



NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

WAP Manager Orientation Training (virtual)
May 10-13, 2021



Welcome
from NASCSP

- Beverly Buchanan, NASCSP Board President
- Jenae Bjelland, Executive Director



WAP Orientation Agenda

Date	Time	Live Sessions
Monday May 10, 2021	2:00 – 3:00 PM ET	Annual Planning and Grant Application
Monday May 10, 2021	3:00 – 4:00 PM ET	Program Eligibility and LIHEAP Coordination
Tuesday May 11, 2021	2:00 – 3:00 PM ET	Technical Management
Tuesday May 11, 2021	3:00 – 4:00 PM ET	Energy Audits for New Program Managers
Wednesday May 12, 2021	2:00 – 4:00 PM ET	Quality Assurance Monitoring
Thursday May 13, 2021	2:00 – 3:00 PM ET	Training and Technical Assistance (T&TA) Planning
Thursday May 13, 2021	3:00 – 3:45 PM ET	Training material and resource review. Q & A w/ DOE staff
Thursday May 13, 2021	3:45 – 4:00 PM ET	Wrap up and evaluations

***NASCSP will conduct a 1 – 2-hour follow-up coaching session with the group of Attendees within 60 days**

Monday 2:00-3:00 Agenda:

- Welcome from NASCSP Board President and Executive Director
- Introductions of staff, DOE and consultants and attendees
- State Plan Development
- State Plan Submission - PAGE Overview
- Strategies for Success
- Q&A
- Bio-break



Hello

Introduce yourself!

Points to Cover:

- 1. DOE & Consultants
 - 2. NASCSP staff
 - 3. Attendees (A-Z by state)
- Name
 - Title
 - State
 - Number of years in WAP
 - What you hope to get out of orientation

Poll Question 1

My experience with the annual WAP state plan development and submission in PAGE is:

- I have never submitted the annual state plan
- I submitted my first state plan this year – whew!
- I have 1-3 years of state plan submission experience
- I have 3+ years of state plan submission experience
- Help! I could use assistance with my state plan

State Plan Development



Governing Regulations

Code of Federal Regulations

The DOE's goal is to ensure Grantees have sufficient time to prepare State Plans. Per 10 CFR 440.12 (a):

“To be eligible for financial assistance under this part, a State shall submit an application to DOE in conformity with the requirements of this part not later than 60 days after the date of notice to apply is received from the Support Office Director...”

Visit **NASCSP's website for Regulations**

Regulations



Federal Regulations & Statutes Relevant to WAP

WAP Enabling Legislation

-This link to the US Code (42 USC Sec. 6861) provides the enabling legislation and current statute for the Weatherization Assistance Program.

10 CFR 440

-10 CFR 440 within the Code of Federal Regulations covers interpretation and insight on programmatic topics relating to WAP, including: Purpose, scope, definitions, allocation formula, minimum requirements, oversight, training, and reports.

2 CFR 200

-2 CFR 200 contains the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. This addresses most financial matters related to WAP.

Appendix A – Standards for Weatherization Materials

-Appendix A served as the original list of approved materials for the WAP

LIHEAP Enabling Legislation

-This link to the LIHEAP clearinghouse provides access to the statutes covering LIHEAP

45 CFR 96.83

-This section of the Code of Federal Regulations covers the procedure for submitting a waiver to transfer above 15% of LIHEAP funds into WAP

Weatherization Assistance Program

Preparing the Annual State Plan

The U.S. Department of Energy's (DOE) Weatherization Assistance Program (WAP) is governed by various federal regulations designed to help manage and account for the resources provided by DOE.

Each year, Congress passes a Weatherization Assistance Program Appropriation. Weatherization Program Notices (WPN) and Memorandums establish the framework for administering WAP funds.



Office of
ENERGY EFFICIENCY & RENEWABLE ENERGY



Grant Application

WPN 21-1: Program Year 2021 Weatherization Grant Application

DECEMBER 4, 2020



[Office of Energy Efficiency & Renewable Energy](#) » WPN 21-1: Program Year 2021 Weatherization Grant Application

Issue date: Dec. 4, 2020

The U.S. Department of Energy issued Weatherization Program Notice (WPN) 21-1, as well as the two attachments, to provide programmatic information to weatherization managers to guide the development of an annual Weatherization Assistance Program (WAP) Grantee Plan to ensure that funds are dispersed to weatherization providers in a timely manner.

 [WPN 21-1](#)

 [2021 Administrative and Legal Requirements Document \(ALRD\)](#)

 [2021 Application Instructions](#)

Each year, the DOE issues WPN XX-1, referred to as “Grant Application” in [WPN 21-1](#)

Grant Application | Program Notices & Memos

Search:

Type

- ☐ Active Memorandums
- ☒ Active Program Notices
- ☐ Archived Memorandums
- ☐ Archived Program Notices

Topic

- ☐ Annual Guidance
- ☐ Application Instructions

WEATHERIZATION PROGRAM NOTICES AND MEMORANDUMS

Showing 1 to 20 of 24 entries (filtered from 259 total entries)

TYPE ▲	DESCRIPTION ▴ ▾	EFFECTIVE DATE ▴ ▾	TOPIC ▴ ▾
Active Program Notices	Weatherization Program Notice 21-3: 2021 Federal Poverty Guidelines and Definition of Income To provide Grantees with the 2021 Federal Poverty Guidelines and Definition of Income for use in the Low-Income Weatherization Assistance Program.	2/10/2021	Definition of Income
Active Program Notices	Weatherization Program Notice 21-2: Program Year 2021 Grantee Allocations This program notice provides Grantee allocations for the preparation and submission of applications for funding of WAP for Program Year (PY) 2021.	1/21/2021	Funding
Active Program Notices	WPN 21-1: Program Year 2021 Weatherization Grant Application These documents provide programmatic information to weatherization managers to guide the development of an annual Weatherization Assistance Program (WAP) Grantee Plan to ensure that funds are dispersed to weatherization providers in a timely manner.	12/4/2020	Application Instructions
Active Program Notices	WPN 20-2: Program Year 2020 Grantee Allocations To provide Grantee allocations for the preparation and submission of applications for funding of WAP for Program Year (PY) 2020.	2/10/2020	Funding
Active Program Notices	WPN 20-4: Weatherization Assistance Program Monitoring Procedures To issue updated monitoring policy and procedures for the Weatherization Assistance Program.	1/22/2020	Monitoring

