

#### **AGENDA**

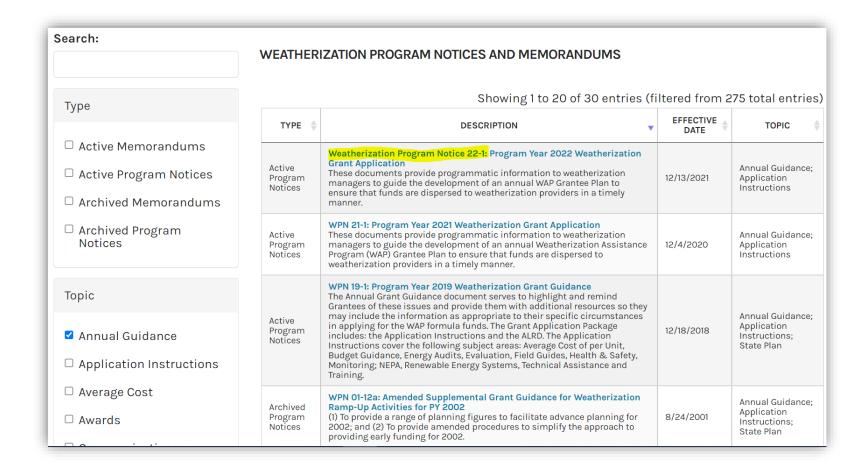
- Review changes to WPN 22-1, the ALRD, and the Application Instructions
- Optional Budget Categories and the ACPU
- Health and Safety and Quality Work
   Plan updates and Videos
- Program Management Strategies & Timely Contract Execution
- LIVE Q&A with DOE



## WAP Annual Grant Guidance

**WAP Grant Guidance** 

documents are numbered as **WPN XX-Y**, where XX denotes 2-digit year, and Y denotes the document number within the Program Year.



## PY 2022 Application Guidance

#### WPN 22-1 – released December 13, 2021

- Includes Administrative and Legal Requirements and Application Instructions
- For planning purposes, use WPN 21-2 Appropriated Funds until WPN 22-2 is released by DOE.
- Grantees should include language in their draft state plans and in public hearing notices that explains final WAP allocations in WPN 22-2 will include adjustments from planning numbers.



#### Department of Energy

Washington, DC 20585

#### WEATHERIZATION PROGRAM NOTICE 22-1 ISSUED DATE: December 13, 2021

SUBJECT: PROGRAM YEAR 2022 WEATHERIZATION GRANT APPLICATION

INTENDED AUDIENCE: Weatherization Grantee Managers, Weatherization Subgrantee Managers

INTENDED USE: The Department of Energy (DOE) issues Weatherization Program Notices (WPN) to establish the framework to administer appropriated funds to the Weatherization Assistance Program (WAP). The content of this document, as well as the two attachments, provides programmatic information to Weatherization Managers to develop a WAP Grantee Plan to ensure that funds are dispersed to weatherization providers in a timely manner.

The Department of Energy (DOE) issues Weatherization Program Notice (WPN) 22-1 annually to specifically address changes from one Program Year (PY) to the next. These changes are often precipitated by Congressional inquiries, administrative priorities, including new initiatives from other federal agencies, monitoring in the field, and feedback from the network of stakeholders. The annual document, issued as a WPN, serves to highlight and remind Grantees of these issues, and provide them with additional resources so they may include the information as appropriate to their specific circumstances in applying for the WAP formula funds.

The WPN attachments serve as programmatic, financial, and legal resources with clarifying information on areas of the Application Instructions that must be incorporated into the submitted Grantee Plan. The Grantee Plan and other elements of the WAP Grant Application Package are submitted through WAP's reporting system, Performance and Accountability for Grants in Energy (PAGE).

