



Department of Energy
Washington, DC 20585

WEATHERIZATION PROGRAM NOTICE 25-5
EFFECTIVE DATE: April 10, 2025

EXECUTIVE SUMMARY: Weatherization Program Notice (WPN) 25-5 outlines the requirements Grantees must follow to close out their current WAP awards, as well as highlights important policy considerations. This guidance applies to Weatherization Assistance Program (WAP) awards including Annual Formula grants, Sustainable Energy Resources for Consumers (SERC) grants, Community Scale Pilot Projects (CSPP) grants, and Enhancement & Innovation (E&I) grants. Grantees must closeout awards within 120 calendar days after the expiration or termination of a grant. Grantees must work with their Subgrantees to ensure they have the required data and financial records compiled at the Grantee level in ample time to meet the closeout timeline requirement.

SUBJECT: Closeout Procedures for Grant Recipients Under the Weatherization Assistance Program

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

SUPERSEDES: WPN 21-4: Closeout Procedures for Grants Under the Weatherization Assistance Program Revised

SCOPE: This guidance provides Weatherization Managers with programmatic information to guide WAP activity funded through annual formula WAP grants, SERC grants, CSPP grants, and E&I grants.

LEGAL AUTHORITY: Title IV, Energy Conservation and Production Act (ECPA), as amended, authorizes DOE to administer WAP (42 U.S.C. § 6861, *et. seq.*). All grant awards under this Program shall comply with applicable law and regulations including, but not limited to, WAP regulations contained in the Code of Federal Regulations (CFR) at [10 CFR 440](#) and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at [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, and verification of the following conditions are met at the expiration of the grant:

1. All terms and conditions are fulfilled.
2. All property issues (i.e., inventory, equipment, and vehicles) are reported and resolved according to the SF-428 and SF 248B.
3. All required reports and other deliverables are submitted to DOE.
4. All required financial data and related information, including reconciliation of and/or resolution have occurred.

Closeout requirements applicable to grant recipients are contained in [2 CFR 200.344](#). The Grantee must submit all financial, performance, and other reports required by the award terms and conditions within 120 calendar days after the expiration or termination of a grant award.

Final payment is made to the Grantee, and the award instrument is closed out when all conditions are met, and the final cost is determined. Closeout of awards should occur within a reasonable period after the completion date of the award or date of termination, but no longer than 120 calendar days after the expiration of the grant. DOE reserves the right to recover appropriate amounts after fully considering the recommendations on disallowed costs resulting from the final audit in the event a final audit (Single audit or Compliance audit, depending on Recipient entity type) has not been performed prior to the closeout of the grant.

[Performance and Accountability for Grants in Energy \(PAGE\)](#) is the official grants management, reporting system, and repository for WAP. PAGE provides DOE and Grantees with the ability to electronically submit and manage grant performance and financial information online.

Grantees must address a variety of management and administrative areas with their Subgrantees when closing out a grant. Closeout procedure exists for each of these areas at either the Federal or Grantee level, or both. Grantees should refer to [2 CFR 200.344](#) Closeout for more information. The DOE Grants Management Specialist and DOE Project Officer will assist each Grantee with all applicable closeout procedures as needed.

Compliance with these procedures is mandatory. Closeout reports and topics include the following to each grant award:

- Award Documentation: Please ensure that the latest award modification has been accepted in [Fedconnect](#).
- [PAGE Reports](#):
 - Final Quarterly Performance Report (DOE 540.3 Form)
 - Ensure the review includes SERC or CSPP reports, as applicable.