<https://www.energy.gov/eere/wap/weatherization-program-notices-and-memorandums>

**Weatherization Assistance Program
Estimated FY2021 Grantee Allocations @**

\$283,375,000

State	FY 2021 Program Allocation	FY 2021 T&TA Allocation	FY 2021 Total Allocation
Alabama	\$2,587,977	\$567,969	\$3,155,946
Alaska	\$1,772,866	\$404,829	\$2,177,695
Arizona	\$1,734,803	\$397,211	\$2,132,014
Arkansas	\$2,068,917	\$464,082	\$2,532,999
California	\$6,915,456	\$1,434,090	\$8,349,546
Colorado	\$5,505,382	\$1,151,871	\$6,657,253
Connecticut	\$2,805,937	\$611,592	\$3,417,529
Delaware	\$610,974	\$172,283	\$783,257
District of Columbia	\$583,120	\$166,708	\$749,828
Florida	\$2,701,813	\$590,753	\$3,292,566
Georgia	\$3,561,865	\$762,887	\$4,324,752
Hawaii	\$192,175	\$88,463	\$280,638
Idaho	\$1,982,150	\$446,716	\$2,428,866
Illinois	\$13,716,276	\$2,795,235	\$16,511,511
Indiana	\$6,918,905	\$1,434,780	\$8,353,685
Iowa	\$4,869,077	\$1,024,518	\$5,893,595
Kansas	\$2,544,733	\$559,314	\$3,104,047
Kentucky	\$4,610,033	\$972,672	\$5,582,705
Louisiana	\$1,536,886	\$357,599	\$1,894,485
Maine	\$3,083,056	\$667,056	\$3,750,112
Maryland	\$2,869,384	\$624,291	\$3,493,675
Massachusetts	\$6,658,101	\$1,382,581	\$8,040,682
Michigan	\$15,868,059	\$3,225,903	\$19,093,962
Minnesota	\$9,725,539	\$1,996,512	\$11,722,051
Mississippi	\$1,653,232	\$380,885	\$2,034,117
Missouri	\$6,114,665	\$1,273,816	\$7,388,481
Montana	\$2,442,032	\$538,759	\$2,980,791
Nebraska	\$2,474,547	\$545,267	\$3,019,814
Nevada	\$1,089,512	\$268,060	\$1,357,572
New Hampshire	\$1,542,511	\$358,725	\$1,901,236
New Jersey	\$5,504,594	\$1,151,713	\$6,656,307
New Mexico	\$1,941,546	\$438,589	\$2,380,135
New York	\$20,980,003	\$4,249,029	\$25,229,032
North Carolina	\$4,659,668	\$982,606	\$5,642,274
North Dakota	\$2,367,447	\$523,831	\$2,891,278

Grant Application

- Each year, the DOE issues WPN XX-2, referred to as “Grantee Allocations” in [WPN 21-2](#)
- Sets Program and T&TA Allocations

Grant Application

To successfully apply for a WAP Grant, each part of the Application Package must be completed.

- SF-424
 - Required Documents
- Budget
- Annual File
- Master File

Table 1: State Plan Application Documentation		
Name of Document	Format	Recommended File Name
Mandatory Sections		
SF-424 Application for Federal Assistance	PAGE	N/A
SF 424A - Budget Information for Non-Construction Programs	PAGE	N/A
Budget Justification	PAGE	N/A
Annual File	PAGE	N/A
Master File	PAGE	N/A
Required Attachments to the Application Package in PAGE (SF-424)		
Carryover Explanation (if applicable)	PDF	Carryover Explanation
Health and Safety Plan (if not already included in the Master File)	PDF	Health and Safety Plan
Training & Technical Assistance (T&TA) Plan (if not already included in the Master File)	PDF	T&TA Plan
Quality Control Inspection/ Technical Monitoring Form	PDF	QCI_TMF
Public Hearing Transcript(s)	PDF	Public Hearing Transcript
Public Hearing Notice(s) Demonstrating Minimum 10 Days' Notice	PDF	Public Hearing Notice(s)
PAC Activity Documentation	PDF	PAC Activity Documentation
Indirect Rate Agreement (if applicable)	PDF	Indirect Rate Agreement
Explanation of Indirect Costs (if applicable)	PDF	Indirect Cost Explanation
Cost Allocation Plan (if applicable)	PDF	Cost Allocation Plan
2 CFR 200 Subpart F, Single Audit	PDF (or provide a link in the narrative comment section of the budget)	Single Audit
SF-LLL Disclosure of Lobbying Activities (if applicable)	PDF	SF-LLL
Other Optional Attachments, as applicable		
WAP Organizational Charts(s)	PDF	WAP Org Charts
Corrective Action/Removal Procedures	PDF	Corrective Action Removal Procedures
Administrative/Fiscal Monitoring Instrument	PDF	Administrative Fiscal Monitoring Instrument
Two or Three Year Extended Budget - Subgrantee Allocations Breakout (if applicable)	PDF or Excel	Extended Budget – Subgrantee Allocations

PY 2021 Application Guidance

OPTION to Combine Program Years

Grantees who need to Combine Program Years for relief from the maximum allowable Average Cost per Unit (ACPU) for PY 2020 must:

- Contact their DOE Project Officer **early** in the process
- Receive DOE approval prior to combining program years
- Relief from ACPU is the **only** reason to combine program years

PY2021 ACPU
= \$7,776

If a Grantee does NOT need relief from the ACPU, incorporate the carryover into the PY 2021 budget through the normal state plan process.

