Group Discussion Questions:

1. Can you briefly explain your WAP Funding – Subgrantee Budget Allocation Formula?
    a. Do you use US Census data or other poverty data?
    b. Do you ever deviate from this formula for under-performing agencies?

2. What state planning and production tools do you use today with your subgrantees?
    a. Do you require subs to submit production plans prior to awarding a contract (see handout)?
    b. Does the ACPU vary by subgrantee or do you use a blanket ACPU for production planning?
    c. What type of desk monitoring is performed at the state level to ensure each subgrantee is meeting production goals?
    d. Do you have a comprehensive report or tracking system?

3. Do you have a well communicated spend goal each year for the network? If so, what is it and how do you communicate it to your subs?

4. Is your state able to get contracts out on time to allow for 12 months of production?
    a. If not, what obstacles are you facing to getting the Subs timely funding?
        i. DOE approvals? HHS delays?
        ii. Contractual delays?
        iii. On average how long a delay after the award start date?
    b. Do you allow contracts to extend or run for multiple years?

5. How do you track the WAP spend and production today?
    a. Do you use monthly invoice reports?
    b. Do you share spend and production with your WAP network on monthly or quarterly T&TA calls?
    c. Do you have options for minor budget modifications (see handout)?

6. Do you have a reallocation provision in your state plan that allows you to redistribute funds from under-performing subgrantees to high-performing subgrantees to meet your state's spend goals?
    a. Does it require a public hearing?
    b. What month can you redistribute?

7. When you have an agency with several years of underperforming on spend and production, what, if any tools or processes do you use to address this performance issue?