



PY 2023 State Plan Development Training

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AGENDA

- Overview of State Plan Process
- Review changes to PY '23 Annual Grant Guidance
 - [WAP Memo 098 \(Redline\)](#)
 - [ALRD](#)
 - [Application Instructions](#)
 - [WPN 23-1](#)
 - Budget Categories
 - ACPU
- Program Management Strategies & Timely Contract Execution
- LIVE Q&A with DOE

Weatherization Assistance Program

Weatherization Program Notice 23-1: Program Year 2023 Weatherization Grant Application


DECEMBER 16, 2022



Weatherization Assistance Program »

Weatherization Program Notice 23-1: Program Year 2023 Weatherization Grant Application

This Weatherization Program Notice and attachments provide programmatic information to Weatherization Assistance Program (WAP) Managers to develop a WAP Grantee Plan to ensure that funds are dispersed to weatherization providers in a timely manner.

 [Weatherization Program Notice 23-1](#)

 [2023 Application Instructions](#)

 [2023 Administrative and Legal Requirements Document](#)

PY 2023 Application Guidance

WPN 23-1 – released December 16, 2022

- Includes Administrative and Legal Requirements and Application Instructions
- Annual Funding Allocations are issued in WPN XX-2. Use WPN 22-2 until **WPN 23-2** 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 23-2 will include adjustments from planning numbers.



Department of Energy
Washington, DC 20585

WEATHERIZATION PROGRAM NOTICE 23-1 ISSUED DATE: December 16, 2022

SUBJECT: PROGRAM YEAR 2023 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 WAP Managers to develop a WAP Grantee Plan to ensure that funds are dispersed to weatherization providers in a timely manner.

DOE issues the application package 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 resources so they may include the information as appropriate to their specific circumstances in applying for 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 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

Mandatory State Plan Components

- 1.SF 424, SF 424A
- 2.Budget Justification
- 3.Annual File
- 4.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:

Upload into the SF-424

Health and Safety Plan ([WPN 22-7](#))

- DOE Updated the Health and Safety Guidance (effective PY '22)
- Optional [H&S Template](#)

Training and Technical Assistance Plan ([WPN 20-4](#))

- QCI Apprenticeship option
- Optional [T&TA Template](#)

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
Financial/Programmatic Monitoring Tool	PDF	Financial Programmatic Monitoring Tool
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 Chart(s)	PDF	WAP Org Chart
Corrective Action/Removal Procedures	PDF	Corrective Action Removal Procedures
Administrative/Fiscal Monitoring Instrument	PDF	Administrative Fiscal Monitoring Instrument
DOE reserves the right to request additional or clarifying information.		



PY 2023 State Plan Due Dates

Program Year:
Starting April 1, 2023

Due Date:
February 10, 2023

Program Year:
Starting July 1, 2023

Due Date:
May 3, 2023

- 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

ALRD, 23-1:

Sections Updated

UNIQUE ENTITY IDENTIFIER (UEI)

- Added to the SF-424 and Annual File
- Must have UEI for all Subgrantees and Grantee
- Period of performance: this is the second year of a 3-year project period.

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



Switching gears

- ALRD ✓
- Application Instructions
- WPN 23-1




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Application Instructions Updates

- Section II: select 'continuation' for application type
- Field 21: Acknowledgment of assurances
- SF-424A to include carryover funds

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

 ☐ ** I AGREE

**The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

1. Type of Submission:	2. Type of Application:	*If Revision select appropriate letter:
<input type="checkbox"/> Preapplication	<input type="checkbox"/> New	*Other (specify):
<input checked="" type="checkbox"/> Application	 <input checked="" type="checkbox"/> Continuation	
<input type="checkbox"/> Changed/Corrected Application	<input type="checkbox"/> Revision	

Application Instructions Update: Carryover

Grantees with carryover shall provide a document with the following:

- Break out of cost categories for total carryover for all prior years and current active year
- Break out of cost categories for total carryover amount in the proposed budget
- Reason for the carryover amount and justification for the re-allocated carryover amount

