

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
Division of Housing and Community Resources

**WEATHERIZATION ASSISTANCE PROGRAM
BULLETIN # 601**

Date Issued: May 21, 1999

Subject: **Submission of Single Audits**

Re: (1) DOE, DHS, and HIP Contracts

Summary: Agency-wide single audits are to be submitted to DCA/OLIEC at the time that they are submitted to the cognizant agency. The audit must include separate schedules for each weatherization contract.

Consistent with the requirements of the Single Audit Act of 1984, all agencies which receive DCA/OLIEC weatherization grants are required to have a single agency-wide annual audit which complies with the Standards for Audits of Governmental Organizations, Programs, Activities and Functions (Yellow Book) issued by the U.S. General Accounting Office.

Agencies are to submit a copy of the single audit directly to the Department of Community Affairs, Office of Low-Income Energy Conservation at the time the audit is submitted to the cognizant agency. The copy is in addition to any other copies required to be submitted to the Department of Community Affairs.

This audit must include separate schedules of expenditures, by category, for each DCA/OLIEC weatherization grant operated by the agency during the audited period.

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
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**WEATHERIZATION ASSISTANCE PROGRAM
BULLETIN # 607**

Date Issued: May 21, 1999

Subject **Severance Benefits**

Re: 1) 10 CFR 440.18

Summary: Severance benefits cannot be paid to weatherization personnel from grant funds. Expenditure of administrative and program support funds must have a direct or indirect association with the provision of weatherization service.

Weatherization subgrantee personnel that retire, resign, are terminated, or separated from their position for any reason are not entitled to payments for unearned time. Earned time such as vacation or sick leave benefits are not covered by this policy bulletin. Severance payments, i.e., payments for time not earned, if paid must come from a subgrantees' discretionary funds. This means funds other than Weatherization administrative or program support funds.