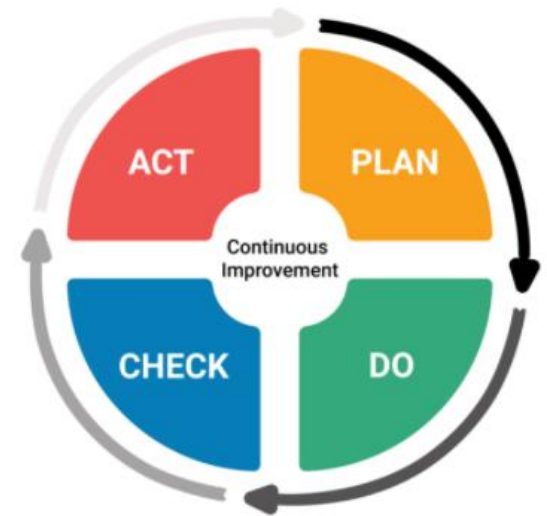
Grant Application Components

- Health and Safety Plan (WPN 17-7)
 - ✓ DOE Updated the optional Health and Safety Plan Template for PY2021
 - ✓ New H&S Template
- Training and Technical Assistance Plan
 - ✓ Comprehensive and Specific Training
 - ✓ Optional T&TA Template
 - ✓ HEP Certification Updates WAP Memo 36
- Monitoring Plan
 - ✓ Consider revising for remote/virtual applications
 - ✓ WPN 20-4 and WPN 15-4
 - ✓ Optional Monitoring Plan Template
- ACSI Plan

PY 2021 Application Guidance

American Customer Satisfaction Index (ACSI)

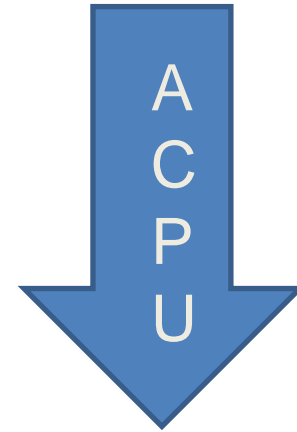
- In 2019, DOE WAP conducted the ACSI of all WAP Grantees
- Grantees **must** include an overview of their ACSI Action Plan (Section IV.7)
 - Detail specific actions and initiatives taken to make improvements
 - NASCSP 2019 ACSI working group [summary report](#) was published and available on the WAP Member Portal



Optional Budget Categories

Manage the ACPU by using Optional Budget Categories

- Vehicles and Equipment
 - Can amortize the vehicle costs over multiple years
- Liability Insurance
- Health and Safety
 - Limits expressed as a % of the ACPU
 - COVID impacts on H&S costs
 - Over 15% triggers secondary review
- Leveraging Plan
 - Up to 15% of grant to develop partnerships
 - Obtain non-Federal resources to increase # of homes weatherized



WPN	Title	Funding	Grant Application	Procurement	Monitoring	Clients	Multifamily	Material Procurement	Rental Requirements	Energy Audit Criteria	Health and Safety	Renewable Energy Systems	Disaster Relief	Eligibility Levels	Defining Income	Priority Service	Fuel Switching	Incidental Repairs	Rewweatherization	Vehicle Purchases	Policy Advisory Council	Electric Baseload	Administrative Costs	Historic Preservation	Eligible Dwelling Units
10-8	WAP Guidance on Maintaining the Privacy of Recipients Services					x																			
10-10	Reprogramming T&TA Funds to Program Operations	x																							
10-12	Historic Preservation Implementation																							x	
11-3	Policy Regarding the Use of DOE Program Funds to Pay for Call-Back/Add-On Work After Reported to DOE As A Completed Unit																								x
11-14	Updated Subgrantee Selection Guidance		x																						
12-7	Disaster Planning and Relief												x												
15-4	Quality Work Plan Requirement		x		x																				
16-5	Multifamily Weatherization						x							x											x
16-6	Weatherization of Rental Units								x																x
17-4	Multifamily Housing – Procedure for Certifying Income-Eligible HUD Assisted Buildings							x						x											
17-5	Closeout Procedures for Grants Under the Weatherization Assistance Program		x																						
17-6	Property Acquired Under the Weatherization Assistance Program Including Vehicle and Equipment Purchases							x												x					

WPN Chart Crosswalk Tool

Found in
WPN 21-1

Program Memorandums that are Currently Active

- [WAP Memorandum 002: Reminder of Client Priority - High Energy Burden](#)
- [WAP Memorandum 008: Quality Management Plan Draft Grantee KSAs](#)
 - [Attachment 1: Grantee-Level WAP Specific \(Technical Elements\)](#)
 - [Attachment 2: Grantee-Level Weatherization Assistance Program \(WAP\) Specific](#)
 - [Attachment 3: Grantee-Level Non-Weatherization Assistance Program \(WAP\) Specific/Financial](#)
- [WAP Memorandum 009: Availability of Testing Result Reports for the Quality Control Inspector Written Exam](#)
- [WAP Memorandum 010: Quality Management Plan - Record Keeping and Reporting](#)
- [WAP Memorandum 015: Weatherization Financial Toolkit 2 CFR 200 Regulation and Procurement Policies](#)
- [WAP Memorandum 020: Clarification on DOE Evaluation Studies vs. Independent Studies](#)
- [WAP Memorandum 022: Allowable Use of Training Funds for Network Conferences](#)
- [WAP Memorandum 024: The Use of Solar PV in the WAP](#)
- [WAP Memorandum 032: Update to Field Guide Expiration Reminder for WAP Grantees – New Variance Request Form](#)
- [WAP Memorandum 034: Clarification of WPN 15-4; Definitions of Comprehensive Training](#)
- [WAP Memorandum 035: Weatherization Leveraging](#)
- [WAP Memorandum 036: Energy Auditor and Quality Control Inspector Certification Scheme Updates](#)
- [WAP Memorandum 038: Solution Summits Results](#)
- [WAP Memorandum 039: Update to Field Guide Expiration Reminder for WAP Grantees – New Variance Request Samples](#)
- [WAP Memorandum 041: Weatherization Assistance Program GovDelivery Distribution List](#)
- [WAP Memorandum 047: WAP PY18 Average Cost Per Unit Correction](#)
- [WAP Memorandum 048: Updated Maintenance Process to the Standard Work Specifications](#)
- [WAP Memorandum 050: Crew Lead and Retrofit Installer/Technician Job Task Analysis and Certification Updates, and Badges Toolkit](#)
- [WAP Memorandum 051: ACSI Grantee Survey Results](#)
- [WAP Memorandum 054: American Customer Satisfaction Index \(ACSI\) – Subgrantee Survey](#)
- [WAP Memorandum 059: 2020 Weatherization Grant Application Active Weatherization Program Notices Update](#)
- [WAP Memorandum 060: Weatherization Assistance Program Frequently Asked Questions Related to COVID-19](#)
- [Weatherization Memorandum 062: Weatherization Assistance Program's Response to Guidelines for Opening Up America Again - Phase One & Frequently Asked Questions \(FAQs\)](#)
- [Weatherization Memorandum 063: Historic Preservation Prototype Programmatic Agreements Amendment Process](#)
- [Weatherization Memorandum 066: Historic Preservation Prototype Programmatic Agreements Amendment](#)