Table 2: Carryover Example		
Grantee Name, Grant Number, Current Program Year, Proposed Program Year		
BUDGET COLUMN HEADING	TOTAL PRIOR YEAR & CURRENT ACTIVE YEAR CARRYOVER (Identify the Cost Categories you are moving the funds from)	PROPOSED BUDGET CARRYOVER (Identify the Cost Categories that you are moving the funds to in the proposed budget for the
Grantee Administration	\$20,000	\$20,000
Subgrantee Administration	\$9,500	\$7,000
Grantee T&TA	\$14,000	\$0
Subgrantee T&TA	\$11,000	\$0
Program Operations	\$35,000	\$64,000
Health & Safety	\$10,000	\$9,000
Financial Audits	\$500	\$0
Liability Insurance	\$0	\$0
Totals	\$100,000	\$100,000
<p>Reason for carryover amount: The \$20,000 state database upgrade budgeted under Grantee Administration was delayed for several months and will be completed in the next PY. Subgrantee Administration results from a local agency manager leaving. All T&TA goals were met with fewer resources than budgeted. Production at two local agencies was affected by job changes, thus leaving \$35,000 unspent in Program Operations and \$10,000 in Health & Safety (H&S).</p> <p>Justification for carryover amount: The Grantee requests \$20,000 in Grantee Administration to complete database upgrade as previously proposed. \$7,000 returned to Subgrantee Administration to complete the remaining work. \$25,000 in T&TA and \$500 from Financial Audits carryover moved to Program Operations to complete more homes. Based on the Grantee expenditure limit identified in Weatherization Program Notice (WPN) 22-7, the proposed H&S amount was adjusted to reflect the proposed remaining Program Operations funding.</p>		

Application Instructions Update:

SF-424A

- New **mandatory** budget category for Weatherization Readiness Funds (WRF)

III.2 Budget Categories – Section B

SF-424A - Section B: Budget Categories

The budget columns are organized by mandatory and optional categories. The **mandatory** categories are:

- Grantee Administration
- Subgrantee Administration
- Grantee T&TA
- Subgrantee T&TA
- Program Operations
- Weatherization Readiness Funds (if applicable)

Weatherization Readiness Funds

Weatherization Assistance Program
Estimated FY2022 State Allocations @ \$283,040,000 plus \$15,000,000 Readiness Fund

State	FY 2022 Program Allocation	FY 2022 T&TA Allocation	FY 2022 Total Allocation	FY 2022 Readiness Fund
Alabama	\$2,583,728	\$567,082	\$3,150,810	\$184,991
Alaska	\$1,771,313	\$404,493	\$2,175,806	\$142,545
Arizona	\$1,730,452	\$396,316	\$2,126,768	\$140,410
Arkansas	\$2,066,007	\$463,470	\$2,529,477	\$157,942
California	\$6,904,248	\$1,431,748	\$8,335,996	\$410,724
Colorado	\$5,501,226	\$1,150,961	\$6,652,187	\$337,420
Connecticut	\$2,801,836	\$610,732	\$3,412,568	\$196,386
Delaware	\$610,073	\$172,094	\$782,167	\$81,874
District of Columbia	\$582,691	\$166,614	\$749,305	\$80,444
Florida	\$2,693,151	\$588,981	\$3,282,132	\$190,708
Georgia	\$3,554,198	\$761,302	\$4,315,500	\$235,695
Hawaii	\$191,853	\$88,396	\$280,249	\$60,024
Idaho	\$1,980,525	\$446,363	\$2,426,888	\$153,476



Calculate Admin proportions based on Grantee's total funds received.

- Add the WRF to the "FY22 Total Allocation" (shown on WPN 22-2) to obtain the Grantee's total funds received.
- Alabama's total funds received is \$3,150,810 + \$184,991 = \$3,335,801

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Grant Search:
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Grant #: EE0009894 ★
Grantee: District of Columbia
Status: Active

Budget

Add, delete or edit Budget Category

Program: Weatherization Assistance Program	CFDA: 81.042
State: DC	Year: 2022
Revision: 0	Period: 07/01/2022 - 06/30/2023

Budget Category		
SUBGRANTEE ADMINISTRATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SUBGRANTEE T&TA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HEALTH AND SAFETY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
GRANTEE ADMINISTRATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>
GRANTEE T&TA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PROGRAM OPERATIONS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LIABILITY INSURANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LEVERAGING	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FINANCIAL AUDITS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
✓ VEHICLES AND EQUIPMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LOW COST/NO COST	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ENERGY AUDITS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ENERGY CRISIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPECIAL PROJECTS I	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPECIAL PROJECTS II	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPECIAL PROJECTS III	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPECIAL PROJECTS IV	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPECIAL PROJECTS V	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Not Applicable-WAP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Weatherization Readiness	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Created by LaWanda Jones on 01/20/2022 03:10:36 PM

