



**Department of Energy**  
Washington, DC 20585

**WEATHERIZATION PROGRAM NOTICE 12-4**  
**EFFECTIVE DATE:** December 9, 2011

**SUBJECT:** WEATHERIZATION ASSISTANCE PROGRAM FINANCIAL MANAGEMENT TRAINING TOOL KIT

**PURPOSE:** To issue the Financial Management Training Tool Kit to all Grantees for use in the Weatherization Assistance Program (WAP).

**SCOPE:** The provisions of the guidance apply to Grantees under the Department of Energy (DOE) WAP.

**LEGAL AUTHORITY:** Title IV, Energy Conservation and Production Act, as amended, authorizes DOE to administer the WAP. All grant awards under this Program shall comply with all applicable laws including, but not limited to, the WAP statutory authority (42 U.S.C 6861-6873), the American Recovery and Reinvestment Act of 2009 (Recovery Act) (Pub. L. No. 111-5) and 10 CFR Parts 440 and 600.

**BACKGROUND:** One of DOE's goals is to assist Grantees in their efforts to effectively and efficiently train the network in overall management of the WAP. In addition to weatherizing hundreds of thousands of homes, the \$5 billion of funding provided through the Recovery Act afforded a unique opportunity for the WAP, at all levels, to make significant investments in training that should result in long-term improvements in the Program.

One of the key components that DOE strives to continuously improve through training and assistance is financial management. Whether buying materials and equipment, procuring contractor services, accounting for resources, or developing financial reports, all management rules and regulations must be followed appropriately. The Recovery Act raised the national budget line item for Training and Technical Assistance (T&TA) from a maximum of 10 percent to 20 percent. DOE provided the full 20 percent of Recovery Act T&TA funding allowed in the three year grants executed in April 2009. DOE retained approximately three percent of these funds to develop nationwide technical assistance efforts to support the entire WAP network. The *"The Weatherization Assistance Program Financial Management Toolkit"* was one of those products developed through the DOE effort to be used by all network members as a tool for training Grantee and Subgrantee staff on the proper use of DOE financial rules.

**PROCEDURES:** DOE commissioned the development of the “*Weatherization Assistance Program Financial Management Tool Kit*” as a universal training curriculum for teaching WAP professionals how to comply with the financial regulations governing the WAP. The curriculum provides a detailed explanation of budgetary systems, including a comprehensive overview of financial management systems, protocols, regulations, and procedures for the WAP. The tool kit will assist Grantees with providing effective financial management training to the WAP network. The tool kit contains the following:

1. 10 CFR 600: Know Your Requirements
  - a. One Day Curriculum
    - i. Trainer’s Manual – Printed and Electronic
    - ii. Participant’s Manual – Printed and Electronic
  - b. Three Hour Curriculum
    - i. Trainer’s Manual – Printed and Electronic
    - ii. Participant’s Manual – Printed and Electronic
  - c. Financial Management PowerPoint
  - d. Financial Management Jeopardy Game
  
2. Procurement
  - a. One Day Curriculum
    - i. Trainer’s Manual – Printed and Electronic
    - ii. Participant’s Manual – Printed and Electronic
  - b. Three Hour Curriculum
    - i. Trainer’s Manual – Printed and Electronic
    - ii. Participant’s Manual – Printed and Electronic
  - c. Procurement PowerPoint
  - d. Procurement Jeopardy Game
  - e. Procurement Toolkit CD

It is expected that all Grantees will provide training to their Subgrantee network over the next six months in the proper use of these financial tools.

As always, we appreciate all that you do to make Weatherization Work!



LeAnn M. Oliver  
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Energy Efficiency and Renewable Energy

Attachment