

# Guide for Congressional and Intergovernmental Notifications



Office of Congressional and Intergovernmental Affairs  
United States Department of Energy

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# Guide to Congressional & Intergovernmental Notifications

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## Overview of Office of Congressional and Intergovernmental Affairs Notifications & Communications

The Office of Congressional and Intergovernmental Affairs (CI) serves as the primary liaison between the U.S. Department of Energy (DOE) and Congress, state, local, and Tribal governments, as well as other stakeholder organizations. CI directs and ensures timely coordination of Departmental notifications and communications on programs, policies, initiatives, and actions, including pending awards, grants, and contracts affecting states, Tribal nations, congressional districts, and other constituencies.

An important part of this effort is end-to-end coordination within the Department to provide accurate and timely information to stakeholders. The office is committed to supporting the Department's leadership and program officials to keep stakeholders informed of key activities, accomplishments and activities within their programs. **The Department is a multifaceted organization with varied stakeholder interests where it is essential that interactions are managed cohesively.** Depending on the nature of a Departmental engagement or announcement, coordination across the Department helps identify different levels of engagement that might be needed by leadership, principals and/or staff and cross-cutting Departmental interests.

CI also works in close partnership with the Chief Financial Officer's External Coordination Office (CF-ExCo) and the National Nuclear Security Administrations' Office of External Affairs (NNSA- EA). CF-ExCo is responsible for coordinating activities with the House and Senate Appropriations Chairs and Ranking Members or their staff on budgetary matters. NNSA-EA is the lead on all congressional and intergovernmental activities for NNSA.

Program Offices are responsible for making CI aware of communications, Departmental actions or events described in this guide. It is vital that information about these actions be provided in advance so that CI may establish and execute an appropriate outreach strategy in coordination with program offices.

While this guide primarily focuses on notifications, the notification process frequently runs in tandem with other stakeholder communications. *Please keep in mind that upon receiving an invitation or request for information from a congressional or intergovernmental office, a program office must notify CI. Furthermore, prior to accepting an invitation, responding to an information request, or initiating a contact with a congressional or intergovernmental office, a program office must have received CI clearance; further, if a proposed congressional interaction is with the leadership or staff of a congressional appropriations committees, CF-ExCo must also be notified. The appropriate CI or Chief Financial Office (CFO) staff will provide clearance and coordinate the response with the program office.*

CI Liaisons for program offices are a resource in coordinating all notifications and communications. Should you ever have any questions, please do not hesitate to engage the appropriate CI Liaison. The CI office can be reached at (202) 586-5450 or through [energycongressionalinquiries@hq.doe.gov](mailto:energycongressionalinquiries@hq.doe.gov).

## Congressional & Intergovernmental Notifications Summary of Categories

1. **Advance Notification of Awards (ANA):** This notification supports routine email notifications to Members of Congress related to entities in their States and Districts that receive contract awards of \$4 million or greater and financial assistance awards of \$2 million or greater. ANA is an automated process that supports standard email notification to congressional stakeholders. ANA notifications only occur when the dollar thresholds are met and are executed at the time of award rather than date of selection. The Program Office is expected to inform CI of ANA notifications that may require more extensive outreach, such as a special event or media release. Whenever special outreach is planned, the routine ANA process will be suspended and the Priority Congressional Notification process should be utilized.
2. **Priority Congressional & Intergovernmental Notifications (PCIN):** The PCIN form or equivalent communications mechanism should be used by Program Offices to inform CI of upcoming program announcements that may need more extensive congressional or intergovernmental notification. Priority Notification applies to **all matters of likely interest** to Congress, Governors, local and Tribal governments and contract or financial awards of significant interest. Unless handled through the ANA process, program issues and announcements that might require stakeholder engagement should be communicated from the program office to CI through the PCIN form or equivalent. In practice, Program Offices often provide this information through announcement-specific communications plans that contain greater detail than the PCIN form.

**Note:** The PCIN is a notification to CI only. It is not a notification to the specific stakeholder. CI will use this information and work with program officials to determine whether additional information is needed and assess timing, content and format for the actual stakeholder notification.

