>DESCRIPTION</u>
AA	Active, contract in performance from award date to completion date.
AX	Payback-Awardee Liability open.
CA	Completion date passed, no final acceptance of deliverables, still open.
CO	Completed with final acceptance of deliverables; closeout action initiated.
RA	Closeout completed. Retirement/aging begun.
RC	Converted to Subcontract.
RD	Retired, file destroyed.

ITEM 76RETIREMENT/CONVERTED DATE

Enter the date (MM/DD/YYYY) the completed award was retired, i.e., all deliverables have been received and final payment made; or enter the date a DOE prime contractor was converted to a subcontractor under a prime contract.

ITEM 77PROJECT MANAGER NAME

Enter the name of the DOE project manager assigned responsibility for the controlling and reporting on this project. Enter last name, first name, middle initial. (24 characters allowed)

ITEM 78TRANSFER AWARDING OFFICE

This item is to be blank, unless a contract is to be transferred from one DOE awarding office to another. At the time of a transfer, the transferring office enters the office number (01, 02, etc.) of the awarding office receiving the transferred award.

ITEM 79 SENIOR INVESTIGATOR

Name of person designated by the awardee to serve as Project Director or Senior Investigator.

ITEM 80 CONTRACTING OFFICER SIGNATURE

The duly authorized official who signed the contract.

INSTRUCTIONS FOR IPAR SUPPLEMENT FORM

The IPAR supplement, DOE F 4200.41, is used when there are more than three B&R codes and three dollar amounts for the award, and additional space is needed to complete the obligation information for the award, when more than one mod is definitized and additional space is needed, or when an awarding office finds it necessary to enter data in the fields 8 through 11 for collecting information unique to that office.. (Further definitions of items below are found in DOE F 4200.40 definitions.)

ITEM 1 ADD/CHANGE

Check "Add" if this is a new basic award or a modification (to an existing award) not previously reported to PADS. Check the block marked "Change" if this award action is a change to award/modification data previously enter into PADS.

ITEM 2 AWARD BIN

This number is the 17-character identifying number to the legal document which constitutes the agreement between the Department of Energy and the awardee. (See instructions for Item 2, Award Bin, of IPAR - DOE 4200.40.)

ITEM 3 AWARD DATE

Enter the date (MM/DD/YYYY) that the contracting officer signed the award.

ITEM 4 MOD NUMBER

Enter the 4-character modification number that identifies the award document.

ITEM 5 B&R NUMBER

Enter the valid B&R (Budget and Reporting number) (maximum nine characters) for the FY funds obligated by this award action. (Example: HA0205)

ITEM 6 DOLLARS

Enter the amount of FY obligated dollars on this action for each B&R number (Item 5).

ITEM 7 MOD NUMBER BEING DEFINITIZED

Enter the modification number (A--- or M---) being definitized that was previously awarded as a unilateral change order, letter modification, or letter contract. (Continued from Item 5 on DOE 4200.40)

ITEM 8 DATE

Enter any date (MM/DD/YYYY).

ITEM 9 DOLLARS

Enter any dollar value (15 characters).

ITEM 10 TEXT

Enter any alpha/numeric information (120 characters).

ITEM 11 NUMERIC

Enter any numeric information (30 characters).

FINANCIAL ASSISTANCE AWARDS

ITEM 1

ADD/CHANGE

Check "ADD" if this is a new basic award or a modification (to an existing award) not previously reported to PADS. Check the block marked "CHANGE" if this award action is a change to an award/modification previously reported to PADS.

ITEM 2

AWARD BIN (BUSINESS INSTRUMENT NUMBER)

Enter the identifying number to the legal document which constitutes that agreement between the Department of Energy and the awardee.

Referencing DOE Order 1331.2B, "Departmental Business Instrument Numbering System," dated 05-18-92:

Award Business Instrument Number. The award business instrument number consists of 17 characters and has the following format: DE-AC01-95FE12345. The encoded information in the number is as follows:

- (1) The first and second positions, DE-AC01-951FE12345, contain the two-character code assigned by the Federal Procurement Data Center to identify Department of Energy awards.
- (2) The third position contains a dash.
- (3) The fourth and fifth positions, DE-AC01-95FE12345, contain a two-character code corresponding to the type of award instrument. (The type of Award Instrument Codes and definitions follow on pages 54 and 55)
- (4) The sixth and seventh positions, DE-AC01-95FE12345, identify the responsible awarding office (The Awarding Office codes follow the page 53)
- (5) The eighth position is a dash.
- (6) The ninth and tenth positions, DE-AC01-95FE12345, will contain the last two digits of the fiscal year of the award date of the basic award.
- (7) The eleventh and twelfth positions, DE-AC01-95FE12345, contain a two-character code showing the initiating office (For Initiating Office Codes see Appendix G). Due to Departmental reorganizations, some award business instrument numbers contain codes that are no longer used for new awards.
- (8) The thirteenth through seventeenth positions, DE-AC01-95FE12345, will contain a five-digit serial number assigned by the initiating office.

The last seven digits of the award BIN is referred to as the Register Number. This number remains unchanged from initiation through retirement.

AWARDING OFFICE

- 01 Washington Procurement Operations Office
- 02 Chicago Operations Office
- 03 Oakland Operations Office
- 04 Albuquerque Operations Office
- 05 Oak Ridge Operations Office
- 06 Richland Operations Office
- 07 Idaho Operations Office
- 08 Nevada Operations Office
- 09 Savannah River Operations Office
- 11 Pittsburgh Naval Reactors Office
- 12 Schenectady Naval Reactors Office
- 13 Grand Junction Project Office
- 16 Portsmouth Project Office
- 17 Environmental Measurements Laboratory
- 19 Bartlesville Project Office
- 21 Morgantown Energy Technology Center
- 22 Pittsburgh Energy Technology Center
- 23 Fernald Field Office
- 24 Ohio Field Office
- 32 Los Alamos Area Office
- 33 Kansas City Area Office
- 34 Rocky Flats Office
- 36 Golden Field Office
- 41 Boston Support Office
- 43 Philadelphia Support Office
- 44 Atlanta Support Office
- 45 Chicago Support Office
- 48 Denver Support Office
- 51 Richland Support Office
- 65 Western Area Power Administration
- 70 Southeastern Power Administration
- 75 Southwestern Power Administration
- 85 Alaska Power Administration
- 91 Naval Petroleum and Oil Shale Reserves
- 92 California Naval Petroleum
- 96 Strategic Petroleum Reserve Office

TYPE AWARD INSTRUMENT

FC	Cooperative Agreement
FG	Grant
FL	Loan of Monies
FM	Loan Guarantee
FP	Loan of Property
FR	Repayment Agreement

CODE DEFINITION

FC	<u>Cooperative Agreement</u> A legal instrument reflecting a relationship between the Federal Government and a State or local government or other recipient whenever - (1) the principal purpose of the relationship is the transfer of money, property, services or anything of value to the State or local government or other recipient to accomplish a public purpose of support or stimulation authorized by Federal statute, rather than acquisition, by purchase, lease, or barter, or property or services for the direct benefit or use of the Federal Government; and (2) substantial involvement is anticipated between the executive agency, acting for the Federal Government, and the State or local government or other recipient during performance of the contemplated activity.
FG	<u>Grant</u> A legal instrument reflecting a relationship between the Federal Government and a State or local government or other recipient whenever - (1) the principal purpose of the relationship is the transfer of money, property services, or anything of value to the State or local government or other recipient in order to accomplish a public purpose of support or stimulation authorized by Federal Statute, rather than acquisition, by purchase, lease, or barter, or property or services for the direct benefit or use of Federal Government; and (2) no substantial involvement is anticipated between the executive agency, acting for the Federal Government, and the State or local government or other recipient during the performance of the contemplated activity.
FL	<u>Loan of Monies</u> A financial assistance type of instrument for the lending of Federal monies for a specific period of time with a reasonable expectation of repayment.
FM	<u>Loan Guarantee</u> Loan guarantee is a financial assistance type instrument whereby the Government agrees to guarantee portions of a loan, revolving credit fund or other financial arrangement under which the guaranteeing agency is obligated, on demand of the lender, to purchase a stated percentage of the loan and to share any losses in the amount of the guarantee percentage.
FP	<u>Loan of Property</u> The lending of Federal property for a specified period of time, with a reasonable expectation that it will be returned.

FR

Repayment Agreement

Repayment to the Government of the Government's contribution after completion of the award, and the awardee is making a profit from the research. Applies only to the Clean Coal Cooperative Agreements under CFDA 81.096.

ITEM 3

MODIFICATION NUMBER

Award Modification Numbers. All new basic awards and modifications to an award are identified by a modification number assigned by the awarding office. These modification numbers are not part to the award business instrument number.

(1) The basic award and modifications to each business instrument shall be sequentially numbered by use of a four position alphanumeric code.

(a) The first position shall be a capital letter identifying the type of action as follows:

A - (Amount). An action adding, changing, or deleting financial data that is collected on the IPAR, but not administrative corrections to financial data.

M - (Miscellaneous). An action having no effect on financial data that is collected on the IPAR, including administrative corrections.

(b) The second through fourth positions shall contain a sequential serial number of the modification. For basic awards, enter 000. The next assigned modification number would be 001, 002, etc. These numbers continue in sequence throughout the life of the award.

(2) Examples of modifications:

(a) M001 - first modification to basic award, no effect on financial data in this example since it is a miscellaneous mod.

(b) A002 - second modification to basic award, changes in financial data in this example since it is an amount mod.

(c) M003 - third modification to basic award, no effect or financial data in this example since it is also a miscellaneous mod.

NOTE: The mods are numbered sequentially without regard to the "A" or "M" prefix.

ITEM 4

KIND OF AWARD ACTION

Enter the 2 character code which identifies the appropriate action taken.

<u>CODE</u>	<u>DESCRIPTION - New Awards</u>
1A	New Definitive Award
<u>CODE</u>	<u>DESCRIPTION - Modifications</u>
1F	Termination by Mutual Agreement
1H	Continuation Award
1M	Termination for Default
1P	Supplemental Agreement - Monetary Action
1Q	Renewal Award
1T	Incremental Funding (Only)
1V	No Cost Time Extension (Only)
1W	Administrative Change
1X	Funding Adjustment to Completed Award
1Y	Other
TR	Transferred Award
<u>CODE</u>	<u>DEFINITION</u>
	<u>NEW AWARDS</u>
1A	<u>New Definitive Award</u> The establishment of a binding legal relationship between the Government and awardee, contractor, or grantee for the purpose of receiving supplies, services, construction, research and development, or providing financial assistance.
	<u>MODIFICATION</u>
1F	<u>Termination by Mutual Agreement</u> DOE may terminate grants/cooperative agreements in whole, or in part, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds.
1H	<u>Continuation Award</u> A financial assistance award authorizing a second or subsequent budget period within an existing project period.
1M	<u>Termination for Default</u> The exercise of the Government's contractual right to completely or partially terminate a contract because the contractor's or awardee's actual or anticipated failure to perform its contractual obligations.
1P	<u>Supplemental Agreement - Monetary Action</u> The supplemental agreement is an amendment increasing the obligations including increase in funds for current budget period.

1Q	<u>Renewal Award</u> A financial assistance award authorizing the first budget period of an extended project period.
1T	<u>Incremental Funding (Only)</u> The obligation of funds to an award containing a total price, estimated cost, or estimated value, in periodic installments against prescribed performance goals or objectives. (The modification is normally unilateral with an increase in obligations only.)
1V	<u>No Cost Time Extension (Only)</u> A modification which extends only the period of performance under an award with no increase in the total face value or obligated dollars.
1W	<u>Administrative Change</u> A unilateral modification to an award instrument which changes administrative data; e.g., paying office, technical representative, etc.
1X	<u>Funding Adjustment to Completed Award</u> A modification issued to an award instrument which has been <u>completed</u> wherein funds need to be obligated or deobligated before it can be retired.
1Y	<u>Other</u> "Catch all" code used to report modification actions which did not meet the criteria of the other codes. This code includes revision award actions not otherwise covered by other codes such as terms and conditions of award, increase in funds because of an increase in performance effort, etc.
TR	<u>Transferred Award</u> A financial assistance award that is being transferred from one awarding office to another. The office transferring the award is responsible for transfer modifications.

ITEM 5 PROCUREMENT REQUEST NUMBER

- A. Enter the 16-character number of the PR that authorized this award (e.g., 01-95FE12345.000) from block 3 of the DOE Form 4200.33. (Only one PR number allowed in Item 3).
- B. The basic portion of a procurement request number is twelve characters long in a format exemplified by 01-95FE12345. This is identical to the last 12 characters of the award business instrument number, with the following exception: for a procurement request number, the fiscal year portion reflects the fiscal year of the anticipated award date. For example, the basic portion of a procurement request number which initiated a procurement action for a new award in FY 1995 would be in the form of

01-95FE12345. Subsequent actions in FY 1995 would have the same basic portion for their procurement request numbers. For actions related to this award in FY 1996, the procurement request number would be in the form of 01-96FE12345.

With regard to the award business instrument number, however the fiscal year portion of this number remains the same as the year in which the instrument was initially awarded, this example, FY 1995. Therefore, regardless of the fiscal year of the procurement request, the fiscal year portion of the award business instrument number does not change.

The supplementary portion of the procurement request number consists of a decimal point followed by a three-digit number added to the right of the basic portion of the procurement request number. The number identifies the sequence of procurement requests initiated for a fiscal year. The number is assigned sequentially starting with "000" and is used to represent funding actions or any other action that involves procurement activity; e.g., a no-cost extension.

To continue with the previous example, the procurement request number that initiated the basic award would be 01-95FE12345.000. The next action in FY 1995 would be a modification with a procurement request number 01-95FE12345.001. This supplemental portion does not become part of the award business instrument. Each fiscal year a new sequence begins with "001". The "000" is used only once during the life of the award.

Sometimes the awarding office will initiate a modification action under an award where the initiating office need not issue a procurement request. To provide for this case, the three-character sequence has been divided to have the awarding office use "501" through "599". If, in the above example, the awarding office were to initiate its own first procurement request under the award in FY 1995 to change the cognizant contracting officer, it would be coded as 01-95FE12345.501.

The use of a different series prevents duplication of procurement request numbers that might occur when two separate offices are issuing procurement requests.

The following examples further explain the supplementary portion of the procurement request number:

- 01-95FE12345.000 - New award initiation.
- 01-95FE12345.001 - First subsequent action in FY 1995.
- 01-95FE12345.002 - Second subsequent action in FY 1995.
- 01-96FE12345.001 - First subsequent action in FY 1996.
- 01-96FE12345.002 - Second subsequent action in FY 1996
- 01-96FE12345.501 - First awarding office action in FY 1996.

C. There are three types of financial assistance processing which do not require a procurement request number in order to process an award. They are AN-NOPR, SH-NOPR and PRFY-NOPR.

(1) AN-NOPR Processing

It is the procedure in some awarding offices to award zero dollar mods to an award without entering any procurement request forms. This process may be used for current year actions only. The following step is necessary to process AN-NOPR transactions.

Fill out an IPAR form with a Mod Number (Item 3) beginning with "M" and followed by a mod number greater than "000" that has not been used previously for that award. No financial information is allowed on this action. The PR Number (Item 5) must contain AN-NOPR to identify this type of action.

(2) SH-NOPR Processing

SH-NOPR processing is used to report grants and grant modifications on schools and hospitals awards (CFDA 81.052) that do not have procurement requests.

Fill out an IPAR as follows: The PR number, Item 5, must contain SH-NOPR.

(3) PRFY-NOPR Processing

PRFY-NOPR processing is used to report awards from previous fiscal years. This special process is allowed so actions that have not been entered due to oversight do not require the entry of a PR.

Enter PRFY-NOPR in Item 5 on the IPAR. This may be used for dollar or no dollar new awards and modifications from previous fiscal years.

