

Payment Request Instructions

Weatherization Assistance Program Formula Infrastructure Investment and Jobs Act

Before You Begin

- **All Grantees access funds through the Automated Standard Application for Payments (ASAP) electronic system.** You will continue to use ASAP to submit requests for advances and reimbursements. If you encounter any issues with your ASAP account, inform your Project Officer and contact the ASAP help desk at asaphelpdesk@fiscal.treasury.gov
- **Review your Award’s Special Terms and Conditions** – The “Payment Procedures,” section of the Special Terms and Conditions document you received via FedConnect contains specific materials needed to submit for your reimbursement request.

Process Overview

Please review the “What to Submit to Your Project Officer” section of this document for descriptions of these forms and documentation.

1. **Fill out and send the required forms to your Project Officer:**
 - a. Enter all information in Tab 1 rows 3-12 on the **WAP IJJA Agency Approval Template** workbook. No other information on Tab 1 or on the other tabs must be completed unless instructed by Project Officer
 - i. If Grantees have different Budget Categories in PAGE than what is listed in the template, Grantees should check in with their Project Officer.
 - b. **SF-270¹** - Request for Advance or Reimbursement
2. **Email all materials from Steps 1 to your Project Officer** before you submit your drawdown request in ASAP.
3. **Logon to ASAP to submit your advance or reimbursement request following the same process you do now.** The ASAP advance or reimbursement request must match the WAP IJJA Agency Approval Template you will submit to your Project Officer.
4. **Receive reimbursement** no more than 30 calendar days after successful submission of your request.

ASAP

Submit the required materials to your Project Officer before submitting your payment request in ASAP. Your Project Officer will review the submitted materials in coordination with the Financial Assistance Office. **Please consolidate drawdown requests as much as possible to cover reimbursements or anticipated cash needs.** Step-by-step instructions on how to make a payment request through ASAP can be found [here](#).

What to Submit to Your Project Officer

Until you have received approval to draw the remaining 50% of your WAP IJJA award, every time you submit a payment request, you must notify your Project Officer via email and attach your WAP IJJA

¹ SF-270 is for non-construction awards (awards with no construction costs).

Agency Approval Template and the SF-270. **If you would like to purchase vehicles or equipment (including information technology systems) that are not outlined in your approved budget justification you must submit a separate request to your Project Officer via email before making the purchase.**²

DOE reserves the right to request additional supporting documentation, so **it is essential that you document and maintain records of all project costs**, including, but not limited to, the costs paid by federal funds, costs claimed by subrecipients, and project costs you claim as program income.

□ WAP IIJA Agency Approval Template – Recipient

This spreadsheet is in the same format as your PAGE budget. You will use this workbook throughout the duration of your grant and update it each time you submit for an advance or reimbursement until you have met the milestones to receive the remaining 50% of your WAP IIJA award as outlined in [Memo 131](#).

- **Grantees are only required to complete Tab 1-Draw Request** in the workbook
 - Grantees are not required to complete the Subgrantee details on Tab 1 unless otherwise directed by the Financial Assistance Office.
- The first time a Grantee completes the WAP IIJA Agency Approval template the Grantee must:
 - Cell A1: Fill in the name of the Grantee and Grant number matching the name and Grant number on the award.
 - Column B: Fill in the column with the DOE approved budget amounts from PAGE.
 - Column C: Fill in the column next to the DOE approved budget with the Grantees cumulative amount invoiced to DOE prior to the start of ASAP agency approval.
 - Column D: Fill in column titled Draw #1 with the Grantees requested amount of the first draw.
 - Note: This will auto-populate the end columns in the workbook to track requests and balances cumulative to the budget.
- When a Grantee makes subsequent draw requests, using the previously submitted form, complete the appropriate column for the specific draw request number only. There is no need to update the other cells. This will help ensure that the draw requests build upon each other and the cumulative drawn to date, budget balance, and percent expended are cumulative over time. Add additional draw columns as needed.

□ SF-270 “Request for Advance or Reimbursement”

This form includes instructions at the bottom. Along with those instructions, here are some helpful tips for completing the form:

- Box 1a. Check only one: Advance or Reimbursement
- Box 1b. Check only one: Partial or Final Payment
- Box 2. Check only one: Cash or Accrual

² [WPN 24-6 Vehicle and Equipment Purchases and Disposition Using Weatherization Assistance Program Funds](#)

- Box 3. Federal Agency – must be included
- Box 4. Verify Federal Grant Number (this will be your IJA grant number)
- Box 5. Enter the draw number request that aligns with the WAP IJA Agency Approval Template
- Box 6. Employer Identification Number - Must be included
- Box 7. Financial Assistance Identification Number - Optional
- Box 8. Verify dates are accurate for the Period Covered
- Box 11. Rows (a-i) must be completed.
 - Grantee does not need to breakdown the costs into multiple columns – simply populating column (a) with the details in rows (a-i) is sufficient
 - Cells in white will auto populate when information is added

Timeline for Reimbursement

You may request reimbursements at a cadence that makes sense for your project. Step-by-step instructions on how to make a payment request through ASAP can be found [here](#). If requests are submitted correctly, you will receive funds **within 30 calendar days** of submitting for reimbursement. Requests for reimbursement must be limited to the amount of disbursements made during the billing period for the Federal share of direct project costs and the proportionate share of any allowable indirect costs incurred during that billing period in line with the indirect costs term in the award terms and conditions.

Resources

- [Recipient Guidance for Invoicing](#)
- [Making a Payment Request in ASAP](#)
- [WPN 24-6 Vehicle and Equipment Purchases and Disposition Using Weatherization Assistance Program Funds](#)