



Department of Community & Economic Development

## FINANCIAL MANAGEMENT CENTER

**Title:** Federal Program Invoices & Fiscal Status Reports for Weatherization grants and Community Service Block grants

**Directive #** 2014-01 *(last updated 8-8-2014)*

**Effective:** January 1, 2014

To: All Weatherization and Community Service Agencies

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

### 1.0 Purpose

This directive is to provide the procedure for the submission of invoices and fiscal status reports and to establish enforcement parameters associated with said submission requirements for the Community Services Block Grant (CSBG) and Weatherization federal funds passed through the Department of Community and Economic Development (DCED).

### 2.0 Revision History

This Financial Management Center (FMC) Directive replaces all CSBG and Weatherization Directives and/or instructions previously issued related to invoices and fiscal status reports. This directive is effective January 1, 2014 and applies to all CSBG and Weatherization requests for funds.

### 3.0 Policy

Federal program invoices and fiscal status reports (FSRs) are used to capture additional funding information regarding specific federal program funds. The invoice form requires the provision of specific budgetary and expenditure information related to your monthly expenses. Similarly, the fiscal status report provides supplemental information relating to your actual monthly expenditures.

In order to strengthen DCED's accountability for its pass-through Federal funds, invoices and FSRs will be required to be submitted by the 20th of each month. Both invoices and FSRs will be required on a monthly basis. However, invoices must be \$500 or greater to be considered for processing. Invoices totaling less than \$500 will not be processed, unless it is a request for final payment on an individual contract. Please note that the agency must provide justification in the FSR notes section if they are not submitting an invoice in a particular month (i.e. due to the \$500 threshold, etc.). Should an agency fail to submit these forms by the required monthly timeframes, the agency will become flagged and all future contracts and payments issued by DCED will be withheld until the matter is resolved (which includes both state and federal funding). Agencies will be notified in writing, should they become flagged.

All invoices and FSRs must be submitted to DCED electronically (via email). At a minimum, please identify the associated contract number in the subject line of your email. Agencies may attach both the invoice and FSR in the same email and should be submitted to the following address:

[RA-DCEDInvoicing@pa.gov](mailto:RA-DCEDInvoicing@pa.gov)

Once DCED receives the invoice and FSR, they will be reviewed and processed. DCED may reject the invoice or FSR if either form is incomplete or incorrect. The agency will be sent a letter (via email) with a reason for rejection and will have five business days to respond to the request as outlined in the rejection letter. If DCED does not receive a timely response, the agency will become flagged for all DCED contracting and payments (as described above).

It is important to note that the initial review performed by DCED on any given invoice or FSR does not constitute acceptance of its associated expenditures. DCED's Compliance Monitoring Division will conduct a comprehensive review during the contract period to ensure eligibility of all related expenditures.

Requests for payment submitted on forms other than the most recently revised invoice will not be accepted and will be returned. Likewise, any fiscal status report submitted on forms other than the most recently revised fiscal status report will not be accepted and will be returned. Please make sure that the invoice and fiscal status report are completed in their entirety and that **all** information is provided. Failure to comply with this directive will delay processing of invoices and payments of associated federal funds.

#### **4.0 Procedure**

Effective with the issuance of the fiscal year 2013-2014 contracts (referred to as the Master Agreement), agencies will be required to use the recently revised DCED Invoice and Fiscal Status Report (FSR). These revised invoices and FSRs, along with instructions, will be available to download at [www.newpa.com/qaos](http://www.newpa.com/qaos) and will not be emailed to the agencies. This is to ensure that all agencies are using the most up-to-date forms and that no changes can be made to the DCED issued forms.

When completing these forms, the approved budget amounts should be the total cumulative amounts from your most recent approved budget modification or funding release form. If a budget modification is "in process," please do not list the new budget totals until you have received final approval. In addition, DCED will reject any invoice that has a negative balance in any major category. In these circumstances, the agency will need to request a budget modification, which must be approved, before submitting their next invoice.

These forms, located on the DCED website, will be fillable and savable forms. In addition, when completing the invoice or FSR, please be sure to report all amounts in whole numbers. Once completed, print the forms, attach signature, scan and attach to an email for submission to DCED.

The initial invoice should be completed and submitted at the time of receiving the first signed funding release form. Subsequent invoices and fiscal status reports will be due each month following, no later than the 20th of the month. Please note that a final FSR may be required one month after submission of the final invoice to provide reconciliation of final expenditures.