3. **Section 301 Congressional Notifications:** Certain notifications [Section 301(b); 301(c)], only to the Appropriations Committees, are mandated by statute (see page 8). CF-ExCo is the lead responsible for coordinating all budget-related engagement with the House and Senate Appropriations Committee Chairs and Ranking Members, or their staff. Accordingly, all activities and communications related to these statutory notifications must be coordinated through CF-ExCo. These notifications are initiated by the contracting offices and only pertain to contract awards and modifications or financial assistance awards or modifications. These are required in addition to ANA or PCIN financial assistance award notifications and should be coordinated in tandem. The ANA and PCIN process will ensure any additional congressional or intergovernmental stakeholders are notified as appropriate after the 3-day mandated waiting period.
4. **Security Incidents (Including Cybersecurity):** Due to the nature of security incidents which may unfold quickly and without notice, a separate notification process was established in a Memorandum for Heads of Departmental Elements, dated August 23, 2013, "Security Incidents (Including Cybersecurity) Notification Protocol." Continue to follow this guidance for all incidents described in the memorandum.

| Type of Notification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Financial Reporting Threshold                                                                                                            | Advance Time                                                                                                                                                                                     | Originator                 | Notification By              | Notification To                                                                                                                                                                 | Form               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>Priority Congressional &amp; Intergovernmental Notification (PCIN)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                          |                                                                                                                                                                                                  |                            |                              |                                                                                                                                                                                 |                    |
| <u><i>Any known significant issue of interest to stakeholders</i></u><br>Generally any Matter that Merits a Media Release<br>Achieving a Major Milestone/Discovery<br>Draft or Final EIS/ Record of Decision Workforce<br>Restructuring/Reduction In Force<br>Contractor Fee Determination or other fines or penalties<br>Appointment of Senior Lab or Field Officials<br>Opening or Closing of a Facility<br>Significant Awards <ul style="list-style-type: none"> <li>Awards of significant stakeholder interest, below thresholds</li> <li>Due to significant stakeholder interest, suspended ANAs               <ul style="list-style-type: none"> <li>Contract Award/Modification</li> <li>Financial Assistance Award/Modification</li> </ul> </li> <li>Final Request for Proposal (RFP)</li> <li>Final Funding Opportunity Announcement (FOA)</li> </ul> | NA<br>NA<br>NA<br>NA<br>NA<br>NA<br>NA<br>Any amount, as relevant<br><br>≥\$4 Million<br>≥\$2 Million<br>≥\$25 Million<br>≥ \$50 Million | 3 Business Day minimum<br><br>NOTE: Many important announcements require far more than 3 days advance notification. Accordingly, the 3 day timeframe should be considered a minimum requirement. | Program Office (PO)        | CI/IGEA<br>CI/IGEA/CFO       | Congress <ul style="list-style-type: none"> <li>Specific Member(s)</li> <li>Authorizing Committees</li> <li>Appropriations Committees</li> </ul> Intergovernmental stakeholders | PCIN or Equivalent |
| <b>Advanced Notification of Awards (ANA) or Manual 4220.10</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                          |                                                                                                                                                                                                  |                            |                              |                                                                                                                                                                                 |                    |
| Contract Award/Modification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | ≥\$4 Million                                                                                                                             | 3 Business Days                                                                                                                                                                                  | Contracting Office         | CI                           | Congress—Specific Member(s)<br>Intergovernmental stakeholders                                                                                                                   | ANA or 4220.10     |
| Financial Assistance Award/Modification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ≥\$2 Million                                                                                                                             | 3 Business Days                                                                                                                                                                                  | Contracting Office         | CI                           | Congress—Specific Member(s)<br>Intergovernmental stakeholders                                                                                                                   | ANA or 4220.10     |
| Termination of DOE Financial Assistance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ≥\$2 Million<br>(Based on Original Value)                                                                                                | 3 Business Days                                                                                                                                                                                  | Contracting Office with PO | CI                           | Congress—Specific Member(s)<br>Intergovernmental stakeholders                                                                                                                   | 4220.10<br>Manual  |
| Termination of DOE Contract Award                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ≥\$4 Million<br>(Based on Original Value)                                                                                                | 3 Business Days                                                                                                                                                                                  | Contracting Office with PO | CI                           | Congress—Specific Member(s)<br>Intergovernmental stakeholders                                                                                                                   | 4220.10<br>Manual  |
| <b>Section 301(b) and (c)—NOTE: PCIN or ANA may also be required</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                          |                                                                                                                                                                                                  |                            |                              |                                                                                                                                                                                 |                    |
| Multiyear Contract Award as defined at FAR 17.103, or Multiyear Financial Assistance Award                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Any amount if not fully funded/≥\$1 Million if fully funded                                                                              | 3 Full Business Days                                                                                                                                                                             | Program Contracting Office | Head of Contracting Activity | Congress—Appropriations Committees                                                                                                                                              | Form Letter        |
| Announcement of Selected Applications for Negotiation of Financial Assistance or Other Transaction Agreement Award                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | >\$1 Million                                                                                                                             | 3 Full Business Days                                                                                                                                                                             | Program Contracting Office | Head of Contracting Activity | Congress—Appropriations Committees                                                                                                                                              | Form Letter        |
| Contract Award/Modification, Grant Allocation or Discretionary Grant Award, or Financial Assistance Award/Modification or Other Transaction Agreement Awards                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | >\$1 Million                                                                                                                             | 3 Full Business Days                                                                                                                                                                             | Program Contracting Office | Head of Contracting Activity | Congress—Appropriations Committees                                                                                                                                              | Form Letter        |