ITEM 6 PR COMPLETION CODE

Check the block indicating whether the PR referenced in Item 5 is completed or still open for further action.

CODE DESCRIPTION

YES The PR is completed by this action.

NO The PR is not completed by this action and will be used again.

PR completion code is required on all actions, including NO-PR actions.

ITEM 7VENDOR ID

Enter the 13-character Vendor ID code for the recipient and division. The Vendor ID codes can be found in the Directory of Awardee Names, DOE/OSTI, issued by the Office of Scientific and Technical Information (OSTI) in Oak Ridge, Tennessee. The Vendor ID in the Directory must match the name, division (if applicable), city, and state of the awardee.

If no Vendor ID code is listed in the Directory, for the exact name, division (if applicable) city and state of the awardee, the awardee name (Item 8) must be entered, and division (Item 9) if applicable, in accordance with the Instructions for Completing Awardee Names in PADS, Appendix E to this handbook.

ITEM 8AWARDEE NAME

Enter the recipient name (up to 30 characters) of the individual, partnership, corporation, firm, association, Federal, State, or local agency or other type of recipient of the new award. Formatting abbreviations are to be in accordance with Instructions for Completing Awardee Names in PADS, Appendix E. (System-generated Item 7 is entered.)

ITEM 9DIVISION

When applicable, enter the name of the functional suborganization of the recipient in Item 8 above, Awardee Name. (See Appendix E, Instructions for Completing Awardee Names in PADS for further instructions.) (Example: Cable Division) (System generated if Item 7 is entered.)

ITEM 10CITY

Enter the name of the city that is the principal place of performance of the award (up to 30 characters). (Example: Dallas).

ITEM 11STATE

Enter the 2-character U.S. Postal Service Code for the state or U.S. outlying area (includes Puerto Rico, U.S. territories, and Freely Associated States) that is the principal place of performance of the award. See Appendix C for codes.

ITEM 12ZIP CODE

Enter the 9-digit zip code which applies to the location of recipient (legal address). (Example: 22134-9700)

Zip Codes are listed in the U.S. Postal Service National Zip Code Directory.

For locations outside the U.S., leave zip code blank.

ITEM 13 COUNTY

Enter the name of the county that is the location of the principal place of performance of the award. (Example: Montgomery) For the District of Columbia (DC), and locations outside the U.S., leave county blank.

If city, state, and zip code are entered county will be system generated. If city within a state is in multiple counties, or if multiple cities with the same name are in a state, county must be entered.

ITEM 14 CONGRESSIONAL DISTRICT

Enter the 2-character code for the congressional district where the recipient is located (legal address). These codes are listed in the Congressional District Atlas. (Example: 01)

ITEM 15 COUNTRY

Enter the 2-character code for the country that is the principal place of performance of the award. For locations in the U.S. and U.S. outlying areas leave this element blank.

A listing of country names and codes is found in Appendix D.

ITEM 16 DESCRIPTION OF WORK

Enter the brief description from the statement of work or project description (not less than 15 characters). A maximum of 150 characters (including spaces, dashes, etc.) may be entered. Insure the description is a concise statement of what is acquired or what work is being performed. Avoid use of abbreviations, acronyms and jargon if possible.

ITEM 17 AWARD DATE

Enter the date the DOE contracting officer signed the official award or modification (date executed). (Format: (MM/DD/YYYY)

ITEM 18 AWARD EFFECTIVE DATE (Begin Period of Performance)

Enter the date the award becomes effective. This date reflects the beginning of the period of performance. The effective date can be found in block 7 of DOE Notice of Financial Assistance Award, DOE F 4600.1 (Format: MM/DD/YYYY)

ITEM 19 AWARD COMPLETION DATE (End Period of Performance)

Enter the completion date of the award. This field must be filled out on the basic award and for all time extensions to the basic award. This date can be found in block 7 of DOE Notice of Financial Assistance Award, DOE F 4600.1. (Format: MM/DD/YYYY)

ITEM 20 BUDGET PERIOD FROM

Beginning date of current budget period. Date can be found in block 6 of DOE Notice of Financial Assistance Award, DOE F 4600.1. (Format: MM/DD/YYYY).

ITEM 21 BUDGET PERIOD TO

Ending date of current budget period. Date can be found in block 6 of DOE Notice of Financial Assistance Award, DOE F 4600.1. (Format: MM/DD/YYYY).

O FINANCIAL DATA

=====

GUIDANCE:

- a. Dollars are entered as whole dollars, no cents, no decimals, no comma .
- b. Decreases in dollars should be preceded by "-". (Example: -2500).
- c. Corrections to the previously entered financial data on modifications will replace current dollar values. There are three ways of making changes to the existing data:
 1. Government share, awardee share and total (Items 22, 23, and 24). A change to any one of these fields requires re-entry of data in all three. To leave dollars as they are on the data base, the same values must be re-entered.
If B&R numbers and B&R dollars (Items 25 and 26) are not entered, they will be left as they currently exist on the data base.
 2. B&R numbers and/or B&R dollars (Items 25 and 26). A change made to any B&R number or B&R dollar amount requires re-entry of all B&R numbers and their corresponding B&R dollars.
If government share, awardee share, and total (Items 22, 23 and 24) are not entered, they will remain as they currently exist on the data base.
 3. All five fields - government share, awardee share, total, B&R number, and B&R dollars (Items 22, 23, 24, 25 and 26).

ITEM 22 GOVERNMENT SHARE (DOE Face Value)

For the basic award, enter the total dollar amount of DOE's share of the award amount. For a modification, enter the amount of increase or decrease to the current value. PADS will calculate the resultant value.

Initial "000" Award

22. Government Share	23. Awardee Share	24. Total	25. B&R No.	26. B&R Dollars
500,000		500,000	AA01	200,000

Assistance action awarded for a 3-year period for a total estimated cost to the Government of \$500,000. Funds obligated at the time of initial award \$200,000. There is no awardee share.

22. Government Share	23. Awardee Share	24. Total	25. B&R No.	26. B&R Dollars
300,000		300,000	AA01	300,000

Assistance action awarded for a 3-year period for a total estimated cost to the Government of \$300,000. Funds obligated at the time of initial award is \$300,000. There is no awardee share.

Modification - Mod Greater than "000"

22. Government Share	23. Awardee Share	24. Total	25. B&R No.	26. B&R Dollars
			AA01	100,000

Assistance action was initially executed for \$500,000; obligated dollars \$200,000. (See previous example) An incremental funding modification is awarded for \$100,000. This action has no effect on the Government share of the award; therefore, Item 22 is left blank.

22. Government Share	23. Awardee Share	24. Total	25. B&R No.	26. B&R Dollars
50,000		50,000	AA01	50,000

Assistance action was initially executed for \$300,000; obligated dollars were \$300,000. An increase in scope modification is awarded for \$50,000, and dollars obligated for the mod is \$50,000. Item 22 is filled in with \$50,000 because of an increase of the Government share.

ITEM 23 AWARDEE SHARE

For the basic award, enter the total dollar amount of the awardee's share of the award amount, if none, leave blank. For a modification, enter the amount of increase or decrease to the current awardee share value. PADS will calculate the resultant value.

Initial "000" Award

22. Government Share	23. Awardee Share	24. Total	25. B&R No.	26. B&R Dollars
250,000	75,000	325,000	AA01	325,000

An action awarded for a 3-year period for a total estimated cost to the Government of \$250,000, a total estimated cost to the awardee of \$75,000, and the Government funds obligated at time of award are \$250,000. The total estimated cost of the award is \$325,000.

22. Government Share	23. Awardee Share	24. Total	25. B&R No.	26. B&R Dollars
400,000	25,000	425,000	AA01	400,000

An action awarded for a 3-year period for a total estimated cost to the Government of \$400,000, a total estimated cost to the awardee of \$25,000, and the funds obligated of the Government are \$400,000. The total estimated cost of the award is \$425,000.

Modification - Mod Greater than "000"

22. Government Share	23. Awardee Share	24. Total	25. B&R No.	26. B&R Dollars
	-5,000	-5,000	AA01	150,000

The award was initially executed with \$75,000 awardee share. A modification is executed that decreases the awardee share by \$-5,000, and incrementally funds the award for \$150,000.

22. Government Share	23. Awardee Share	24. Total	25. B&R No.	26. B&R Dollars
100,000	2,000	102,000	AA01	100,000

The award was initially executed for \$400,000 Government share, \$25,000 awardee share, and obligated dollars of \$400,000. A modification is executed that is an increase in scope of \$100,000 to the Government, \$2,000 to awardee, and obligations increased \$100,000.

ITEM 24 TOTAL (Total Contract Value)

Enter the sum of Items 22 and 23 showing the total award amount.

The total contract value is the "Total Estimated Cost of the Project," from block 17 of the DOE Notice of Financial Assistance Award, DOE F 4600.1, (Example: 150000)

Initial "000" Award

22. Government Share	23. Awardee Share	24. Total	25. B&R No.	26. B&R Dollars
100,000	5,000	105,000	AA01	50,000

An action awarded for 3-year period for \$100,000 Government share, \$5,000 awardee share, and Government funds obligated is \$50,000. The total contract value is **\$105,000**.

22. Government Share	23. Awardee Share	24. Total	25. B&R No.	26. B&R Dollars
50,000	10,000	60,000	AA01	50,000

An action awarded for 3-year period for \$50,000 Government share, \$10,000 awardee share, and Government funds obligated is \$50,000. The total contract value is **\$60,000**.

Modification - Mod Greater than "000"

22. Government Share	23. Awardee Share	24. Total	25. B&R No.	26. B&R Dollars
			AA01	50,000

The award was initially executed for a total of \$105,000, and dollars obligated at the initial award were \$50,000. An incremental funding modification is awarded for \$50,000 and does not change award value.

22. Government Share	23. Awardee Share	24. Total	25. B&R No.	26. B&R Dollars
15,000		15,000	AA01	15,000

The award was initially executed for a total value of \$60,000 and dollars obligated were \$50,000. An increase in scope modification is issued for \$15,000 and dollars obligated for the modification are \$15,000. This increases the contract value by **\$15,000**.

ITEM 25 B&R NUMBER

Enter the valid B&R (Budget and Reporting) number (maximum nine characters) (Item 26 on DOE F 4200.33) for the FY funds obligated by this award action. If there are more B&R numbers than the three spaces provided, use the IPAR Supplement (DOE Form 4200.41). (Example: HA0502)

ITEM 26 B&R DOLLARS

Enter the amount of obligated funds for each B&R number for this award. (Example: 25000)

ITEM 27 INTERNAL OFFICE USE ONLY

This 30-character field is provided for individual awarding office use. It is an alphanumeric data field that may be used to store information unique to an individual award.

ITEM 28 CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER

Enter the 6-character Catalog of Federal Domestic Assistance (CFDA) number assigned to the program supporting the award. (Item 20 from DOE F 4200.33) This number should be selected by the sources of funds and not by matching the closest description. The CFDA number can be used only with funds originating from the appropriate program office.

<u>CODE</u>	<u>DESCRIPTION</u>	<u>PROGRAM</u>
81.003	Granting of Patent Licenses	GC
81.004	University-Laboratory Cooperative Program	ER
81.022	Energy-Related Laboratory Equipment Grants	ER
81.036	Energy-Related Inventions	EE
81.039	National Energy Information Center	
81.041	State Energy Conservation	EE
81.042	Weatherization Assistance for Low-Income Persons	EE
81.048	Priorities & Allocations for Energy Programs	HR
81.049	Basic Energy Sciences, High Energy, etc.	ER
81.052	Energy Conservation for Institutional Buildings	EE
81.057	University Coal Research	FE
81.064	Office of Scientific & Technical Information	HR
81.065	Nuclear Waste Disposal Siting	RW
81.077	Energy Research Instrumentation Program	ER
81.079	Biomass Energy Technology	EE
81.080	Energy Policy, Planning and Program Evaluation	PE
81.081	Energy Task Force for the Urban Consortium	EE

81.082	Management and Technical Assistance for Minority Business Enterprises	ED
81.083	Minority Educational Institution Research Travel Fund	ED
81.086	Conservation Research and Development	EE
81.087	Renewable Energy Research & Development	EE
81.089	Fossil Energy Research and Development	FE
81.091	Socioeconomic and Demographic Research, etc.	ED
81.092	Remedial Action and Nuclear Waste Technology	NE
81.096	Innovative Clean Coal Technology Program	FE
81.097	Science and Engineering Res. Semester	ER
81.099	Minority Math/Science Leadership Development	ED
81.102	Academic Partnerships Program	EW
81.104	Technology Development for Environmental Management	EW
81.105	National Industrial Competitiveness Through Energy, Environment, and Economics	EW
81.106	Transport of Transuranic Wastes to the WIPP	EW
81.107	Oil Recovery Demonstration	FE
81.108	Epidemiology and Other Health Studies	EH
81.109	Science Education and Technical Information	TE
81.110	National Resources Center for Plutonium	DP
81.111	Alternative Fuel Transportation Program	EE
*81.502	Miscellaneous Federal Activities Actions	
81.511	Technology Transfer Activities	

*This code can only be used after consultation with the Office of Clearance at Headquarters.

Other CFDA numbers are available for old programs that have modifications to their awards only.

ITEM 29 RACE/ETHNIC CATEGORY OF BORROWER

Required for new assistance award when type of award is loan of monies (FL), loan guarantee (FM), or loan of property (FP).

- B Black
- I Indian
- N Non-Designated
- O Other Minority
- S Spanish Speaking

ITEM 30 STATE APPLICATION IDENTIFIER (SAI)

Enter the number assigned by the State's single point of contact (SPOC). SAI numbers are reported for all awards under programs that the agency has determined are covered by Executive Order 12372. The Office of Management and Budget (OMB) has established a standard 12-character format for SAI numbers. States have the option of adopting the standard format on a voluntary basis.

If the CFDA number is equal to any of the following, a State Application Identifier number should be reported if it is available.

81.041
81.042
81.052

LEGAL ADDRESS OF RECIPIENT

Required on all new assistance awards.

SPECIAL INSTRUCTION: When legal address is the same as the principal place of performance address, the word "SAME" can be entered in the element CITY and the remainder left blank. PADS will generate this information for you.

ITEM 31 CITY

Enter the specific name of the city or township where the recipient is located (same as billing address or legal address).

ITEM 32 STATE

Enter the 2-character code of the state or territory (includes Freely Associated States) where the recipient is located (legal address). See Appendix C for codes.

ITEM 33 ZIP CODE

Enter the 9-character zip code which applies to location of recipient (legal address). (Example: 22134-9700)

Zip Codes are listed in the U.S. Postal Service National Zip Code Directory.

ITEM 34 COUNTY

Enter the county where the recipient is located. (Legal address) (Example: Montgomery) For the District of Columbia, leave county blank.

If city, state, and zip code are entered, county will be system generated. If city within a state is in multiple counties, or if multiple cities with the same name are in a state, county must be entered.

The FIPS 55 (Federal Information Processing Standard) provides information concerning city, county, and state.

ITEM 35 CONGRESSIONAL DISTRICT

Enter the 2-character code for the congressional district where the recipient is located (legal address). These codes are listed in the Congressional District Atlas. (Example: 01)

ITEM 36 TYPE OF AWARD

Enter the 1-character letter code applicable to the award.

CODE DESCRIPTION

B	Cooperative Agreement
C	Formula Grant
D	Project Grant
E	Direct Payment for Specified Use
G	Direct Loan
H	Guaranteed/Insured Loan
3	Other Financial

CODE DEFINITION

B Cooperative Agreement

Assistance instrument with substantial involvement between DOE and recipient.

C Formula Grant

Eligible recipients are determined by statute and amount is determined in accordance with a formula specified in statute or implementing program rules. (ICP grants are considered formula grants for this purpose.)

D Project Grant
 DOE is authorized under a Federal statute to select the recipient and the project to be supported and to determine the amount to be awarded.

E Direct Payment for Specified Use
 A financial assistance type award to encourage or subsidize a particular activity.

