

# Grantee Monitoring of Subgrantees

May 2021



# Learning Objectives

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## **In this session we'll discuss:**

- Program monitoring requirements of the Grantee
- Key monitoring elements to include in the State Plan
- Productive approaches and attitudes

# State Monitoring

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- **10 CFR Part 440.12(b)(6)** requires the Grantee to monitor the Subgrantees' program activities.
  - Program monitoring occurs at units in the field and at Subgrantee offices.
- **2 CFR 200** requires the Grantee to monitor the Subgrantees' fiscal activities.
  - Fiscal monitoring occurs at the Subgrantee offices.

# Weatherization Monitoring Guidance and Requirements

## Monitoring Guidance WPN 20-4

- Grantees are monitored by DOE Project Officers against current, approved annual plans.
- Federal monitoring frequency:
  - **Onsite:** Goal is one visit per year.
  - **Desktop:** Quarterly.

## Quality Work Plan WPN 15-4

- Establishes minimum quality assurance inspections/ monitoring reviews.



Department of Energy  
Washington, DC 20585

WEATHERIZATION PROGRAM NOTICE 20-4  
ISSUED DATE: January 22, 2020

**SUBJECT:** WEATHERIZATION ASSISTANCE PROGRAM MONITORING PROCEDURES

**INTENDED AUDIENCE:** Weatherization Grantee Program Managers, Weatherization Grantee Monitors, Weatherization Subgrantee Program Managers/Coordinators and Weatherization Subgrantee Monitors

**PURPOSE:** To issue updated monitoring policy and procedures for the Weatherization Assistance Program (WAP or Program).

This Weatherization Program Notice (WPN) describes the revisions to current WAP monitoring procedures and provides additional information and resources for Grantees to strengthen and enhance their weatherization monitoring plans.

**SCOPE:** The provisions of this WPN apply to all WAP Grantees applying for financial assistance under the Department of Energy's (DOE) WAP. This Notice supersedes WPN 16-4.

**LEGAL AUTHORITY:** Title IV, Energy Conservation and Production Act, as amended, authorizes the DOE to administer the WAP (42 U.S.C. 6861 *et. seq.*). All grant awards made under this Program shall comply with all applicable law including, but not limited to, the WAP statutory authority (42 U.S.C 6861 *et. seq.*), and 10 CFR Parts 440 and 2 CFR Part 200.

The WAP regulation, in [10 CFR 440.23\(a\)](#) - Oversight, Training and Technical Assistance, prescribes that DOE "shall monitor and evaluate the operation of projects carried out by [Community Action Agencies] CAA's receiving financial assistance under this part through on-site inspections, or through other means, in order to ensure the effective provision of weatherization assistance for the dwelling units of low-income persons." [Section 440.23\(b\)](#) states that "DOE shall also carry out periodic evaluations of a program and weatherization projects that are **not** carried out by a CAA and that are receiving financial assistance under this part."

**BACKGROUND:** DOE strives to provide the WAP Network with tools and resources necessary to offer the highest quality of work and services to the low-income families served by the Program. It remains critically important that WAP funds be used cost-effectively and in accordance within existing Program Notices, rules and regulations. **Monitoring ensures the public purpose of the Program.**

*First page of the Weatherization Program Guidance 20-4.*

# Application - V.8.3 Monitoring Activities

## Annual Monitoring Plan:

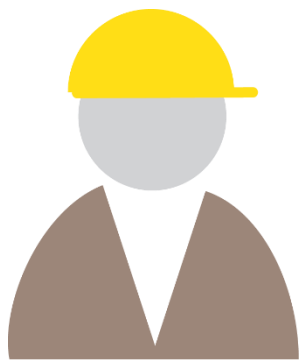
**Overall Goal:** To ensure each Subgrantee's quality of work, program operations, and financial management are working well, meet DOE requirements and there is no evidence of fraud, waste, or abuse.

## The Plan must include detailed descriptions of the topics:

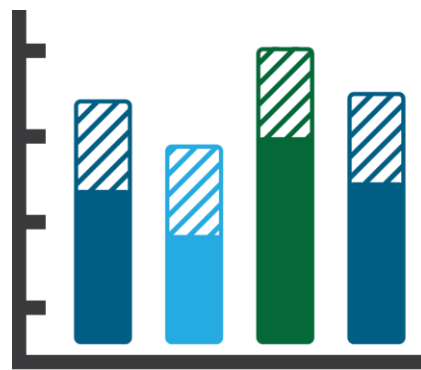
- Staffing & Budget Allocations.
- Subgrantee Monitoring Schedule.
- Monitoring Tools & Corrective Actions.
- Tracking, Analysis & Reporting.