Last updated by LaWanda Jones on 03/18/2022 11:03:42 AM

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Application Instructions Update:

Guidance updates

- [WPN 23-1](#)
- [WPN 22-9](#)
- [WPN 22-5](#)
- ~~WPN 17-7~~, [WPN 22-7](#)
- ~~WPN 15-4~~, [WPN 22-4](#)
- ~~WPN 16-5~~, [WPN 22-12](#)
- ~~WPN 16-6~~, [WPN 12-13](#)
- [WPN 12-7](#)
- [WPN 17-6](#)
- [WPN 10-10](#)
- [WPN 11-14](#)
- [WPN 19-4](#)
- [WPN 19-5](#)
- [WPN 10-08](#)
- [WPN 20-4](#)



Application Instructions Update: Leveraging Funds Implementation

DOE is aware that reporting may be difficult where multiple sources of funds as a result of leveraging are used to weatherize a unit, or a complicated leveraging agreement has been reached with non-Federal partners. To assist Grantees and Subgrantees in determining what a DOE weatherized unit is, DOE offers the following definition.

A DOE Weatherized unit is: *A dwelling on which a DOE-approved energy audit or priority list has been applied and weatherization work has been completed. As funds allow, the measures installed on this unit and paid for with DOE funds have a Savings-to-Investment Ratio (SIR) of 1.0 or greater, but also may include any necessary energy-related health and safety measures.*

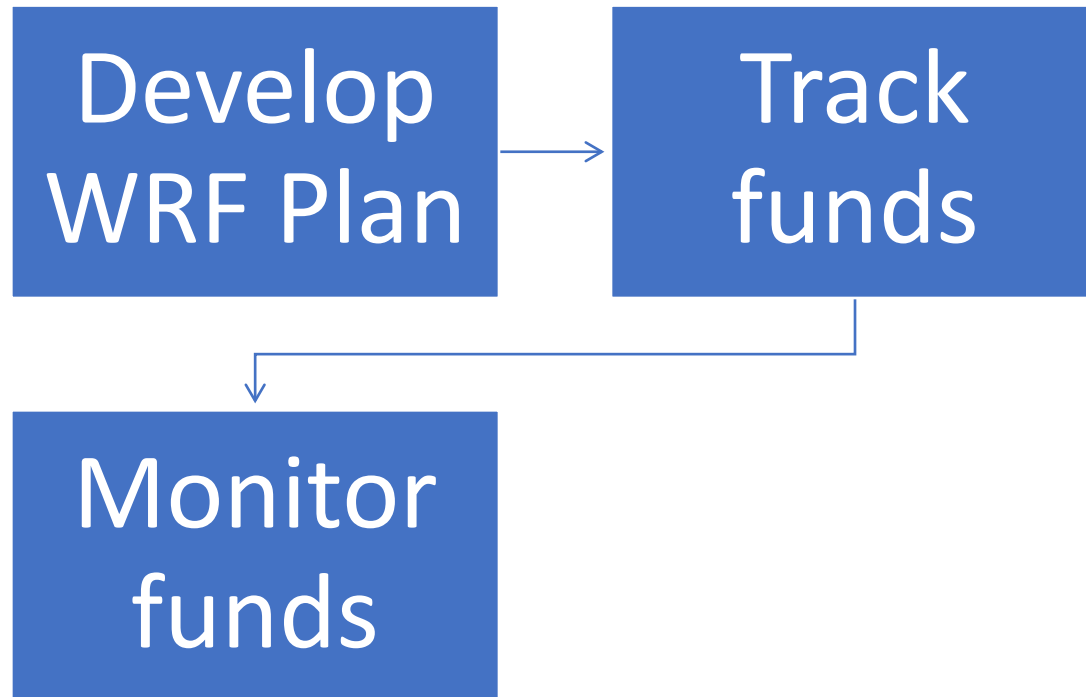
The use of DOE funds on a unit may include, but is not limited to, indirect expenditures (e.g., Administrative, T&TA, amortized equipment) and direct costs such as energy auditing, measure installation, H&S, and inspections. A dwelling unit that meets both the definition of a DOE weatherized unit and uses **DOE funds for direct costs must be reported as a DOE completed unit.**



If you have questions on Leveraging, see [WPN 22-9](#)

Application Instructions Update:

Weatherization Readiness Funds (WRF)



WRF reporting requirements

- # avoided deferrals
 - Year built
 - Housing type
 - Nature of repair(s)
 - Cost
 - Leveraged funds

WRF Resources

- DOE optional Planning Tool
- [WPN 22-6](#)
- NASCSP Member Portal
 - Sample plans and resources
- NASCSP Webinars:
 - [Mitigating Barriers to Weatherization](#)
 - [Weatherization Readiness Fund](#)
 - Both recordings available [here](#).

