



Department of Community & Economic Development


## FINANCIAL MANAGEMENT CENTER

**Title:** Federal Program 'Zero' Dollar Contracts  
(also referred to as "Master Agreements")

**Directive #** 2014-02

**Effective:** January 1, 2014

To: All Weatherization and CSBG grantees

  
From: Connie S. Huber, DCED Financial Management Center Director

### 1.0 Purpose

This directive is to provide the procedure for the application of federal funds for Weatherization and Community Service Block Grant (CSBG) contracts. The revised application for said federal funds, passed through the Department of Community and Economic Development (DCED), will contain 'zero' dollars (and may also be referred to as the Master Agreement).

### 2.0 Revision History

This Financial Management Center (FMC) Directive replaces all CSBG and Weatherization Directives and/or instructions previously issued related to the application and contracting of federal funding through DCED's Single Application process. This directive is effective January 1, 2014 and applies to all CSBG and Weatherization applications for funding.

### 3.0 Policy

The 'Master Agreement' process was developed to expedite the contracting process and have a fully executed contract with all terms and conditions in place prior to the receipt of the federal grant award; therefore, enabling DCED to release federal funds in an expedited manner. When an agency completes a new application for federal funding through DCED, the approved Master Agreement will be issued for grantee signature in the amount of zero dollars. After the Master Agreement is fully executed and upon notification of DCED's receipt of the federal award, the agency will be required to submit all necessary documents for each specific funding source. DCED will prepare a Funding Release Form which will indicate the approved amount(s) and the source of funding assigned to the agency.

Upon receipt of the executed Funding Release Form, containing all required signatures, the agency may begin the invoicing process. It is important to note that as each round of funding becomes available, the agency must use the required forms, including but not limited to a revised, cumulative budget and any revised narrative information, if necessary. This cumulative budget will be noted on the Funding Release Form, and it will also be utilized during the invoicing process for each contract.

## 4.0 Procedure

Application for the zero dollar Master Agreement must be made through DCED's Electronic Single Application System (ESA). If there are special application instructions, they will be supplied by the Program Office(s) for each program. Since these contracts (i.e. Master Agreements) will be for zero dollars, the budget tab will not be visible when you are completing your online application. However, should you decide to print your completed application, the budget section will print with a defaulted amount of \$1.00.

Agencies are required to supply specific programmatic details along with budget justifications for each round of funding. A Funding Release Form will be prepared by DCED when all necessary information is received. As mentioned above, cumulative totals will be required for each Funding Release in order to track overall contract budget totals which will also be used during the invoice process. All requested information must be submitted electronically to the appropriate area within DCED as follows:

- For Weatherization contracts, send all information to [ra-wxmail@pa.gov](mailto:ra-wxmail@pa.gov).
- For CSBG contracts, send all information to [ra-dcedocs@pa.gov](mailto:ra-dcedocs@pa.gov).