

Weatherization Assistance Program PAGE Overview

Susan Gardner

February 2020



PAGE Resources

V

Video Library.



WAP Training Center

Miscellaneous Grants

Weatherization Innovative Pilot

If you need assistance, or a quick refresher in using the site, be sure to visit our Training

PAGE - Trainings

Weatherization Assistance Program (WAP)

Create WAP Application Package

How a grantee can create a new WAP application package

Create a Revision of an Application Package

An overview of how to create a revision of an application package, how to edit it, and submit to DOE.

Application Documents

Create SF-424

Shows a grantee how to create a new SF-424

Annual File

An overview of the WAP Annual File

Budget

Overview of the WAP budget

Verify and Submit

How to check application package for errors and submit to DOE

Quarterly Performance Reporting

Quarterly Performance Report

How to create and submit a quarterly performance report

Financial Reporting

Create and Submit a Federal Financial Report

How to create and submit a financial report

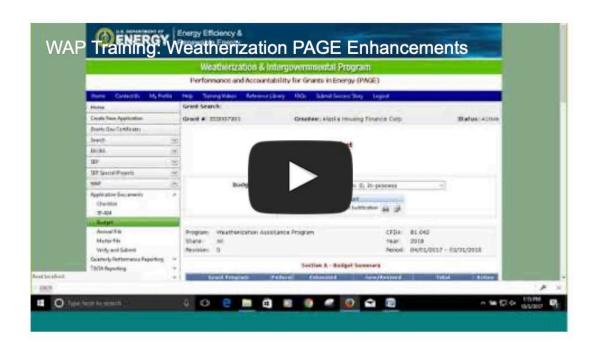
Reject a Federal Financial Report

Shows how a Federal user can reject a PPR

Approve a Federal Financial Report

Shows how a Federal user can approve a PPR

PAGE – Trainings



WEATHERIZATION PAGE ENHANCEMENTS

Demonstrates the new
enhancements that were made
in PAGE to assist
Weatherization Grantees when
they are creating their budget
allocations for a new
Weatherization grant cycle.

WAP Website > Program Updates & Training Resources > WAP Management Training Resources

Program Manager's PAGE Responsibility

Annual Grant Application

- SF-424
- Budget
- Master File
- Annual File

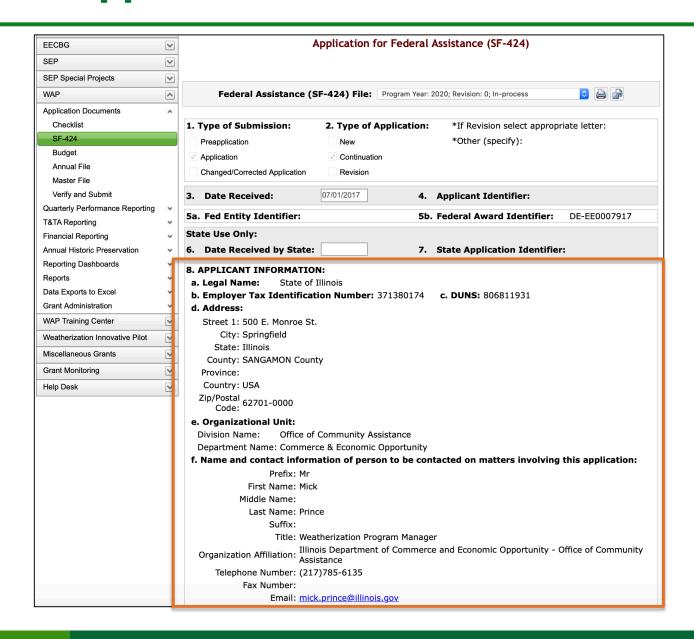
Quarterly Reporting

- SF-425
- Quarterly Performance Report (expenditures, production)

Annual Reporting

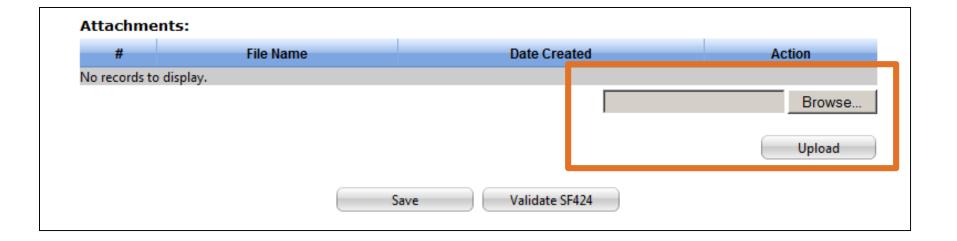
- Historic Preservation
- T&TA, Monitoring and Leveraging Report

SF-424 Application for Federal Assistance



SF-424 Application Attachments

Applicants are required to attach all supporting documents to the SF-424 form.