Memo Chart Crosswalk Tool

Found in
WPN 21-1

Consolidated Appropriations Act 2021

DOE Issued WAP Memo 075 - A few of the changes:

- Appropriates \$310 million for WAP in FY2021, this represents a \$5 million increase from FY2020.
- Admin increased to **15%**
- Re-weatherization date moved to **rolling 15 years**
 - Copy and paste language from bill (p.3269)
 - <https://rules.house.gov/sites/democrats.rules.house.gov/files/BILLS-116HR133SA-RCP-116-68.pdf>
- Encourages states to disperse funds in a **timely manner**
- Encourages the use of private contractors in the WAP

PY 2021 Application Guidance - Reporting

Reporting requirements are in the Federal Assistance Reporting Checklist, DOE F 4600.2 – attached to your award agreement in **FedConnect**.

- Quarterly Reports are due **30 days** following the previous quarter. *You can always submit ON TIME and revise if needed.*
- In September 2018, Congress directed DOE to begin tracking window replacements which support the reduction of lead-based paint hazards.



Grant Application Toolkit

ANNUAL PLANNING

- [Grantee Planning Calendar Training \(video - YouTube\)](#)
- [Training & Technical Assistance Planning & Reporting Template[¶] \(video - YouTube\)](#)
- [Monitoring Planning & Reporting Template[¶] \(video - YouTube\)](#)
- [Health & Safety Plan Template[¶] \(video - YouTube\)](#)

Supporting Resources

- [Weatherization Program Year 2021 Application Instructions \(PDF\)](#)
- [PAGE Website \(URL\)](#)
- [Training & Technical Assistance Planning & Reporting Template \(Word\)](#)
- [Monitoring Planning & Reporting Template \(Excel\)](#)
- [Health & Safety Plan Template \(Word\)](#)
- [WPN 10-10 Reprogramming Training & Technical Assistance Funds to Program Operations \(PDF\)](#)
- [WAP Memorandum 034: Clarification of WPN 15-4; Definitions of Comprehensive Training \(PDF\)](#)
- [Weatherization Program Notice 15-4 Quality Work Plan Requirement Update \(PDF\)](#)
- [WPN 17-7: Weatherization Health and Safety Guidance \(PDF\)](#)
- [WPN 19-5 Incidental Repair Measure Guidance Webinar[¶] \(video - YouTube\)](#)
- [WPN 20-4: Weatherization Assistance Program Monitoring Guidance \(PDF\)](#)
- [WAP Request for Proposals Toolkit for Training & Technical Assistance Services \(PDF\)](#)
- [General Template for Training and Technical Assistance Retention Agreement \(PDF\)](#)
- [Kansas Training and Technical Assistance Retention Agreement \(PDF\)](#)
- [Michigan Training and Technical Assistance Retention Agreement \(PDF\)](#)

State Plan Submission Page Overview



PAGE Resources



U.S. DEPARTMENT OF
ENERGY

Energy Efficiency &
Renewable Energy

Weatherization & Intergovernmental Programs

Performance and Accountability for Grants in Energy (PAGE)

[Home](#)[Contact Us](#)[My Profile](#)[Help](#)[Training Videos](#)[Reference Library](#)[FAQs](#)[Submit Success Story](#)[WAP Communications Portal](#)[Logout](#)[Home](#)[Create New Application](#)[Search](#)[EECBG](#)[SEP](#)[SEP Special Projects](#)[WAP](#)[WAP Training Center](#)[Weatherization Innovative Pilot](#)[Miscellaneous Grants](#)

Home PAGE

Start by clicking on the correct grant program on the left navigation menu which will direct you to the grant search page. Once your grant has been selected, you will be able to access grant-specific pages simply by selecting a menu item.

If you need assistance, or a quick refresher in using the site, be sure to visit our [Training Video Library](#).



Applications must be submitted on the Performance and Accountability for Grants in Energy (PAGE) website at <https://www.page.energy.gov/default.aspx>

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 s

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](#)

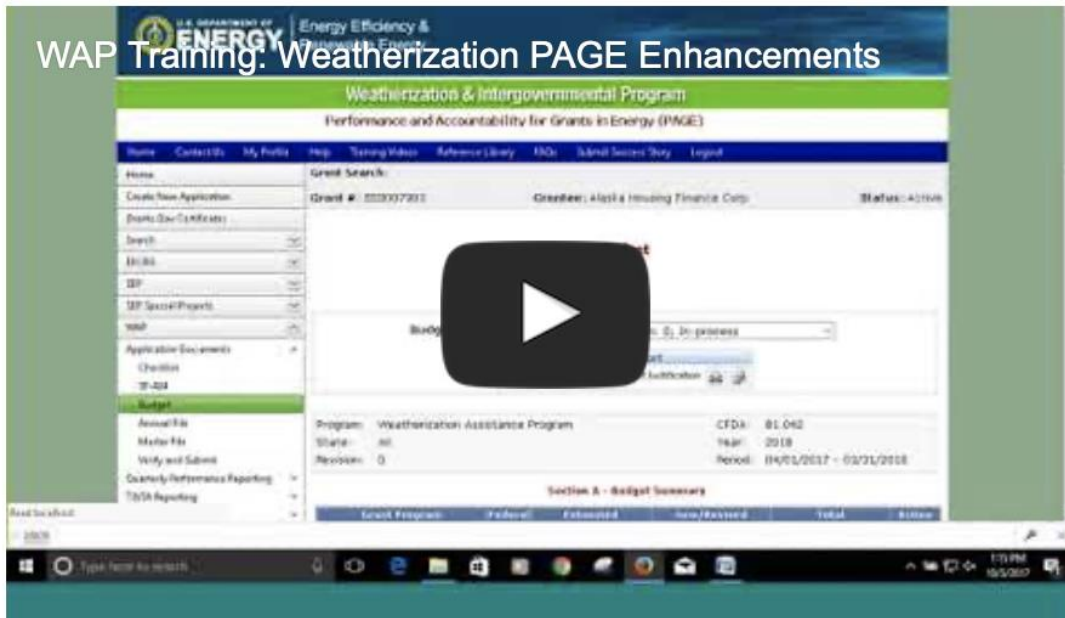
Shows how a Federal user can reject a PPR

[Approve a Federal Financial Report](#)

Shows how a Federal user can approve a PPR

PAGE -
Trainings

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.

