



Department of Energy
Washington, DC 20585

WEATHERIZATION PROGRAM NOTICE 17-5
EFFECTIVE DATE: July 27, 2017

SUBJECT: CLOSEOUT PROCEDURES FOR GRANTS UNDER THE WEATHERIZATION ASSISTANCE PROGRAM

PURPOSE: To issue guidance to Grantees for closeout of grants funded under the Department of Energy's (DOE) Weatherization Assistance Program (WAP).

SCOPE: The provisions of this guidance apply to Grantees or other entities named in the Notification of Grant Award as the recipients of financial assistance under the WAP. This guidance applies to all WAP activity funded through formula WAP grants.

LEGAL AUTHORITY: Title IV, Energy Conservation and Production Act, as amended, authorizes DOE to administer the WAP. **All grant awards closed out under this Program shall comply with all applicable laws including, but not limited to, the WAP statutory authority (42 U.S.C 6861-6873); WAP regulations at 10 CFR 440 and [2 CFR 200](#).**

BACKGROUND: Closeout is the process by which DOE determines that all applicable administrative actions and all required work under the award have been completed. The process includes verifying that the following have been accomplished at the expiration of the acquisition or assistance instrument:

1. All terms and conditions have been fulfilled;
2. All property issues such as inventory, equipment and vehicles have been resolved;
3. All patents and data issues, including intellectual property issues, have been resolved;
4. All required reports and other deliverables have been submitted to DOE; and
5. All required financial data and related information, including reconciliation of and/or resolution of, have occurred.

When all conditions have been met and the final cost has been determined, final payment can be made to the recipient and the award instrument may be closed out. Closeout of awards should occur within a reasonable period of time after the completion date of the award or date of termination. In the event a final audit has not been performed prior to the closeout of the grant, DOE reserves the right to recover appropriate amounts after fully considering the recommendations on disallowed costs resulting from the final audit.

Closeout requirements applicable to financial assistance recipients are contained in [2 CFR 200](#). Within 90 days after the expiration or termination of a financial assistance award, the recipient must submit all financial, performance and other reports required by the award terms and conditions.

As a reminder, the Performance and Accountability for Grants in Energy (PAGE) is the official grants management and reporting system for the Office of Weatherization and Intergovernmental Program (OWIP). PAGE provides DOE and Grantees with the ability to electronically submit and manage grant performance and financial information online. It also serves as the repository for final fiscal and programmatic reports used for closeout.

When closing out a grant, Grantees must address a variety of management and administrative areas with their Subgrantees. Closeout procedure exists for each of these areas at either the Federal or Grantee level, or both. The DOE Grant Specialist and DOE Project Officer will assist each Grantee agency with all applicable closeout procedures.

Compliance with these procedures is mandatory. Closeout topics below include, but are not limited to, the following as applicable to each grant award:

- Final Progress Report (i.e., PAGE Quarterly Performance Report)
Submit electronically to <https://www.page.energy.gov/default.aspx>
- Final Federal Financial Report: (PAGE SF-425 Quarterly Financial Report)
Submit electronically to <https://www.page.energy.gov/default.aspx>. If final costs do not match cumulative payments, then a corresponding draw needs to be made through ASAP.
- Please submit all applicable Annual and Semi-Annual Reports
Submit electronically to <https://www.page.energy.gov/default.aspx>
- Please submit final Historic Preservation Report
Submit electronically to <https://www.page.energy.gov/default.aspx>
- Property Certification (SF-428) forms below:
Please have an individual with sufficient grant authority submit by email to the Project Officer SF-428 Property Certification. The form consists of the cover sheet (SF-428) and three attachments to be used as required: Annual Report, SF428-A; Final (Award Closeout) Report, SF-428-B; and a Disposition Request/Report, SF-428-C. A Supplemental Sheet, SF-428S, may be used to

provide detailed individual item information. SF428-S, (Supplemental to provide inventory of vehicles and/or equipment values over \$5,000) to your identified Project Officer.

- Award Documentation
Please ensure that the latest award modification has been accepted in Fedconnect.
<https://www.fedconnect.net>
- Closeout Guidance and Forms:
 - WPN 17-6: Property Acquired Under the Weatherization Assistance Program (WAP) Including Vehicle and Equipment Purchases
<https://energy.gov/eere/wipo/weatherization-program-guidance>
 - WPN 12-10: Guidance for Returning Interest Paid
<https://energy.gov/sites/prod/files/2015/12/f27/WAP-WPN-12-10.pdf>

GUIDANCE:

DOE has established a “performance period end date” for WAP grant awards consistent with the project period end date of the grant award. The project period end date is specified in the award documents of each grant award.