## Advanced Notification of Awards (ANA) Congressional Grant/Contract Notification

The automated ANA system facilitates routine notifications to congressional stakeholders regarding Department financial assistance awards/terminations and contract award/terminations. These notifications are executed at the time of award and not at the time of selection. Program Office points of contact should notify CI if selection notifications have already been made so the ANA process can be suspended.

The automated ANA system allows the Contracting Officer, Program Office, and CI to review, update, approve, or reject notifications using an electronic DOE Form 4220.10, "Congressional Grant/Contract Notification" (Appendix A). The ANA system automatically generates notification forms based on the award status in the STRIPES procurement database. Once all coordination is complete, ANA will transmit the DOE Form 4220.10 to relevant congressional stakeholders via email.

***If the Program Office believes additional outreach beyond the emailed DOE Form 4220.10 is needed, the ANA process should be suspended, and the Program Office should follow the Priority Congressional Notification (PCIN) process or equivalent. The ANA process should not be used if there is specific timing associated with the public announcement, a DOE press release will be issued, or targeted congressional outreach (emails, phone calls, meetings, etc.) is required.***

An ANA notification is required for the following actions:

- Financial assistance awards valued at or above \$2 million
- Contract awards valued at or above \$4 million
- Increasing or decreasing the value of a financial assistance award by \$2 million or more
- Increasing or decreasing the value of a contract by \$4 million or more, to include exercising an option
- Termination of Financial Assistance based on original financial assistance value of \$2 million or more
- Termination of Contract based on original contract value of \$4 million more

The ANA process consists of the following steps:

1. Based on the anticipated award date in STRIPES, the ANA system will send an email to the
2. Contracting Officer (CO) with an automatically generated DOE Form 4220.10 for actions that meet the reporting thresholds. This will occur 3 days prior to the expected award date.
3. The CO receives the form and reviews the award information for accuracy, including the award description, the type of action, and place of performance. The CO then approves or rejects the notification.
4. The ANA system transmits the form to the Program Office's designated representative, who either approves the award information within the ANA system or notifies CI and the CO the award requires a PCIN. In the event of a PCIN, the ANA process will be suspended and the Program Office will provide CI with PCIN materials.
5. The ANA system notifies CI of the need for approval. CI approves and verifies the report for release to appropriate Members of Congress or conveys to the Program Office that a PCIN should be utilized and notifies the CO of a delayed implementation date.
6. ANA notices that are not acted upon by the program office within 48 hours will automatically be approved and forward to CI

Additional details are provided in the [ANA User Guide](#).