- Final Federal Financial Report (SF-425)
 - Note: *If final costs do not match cumulative payments, then a corresponding draw needs to be made through Automated Standard Application for Payments (ASAP).*
- Historic Preservation Report
- Annual Training & Technical Assistance, Monitoring and Leveraging Report
 - Ensure the review includes SERC or CSPP reports, as applicable.
- Property Certification (SF-428) forms:
 - Please have an individual with sufficient grant authority submit the **SF-428 Property Certification** by uploading to the Document Library in PAGE. The form consists of the cover sheet (SF-428) and Final Report, SF-428B. Most current forms can be found at: [Post-Award Reporting Forms | Grants.gov](#). A Supplemental Sheet SF-428S or recipient equivalent may be used to provide detailed individual item information.
- Closeout Guidance and Forms:
 - [Weatherization Program Notice 24-6, Vehicle and Equipment Purchases and Disposition Using Weatherization Assistance Program Funds](#)

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

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

Grantees must adhere to the appropriate sections of Office of Management and Budget (OMB) [2 CFR 200](#) when closing out grants. DOE recommends that Grantees begin the process of Subgrantee award closeouts as soon as funds are expended, and activities are completed to expedite the closeout process. For additional information, please refer [2 CFR 200.344](#) Financial Assistance Regulations, the Federal Assistance Reporting Checklist (FARC) and Special Terms and Conditions of the award.

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 Grants Officer¹.

¹ The term ‘Contracts Officer’ has been updated to ‘Grants Officer’ within DOE.

Specific Policy Areas:***General Weatherization Activities***

Grantees are advised that any weatherization work must be completed, inspected, monitored, and follow-up activities must be completed, by the performance period end date of the grant. All costs incurred after the performance period must be covered by another funding source except for administrative costs for closeout and final reporting within 120 calendar days after the performance period.

Monitoring

Grantees must complete all monitoring activities as stipulated in their approved Grantee Plan. All monitoring activities must be completed by the grant end date to utilize WAP funds for this purpose. If Grantees are unable to meet the monitoring expectations identified in their Plan by said date, then these activities must be paid for with new appropriated funds in a new grant.

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.

In the case of direct hire crew work, both the work and the final 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. Please review [WPN 11-3](#) if you have further questions.

Multifamily Weatherization

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 a 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 the current WAP grant. Only projects completed and inspected can be reported to DOE. Please review [WPN 22-12, Multifamily Weatherization](#) for more information.

Action Items

Grantees must work with their Project Officers to resolve all outstanding Action Items in PAGE before closeout. Unresolved Action Items must be transferred to the new award before the closeout can be finalized.

Weatherization Readiness Fund (WRF)

Grantees are advised that any WRF activity must be completed by the performance period end date of the grant. [Weatherization Program Notice 24-9: Weatherization Readiness Fund - Implementation | Department of Energy](#) provides additional information on reporting WRF activities and expenditures within the same grant cycle as awarded and how the project may be fully weatherized and counted as an Infrastructure Investment and Jobs Act (IIJA) completion within a reasonable time within the IIJA grant cycle.

Weatherization Inventory of Vehicles, Equipment, and Materials

Grantees and Subgrantees must follow the terms and conditions of the award, state procurement requirements, and the appropriate section(s) of [2 CFR Part 200](#) in order to properly closeout grants including submitting Property Certification Forms as instructed in the Background Section above.

Equipment

DOE will not approve the purchase of any equipment with a purchase price of greater than \$10,000 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. The Project Officer and Grants Officer will address requests to purchase equipment because of extenuating circumstances. See [2 CFR 200.1](#) and [2 CFR 200.313](#).

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 recipient or subrecipient for financial statement purposes, or \$10,000. See also the definitions of *capital assets*, *computing devices*, *general purpose equipment*, *information technology systems*, *special purpose equipment*, and *supplies* in this section. See [2 CFR 200.1](#) and [2 CFR 200.439](#).

Supplies

Grantees and Subgrantees should not purchase inventory or materials in bulk for homes that will not be completed prior to the performance period end date. Supply balances should follow state and federal disposition requirements per [2 CFR 200.314](#).

Supplies means all tangible personal property other than those described in the *equipment* definition. A computing device is a supply if the acquisition cost is below the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes or \$10,000, regardless of the length of its useful life. See [2 CFR 200.1](#).