<https://www.energy.gov/eere/wap/weatherization-assistance-program-grantee-managers-training-toolkit>

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

OMB Approval No. 0348-0046

BUDGET INFORMATION - Non-Construction Programs

Project Identification No. 10		2. Program/Project Title Weatherization Assistance Program	
1 Address Delaware Division of Climate, Coastal and Energy 89 Kings Highway Dover, DE 199010000		4. Program/Project Start Date	04/01/202
		5. Completion Date	03/31/202

SECTION A - BUDGET SUMMARY

Program Identification or Activity (i)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
	81.042	\$ 0.00		\$ 783,257.00		\$ 783,257.0
		\$ 0.00	\$ 0.00	\$ 783,257.00	\$ 0.00	\$ 783,257.0

SECTION B - BUDGET CATEGORIES

Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATION	(2) SUBGRANTEE ADMINISTRATION	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.0
Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.0
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.0
Cost	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.0
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.0
	\$ 37,000.00	\$ 80,488.00	\$ 79,025.00	\$ 93,258.00	\$ 783,257.0
Operation	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.0
Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.0
Direct Charges	\$ 37,000.00	\$ 80,488.00	\$ 79,025.00	\$ 93,258.00	\$ 783,257.0
Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.0
	\$ 37,000.00	\$ 80,488.00	\$ 79,025.00	\$ 93,258.00	\$ 783,257.0
Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.0

- EECBG
- SEP
- SEP Special Projects
- WAP
- Application Documents
 - Checklist
 - SF-424**
 - Budget
 - Annual File
 - Master File
 - Verify and Submit
- Quarterly Performance Reporting
- T&TA Reporting
- Financial Reporting
- Annual Historic Preservation
- Reporting Dashboards
- Reports
- Data Exports to Excel
- Grant Administration
- WAP Training Center
- Weatherization Innovative Pilot
- Miscellaneous Grants
- Grant Monitoring
- Help Desk

Application for Federal Assistance (SF-424)

Federal Assistance (SF-424) File: Program Year: 2020; Revision: 0; In-process

1. Type of Submission:
☐ Preapplication
☒ Application
☐ Changed/Corrected Application

2. Type of Application:
☐ New
☒ Continuation
☐ Revision

*If Revision select appropriate letter:
 *Other (specify):

3. Date Received: 07/01/2017

4. Applicant Identifier:

5a. Fed Entity Identifier: **5b. Federal Award Identifier:** DE-EE0007917

State Use Only:

6. Date Received by State: **7. State Application Identifier:**

8. APPLICANT INFORMATION:

a. Legal Name: State of Illinois

b. Employer Tax Identification Number: 371380174 **c. DUNS:** 806811931













d. Address:
 Street 1: 500 E. Monroe St.
 City: Springfield
 State: Illinois
 County: SANGAMON County
 Province:
 Country: USA
 Zip/Postal Code: 62701-0000

e. Organizational Unit:
 Division Name: Office of Community Assistance
 Department Name: Commerce & Economic Opportunity

f. Name and contact information of person to be contacted on matters involving this application:
 Prefix: Mr
 First Name: Mick
 Middle Name:
 Last Name: Prince
 Suffix:
 Title: Weatherization Program Manager
 Organization Affiliation: Illinois Department of Commerce and Economic Opportunity - Office of Community Assistance
 Telephone Number: (217)785-6135
 Fax Number:
 Email: mick.prince@illinois.gov

SF-424
Application
for Federal
Assistance

PAGE – SF-424: Load all 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 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	
4	PAC Activity Documentation.pdf Uploaded by Amanda Marcott-Thottunkal on 01/24/2020 05:43:09 PM	
5	Public Hearing Notices.pdf Uploaded by Amanda Marcott-Thottunkal on 01/24/2020 05:52:13 PM	
6	Public Hearing Slides .pdf 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	
8	Public Hearing Transcript.pdf Uploaded by Amanda Marcott-Thottunkal on 02/06/2020 03:19:06 PM	
8	Single Audit.pdf Uploaded by Amanda Marcott-Thottunkal on 02/06/2020 03:13:44 PM	
9	Cooling and Heating Days.pdf 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 Uploaded by Amanda Marcott-Thottunkal on 02/10/2020 01:07:12 PM	

ACSI Plan

Technical Plans

SF-424A Budget – Funding Sources

Performance and Accountability for Grants in Energy (PAGE)

Home

Create New Application

Search

EECBG

SEP

SEP Special Projects

WAP

Application Documents

Checklist

SF-424

Budget

Annual File

Master File

Verify and Submit

Quarterly Performance Reporting

T&TA Reporting

Financial Reporting

Annual Historic Preservation

Reporting Dashboards

Reports

Data Exports to Excel

Grant Administration

WAP Training Center

Weatherization Innovative Pilot

Miscellaneous Grants

Grant Search:

My Favorites:

Grant #: EE0007944

Grantee: STATE OF OKLAHOMA

Status: Active

Budget

Budget File: Program Year: 2020; Revision: 0; Rejected on 02/11/2020

Program: Weatherization Assistance Program

CFDA: 81.042

State: OK

Year: 2020

Revision: 0

Period: 04/01/2020 - 03/31/2021

Section A - Budget Summary

Grant Program	Federal	Estimated Unobligated Funds	New/Revised Budgets	Total	Action
DOE	<input checked="" type="checkbox"/>	\$0.00	\$3,525,126.00	\$3,525,126.00	
STATE	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	
Total		\$0.00	\$3,525,126.00	\$3,525,126.00	

To access the budget justification information, click on the object class category name. For example, click on "Personnel" in order to access the budget justification associated with personnel.