This WPN includes the following sections:

- 1.0 Purpose
- 2.0 Program Priorities and Initiatives
- 3.0 Funding
- 4.0 Applications for WAP Annual Formula Grants
- 5.0 Weatherization Program Notices and Memoranda
- 6.0 Website Information



Program Year:

Starting April 1, 2022

Program Year:

Starting July 1, 2022

**Due Date:** 

**February 10, 2022** 

**Due Date:** 

May 3, 2022

PY 2022 State
Plan Due Dates

- The complete application package is due by 12:00 noon
- Contact your DOE PO as soon as you submit in PAGE
- When possible, submit early to allow time for revisions

## WPN 22-1: Sections Removed

- American Customer Satisfaction Survey Section (ACSI) Section
- WAP National Evaluation Section
- Carryover Explanation and Carryover Budget Section
- Extended Budget Subgrantee Allocations in table of required attachments

### WPN Chart Crosswalk Tool

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	Reweatherization	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	,				_		_		_		_	Ī			_			Ī	Ī
10-10	Reprogramming T&TA Funds to Program Operations	X																							
10-12	Historic Preservation Implementation		Г					Ī		Ī		Ī		Ī		Ī		Ī		Ī	Г			х	Γ
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		х																						
12-7	Disaster Planning and Relief												X												
15-4	Quality Work Plan Requirement		х		x																Г				Γ
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		х																						Γ

## Memo Chart Crosswalk Tool

- Attachment 3: Grantee-Level Non-Weatherization Assistance Program (WAP)
   Specific/Financial
- 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 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
- o WAP Memorandum 041: Weatherization Assistance Program GovDelivery
  Distribution List
- WAP Memorandum 047: WAP PY18 Average Cost Per Unit Correction
- WAP Memorandum 050: Crew Lead and Retrofit Installer/Technician Job Task Analysis and Certification Undates, 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
- WAP Memorandum 062; Weatherization Assistance Program's Response to Guidelines for Opening Up America Again - Phase One & Frequently Asked Questions (FAQs)
- WAP Memorandum 063: Historic Preservation Prototype Programmatic Agreements Amendment Process
- WAP Memorandum 066: Historic Preservation Prototype Programmatic Agreements Amendment

## Section 2.1 Budget/ Expenditures/ and Carryover

PY 2022 begins a new 3-year grant cycle

- No carryover
- Follow WPN 21-4 Closeout Procedures



Application for Federal Assistance SF-424										
* 1. Type of Submission:  Preapplication  Application  Changed/Corrected Application	* 2. Type of Application:  X New  Continuation  Revision	* If Revision, select appropriate letter(s):  * Other (Specify)								



PY 2022 Average Cost Per Unit (ACPU)

= \$8,009

PY 2022 Adjusted Average for Renewable Energy Systems

= \$3,929

#### UNIQUE ENTITY IDENTIFIER (UEI)

- Added to the SF-424 and Annual File
- Must have UEI for all Subgrantees and Grantee

Government Transition from DUNS Number to New **Unique Entity Identifier** (**UEI**) will Occur on April 4, 2022.



### **Administrative Budget Categories**

Allowable administrative budget calculations now 15% of Total Allocation.

- ➤ New PY total allocation x 7.5 percent (or less) = Grantee Admin
- ➤ New PY total allocation x 7.5 percent (at least) = Subgrantee Admin\*

\*Note – Grantee may allocate additional 5% admin to subgrantees with total new PY allocations less than \$350,000. Should the state elect this option a total of 20% of the grant could be allowable for admin purposes. (V.8.2) 10 CFR 440.18(e)

# IV.4 Leveraging Funds Implementation If ANY DOE funds are used for direct costs MUST be reported as a DOE completed unit.

- Energy Audit
- Final Inspection
- H&S
- Measure Installation



Describe Re-Weatherization Compliance (Master File V.1.2 – Box 2)

 This section must include the specific process for tracking homes previously weatherized 15 years prior to ensure that these units are not re-weatherized with DOE funds.



#### **Priorities – (Master File Section V.3)**

The categories listed below are the ONLY allowable priorities for the DOE WAP.

- High residential energy users,
- Households with a high-energy burden,
- Elderly persons,
- Persons with disabilities, and
- Families with children.