G Direct Loan
 Lending of Federal funds with expectation of repayment.

H Guaranteed/Insured Loan
 Indemnifies a lender against part or all of any default of repayment of a loan.

3 Other Financial Assistance
 Financial assistance other than mentioned above.

ITEM 37 EXTENT OF COMPETITION

Required on all new assistance awards.

CODE DESCRIPTION

FC Competitive Assistance
 FG Assistance Unsolicited Proposal
 FN Noncompetitive Assistance

CODE DEFINITION

FC Competitive Assistance
 Assistance awarded after competition.

FG Assistance Unsolicited Proposal
 An application which is not submitted in response to a solicitation or which is submitted in response to a Notice of Program Interest. (10 CFR 600.15)

FN Noncompetitive Assistance
 Assistance awarded without competition.

This data is utilized by the Office of Scientific and Technical Information (OSTI) and the Technical Information System (TIMS) to provide closeout data to DOE awarding offices. Enter the 2-character code that describes the reporting schedule for technical deliverables as specified on EIA-459A, "Federal Assistance Reporting Checklist" or in the statement of work. The code should not be used to identify financial reporting requirements.

<u>CODE</u>	<u>DESCRIPTION</u>
AA	Annual (Die on Contract Anniversary)
AD	Final
AH	Quarterly Plus Annual
AK	Quarterly Plus Final
AL	Quarterly
AM	Semiannual
AN	Interim or Topical Plus Final
AU	Conference Proceedings
AZ	No Technical Deliverable Required
BD	Monthly Plus Final
BE	Monthly Plus Quarterly Plus Annual Plus Final
BG	Monthly
BI	Special (Books, Films, etc.)
BJ	Monthly Plus Annual
BM	Semiannual Plus Final
BO	Semiannual Plus Annual Plus Final
BV	Annual Plus Final
BW	Quarterly Plus Semiannual Plus Annual
CD	One Interim or Topical
CF	Monthly Plus Quarterly Plus Final
CG	Bimonthly Plus Final
CH	Monthly Plus Annual Plus Final
CM	Two Interim or Topical
CN	Three Interim or Topical
CQ	Quarterly Plus Annual Plus Final
CT	Master Contract (No Reports Required)
CU	Technical Deliverables but no Technical Reports
CW	Terminated or Cancelled
DD	Other
MO	Requirements not specified (M&O Contractor, etc)
YY	Computer Software
YZ	Computer Software Plus Final

ITEM 39**TYPE OF BUSINESS/TYPE OF RECIPIENT**

Enter the 3-character code that identifies the type of recipient to which the award was made.

TYPE OF RECIPIENT - ASSISTANCE ONLY

GAA	State Government
GAE	State Higher Education Institution
GAH	State Hospital
GDD	County Government
GDE	County Higher Education Institution
GDH	County Hospital
GED	City or Township Higher Education Institution
GEE	City or Township Government
GEH	City or Township Hospital
GFF	Independent School District
GGG	Special District Government
GHH	Private Hospital-For Profit
GII	Private Higher Education Institution
GJJ	Indian Tribe
GKH	Other Hospital
GKK	All Others
GLL	Profit Organization
GMM	Individual
GNH	Non-Profit Hospital
GNN	Non-Profit Organization
GSS	Small Business
GZZ	Recipient Outside US and Outlying Areas

TYPE OF RECIPIENT - ASSISTANCE ONLY**GAA STATE GOVERNMENT**

Includes all 50 States, the District of Columbia, and the outlying areas.

Includes State agencies, such as a State dormitory authority.

Includes the Governor's Office, the legislature and associated committees.

Does not include institutions of higher education or hospital.

GAE STATE HIGHER EDUCATION INSTITUTION

Higher education institutions affiliated with a State, the District of Columbia, or a US outlying area.

GAH STATE HOSPITAL

Hospitals affiliated with a State, the District of Columbia or a US outlying area.

GDD COUNTY GOVERNMENT

Includes Governments designated as counties, boroughs in Alaska, parishes in Louisiana.

Includes subordinate agencies of the county government.

Includes school districts in states where they are designated as part of the county government.

Excludes consolidated city/county governments, which are classified as cities.

GDE COUNTY HIGHER EDUCATION INSTITUTION

Higher education institutions affiliated with a county, borough in Alaska, or a parish in Louisiana.

GDH COUNTY HOSPITAL

Hospitals affiliated with a county, a borough in Alaska, or a parish in Louisiana.

GED CITY OR TOWNSHIP HIGHER EDUCATION INSTITUTION

Higher education institution affiliated with a city, town, township, borough in Pennsylvania, or a municipal corporation.

GEE CITY OR TOWNSHIP GOVERNMENT

Includes cities, towns, townships, boroughs in Pennsylvania, or a municipal corporation generally.

Includes subordinate agencies of the cities or towns.

Includes school districts in cities designated as having dependent school systems.

GEH CITY OR TOWNSHIP HOSPITAL

Hospitals affiliated with a city, town, township, borough in Pennsylvania, or a municipal corporation.

GFF INDEPENDENT SCHOOL DISTRICT

Includes only those districts designated as separate and independent units of government.

GGG SPECIAL DISTRICT GOVERNMENT

Includes governments so-designated under Bureau of Census guidelines, most of which are single-purpose governments.

Includes certain utility districts, housing authorities, park authorities, sewer authorities, industrial development authorities, and so forth.

GHH PRIVATE HOSPITAL - FOR PROFIT

Hospitals that are private and for profit.

GII PRIVATE HIGHER EDUCATION INSTITUTION

Includes institutions that are not state, city, or county operated colleges or universities.

GJJ INDIAN TRIBE

Self explanatory.

GKH OTHER HOSPITAL

Hospitals that cannot be otherwise categorized.

GKK ALL OTHERS

Not otherwise classified. (Used for recipients which do not fit in any other category.)

GLL PROFIT ORGANIZATION

Includes profit organizations, except small businesses or otherwise categorized.

GMM INDIVIDUAL

Includes Social Security and VA beneficiaries and other non-business and non-Government recipients of federal assistance.

GNH NON-PROFIT HOSPITAL

Hospitals that are non-profit and not affiliated with a State, county, or city.

GNN NON-PROFIT ORGANIZATION

Includes community action agencies and organizations having 501.c.3 status with the IRS, other than higher education institutions. Includes non-profit educational institution which are elementary, middle, junior high or high schools.

GSS SMALL BUSINESS

Private firms which are classified as small businesses with their particular industry.

GZZ RECIPIENT OUTSIDE US AND OUTLYING AREAS

A recipient with a legal address outside the US and in outlying areas.

ITEM 40**RESEARCH AND DEVELOPMENT**

Check the block marked "Yes" if 50 percent or more of the funding on this award is considered to be for research and development. Check "No" if funding is less than 50 percent research and development.

ITEM 41**GOVERNMENT PROPERTY**

Enter the 1-character code which properly indicates if Government property is involved in the award.

CODE **DESCRIPTION**

F	Furnished
N	None
P	Purchased
B	Both Furnished and Purchased
R	Removed

ITEM 42**HISPANIC INSTITUTION**

Check "Yes" if awardee is an institution of higher learning where at least 25% of the student population is Hispanic. If not, check "No"

ITEM 43**SMALL BUSINESS INNOVATIVE RESEARCH (SBIR)**

Check this block "Yes" if the award was made pursuant to the Small Business Innovation Development Act of 1982, P.L. 97-219. If not applicable, check "No".

ITEM 44**SMALL BUSINESS TECHNOLOGY TRANSFER PROGRAM**

Check this block "Yes" if the award was made pursuant to Title II of the Small Business Research & Development Enhancement Act of 1992, PL 102-564. If not applicable check "No".

ITEM 45**COGNIZANT DOE AGENCY**

The contracting activity assigned lead office responsibility for all DOE indirect cost matters relating to a particular organization receiving DOE contract and financial assistance awards.

The responsible office is determined by predominance of DOE business with the specific contractor. This information is available from the contractor or through PADS Report 707, Instruments that Require Annual Indirect Rate Determination.

ITEM 46COGNIZANT FEDERAL AGENCY

The agency having the predominate financial interest in the organization. The CFA is responsible for performing a designated function on behalf of all Federal agencies.

This information is available from the contractor or from PADS Report 707, Instruments that Require Annual Indirect Rate Determination.

CODE DESCRIPTION

DA	Department of Agriculture
DC	Department of Commerce
DD	Defense Contract Mgmt Command
DE	Department of Education
DG	Department of Energy
DH	Department of Housing & Urban Development
DJ	Department of Justice
DL	Department of Labor
DN	Office of Naval Research
DP	Environmental Protection Agency
DS	National Science Foundation
DT	Department of Transportation
DX	Other
R1	HHS Northeast Office, New York
R2	HHS Mid-Atlantic Office, Atlanta
R3	HHS Central States Office, Dallas
R4	HHS Eastern Office, San Francisco

ITEM 47NEGOTIATOR CODE

Enter the 4-character code which identifies the individual who completed the assistance action. This code is unique to each awarding office for their personnel.

ITEM 48CONTRACTING OFFICER CODE

Enter the 4-character code which identifies the person duly authorized with contracting officer warrant, who signed the contractual document. This code is unique to each awarding office for their personnel.

ITEM 49AWARD ADMINISTRATOR CODE

Enter the 4-character code which identifies the person who is responsible for administration of the award. This code is unique to each awarding office for their personnel.

ITEM 50AWARD STATUS

Enter the 2-character code which reflects the appropriate status of the award. These codes are optional for field use. They will not be used by Headquarters to generate reports and thus are not used to determine status of award.

<u>CODE</u>	<u>DESCRIPTION</u>
AA	Active, contract in performance from award date to completion date.
AX	Payback-Awardee Liability open.
CA	Completion date passed, no final acceptance of deliverables, still open.
CO	Completed with final acceptance of deliverables, closeout action initiated.
RA	Closeout completed. Retirement/aging begun.
RC	Converted to Subcontract.
RD	Retired, file destroyed.

ITEM 51PATENT CLEARING OFFICE

Enter the 2-character code indicating the DOE office responsible for review of patent disclosures resulting under the award and for giving final patent office clearance before closeout of a completed award.

<u>CODE</u>	<u>DEFINITION</u>
AL	Albuquerque Operations Office
SF	Oakland Operations Office
CH	Chicago Operations Office
HQ	Washington Procurement Operations Office
LA	Los Alamos Area Office
OR	Oak Ridge Operations Office
RI	Richland Operations Office
SR	Savannah River Operations Office

ITEM 52DELEGATED AWARD ADMINISTRATION OFFICE

If award and/or property administration is delegated, enter the proper 2-character code that identifies the delegated office. If the award is delegated outside DOE, this value must be entered. If this item is entered, Item 53 must be completed.

<u>CODE</u>	<u>DESCRIPTION</u>
01	Washington Procurement Operations Office
02	Chicago Operations Office
03	Oakland Operations Office
04	Albuquerque Operations Office
05	Oak Ridge Operations Office
06	Richland Operations Office
07	Idaho Operations Office
08	Nevada Operations Office
09	Savannah River Operations Office
11	Pittsburgh Naval Reactor Office
12	Schenectady Naval Reactor Office
13	Grand Junction Project Office
16	Portsmouth Project Office
17	Environmental Measurements Laboratory
19	Bartlesville Project Office
21	Morgantown Energy Technology Center
22	Pittsburgh Energy Technology Center
23	Fernald Area Office
24	Ohio Field Office
32	Los Alamos Area Office
33	Kansas City Area Office
34	Rocky Flats Office
41	Boston Support Office
43	Philadelphia Support Office
44	Atlanta Support Office
45	Chicago Support Office
48	Denver Support Office
51	Richland Support Office
65	Western Area Power Administration
70	Southeastern Power Administration
75	Southwestern Power Administration
85	Alaska Power Administration
96	Strategic Petroleum Reserve Office
DA	DCMC (Defense Contract Management Command)
DC	DCAA (Defense Contract Audit Agency)
MO	Management and Operating Contractor
ON	ONR (Office of Naval Research)
OT	Other

ITEM 53 DELEGATION DATE

Enter the date (MM/DD/YYYY) on which the award administration was delegated. This date must be entered if Item 52 is entered.

ITEM 54 RETIREMENT DATE

Enter the date (MM/DD/YYYY) the completed award was retired, i.e., all deliverables have been received and final payment made.

ITEM 55 TECHNICAL REPRESENTATIVE OFFICE

Enter the 2-character code that identifies the technical representative office assigned the responsibility (by the Contracting Officer) to provide a Government Technical Representative (GTR). Codes are listed in Appendix G.

ITEM 56 TECHNICAL REPRESENTATIVE NAME

Enter the name of the person delegated the responsibility to serve as the Government Technical Representative (GTR) by the contracting officer (up to 24 characters.) Enter last name, first name, middle initial.

ITEM 57 TECHNICAL REPRESENTATIVE TELEPHONE NUMBER

Enter the telephone number where the DOE technical representative can be contacted. (Example 202-586-5000)

ITEM 58 PROJECT MANAGER NAME

Enter the name of the DOE project manager assigned responsibility for controlling and reporting on this project. Enter last name, first name, middle initial. (24 characters allowed)

ITEM 59 TRANSFER AWARDING OFFICE

This item is to be blank, unless a grant is to be transferred from one DOE awarding office to another. At the time of a transfer, the transferring office enters the awarding office number (01, 02, etc.) of the awarding office receiving the transferred award.

ITEM 60 SENIOR INVESTIGATOR

Name of person designated by the awardee to serve as Project Director or Senior Investigator.

ITEM 61 CONTRACTING OFFICER SIGNATURE

The duly authorized official who signed the Notice of Financial Assistance Award.

INSTRUCTIONS FOR IPAR SUPPLEMENT FORM

The IPAR supplement, DOE F 4200.41, is used when there are more than three B&R codes and three dollar amounts for the award, and additional space is needed to complete the obligation information for the award or to enter field office specific data. (Further definitions of items below are found in DOE F 4200.40A definitions.)

ITEM 1 ADD/CHANGE

Check "ADD" if this is a new basic award or a modification (to an existing award) not previously reported to PADS. Check the block marked "CHANGE" if this award action is a change or correction to award/modification data previously reported to PADS.

ITEM 2 AWARD BIN

This number is the 17-character identifying element to the legal document which constitutes the agreement between the Department of Energy and the awardee. (See instructions for Item 2, Award Bin, of IPAR - DOE F4200.40A.)

ITEM 3 AWARD DATE

Enter the date contracting officer signed the official award. (Format: MM/DD/YYYY)

ITEM 4 MOD NUMBER

Enter the 4-character modification number that identifies the award document.

ITEM 5 B&R NUMBER

Enter the valid B&R (Budget and Reporting) number (maximum nine characters) for the FY funds obligated by this award action. (Example: HA0205)

ITEM 6 DOLLARS

Enter the amount of FY obligated dollars on this action for each B&R number (Item 5).

ITEM 7 MOD NUMBER BEING DEFINITIZED

Not applicable to financial assistance awards.

ITEM 8 DATE

Enter any date (MM/DD/YYYY).

ITEM 9 DOLLARS

Enter any dollar value (10 characters).

ITEM 10 TEXT

Enter any alpha/numeric information (120 characters).

ITEM 11 NUMERIC

Enter any numeric information (30 characters).