	Total Occurrences		Listed as Issue 1	Listed as Issue 2
Non-funding-related Issues	0			
Building for sale or foreclosure	0		0	
Modeling 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	
Exterior drainage repairs needed e.g. landscaping or gutters	0		0	
Plumbing repair needed	0		0	
Electrical repair needed	0		0	
Cleanup 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!			

SEP Special Projects

WAP

Application Documents

Checklist

SF-424

Budget

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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 Enhancement And Innovation

WAP Training Center

Weatherization Innovative Pilot

Miscellaneous Grants

Grant Monitoring

Help Desk

Application Package: Program Year 2023 (Revision 0); Submitted on 12/14/2022

APPLICATION PACKAGE GENERAL INFORMATION

Program: WAP

Program year: 2023

Opportunity code: DE-WAP-0002023

Period: 04/01/2023 - 03/31/2024

Description: Alaska Weatherization Program 2023

Grant number: EE0009886

Recipient name: Alaska Housing Finance Corp

Status: Submitted

Documents:

☐ Application For Federal Assistance (SF-424)

☐ Budget (SF-424A)

☐ Annual File

☐ Master File

Applications are submitted, approved or rejected in PAGE through the [Verify and Submit](#) menu option.

Submission History (click here to hide details...)

Submitted on 12/14/2022 02:09:56 PM by Mimi Burbage

Section B - Budget Categories				
Object Class	GRANTEE T&TA	SUBGRANTEE T&TA	HEALTH AND SAFETY	PROGRAM OPERATIONS
Personnel	\$33,350.00	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$25,012.00	\$0.00	\$0.00	\$0.00
Travel	\$20,000.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Contract	\$56,131.00	\$260,000.00	\$284,712.00	\$1,138,849.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00
Other Direct Costs	\$10,000.00	\$0.00	\$0.00	\$0.00
Total Direct Costs	\$144,493.00	\$260,000.00	\$284,712.00	\$1,138,849.00
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00
Object Class Total	\$144,493.00	\$260,000.00	\$284,712.00	\$1,138,849.00

PAGE examples:

IV.2 WAP Production Schedule		
Weatherization Plans		Units
Total Units (excluding reweatherized)		108
Rewaterized Units		33
Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	108
C	Total Units Reweatherized	33
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	141
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$1,138,849.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	141
H	Average Program Operations Costs per Unit (F divided by G)	\$8,076.94
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,076.94