DOE strongly encourages prioritizing those with the highest **ENERGY BURDEN**.

#### Describe the Deferral Process (Master File V.1.2 – Box 5)

- Grantee must provide a copy of their deferral policy, which must contain:
  - The circumstances/situations when an eligible dwelling may be deferred.
  - The client notification and referral procedures, including how the home may be made weatherization ready.
  - A deferral appeals process for the client.
  - How client eligibility and priority will be addressed for deferred dwellings, including defined time limit before requalifying clients for the program becomes necessary.

## DOE Deferral Tracking Tool

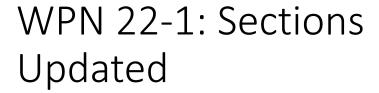
- DOE strongly encourages
   Grantees to have a
   comprehensive deferral /
   referral tracking mechanism
   to allow for future
   evaluation of funding and
   leveraging activities.
- DOE has developed an optional deferral tracking tool.

	Total Occurrences	Listed as Issue 1	Listed Issue
Non-funding-related Issues	0		
Building for sale or foreclosure	0	0	
nodeling work in process that prohibits weatherization	0	0	
Health may be negatively affected by installation	0	0	
Refused installation of weatherization measure	0	0	
Illegal activity concerns	0	0	
Threatening or uncooperative behavior	0	0	
Refusal of ASHRAE 62.2 2016 ventilation requirements	0	0	
Refusal to remove unsafe combustion appliances	0	0	
Potentially Treatable Issues, with Funding	0		
Roof repair needed	0	0	
Wall repair needed e.g. interior or exterior	0	0	
Ceiling Repair needed	0	0	
Floor repair needed	0	0	
Foundation or subspace repair needed	0	0	
ior drainage repairs needed e.g. landscaping or gutters	0	0	
Plumbing repair needed	0	0	
Electrical repair needed	0	0	
leanup or remediation required beyond scope of WAP	0	0	
Other	0	0	
Total Homes	0		
Total Deferral Issues	0		
Average Number of Issues Per Home	#DIV/0!		

POLL QUESTION: How is your state tracking deferrals today?

#### **Answers:**

- 1) We do NOT track or report deferrals
- 2) We are tracking through our state WAP Database
- 3) Subgrantees send deferral data to the state on a regular basis
- 4) We use the DOE deferral tracking tool



WPN 22-5 extended categorical eligibility to HUD means-tested programs.

- WAP Grantees ad Subgrantees must certify that applicants have met income requirements of HUD means-tested program through:
  - Applicant Documentation
  - Interagency Lists of Recipients
  - Shared System Database
  - The proof of documentation must be in the client file.



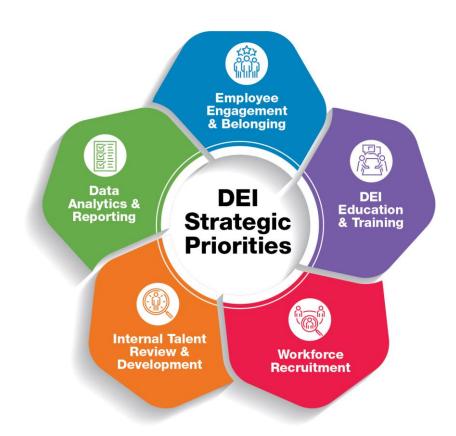
In September 2018, Congress directed DOE to begin tracking window replacements which support the reduction of lead-based paint hazards.

- ➤ PAGE updated in the QPR
- Section II. Grant Production
  - **B.** DOE Units
    - ➤ 4. Other Unit Categories
    - Window Replacements in Support of Lead Reduction



## Weatherization Analysis of Effectiveness (Master File V.6)

- Has the Grantee/Subgrantee effectively integrated diversity, equity and inclusion objectives into the Program?
- Fostering a welcoming and inclusive environment
- Support people from under-represented groups in the WAP
- Advance equity and inclusion in workforce



#### V.8.4 T&TA Approach and Activities

- T&TA funds **may** be used to train contractors at the Subgrantee level.
- Reimburse for the (4) HEP; Retrofit Installer Technician, Crew Lead, Energy Auditor, Quality Control Inspector.
- State must follow guidelines on <a href="Page 41">Page 41</a> of the Application Instructions to develop a policy for contractor reimbursements.