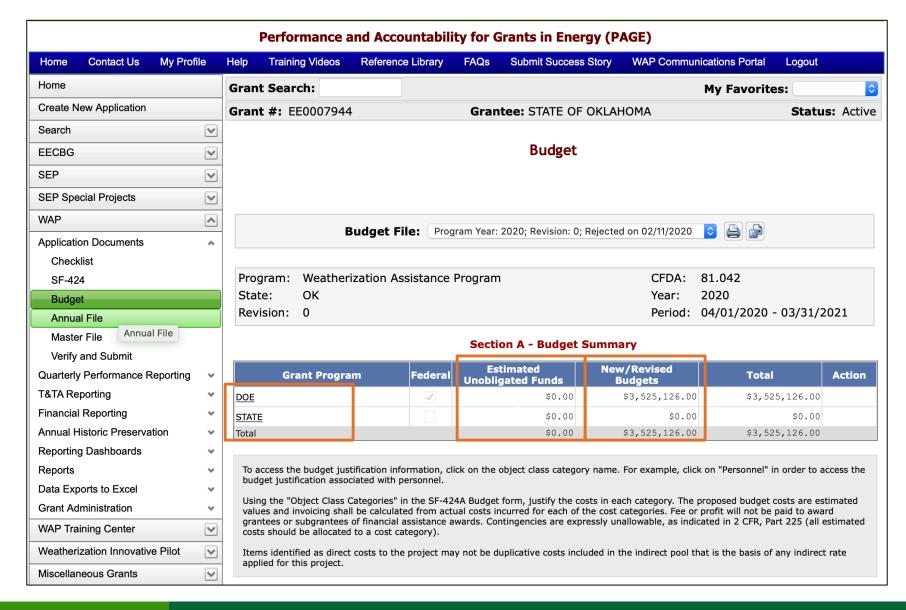
PAGE - SF-424 Attachments

Attachment(s): File 1 QCI TMF.pdf Uploaded by Amanda Marcott-Thottunkal on 01/09/2020 04:33:40 PM 2 Indirect Rate Agreement.pdf P Uploaded by Amanda Marcott-Thottunkal on 01/09/2020 04:36:03 PM 3 SHPO PA OK.pdf Uploaded by Amanda Marcott-Thottunkal on 01/09/2020 04:36:13 PM 9 4 PAC Activity Documentation.pdf Uploaded by Amanda Marcott-Thottunkal on 01/24/2020 05:43:09 PM 5 Public Hearing Notices.pdf മ Uploaded by Amanda Marcott-Thottunkal on 01/24/2020 05:52:13 PM 6 Public Hearing Slides .pdf 4 Uploaded by Amanda Marcott-Thottunkal on 01/24/2020 05:52:45 PM 7 PY20 ACSI Action Plan.pdf Uploaded by Amanda Marcott-Thottunkal on 02/06/2020 03:15:03 PM 9 Public Hearing Transcript.pdf Uploaded by Amanda Marcott-Thottunkal on 02/06/2020 03:19:06 PM 8 Single Audit.pdf 43 Uploaded by Amanda Marcott-Thottunkal on 02/06/2020 03:13:44 PM 9 Cooling and Heating Days.pdf 4 Uploaded by Amanda Marcott-Thottunkal on 02/06/2020 08:41:24 PM 10 T&TA Plan.pdf Uploaded by Amanda Marcott-Thottunkal on 02/10/2020 12:35:38 PM 11 Health and Safety Plan.pdf 3 Uploaded by Amanda Marcott-Thottunkal on 02/10/2020 01:07:12 PM

