

OTHER FUND SOURCES REPORT PY _____ , _____ QUARTER

The Other Fund Sources Report will be submitted to this office after each quarter of the program year. **This report is not cumulative; only document the other fund sources for the above-referenced quarter.** Report homes, total expenditures (administration, insurance, program operations, etc.) and landlord contributions that have been reported for the above-referenced quarter.

AGENCY NAME _____

Other Fund Sources		
Fund Source	Total \$	# Homes
* Other Federal Programs		
Please list _____		

Utility Companies		
Please list _____		

Private Sources (Agency, City, etc.)		
Please list _____		

Landlord Owner Contributions (if the landlord is exempt due to poverty level, please put exempt next to the client name and job number)		
Please list _____		
job #, client name _____		

Grand Total		

*These funds are considered partnership funds, not leveraged as defined in the Subgrantee Selection Section, leveraging activities. Such as CSBG, CDBG, etc. Anything with a CFDA number should go in this section.

Minority / Women Business Enterprise Reporting

Name: _____ **Date:** _____ **Quarter:** _____

The MBE/WBE Report will be submitted to DED/DE after each quarter of the program year. The report must be completed by all agencies. This report is not a cumulative report; only report the MBE/WBE for the above reference quarter.

BIDS

Names of **Woman Business Enterprises** solicited for bids during this quarter.

Names of **Minority Business Enterprises** solicited for bids during this quarter.

PURCHASES (Commodities & Services)

Name/City of WBE Contractor or Vendor:

Dollar Value of Purchases During this Quarter:

\$ _____
 \$ _____
 \$ _____

Name/City of MBE Contractor or Vendor:

Dollar Value of Purchases During this Quarter:

\$ _____
 \$ _____
 \$ _____

(Definitions on following page.)

(Instructions on back)

Minority/Woman Business Enterprise Reporting Instructions

Name: Insert the name of the organization submitting this report.

Date: Insert the date this form is completed.

Quarter: Insert the numeral 1, 2, 3 or 4 that corresponds to the program year quarter (Quarter 1: July 1- Sept. 30; Quarter 2: Oct. 1 - Dec. 31; Quarter 3: Jan. 1 - March 31; Quarter 4: April 1 - June 30).

Names of WBE's Solicited for Bids: Provide names and phone numbers of any Woman Business Enterprises contacted for bids.

Names of MBE's Solicited for Bids: Provide names and phone numbers of all Minority Business Enterprises contacted for bids.

Names of WBE's Contractor/Vendor: Provide names of Woman Business Enterprises awarded bids/contracts.

Names of MBE's Contractor/Vendor: Provide names of Minority Business Enterprises awarded bids/contracts.

Dollar Value of Purchases with WBE's During This Quarter: Provide the total amount of funds actually spent with Woman Business Enterprises.

Dollar Value of Purchases with MBE's During This Quarter: Provide the total amount of funds actually spent with Minority Business Enterprises.



Department of Energy
Washington, DC 20585

WEATHERIZATION PROGRAM NOTICE 11-03
EFFECTIVE DATE: December 15, 2010

SUBJECT: POLICY REGARDING THE USE OF DOE PROGRAM FUNDS TO PAY FOR CALL-BACK/ADD-ON WORK AFTER REPORTED TO DOE AS A COMPLETED UNIT

PURPOSE: To clarify if and when Grantees and subgrantees may charge the Department of Energy (DOE) Low-Income Weatherization Assistance Program (WAP) for call-backs once a dwelling unit has been final inspected and reported to DOE as a completed dwelling unit.

SCOPE: The provisions of this guidance apply to Grantees or other entities named in the Notification of Grant Award as the recipient of financial assistance under the Department of Energy Weatherization Assistance Program. This guidance applies to all sources of funds in use – American Recovery and Reinvestment Act of 2009 (Recovery Act) and regular appropriated DOE Weatherization funds in 2009, 2010 and beyond.

LEGAL AUTHORITY: Title IV, Energy Conservation and Production Act, as amended, authorizes the Department of Energy (DOE) to administer the Weatherization Assistance Program. All grant awards made under this Program shall comply with applicable law including regulations contained in 10 CFR Part 440, the Energy Policy Act of 2005, the Energy Independence and Security Act of 2007, and the American Recovery and Reinvestment Act of 2009 (Recovery Act).