#### **Guidelines Include:**

- Subgrantees must clearly communicate the T&TA reimbursement policies in a binding agreement with the contractor.
- The policy should set limits and thresholds for contractor reimbursement.
- Contractor reimbursements must be from the T&TA budget.
- Examples of contractor/agency retention agreements can be found on WAP's website under the Weatherization Assistance Program Grantee Manager's Training Toolkit or can be obtained from the DOE PO by request.



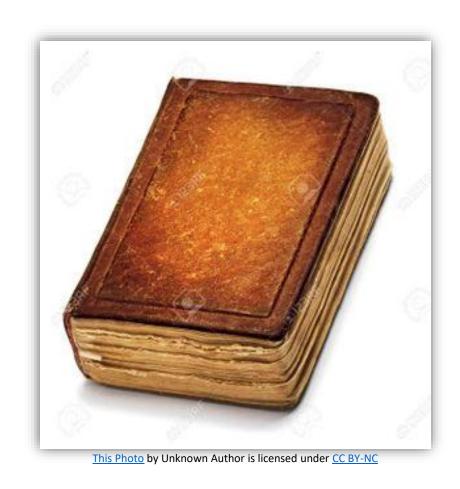
## **Grant Application Components**

- ➤ Health and Safety Plan (<u>WPN 22-7</u>)
  - DOE Updated the Health and Safety Guidance (effective PY '22)
  - Optional <u>H&S Template</u>
- > Training and Technical Assistance Plan (WPN 20-4)
  - QCI Apprenticeship option
  - Optional <u>T&TA Template</u>
- ➤ Monitoring Plan (<u>WPNs 20-4</u>, <u>22-4</u>)
  - Consider revising for remote/virtual applications
  - QCI Apprenticeship option

## WPN 22-4: Quality Work Plan Requirement Update

- Released 12/13/2021
- Supersedes WPN 15-4, Memos 070, 050, 036, and 034
- Update Video from DOE
- Substantive changes
  - Refinement of required sections of the QWP
  - Clarification on requirement to submit a revised Field Guide at least 6 months prior to the expiration date (<u>Annual Plan section V.5.1</u>)
  - Additional option to utilize a mentorship model while uncertified inspectors are completing training and Quality Control Inspector (QCI) certification (<u>Annual Plan section V.5.3</u>, <u>V.8.3</u>, <u>V.8.4</u>)

### Field Guide Approval Process



#### **WPN 15-4:**

Field Guide submittal due <u>90</u>
 <u>days</u> prior to expiration

#### **WPN 22-4:**

 Field Guide submittal due <u>120</u> <u>days/6 months</u> prior to expiration (5-year approval cycle)

## QCI Mentorship Option

To support recruitment, efficient onboarding, and career advancement at the Grantee and Subgrantee levels, Grantees <u>may</u> elect to allow a mentorship model. Individuals working toward QCI certification (mentee) under the mentorship of a certified QCI may perform work aligned with the QCI Job Task Analysis, including Final Inspections, monitoring, and the collection of field site data and/or conducting reviews of energy models, but all work must be reviewed and approved by a certified QCI.

NOTE: If a Subgrantee is utilizing the QCI mentorship option, then the Grantee must perform quality assurance reviews of at least 10 percent of all completed units





## QCI Mentorship option

QCI mentorship program plan must be approved by P.O. and include the following:

- The mentee is a Subgrantee/Grantee employee or contractor pursuing QCI certification.
- A timeline and the number of dwelling units for the mentees to complete training and obtain QCI certification.
- Mentor, agreed upon by Grantee and Subgrantee, will review field inspections, provide on-the-job training and coaching.
- All work performed by the mentee is reviewed and attested by a certified QCI.

