

APTAC Body of Knowledge Competency Guide

A. Program Requirements

A.5 Administrative and Reporting

Description

What guides program administration and reporting?

All PTAC programs are guided by the most current Solicitation for Cooperative Agreement Applications or SCAA under which the award was made and any amendments. This section relates to the SCAA issued on July 7, 2010 as amended for FY 2011 awards.

What is needed for proper program reporting?

Hosts for the PTAC program need to have adequate database(s) to segregate costs for the program and to collect client information for required program reporting. The host organization also needs to show that it has internal controls for verification of cost and procedures. Details surrounding program reporting are covered in Section III parts D E, F and G. And Section VII Sections B and E of the SCAA. Some of the topics covered in these Sections follow:

1. Section III
 - a. PTAC shall collect & maintain current, complete and accurate information from its clients
 - b. PTAC shall have on file success stories
 - c. Active clients serviced by the award recipient shall be surveyed annually to document satisfaction with the assistance of the PTAC
 - d. The database used by the PTAC program must be separate and distinct from any other database from another program.
 - e. Only information specifically attributed to the PTAC program shall be reported.
 - f. Information on reporting needs to be available to the GO/AGO upon request
 - g. Definitions of Counseling Session, initial counseling session, follow-up counseling session, active client, outreach event, reporting awards of active clients.
 - h. Quarterly electronic submission of DLA Form 1806
 - i. Submission of Written Report to AGO and GO addressing 9 topic areas
 - j. Details on the Reporting of Program Income as part of the Fourth Quarter written report
 - k. Submission deadline
 - l. Preparation Instructions
2. Section VII
 - a. Program Income definitions
 - b. Accounting for Program Income
 - c. Spending Program Income
 - d. Program Income as Match
 - e. Final Disposition of Program Income

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What is needed for the Administration of the Program?

The Program Manager is acknowledged by the SCAA as the key to an effective PTAC program and is the person within the host organization that interacts with the GO/AGO regarding most contract administration issues. Post Award Administration details are covered in Section VII in the SCAA. These Sections should be reviewed in their entirety.

Some of the key topics in the Post Award phase include:

- a. Revisions to the approved budget by the awardee
- b. Changes to the approved PTAC personnel list
- c. Obligation of funds by the awardee
- d. Support for third party in-kind contributions
- e. Instructions for payment under the agreement
- f. PTAC performance reviews
- g. Audit rights by the government
- h. An outline of AGO responsibilities/duties in administering the program
- i. Alternative disputes resolution policy

DLA Metrics Pilot Program

In 2013, DLA's PTAP Program office launched a pilot program to re-evaluate items to be reported by PTACs as well as the reporting schedule. Over 30 PTACs volunteered to participate in this pilot; reporting requirements for those PTACs are different from those described above.

References

DLA site for PTAC program: <http://www.dla.mil/db/scaa.asp>

Federal OMB circulars: <http://aptac.mymemberfuse.com/resources2/view/profile/id/34840/vid/2>