Returning Funds Including Interest Earned

Regulations applicable to individual WAP awards set forth the requirements for handling Federal payments, including instructions for remitting interest earned on Federal funds per [2 CFR](#)

[200.305](#) ‘Federal Payment’ and [2 CFR 910.354](#) ‘Payment (For-Profits)’.

If the awardee is paid through the Automated Standard Application for Payments (ASAP) system, it is best to return drawn funds back through ASAP. **Grantees may not use ASAP when the payment to DOE is for interest earned, for the sale of an asset, such as a vehicle, reimbursement for a damaged asset, restitution or refunds for American Recovery and Reinvestment Act funding and must use one of the options below.** Grantees that utilize the ASAP System as their payment method (per the terms and conditions of the award) **may not do a reverse ASAP draw** to return any interest earned. Please include the grant number and Grantee name on all submissions or correspondence. As it relates to the online processing, a Grantee/Subgrantee can identify the grant number and Grantee name in the comments field of the form. The Grantee/Subgrantee will need their grant number, Grantee name, and banking information available to complete either the online form or refund the interest by mailing a check.

Payment Instructions for Checks, Money Orders, or Credit Cards: Grantees may choose the most convenient method and include the grant number and Grantee name on all forms, payments, or correspondence to DOE. Additional information can be found in Attachment B “Returning Funds to the Department of Energy, Golden Field Office” dated February 14, 2024.

Grantees may submit a check electronically (via ACH Debit) or use a credit card at the following website: <https://www.pay.gov/public/form/start/18573422>.

Option 1: Electronic Check payment: Please complete the first screen, including the type of payment and the bill number, and then click on the Submit Data button. A second screen will appear for your online electronic payment. The first Option on the screen is for submitting your check electronically. Fill in the required fields (identified by asterisk) with your check information and select ‘Continue with ACH Payment.’ The third screen displays the payment summary and allows you to edit your information. This screen will send a confirmation receipt to your email address, as well as any cc: email addresses. Please include AR@hq.doe.gov in the cc: email address block to ensure the Department of Energy accounts-receivable team is aware that your payment is in the system.

Review your payment information and select ‘Submit Payment.’ From the confirmation page, please print a copy of the electronic receipt for your records. You will receive an email notification of the transaction automatically. Please mark your check PAID ELECTRONICALLY.

Option 2: Credit Card payment: Please complete the first screen, including the type of payment and the bill number, and then click the Submit Data button. A second screen will appear for your online payment. Scroll down to the second Option on the screen to

submit your credit-card payment electronically. Fill in the required fields (identified by asterisks) with the credit-card information and select 'Continue with Plastic Card Payment.' The third screen displays the payment summary and allows you to edit your information. This screen also sends an email confirmation receipt to your email address, as well as any cc: email addresses.

Please include AR@hq.doe.gov in the cc: email address block to ensure the Department of Energy accounts-receivable team is aware that your payment is in the system. Review your payment information and select 'Submit Payment.' From the confirmation page, please print a copy of the electronic receipt for your records. You will also receive an email notification of the transaction automatically.

For award entities for which the Cash Management Improvement Act (CMIA) and its implementing regulations do not apply, interest earned on Federal advances deposited in interest bearing accounts must be remitted annually to the HHS Payment Management System through an electronic medium such as the FEDWIRE Deposit system or with a check. See [eCFR: 2 CFR 200.305 -- Federal payment](#) for additional instructions and addresses.

CONCLUSION: The WAP network has achieved a high level of performance in delivering on the goals of the Program. In almost 50 years, the WAP network has weatherized more than 7.2 dwelling units with an estimated energy savings of 210,960,000 MBTUs. The network should be proud of these achievements. Now begins the orderly process of closing out WAP grants. DOE encourages Grantees to review the relevant citations and guidance.

If you need additional information, please contact your respective DOE Project Officer or wapta@hq.doe.gov.

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David Gipson
WAP Deputy Director
Office of State and Community Energy Programs

Attachments:

Returning Funds to the Department of Energy, Golden Field Office