



Utah Weatherization Program Notice

Effective Date 23 February 2012

UWPN # 12-5a

Subject: ARRA Contract Close Out (revised)

Basis: ARRA Contract Extension

Purpose: As we come to the end of the American Recovery Reinvestment Act funding there are several items that will be unique to the close out of this contract. This notice is meant to give clear guidance on these matters. This information is being issued in keeping with the Department of Energy Program Notice 12-3 and the ARRA Closeout FAQ.

Scope: This notice only pertains to the close out of the DOE ARRA contract issued to your agency.

Responsibilities:

Local Agencies –

Inventory Control: Materials purchased with ARRA funds that are in inventory at the end of the contract will be carried over to your current DOE contract. This does not apply to materials that have left the warehouse prior to the end of the contract. Agencies will need to maintain accountability of inventory in accordance with State Guidelines and local agency policy. It will not be necessary to maintain separation of ARRA and non-ARRA materials after the end of the contract.

Bottom Line:

- If it is in the warehouse on 30 June 2012 it is rolled over to your current DOE contract on 1 October 2012. (This date is when the State grant ends)
- Big ticket items that are tracked by serial numbered need to physically stay in the warehouse until 1 October 2012.
- Regular inventory can continue to go out for production. Agencies need to ensure balances of any given line item do not drop below the warehouse totals of 30 June 2012. (In essence this ensures that ARRA purchased materials never leave the warehouse)

If it has left the warehouse and is on a client home it is still ARRA materials come 1 July 2012.

Vehicles & Equipment: Vehicles and equipment purchased with ARRA funds will be transferred to your regular DOE grant at the end of the ARRA contract.



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Any agency considering disposal of a vehicle or equipment valued over \$5000 purchased with ARRA funds at the end of their ARRA contract needs to contact the State WAP office immediately for further guidance. Any vehicles or equipment over \$5000 that is disposed of will require the agency to reimburse the U.S. Treasury.

Production: Any weatherization work undertaken using ARRA funds must be completed, inspected, and closed out by the end of the ARRA contract. Any project not completed by the end of the ARRA contract will be completed using another funding source and can only be reported as an ARRA completion.

Reporting: Normal reporting of June completions will take place by 25 July 2012. Final Reports for the ARRA contract will be due to this office no later than 31 July 2012.

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