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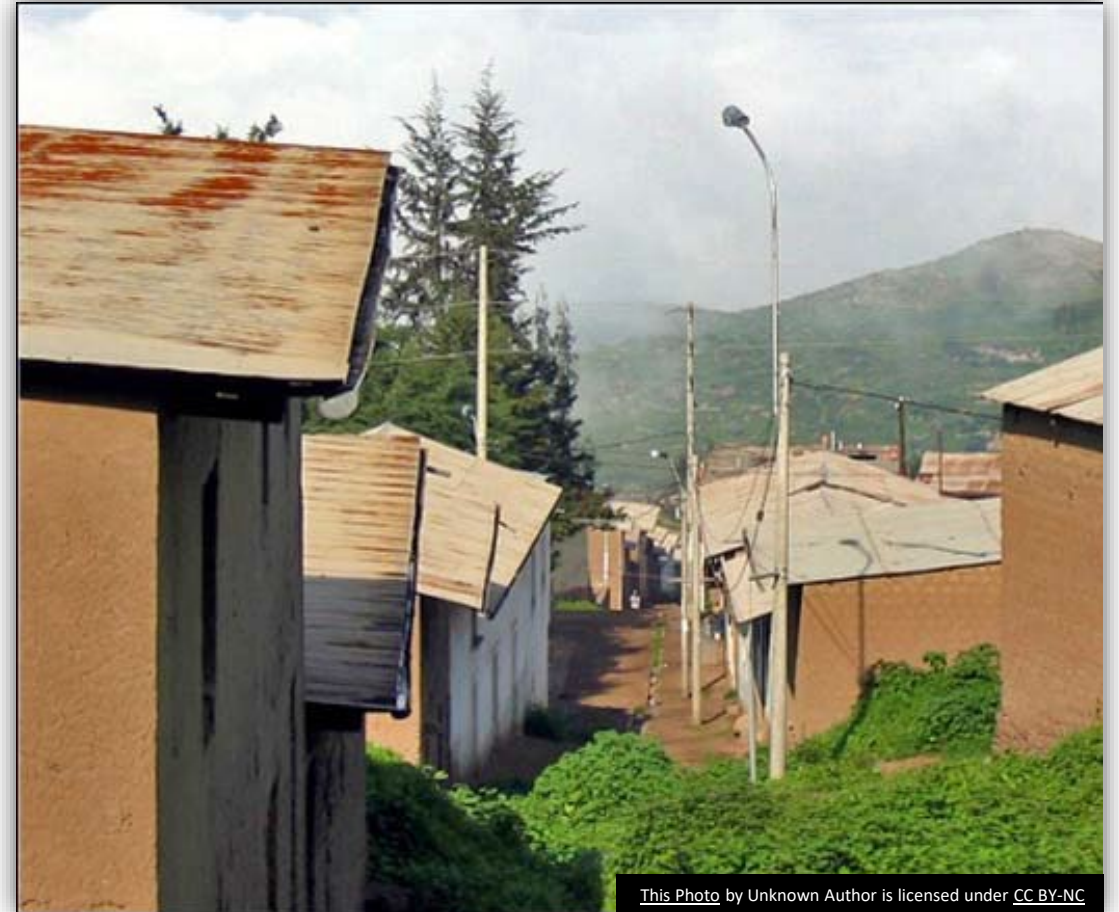
Application Instructions Update:

V.3 Prioritizing Clients

Grantees must describe how they define high energy burden or high energy user in the Master File and report these priority categories in the QPR.

DOE strongly encourages assigning the highest priority to households with a high energy burden

[NASCSP/NREL/DOE J40 Webinar](#)



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POLL: Where would you look for your NEPA and SHPO categorical exclusions?



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PAGE

FEDConnect

File Cabinet

Recycle bin

Application Instructions Update: NEPA and Historic Preservation



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- Required NEPA Training
 - [SHPO, NEPA Resources](#)
 - Send questions to:
GONEPA@ee.doe.gov
- [NEPA Resources](#)
- [Historic Preservation PAs](#)
- [NASCSP Webinar](#)
- Form 2022A revised to include Readiness activities

NEPA Update

- d. Roof replacement including, replacing decking material and roof, and/or changing roof material (e.g., shingles to metal)
NOTE- These activities would likely require SHPO consultation on buildings 45 years or older...

- View letter [here](#)



Department of Energy
Golden Field Office
15013 Denver West Parkway
Golden, Colorado 80401

December 21, 2022

Dear Weatherization Assistance Program (WAP) grantees:

SUBJECT: Program Year 2022 Weatherization Assistance Program (WAP) Formula Grants;
National Environmental Policy Act (NEPA) Determination

This letter serves to notify Grantees that the Contracting Officer and the NEPA Compliance Officer have revised and approved a revision to Attachment 6, NEPA Determination 2022A.

The Allowable Activities of the 2022 NEPA Determination (GFO-WAP-2022A) is revised as follows:

6. Readiness activities focused on structural, health, and safety issues required before weatherization measures can be completed, provided that activities adhere to the requirements of the respective Recipients' DOE executed Historic Preservation Programmatic Agreement, are installed in existing buildings, and are limited to:

- a. Repair/replace damaged windows and doors
- b. Electrical and plumbing repairs

d. Roof replacement including, replacing decking material and roof, and/or changing roof material (e.g., shingles to metal) NOTE-These activities would likely require SHPO consultation on buildings 45 years or older, as applicable per each recipient's Historic Preservation Programmatic Agreement (PA). Recipients must review their PA to understand their responsibilities for SHPO consultation.