ACSI Plan

Technical __Plans

SF-424A Budget – Funding Sources

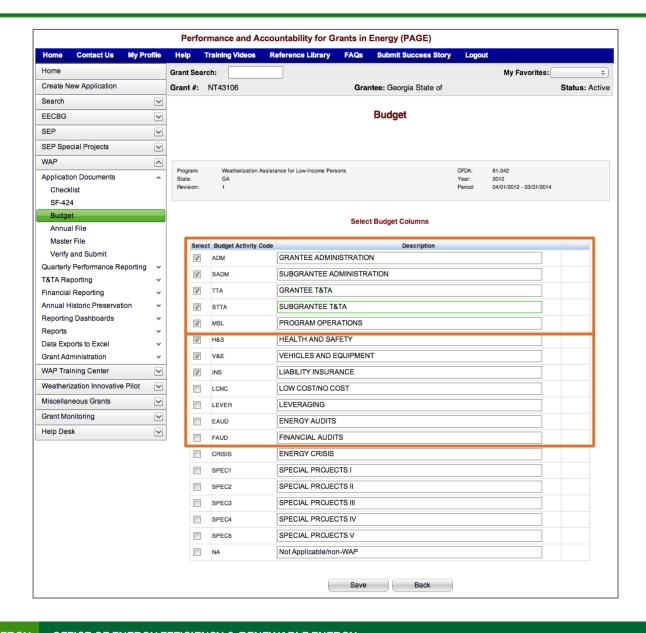


SF-424A Budget – Add Budget Column

Section B - Budget Categories

Object Class	GRANTEE ADMINISTRATION Edit	SUBGRANTEE ADMINISTRATION Edit	GRANTEE T&TA Edit	SUBGRANTEE T&TA Edit	PROGRAM OPERATIONS Edit	SAFETY Edit	VEHICLES AND EQUIPMENT Edit	LIABILITY INSURANCE Edit	
Personnel	\$51,881.00	\$0.00	\$67,589.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1
Benefits .	\$22,332.00	\$0.00	\$29,092.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
Travel	\$2,500.00	\$0.00	\$12,503.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Contract	\$3,000.00	\$288,250.00	\$257,405.00	\$541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$3,3
Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$3,127.25	\$0.00	\$10,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
Total	\$82,840.25	\$288,250.00	\$377,489.00	\$541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$
Indirect	\$55,659.75	\$0.00	\$72,511.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1
Object Class Total	\$138,500.00	\$288,250.00	\$450,000.00	\$541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$3,6

SF-424A Budget – Categories



SF-424A Budget – Completing the Budget

Section B - Budget Categories

Object Class	GRANTEE ADMINISTRATION Edit	SUBGRANTEE ADMINISTRATION Edit	GRANTEE T&TA <u>Edit</u>	SUBGRANTEE T&TA Edit	PROGRAM OPERATIONS Edit	HEALTH AND SAFETY Edit	VEHICLES AND EQUIPMENT Edit	LIABILITY INSURANCE Edit	
Personnel	\$51,881.00	\$0.00	\$67,589.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1
<u>Benefits</u>	\$22,332.00	\$0.00	\$29,092.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
Travel	\$2,500.00	\$0.00	\$12,503.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Contract	\$3,000.00	\$288,250.00	\$257,405.00	541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$3,3
Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$3,127.25	\$0.00	\$10,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
Total	\$82,840.25	\$288,250.00	\$377,489.00	541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$
Indirect	\$55,659.75	\$0.00	\$72,511.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1
Object Class Total	\$138,500.00	\$288,250.00	\$450,000.00	541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$3,6

SF-424A Budget – Completing the Budget

Section B - Budget Categories

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		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
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	00 \$10,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
.25 \$288,250.0	00 \$377,489.00	\$541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$
.75 \$0.0	00 \$72,511.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1
.00 \$288,250.0	\$450,000.00	\$541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$3,6
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SF-424A Budget – Object Classes (Lines in Budget)

Section B - Budget Categories

GRANTEE ADMINISTRATION Edit	SUBGRANTEE ADMINISTRATION Edit	GRANTEE T&TA Edit	SUBGRANTEE T&TA Edit	PROGRAM OPERATIONS Edit	HEALTH AND SAFETY Edit	VEHICLES AND EQUIPMENT Edit	LIABILITY INSURANCE Edit	
\$51,881.00	\$0.00	\$67,589.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1
\$22,332.00	\$0.00	\$29,092.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
\$2,500.00	\$0.00	\$12,503.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
\$3,000.00	\$288,250.00	\$257,405.00	\$541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$3,3
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
\$3,127.25	\$0.00	\$10,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
\$82,840.25	\$288,250.00	\$377,489.00	\$541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$
\$55,659.75	\$0.00	\$72,511.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1
\$138,500.00	\$288,250.00	\$450,000.00	\$541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$3,6
	\$51,881.00 \$22,332.00 \$2,500.00 \$0.00 \$0.00 \$3,000.00 \$3,127.25 \$82,840.25 \$55,659.75	### ADMINISTRATION Edit ### State	ADMINISTRATION Edit Edit Edit \$51,881.00 \$0.00 \$67,589.00 \$22,332.00 \$0.00 \$29,092.00 \$2,500.00 \$0.00 \$12,503.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$3,000.00 \$288,250.00 \$257,405.00 \$0.00 \$0.00 \$0.00 \$3,127.25 \$0.00 \$10,900.00 \$82,840.25 \$288,250.00 \$377,489.00 \$55,659.75 \$0.00 \$72,511.00	### ADMINISTRATION Edit ### Edi	ADMINISTRATION ADMINISTRATION Edit Edit Edit Edit Edit Edit Edit Edit	ADMINISTRATION Edit Edit Edit Edit OPERATIONS Edit Edit Edit Edit Edit Edit Edit Edit	ADMINISTRATION ADMINISTRATION Edit Edit Edit Edit Edit Edit Edit Edit	ADMINISTRATION Edit Edit Edit Edit Edit Edit Edit Edit

