



DEPARTMENT OF VETERANS AFFAIRS  
EXECUTIVE DIRECTOR FOR ACQUISITION, LOGISTICS, AND CONSTRUCTION  
WASHINGTON DC 20420  
DEC 04 2009

Dear Recipient of American Recovery and Reinvestment Act (ARRA) Funding:

The purpose of this letter is to notify all Department of Veterans Affairs (VA) industry partners of an important change to the interpretation of and compliance with Clause 52.204-11, "AMERICAN RECOVERY AND REINVESTMENT ACT--REPORTING REQUIREMENTS (MAR 2009)."

Under the terms of the clause in your contract, all prime contractors are required to submit timely and accurate information on the number of jobs that are created and/or retained on projects funded by the ARRA. These reports are a critical deliverable under the terms of your contract and VA will increase oversight over the next several months to ensure that all contractors comply with the reporting requirements.

Compliance with this reporting requirement may be a factor in determining past performance ratings. In addition, contracting officers will review the status of reports during the invoice certification process.

There has been some confusion across the Federal government as to when reports are due. Some contractors have interpreted that reports are only required on a quarterly basis only *after* an invoice is submitted for payment. The Office of Management and Budget is working to clarify this clause.

1. At the end of each fiscal year quarter, regardless of whether an invoice has been submitted, report to the [www.federalreporting.gov](http://www.federalreporting.gov) Web site using the format prescribed on that site. The reporting capability for that Web site is only operational for a period of time after the quarter ends. The next reporting period begins January 1, 2010 and continues through January 10, 2010. Thereafter, reports are due no later than April 10, 2010; July 10, 2010; and October 10, 2010.
2. As soon after contract award as possible, I request that you submit a one-time interim report to your contracting officer indicating instances of job creation and/or retention regardless of whether an invoice has been submitted. This submission does **not** negate the requirement to submit quarterly reports to [www.federalreporting.gov](http://www.federalreporting.gov). The table in the attachment provides the format for your interim report and should be submitted electronically to your contracting officer as soon as job information is available.

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Thank you for your efforts to deliver quality solutions in support of America's Veterans. Job creation and/or retention are key tenets of both Congress and the Administration's efforts to stimulate the economy. As a result of your efforts, VA is making great progress in meeting its performance goals. Any questions regarding the changes to the reporting requirements should be directed to your Contracting Officer.

Sincerely,



Glenn D. Haggstrom  
Acting Chief Acquisition Officer

Attachment

Attachment

Instructions:

1. Contractors are encouraged to complete the following information as soon after award of a contract as possible.
2. Only one report per contract award is required.
3. This report does not negate the need to submit a report at the end of each Quarter to [www.federalreporting.gov](http://www.federalreporting.gov)
4. This form should be submitted by email to the responsible contracting officer.
5. Entitle the email "RECIPIENT REPORT" In the "subject" line.
6. An example of the information to be included in the report is as follows:

Contractor Name	Denote Prime (P) or Subcontract or (S)	Contract Number	Contract Award Date	Date Report Submitted	DUNS Number	Jobs Retained	Jobs Created
XYZ Corporation	P	123-VA-0202	MM/DD/YEAR	MM/DD/YEAR	xx-xxxxxxx	15	4