## **Priority Congressional & Intergovernmental Notifications (PCIN)**

The Priority Congressional & Intergovernmental Notification Form (Appendix C) is a tool for Program Offices to inform CI/ Intergovernmental and External Affairs (IGEA)/CFO of upcoming program announcements that may need congressional or intergovernmental notification. In general, the PCIN process facilitates the exchange of information to prepare for upcoming announcements and serves as a recommendation from the program on the execution of the notification. Use of the PCIN form is preferred, but a substitute that includes all the pertinent information may also be used.

As relevant, the Program Office is also responsible for coordinating with their respective Under Secretary, Senior Advisor, Office of General Counsel and Public Affairs on the subject matter of the notifications.

The PCIN process applies to the following actions:

- Any Known Significant Issue of Interest to Congress, state, local or Tribal governments or generally any matter that merits a media release
- Significant Contract or Financial Assistance Award:
  - Awards of interest to Congress, state, local or Tribal officials that particularly highlight programmatic priorities, prime small business awards, or those that generally merit press attention
  - Announcement of significant selections prior to award, including those that individually or as a group fall below normal reporting criteria, but merit special outreach
  - Awards of significant stakeholder interest, suspended ANAs (Contract Award/Modification or Financial Assistance Award/Modification)
- Final Request for Proposal (RFP) of \$25 million or more or lower thresholds as appropriate
- Final Request for Proposal (RFP) of \$50 million or more or lower thresholds as appropriate
- Achieving a Major Milestone/Discovery (DOE or Contractor)
- Draft, Final EIS or Record of Decision (ROD)
- Workforce Restructuring/Reduction in Force (DOE or Contractor, greater than 25 workers)
- Contractor Fee Determination or other fines or penalties
- Appointment of Senior Official
- Opening or Closing of Facility (DOE or Contractor)
- DOE site visits or attendance at special events within a Member's state or district by DOE senior leadership

To inform CI of an upcoming program announcement, Program Offices should complete a PCIN form or its equivalent and provide it to their CI/IGEA/CFO Liaison for the program no later than 3 business days in advance of the proposed announcement date. Programs are encouraged to be forward thinking in bringing information to CI's attention as early as possible. As a practical matter, there are many important announcements that require far more than 3 days advance notification. Accordingly, the 3-day timeframe should be considered a minimum requirement. CI will work with program officials to determine sensitivities, timing, and notification method (phone, emails, conference calls, etc.).

Keep in mind, the more information provided, the more effective DOE will be in our relationship with Congress. The "Guide to Completing the Priority Congressional & Intergovernmental Notification Form," (Appendix B) provides additional tips, but generally each PCIN should include:

- Talking points and/or background information;
- A draft paragraph briefly summarizing the issue, which may be provided to Congress;
- A draft press release (if applicable);
- A proposed schedule for issuance of the notification including an embargo time when relevant

- 9-Digit Zip Codes and project descriptions for each awardee, including Place of Performance, for contract and financial assistance notifications; and
- The CI Liaison staff for your program is a resource to Program Offices in coordinating all notifications. Should you ever have any questions regarding the need to complete a PCIN or the process, please do not hesitate to engage your Liaison.

**NOTE: The Office of Congressional and Intergovernmental Affairs operates as two units**

- **CI for Congressional interactions**
- **IGEA for Governors, State Legislatures, Mayors, Tribal Leaders and other key stakeholders.**

**The PCIN form or its equivalent should be emailed to your CI program liaison, always with a copy to the IGEA & CFO contact.**

## Section 301 Congressional Notifications

There are currently two types of Congressional notifications that are legislatively required by the FY 2012 and FY 2014 appropriations acts. These notifications are made exclusively to the Appropriations Committees and are executed directly by the Contracting Officers. Please note, these notifications must be verified as completed by the CFO prior to release of any public information. If CI notifications are appropriate they should be executed after the 3-day waiting period for Appropriations. CFO will coordinate with Program Offices directly to confirm the notification have been made and the waiting period has expired.