REQUIRED ITEMS - QUICK REFERENCEREQUIRED ITEMS FOR PRE-CICA PROCUREMENT MODIFICATION
WITH DOLLARS (A Mods)

<u>IPAR ITEM</u>	<u>IDENTIFICATION</u>
1	Add/Change
2	Award Bin
3	Modification Number
4	Kind of Award Action
6	PR Number
7	PR Completion
22	Award Date
26	Government Share (If applicable)
27	Awardee Share (If applicable)
28	Total (If applicable)
29	B&R Number (If applicable)
30	B&R Dollars (If applicable)
32	CICA Applicability
44	Extent Competed
47	Extent of Competition
50	Synopsis Requirement

REQUIRED ITEMS FOR PRE-CICA PROCUREMENT MODIFICATION
NO DOLLARS (MODS)

<u>IPAR ITEM</u>	<u>IDENTIFICATION</u>
1	Add/Change
2	Award Bin
3	Modification Number
4	Kind of Award Action
6	PR Number
22	Award Date
32	CICA Applicability
44	Extent Competed
47	Extent of Competition

**REQUIRED ITEMS FOR POST CICA NEW BASIC
PROCUREMENT AWARD (A & M Mods)**

<u>IPAR ITEM</u>	<u>IDENTIFICATION</u>
1	Add/Change
2	Award Bin
3	Modification Number
4	Kind of Award Action
6	PR Number
7	PR Completion
8	Master BIN (If applicable)
9	DUNS Number
10	Vendor ID
11	Contractor Name (If no Vendor ID)
12	Division (If no Vendor ID and/or if applicable)
13	Contractor's TIN
14	Common Parent's Name (If applicable)
15	Common Parent's TIN (If applicable)
16	City
17	State
18	Zip Code
19	County (If city in multiple counties)
20	Congressional District
21	Country (If applicable)
22	Award Date
23	Award Effective Date
24	Award Completion Date
25	Description of Work
26	Government Share (If applicable)
27	Awardee Share (If applicable)
28	Total (If applicable)
29	B&R Number (If applicable)
30	B&R Dollars (If applicable)
32	CICA Applicability
33	Type of Business
34	Advisory and Assistance
35	Number of Offerors
36	Small Disadvantaged Business Subcontracting Plan
37	Type of Award
38	Competitive Solicitation Procedures

39	Woman Owned
40	Safety and Health Clause
41	Competitive Exemption Authority (If applicable)
42	Preference Program
43	Subject to Labor Statute
44	Extent Competed
45	Hispanic Institution
46	Product and Service Code
48	Commercial Items
49	SIC Code
50	Synopsis Requirement
51	Small Business Competitiveness
52	Demonstration Program
53	Directed Procurement
54	Trade Data - Country of Manufacture (If applicable)
55	Emerging Small Business (if applicable)
56	OSTI Deliverable
57	Cognizant DOE Office (If Applicable)
58	Size of Small Business (if applicable)
59	Research and Development
60	Cognizant Federal Agency (If Applicable)
61	Emerging Small Business Reserve Award (if applicable)
62	Government Property
63	EPACT ("A" mods)
64	Support Service
65	Multi-Year Award
	EPACT Dollars ("A" mods)

**REQUIRED ITEMS FOR POST-CICA PROCUREMENT MODIFICATION
WITH DOLLARS (A Mods)**

<u>IPAR ITEM</u>	<u>IDENTIFICATION</u>
1	Add/Change
2	Award Bin
3	Modification Number
4	Kind of Award Action
6	PR Number
7	PR Completion
22	Award Date
26	Government Share (If applicable)
27	Awardee Share (If applicable)
28	Total (If applicable)
29	B&R Number (If applicable)
30	B&R Dollars (If applicable)
32	CICA Applicability
35	Number of Offerors
38	Competitive Solicitation Procedures
41	Competitive Exemption Authority (If applicable)
44	Extent Competed
50	Synopsis Requirement
62	EPACT
65	EPACT Dollars (If applicable)

REQUIRED ITEMS FOR POST-CICA PROCUREMENT MODIFICATION
NO DOLLARS (M Mods)IPAR ITEM IDENTIFICATION

1	Add/Change
2	Award Bin
3	Modification Number
4	Kind of Award Action
6	PR Number
7	PR Completion
22	Award Date
32	CICA Applicability
35	Number of Offerors
38	Competitive Solicitation Procedures
41	Competitive Exemption Authority (If applicable)
44	Extent Competed

REQUIRED ITEMS INTERAGENCY AGREEMENT AWARD
(Type of Instrument AI)

<u>IPAR ITEM</u>	<u>IDENTIFICATION</u>
1	Add/Change
2	Award Bin
3	Modification Number
4	Kind of Award Action
6	PR Number
7	PR Completion
10	Vendor ID
11	Contractor Name (If no Vendor ID)
12	Division (If no Vendor ID and/or If applicable)
16	City
17	State
18	Zip Code
19	County (If city in multiple counties)
20	Congressional District
21	Country (If applicable)
22	Award Date
23	Award Effective Date
25	Description of Work
24	Award Completion Date
26	Government Share (If applicable)
27	Awardee Share (If applicable)
28	Total (If applicable)
29	B&R Number
30	B&R Dollars
55	OSTI Deliverable

Task Orders against interagency agreements require the same data items as interagency agreement, with two exceptions:

Item 8	Master Bin Required
Item 55	OSTI Deliverable is not allowed

REQUIRED ITEMS FOR NEW PURCHASE ORDER BASIC AWARD
(Type of Instrument AP)

<u>IPAR ITEM</u>	<u>IDENTIFICATION</u>
1	Add/Change
2	Award Bin
3	Modification Number
4	Kind of Award Action
6	PR Number
7	PR Completion
11	Contractor Name
12	Division
16	City
17	State
18	Zip Code
19	County (If city in multiple counties)
21	Country (If applicable)
22	Award Date
23	Award Effective Date
24	Award Completion Date
25	Description of Work
26	Government Share (If applicable)
27	Awardee Share (If applicable)
28	Total (If applicable)
29	B&R Number (If applicable)
30	B&R Dollars (If applicable)
33	Type of Business
39	Woman Owned
44	Extent Competed

REQUIRED ITEMS FOR NEW FINANCIAL ASSISTANCE AWARD (BASIC AWARD)
(A & M Mods)

<u>IPAR ITEM</u>	<u>IDENTIFICATION</u>
1	Add/Change
2	Award Bin
3	Modification Number
4	Kind of Award Action
5	PR Number
6	PR Completion
7	Vendor ID
8	Contractor Name (If no Vendor ID)
9	Division (If no Vendor ID and/or if applicable)
10	City
11	State
12	Zip Code
13	County (If city in multiple counties)
14	Congressional District
15	Country (If applicable)
16	Description of Work
17	Award Date
18	Award Effective Date
19	Award Completion Date
22	Government Share (If applicable)
23	Awardee Share (If applicable)
24	Total (If applicable)
25	B&R Number
26	B&R Dollars
28	CFDA Number
29	Category of Borrower (If applicable)
30	State Application Identifier (If applicable)
31	Legal Address - City
32	Legal Address - State
33	Legal Address - Zip Code

REQUIRED ITEMS FOR NEW FINANCIAL ASSISTANCE AWARD (BASIC AWARD)
(A & M Mods)

34	Legal Address - County
35	Legal Address - Congressional District
36	Type of Award
37	Extent of Competition
38	OSTI Deliverable
39	Type of Business
40	Research and Development
41	Government Property
42	Hispanic Institution
43	SBIR
44	Small Business Technology Transfer
45	Cognizant DOE Office (if applicable)
46	Cognizant Federal Agency (if applicable)

REQUIRED ITEMS FOR FINANCIAL ASSISTANCE MODIFICATION
WITH DOLLARS (A Mods)

<u>IPAR ITEM</u>	<u>IDENTIFICATION</u>
1	Add/Change
2	Award Bin
3	Modification Number
4	Kind of Award Action
5	PR Number
6	PR Completion
17	Award Date
22	Government Share (If Applicable)
23	Awardee Share (If Applicable)
24	Total (If Applicable)
25	B&R Number (If Applicable)
26	B&R Dollars (If Applicable)

REQUIRED ITEMS FOR FINANCIAL ASSISTANCE MODIFICATION
NO DOLLARS (M Mods)

<u>IPAR ITEM</u>	<u>IDENTIFICATION</u>
1	Add/Change
2	Award Bin
3	Modification Number
4	Kind of Award Action
5	PR Number
6	PR Completion
17	Award Date

STATE ABBREVIATIONS

AK	Alaska	MS	Mississippi
AL	Alabama	MT	Montana
AR	Arkansas	NC	North Carolina
AS	American Samoa	ND	North Dakota
AZ	Arizona	NE	Nebraska
CA	California	NH	New Hampshire
CO	Colorado	NJ	New Jersey
CT	Connecticut	NM	New Mexico
DC	District of Columbia	NV	Nevada
DE	Delaware	NY	New York
FL	Florida	OH	Ohio
FM	Micronesia, Federal State of	OK	Oklahoma
GA	Georgia	OR	Oregon
GU	Guam	PA	Pennsylvania
HI	Hawaii	PR	Puerto Rico
IA	Iowa	PW	Palau Republic of
ID	Idaho	RI	Rhode Island
IL	Illinois	SC	South Carolina
IN	Indiana	SD	South Dakota
KS	Kansas	TN	Tennessee
KY	Kentucky	TX	Texas
LA	Louisiana	UT	Utah
MA	Massachusetts	VA	Virginia
MD	Maryland	VI	Virgin Islands
ME	Maine	VT	Vermont
MH	Marshall Island	WA	Washington
MI	Michigan	WI	Wisconsin
MN	Minnesota	WV	West Virginia
MO	Missouri	WY	Wyoming
MP	Northern Mariana Islands		

COUNTRY CODES

AFGHANISTAN	AF
ALBANIA	AL
ALGERIA	AG
ANDORRA	AN
ANGOLA	AO
ANGUILLA	AV
ANTARCTICA	AY
ANTIGUA & BARBUDA	AC
ARGENTINA	AR
AUSTRALIA	AS
AUSTRIA	AU
ARUBA	AA
BAHRAIN	BA
BAHAMAS	BF
BANGLADESH	BG
BARBADOS	BB
BELGIUM	BE
BELIZE	BH
BENIN	BN
BERMULIA	BD
BHUTAIN	BT
BOLIVIA	BL
BOTSWANA	BC
BOUVEI ISLAND	BV
BRAZIL	BR
BRITISH INDIAN OCEAN TERRITORY	IO
BRITISH VIRGIN ISLANDS	VI
BRUNEI	BX
BULGARIA	BU
BURKINA	UV
BURMA	BM
BURUNDI	BY
CAMEROON	CM
CANADA	CA
CANTON & ENDERBURY ISLANDS	EO
CAPE VERDE	CV
CAYMAN ISLANDS	CJ
CENTRAL AFRICAN REPUBLIC	CT
CHAD	CD
CHILE	CI
CHINA	CH
CHINA (TAIWAN)	TW
CHRISTMAS ISLAND	KT
COCOS (KEELING) ISLANDS	CK
COLOMBIA	CO
COMORCS	CN
CONGO	CF
COOK ISIANCIS	CW
COSTA RICA	CS
CUBA	CU

CYPRUS	CY
CZECHOSLOVAKIA	CZ
DEMOCRATIC PEOPLES REPUBLIC OF KOREA	KN
DENMARK	DA
DOMINICA	W
DOMINICAN REPUBLIC	DR
ECUADOR	EC
EGYPT	EG
EL SALVADOR	ES
ENIWETOK ATOLL	EA
EQUATORIAL GUINEA	EK
ETHIOPIA	ET
FALKLAND ISLANDS (ISLAS MALVINAS)	FA
FAROE ISLANDS	FO
FEDERAL REPUBLIC OF GERMANY	GE
FIJI	FJ
FINLAND	FI
FRANCE	FR
FRENCH GUIANA	FG
FRENCH POLYNESIA	FP
FRENCH SOUTHERN & ANTARCTIC LANDS	FS
GABON	GB
GAMBIA	GA
GERMAN DEMOCRATIC REPUBLIC	GC
GERMANY, FEDERAL REPUBLIC OF	GE
GHANA	GH
GIBRALTAR	GI
GILBERT ISLANDS	GS
GREECE	GR
GREENLAND	GL
GRENADA	GJ
GUADELOUPE	GP
GUATEMALA	GT
GUINEA	GV
GUINEA-BISSAU	PU
GUYANA	GY
HAITI	HA
HEARD ISLAND & MCDONALD ISLANDS	HM
HONDURAS	NO
HONG KONG	HK
HUNGARY	NU
ICELAND	IC
INDIA	IN
INDONESIA	ID
IRAN	IR
IRAQ	IZ
IRAQ-SAUDI ARABIA NEUTRAL ZONE	IY
IRELAND	EI
ISRAEL	IS
ITALY	IT
IVORY COAST	IV

JAMAICA	JM
JAPAN	JA
JOHNSTON ATOLL	JQ
JORDAN	JO
KAMPUCHEA	CB
KENYA	KE
KUWAIT	KU
LAOS	LA
LEBANON	LE
LESOTUO	LT
LIBERIA	LI
LIBYA	LY
LIECHTENSTEIN	LS
LUXEMBOURG	LU
MACAU	MC
MADAGASCAR	MA
MALAWI	MI
MALAYSIA	MY
MALDIVE	MV
MALI	ML
MALTA	MT
MARTINIQUE	MB
MAURITANIA	MR
MAURITIUS	MP
MEXICO	MX
MONACO	MN
MONGOLIA	MG
MONTSERRAT	MH
MOROCCO	MO
MOZAMBIQUE	MZ
NAMIBIA	WA
NAURU	NR
NEPAL	NP
NETHERLANDS	NL
NEW CALE W NIA	NC
NEW HEBRIDES	NH
NEW ZEALAND	NZ
NICARAGUA	NU
NIGER	NG
NIGERIA	NI
NILE	NE
NORFOLK ISLAND	NF
NORWAY	NO
OMAN	MU
PAKISTAN	PK
PANAMA	PN
PAPUA NEW GUINEA	PP
PARACEL ISLANDS	PF
PARAGUAY	PA
PERU	PE
PHILIPPINES	RP
PITCAIRN ISLANDS	PC
POLAND	PL
PORTUGAI	PO
QATAR	QA

REPUBLIC OF KOREA	KS
REUNION	RE
ROMANIA	RO
RWANDA	RW
SAN MARINO	SM
SAO TOME & PRINCIPE	TP
SAUDIA ARABIA	SA
SENEGAL	SG
SEYCHELLES	SE
SIERRA LEONE	SL
SINGAPORE	SN
SOLOMON ISLANDS	BP
SOMALIA	SO
SOUTH AFRICA	SF
SOUTHERN RHODESIA	RH
SPAIN	SP
SPRATLY ISLANDS	PG
SRI LANKA	CE
ST. CHRISTOPHER & NEVIS	SC
ST. HELENA	SH
ST. LUCIA	ST
ST. PIERRE & MIQUELON	SB
ST. VINCENT & THE GRENADINES	VC
SUDAN	SU
SURINAME	NS
SVALBARD & JAN MAYEN	JS
SWEDEN	SW
SWITZERLAND	SZ
SYRIA	SY
THAILAND	TH
TOGO	TO
TOKELAU ISLANDS	TL
TONGA	TN
TRINIDAD & TOBAGO	TD
TUNISIA	TS
TURKEY	TU
TURKS & CAICOS ISLANDS	TK
TUVALU	TV
UGANDA	UG
UNION OF SOVIET SOCIALIST REPUBLICS	UR
UNITED ARAB EMIRATES	TC
UNITED KINGDOM	UK
UNITED REPUBLIC OF TANZANIA	TZ
UNITED STATES MINOR OUTLYING ISLANDS	UM
UNITED STATES MISCELLANEOUS PACIFIC ISLANDS	IQ
URUGUAY	UY

VANUATU	VU
VATICAN CITY	VT
VENEZUELA	VE
VIETNAM	VM
WALLIS & FUTUNA	WF
WESTERN SAHARA	WI
WESTERN SAMOA	WS
YEMEN PEOPLE'S DEMOCRATIC REPUBLIC OF	YS
YEMEN	YE
YUGOSLAVIA	YO
ZAIRE	CG
ZAMBIA	ZA
ZIMBABWE	ZW

INSTRUCTIONS FOR COMPLETING
AWARDEE NAMES
IN PADS

Introduction

The instructions are intended to aid procurement personnel who prepare IPAR forms in entering the name(s) of new awardees in a standardized format. Instruction is also provided for the abbreviation of those names which exceed 30 characters.

