



Department of Energy
Washington, DC 20585

WEATHERIZATION PROGRAM NOTICE 12-10
EFFECTIVE DATE: June 27, 2012

SUBJECT: GUIDANCE FOR RETURNING INTEREST EARNED

PURPOSE: To provide guidance on options available for Grantees and Recipients returning interest earned on advanced Federal funds under the Department of Energy (DOE) Weatherization Assistance Program (WAP).

SCOPE: The provisions of this guidance apply to financial assistance Grantees and Recipients as well as subgrantees and subrecipients under the Department of Energy (DOE) Weatherization Assistance Program (WAP).

LEGAL AUTHORITY: Title IV, Energy Conservation and Production Act, *as amended*, authorizes the Department of Energy to administer the Weatherization Assistance Program. (42 U.S.C. § 6861, *et. seq.*). All grant awards made under this program shall comply with applicable law and regulations including 10 CFR part 600 and the WAP regulations contained in 10 CFR part 440.

BACKGROUND: Subject to allowances for administrative expenses described in the DOE financial-assistance regulations, Grantees and Recipients as well as subgrantees and subrecipients are required to remit interest earned on advances of Federal Funds to the government under 10 CFR §600.122, 600.221, and 600.312.

Recent financial oversight conducted on the WAP indicates that Grantees and Recipients, as well as subgrantees and subrecipients are not returning or not following proper procedures to remit interest earned on Federal grant funds.

PROCEDURES: Regulations applicable to individual WAP awards set forth the requirements for handling Federal advances, including instructions for remitting interest earned on Federal funds. For example, 600.221 (State and Local Governments), or 600.312 (For-Profit Organizations), Grantees/Subgrantees may use any of the options discussed below to remit the interest earned to DOE. Grantees that utilize the Automated Standard Application for Payments (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

Below are instructions for three methods of payment. Please choose the most convenient method. Please include the grant number and grantee name on all forms or payments to the Department of Energy.

You may submit your check electronically (via ACH Debit) or use a credit card at the following website:

<https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=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 on-line electronic payment. The first Option on the screen is for submitting your check electronically. Fill in the required fields (identified by asterisk) with your 1 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 on-line 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, sent 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.

Option 3: Money Order or Paper Check: send the money order or paper check to the DOE Award Administrator at the U.S. Department of Energy address identified on your Assistance Agreement. The money order or paper check should be made payable to the U.S. Department of the Treasury.

For awards subject to 10 CFR § 600.122 applicable to institutions of higher education, hospitals, and other non-profit organizations, requires that for those 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 be remitted annually to the HHS Payment Management System through an electronic medium such as the FEDWIRE Deposit system. Recipients without the ability to issue electronic payments should use a check. The address is the Department of Health and Human Services, Payment Management System, P.O. Box 6021, Rockville, MD 20852.

CONCLUSION: It is critical that Grantees/Subgrantees follow the requirements of: 10 CFR 600.122, 10 CFR 600.221 or 10 CFR 600.312, as applicable, and understand their options for remitting interest earned on advanced Federal funds to the Federal government. The Department of Energy appreciates your continued effort and contributions to the program



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