## WPN 22-7: Health and Safety Guidance Update

- Update Video from DOE
- > Terms to be defined in H&S Plan
  - 'Minor', 'Major', 'Limited', 'At-risk', 'Case-by-case'
- Reference to <u>Buildings Assessment of Radon</u>
  Reduction Interventions with Energy retrofits
  Expansion Study (BEX study)
  - New requirement to cover Sump pits/wells with air-tight cover



## MANAGING THE ACPU WITH OPTIONAL BUDGET CATAGORIES

# AVERAGE COST PER DWELLING UNIT (ACPU)

#### **WEATHERIZATION PROGRAM NOTICE 22-1**

3.1.1 ADJUSTED AVERAGE COST PER DWELLING UNIT (ACPU) ACPU expenditure of financial assistance provided under WAP for labor, weatherization materials, and related matters cannot exceed \$6,500, as adjusted (see, 10 CFR §440.18(a) and (c)). The adjusted annual average for PY 2022 is determined by using the percentage increase in the Consumer Price Index (CPI) (all items, United States city average) for FY 2021 or 3 percent, whichever is less. The percentage increase in the CPI for the previous 12-month period (September 2020 – September 2021) was 5.4%. Therefore, the adjusted average expenditure limit for PY 2021 is \$8,009. This average includes units computed in a multifamily building of 5 units or greater.

### **Section B: Budget Categories (MANDATORY)**

- Grantee Administration
- Subgrantee Administration
- Grantee T&TA
- Subgrantee T&TA
- Program Operations
  - This is where the ACPU is derived

ADMIN and T&TA

<u>DO NOT</u> impact
the ACPU

### **Section B: Budget Categories (OPTIONAL)**

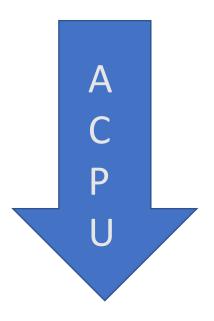
- Vehicles and Equipment
- Liability Insurance
- Leveraging
- Health & Safety
- Financial Audit
- Energy Crisis
- Disaster Crisis
- Special Projects I-V

Program Operations if the state chooses not to use the OPTIONAL BUDGET Categories.

## Optional Budget Categories

#### Manage the ACPU by using Optional Budget Categories

- Vehicles and Equipment
  - Will still impact the ACPU but allows you to amortize the vehicle costs over multiple years
- Liability Insurance
- Health and Safety
  - Limits expressed as a % of the ACPU
  - 15% is only soft ceiling; over 15% triggers secondary review
- Financial Audits
- Leveraging Plan
  - Up to 15% of grant to develop partnerships
  - Obtain non-Federal resources to increase # of homes weatherized



# EXAMPLE WAP STATE PLAN

	SECT	TION B - BUDGET	CATEGORIES		
6. Object Class Categories		nction or Activity	Total		
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS	(5)
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 259,170.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 129,584.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,050.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00
f. Contract	\$ 3,022,656.00	\$ 453,398.00	\$ 17,500.00	\$ 14,500.00	\$ 4,342,692.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 3,022,656.00	\$ 453,398.00	\$ 17,500.00	\$ 14,500.00	\$ 4,743,496.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 91,317.00
k. Totals	\$ 3,022,656.00	\$ 453,398.00	\$ 17,500.00	\$ 14,500.00	\$ 4,834,813.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

This Grantee is effectively using the OPTIONAL Budget categories to maintain the ACPU

# EXAMPLE WAP STATE PLAN

	SEC	FION B - BUDG	ET CATEGORI	ES	
6. Object Class Categories		Total			
	(1) VEHICLES AND EQUIPMENT	(2)	(3)	(4)	(5)
a. Personnel	\$ 0.00				\$ 259,170.00
b. Fringe Benefits	\$ 0.00				\$ 129,584.00
c. Travel	\$ 0.00				\$ 10,050.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 2,000.00
f. Contract	\$ 100,000.00				\$ 4,342,692.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 0.00
i. Total Direct Charges	\$ 100,000.00				\$ 4,743,496.00
j. Indirect Costs	\$ 0.00				\$ 91,317.00
k. Totals	\$ 100,000.00				\$ 4,834,813.00
7. Program Income	\$ 0.00				\$ 0.00