# Monitoring Plan – Staffing & Budget Allocations

- Identify Technical and Administrative Monitoring Staff.
- Budget categories and allocations for monitoring.
- Subgrantee Final Inspections by a certified Quality Control Inspector (QCI).



IDENTIFY MONITORING STAFF



BUDGET ALLOCATIONS



QUALITY CONTROL INSPECTORS

# Monitoring Plan – Subgrantee Monitoring Schedule

## Develop a monitoring schedule.

- Annual visits.
- Detailed Monitoring Process:
  - Administrative/Fiscal.
  - Technical.
- Tentative schedule for Subgrantee visits.
  - Technical Visits are dependent on Quality Control Inspection Policy.



# Subgrantee Monitoring Schedule

## INDEPENDENT QUALITY CONTROL INSPECTORS

Grantees must perform quality assurance reviews of at least

5%

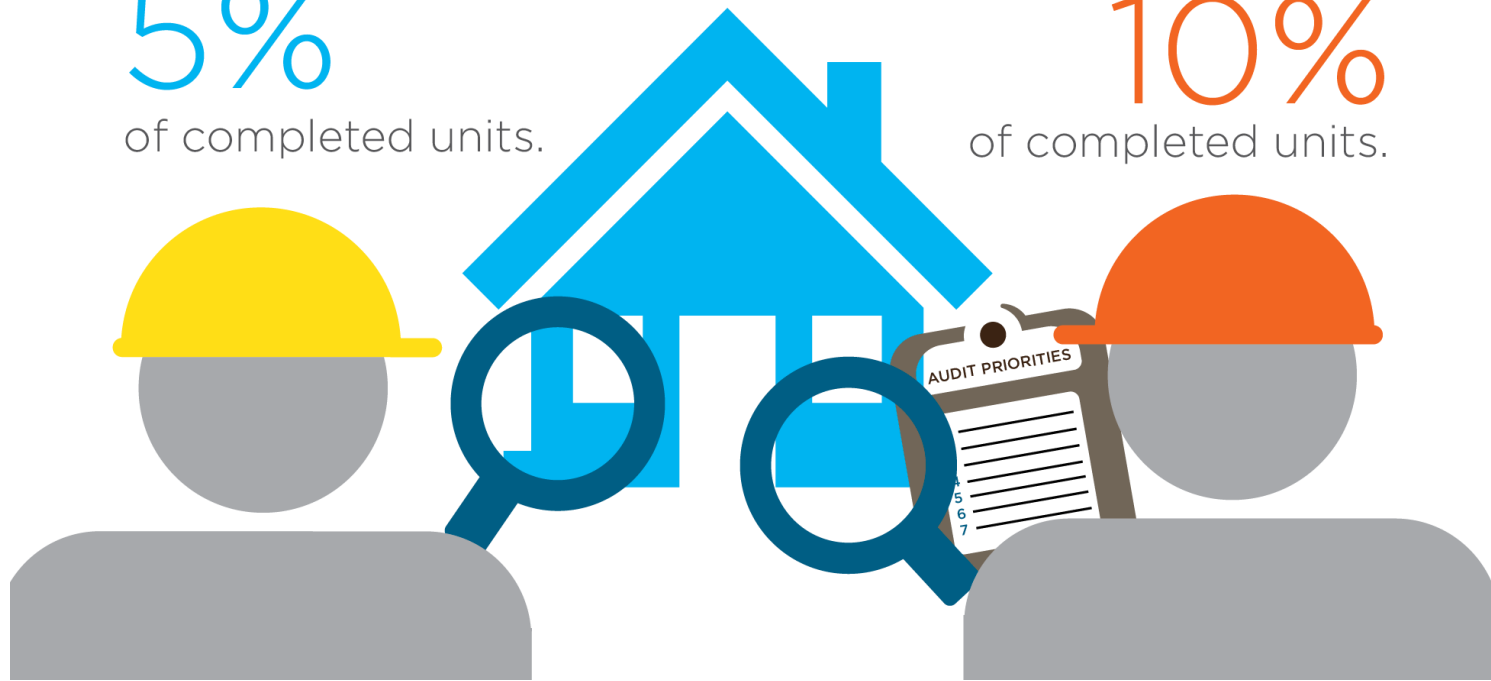
of completed units.

## INDEPENDENT AUDITOR/ QUALITY CONTROL INSPECTORS

Grantee must perform quality assurance reviews of at least

10%

of completed units.





# Monitoring Plan – Monitoring Tools

## Monitoring Tools:

- Programmatic & Management Checklist.
- Subgrantee/Technical Checklist.
- Financial Monitoring Checklist.
- Monitoring Observations & Corrective Actions.
- Reports.