Use these instructions whenever the name of the awardee does not appear in the current "Directory of Awardee Names" or its supplement as issued by DOE Headquarters and the Office of Scientific and Technical Information (OSTI).

Attachment 1 to this Appendix contains permissible abbreviations for use in PADS.

GENERAL

Field for Awardee Name: This is a fixed field length of thirty (30) alphanumeric characters. The name should be entered in clear text subject to the editing rules which follow. In the event the name must be reduced to meet the allowable field length, this must be done through abbreviation.

Field for Awardee's Division Name: This is also a fixed field length of thirty (30) alphanumeric characters. The editing rules are the same as those for the organization name. See formatting beginning on page 103 for examples.

Description: The name of the actual organization or individual receiving the award.

Always abbreviate the words:

Administration	To:	Admin
And		&
Associates/Associated		Assoc
Company		Co
Corporation		Corp
Incorporation		Inc
Limited		Ltd

Always abbreviate the terms:

Independent School District	To:	ISD
Consolidated School District		CSD
Unified School District		USD

Punctuation: The period, comma, and plus sign (+) are never used. The slant (/), the number sign (#), the apostrophe ('), and the hyphen (-) are used only when a part of the true awardee name:

Smith Jones Akers & Murphy Inc (for Smith, Jones, Akers, and Murphy, Inc.)
 A/G Technology Corp
 Hi-Tech Laboratories Inc
 Winston School District #50
 St Patrick's Hospital

Spacing: Spacing appears when it is a part of the name and between the different words of the whole name:

Jess Howard Electric Co
 Bishop McNamara High School

APPENDIX E (Cont'd)

Articles: The articles "A", "An", and "The" are not used when the article is the first word of the awardee name:

National Security Agency
(for The National Security Agency)

Numbers: Numbers are used only when they are a part of the awardee name.

3M Business Product
Amity Regional School Dist #5

Abbreviated Names: Abbreviated names will be used only when the actual name exceeds thirty (30) characters. Abbreviations are subject to the following editing rules:

a. Follow these general rules (in order of precedence):

- Abbreviate the least number of words possible
- Abbreviate the most commonly used word
- Abbreviate from the right side of the name
- Do not abbreviate the first word, if possible

b. Select from the table of permissible abbreviations (Attachment 1).

APPENDIX E (Cont'd)

A. FORMAT WHEN AWARDER IS AN ORGANIZATION

The following rules are specifically for organization names:

- a. When states of the United States require abbreviation, always use the 2-character abbreviation. (See Appendix C for abbreviations)
- b. When the actual awardee name contains letters of the alphabet, do space between letters which are initials representing proper names, do not space between letters which are abbreviation for words:

H J Gray & Assoc
E F Hutton Inc
IBM Corp
YMCA of Greater Boston

- c. For awardees whose organization name contains a proper name, do not invert first and last names:

Neil R Gross & Co Inc
C B Anderson Electric Co
William Johnson & Assoc

- d. When an ampersand (&) is included in a name, leave a space on each side of it:

EG & G
Neil R Gross & Co Inc

- e. Invert names of state, city, and town organizations, as follows:

Massachusetts State of
Boston City of
Manchester Town of
Fairfax County of

- f. Invert names of State Universities, as follows:

Florida University of
(for University of Florida)

g. Never include the following words at the beginning of the awardee's name:
Fellows, Regents, Board of Trustees, etc:

Harvard University
(for Fellows of Harvard University)

Oregon University of
(for the Board of Trustees
of the University of Oregon)

h. Each State usually publishes a manual, primarily for the use of the State legislature. The books are sometimes referred to as a Blue Book, Legislature Manual, index guide, or chart of validating the true names of State organizations.

i. Names of Independent School Districts will appear as follows: Independent School Dist # (insert # - up to 5 spaces long)

j. Independent School District, Consolidated School District, and Unified School District may be abbreviated as ISD, CSD, and USD respectively, for example:

Texarkana ISD
Paradise Valley USD #40

B. FORMAT WHEN THE AWARDEE IS AN INDIVIDUAL

Awardee name may consist of the following portions (and in the sequence listed): Surname, Title (if any), First Name, and Middle Initial.

Surname - This portion contains, when present, surname suffixes, such as Jr, III, etc. which are placed after the surname.

Title - Titles denote designations added to names of individuals, such as Dr, Re, Col, Bro, etc. use of Mr, Ms, Miss, and Mrs is not a title.

Spacing: Spacing appears when it is a part of the name, as in a compound name which contains a space rather than a hyphen, and between the surname and the surname suffix, between the suffix and the first name, and between the first name and the middle initial.

Examples:

Van Buren Jr Alfred
A Johnson Jr. Dr. William R
Thompson III Harold
O'Kelly Mary Anne

APPENDIX E (Con't)

C. FORMAT WHEN THE AWARDEE IS A U.S. GOVERNMENT AGENCY

When the agency is a government department, the name should be inverted. For Department of Transportation, enter Transportation Department of. Other format and editing rules remain the same.

Examples:

National Bureau of Standards
Air Force Department of
National Security Agency
Housing & Urban Dev. Dept of

D. FORMAT FOR AWARDEE DIVISION FIELD

- a. Do not repeat the awardee name, either exactly or in a slightly different format, in the division field.

Incorrect example-

Name: Maryland University of
Division: Maryland State Univ System

Correct Example-

Name: Maryland University of
No Division

- b. Do not put "Physical Plant", "Office of Sponsored Research", "Office of Contracts & Grants" etc. in the division field.
- c. Do not describe the awardee in the division field.

Incorrect Example-

Name: Sunnyvale Health Spa
Division: For Rehabilitation/Vocational

Correct Example-

Name: Sunnyvale Health Spa
No Division

APPENDIX E (Con't)

d. Do not continue awardee name into the division field. If the name will not fit into the thirty (30) spaces available, it must be shortened through abbreviations.

Incorrect Example-

Name: RAMS Specialized Security Division: Service Inc.

Correct Example-

Name: RAMS Spec Security Svcs Inc

e. Do not put street address or the name of a contact person in the division field. This is not a field to use for internal purposes and should only be used for functional divisions of the awardee.

f. Do not put the name of specific schools in the division field if an award is to a school system.

Incorrect Examples-

Name: Middletown Middle School Dist
Division: Building #6

Name: Middletown School District
Division: Roosevelt Middle School

g. Do invert the division name and do always abbreviate "Department" to "Dept" when it appears in the division field.

Correct Examples-

Name: Virginia University of
Division: Chemistry Dept of

Name: Howard University
Division: Energy Research Dept

Name: IBM Corp
Division: Aerospace Div of

APPENDIX E (Cont'd)
ATTACHMENT 1

PERMISSIBLE ABBREVIATIONS FOR USE IN PADS

Administration*	Admin	Economic	Econ
Agency	Agcy	Education	Educn
Agricultural	Agric	Engineering	Eng
American	Amer	Equipment	Equip
Analysis	Anal	Evaluation	Eval
And*	&	Environmental	Env
Archbishop	Abp	Executive	Exec
Archdiocese	Ads		
Associated(es)	Assoc	Federal	Fed
Association	Assn	Foundation	Fdn
Authority	Auth	General	Gen
Board	Bd	Government	Govt
Brothers	Bros	Greater	Gtr
Building	Bldg		
Bureau	Bur	Health	Hlth
Business	Bus	Hospital	Hosp
Catholic	Cthc	Incorporated*	Inc
Center	Ctr	Industrial	Ind
Chemical/Chemistry	Chem	International	Intl
Church	Chu	Institute	Inst
College	Coll	Independent	Ind
Commission	Comm		
Community	Cmty	Laboratory	Lab
Company	Co	Library	Lib
Computer	Comp	Limited*	Ltd
Conference	Conf		
Control	Ctrl	Management	Mgmt
Construction	Constr	Manufacturing	Mfg
Cooperative	Coop	Mechanical	Mech
Corporation*	Corp	Medical/Medicine	Med
Contractor	Contr	Memorial	Mem
Council	Cncl	Metropolitan	Metro
County	Cty	Mountain	Mtn
		Municipal	Munic

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Department	Dept	National	Natl
Development	Dev		
District	Dist		
Division	Div		
Doctor	Dr		
Observatory	Obsv	Service	Svc
Office	Off	Society	Soc
Opportunity	Opp	State	St
Organization	Org	System	Syst
Planning	Plng	Technical	Tech
Professional	Prof	Technology	Tech
Program	Prgm	Township	Twp
Project	Proj	Training	Trng
Regional	Reg	Unified	Und
Research	Res	United	Untd
Reservation	Resva	United States	US
University	Univ		
Utility	Util		
Saint	St	Vocational	Voc
School	Sch		
Science	Sci		

Notes: (1) An "S" may be added to any appropriate abbreviation to indicate a plural.

(2) Directions should be written as follows:

North	N	Northern	NRN	Northeast	NE
South	S	Southern	SRN	Northwest	NW
East	E	Eastern	ERN	Southeast	SE
West	W	Western	WRN	Southwest	SW

* Indicates those words which should always be abbreviated.

APPENDIX F

Historically Black Colleges and Universities

Historically black colleges and universities (HBCU) are defined as any historically black college or university that was established prior to 1964, whose principal mission was, and is, the education of black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary of Education to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation.

Minority Institution

Minority Institution means an institution of higher education whose enrollment of a single minority or combination of minorities exceeds 50 percent of the total enrollment. The term "minority" means American Indian, Alaskan Native, Black (not of Hispanic origin), Hispanic (including persons of Mexican, Puerto Rican, Cuban, and Central or South American origin), Pacific Islander or other ethnic group underrepresented in science and engineering. Minority institution also includes an Hispanic-serving institution which is defined as an institution which (1) has enrollment of undergraduate full-time equivalent students that is at least 25 percent Hispanic students; and (2) provides assurances that not less than 50 percent of its Hispanic students are low-income individuals who are first generation college students and another 25 percent of its Hispanic students are either low-income individuals or first generation college students. First generation college student means an individual both of whose parents did not complete a baccalaureate degree, or in the case of any individual who, regularly resided with and received support from only one parent, an individual whose only such parent did not complete a baccalaureate degree. Low income individual means an individual from a family whose taxable income for the preceding year did not exceed 150 percent of an amount equal to the poverty level determined by using criteria of poverty established by the Bureau of the Census.

APPENDIX F (Con't)

Historically Black Colleges and Universities

The following is a list of the Historically Black Colleges and Universities (HBCU's):

Alabama

Alabama A&M University
Alabama State University
Bishop State Community College
Concordia College
Fredd State Technical College
Lawson State Community College
Miles College
Oakwood College
Selma University
J.F. Drake Technical College
Stillman College
Talladega College
Trenholm State Technical College
Tuskegee University

Arkansas

Arkansas Baptist College
Philander Smith College
Shorter College
University of Arkansas/Pine Bluff

Delaware

Delaware State University

District of Columbia

Howard University
University of the District of Columbia

Florida

Bethune-Cookman College
Edward Waters College
Florida A&M University
Florida Memorial College

Georgia

Albany State College
Clark Atlanta University

Georgia (cont'd)

Paine College
Savannah State College
Spelman College

Kentucky

Kentucky State University

Louisiana

Dillard University
Grambling State University
Southern University A&M College
Southern University at New Orleans
Southern University at Shreveport/Bossier City
Xavier University

Maryland

Bowie State University
Coppin State College
Morgan State University
University of Maryland Eastern Shore

Michigan

Lewis College of Business

Mississippi

Alcorn State University
Coahoma Community College
Jackson State University
Mary Holmes College
Mississippi Valley State University
Rust College
Tougaloo College

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Fort Valley State College
Interdenominational
Theological Center
Morehouse College
Morehouse School of Medicine
Morris Brown College

North Carolina
Barber-Scotia College
Bennett College
Elizabeth City State University
Fayetteville State University
Johnson C. Smith University
Livingstone College
North Carolina A&T State
University
North Carolina Central
University
Saint Augustine College
Shaw University
Winston-Salem State University

Ohio
Central State University
Wilberforce University

Oklahoma
Langston University

Pennsylvania
Cheyney State University/PA
Lincoln University

South Carolina
Allen University
Benedit College
Claflin College
Clinton Junior College
Denmark Technical College
Morris College
South Carolina State University
Voorhees College

Missouri
Harris-Stowe State College
Lincoln University

Tennessee
Fisk University
Knoxville College (Knoxville
And Morristown Campuses)
Lane College
Lemoyne-Owen College
Meharry Medical College
Tennessee State University

Texas
Huston-Tillotson College
Jarvis Christian College
Paul Quinn College
Prairie View A&M University
Saint Phillip's College
Southwestern Christian College
Texas College
Texas Southern University
Wiley College

Virginia
Hampton University
Norfolk State University
Saint Paul's College
Virginia State University
Virginia Union University

West Virginia
Bluefield State College
West Virginia State University

U.S. Virgin Islands
University of the Virgin
Islands (St. Thomas Campus)

APPENDIX F (Con't)

**1995-1996 UNITED STATES DEPARTMENT OF EDUCATION
U.S. ACCREDITED POSTSECONDARY MINORITY INSTITUTIONS ¹**

STATE	INSTITUTION NAME	% MINORITY	% HISPANIC	DUNS#
AL	ALABAMA A & M UNIVERSITY	77.323	0.214	07-912-1448
AL	ALABAMA STATE UNIVERSITY	97.082	0.096	04-067-2685
AL	ATMORE STATE TECHNICAL COLLEGE	59.500	0.719	N/A
AL	C A FREDD STATE TECHNICAL COLLEGE	81.579	0.000	03-953-1587
AL	CHAUNCEY SPARKS STATE TECHNICAL COLLEGE	56.757	0.000	79-741-4273
AL	CONCORDIA COLLEGE	96.092	0.000	08-205-3802
AL	DRAUGHONS JUNIOR COLLEGE	57.838	0.000	08-215-1614
AL	J F DRAKE STATE TECHNICAL COLLEGE	46.484	0.980	03-952-6595
AL	LAWSON STATE COMMUNITY COLLEGE	96.510	0.000	06-710-9826
AL	MILES COLLEGE	99.719	0.000	07-546-0758
AL	OAKWOOD COLLEGE	87.875	0.575	07-209-5326
AL	BISHOP STATE COMMUNITY COLLEGE	54.866	0.254	02-087-2420
AL	SELMA UNIVERSITY	99.515	0.000	07-209-3180
AL	STILLMAN COLLEGE	98.028	0.000	07-546-0931
AL	TALLADEGA COLLEGE	97.029	0.000	07-911-4195
AL	TRENHOLM STATE TECHNICAL COLLEGE	73.758	0.000	11-984-2276
AL	TUSKEGEE UNIVERSITY	94.852	2.089	12-821-4178
AZ	AMERICAN INDIAN COLL, ASSEMBLIES OF GOD INC	91.667	13.043	08-067-0136
AZ	ARIZONA WESTERN COLLEGE	49.637	56.522	07-243-8799
AZ	CENTRAL ARIZONA COLLEGE	35.294	30.818	07-445-7169
AZ	COCHISE COLLEGE	36.335	32.610	07-445-7425
AZ	ITT TECHNICAL INSTITUTE-TUCSON	42.162	30.270	13-944-8765
AZ	NAVAJO COMMUNITY COLLEGE	93.993	0.113	13-953-8318
AZ	PIMA COMMUNITY COLLEGE	34.682	28.170	06-841-4630
AZ	SOUTH MOUNTAIN COMMUNITY COLLEGE	63.082	50.347	11-280-1501
AR	ARKANSAS BAPTIST COLLEGE	99.556	1.093	07-564-0458
AR	UNIVERSITY OF ARKANSAS AT PINE BLUFF	86.110	0.170	62-719-8211
AR	PHILANDER SMITH COLLEGE	97.265	0.000	05-314-1982
AR	SHORTER COLLEGE	73.404	0.000	01-031-4466
CA	COLLEGE OF ALAMEDA	71.018	8.471	07-656-7718
CA	AMERICAN BAPTIST SEMINARY OF THE WEST	58.904	0.000	09-184-7707
CA	BAKERSFIELD COLLEGE	40.318	25.992	02-016-7425
CA	CALIFORNIA STATE UNIVERSITY-BAKERSFIELD	36.532	25.371	60-206-4909
CA	CALIFORNIA STATE POLYTECHNIC UNIVERSITY-POMONA	54.661	19.268	04-036-6486
CA	CALIFORNIA STATE UNIVERSITY-DOMINGUEZ HILLS	59.626	26.867	10-389-5579
CA	CALIFORNIA STATE UNIVERSITY-LOS ANGELES	69.013	39.818	06-669-7590
CA	UNIVERSITY OF CALIFORNIA-IRVINE	57.108	12.994	15-425-3280

¹ Data is obtained by the Office for Civil Rights, U.S. Department of Education from information provided by responding institutions in the 1994 Integrated Postsecondary Education Data System (IPEDS) Fall Enrollment Compliance Report to the Office for Civil Rights (OCR) and the National Center for Education Statistics. Percentage minority students is derived from reported total student enrollment (IPEDS line 29), whereas percentage Hispanic students is derived from reported total full-time undergraduate enrollment (IPEDS line 8).