- e. Interior and exterior wall repairs
- f. Ceiling repairs
- g. Floor repairs
- h. Foundation or subspace (crawl space) repairs
- i. Exterior drainage repairs limited to gutter repair or replacement, trimming shrubs, and/or grading in close proximity to the perimeter of the foundation.

Note that all other Allowable Activities remain unchanged, and this determination is in addition to Term 7, NEPA Requirements of the Special Terms and Conditions, which still apply. All restrictions, conditions, and requirements listed in the NEPA determinations remain unchanged.

Questions or comments may be addressed to your DOE Project Officer identified in your award.

Sincerely,

Nicholas Oscarsson Digitally signed by Nicholas Oscarsson
Date: 2022.12.21 15:17:48 -0700

Nicholas Oscarsson
Contracting Officer

cc: DOE Project Officers

Application Instructions Update:

V.6 Weatherization Analysis of Effectiveness

DEI effectively integrated?

Describe efforts:

- Update allocation formulas?
- Priority of service definitions?
- Other policies/ documents?



Switching gears

- ALRD ✓
- Application Instructions ✓
- WPN 23-1



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WPN 23-1: Sections Added


- 2.11 Workforce Development
- 2.12 Equity and the Justice40 Initiative
- 2.13 Fuel Switching
- 2.2 Participation in Additional Evaluations and Studies

WPN 23-1: Sections Removed

- 
- 2.1 Budget/Expenditures and Initiatives

WPN Chart Crosswalk Tool

[illegible]



WPN 23-1:

Memo Crosswalk Tool

Program Memorandums that are Currently Active


- [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 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 038: Solution Summits Results](#)
- [WAP Memorandum 041: Weatherization Assistance Program GovDelivery Distribution List](#)
- [WAP Memorandum 047: WAP PY18 Average Cost Per Unit Correction](#)
- [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 063: Historic Preservation Prototype Programmatic Agreements Amendment Process](#)
- [WAP Memorandum 066: Historic Preservation Prototype Programmatic Agreements Amendment](#)
- [Weatherization Memorandum 091: Weatherization Assistant Suite of Tools Update and Transition Requirements](#)
- [Weatherization Memorandum 094: Reminder of Client Priority – High Energy Burden in the Weatherization Assistance Program](#)
- [Weatherization Memorandum 095: Davis-Bacon and Related Acts as It Relates to the Weatherization Assistance Program](#)
- [Weatherization Memorandum 096: SERC Grant Applications](#)
- [Weatherization Memorandum 097: CSPP Grant Applications](#)
- [Weatherization Memorandum 099: Eligible Buildings - US Department of Agriculture Lists](#)
- [Weatherization Memorandum 100: Allowable Use of Training Funds for the National Community Action Partnership's 2023 Management and Leadership Training Conference](#)
- [Weatherization Memorandum 101: Allowable Use of Training Funds for the 2023 NASCSP Annual Winter Training Conference](#)

WPN 23-1 Updates: Program Evaluation



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- DOE WAP plans to invest in national program evaluations. Expectation for participation.
- Possible areas of study
 - Energy and non-energy impacts
 - Benefits delivered to disadvantaged communities
 - Weatherization workforce demographics and diversity



WPN 23-1 Updates: ACPU

PY 2023 Average Cost Per Unit (ACPU)
= \$8,250

PY 2023 Adjusted Average for
Renewable Energy Systems
= \$4,047

WPN 23-1 Updates:

Upcoming Competitive Funding Opportunities

- SERC (round 2)
 - Application due February 24, 2023
- CSPP (round 2)
 - Application period closed
- E&I (round 2): tentative Fall 2023
- WPN 23-2 will list the amounts for these grants



WPN 23-1 Updates:

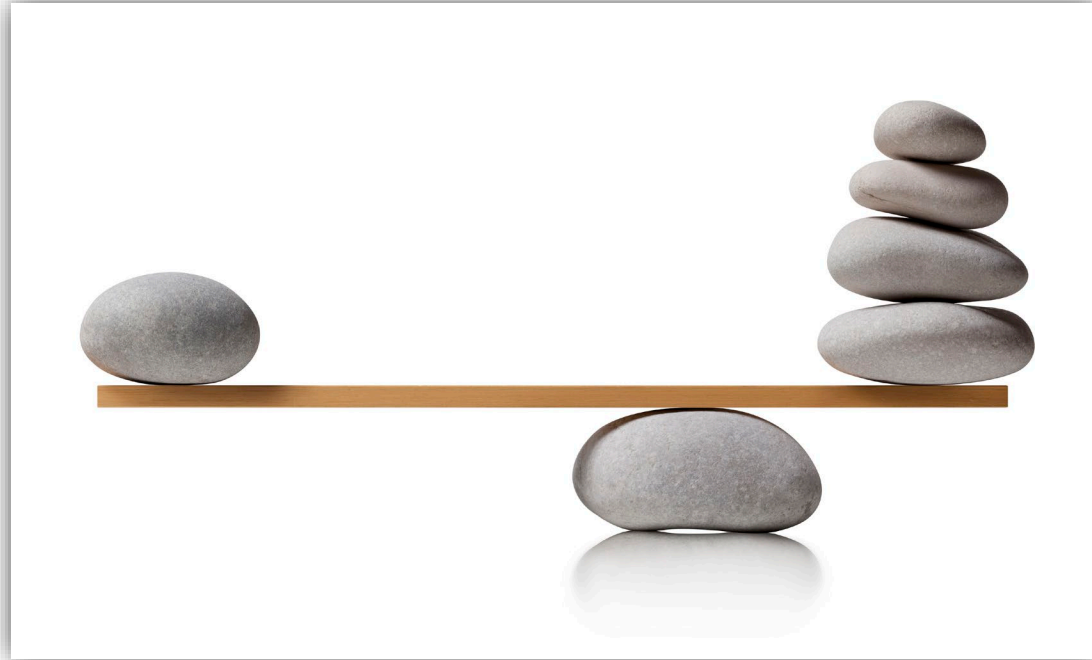
Workforce Development (2.11)

- Grantees will receive a T&TA allocation to support workforce development activities
- Section V.8.4



WPN 23-1 Updates:

Equity and the Justice40 Initiative (2.12)



- Initiative to deliver at least 40% of federal investments in climate and clean energy to disadvantaged communities
- DOE will develop resources to target highest energy burden and disadvantaged communities
- [NASCSP Webinar](#)
- Sections V.2, V.3, V.6

WPN 23-1 Updates:

Fuel Switching (2.13)

- Any Grantee that desires to administer fuel-switching may submit a request to implement the necessary procedures and policies to their DOE PO. See WPN 19-4
- All DOE WAP Grantees may perform cost-effective fuel-switching installations utilizing Formula funds, E&I, and SERC
- Section V.5



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WPN 23-1 Updates:

Multi-Year Grant Awards (4.1)

- All Grantees are expected to make an effort to spend out DOE annual formula funds
- Grantees must estimate prior year carryover to include in plan submission
- Grantees must minimize carryover to the fullest extent possible.
- Section III



POLL: Carryover Strategies. How to encourage 100% spend out?



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Monthly spend/production meetings

Reallocation provisions

No annual contract renewal

Policies to discourage carryover

WPN 23-1 Updates:

Application Refinements this Year (4.4)

- Application instructions updated to provide an overview of Justice40 Initiative and J40 metrics
- No longer required to track window replacements in support of lead hazards



WPN 23-1 Updates:

Reporting Requirements (4.5)



- Weatherization Readiness Funds
 - Funds to be tracked as noted in [WPN 22-6](#)
- BIL/IIJA
 - Subtitle E – miscellaneous: Energy Efficiency and Building Infrastructure
- Multifamily Buildings
 - # of MF buildings in which individual dwelling units were Wx'ed in previous year



