

Special Invoicing Instructions for NASA Contractors regarding COVID-19 Billing

In accordance with the Advance Agreement, the Contractor will invoice utilizing either the Continuity of Work Instructions and/or utilize the invoice for Weather and Safety Leave Impact Instructions.

- **Continuity of Work Invoicing** applies to ongoing work, to include telework and alternate work. Invoice process is normal.
- **Invoicing for Weather and Safety Leave** allows for monthly provisional billing and enables agencies to reimburse paid leave that contractors provide to keep their employees and subcontractors in a ready state when contractors cannot perform work.

Contractor Role

The Contractor shall submit a separate invoice for billing **COVID-19 NASA Weather and Safety Leave**, coded with the FPDS-NG designation P20C, the National Interest Action code for Coronavirus Disease 2019.

- If employee is placed in Weather and Safety Leave status (or similar category), this is a direct labor charge to NASA, classified as COVID-19 NASA impacts to include weather and safety leave.
- All requests for payment subject to the Advance Agreement shall be submitted using a unique invoice number that starts with “CVD19” to convey that the request is for COVID-19 expenses.
 - Invoices submitted in Invoice Processing Platform (IPP) must also have “COVID-19” referenced in the “Invoice Comments” field of the IPP Invoice. For non-IPP submitted invoices, support documentation/attachments must also be clearly marked with “COVID-19” at the top of each page.
 - NOTE: This shall include cost associated with NASA work only; shall adhere to current Provisional Billing Rates (including applicable indirect rates); shall not include fee (cost contracts), additional profit (Fixed Price Contracts), or overtime. Per Section 3610 of the CARES Act (P.L. 116-136), funds made available to an agency may be used to reimburse at the minimum applicable contract billing rates not to exceed an average of 40 hours per week any paid leave, including sick leave, a contractor provides to keep its employees or subcontractors in a ready state, including to protect the life and safety of Government and contractor personnel, but in no event beyond September 30, 2020.
 - Invoice shall contain the following statement, “Contractor acknowledges that, in accordance with the conditions under Sec. 3610 of the CARES Act, the maximum reimbursement shall be reduced by the amount of credit a contractor is allowed pursuant to Division G of Public Law 116-127 and any applicable credits the Contractor is allowed under the CARES Act.
 - Invoice shall separate labor and non-labor expenses.
- COVID-19 provisional billing shall not exceed the funds allocated to the contract (see contract funding clauses). NOTE: Refer to normal contract clauses regarding any limitation of funds. (e.g. FAR 52.232-20 Limitation of Cost, NFS 1852.232-77 Limitation of Funds Fixed Price Contracts, and NFS 1852.232-81 Contract Funding).
- Normal Government routing and approval will occur. The Government will continue to review this agreement pending the continued denied access or partial stop work order.