



VA WEATHERIZATION ASSISTANCE PROGRAM Information Notice 02-2011

TO: ALL WEATHERIZATION SUBGRANTEES
FROM: NANCY PALMER, HOUSING PROGRAMS MANAGER
DATE: 02/01/2011
SUBJECT: INVOICE PROCESS POLICY

Effective February 1, 2011, sub-grantees are required to submit the following documents with monthly invoices:

- Detailed General Ledger report showing the monthly expenditures
- Summary report showing total expenditures matching General Ledger report
- Building Weatherization reports
- Final Inspection reports for completed units

The detailed General Ledger and summary report of expenditures will be reviewed by the Weatherization Fiscal Analyst. The review will verify that the expenditures shown on the report match the amount requested on the invoice. If they do not match, the differences should be documented and explained.

The detailed General Ledger report will also be reviewed to ensure that expenditures shown appear to meet the eligibility requirements for the weatherization programs. If there are unusual or recurring expenditures, the sub-grantee will be contacted and asked to provide source documentation for review and verification of eligibility. These reports will be maintained and used during the annual financial compliance monitoring to ensure that the expenditures have not been adjusted or transferred to a different funding source.

The Building Weatherization and Final Inspection reports will be reviewed by the Weatherization Program Manager. The Building Weatherization reports will be sampled to determine if eligible measures are being completed and if the costs and number of hours appear to be reasonable. The reports will be forwarded to the Weatherization Fiscal Analyst who will also conduct a sample to identify the expenditures on that month or previous months General Ledger Report. The technical monitors will use Building Weatherization reports in selecting jobs to be monitored on site. The Final Inspection report will be checked to verify that every client job submitted with the invoice has had a final inspection.

The invoice will be exported to the database by the Housing Program Analyst. The invoice will be shared with the Weatherization Fiscal Analyst who will verify that the amount submitted matches the detailed General Ledger and summary report. After the Weatherization Fiscal Analyst verifies that the amount submitted on the invoice matches the expenditures shown on the detailed General Ledger or there is an appropriate explanation for any differences, the invoice will be processed by the Housing Program Analyst.

The Weatherization Fiscal Analyst and Weatherization Program Administrator will conduct annual financial and administrative monitoring compliance reviews of all sub-grantees to review a sampling of source documentation to ensure that policies are followed and expenses are eligible.