Identification of minority institutions by OCR pursuant to § 1135d-5(3), Education Amendments of 1986 to the Higher Education Act of 1965. Identification of Hispanic-serving institutions pursuant to § 302(d)(1) of Public Law 102-325 (20 U.S.C. 1059c), most recently amended December 20, 1993, in § 2(a)(7) of P.L. 103-208.

The _ symbol identifies Historically Black Colleges and Universities described in Amendments to Title III, § 301 of P.L. 96-374

(20 U.S.C. 1061), Higher Education Act of 1965, and most recently amended December 20, 1993, in § 2(m) of P.L. 103-208.

APPENDIX F (Con't)

<u>STATE</u>	<u>INSTITUTION NAME</u>	<u>% MINORITY</u>	<u>% HISPANIC</u>	<u>DUNS#</u>
CA	UNIVERSITY OF CALIFORNIA-LOS ANGELES	51.831	15.941	10-300-1012
CA	UNIVERSITY OF CALIFORNIA-RIVERSIDE	52.177	16.438	17-384-8235
CA	CERRITOS COLLEGE	59.072	37.240	07-189-6773
CA	CHABOT COLLEGE	52.967	14.377	07-168-0961
CA	CHAFFEY COMMUNITY COLLEGE	48.446	25.814	07-608-4326
CA	CITRUS COLLEGE	46.998	26.424	06-622-8859
CA	CONTRA COSTA COLLEGE	63.547	12.955	02-804-1333
CA	D-Q UNIVERSITY	79.614	6.716	07-153-8110
CA	DEVRY INSTITUTE OF TECHNOLOGY-POMONA	62.531	33.067	15-839-7204
CA	DON BOSCO TECHNICAL INSTITUTE	90.032	73.196	01-071-4723
CA	EAST LOS ANGELES COLLEGE	89.382	67.577	60-807-1973
CA	PHILLIPS JUNIOR COLLEGE	69.331	59.217	08-290-6371
CA	EL CAMINO COLLEGE	57.814	17.866	80-400-2574
CA	EVERGREEN VALLEY COLLEGE	63.560	22.509	02-927-6342
CA	FRESNO CITY COLLEGE	48.998	26.949	96-886-9734
CA	GAVILAN COLLEGE	45.029	39.649	15-930-9988
CA	HARTNELL COLLEGE	58.214	46.922	08-701-6606
CA	HEALD BUSINESS COLLEGE-SAN FRANCISCO	73.004	20.374	071-86-8988
CA	IMPERIAL VALLEY COLLEGE	76.016	83.196	078-74-5197
CA	ITT TECHNICAL INSTITUTE-SAN DIEGO	42.683	28.320	12-041-9239
CA	ITT TECHNICAL INSTITUTE-WEST COVINA	75.761	61.675	065-12-7243
CA	ITT TECHNICAL INSTITUTE-ANAHEIM	53.582	35.100	05-470-1560
CA	KINGS RIVER COMMUNITY COLLEGE	47.255	44.399	068-86-9734
CA	LANEY COLLEGE	72.421	8.104	076-56-7718
CA	LA SIERRA UNIVERSITY	51.560	19.895	627-59-9988
CA	LONG BEACH CITY COLLEGE	59.112	20.602	072-31-6888
CA	LOS ANGELES HARBOR COLLEGE	62.153	30.559	133-29-4884
CA	LOS ANGELES SOUTHWEST COLLEGE	93.822	20.174	072-26-6174
CA	LOS ANGELES TRADE TECHNICAL COLLEGE	84.558	42.424	042-40-4848
CA	LOS ANGELES CITY COLLEGE	63.001	25.251	021-079-9900
CA	LOS ANGELES MISSION COLLEGE	70.321	64.119	080-07-3836
CA	MERCED COLLEGE	44.624	28.807	074-66-7072
CA	MERRITT COLLEGE	65.672	8.863	07-656-7718
CA	MISSION COLLEGE	62.605	12.721	09-854-1279
CA	MT SAN ANTONIO COLLEGE	60.523	29.705	07-722-8344
CA	MOUNT SAINT MARYS COLLEGE	55.142	42.433	069-92-7150
CA	PHILLIPS COLLEGE INLAND EMPIRE CAMPUS	55.581	33.180	07-791-6492
CA	OXNARD COLLEGE	64.136	56.652	03-085-2388
CA	PALO VERDE COLLEGE	49.127	55.975	07-605-1663
CA	PASADENA CITY COLLEGE	65.704	21.523	08-219-6171
CA	PORTERVILLE COLLEGE	42.208	39.054	02-016-7425
CA	RANCHO SANTIAGO COLLEGE	50.635	32.431	07-607-0283
CA	RIO HONDO COLLEGE	77.630	60.800	07-064-9124
CA	SAN DIEGO CITY COLLEGE	54.032	23.033	07-335-7048
CA	SAN JOSE CITY COLLEGE	54.564	22.822	02-927-6342
CA	SAWYER COLLEGE AT VENTURA	58.667	45.763	06-383-8635
CA	COLLEGE OF THE SEQUOIAS	41.943	34.606	03-097-5692
CA	SKYLINE COLLEGE	60.412	24.730	04-132-0797
CA	SAN BERNARDINO VALLEY COLLEGE	58.737	29.006	07-359-4228
CA	SOUTH BAYLO UNIVERSITY	78.344	0.000	13-348-6902
CA	SOUTHWESTERN COLLEGE	73.445	54.208	07-875-2888
CA	VENTURA COLLEGE	34.183	28.343	11-503-4381
CA	WEST HILLS COMMUNITY COLLEGE	45.758	33.465	08-012-1718
CA	WEST LOS ANGELES COLLEGE	74.981	15.982	04-555-1488
CA	WHITTIER COLLEGE	35.914	27.019	05-978-2540
CA	WOODBURY UNIVERSITY	46.422	25.068	05-239-0010
CA	FASHION INSTITUTE OF DESIGN AND MERCH-SAN DIEGO	47.107	27.434	36-227-6354
CA	PHILLIPS JUNIOR COLLEGE	57.384	39.336	08-290-6371
CA	ITT TECHNICAL INSTITUTE-CARSON	83.449	48.955	36-381-1100
CA	ITT TECHNICAL INSTITUTE-SAN BERNARDINO	52.548	37.580	60-392-6249

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<u>STATE</u>	<u>INSTITUTION NAME</u>	<u>% MINORITY</u>	<u>% HISPANIC</u>	<u>DUNS#</u>
CO	ADAMS STATE COLLEGE	19.149	27.157	04-070-5899
CO	COMMUNITY COLLEGE OF DENVER	49.531	25.546	79-549-3709
CO	OTERO JUNIOR COLLEGE	33.303	27.031	08-949-8182
CO	PUEBLO COMMUNITY COLLEGE	35.975	35.240	79-625-9703
CO	TRINIDAD STATE JUNIOR COLLEGE	41.912	36.460	13-621-5204
CT	CAPITAL COMMUNITY-TECHNICAL COLLEGE	57.362	23.123	80-586-2927
CT	HOUSATONIC COMMUNITY-TECHNICAL COLLEGE	49.842	25.105	07-540-8427
DE	DELAWARE STATE UNIVERSITY	68.767	1.600	11-433-7629
DC	UNIVERSITY OF THE DISTRICT OF COLUMBIA	86.099	3.027	13-746-0275
DC	HOWARD UNIVERSITY	91.351	0.471	05-628-2296
DC	STRAYER COLLEGE-WASHINGTON CAMPUS	74.631	2.931	06-939-0466
DC	TRINITY COLLEGE	58.618	8.333	07-481-0110
DC	STRAYER COLLEGE-TAKOMA PARK CAMPUS	70.695	4.947	06-939-0466
FL	BETHUNE COOKMAN COLLEGE	94.840	0.493	07-831-5918
FL	CARIBBEAN CENTER FOR ADV STUDIES-MIAMI INST PSYCH	54.583	42.857	061-52-1597
FL	EDWARD WATERS COLLEGE	94.629		06-591-6280
FL	FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY	90.906	1.241	05-441-3125
FL	CONCORDE CAREER INSTITUTE	68.150	6.557	09-852-9357
FL	FLORIDA INTERNATIONAL UNIVERSITY	63.751	50.136	07-129-8814
FL	FLORIDA MEMORIAL COLLEGE	92.955	4.813	07-727-3951
FL	FORT LAUDERDALE COLLEGE	50.889	9.391	18-156-0335
FL	ATI HEALTH EDUCATION CENTER	77.674	18.140	18-290-5521
FL	TRINITY COLLEGE AT MIAMI	64.402	30.078	07-727-0056
FL	MIAMI-DADE COMMUNITY COLLEGE	78.701	54.963	07-312-9249
FL	NATIONAL EDUCATION CENTER-BAUDER COLLEGE CAMPUS	59.816	22.393	07-129-0571
FL	PROSPECT HALL SCHOOL OF BUSINESS	69.822	15.126	07-222-7994
FL	SAINT JOHN VIANNEY COLLEGE SEMINARY	54.348	50.000	13-493-1427
FL	SAINT THOMAS UNIVERSITY	59.494	44.889	07-221-4760
FL	JONES COLLEGE-MIAMI CAMPUS	81.900	58.974	93-844-7679
GA	ALBANY TECHNICAL INSTITUTE	56.298	0.405	19-334-9420
GA	ALBANY STATE COLLEGE	88.831	0.086	03-005-2815
GA	ATLANTA METROPOLITAN COLLEGE	94.368	0.302	07-343-7188
GA	CLARK ATLANTA UNIVERSITY	96.726	0.080	06-532-5177
GA	BEULAH HEIGHTS BIBLE COLLEGE	81.849	0.000	07-247-0958
GA	COLUMBUS TECHNICAL INSTITUTE	57.270	3.713	12-517-8137
GA	DEVRY INSTITUTE OF TECHNOLOGY	65.683	2.612	14-848-8067
GA	DRAUGHONS COLLEGE-ATLANTA	98.095	1.905	05-621-2145
GA	FORT VALLEY STATE COLLEGE	93.411	0.136	07-345-9083
GA	INTERDENOMINATIONAL THEOLOGICAL CENTER	93.719	0.000	03-949-6591
GA	MACON TECHNICAL INSTITUTE	54.351	0.185	03-949-7417
GA	MASSEY COLLEGE OF BUSINESS AND TECHNOLOGY	79.560	0.000	03-721-1109
GA	MEADOWS JUNIOR COLLEGE	70.588	9.502	61-467-9272
GA	MOREHOUSE COLLEGE	99.766	0.000	07-586-1773
GA	MOREHOUSE SCHOOL OF MEDICINE	92.073	0.000	10-200-5451
GA	MORRIS BROWN COLLEGE	91.605	0.055	06-535-2254
GA	PAINE COLLEGE	98.197		06-917-4522
GA	SAVANNAH TECHNICAL INSTITUTE	55.127	2.444	03-721-4509
GA	SAVANNAH STATE COLLEGE	91.331	0.290	87-993-1509
GA	SPELMAN COLLEGE	95.802	0.053	06-917-4407
GA	DEKALB TECHNICAL INSTITUTE	69.033	1.891	18-567-4256
GA	MASSEY INSTITUTE	70.000	3.125	N/A
GA	GEORGIA MILITARY COLLEGE-FORT GORDON CENTER	59.540	3.058	06-645-5924
GA	GEORGIA MILITARY COLLEGE-FORT MCPHERSON CENTER	69.474	0.433	06-645-5924
HI	UNIVERSITY OF HAWAII AT HILO	56.980	2.075	18-875-6597
HI	UNIVERSITY OF HAWAII AT MANOA	65.017	0.831	78-341-4741
HI	HONOLULU COMMUNITY COLLEGE	84.370	2.216	12-017-4081
HI	KAPIOLANI COMMUNITY COLLEGE	78.504	1.408	18-489-5852
HI	KAUAI COMMUNITY COLLEGE	68.972	2.080	06-290-7969

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<u>STATE</u>	<u>INSTITUTION NAME</u>	<u>% MINORITY</u>	<u>% HISPANIC</u>	<u>DUNS #</u>
HI	LEEWARD COMMUNITY COLLEGE	79.899	2.348	06-290-8025
HI	MAUI COMMUNITY COLLEGE	59.802	1.638	08-455-6893
HI	UNIVERSITY OF HAWAII AT WEST OAHU	67.608	1.754	00-943-8664
HI	WINDWARD COMMUNITY COLLEGE	63.780	2.796	03-929-9656
HI	HAWAII COMMUNITY COLLEGE	68.668	1.947	07-769-8025
IL	AMERICAN ISLAMIC COLLEGE	59.615	0.000	05-232-6394
IL	CHICAGO STATE UNIVERSITY	89.691	3.904	10-810-9182
IL	DEVRY INSTITUTE OF TECHNOLOGY	66.667	23.478	06-998-2445
IL	EAST-WEST UNIVERSITY	86.833	6.593	03-760-6936
IL	LEXINGTON INSTITUTE OF HOSPITALITY CAREERS	51.282	26.471	10-332-3879
IL	MACCORMAC COLLEGE	42.017	46.545	83-581-2900
IL	NAES COLLEGE	96.117	0.000	03-963-3904
IL	ROBERT MORRIS COLLEGE	70.074	28.445	93-279-6681
IL	SAINT AUGUSTINE COLLEGE	98.663	95.991	01-096-1209
IL	SPERTUS COLLEGE	58.865	33.333	06-951-2408
IL	TAYLOR BUSINESS INSTITUTE	96.907	28.866	15-277-5961
IN	MARTIN UNIVERSITY	88.109	1.235	18-947-4215
IA	DIVINE WORD COLLEGE	64.103	4.054	02-168-4295
KS	DONNELLY COLLEGE	61.099	11.644	03-065-6581
KS	HASKELL INDIAN JUNIOR COLLEGE	100.000	0.000	09-653-4144
KY	KENTUCKY STATE UNIVERSITY	49.044		07-131-7788
LA	DILLARD UNIVERSITY	99.522	0.062	06-266-5468
LA	GRAMBLING STATE UNIVERSITY	95.296	0.091	09-544-2083
LA	SOUTHERN UNIVERSITY AND A & M COLLEGE-BATON ROUGE	93.942	0.154	00-820-1410
LA	SOUTHERN UNIVERSITY-NEW ORLEANS	93.445	0.323	10-819-3707
LA	SOUTHERN UNIVERSITY-SHREVEPORT-BOSSIER CITY CAMPUS	93.133	0.114	06-703-0783
LA	XAVIER UNIVERSITY OF LOUISIANA	92.377	0.492	62-724-7844
MD	BALTIMORE CITY COMMUNITY COLLEGE	85.446	0.380	05-035-9082
MD	BOWIE STATE UNIVERSITY	76.430	0.732	07-779-1614
MD	COLUMBIA UNION COLLEGE	51.481	6.029	00-323-8474
MD	COPPIN STATE COLLEGE	94.320	0.510	11-973-1867
MD	UNIVERSITY OF MARYLAND EASTERN SHORE	71.795	0.659	08-261-1302
MD	MONTGOMERY COLLEGE OF TAKOMA PARK	60.707	6.234	08-105-9602
MD	MORGAN STATE UNIVERSITY	94.207	0.282	87-994-1318
MD	PRINCE GEORGES COMMUNITY COLLEGE	69.388	3.178	07-481-9046
MD	SOJOURNER-DOUGLAS COLLEGE	99.535	0.000	07-494-8076
MA	FRANKLIN INSTITUTE OF BOSTON	50.448	6.645	07-657-2882
MA	ROXBURY COMMUNITY COLLEGE	79.365	24.375	87-804-3413
MI	DETROIT COLLEGE OF BUSINESS-DEARBORN	50.260	3.739	07-424-8246
MI	HIGHLAND PARK COMMUNITY COLLEGE	89.432	0.493	06-558-0292
MI	JORDAN COLLEGE	64.547	1.342	19-994-5601
MI	LEWIS COLLEGE OF BUSINESS	100.000	0.000	09-801-5233
MI	MARYGROVE COLLEGE	77.094	1.089	07-840-5859
MI	WAYNE COUNTY COMMUNITY COLLEGE	68.903	1.246	07-638-6556
MN	ANOKA-HENNEPIN TECHNICAL COLLEGE	49.474	54.727	N/A
MN	MINNESOTA RIVERLAND TECHNICAL COLLEGE-AUSTIN	99.429	84.507	17-018-9989
MN	MINNESOTA RIVERLAND TECHNICAL COLLEGE-FARIBAULT	99.337	94.865	12-396-6391
MN	NATIONAL COLLEGE-ST PAUL	54.497	0.885	12-053-2973
MN	PINE TECHNICAL COLLEGE	90.326	86.833	13-494-9577
MN	MINNESOTA RIVERLAND TECHNICAL COLLEGE-ROCHESTER	97.341	93.207	83-581-9061
MN	SAINT CLOUD TECHNICAL COLLEGE	96.734	95.442	12-028-7222
MN	MINNEAPOLIS TECHNICAL COLLEGE	68.897	52.140	10-470-9407
MS	ALCORN STATE UNIVERSITY	93.654	0.000	07-508-4897