- **Notices for Financial Assistance or Contracts of \$1 Million or More:** Section 301(b) of the Energy and Water Appropriations Act for FY 2019 requires advance notification to the Committees on Appropriations 3 full business days prior to contract and financial assistance actions of \$1 million or more.
- **Notices for Multi-Year Financial Assistance or Contracts:** Section 301(c) of the Energy and Water Appropriations Act for FY 2019 requires advance notification to the Committees on Appropriations prior to multi-year financial assistance actions.

Multiyear contract means a contract for the purchase of supplies or services for more than 1, but not more than 5, program years. A multiyear contract may provide that performance under the contract during the second and subsequent years of the contract is contingent upon the appropriation of funds, and (if it does so) may provide for a cancellation payment to be made to the contractor if appropriations are not made. It does not apply to indefinite delivery/ indefinite quantity (IDIQ) contracts. Nor, does it apply to construction contracts with a performance period covering two or more years that is incrementally funded.

To determine if reporting is necessary for these awards, consult with local contracting staff or counsel.

## Security Incidents (Including Cybersecurity) Notification Protocol

Security incidents can develop quickly and may require prompt congressional or intergovernmental notification. The **Security Incident Notification Protocol** (Appendix F) establishes an expedited process for notifying the CI of security incidents that may require external notification or are likely to attract external attention. The protocol supplements, but does not replace, reporting required under other DOE, NNSA, or Federal requirements.

### Promptly notify CI when a security incident:

- meets an applicable DOE, NNSA, or Federal threshold for Departmental-level reporting or escalation;
- requires or may require congressional or intergovernmental notification;
- results in an inquiry from Congress or a state, local, or Tribal government;
- prompts Departmental leadership to consider external notification; or
- is reasonably likely to generate congressional, intergovernmental, Executive Branch, media, or public interest.

Incidents that may warrant CI notification include those involving DOE or NNSA security assets or national security interests:

1. **Physical and material security assets.** Loss, theft, compromise, potential compromise, or other security incidents involving nuclear weapons or technologies; nuclear, radiological, chemical, or biological materials; buildings or facilities; government property; personnel; or other security-significant assets.
2. **Information systems and technology assets.** Cybersecurity incidents affecting DOE or NNSA systems, networks, operational technology, National Security Systems, classified information systems, or other systems supporting DOE or NNSA missions.
3. **Classified information and matter.** Loss, theft, compromise, or potential compromise of classified information or material.
4. **Controlled or otherwise protected unclassified information.** Loss, theft, compromise, or potential compromise of Controlled Unclassified Information (CUI), including Unclassified Controlled Nuclear Information (UCNI), or other protected information.
5. **Personally identifiable information (PII).** Breaches that require Departmental-level escalation or external notification or are reasonably likely to generate congressional or intergovernmental interest.
6. **Intelligence, counterintelligence, insider threat, or other national security interests.** Incidents that require Departmental-level reporting or escalation or are reasonably likely to generate congressional or intergovernmental interest.

This list is not exhaustive and does not establish or replace reporting thresholds under other DOE, NNSA, or Federal requirements. **When in doubt, notify CI.**

**Internal Coordination.** As a general rule, initiate required Departmental leadership notifications before discretionary congressional, intergovernmental, or public communications. This sequencing does not delay reporting or notification required by law, regulation, Presidential direction, or applicable DOE or NNSA requirements.

The cognizant Departmental Element should notify CI as soon as practicable, including while an incident is unfolding when appropriate. Do not wait for the investigation to conclude or for all facts to be confirmed. Provide the best information available, identify preliminary or unconfirmed information, and update CI as material facts change.

Notification to CI does not satisfy, replace, or delay required reporting through established functional channels.

**Congressional and Intergovernmental Notification.** CI coordinates Departmental notifications and communications with Congress and state, local, and Tribal governments. CI works with the cognizant Departmental Element and other appropriate DOE or NNSA offices to determine notification requirements, recipients, timing, and content.

Applicable statutory notification deadlines control. These include as applicable, Federal requirements for major information security incidents and data breaches and the requirements of 10 U.S.C. § 6225 for significant atomic energy defense intelligence losses. Appendix F provides additional guidance.

