



Nathan Deal
Governor

GEORGIA ENVIRONMENTAL FINANCE AUTHORITY

Kevin Clark
Executive Director

GEORGIA WEATHERIZATION PROGRAM NOTICE GA12-04 EFFECTIVE DATE: August 1, 2012

SUBJECT: INVOICE SUBMITTAL PROCESS USING THE HANCOCK ENERGY SOFTWARE (HES)

PURPOSE: To issue guidance for the Georgia Weatherization Network on reporting requirements to GEFA. It establishes the official documentation and processes regarding accurate and timely reporting procedures.

This guidance updates, consolidates and expands upon guidance previously issued. This document is designed to supplement the Hancock users' manual, particularly in regards to GEFA's monthly reporting requirements and processes, and is a companion guidance to Georgia Weatherization Program Notice GA 12-04A. The new standardized format provides documentation correlating expenditures, accounting entries, payments and support documents to provide a complete representation of the project. The format will better facilitate preparation of the Final Report of Expenditures, enable a smoother transition during staff turnover, and reduce the confusion caused by the various accounting programs printouts and their associated coding.

This document is a "living document", and as such, it will continue to evolve and will be updated periodically as we gain new insight concerning invoice review requirements and Hancock reporting. It is the responsibility of each sub-grantee to ensure that this guidance is forwarded to all personnel involved with Hancock invoicing and reporting and general reporting oversight.

GUIDANCE

The Hancock Reporting Database is the sub-grantee's reporting vehicle and payment mechanism. It is therefore incumbent upon the sub-grantee to maintain the accuracy and integrity of the data base and to perform regular reconciliation of financials and invoice submittals.

Complete and accurate data for all weatherized dwelling units must be entered into the Hancock Reporting System. Before a unit can be presented to GEFA for payment, the sub-grantee must enter data that certifies:

- That the unit is eligible to receive assistance
- That the applicable budget period and contract number is correctly selected
- That all work performed on the unit has been completed; and,
- That a post-work inspection has been conducted.

For specific instructions in using the Hancock Energy System, refer to the HES WAP Online User Manual.

Invoice and Production Status Report

The monthly Invoice and Production Status Report (**IPSR**) is the sub-grantee's activity and expenditure report to GEFA and is the basis for determining the amount of reimbursement paid to the sub-grantee.

The monthly **IPSR** consist of three major parts, all of which are generated by the Hancock system when the work order is completed and the units applied to an invoice and submitted to GEFA. These documents are reviewed by the GEFA contract manager:

- Part I lists the units being presented and installed weatherization measures;
- Part II is the Cumulative Request for Payment/Statistical Report (Invoice);
- Part III indicates cumulative program activity – Statistical Data Report

The Hancock WAP Online User Manual describes the process that must be followed to submit a Monthly Invoice and Production Status Report, Electronic Invoice (Request for Payment & Statistical Report).

Invoice Request Requirements

All sub-grantees must submit via Hancock, no later than the tenth of each month, an **IPSR** along with the following mandatory expenditure and support documentation.

- Financial statement per funding source, showing cumulative expenditures per budget cost categories, plus accounts payable and accruals for the budget period, as of the last business day of the month.
- A general ledger detail (showing detail of what was recorded as expenditures) for each WAP fund source including program income accounts that were used to complete the units, and incur any program support costs.
- Billing Summaries that correlate sub-grantee expenditures, accounting entries, payments with supporting documentation to provide a complete representation of the project. (i.e., acts as a roadmap for the invoice support documentation). The Billing Summary must be completed and signed by sub-grantee. The following billing summaries are required:

➤ **Attachment 'B' -**

Subcontractor Detail Report

The Subcontractor Detail Report clearly identifies the project, time period work performed, materials installed, and references to services provided. Federal requirements are applicable to all sub-contractors, and sub-grantees must retain documentation of compliance for potential future review and/or request.

➤ **Attachment 'D' -**

Administrative Detail Report

The Administrative Detail Report identifies the cost incurred to administer the program. These could include, but are not limited to, indirect costs, administrative staff, accounting staff, office space, telephone, postage, printing, payroll processing, and/or lease of office machine.