Grantees must instruct their Subgrantees to closeout their respective subgrants according to standard Grantee terms and conditions and their own state requirements prior to beginning the process of closing their WAP grants with DOE. It is essential that all Subgrantee activities be accurate and completely reported so that Grantee closeout reports reflect the full extent of activities and expenditures.

As always, Grantees must adhere to the appropriate sections of OMB’s [2 CFR Part 200](#) when addressing closeout issues. DOE strongly recommends that Grantees begin the process of closing out Subgrantees as soon as funds are expended and activities are completed. This will help expedite the closeout process. The [2 CFR 200](#) Financial Assistance Regulations and other related information can be found at the following web link:

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Note: All funds in any WAP grant that remain unexpended after all closeout activities for the grant are completed will be de-obligated by the DOE Contracting Officer for the grant.

Specific Policy Areas:

1.0 GENERAL WEATHERIZATION ACTIVITIES

Grantees are advised that any weatherization work must be completed and inspected, and all necessary monitoring and follow-up activities must be completed, by the performance period end date of the grant. If costs are incurred after the performance period, these costs must be covered by another funding source. The only exception is minimal administrative costs that may be incurred within 90 days after the performance period end date for closeout and final reporting.

1.1 MONITORING: Grantees must complete all monitoring activities as stipulated in their approved State Plan. In order to utilize WAP funds for this purpose, all monitoring activities must be completed by the grant end date. If Grantees are unable to meet the monitoring expectations identified in their plan after said date, then these activities must be paid for with new appropriated funds.

1.2 CALL-BACKS: WPN 11-3, *Policy Regarding the Use of DOE Program Funds to Pay for Call-Back/Add-On Work after Reported to DOE as a Completed Unit*, provides the method to address this issue.

Warranty work associated with the installation of materials or measures, such as heating, ventilation and air conditioning (HVAC) work done under contract, must be provided by the contractor who performed the installation. It is important that this requirement be communicated in writing to all contractors performing work in the closing months of the award.

In the case of direct hire crew work, both the work and the quality control inspection must be performed in ample time for the crew to return and provide any corrective actions prior to the dwelling unit being reported to DOE as a completion. The callback policy guidance can be located at: <https://energy.gov/eere/wipo/downloads/wpn-11-3-policy-regarding-use-doe-program-funds-pay-call-backadd-work-after>.

1.3 MULTIFAMILY WEATHERIZATION:

Grantees and Subgrantees are reminded that multifamily weatherization projects generally require significant lead time before the actual weatherization work begins and often take longer than most other types of units to complete.

DOE recommends that large multifamily buildings have appropriate project procurement lead time. Multifamily projects should be completed and inspected by the performance end date. If any multifamily project is incomplete at the end date of the performance period, only those costs incurred prior to the performance period end date may be charged to WAP grant. Multifamily policy guidance can be found on the EERE web site located at

<https://energy.gov/eere/wipo/downloads/wpn-16-5-multifamily-weatherization>.

2.0 WEATHERIZATION INVENTORY OF VEHICLES, EQUIPMENT, AND MATERIALS

Grantees and Subgrantees must follow the terms and conditions of the award, state procurement requirements, the appropriate section(s) of [2 CFR Part 200](#), and the DOE Financial Regulations regarding the disposition of vehicles, equipment, and materials in order to properly closeout the grants. Please refer to the FAQs posted on the DOE web site for specific citations contained in [2 CFR 200](#) related to disposition regulations.

2.2 EQUIPMENT: As a general rule, DOE will not approve the purchase of any equipment with a purchase price of greater than \$5,000 at the very end of the period of performance. Grantees and Subgrantees will be required to use existing equipment to meet the production needs at the end of the performance period. Any request to purchase equipment as a result of extenuating circumstances will be addressed on a case-by-case basis by the Project Officer.

§200.33 Equipment.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.

2.3 MATERIALS: Grantees and Subgrantees should not purchase inventory or materials in bulk for homes that cannot be completed prior to the performance period end date. Material balances should follow state and federal disposition requirements per [2 CFR 200.313](#), [2 CFR 200.439](#), WPN 17-6.

CONCLUSION: The Weatherization network has achieved a high level of performance in delivering on the goals of the Program. The network can be proud of these achievements.

Now begins the orderly process of closing out WAP grants. DOE strongly encourages Grantees to review the relevant citations and guidance.

If you need additional information is needed please contact the appropriate Contracting Officer, Grant Specialist, or DOE Project Officer.



Anna Maria Garcia
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Office of Weatherization and Intergovernmental Program
Energy Efficiency and Renewable Energy

Attachment: SF428 Suite

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