Using the "Object Class Categories" in the SF-424A Budget form, justify the costs in each category. The proposed budget costs are estimated values and invoicing shall be calculated from actual costs incurred for each of the cost categories. Fee or profit will not be paid to award grantees or subgrantees of financial assistance awards. Contingencies are expressly unallowable, as indicated in 2 CFR, Part 225 (all estimated costs should be allocated to a cost category).

Items identified as direct costs to the project may not be duplicative costs included in the indirect pool that is the basis of any indirect rate applied for this project.

SF-424A Budget – Add Budget Column

Section B - Budget Categories

Edit Budget Columns

[illegible]

Poll Question

Did you use the Optional separate budget category for Vehicles and Equipment this year?

- Yes, we used it.
- No, we did not use it.
- No, we purchase vehicles with other funds such as LIHEAP WAP funds.

Performance and Accountability for Grants in Energy (PAGE)

Home	Contact Us	My Profile	Help	Training Videos	Reference Library	FAQs	Submit Success Story	Logout
------	------------	------------	------	-----------------	-------------------	------	----------------------	--------

Home
Create New Application
Search
EECBG
SEP
SEP Special Projects
WAP
Application Documents
Checklist
SF-424
Budget
Annual File
Master File
Verify and Submit
Quarterly Performance Reporting
T&TA Reporting
Financial Reporting
Annual Historic Preservation
Reporting Dashboards
Reports
Data Exports to Excel
Grant Administration
WAP Training Center
Weatherization Innovative Pilot
Miscellaneous Grants
Grant Monitoring
Help Desk

Grant Search:
My Favorites:

Grant #: NT43106 Grantee: Georgia State of Status: Active

Budget

Program: Weatherization Assistance for Low-Income Persons CFDA: 81.042
State: GA Year: 2012
Revision: 1 Period: 04/01/2012 - 03/31/2014

Select Budget Columns

Select	Budget Activity Code	Description
<input checked="" type="checkbox"/>	ADM	GRANTEE ADMINISTRATION
<input checked="" type="checkbox"/>	SADM	SUBGRANTEE ADMINISTRATION
<input checked="" type="checkbox"/>	TTA	GRANTEE T&TA
<input checked="" type="checkbox"/>	STTA	SUBGRANTEE T&TA
<input checked="" type="checkbox"/>	MSL	PROGRAM OPERATIONS
<input checked="" type="checkbox"/>	H&S	HEALTH AND SAFETY
<input checked="" type="checkbox"/>	V&E	VEHICLES AND EQUIPMENT
<input checked="" type="checkbox"/>	INS	LIABILITY INSURANCE
<input type="checkbox"/>	LCNC	LOW COST/NO COST
<input type="checkbox"/>	LEVER	LEVERAGING
<input type="checkbox"/>	EAUD	ENERGY AUDITS
<input type="checkbox"/>	FAUD	FINANCIAL AUDITS
<input type="checkbox"/>	CRISIS	ENERGY CRISIS
<input type="checkbox"/>	SPEC1	SPECIAL PROJECTS I
<input type="checkbox"/>	SPEC2	SPECIAL PROJECTS II
<input type="checkbox"/>	SPEC3	SPECIAL PROJECTS III
<input type="checkbox"/>	SPEC4	SPECIAL PROJECTS IV
<input type="checkbox"/>	SPEC5	SPECIAL PROJECTS V
<input type="checkbox"/>	NA	Not Applicable/non-WAP

SF-424A
Budget –
Categories

SF-424A Budget – Completing the Budget

Section B - Budget Categories

Edit Budget Columns

Object Class	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	
<u>Personnel</u>	\$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	\$
<u>Travel</u>	\$2,500.00	\$0.00	\$12,503.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
<u>Equipment</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Supplies</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Contract</u>	\$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
<u>Construction</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Other</u>	\$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	\$
<u>Indirect</u>	\$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

Edit Budget Columns

Object Class	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	
Personnel	\$51,881.00	\$0.00	\$67,589.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,780,846.88
Benefits	\$22,332.00	\$0.00	\$29,092.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$343,303.16
Travel	\$2,500.00	\$0.00	\$12,503.00	\$0.00	\$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	\$0.00
Supplies	\$0.00	\$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	\$3,618,915.95
Construction	\$0.00	\$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	\$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	\$3,618,915.95
Indirect	\$55,659.75	\$0.00	\$72,511.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,780,846.88
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	\$3,618,915.95

SF-424A Budget – Object Classes (Lines in Budget)

Section B - Budget Categories

Edit Budget Columns

Object Class	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	
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

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.

V.4 Climatic Conditions

[View the full text...](#)

Oklahoma's source for climatic data is from the National Oceanic and Atmospheric Administration's National Climate Data Center, Climate Services and Monitoring Division. Oklahoma chose to use an average of 20 years (from 1997 - 2017).

NOAA reported Oklahoma's 20 year average of cooling-degree days was 1,978 while the 20 year average of heating degree days was 3,501. The calculations are b...

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

[View the full text...](#)

All weatherization work in Oklahoma is performed in accordance with 10 CFR 440 Appendix A, and a DOE approved energy audit. All Subgrantees are required to follow Oklahoma's DOE approved energy audit procedures for single family units, manufactured homes, and multi-family units, which includes the usage of the National Energy Audit Tool, and Manufactured Home Energy Audit (Version 8.9). DOE gave c...

Field guide types approval dates ⓘ

Single-Family	06/04/2018
Manufactured Housing	06/04/2018
Multi-Family	

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE ⓘ

Audit Procedure	Single-Family
Audit Name	NEAT
Approval Date	05/28/2019
Audit Procedure	Manufactured Housing
Audit Name	MHEA
Approval Date	05/28/2019
Audit Procedure:	Multi-Family
Audit Name	No Audit/Priority List for this building type
Approval Date	

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%.

