



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



Procurement Technical Assistance Program (PTAP)

**APTAC's
Spring 2012 Training Conference**

**Seattle, WA
March 20, 2012**

WARFIGHTER SUPPORT

STEWARDSHIP EXCELLENCE

WORKFORCE DEVELOPMENT



AGENDA

- State of the PTA Program
- Stewardship
- Award Funding/Invoicing/Closeout
- 1806 Written Report
- Transparency Act
- Cost Principles
- Fund Raising
- Program Income
- 1806 Update
- Discussion

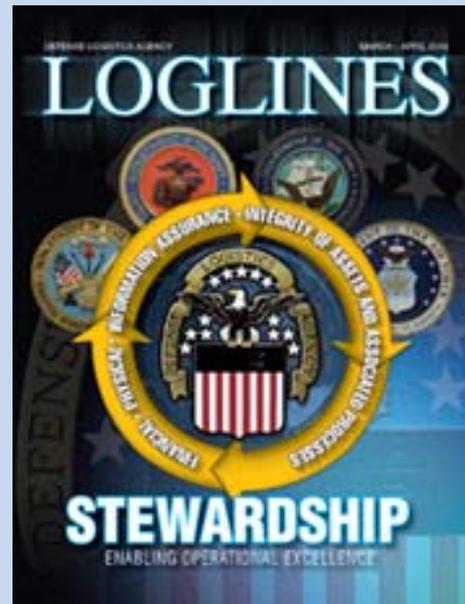


STATE OF THE PTA PROGRAM



STEWARDSHIP EXCELLENCE IS ESSENTIAL!

Help us maintain the highest standards within the PTA Program;
remember this while requesting and expending program funds
and conducting day to day business!





Award Funding and Invoicing

- Cooperative Agreement awards are made annually
- Beginning in FY12, option period one was exercised under a new agreement number rather than as a modification to the previous cooperative agreement to alleviate payment problems encountered with earlier awards
- Only allowable costs incurred during that Period of Performance (POP) may be paid out of that Line of Accounting (LOA).
- If a modification is issued to extend a base or option POP, funds obligated for that POP may be used to pay for allowable costs incurred during the extended period.
- Funds remaining on a LOA after a POP has expired may not be used to pay for costs incurred during subsequent POPs and should be deobligated by the AGO, generally within 120 calendar days after completion of the performance period.



Award Funding and Invoicing

- The recipient is required to submit a final request for reimbursement within 90 calendar days following the end of each period of performance (SCAA Section VII, F.9).
- The recipient may not submit a final request for reimbursement for any particular period of performance prior to fulfilling reporting requirements including the submission of the fourth quarter/final DLA Form 1806 (SCAA Section VII, F.9).
- The recipient shall maintain records sufficient to verify all costs claimed have been incurred in the performance of the cooperative agreement. The recipient's records are subject to audit (SCAA Section VII, G.).



CLOSE OUT

Please send a copy of the following to PTAP@dla.mil:

1. Your final invoice for the performance period and
2. Any deobligation mods received from the AGO

Please let us know of any invoices that have not been paid or if you are having trouble getting invoices paid.



DLA Form 1806 with Concurrent Written Report

- Recipients submit a written report concurrently with the electronic DLA Form 1806.
- Via email, provide a copy of your report to –
 1. The DLA Grants Officer;
 2. The DCMA or ONR Administrative Grants Officer; and
 3. PTAP@dla.mil.
- The written report should be numbered 1 through 9 and address –
 1. Progress made towards the achievement of quarterly performance goals.
 2. Any difficulties experienced in achieving program objectives.
 3. Training completed, planned or ongoing (PTAC staff).
 4. Noteworthy client success stories.
 5. Vacant PTAC positions.
 6. Changes to the budget.
 7. Issues regarding cost matching funds.
 8. Any adjustments to the data reported.
 9. For the fourth quarter, a report on program income.
- Follow this format; indicate “N/A” if appropriate.
- See SCAA Section III, paragraph F for details.



Transparency Act Subaward and Executive Compensation Reporting

Office of Management and Budget (OMB) requirements for the implementation of The Federal Funding Accountability and Transparency Act (FFATA) were effective beginning in FY2011.

•Reporting Subawards

- You must report each subaward that obligates \$25,000 or more in Federal funds.
- Reporting is accomplished at www.fsrs.gov.

•Reporting Executive Compensation

- You must report total compensation for each of your five most highly compensated executives.
- For each first-tier subrecipient, you must report the names and total compensation of each of the subrecipient's five most highly compensated executives.
- Reporting is accomplished at www.ccr.gov or www.fsrs.gov.

•Certain exceptions apply.

