Tuesday 1:45 – 4:30 pm / Round Robin Discussions
WAP Training for Administrative Professionals & Role of the Labs
Juliana Williams, NREL

WAP Training for Administrative Professionals

Budget & Planning	Procurement	Client Relations
Welcome to the WAP	Subcontractor or Employee?	Meet Your Clients: Client Eligibility
Federal Statutes, Regulations and Grant Guidance	To Purchase or Not to Purchase?	Coach Your Intake Staff
Weatherization Budget Basics	Develop Scoring Criteria for Evaluating Proposals	It's a Deferral, What Next?
Effective Production Planning	Draft and Issue a Solicitation	Managing Client Expectations
Managing Multiple Funding Streams	And the Winner Is…Select a Subcontractor	
Implement WAP Budget or Contract Modifications	Crossing the Finish Line: Subcontracting	**The Economics of Weatherization**
Track Production Budgets		The House as a System
	Fiscal Tasks	Understanding the Savings to Investment Ratio (SIR)
Management	Track Production Budgets	
Basic Employee Management for Weatherization Directors	Is Your Work Order in Order?	**Quality Improvement**
Support Quality Work through Training & Technical Assistance	Show Me the Money! Reconcile Invoices	Managing Subcontractors
Develop a Request for Proposals for Training Services	Managing Assets and Inventory	Maintaining Complete Job Files
Coach Your Intake Staff		Identify Work Quality Issues
	Multifamily	Support Quality Work through Training & Technical Assistance
	The Basics of Multifamily Weatherization	

The WAP Trainings for Administrative Professionals are aimed at a Subgrantee audience but are also available for Grantee staff. The content of the modules reflects requirements that apply across all Grantees.

- What state-specific trainings for Subgrantees might you want to complement these trainings?
- What topics specific to Grantees might you want to see developed into online trainings?
- How could you leverage these online trainings to complement/expand/integrate with in-person trainings?
- How do you identify training gaps among your Subgrantees?
- What other support/research/data/tools would you like to see from the National Labs?