➤ **Attachment 'E' -**

Travel Detail Report (if applicable)

The Travel Detail Report identifies cost associated with approved inter/intra-state travel for training and technical assistance.

- **Attachment 'G' – Vehicles & Equipment Inventory Detail Report**
The "Vehicle & Equipment Inventory Detail Report" records all property, equipment and tools. Material inventory is to be maintained in a manner that will provide an audit trail from purchase to installation as well as material on hand.
- **Attachment 'H' – Liability Insurance Summary (if applicable)**
The "Liability Insurance Summary" details cost incurred by the sub-grantee for liability, POI and workers compensation insurance for weatherization projects for personal injury and for property damage.
- **Attachment 'I' – Program Support Detail Report**
The "Program Support Detail Report" itemizes the cost incurred for Program Operations that are generally defined as the direct costs necessary to effect the weatherization of an eligible dwelling unit but not included in the material costs.
- **Attachment 'J'-- Staff Time Summary**
The sub-grantee "Staff Time Summary" provides the framework of what's expected to document staff/labor costs per unit. Supervisory activities above the first level of supervision are recoverable only as indirect costs, otherwise the costs are nonparticipating. Eligible Fringe Benefits consists of medical, dental, vision, etc. Benefits can be reported per individual as either an hourly rate or lump sum.
- **Attachment 'K' -- Signed Agency Certification Statement**
Sub-grantees must use the template provided and certify that expenses being requested for reimbursement are allocable to this contract and have not been billed previously.
- **Exhibit 'E'-- Georgia Power Company WAP reporting form (if applicable)**
- **Exhibit 'D'-- Energy Counseling Checklist (Georgia Power units)**

Indirect Cost

Sub-grantees planning to invoice for indirect costs must submit the Approval Letter of Indirect Costs Rate for the fiscal year involved to GEFA's Accounting Dept. prior to billing for indirect costs.

- Indirect (and overhead) costs **must not** be combined with direct costs on invoices.
- Federal reimbursement is always rounded down to the penny.
- For projects where the materials and / or labor costs appear higher than typical, the sub-grantee needs to provide an explanation for the elevated costs.

Contractor Invoices

- Subcontractor billing that clearly identifies the project, time period work performed, materials installed, and references to services provided.
- Scanned documents should be compiled in an orderly fashion that corresponds with the Sub-contractor Detail Report.

Reimbursements

The reimbursement process is based on allowable expenditures made by the sub-grantee. When the monthly Invoice and Production Status Report is received by GEFA, it will be reviewed for completeness, accuracy, desk audited against the terms of the contract, and adjusted, if necessary, based on the field or fiscal monitoring visit findings of a GEFA representatives.

Any payment request received by GEFA that is not completed and submitted in accordance with the instructions in the payment request section, will result in notification to the sub-grantee in the form of an un-submittal of the Hancock invoice/report. Depending on the error(s), delays in making corrections could cause a HOLD on the payment. Sub-grantees that need assistance in correcting errors should contact their program representative.

Payment Adjustments

GEFA reserves the right to make payment adjustments in accordance with Paragraph 2.3 of the weatherization contract.

Withholding Payment

GEFA reserves the right to withhold payments in accordance with the weatherization contract.

Disallowed Program Income Expenditures

Program Income expended in any manner which is inconsistent with Georgia Weatherization Program Notice GA 12-02 shall be disallowed. GEFA reserves the right to deduct any disallowed program income expended from any payments due and owing under the terms of the contract between GEFA and the sub-grantee.

Non-Reimbursement

1. GEFA will not reimburse for any claimed expenditures which it finds to be based on a misrepresentation of material fact including, without limitation, work not performed or materials not supplied or incorporated in the work. Such misrepresentation shall also constitute a 'Material Breach' as provided for in the contract between GEFA and the sub-grantee.
2. GEFA will not reimburse for any claimed expenditures, notwithstanding such expenditures that may be otherwise allowable and expended on an eligible dwelling unit, for work performed in less than a workmanlike manner or defective and not remedied, for materials installed which are not in conformity with the materials specifications set forth in 10 CFR 440, Appendix A, or otherwise defective or substandard and not replaced or repaired within a reasonable period of time after receiving a written notice from GEFA.

