

Detailed Reporting or Not Reporting Guidance

Other Federal Agency Funding

1. Other Federal Agency Funding is defined as funding appropriated by Congress, but not to the DOE; for example, the appropriation was made to the Department of Homeland Security or the National Institutes of Health. Please note that this includes Other Federal Agency funding received under the Work for Others Program for obligation against a DOE contract, but not private sector dollars, see next section below.
2. Other Federal Agency Funded PRs or Requisitions are required to identify clearly that on the PR or Requisition. On the PR, DOE F 4220.22, this information will be highlighted in the Description, block 6. On the Requisition in STRIPES, the requisitioner shall include a statement in the Notes to Buyer Field that identifies which Line Items on the Requisition contain Other Federal Agency Funding.
3. The Program Office Budget Approver must ensure that the PR initiator or Requisitioner includes the name of the Other Federal Agency providing the funding. Within STRIPES, if the Requisitioner is unsure of the Other Federal Agency's name and identifying information, he/she can use the Route for Review with Full Access to allow the Program Office Budget Approver to add that information on the Requisition in the Notes to Buyer Field. On paper PRs, the PR initiator can send the PR to the budget officer to annotate the information in the Description Block.
4. Within STRIPES, the Program Office Budget Approver must ensure that the Other Federal Agency Funding has been entered in the Requisition prior to approving the Requisition. On paper PRs, the budget officer will need to review the Description Block to ensure the information has been included there.
5. Due to current reporting limitations in the FPDS-NG, a separate modification in STRIPES (or outside of STRIPES for actions processed in paper) is required to obligate and report funding received from each Other Federal Agency. The Funding Agency ID must be entered manually in FPDS-NG by the Contracting Officer/Contract Specialist.
6. If additional funding was reflected on the PR or Requisition, another modification can be issued to obligate the remaining funds. PRs or Requisitions which reflect multiple external sources may be used subject to issuing a separate modification for each Other Federal Agency funding entity listed on the PR or Requisition.

Non-appropriated Funding

1. Non-appropriated Funding is defined as funding not appropriated by Congress; for example, this could be money obtained by an agency through sales or collected through fees.
2. A separate Requisition is not required for Non-appropriated Funding. However, a separate Line Item shall be established in STRIPES awards that identifies that the Line Item is funded with Non-appropriated Funds.
3. The Program Office initiating the PR or Requisition must ensure that the PR or Requisition states the funds are non-appropriated and the amount of the Non-appropriated Funding in the STRIPES Requisition Notes to Buyer Field or in the PR Description Block. Within STRIPES, the Route for Review with Full Access can be used to allow the Program Office Budget Approver to enter the non-appropriated funding information on the PR or Requisition.
4. Within STRIPES, the Program Office Budget Approver must ensure that the non-appropriated funding information has been entered in the Requisition prior to approving the Requisition. On paper PRs, the budget officer will need to review the Description Block to ensure the information has been included there.
5. The Contracting Officer or Contract Specialist must manually deduct the non-appropriated portion of funding prior to approving the FPDS-NG report. However, the contract award value must state the total contract value as reflected on the award document.