

# National Association for State Community Services Programs



2023

WINTER TRAINING CONFERENCE

April 3 – 7 | Arlington, VA

**MISSION POSSIBLE**

**Restoring Hope**

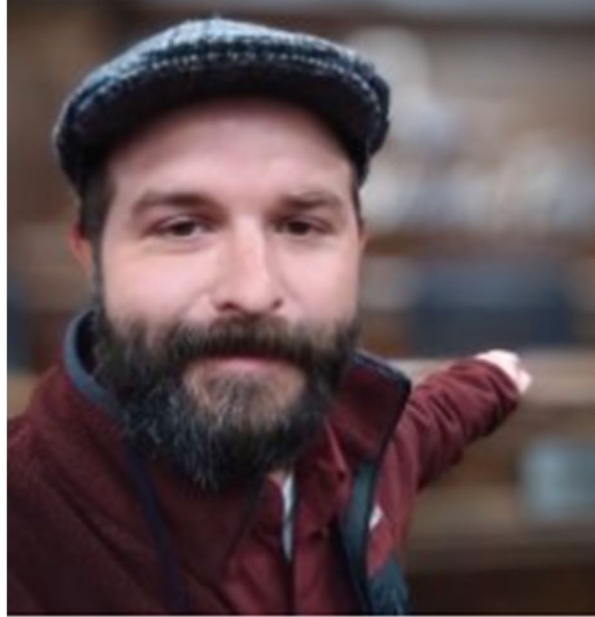
**Pre-Orientation Webinar**

[www.nascsp.org](http://www.nascsp.org)

# NASCSP WAP Team at your service!



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# Agenda

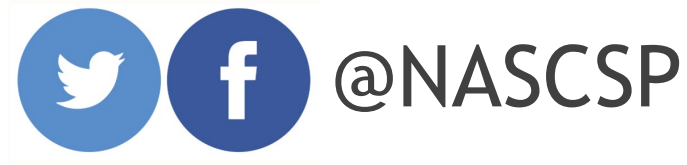


- **Part 1- Welcome**
  - NASCS & Partner Organizations
  
- **Part 2- History & Background**
  - Terminology & Acronyms
  - Roles & Responsibilities
  
- **Part 3- Funding and Legislation**
  - Statute
  - Regulations & Rules
  - WPN's & Guidance
  
- **Part 4- Resources**



NASCS provides research, analysis, training and technical assistance to State CSBG and WAP grantees, Community Action Agencies, and State Associations in order to increase their capacity to prevent and reduce poverty and build economic and energy security.