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<u>STATE</u>	<u>INSTITUTION NAME</u>	<u>% MINORITY</u>	<u>% HISPANIC</u>	<u>DUNS#</u>
MS	COAHOMA COMMUNITY COLLEGE	97.833	0.000	07-352-8937
MS	JACKSON STATE UNIVERSITY	95.566	0.064	04-450-7085
MS	MARY HOLMES COLLEGE	96.636	1.320	07-547-4353
MS	MISSISSIPPI VALLEY STATE UNIVERSITY	99.404	0.153	07-353-8654
MS	PHILLIPS JUNIOR COLLEGE	53.605	0.000	09-490-5494
MS	RUST COLLEGE	93.270	0.000	07-305-6202
MS	TOUGALOO COLLEGE	100.000	0.000	07-261-8572
MO	TAD TECHNICAL INSTITUTE	56.869	2.236	08-410-0718
MO	HARRIS-STOWE STATE COLLEGE	75.697	0.685	03-735-3935
MO	LINCOLN UNIVERSITY	27.814		07-197-0164
MT	BLACKFEET COMMUNITY COLLEGE	95.190	0.000	17-261-2756
MT	DULL KNIFE MEMORIAL COLLEGE	84.921	0.000	02-823-7899
MT	FORT BELKNAP COLLEGE	91.579	0.000	14-417-6575
MT	FORT PECK COMMUNITY COLLEGE	81.937	0.000	10-236-6432
MT	LITTLE BIG HORN COLLEGE	90.511	0.000	13-731-3631
MT	SALISH KOOTENAI COMMUNITY COLLEGE	75.629	0.000	11-348-8399
MT	STONE CHILD COLLEGE	94.690	0.000	60-380-4691
NE	NEBRASKA INDIAN COMMUNITY COLLEGE	85.313	0.000	61-801-1886
NJ	BERKELEY COLLEGE OF BUSINESS	37.380	25.540	15-550-5019
NJ	BLOOMFIELD COLLEGE	57.728	13.741	01-089-3428
NJ	ESSEX COUNTY COLLEGE	71.757	17.876	16-094-6851
NJ	HUDSON COUNTY COMMUNITY COLLEGE	77.141	53.623	01-090-3318
NJ	PASSAIC COUNTY COMMUNITY COLLEGE	73.389	48.442	06-427-9243
NJ	UPSALA COLLEGE	53.941	12.821	01-089-9748
NM	ALBUQUERQUE TECHNICAL VOCATIONAL INSTITUTE	48.275	37.185	07-575-4036
NM	NEW MEXICO STATE UNIVERSITY-DONA ANA	54.591	54.892	86-136-7373
NM	EASTERN NEW MEXICO UNIVERSITY-ROSWELL CAMPUS	37.947	37.863	03-016-8959
NM	INSTITUTE OF AMERICAN INDIAN ARTS	85.714	0.000	12-047-6858
NM	NEW MEXICO HIGHLANDS UNIVERSITY	71.326	71.299	61-324-9119
NM	NEW MEXICO JUNIOR COLLEGE	30.541	28.087	07-760-0724
NM	UNIVERSITY OF NEW MEXICO-GALLUP BRANCH	85.187	11.133	02-274-3967
NM	UNIVERSITY OF NEW MEXICO-LOS ALAMOS	35.514	60.927	12-282-5771
NM	UNIVERSITY OF NEW MEXICO-MAIN CAMPUS	31.479	27.789	78-412-1725
NM	NEW MEXICO STATE UNIVERSITY-CARLSBAD	34.193	33.792	80-599-2872
NM	NEW MEXICO STATE UNIVERSITY-GRANTS	61.074	36.325	88-361-7813
NM	NEW MEXICO STATE UNIVERSITY-MAIN CAMPUS	37.538	32.473	78-412-1725
NM	UNIVERSITY OF NEW MEXICO-VALENCIA CAMPUS	55.357	50.369	86-136-7373
NM	NORTHERN NEW MEXICO COMMUNITY COLLEGE	82.074	77.273	06-941-8598
NM	PARKS COLLEGE	53.314	46.974	15-716-5986
NM	SANTA FE COMMUNITY COLLEGE	48.214	48.810	10-661-0793
NM	WESTERN NEW MEXICO UNIVERSITY	46.269	44.157	07-137-3641
NM	NATIONAL COLLEGE-ALBUQUERQUE	51.977	24.561	18-242-5306
NM	ITT TECHNICAL INSTITUTE-ALBUQUERQUE	58.553	46.382	87-889-4708
NM	COLLEGE OF THE SOUTHWEST-CARLSBAD	19.718	27.586	03-159-4914
NY	COLLEGE OF AERONAUTICS	72.802	36.000	06-696-8454
NY	BERKELEY COLLEGE OF NEW YORK	80.856	40.608	04-006-6870
NY	AUDREY COHEN COLLEGE	80.153	18.153	07-525-3872
NY	CUNY BERNARD M BARUCH COLLEGE	63.965	20.834	11-549-6960
NY	CUNY BOROUGH OF MANHATTAN COMMUNITY COLLEGE	85.216	30.992	12-357-0848
NY	CUNY BRONX COMMUNITY COLLEGE	93.000	53.395	78-156-0776
NY	CUNY CITY COLLEGE	75.875	30.100	07-326-8849
NY	CUNY HOSTOS COMMUNITY COLLEGE	97.136	82.036	03-959-5475
NY	CUNY HUNTER COLLEGE	51.447	24.328	62-730-9669
NY	CUNY JOHN JAY COLLEGE CRIMINAL JUSTICE	72.908	43.481	11-549-7489
NY	CUNY LA GUARDIA COMMUNITY COLLEGE	72.425	42.963	08-849-7748
NY	CUNY LEHMAN COLLEGE	73.953	48.492	80-800-8528
NY	CUNY MEDGAR EVERS COLLEGE	96.396	5.020	09-377-2630
NY	CUNY NEW YORK CITY TECHNICAL COLLEGE	82.517	23.782	12-480-5102

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<u>STATE</u>	<u>INSTITUTION NAME</u>	<u>% MINORITY</u>	<u>% HISPANIC</u>	<u>DUNS#</u>
NY	CUNY QUEENSBOROUGH COMMUNITY COLLEGE	54.399	19.380	09-893-6586
NY	CUNY YORK COLLEGE	84.439	19.352	13-571-1836
NY	HELENE FULD SCHOOL OF NURSING	88.601	0.820	09-834-3841
NY	INSTITUTE OF DESIGN AND CONSTRUCTION	58.333	20.988	04-081-0053
NY	INTERBORO INSTITUTE	90.191	19.794	06-495-0330
NY	LONG ISLAND UNIVERSITY-BROOKLYN CAMPUS	58.296	15.639	09-884-2180
NY	LONG ISLAND COLLEGE HOSPITAL SCHOOL OF NURSING	63.243	12.727	78-639-6390
NY	MONROE COLLEGE-MAIN CAMPUS	91.785	44.986	07-326-0986
NY	COLLEGE OF NEW ROCHELLE	68.539	16.938	04-076-1330
NY	NEW YORK THEOLOGICAL SEMINARY	72.810	0.000	07-523-7420
NY	PLAZA BUSINESS INSTITUTE	82.137	40.989	07-274-4030
NY	SAINT JOSEPHS COLLEGE-MAIN CAMPUS	50.484	10.846	06-827-9991
NY	STENOTYPE ACADEMY	63.991	19.385	07-886-8197
NY	TAYLOR BUSINESS INSTITUTE	63.000	20.600	19-480-1247
NY	TECHNICAL CAREER INSTITUTES	80.534	29.158	07-328-8144
NY	WESTCHESTER BUSINESS INSTITUTE	50.857	21.644	07-541-8996
NY	WOOD TOBE-COBURN SCHOOL	77.994	48.189	07-525-6172
NC	BARBER-SCOTIA COLLEGE	99.537	0.000	07-450-1909
NC	BENNETT COLLEGE	98.779	0.156	06-743-9489
NC	EDGEcombe COMMUNITY COLLEGE	52.781	0.506	05-270-4020
NC	ELIZABETH CITY STATE UNIVERSITY	74.988	0.052	06-602-4357
NC	FAYETTEVILLE STATE UNIVERSITY	69.238	2.107	06-718-8979
NC	JOHNSON C SMITH UNIVERSITY	99.929	0.076	07-105-7806
NC	LIVINGSTONE COLLEGE	99.761	0.000	07-106-3440
NC	NORTH CAROLINA AGRICULTURAL AND TECHNICAL ST UNIV	88.201	0.176	07-157-6482
NC	NORTH CAROLINA CENTRAL UNIVERSITY	85.049	0.371	07-202-6321
NC	ROANOKE-CHOWAN COMMUNITY COLLEGE	56.250	0.201	05-513-8861
NC	ROBESON COMMUNITY COLLEGE	61.561	0.705	09-981-3479
NC	SAINT AUGUSTINES COLLEGE	98.864	0.071	06-720-2846
NC	SHAW UNIVERSITY	96.423	0.177	07-558-4102
NC	WINSTON-SALEM STATE UNIVERSITY	77.530	0.315	07-157-9031
ND	FORT BERTHOLD COMMUNITY COLLEGE	68.872	0.000	09-789-6120
ND	LITTLE HOOP COMMUNITY COLLEGE	86.207	0.000	12-866-3556
ND	STANDING ROCK COLLEGE	92.347	0.000	07-178-2437
ND	TURTLE MOUNTAIN COMMUNITY COLLEGE	87.521	0.334	08-611-0004
ND	UNITED TRIBES TECHNICAL COLLEGE	93.902	0.000	07-651-7473
OH	CENTRAL STATE UNIVERSITY	90.879	0.216	83-582-9789
OH	WILBERFORCE UNIVERSITY	97.131	0.000	00-887-3747
OK	BACOME COLLEGE	58.127	2.404	07-242-1621
OK	LANGSTON UNIVERSITY	59.008	0.761	07-122-2780
OR	MOUNT ANGEL SEMINARY	20.667	27.119	08-118-0754
PA	AMERICAN INSTITUTE OF DESIGN	68.702	9.091	07-550-1494
PA	BEREAN INSTITUTE	99.156	1.587	06-989-2263
PA	CHEYNEY UNIVERSITY OF PENNSYLVANIA	96.979	0.964	10-380-2310
PA	FAITH THEOLOGICAL SEMINARY	95.000	0.000	07-145-6958
PA	LINCOLN UNIVERSITY	91.247	0.542	07-547-7331
PA	MCCARIE SCHOOL OF HEALTH SCIENCES AND TECHN INC	58.933	3.712	07-548-3891
PA	ORLEANS TECHNICAL INSTITUTE	51.406	3.614	17-551-8828
PA	PEIRCE COLLEGE	66.756	4.949	07-708-0216
PA	COMMUNITY COLLEGE OF PHILADELPHIA	57.673	5.922	07-709-8770
SC	ALLEN UNIVERSITY	100.000	0.000	04-836-8898
SC	BENEDICT COLLEGE	97.535	0.000	07-372-7943
SC	CLAFLIN COLLEGE	98.338	0.000	07-371-0378
SC	CLINTON JUNIOR COLLEGE	98.113	0.000	03-855-6460
SC	DENMARK TECHNICAL COLLEGE	93.452	0.000	08-223-1770
SC	MORRIS COLLEGE	99.775	0.114	07-804-7701
SC	NIELSEN ELECTRONICS INSTITUTE	76.744	0.581	07-370-9693

