



Department of Community &
Economic Development

CENTER FOR COMMUNITY SERVICES

Title: Annual Financial Reconciliation Report
Requirements

Directive #: CW2016-03

Effective: July 1, 2016

TO: Weatherization and Community Service Block Grant (CSBG) Subgrantees

FROM: Lynette Praster, Director - Center for Community Services

1.0 Purpose:

Subgrantees are required to demonstrate that program funds were spent in accordance with program requirements and guidelines. This directive will advise subgrantees of the Annual Financial Reconciliation Report of Federal Funds to account for funds received compared to program expenditures.

2.0 Background:

DCED is required to reconcile program funds with requested payments annually to U.S. Department of Health and Human Services (HHS), the U.S. Department of Energy (DOE) and the PA Department of Human Services (DHS). DCED must receive the reconciliations from the subgrantees in a timely manner as part of the preparation of annual reports.

3.0 Policy:

WEATHERIZATION

The Annual Financial Reconciliation Reports will be due to DCED no later than 45 calendar days after the termination of the program year. These reports must be submitted to the weatherization resource email account at ra-wxmail@pa.gov. Failure to comply may result in the subgrantee being flagged for future funding until such time as the required reports are received. The Annual Financial Reconciliation form and instructions can be found on <https://collab.pa.gov/dced/weatherization>.

Final invoices and FSRs must be submitted in accordance with FMC Directive 2014-01(2) Federal Program Invoices and Fiscal Status Reports.

If the completed Financial Reconciliation ends up with unspent funds which have already been drawn down, those funds must be returned to DCED. The check should be made out to the Commonwealth of PA and must identify the funding source, the budget category/ies it was unspent in, and the contract in which the funds were awarded. Please submit to the following address:

Commonwealth Keystone Building
Department of Community & Economic Development
Center for Community Services
400 North Street, 4th Floor
Harrisburg, PA 17120

Subgrantees that plan to terminate their Weatherization program must notify DCED at least 60 calendar days prior to termination. The agency will receive further instructions at that time.

CSBG

Subgrantees must submit their annual COPOS report within 45 calendar days of the termination of the calendar year. Failure to comply may result in the subgrantee being flagged for future funding until such time as the required reports are received.

The COPOS report and instructions for completing and submitting online can be found at www.pa-copos.org.

Final invoices and FSRs must be submitted in accordance with FMC Directive 2014-01(2) Federal Program Invoices and Fiscal Status Reports.

4.0 Notations:

This directive shall supersede and replace in entirety the following directives:

- *Directive CW2014-03, Annual Federal Grant Closeout Requirements*

5.0 Effective Date

It shall remain in effect, in its entirety, until such time as it is amended, replaced, superseded, or nullified. Only a directive from the Center for Community Services or equivalent office may countermand any statement herein contained.

Cc: Center for Community Services
Financial Management Center