<https://nascsp.org/>



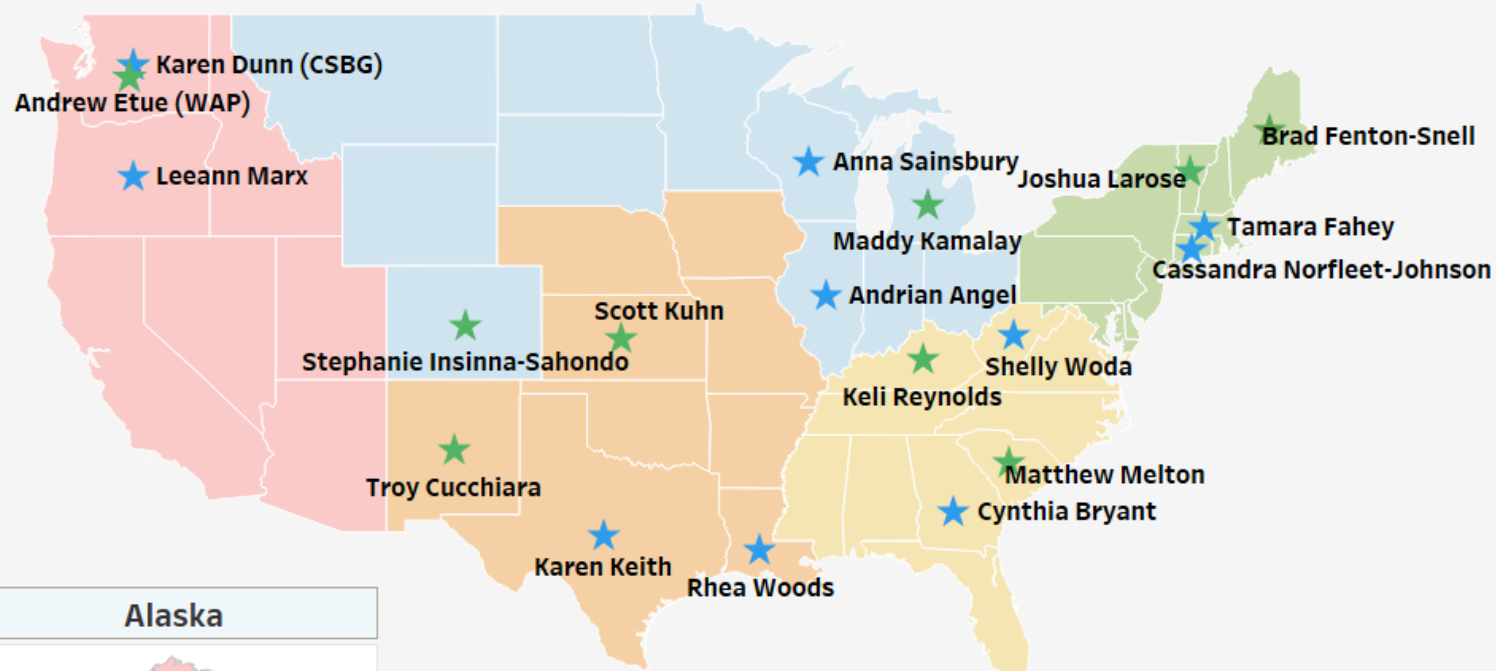
NASCSP  
Board of  
Directors

**NASCSP Executive Board**

- Beverly Buchanan (AR), President
- Melanie Sanford (MI), Vice-President
- Matt Fitzgerald (VA), Secretary
- Robert Garber (MO), Treasurer
- Leslie Taylor (CA), CSBG Program Chair
- Jeff Heino (WI), WAP Program Chair

## NASCSP Regional Representatives Map

Program		Region	
CSBG	★	Region 1	■
WAP	★	Region 2	■
		Region 3	■
		Region 4	■
		Region 5	■



The NASCSP Board is 100% Member Driven!

**10 WAP** &  
**10 CSBG**  
Regional Representatives



# ABOUT NASCSP | OUR PARTNERS

## Federal Partners



Office of  
ENERGY EFFICIENCY &  
RENEWABLE ENERGY



## National Partners





## ABOUT NASCSP | TRAINING

### *We teach skills.*

NASCSP provides opportunities to learn new skills and approaches to management issues through trainings at conferences, regional stakeholder briefings, webinars, documentation of best practices, and specialized tool kit development.

### *We empower leaders.*

Through training events, state employees learn ways to successfully work at the state level to improve lives for low-income families and communities. Local agency leaders can learn from efforts in their state and other states about the innovative ways that community action works.





# ABOUT NASCSP | TECHNICAL ASSISTANCE

## We facilitate dialogue.

NASCSP brings together stakeholders to build policy recommendations, develop reporting tools, and assist the network in striving for excellence.

## We provide solutions.

NASCSP provides targeted assistance to state offices and can assist in analyzing problems and developing solutions in such areas as policy development, data collection, program implementation, and monitoring.



# ABOUT NASCSP | ADVOCACY & LEADERSHIP

NASCSP serves as the national voice for state CSBG & WAP managers in Washington D.C.