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<u>STATE</u>	<u>INSTITUTION NAME</u>	<u>% MINORITY</u>	<u>% HISPANIC</u>	<u>DUNS#</u>
SC	SOUTH CAROLINA STATE UNIVERSITY	93.991	0.000	07-799-4770
SC	VOORHEES COLLEGE	98.324	0.293	07-805-0846
SC	COLUMBIA JUNIOR COLLEGE OF BUSINESS	79.530	0.000	07-371-7795
SD	CENTRAL INDIAN BIBLE COLLEGE-ASSEMBLIES OF GOD	64.000	0.000	12-270-3143
SD	OGLALA LAKOTA COLLEGE	82.177	0.000	36-444-1659
SD	SINTE GLESKA UNIVERSITY	75.000	0.000	07-291-8485
SD	SISSETON-WAHPETON COMMUNITY COLLEGE	68.528	0.000	10-227-4321
TN	FISK UNIVERSITY	99.656	0.000	05-214-4326
TN	KNOXVILLE COLLEGE	98.352	0.148	04-946-7160
TN	LANE COLLEGE	100.000	0.000	07-352-6691
TN	LE MOYNE-OWEN COLLEGE	99.234	0.000	07-354-7630
TN	MEHARRY MEDICAL COLLEGE	88.567	0.000	04-143-8185
TN	SHELBY STATE COMMUNITY COLLEGE	62.745	0.226	87-864-8054
TN	TENNESSEE STATE UNIVERSITY	67.763	0.556	10-881-4179
TX	BEE COUNTY COLLEGE	62.036	60.086	07-460-8902
TX	TEXAS A & M UNIVERSITY-CORPUS CHRISTI	38.238	34.317	095-10-0152
TX	DEL MAR COLLEGE	55.406	49.887	06-306-7359
TX	EL CENTRO COLLEGE	62.521	16.495	06-637-6278
TX	HOUSTON COMMUNITY COLLEGE SYSTEM	56.379	22.093	07-416-2462
TX	UNIVERSITY OF HOUSTON-DOWNTOWN	65.625	29.960	03-967-4494
TX	HUSTON-TILLOTSON COLLEGE	89.560	7.283	79-864-4407
TX	INCARNATE WORD COLLEGE	56.669	55.569	11-984-4538
TX	ITT TECHNICAL INSTITUTE-HOUSTON	54.336	31.150	61-501-3802
TX	JARVIS CHRISTIAN COLLEGE	99.476	0.541	04-904-9810
TX	LAREDO COMMUNITY COLLEGE	93.347	94.627	19-004-2234
TX	TEXAS A & M INTERNATIONAL UNIVERSITY	85.692	94.457	09-510-0095
TX	MISS WADES FASHION MERCHANDISING	53.441	21.457	07-508-6439
TX	MOUNTAIN VIEW COLLEGE	52.823	21.597	06-637-6278
TX	OBLATE SCHOOL OF THEOLOGY	27.193	66.667	93-166-1383
TX	ODESSA COLLEGE	33.915	28.077	80-060-7251
TX	OUR LADY OF THE LAKE UNIVERSITY-SAN ANTONIO	56.531	77.061	13-615-2840
TX	THE UNIVERSITY OF TEXAS-PAN AMERICAN	88.313	89.897	78-415-3660
TX	THE UNIVERSITY OF TEXAS AT BROWNSVILLE	79.991	83.578	800-18-7965
TX	PAUL QUINN COLLEGE	99.700	3.442	04-329-6334
TX	PRAIRIE VIEW A & M UNIVERSITY	89.092	1.371	13-817-0220
TX	SAINT EDWARDS UNIVERSITY	32.705	32.772	N/A
TX	ST PHILIPS COLLEGE	65.804	48.064	07-460-2749
TX	UNIVERSITY OF SAINT THOMAS	30.983	26.216	05-111-2712
TX	SAN ANTONIO COLLEGE	55.859	49.333	07-460-2749
TX	SAINT MARYS UNIVERSITY	54.201	64.668	07-850-0725
TX	SOUTH PLAINS COLLEGE	31.688	26.868	06-639-1004
TX	SOUTHWEST TEXAS JUNIOR COLLEGE	74.291	74.271	07-849-4705
TX	SOUTHWESTERN CHRISTIAN COLLEGE	87.363	0.000	07-510-5775
TX	SUL ROSS STATE UNIVERSITY	47.803	45.033	07-760-8966
TX	TEXAS A & M UNIVERSITY-KINGSVILLE	66.656	67.015	04-291-5991
TX	THE UNIVERSITY OF TEXAS AT EL PASO	67.399	64.101	13-205-1285
TX	TEXAS COLLEGE	99.237	1.594	07-511-9131
TX	THE UNIVERSITY OF TEXAS AT SAN ANTONIO	42.067	38.016	80-018-9185
TX	TEXAS SOUTHERN UNIVERSITY	87.914	1.930	05-029-8975
TX	TEXAS SOUTHMOST COLLEGE	82.317	79.487	07-692-7524
TX	TEXAS STATE TECHNICAL COLLEGE-HARLINGEN CAMPUS	85.665	88.382	06-898-6645
TX	WILEY COLLEGE	93.836	0.181	06-973-9985
TX	PALO ALTO COLLEGE	65.656	66.486	07-460-2749
TX	SOUTHWEST INSTITUTE OF MERCHANDISING AND DESIGN	73.303	73.737	N/A
VA	COMMONWEALTH COLLEGE	53.125	0.000	07-792-8638
VA	COMMONWEALTH COLLEGE-HAMPTON	53.704	4.825	12-413-9486
VA	COMMONWEALTH COLLEGE-RICHMOND	51.106	2.577	07-437-9488
VA	HAMPTON UNIVERSITY	88.612	0.354	00-313-5068
VA	NORFOLK STATE UNIVERSITY	81.758	0.849	07-475-4805

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VA	SAINT PAULS COLLEGE	93.447	0.000	07-792-5980
VA	VIRGINIA STATE UNIVERSITY	91.290	0.738	07-474-4624
VA	VIRGINIA UNION UNIVERSITY	98.098	0.156	06-602-3870
WA	HERITAGE COLLEGE	34.344	27.473	12-357-7538
WV	BLUEFIELD STATE COLLEGE	8.394		03-012-9142
WV	WEST VIRGINIA STATE COLLEGE	14.494		08-890-7431
WI	STRATTON COLLEGE	50.734	2.371	05-874-0382
VI	UNIV OF THE VIRGIN ISLANDS76.136	1.379	09-000-3765	
VI	UNIVERSITY OF THE VIRGIN ISLANDS-KINGSHILL	82.528	6.336	10-179-4923
FM	COLLEGE OF MICRONESIA-FSM	100.000	0.000	N/A
GU	GUAM COMMUNITY COLLEGE	76.017	0.000	77-890-0092
GU	UNIVERSITY OF GUAM	85.605	0.805	77-990-8151
MH	COLLEGE OF THE MARSHALL ISLANDS	97.412	0.000	N/A
PW	PALAU COMMUNITY COLLEGE	100.000	0.000	85-481-1031
PR	AMERICAN UNIVERSITY OF PUERTO RICO	100.000	100.000	09-016-9699
PR	UNIVERSIDAD ADVENTISTA DE LAS ANTILLAS	90.909	89.902	09-055-8131
PR	ATLANTIC COLLEGE	100.000	100.000	17-405-4759
PR	BAYAMON CENTRAL UNIVERSITY	100.000	100.000	11-985-1244
PR	COLUMBIA COLLEGE	100.000	100.000	09-057-1225
PR	CARIBBEAN CENTER FOR ADVANCED STUDIES	100.000	100.000	N/A
PR	CARIBBEAN UNIVERSITY-BAYAMON	100.000	100.000	09-111-7671
PR	CARIBBEAN UNIVERSITY-CAROLINA	100.000	100.000	09-111-7671
PR	PONTIFICAL CATHOLIC UNIV OF PUERTO RICO-ARECIBO	100.000	100.000	09-011-7508
PR	PONTIFICAL CATHOLIC UNIV OF PUERTO RICO-GUAYAMA	100.000	100.000	09-119-4670
PR	PONTIFICAL CATHOLIC UNIV OF PUERTO RICO-PONCE	99.964	99.966	09-011-7508
PR	COLEGIO BIBLICO PENTECOSTAL DE PUERTO RICO	97.642	93.243	17-384-6338
PR	COLEGIO TECNOLOGICO DEL MUNICIPIO DE SAN JUAN	100.000	99.619	88-392-4076
PR	UNIVERSIDAD METROPOLITANA	100.000	100.000	09-048-6609
PR	CONSERVATORY OF MUSIC OF PUERTO RICO	100.000	100.000	N/A
PR	CENTER FOR ADVANCED STUDIES ON PR & THE CARIBBEAN	99.355	0.000	87-891-1841
PR	ESCUELA DE ARTES PLASTICAS ICPR	100.000	100.000	18-560-6142
PR	HUERTAS JUNIOR COLLEGE	100.000	100.000	09-057-9095
PR	ICPR JUNIOR COLLEGE-ARECIBO	100.000	100.000	09-104-8835
PR	ICPR JUNIOR COLLEGE-MAYAGUEZ	100.000	100.000	09-104-8835
PR	INTER AMERICAN UNIV OF PUERTO RICO-SAN GERMAN	100.000	100.000	12-074-2705
PR	INTER AMERICAN UNIV OF PUERTO RICO-AGUADILLA	100.000	100.000	09-107-6810
PR	INTER AMERICAN UNIV OF PUERTO RICO-ARECIBO	100.000	100.000	13-295-2169
PR	INTER AMERICAN UNIV OF PUERTO RICO-BARRANQUITAS	100.000	100.000	83-569-5214
PR	INTER AMERICAN UNIV OF PUERTO RICO-METRO	100.000	100.000	60-569-2235
PR	INTER AMERICAN UNIV OF PUERTO RICO-PONCE	100.000	100.000	14-538-3197
PR	INTER AMERICAN UNIV OF PUERTO RICO-FAJARDO	100.000	100.000	78-800-5148
PR	INTER AMERICAN UNIV OF PUERTO RICO-GUAYAMA	100.000	100.000	11-977-8280
PR	INTER AMERICAN UNIV OF PUERTO RICO-BAYAMON	100.000	100.000	09-011-2079
PR	INTER AMERICAN UNIV OF PUERTO RICO-SCHOOL OF LAW	100.000	0.000	09-011-2079
PR	NATIONAL COLLEGE OF BUSINESS AND TECHN-BAYAMON	100.000	100.000	10-179-5060
PR	NATIONAL COLLEGE OF BUSINESS & TECHNOLOGY-ARECIBO	100.000	100.000	19-438-7122
PR	PONCE SCHOOL OF MEDICINE	94.186	0.000	10-574-2043
PR	UNIVERSITY OF PUERTO RICO-AGUADILLA REGIONAL COL	100.000	100.000	12-049-8670
PR	UNIVERSITY OF PUERTO RICO-ARECIBO CAMPUS	100.000	100.000	10-574-3249
PR	UNIVERSITY OF PUERTO RICO-BAYAMON TECH UNIV COL	100.000	100.000	10-409-1707
PR	UNIVERSITY OF PUERTO RICO-CAROLINA REGIONAL COL	100.000	100.000	12-069-7602
PR	UNIVERSITY OF PUERTO RICO-CAYEY UNIVERSITY COLLEGE	100.000	100.000	09-104-3216
PR	UNIVERSITY OF PUERTO RICO-HUMACAO UNIVERSITY COL	99.975	99.969	05-191-2723
PR	UNIVERSITY OF PUERTO RICO-LA MONTANA REGIONAL COL	100.000	100.000	09-011-2079
PR	UNIVERSITY OF PUERTO RICO-MAYAGUEZ	100.000	100.000	17-530-3262
PR	UNIVERSITY OF PUERTO RICO-MEDICAL SCIENCES CAMPUS	100.000	100.000	09-011-2079
PR	UNIVERSITY OF PUERTO RICO-PONCE TECHNICAL UNIV COL	100.000	100.000	60-713-4905
PR	COLEGIO UNIVERSITARIO DEL ESTE	100.000	100.000	09-045-6609
PR	RAMIREZ COLLEGE OF BUSINESS AND TECHNOLOGY	100.000	100.000	09-037-3192

APPENDIX F (Con't)

<u>STATE</u>	<u>INSTITUTION NAME</u>	<u>% MINORITY</u>	<u>% HISPANIC</u>	<u>DUNS#</u>
PR	UNIVERSITY OF SACRED HEART	100.000	100.000	09-044-3011
PR	UNIVERSIDAD CENTRAL DEL CARIBE	98.516	100.000	09-053-4694
PR	UNIVERSIDAD POLITECNICA DE PUERTO RICO	100.000	100.000	09-056-8767
PR	PONTIFICAL CATHOLIC UNIV OF PUERTO RICO-MAYAGUEZ	100.000	100.000	55-544-1088
PR	UNIVERSIDAD DEL TURABO	100.000	100.000	09-045-6609
PR	ELECTRONIC DATA PROCESSING COLLEGE OF PR INC	100.000	100.000	09-019-1313
PR	ICPR JUNIOR COLLEGE-GENERAL INSTITUTIONAL	100.000	100.000	13-402-7663
PR	CARIBBEAN UNIVERSITY-PONCE	100.000	100.000	09-111-7671
PR	CARIBBEAN UNIVERSITY-VEGA BAJA	100.000	100.000	11-815-5142
PR	INSTITUTO DE EDUCACION UNIVERSAL	100.000	100.000	01-709-2123
PR	UNIVERSITY OF PHOENIX-PUERTO RICO CAMPUS	100.000	0.000	10-408-7556
PR	INTER AMERICAN UNIVERSITY SCHOOL OF OPTOMETRY	100.000	0.000	09-005-1616
PR	COLEGIO UNIVERSITARIO DEL ESTE	100.000	100.000	09-045-6609

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For Further Information

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 U.S. Department of Education
 Washington, D.C. 20202
 (202) 205-9567

APPENDIX G

INITIATING OFFICE TECHNICAL REPRESENTATIVE OFFICE

AB	Secretary of Energy Advisory Board
AC	Departmental Advisory Committees
AD	Office of Administration & Human Resource Management
AL	Albuquerque Operations Office
AP	Alaska Power Administration
BA	Chairman, Board of Contract Appeals
BC	Bartlesville Project Office
CH	Chicago Operations Office
CI	Assistant Secretary for Congressional, Intergovernmental & International Affairs
CR	Chief Financial Officer
DP	Assistant Secretary for Defense Programs
DS	Deputy Secretary
ED	Office of Economic Impact & Diversity
EE	Assistant Secretary for Energy Efficiency and Renewable Energy
EH	Assistant Secretary for Environment, Safety & Health
EI	Energy Information Administration
EM	Environmental Measurement Lab
EP	Assistant Secretary Domestic & International Energy Policy
ER	Director of Energy Research
EW	Environmental Restoration & Waste Management
FA	Federal Inspector for Alaska Gas Pipeline
FC	Grand Forks Project Office
FD	Office Field Management
FE	Assistant Secretary for Fossil Energy
FM	Office of Financial Management and Controller
FN	Fernald Field Office
GC	General Counsel
GJ	Grand Junction Project Office
GO	Golden Field Office
HG	Director of Hearings and Appeals
HR	Assistant Secretary for Human Resources and Administration
ID	Idaho Operations Office
IE	Assistant Secretary for International Affairs & Energy Emergency
IG	Inspector General
IS	Office of Intelligence & National Security
LC	Laramie Project Office
LM	Office of Laboratory Management
MB	Miamisburg Area Office
MC	Morgantown Energy Technology Center
MD	Office of Fissile Material Disposition

MT	Metarie Site Office
NE	Office of Nuclear Energy
NN	Office of Nonproliferation and National Security
NS	Office of Nuclear Safety
NV	Nevada Operations Office
OE	Office of Emergency Planning & Operations
OH	Ohio Field Office
OR	Oak Ridge Operations Office
PA	Office of Public Affairs
PC	Pittsburgh Energy Technology Center
PE	Policy, Planning and Analysis
PN	Pittsburgh Naval Reactors Office
PO	Strategic Petroleum Reserve Office
PP	Portsmouth Project Office
QM	Office of Quality Management
RF	Rocky Flats Operations Office
RG	Economic Regulatory Administration
RK	Petroleum Reserves Office - Kern
RL	Richland Operations Office
RT	Office of Scientific, Eng, Recr., Training, Development
RW	Office of Civilian Radioactive Waste Management
RO	Richland Support Office
R1	Boston Support Office
R3	Philadelphia Support Office
R4	Atlanta Support Office
R5	Chicago Support Office
R8	Denver Support Office
SA	Office of Safeguards & Security
SF	Oakland Operations Office
SL	Scheduling and Logistics
SN	Schenectady Naval Reactors Office
SP	Southeastern Power Administration
SR	Savannah River Operations Office
ST	Office of the Science & Technology Advisor
SW	Southwestern Power Administration
TC	Office of the Scientific & Technical Information
TE	Office of Science Education & Technology Information
TR	Office of Scientific, Engineering, Recreation, Training, Dev.
US	Under Secretary
WA	Western - Headquarters Golden
WB	Western - Billings Area Office
WC	Western - Huron District Office
WD	Western - Bismarck District Office
WE	Western - Fort Peck District Office

APPENDIX G (Con't)

WF	Western - Watertown Operations Office
WG	Western - Boulder City Area Office
WH	Western - Phoenix Area Office
WJ	Western - Loveland Area Office
WK	Western - Montrose District Office
WL	Western - Salt Lake City Area Office
WN	Western - Sacramento Area Office
WP	Western Area Power Administration
WR	Naval Petroleum And Oil Shale Reserves
WT	Office of Worker and Community Transition
WV	West Valley Area Office