



**Department of Energy**  
Washington, DC 20585



April 6, 2020

## **IMPORTANT NOTICE**

Subject: ARPA-E Actions Owing to the COVID-19 Public Health Emergency

ARPA-E recognizes that given the COVID-19 public health emergency and actions by institutions, both public and private, to curb its spread constitute an extraordinary situation calling for the greatest possible flexibility to minimize the adverse impacts on ARPA-E sponsored projects. In many instances, limited access to facilities and transportation, disrupted supply chains, and other perturbations are causing work to be severely curtailed or halted, resulting in schedule slippage and other adverse impacts.

ARPA-E is encouraging its awardees to look for work-arounds to keep work on its sponsored projects ongoing. For example:

- Design and engineering work for devices, systems, and equipment planned for future quarters in the award
- Modeling and techno-economic analysis that were originally planned for later in the award, but that can be meaningfully accomplished with the information available today
- Detailed background and technological competitiveness analysis against pertinent literature (including both papers and patents).
- Patent applications for subject inventions developed under the award that have not yet been filed with USPTO (or WIPO for PCT filings)
- Data analysis of prior experimental work, and preparation of results for publication

ARPA-E's Finance Team is working and costs for such work may be invoiced to ARPA-E as set forth in the award. Amounts will be reimbursed to the extent they are allowable, allocable and reasonable per the pertinent cost principles from monies available under the award.

ARPA-E is providing administrative relief for recipients as outlined in Office of Management and Budget memorandum M-20-17 and the Department of Energy's guidance for their implementation. Specifically:

1. Flexibility with SAM registration – ARPA-E eXCHANGE already provides for submission of an application without a current System for Award Management (SAM) registration. Applicants and their prospective sub-recipients are encouraged to register with SAM at their earliest convenience. In no instance will ARPA-E make an award without a current SAM registration.

2. Flexibility with application deadlines – Prospective and current applicants are encouraged to check ARPA-E eXCHANGE for revised submission deadlines. Almost all deadlines have been changed in response to requests from various parties.
3. No-cost extensions – Awards active at any time between March 31, 2020 and December 31, 2020 may be extended utilizing the authority at 2 C.F.R. § 200.308(d)(2) one time for a maximum of twelve months. ARPA-E must be notified of the revised award expiration date; submitted by e-mail to [ARPA-E-COVID19-Response@hq.doe.gov](mailto:ARPA-E-COVID19-Response@hq.doe.gov) with the ARPA-E agreement number and recipient name in the subject line. ARPA-E will provide an e-mail response acknowledging the revised expiration date, and subsequently modify the agreement at a later date.
4. Continuation requests – Recipients should continue to submit continuation requests as set forth in their awards. At ARPA-E’s discretion, recipients may be asked, as an element of their request, to address their plans and abilities to: (i) resume or restore project activities, and (ii) continue with work under the award.
5. Allowability of salaries and other project activities -- To the extent that recipients continue to pay the salaries and benefits of their personnel, in accordance with their documented policies that address unexpected or extraordinary circumstances, and those expenses are properly distributed to all available funding sources, ARPA-E will reimburse its share of these expenses from available monies under the pertinent award(s).
6. Allowability of costs not normally chargeable to awards – Allowability of costs for expenses not normally chargeable to awards, such as cancellation or delay penalties, or the winding-down and restarting of sponsored project activities, will be determined on a case-by-case basis on each individual invoice. If found to be allowable such costs may be reimbursed to recipients from monies already obligated by ARPA-E.
7. Exemption from certain procurement requirements -- Procurement requirements contained in 2 CFR § 200.319(b) regarding geographical preferences and 2 CFR § 200.321 regarding contracting with small and minority businesses, women’s business enterprises, and labor surplus area firms have been waived by the Department of Energy. Recipients must document awards accordingly.
8. Extension of financial, performance, and other reporting – Requests for additional time to submit reports required by Attachment 4 may be addressed to [ARPA-E-COVID19-Response@hq.doe.gov](mailto:ARPA-E-COVID19-Response@hq.doe.gov) with the ARPA-E agreement number and recipient name in the subject line. ARPA-E will assess these requests on their merits and may provide up to an additional three months for submission of reports due between March 1, 2020 and August 1, 2020.
9. Extension of closeout – Recipients requiring additional time to submit closeout reports and other materials required by Attachment 4 must notify ARPA-E of the revised dates

by which those items will be submitted. E-mail submission is acceptable and may be addressed to [ARPA-E-COVID19-Response@hq.doe.gov](mailto:ARPA-E-COVID19-Response@hq.doe.gov) with the ARPA-E agreement number and recipient name in the subject line. Any revised submission date must not exceed the current agreement expiration date by more than one year.

10. Extension of Single Audit submission – Entities required to submit single or compliance audits, in accordance with 2 C.F.R. § 200.512 or 2 C.F.R. § 910.512 respectively, with a fiscal year end on or before June 30, 2020 must submit those reports not later than six months subsequent to the current due date. No prior notice or approval from ARPA-E is necessary, but recipients must document their files setting forth the reason(s) for the extension. Low-risk auditees under the criteria found at 2 C.F.R. § 200.520(a) or 2 C.F.R. § 910.520(a) who take advantage of this flexibility shall continue to be considered as a low-risk auditee, absent other reason(s) for a change in this status.

OMB will reassess the continued need for these flexibilities within approximately 90 days from the date of this Notice. ARPA-E anticipates publishing additional guidance at that time.

The Department of Energy has not waived the prior approval requirements set forth at 2 C.F.R. § 200.308(c). This includes changes in the scope or objective of the research project; disengagement of the project director or principal investigator by more than three months or a 25 percent reduction in time devoted to the project; the sub-awarding, transferring or contracting out of any work not previously approved; or changes in cost share or matching provided. These matters will continue to be addressed through normal administrative means. Any request to revise the approved award budget or other matters arising in total or in part to the COVID-19 public health emergency may be directed to [ARPA-E-COVID19-Response@hq.doe.gov](mailto:ARPA-E-COVID19-Response@hq.doe.gov) with the ARPA-E agreement number and recipient name in the subject line.

Recipients should not assume that additional monies will be available to offset the costs of any administrative flexibilities described herein. ARPA-E anticipates publishing shortly its plans to address cost and schedule impacts resulting from disruptions attributable to this public health emergency. ARPA-E is also prepared to provide milestone schedule relief and is receptive to renegotiating agreement Attachment 3 (Statement of Project Objectives) to accommodate awardee needs.

Inquiries may be directed to your cognizant Grants Management Specialist or to [ARPA-E-CO@hq.doe.gov](mailto:ARPA-E-CO@hq.doe.gov).