BACKGROUND: Recent monitoring and auditing of the Program has uncovered numerous instances where DOE WAP funds are being used to perform additional weatherization work after the dwelling unit has been final inspected and reported to DOE as a completed unit. Whether you refer to this additional weatherization work as “call-backs,” “re-works,” “add-ons,” “missed opportunities,” or some other term of art, this type of work should not occur using DOE funds. Under a recent interpretation of WAP regulations by the DOE Office of General Counsel, paying for additional work on homes that have already been reported to DOE is not a permissible use of DOE WAP funds.

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GUIDANCE: As a general rule, Grantees and subgrantees may not charge the WAP for additional work on homes that have already been reported to DOE as completed, weatherized units. Once a home is reported to DOE as complete, the required final inspection indicates that all applicable work performed was done so in a workmanlike manner, including all work that may have been contracted out such as furnace work, etc. Performing activities such as routine maintenance, repairs, or warranty-type work is not permitted using DOE funds for work beyond those costs already invoiced. Grantees and subgrantees may use other funds that are not included as a part of their DOE WAP budget plans to pay for the costs associated with these activities.

The only method to address “call-backs” where DOE funds must be used to pay for the additional work is to have these previously completed units taken out of the DOE reporting system and subtract the associated costs from the DOE funds category.

The Project Officer must be notified in writing of the number of units, total costs, and reporting period (monthly and/or quarterly) for any units that are to be backed out of the PAGE system. The Project Officer will then reject the report so that the revised reporting adjustments can be made. Further, Grantees must coordinate with their financial office to ensure the appropriate accounting methods follow Federal cash management procedures.

After making any necessary repairs, the subgrantee must re-inspect the unit and report the completion to the grantee who will then report the unit to DOE, including all final costs for the unit in the month the completed work takes place. In considering this option, it should be noted that this process is time-consuming and should be utilized only on a limited case-by-case basis. Any proposed exception to this guidance must be provided by the subgrantee to the Grantee and submitted to DOE for approval.

Subgrantees that primarily use contractors are likely not to have this issue. The contracts for HVAC or other work using DOE funds must ensure that adequate guarantees of workmanship, implied or otherwise, are part of the bid process. These costs are generally built into the contract including the equipment, workmanship, and the length of time covered by any implied warranty required in the bid specifications.

This program notice affects all units weatherized after January 10, 2011 with any-year’s appropriated funds as well as Recovery Act funds. This date should ensure that Grantees will have time to amend any procedures or plans currently in place with their subgrantees to implement this change.

Note: Under no circumstances can any of the activities described above be covered under the reweatherization provisions of 10 CFR 440.18(e)(2)(iii) of the program regulations.

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CONCLUSION: DOE intends to revisit this issue during the updating of the program regulations scheduled to begin early next year. At that time, DOE will request comments on how best to address any proposed changes to the regulations, including this matter. If there are additional questions or concerns about this guidance document, Grantees should contact their PMC Project Officer. DOE appreciates your cooperation and patience as we work together to achieve the Administration's goal of creating jobs and increasing the number of people who benefit from DOE-funded weatherization projects.

A handwritten signature in black ink, appearing to read "L. M. Oliver". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

LeAnn M. Oliver Program Manager
Office of Weatherization and Intergovernmental Program
Energy Efficiency and Renewable Energy

**Vehicle and Equipment Inventory Report
Due December 1**

SUBGRANTEE: _____

DATE: _____

VEHICLES CURRENTLY OWNED BY THE WEATHERIZATION PROGRAM

	Type/Model	Model Year	Vehicle ID Number	Purchase Date	Original Cost	Fund Source (original fund source in which vehicle was purchased)	% of Federal funds to purchase	Condition*	Vehicle Used by what Program/ What is the vehicle used for? (Ex. Regular DOE program - Wx, or Head Start - transporting children)	Current Mileage	What Program Holds Title to the Vehicle?	Location where the vehicle is kept	Date of Disposal (if applicable)	Sale Price (if applicable)	Comments
1															
2															
3															
4															
5															
6															
7															
8															

EQUIPMENT OVER \$5,000 CURRENTLY OWNED BY THE WEATHERIZATION PROGRAM

	Type/Model	Model Year	Serial or Inventory Number	Purchase Date	Original Cost	Fund Source (original fund source in which equipment was purchased)	% of Federal funds to purchase	Condition*	Equipment Used by what Program/ What is the equipment used for? (Ex. Regular DOE program - Wx)	What Program Owns the Equipment?	Location where the equipment is kept	Date of Disposal (if applicable)	Sale Price (if applicable)	Comments
1														
2														
3														
4														
5														
6														
7														
8														

*Condition:

New (Property which is in new condition or unused condition and can be used immediately without modifications or repairs.)