**Interagency Notification.** The responsible Departmental office makes or coordinates required notifications to Executive Branch organizations, Federal incident-response partners, law-enforcement or intelligence organizations, affected agencies, and other Federal entities. Keep CI informed of interagency notifications that may affect congressional or intergovernmental engagement.

**NNSA Incidents.** For incidents principally involving NNSA, NNSA's Office of Congressional and Intergovernmental Affairs may coordinate NNSA-specific congressional and intergovernmental notifications in accordance with DOE and NNSA procedures and in coordination with DOE CI and other appropriate offices.

Congressional Grant/Contract Notification Form Link: [DOE F 4220-10](#)

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## APPENDIX B

### Guide to Completing the Priority Congressional & Intergovernmental Notification Form

The PCIN process is to be used by Program Offices to inform CI, IGEA & CFO of matters likely of significant interest to Congress, Governors, and local and Tribal governments. The PCIN Form enumerates certain major items that should be covered through the PCIN process; programs are encouraged to also notify regarding any other noteworthy or sensitive issues that may prompt congressional or intergovernmental interest.

***The PCIN package should be submitted to CI NO LATER THAN 3 BUSINESS DAYS in advance of an announcement.***

#### GENERAL INFORMATION

- **Submitting Office:** Use standard office code, e.g. CM, NE, etc.
- **Contact Person:** List the person who can answer questions about the announcement being proposed
- **Phone:** Direct number for the contact person or a number that will facilitate prompt contact
- **Email:** Email address of the Contact Person
- **Date Submitted:** As appropriate

#### TYPE OF NOTIFICATION

- Check the box that describes the type of notification being submitted.

#### DATE AND TIME OF PROPOSED ANNOUNCEMENT

- Provide a fixed day and time the program proposes for the announcement, otherwise indicate a timeframe.

#### KNOWN CONGRESSIONAL/INTERGOVERNMENTAL INTERESTS

- List names, including State or District represented, of any congressional or intergovernmental stakeholders known to have an interest or might have an interest in the subject of the notification.

#### BRIEF DESCRIPTION OF NOTIFICATION FOR PUBLIC DISTRIBUTION

- Provide a concise, nontechnical (plain language) description that can be publicly distributed without editing.

#### ATTACHMENTS

- Attachments may not be needed depending on the complexity of the announcement being made. Only include attachments that provide additional information beyond what is already provided on the first page of the PCIN.

## **Guide to Completing the Priority Congressional & Intergovernmental Notification Form – Continued**

### **Types of attachments**

#### **Talking Points:**

- Strongly recommended if notifications should be made via teleconference.

#### **Background Materials:**

- ONLY INCLUDE if the brief description section is insufficient to adequately convey the action being taken or if additional inquiries would be anticipated once the announcement is made (history, sensitivities, anticipated questions).
- Proposed schedule/sequence of events if timing crucial or coordination is extensive.
- Full documents in a transmittable format (PDF copies or web links). This is particularly relevant for RFPs, FOAs, RODs, Reports, EIS, etc.
- NOTE: CI should be informed when the notification will be handled by the PCIN process in lieu of ANA. Contract or Financial Assistance: Provide 9- digit zip codes for each awardee/selectee, including place of performance and project descriptions.

#### **Draft Press Release:**

- Press releases are for information only and should be coordinated with Public Affairs. NOTE: Provide a copy of the draft press release to CI/CF at the time it is submitted to PA as further advance information to inform the congressional notification. If you intend to issue a release, but it is not available at the time the PCIN is submitted, please note that additional materials will be forthcoming.