V.8.4 Training and Technical Assistance Approach and Activities

[View the full text...](#)

Possible uses of TTA funds to comply with new requirements and to sustain best practice: Training will be provided in best practice associated with any of the following, especially when a deficiency is noted. Sometimes, this can be agency specific or could be statewide for all agencies: 1. Energy Efficiency (EE): Attic airsealing; attic insulation; wall insulation; floor/crawl airsealing and ins...

Percent of overall trainings ?

Comprehensive Trainings: 50.0

Specific Trainings: 50.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings: 20.0

Percent of budget allocated to Crew/Installer trainings: 10.0

Percent of budget allocated to Management/Financial trainings: 10.0

PAGE – Annual File

DOE F 540.2
(08/05)

OMB Control No: 1910-5127
Expiration Date: 05/31/2023

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0007924, State: ME, Program Year: 2021)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Aroostook County Action Program (Presque Isle)	\$591,073.00 57
Community Concepts, Inc. (South Paris)	\$655,256.00 63
Downeast Community Partners (Ellsworth)	\$503,399.00 48
Kennebec Valley Community Action Program (Waterville)	\$1,004,387.00 96
Penquis Community Action Program (Bangor)	\$1,071,419.00 103
The Opportunity Alliance (Portland) (Portland)	\$455,390.00 43
Waldo Community Action Partners (Belfast)	\$252,994.00 24
Western Maine Community Action (East Wilton)	\$252,994.00 24
York County Community Action Corporation (Sanford)	\$430,091.00 41
Total:	\$5,217,003.00 499

PAGE – Document Library

Weatherization & Intergovernmental Programs

Performance and Accountability for Grants in Energy (PAGE)

HomeContact UsMy ProfileHelpTraining VideosReference LibraryFAQsSubmit Success StoryLogout

Home

Create New Application

Search

EECBG

SEP

SEP Special Projects

WAP

Application Documents

Quarterly Performance Reporting

T&TA Reporting

Financial Reporting

Annual Historic Preservation

Reporting Dashboards

Reports

Data Exports to Excel

Grant Administration

Closeout Processing

Grant Reporting Settings

Grant Default Settings

DOE Notes

Contact Management

Notification Management

Amendments

Document Library

WAP Training Center

Weatherization Innovative Pilot

Miscellaneous Grants

Upload New Document

The file size limit is 50 MB (50,000 KB). If there is a need to upload a larger file please contact the PAGE Hotline.

Document : Choose File no file selected

Title:

Comment:

Attach to: Grant (document library)

Document Tags:

<input type="checkbox"/> Additional Questions	<input type="checkbox"/> Agenda	<input type="checkbox"/> Agreement
<input type="checkbox"/> Amended State Plan	<input type="checkbox"/> Application Document	<input type="checkbox"/> Audit Report
<input type="checkbox"/> Best Practice	<input type="checkbox"/> Budget	<input type="checkbox"/> Corrective Action Plan
<input type="checkbox"/> Cost/Fixed Price List	<input type="checkbox"/> Exit Briefings	<input type="checkbox"/> Field Guide/Manual
<input type="checkbox"/> Financial Monitoring Report	<input type="checkbox"/> Health & Safety	<input type="checkbox"/> Inventory
<input type="checkbox"/> Monitoring Plan	<input type="checkbox"/> Monitoring Report	<input type="checkbox"/> Monitoring Tool
<input type="checkbox"/> News Articles	<input type="checkbox"/> Other	<input type="checkbox"/> Pictures
<input type="checkbox"/> Policies and Procedures Manual	<input type="checkbox"/> Post Visit Report	<input type="checkbox"/> Presentation
<input type="checkbox"/> Priority List	<input type="checkbox"/> Quality Assurance (QA) Checklist	<input type="checkbox"/> Quality Management Assurance Form
<input type="checkbox"/> Required Reports	<input type="checkbox"/> State Plan	<input type="checkbox"/> Subgrantee Monitoring Reports
<input type="checkbox"/> Success Story	<input type="checkbox"/> Supporting Documentation	<input type="checkbox"/> Technical Assistance Report
<input type="checkbox"/> Training & Technical Assistance Plan	<input type="checkbox"/> Training Materials	

Success Strategies



Success Strategies

#1 -Start early

- Update policy and procedure manuals, health and safety plans, monitoring documents, T&TA plans earlier in the year.
- Review the new WPN and Memo releases since the last plan
- Host in-person meeting with WAP Subgrantees for input into plan the quarter **before** your planning starts
- Set placeholders on your calendar for state planning time

Do all of these prior to the core state plan development.

Success Strategies








































#2 Talk to your DOE Project Officer

- When WPNs come out, use your monthly calls to discuss what your project officer expects to see in the state plan
- Talk through any assumptions that could affect your entire plan
 - Example: Agree on what the ACPU should be
- Get things in WRITING - always
- Ask for early review of parts of the plan
- When in doubt, **reach out**