•See SCAA Amendment No. 003 for details.

•More information available at www.fsrs.gov and www.usaspending.gov



The Cost Principles and Fund Raising

- DoD Grant and Agreement Regulations (DoDGARs) §32.27 “Allowable costs” -

“Allowability of costs shall be determined in accordance with the cost principles applicable to the entity incurring the costs.”

- Title 2, Code of Federal Regulations (CFR), Part 225 –

“Costs of organized fund raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable, regardless of the purpose for which the funds will be used.”

(Also refer to DoDGARs §33.22 or §34.17 and 2CFR220 or 2CFR230, as applicable.)

- It is the Recipient's responsibility to obtain the funds needed to satisfy PTAP cost sharing requirements, which are stipulated in Title 10, United States Code, §2413.
- In accordance with the cost principles, all fund raising costs are expressly unallowable. Fund raising costs may not be billed to the program.



Program Income

Program income is always spent first. The SF270 highlights the requirement.

REQUEST FOR ADVANCE OR REIMBURSEMENT
(See instructions on back)

OMB APPROVAL NO. 0348-0004 PAGE 1 OF 2 PAGES

1. TYPE OF PAYMENT REQUESTED: ADVANCE REIMBURSEMENT CASH ACCRUAL

2. BASIS OF REQUEST: FINAL PARTIAL

3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED

4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY

5. PARTIAL REQUEST IDENTIFYING NUMBER FOR THIS REQUEST

6. EMPLOYER IDENTIFICATION NUMBER OR IDENTIFYING NUMBER

7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER

8. PERIOD COVERED BY THE REQUEST FROM (month, day, year) TO (month, day, year)

9. RECIPIENT ORGANIZATION

10. PAYEE (Where check is to be sent if different than item 9)

Name: _____
Number and Street: _____
City, State and ZIP Code: _____

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED

PROGRAMS/FUNCTIONS/ACTIVITIES	(a)	(b)	(c)	TOTAL
a. Total program outlays to date (As of date)	\$	\$	\$	\$ 0.00
b. Less: Cumulative program income				0.00
c. Net program outlays (Line a minus line b)	0.00	0.00	0.00	0.00
d. Estimated net cash outlays for advance period				0.00
e. Total (Sum of lines c & d)	0.00	0.00	0.00	0.00
f. Non-Federal share of amount on line e				0.00
g. Federal share of amount on line e				0.00
h. Federal payments previously requested				0.00
i. Federal share now requested (Line g minus line h)	0.00	0.00	0.00	0.00

12. ALTERNATE COMPUTATION FOR ADVANCES ONLY

a. Estimated Federal cash outlays that will be made during period covered by the advance

b. Less: Estimated balance of Federal cash on hand as of beginning of advance period

c. Amount requested (Line a minus line b)

AUTHORIZED FOR LOCAL REPRODUCTION (Continued on Reverse) STANDARD FORM 270 (Rev. 7-97) Prescribed by OMB Circulars A-102 and A-110

11. Computation of Amount Requested

PROGRAMS/FUNCTIONS/ACTIVITIES	(a)
a. Total program outlays to date (As of date)	\$
b. Less: Cumulative program income	
c. Net program outlays (Line a minus line b)	0.00
d. Estimated net cash outlays for advance period	
e. Total (Sum of lines c & d)	0.00
f. Non-Federal share of amount on line e	
g. Federal share of amount on line e	
h. Federal payments previously requested	
i. Federal share now requested (Line g minus line h)	0.00



1806 Update

Thank you for your comments!

- 25 PTACs provided responses

Bottom line –

- **Mixed feedback**
- **As many pro comments as con**



DLA Form 1806

PROPOSED DATA ELEMENTS TO BE REPORTED

1	Active Client Base
	Non distressed
	Distressed
2	Inactive Client Base
	Non distressed
	Distressed
*3	Number of Events you sponsored
	Training
	Outreach
4	Number of participants at events you sponsored
	Training
	Outreach
*5	Number of Events you supported or participated in but did not sponsor
	Training
	Outreach
*6	Initial Counseling Sessions with Small Business Concerns
	Non distressed
	Distressed
*7	Initial Counseling Sessions with Other than Small Business Concerns
	Non distressed
	Distressed
*8	Follow-up Counseling Sessions with Small Business Concerns
	Non distressed
	Distressed
*9	Follow-up Counseling Sessions with Other than Small Business Concerns
	Non distressed
	Distressed

***GOALED**

[Sheet](#)