Usable (Property which shows some wear, but can be used without significant repair.)

Repairable (Property which is unusable in its current condition, but can be economically repaired.)

Salvage (Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.)

Scrap (Property which has no value for its basic material content.)

Simpson Home Improvement

H. Simpson
1602 Pennsylvania Ave.
Washington, MO 63090
(555) 555-5555

Invoice Date: 4/1/2016

Name:	C. Montgomery Burns	Job #: 039-017-M-00763
Address:	1000 Mammon Ln. Springfield MO, 65801	
Phone:	(555) 555-5556	

Work Start: 3/23/2015

Work End: 3/25/2015

Qty	Unit	Measure	Components	Labor	Material	Total		Measure Type	Total
						Labor	Material		
2	each	CO Detector	CO Battery Operated: #KN-COB-B-LPM	\$5.00	\$20.00	\$10.00	\$40.00	H&S	\$50.00
12	each	13-watt CFL		\$2.00	\$1.00	\$24.00	\$12.00	Baseload	\$36.00
1	each	DWH Blanket		\$20.00	\$20.00	\$20.00	\$20.00	Baseload	\$40.00
6	LF	Pipe Wrap		\$5.00	\$1.25	\$30.00	\$7.50	Baseload	\$37.50
2	each	Interior Caulk		\$5.00	\$5.00	\$10.00	\$10.00	Infiltration	\$20.00
1	each	Exterior Caulk		\$7.50	\$7.50	\$7.50	\$7.50	Infiltration	\$15.00
1	each	Attic Fan Cover		\$15.00	\$15.00	\$15.00	\$15.00	Infiltration	\$30.00
1	each	ASHRAE 62.2 Fan	Panasonic WhisperGreen 80 CFM FV-08VK3	\$140.00	\$360.00	\$140.00	\$360.00	H&S	\$500.00
1	each	DV Furnace 45000	Goodman, GMVC96, 0603BXB	\$1,000.00	\$1,500.00	\$1,000.00	\$1,500.00	HVAC	\$2,500.00
1050	SF	Attic Insulation	R-38 Cellulose Insulation	\$0.67	\$0.55	\$703.50	\$577.50	Insulation	\$1,281.00
17	SF	2" 2 part foam bands / ductwork		\$2.25	\$2.50	\$38.25	\$42.50	Insulation	\$80.75
						\$1,998.25	\$2,592.00	Total	\$4,590.25

CHECKLIST FOR CONTRACTOR FILES

- Completed contract which has been signed by the contractor and countersigned by the agency.
- Documentation that the contractor has met one of the three following criteria:
 1. The respondent has successfully completed a contract with the agency in the past (place a note in the file);
 2. The respondent has submitted names of other purchasers with whom they have provided service and performed satisfactorily (place the list of references and the notes from whoever checked the references in the file); **OR**
 3. The respondent has posted a performance bond (Place a copy of the bond in the file. The actual bond should be locked in the finance office.)
- Proof of Insurance as listed below:
 1. Comprehensive General Liability Insurance at a minimum of \$300,000 Combined Single Limit for Bodily Injury and Property Damage, per occurrence and aggregate.
 2. Vehicle Insurance at a minimum of \$300,000 bodily injury per person / \$500,000 bodily injury per accident / \$300,000 property damage per accident for a Split Liability Limit (SLL) policy **or** \$800,000 for a Combined Single Limit (CSL) policy.
 3. Workers' Compensation Insurance Coverage as required by law.
- Current business license and/or occupational license(s) as required by local statutes.
- Verification that the contractor is registered with and maintains good standing with the Secretary of State of the State of Missouri. See website:
<https://bsd.sos.mo.gov/BusinessEntity/BESearch.aspx?SearchType=0>
- Evidence that the contractor is not on the state or federal debarment lists. See websites:
<http://oa.mo.gov/facilities/project-management/debarred-contractors>;
<https://www.sam.gov/portal/SAM/#1>
- Evidence of OSHA-10 Certification for all of the contractor's employees.
- Proof of EPA Certified Firm Certification and Certified Renovator and Lead Safe Work (LSW) training documentation, if any LSW is to be performed (Wx contractors only; not HVAC or electrical contractors).

This file should be reviewed annually to update insurance information, re-check the debarment and Secretary of State's registration lists, and verify that all other information is up-to-date.