Success Strategies

#3 Develop timeline and gain commitment

		Task Mode ▾	Task Name ▾	Duration ▾	Start ▾	Finish ▾	Predecessor ▾	Resource Names ▾
1			WAP STATE PLAN	2 days	Mon 1/1/18	Tue 1/2/18		
2			DOE delivers allocations	0 days	Mon 1/1/18	Mon 1/1/18		DOE
3			Review instructions	2 days	Mon 1/1/18	Tue 1/2/18	2	Schroer
4			Start Drafting Plan	17 days	Mon 1/1/18	Tue 1/23/18	2	
5			Draft agency allocation budget	5 days	Mon 1/1/18	Fri 1/5/18		Schroer
6			Update Master File	4 days	Fri 1/5/18	Wed 1/10/18		Schroer
7			Update Annual File	4 days	Mon 1/8/18	Thu 1/11/18	5	Schroer
8			Update SF-424 and Budget	4 days	Mon 1/8/18	Thu 1/11/18	5	Schroer
9			Submit draft for GEFA internal review	4 days	Mon 1/15/18	Thu 1/18/18	8	GEFA
10			GEFA edits incorporated into plan	3 days	Fri 1/19/18	Tue 1/23/18	9	Schroer
11			Submit draft to PAC and post publicly	16 days	Thu 1/25/18	Thu 2/15/18	10	
12			Public Hearing Notice to run 10 days	11 days	Thu 1/25/18	Thu 2/8/18		Public Affairs
13			Upload all required documents into PAGE	3 days	Fri 2/9/18	Tue 2/13/18	12	Schroer
14			Public Hearing held at GEFA	1 day	Fri 2/9/18	Fri 2/9/18	12	GEFA
15			PAC Meeting to review state plan	2 days	Mon 2/12/18	Tue 2/13/18	14	PAC,GEFA
16			Receive and incorporate edits	2 days	Wed 2/14/18	Thu 2/15/18	14,15	Schroer
17			Final draft submitted to GEFA for review	2 days	Mon 2/19/18	Tue 2/20/18	16	GEFA
18			GEFA final approval of state plan	1 day	Wed 2/21/18	Wed 2/21/18	17	GEFA
19			Submit State Plan in PAGE	27 days	Fri 2/23/18	Tue 4/3/18	18	Schroer
20			Review state plan with project officer	7 days	Fri 2/23/18	Mon 3/5/18		DOE,Schroer
21			Make edits and corrections	2 days	Wed 3/7/18	Thu 3/8/18	20	DOE
22			Secure PO approval	2 days	Tue 3/13/18	Wed 3/14/18		DOE
23			Deliver to Golden for fiscal review	1 day	Thu 3/15/18	Thu 3/15/18	22	Schroer
24			Review with Golden CO	7 days	Fri 3/16/18	Mon 3/26/18	23	DOE,Schroer
25			Make edits and corrections	2 days	Tue 3/27/18	Wed 3/28/18	24	Schroer
26			Secure CO Approval from Golden	1 day	Thu 3/29/18	Thu 3/29/18	25	DOE
27			Post award in FedConnect	1 day	Fri 3/30/18	Fri 3/30/18	26	DOE
28			Review terms and conditions	1 day	Mon 4/2/18	Mon 4/2/18	27	Schroer
29			Accept award in FedConnect	0 days	Tue 4/3/18	Tue 4/3/18	28	GEFA

Need help developing a state plan timeline?


We can help - call NASCSP

Success Strategies

#4 Communicate Often

Recommend at least THREE planning meetings:

Subgrantee Network –
Start early in the process



Policy Advisory Council –
Review performance goals and policies



Formal Public Hearing – **Mandatory**
10 days notice & transcript

Success Strategies

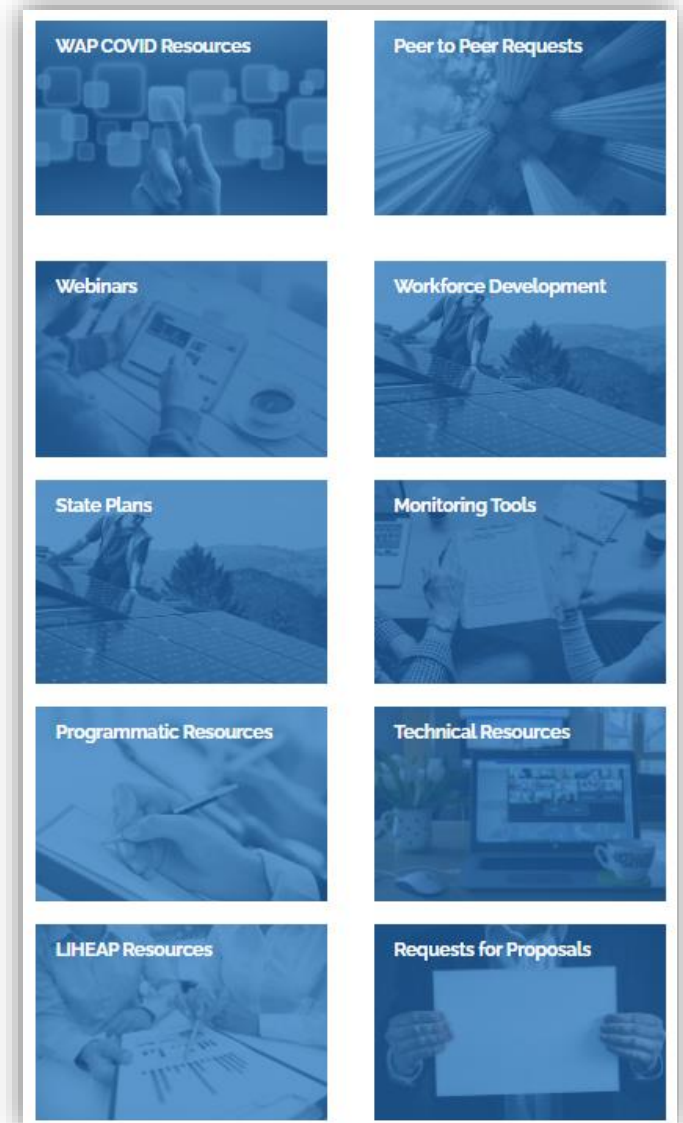
#5 Manage it through to approval

- Submitting the state plan in PAGE is NOT the last step
- Manage the entire process
- Proactively set up review meetings with PO and CO
- Leave time in your schedule to make changes or revisions
- Be persistent about your timeline
 - Your Subgrantees and clients are counting on you!

NASCSP Website

Member only Resources

- COVID Resources
- Peer to Peer Requests
- Webinars
- Workforce Development
- **State Plans**
- **Monitoring Tools**
- Programmatic Resources
- Technical Resources
- LIHEAP Resources
- RFPs



Let's check your knowledge

POLL:

What document would you locate on the EERE website to find the [ACPU](#) for the program year?

- In WPN 21-1, Annual Grant Guidance
- In WPN 21-2, Grantee Allocations
- In WPN 21-3, Federal Poverty Guidelines

POLL:

Once the state plan is approved by DOE, where can I access the approved plan, reporting requirements and terms and conditions?

- [PAGE](#)
- [EERE Website](#)
- [FedConnect](#)

QUESTIONS? Please reach out to us



Andrea Schroer

WAP Program Director

ashroer@nascsp.org

202.370.3666



Jonathan Ballew

WAP Program Manager

jballew@nascsp.org

202.370.3661