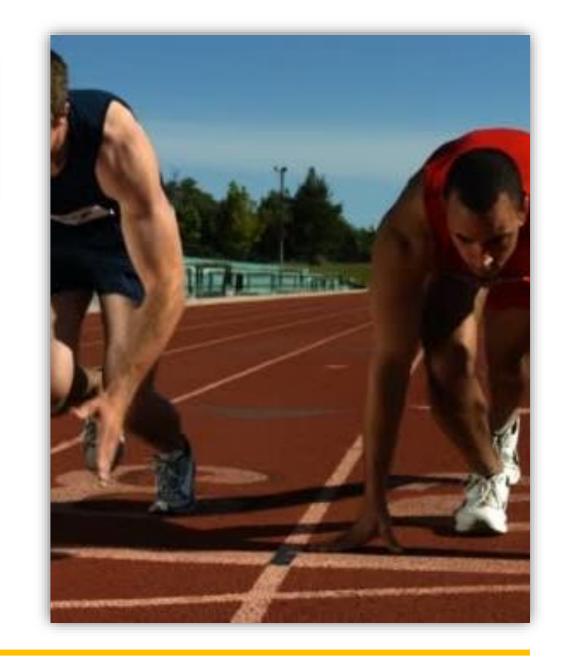
This Grantee is effectively using the OPTIONAL Budget categories to maintain the ACPU

# Success Strategies for State Plan Development

#### #1 -Start early

- Update policy and procedure manuals, health and safety plans, monitoring documents, T&TA plans.
- 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 <u>prior</u> to the core state plan development.



#### **#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
- Get things in WRITING best practice
- Ask for early review of parts of the plan
- When in doubt, reach out



	0	Task Mode	▼ Task Name	Duration	Start •	Finish •	Predecesso •	Resource Names
1		-3	■ 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		-3		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		-3	<ul> <li>Submit draft to PAC and post publicly</li> </ul>	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
6		*	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
8	÷	*	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

## #3 Develop timeline and gain commitment

 Need help developing a state plan submission timeline? Please reach out to Jonathan or Andrea

## Success Strategies #4 Communicate Often



SUBGRANTEE NETWORK – START EARLY IN THE PROCESS



POLICY ADVISORY COUNCIL –
REVIEW PERFORMANCE GOALS AND
POLICIES



FORMAL PUBLIC HEARING –
MANDATORY 10 DAYS NOTICE &
TRANSCRIPT

#### **#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 edits
- ➤ Be persistent about your timeline, your entire network is depending on YOU!



## Aiming for Excellence!

- Timely Subgrantee Contract Execution is CRITICAL in new grant program years
- No carryover is allowed
- Executing contracts late will impact your Subgrantees and undermine your workforce development efforts
- This is a PRIMARY duty of the Grantee
- How long are YOU comfortable going without a paycheck?



POLL QUESTION: How many days from your award start date do you execute your Subgrantee Contracts?

#### Answers:

- We execute contracts on our award start date (April 1 or July 1)
- We execute contracts within 1-14 days of our award start date
- We execute contracts within 15-30 days
- We execute contracts within 30-45 days of our award date
- Help, we are struggling and execute contracts later than 45 days after our award date!

NASCSP
Collecting
Member
Questions to
DOE

- Have Questions About CSPP, SERC or E&I Funding Opportunities? Please submit Questions for DOE by January 12
- Submit here <u>LINK</u>
- Turn over to LIVE Q&A with Derek Schroeder from DOE.

## Thank you!!



#### SAVE THE DATE

NASCSP WINTER VIRTUAL TRAINING CONFERENCE

February 28 – March 3, 20221

Andrea Schroer
WAP Director
aschroer@nascsp.org

Jonathan Ballew
WAP Program Manager
jballew@nascsp.org