Budget Justification

An in-depth discussion in the Application Instructions explains the Object Class categories (lines in budget):

- Personnel
- Fringe benefits
- Travel
- Equipment
- Supplies

- Contractual
- Construction
- Other direct costs
- Indirect costs
- Carryover Explanation

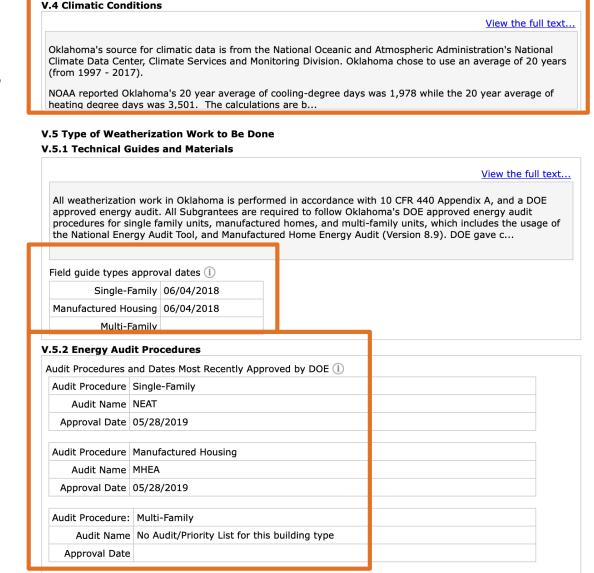
PAGE - Annual File

Don't forget to add your ACSI Action Plan to Section IV.7 Miscellaneous (or attach to the SF-424).

PAGE - Master File

Master File

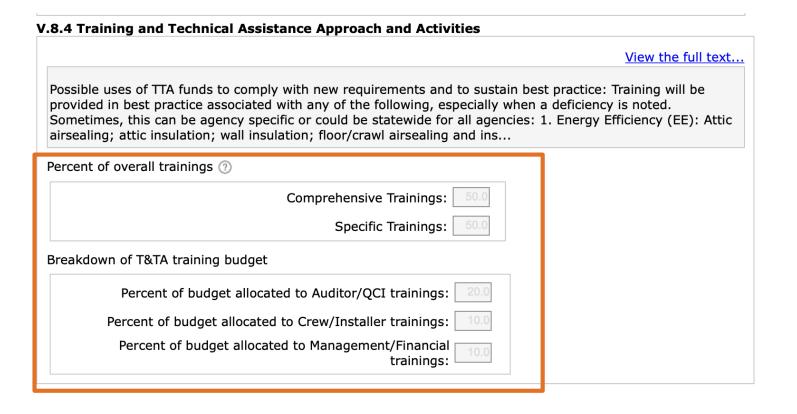
- V.4 Climatic Conditions field returned!
- V.5.1 Technical Guides
 & V.5.2 Energy Audit
 Procedures
 - Approval dates are updated by your Project Officer.



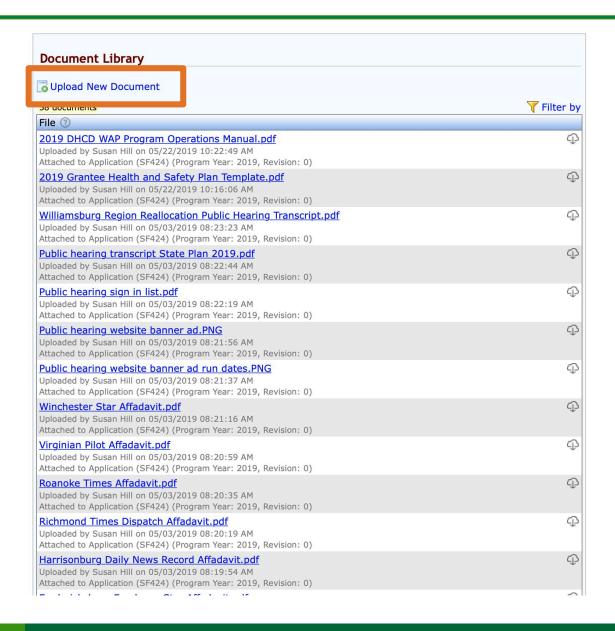
PAGE – Master File

V.8.4 Training and Technical Assistance Approach and Activities

 Grantees will add in their planned % of Comprehensive & Specific Trainings and for planned T&TA training budget allocations. Each section should add up to 100%.



PAGE – Documents Library



PAGE – Document Library