Success Strategies for State Plan Development



Success Strategies

#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

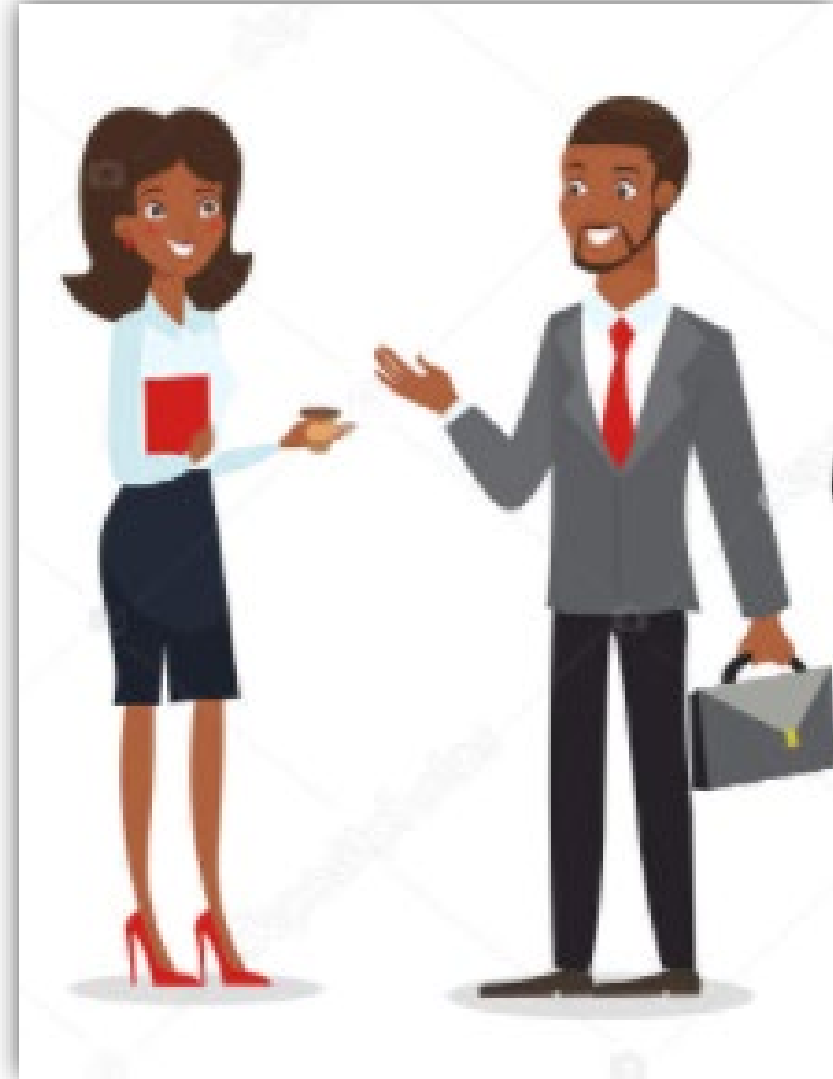
*Do all of these **prior** to the core state plan development.*








































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



Success Strategies

		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

#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

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 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
- 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: What method is used to keep track of all tasks associated with State Planning?



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NASCSP Timeline Template

Project management program

Self-made spreadsheet/checklists

Hope

NASCSP Member Resources

- State plans
- [Webinars](#)
- State plan timeline templates
- Monitoring tools
- WRF resources
- MF resources

1	Task	Owner	Planned Start	Planned Finish
2	WAP State Plan Submission			
3	Pre-Planning Updates		11/01/22	02/01/23
4	Update Operations and Policy Manuals		11/01/22	11/30/22
5	Update T&TA Plans		11/30/22	12/21/22
6	Update Monitoring Plans		12/21/22	01/11/23
7	Update H&S Plans		01/11/23	02/01/23
8	Perform Risk Assessment on Subgrantees		02/01/23	02/11/23
9	Hold meeting with Subgrantees for input into State Plan		02/01/23	02/15/23
10	Review Carry-over projections		02/01/23	02/08/23
11	Pull/Print SAMs and UEI on all Subgrantees		02/01/23	02/11/23
12	DOE Release of WPN 23-1			
13	Review WPN 23-1 for updates and additions		12/13/22	12/14/22
14	Copy or Create NEW state plan in PAGE		12/14/22	12/14/22
15	Begin Edits to State Plan			
16	Mandatory Sections			
17	Complete SF-424 & SF-424A		02/14/23	02/28/23
18	Budget Justification		02/14/23	02/28/23
21	Annual File		02/21/23	02/25/23
22	Master File		02/25/23	03/07/23
23	Internal Review and Approval of DRAFT core state plan		03/07/23	03/11/23
24	Notify DOE PO that state plan is ready for PRE-Review		03/11/23	03/11/23
25	Required Attachments			
36	Draft State Plan and Publish for Review			
48	Submit Plan to DOE		04/19/23	04/20/23
51	State Plan Approval Process			
60	Notify Subgrantees and Execute Contracts		07/01/23	07/01/23
61				
62				
63				

SAVE THE DATE

**NASCSP 2023 WINTER TRAINING
CONFERENCE**

ARLINGTON, VIRGINIA

APRIL 3-7, 2023

Member Questions for DOE



Thank you!!



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