#### **Emailing PCIN Package**

- Email to: **YOUR CI, IGEA, AND CFO LIAISONS**
- If you are unsure of who covers your program, please call CI's main number (202) 586-5450 or email to [energycongressionalinquiries@hq.doe.gov](mailto:energycongressionalinquiries@hq.doe.gov)
- The subject line should include the following information:  
“ACTION: PCIN—Insert “Program Symbol”—Insert “Brief Description”  
EXAMPLE—ACTION: PCIN—EERE, Biofuels Grant Award

## APPENDIX C

Form Link: [PCIN\\_Form\\_PDF\\_Fillable\\_9-20-18.pdf](#)



Office of Congressional and Intergovernmental Affairs  
**PRIORITY CONGRESSIONAL & INTERGOVERNMENTAL NOTIFICATION FORM**  
(To be submitted no later than 3 business days in advance announcement)

Submitting Office: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**TYPE OF NOTIFICATION:**

- |                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Significant issue of interest</b><br>(for Congress, state, local or Tribal governments)<br>Generally any matter that merits a media release                                                                                                                                                                                     | <input type="checkbox"/> <b>Draft, Final EIS or Record of Decision (ROD)</b><br>(Coordinate with NEPA Office)              |
| <input type="checkbox"/> <b>Significant contract or financial assistance award:</b><br>This should include announcements of interest to stakeholders; that particularly highlights programmatic priorities, prime small business /SBIR-STTR awards; or those that generally merit press attention.<br>—May be in lieu of ANA or below reporting thresholds— | <input type="checkbox"/> <b>Workforce Restructuring/Reduction in Force</b><br>(DOE or Contractor, greater than 25 workers) |
| <input type="checkbox"/> <b>Final RFP of \$25 Million or More</b>                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> <b>Contractor Fee Determination or other fines or penalties</b>                                   |
| <input type="checkbox"/> <b>Final FOA of \$50 Million or More</b>                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> <b>Appointment of Senior Official</b>                                                             |
|                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> <b>Opening or Closing of Facility</b> (DOE or Contractor)                                         |
|                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> <b>Achieving a Major Milestone/Discovery</b><br>(DOE or Contractor)                               |
|                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> <b>Other</b>                                                                                      |

**DATE AND TIME OF PROPOSED ANNOUNCEMENT:** \_\_\_\_\_

**KNOWN CONGRESSIONAL/INTERGOVERNMENTAL INTERESTS:**

\_\_\_\_\_

**BRIEF DESCRIPTION OF NOTIFICATION FOR PUBLIC DISTRIBUTION** (Provide enough information to describe the effort to be performed and its purpose in non-technical plain English):

\_\_\_\_\_

**FOR ANNOUNCEMENTS OF AVAILABILITY OF FUNDS OR SOLICITATIONS (FOAs) ANSWER THE FOLLOWING:**

How much funding will be made available and from what fiscal year (s) \_\_\_\_\_

Where is the activity funded in the budget request or applicable appropriations bill(s)? \_\_\_\_\_

Are there any legislative or report language prohibitions against this funding? Yes ☐ No ☐

**PLEASE ATTACH THE FOLLOWING TYPES OF SUPPORTING MATERIALS ONLY AS NEEDED OR APPLICABLE:**

- **Talking Points and/or Background Materials**
- **For Contract Award or Financial Assistance:** Project descriptions; names of selectees/awardees with 9-digit zip codes
- **Draft Press Release**—this is for information only. Releases should be coordinated directly with Public Affairs.

**Please email PCIN materials NO LATER THAN 3 FULL BUSINESS DAYS  
in advance of the proposed announcement to your CI/IGEA and CF-ExCo Program Liaisons**

If you have any questions; please call (202) 586-5450

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## APPENDIX D

### Resource Information

All resources and information including this guide can be found on Powerpedia at:  
[Office of Congressional and Intergovernmental Affairs - Powerpedia](#)

For Program Offices:

- General Resources  
[Congressional and Intergovernmental Notifications Resources - Powerpedia](#)  
  
[ES Correspondence Guide September 2025.pdf](#)  
[DOE Style Guide 02.03.2026.pdf](#)
- Priority Congress Notification Form (fillable):  
[PCIN\\_Form\\_PDF\\_Fillable\\_9-20-18.pdf](#)
- CI Contacts:  
[Congressional and Intergovernmental Affairs Staff | Department of Energy](#)

For Contracting Officials:

- Congressional Grant/Award Notifications Form (DOE F 4220.10)  
[DOE F 4220-10](#)
- ANA User Guide  
[Advanced\\_Notification\\_of\\_Award\\_system\\_user\\_guide.pdf](#)