### PROGRAMMATIC + MANAGEMENT

- Subgrantee Review
- Financial/Administrative
- Equipment/Inventory/Materials
- Rental
- Feedback and Reporting
- Energy Audits
- Field Work
- Health & Safety
- Quality Assurance
- Training & Technical Assistance
- Staff or entity performing monitoring
- How monitoring results are handled and required follow-up procedures

### SUBGRANTEE

- Program Overview
- Financial/Administrative
- Inventory
- Energy Audits
- Qualifications & Training
- Weatherization of Units
- Health & Safety
- Final Inspections
- Staff or entity performing monitoring
- How monitoring results are handled and required follow-up procedures

### FINANCIAL MONITORING

- Financial Management/Accounting
- Audits
- Payroll/Personnel
- Vehicles and Equipment
- Procurement
- Sub-awards/Subgrantee Monitoring
- Invoicing
- Records Retention
- Staff or entity performing monitoring
- How monitoring results are handled and required follow-up procedures

# Monitoring Plan – Tracking, Analysis & Reporting

## Tracking and Analysis

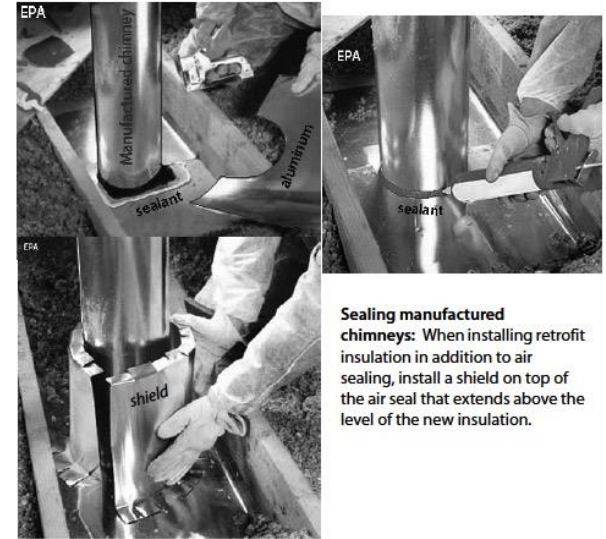
- All monitoring results and assessments must be tracked.
- Grantees are required to create a detailed monitoring analysis of all their Subgrantees.

## Reporting

- The annual **T&A, Monitoring and Leveraging Report**.
  - Subgrantees monitored.
  - Major findings (waste, fraud and abuse) and their resolutions.
  - Monitoring trends.
  - T&TA needs.
  - High risk Subgrantees.
  - Outcomes from T&TA and monitoring training.

# What is Good Monitoring?

- References written standards
  - DOE approved field guide
  - Energy Audit policies
  - Etc.



**Sealing manufactured chimneys:** When installing retrofit insulation in addition to air sealing, install a shield on top of the air seal that extends above the level of the new insulation.

## Sealing around Masonry Chimneys

Leaks around fireplace chimneys are often severe air leaks. Use this procedure to seal air leaks through the chimney chase.

- ✓ Cut sheet metal to fit the gap that borders the chimney with overlaps connecting to nearby attic framing lumber.
- ✓ Bed the sheet metal air seal in sealant, and then fasten the sheet metal to the attic framing with staples, nails, or screws.
- ✓ Seal the metal patch to chimney or flue with a non-combustible sealant labeled ASTM E136.
- ✓ Seal other gaps between the attic and the chimney chase.
- ✓ For large chimney chases, cover the chase opening with structural material such as plywood. Maintain clearances

# What is Good Monitoring?

- References written standards
- Ensures quality and averts trouble
  - Safety net of integrity



# What is Good Monitoring?

- References written standards
- Ensures quality and averts trouble
- Informs T&TA activities



# What is Good Monitoring?

- References written standards
- Ensures quality and averts trouble
- Informs T&TA activities
- Has enforceable consequences



# Good Monitoring has Teeth

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# Shared goals:

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- Right work done right the first time
- Improves lives and budgets of clients
- Profitable for contractors
- Protect program so we can continue
- Support continual improvement



# Summary

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- Effective program monitoring ensures WAP will operate smoothly and efficiently.
- Developing a comprehensive monitoring plan is important to:
  - Maintain consistent workmanship and identifying inferior workmanship.
  - Determine if existing training is sufficient and planning for future training.
  - Identify any waste, fraud, and abuse in the program.
  - Ensure production goals are being achieved.
  - Ensure DOE funding is being properly allocated and that all expenses charged to the program are legitimate.

# Questions?

