



CT WAP Weatherization Guidance No. 28

Effective Date: May 27, 2011

Updated: May 13, 2015

Reallocation of Program Support Credits to Materials Budget Category

The purpose of this guidance is to remind agencies on the proper procedure for the reallocation of funds from program support credit to the materials budget category. This guidance pertains to all CT WAP Weatherization programs.

Reallocating Funds from Program Support to the Materials Budget Category

Agencies that are approaching their materials budget limit are able to roll their program support credit, if available, into the materials budget category for weatherization expenditures. This allows for additional units to be weatherized under the CT-WAP program and ensures that as many clients as possible are able to receive services during the program year funding cycle. As a reminder, once money has been moved into the Materials Budget category, it **cannot** be moved back to Program Support or any other budget category.

The following procedures are to be followed in order to request a reallocation of these funds:

- Prior to any request, the agency must conduct a budgetary analysis to calculate what funds are needed to cover program support expenditures (e.g. salaries, fringe benefits) so as to ensure that they do not run into a lack of funds after the transfer.
- Agencies must take into account units in process and the amount of funds encumbered as a result of these works in process. This will allow for an accurate assessment of the projected expenditures.
- The agency should request to reallocate only enough funds to cover a 2-month period. This is to ensure that the agency does not end up without funds to cover an unexpected program support expense. **There is no limit on the amount of transfers an agency may request, provided they have the funds available for reallocation, so this should not be a deterrent from following best practice.**
- The funds reallocated should be a negotiable amount, because again, **once funds are moved into the Materials Budget Category they cannot be moved back into program support.**

All requests must be made **in writing** to CT WAP Program Manager and field monitor **must** be copied on all correspondence pertaining to a transfer.