Post Payment Invoice Adjustments

All requests for post-payment invoice adjustments must be submitted in writing to GEFA with a full explanation as to the reason for the adjustment. Once approved, GEFA will execute the adjustments using the Hancock amendment feature.

Monthly Systems Reconciliation

A monthly reconciliation between the Hancock Reporting system, sub-grantee financial reports and GEFA financial systems will be conducted on the 25th of each month.

**Sign for acknowledgement of receipt & understanding
 GEORGIA WEATHERIZATION PROGRAM NOTICE GA12-04**

_____ (*Weatherization Agency Name*), certify that we have read and understand the Guidance contained in this notice. Signatures indicate receipt of this guidance and certify our agency will immediately begin adhering to the attached guidance. (*copy and attach additional pages as necessary*)

_____ Executive Director	_____ Date
_____ Weatherization Director	_____ Date
_____ Intake Specialist	_____ Date
_____ Intake Specialist	_____ Date
_____ Admin Assist.	_____ Date
_____ Assessor/Final Inspector	_____ Date
_____ Finance/Accounting	_____ Date
_____ Title _____	_____ Date

This page must be returned to GEFA Attn: Debbie Smiley by September 15, 2012

Training Technical Assistance

Please type or print when completing this form

Name:	Address:		PERIOD COVERED:
	City:	County:	
I certify that I have incurred the described expenses and the mileage in the discharge of my official duties for billing under this funding agreement.	Date:	Employee Signature:	
I certify that, to the best of my knowledge, this is an accurate statement of expenses incurred and that all trips including interstate travel and resulting charges were made with approval. Payment for the following charges is hereby authorized.	Date:	Supervisors Signature:	

A. TRANSPORTATION (Complete only those items for which you are claiming reimbursement)							B. Lodging, meals & Misc.			
Dates of Travel	Location Start	/	Location End	Mileage (attach map)	Airline (attach receipt)	Ground Travel (attach receipt)	Parking & Other (attach receipt)	Lodging (attach receipt)	Meals (attach receipt)	Miscellaneous (attach receipt)
	/			0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	/			0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	/			0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	/			0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	/			0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Miles				@\$0.555 =	\$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Mileage Reimbursement \$				Total Transportation \$		Total Lodging \$				

C. TYPE OF TRAINING			
Total # of days	Type of Training	Training Performed by	Completed Required Education (yes/no)

Agency Signature: _____

Date Signed: _____

**GEORGIA ENVIRONMENTAL FINANCE AUTHORITY
WEATHERIZATION ASSISTANCE PROGRAM**

LIABILITY INSURANCE DETAIL REPORT
SUMMARY OF EXPENSES
ATTACHMENT H

AGENCY NAME: _____

CONTRACT NUMBER: _____ Date: _____

BILLING PERIOD: From: _____ To: _____

VEHICLE LEASE (include supporting invoices)				
VEHICLE DESCRIPTION (COLOR, YEAR, MAKE, MODEL)	VIN#	DATE LEASE BEGAN	MONTHLY LEASE AMOUNT	Comment
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL			\$ -	
MATERIAL STORAGE				
TOTAL AMOUNT OF SQ.FT.	PRICE PER SQ.FT.	DATE LEASE BEGAN	COST PER MONTH	COST PER YEAR
			\$ -	\$ -
			\$ -	\$ -
TOTAL			\$ -	\$ -
LIABILITY INSURANCE				
COMPANY NAME	ADDRESS	CONTACT PHONE	COST OF COVERAGE PER MONTH	COST OF COVERAGE PER YEAR
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Totals			\$ -	\$ -
Total Cost of Coverage (This Period) \$ _____				

Agency Signature: _____ Date: _____

GEORGIA ENVIRONMENTAL FINANCE AUTHORITY
Weatherization Assistance Program (WAP)
ATTACHMENT 'K'

Signed Certification

This is to certify that the above invoice request is correct and that the expenditures were incurred in connection with the approved weatherization projects for which allocations have been received.

Sub-grantee Program Representative

Sub-grantee Fiscal Officer

Date

Date