DLA Form 1806

PROPOSED DATA ELEMENTS TO BE REPORTED

10	Number of Prime Contract Awards Received by Small Business Concerns
	Federal (excluding DoD)
	DoD
	State/Local
11	Number of Prime Contract Awards Received by Other than Small Business Concerns
	Federal (excluding DoD)
	DoD
	State/Local
12	Dollar Value of Prime Contract Awards Received by Small Business Concerns
	Federal (excluding DoD)
	DoD
	State/Local
13	Dollar Value of Prime Contract Awards Received by Other than Small Business Concerns
	Federal (excluding DoD)
	DoD
	State/Local



DLA Form 1806

PROPOSED DATA ELEMENTS TO BE REPORTED

14	Number of Subcontract Awards Received by Small Business Concerns
	Federal (excluding DoD)
	DoD
	State/Local
15	Number of Subcontract Awards Received by Other than Small Business Concerns
	Federal (excluding DoD)
	DoD
	State/Local
16	Dollar Value of Subcontract Awards Received by Small Business Concerns
	Federal (excluding DoD)
	DoD
	State/Local
17	Dollar Value of Subcontract Awards Received by Other than Small Business Concerns
	Federal (excluding DoD)
	DoD
	State/Local



1806 Update

Results – Top 5 Issues

1. Client Survey - Feedback is good; concern regarding questions
2. Contract Award Data
3. Jobs Created Formula
4. Elimination of Socio-Economic Data/Reporting
 - Mixed results
5. Personnel Costs

Concern is obtaining client responses



1806 Update

Where we are in the process.....

- Focus on 1806 Data Elements
- The “Jobs Created Formula” Still a work in progress
- Client Survey – necessary from a program perspective...work continues



Proposed Key Milestones

- Comments accepted until Dec 16, 2011 – **Completed**
- Review comments - **Completed**
- Current DLA 1806 Form expires in May 2012 – **Renewal Requested**
- Finalize 1806 data elements – Mar 2012
- DLA Online System Revision – Under Review
- Changes incorporated - FY14 SCAA (Spring 2013)
- GOAL: Fully implement – Oct 2013

An evolving process!

DRAFT
SUBJECT TO CHANGE





1806 Update

1806 Quarterly Report Data Elements

- The PTAC mission is important; not every activity will have a metric
- Simplifying the reporting process by focusing on key activities that are representative of the PTAC mission
- Emphasis on Distressed and Non-Distressed due to funding considerations



1806 Update

1806 Quarterly Report Data Elements

Outreach –

Have an ongoing outreach procedure in place which will include:

- How the business community will be made aware of the PTA Program;
- The types of assistance to be offered to clients;
- What is required of a business firm to become the PTAC's client;
- Procurement outreach conferences the recipient plans to sponsor;
- Procurement outreach conferences the recipient plans to participate in other than as a sponsor.



1806 Update

1806 Quarterly Report Data Elements-

Counseling –

Provide clients with counseling and information regarding marketing their products and services to DOD, other federal agencies, and state and local governments.

- The venue must provide for live and direct interaction between the PTAC and the client. Acceptable venues for a counseling session include, but are not limited to, face-to-face, telephone, video conference, and email.
- Counseling sessions may also be offered in classroom settings to small groups, provided that the information presented is specific to the needs of attendees and the event involves the PTAC's personal interaction with each individual attendee.



1806 Update

1806 Quarterly Report Data Elements-

Training - providing specific instruction to client/clients in a group setting

**When Reporting, the categories are mutually exclusive!
No double counting!**



Summary Data - Collected Annually

BUDGET SUMMARY	Budget at Time of Award	Actual Invoiced Costs
1. Personnel:		
a. Individuals who provide procurement counseling		
b. All other individuals		
2. Fringe Benefits:		
a. Individuals who provide procurement counseling		
b. All other individuals		
3. Travel:		
a. APTAC Training Conferences		
b. Other Staff Training		
c. All Other Travel		
4. Equipment:		
5. Supplies:		
6. Contractual:		
7. Consultants:		
8. Rent		
9. Other:		
10. Indirect Costs:		
Total Program Cost (sum of all of the primary categories):		
11. Number of Procurement Counselors:		
a. Full Time		
b. Part Time		



DISCUSSION/QUESTIONS

Please contact us if you have any questions!



DLA POINTS OF CONTACT & INFORMATION

**Defense Logistics Agency
Office of Small Business Programs (DB)
ATTN: Procurement Technical Assistance Program
8725 John J. Kingman Road, Room 1127
Fort Belvoir, VA 22060-6221
E-mail: PTAP@dla.mil
Fax: (703) 767-1670**

**PTAP Website:
www.dla.mil/db/ptap.asp**



**THANK YOU for your
continued support and
professionalism!**

Please contact us if you have any questions!

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