- Communicate with Congressional staffers and federal agency staff
- Monitor legislation and keep members updated on legislative developments

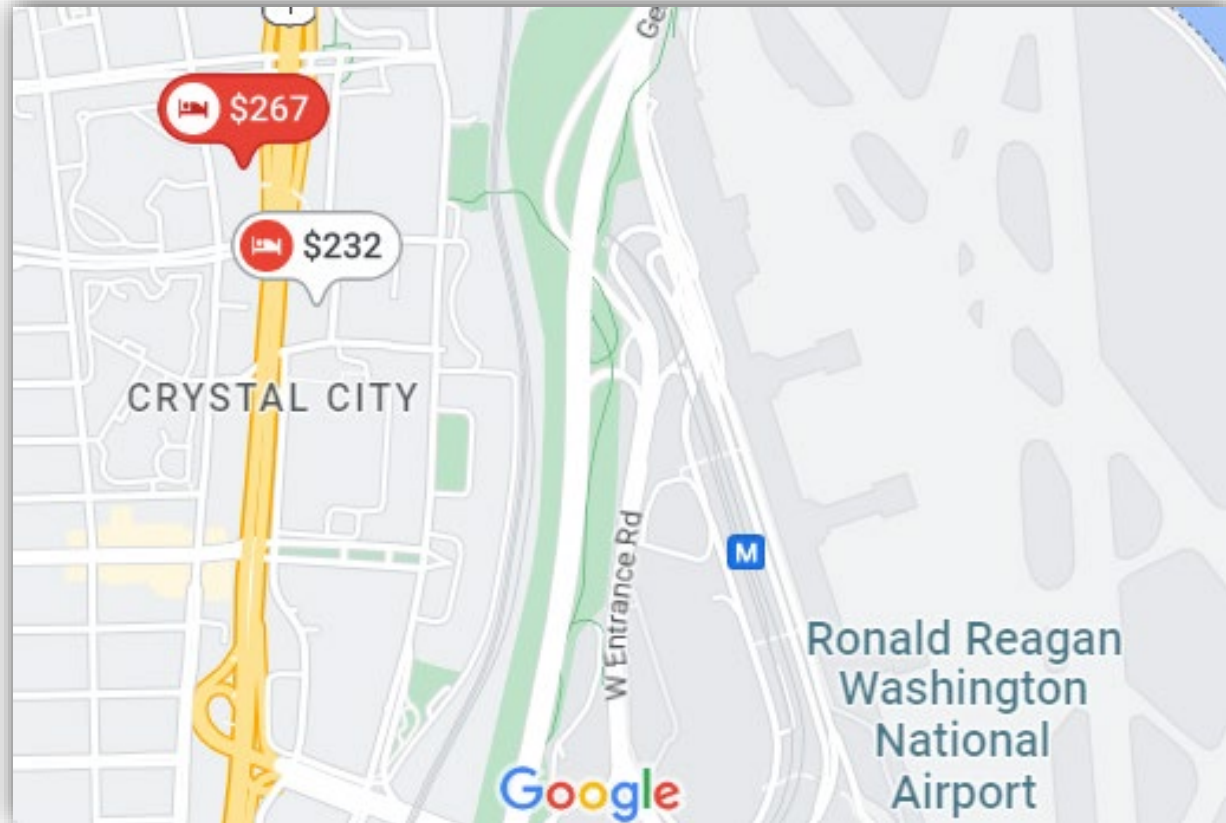


# WAP Orientation Agenda

Date	Time	Live Sessions
<u>Monday</u> April 3, 2023	1:15 – 2:15 PM ET	Civil Rights Compliance Overview
<u>Monday</u> April 3, 2023	2:45 – 4:30 PM ET	Navigating PAGE – Submissions, budgets, and Reporting
<u>Tuesday</u> April 4, 2023	8:45 – 10:00 AM ET	How to Develop your Annual WAP Budget
<u>Tuesday</u> April 4, 2023	10:30 – 11:45 AM ET	Building Successful Weatherization Relationships
<u>Tuesday</u> April 4, 2023	1:00 – 2:15 PM ET	Quality Assurance Monitoring: Risk Assessment and Monitoring Analysis
<u>Tuesday</u> April 4, 2023	2:45 – 4:15 PM ET	WAP Technical Management
<u>Tuesday</u> April 4, 2023	5:00 – 5:45 PM ET	Training Center Meet & Greet

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

# Crystal Gateway Marriott



# History and Background



*Weatherization  
Works*

# THE PURPOSE OF THE WAP



Department of Energy



Grantees  
(States, Territories & Tribes)



Subgrantees  
(Local Providers)



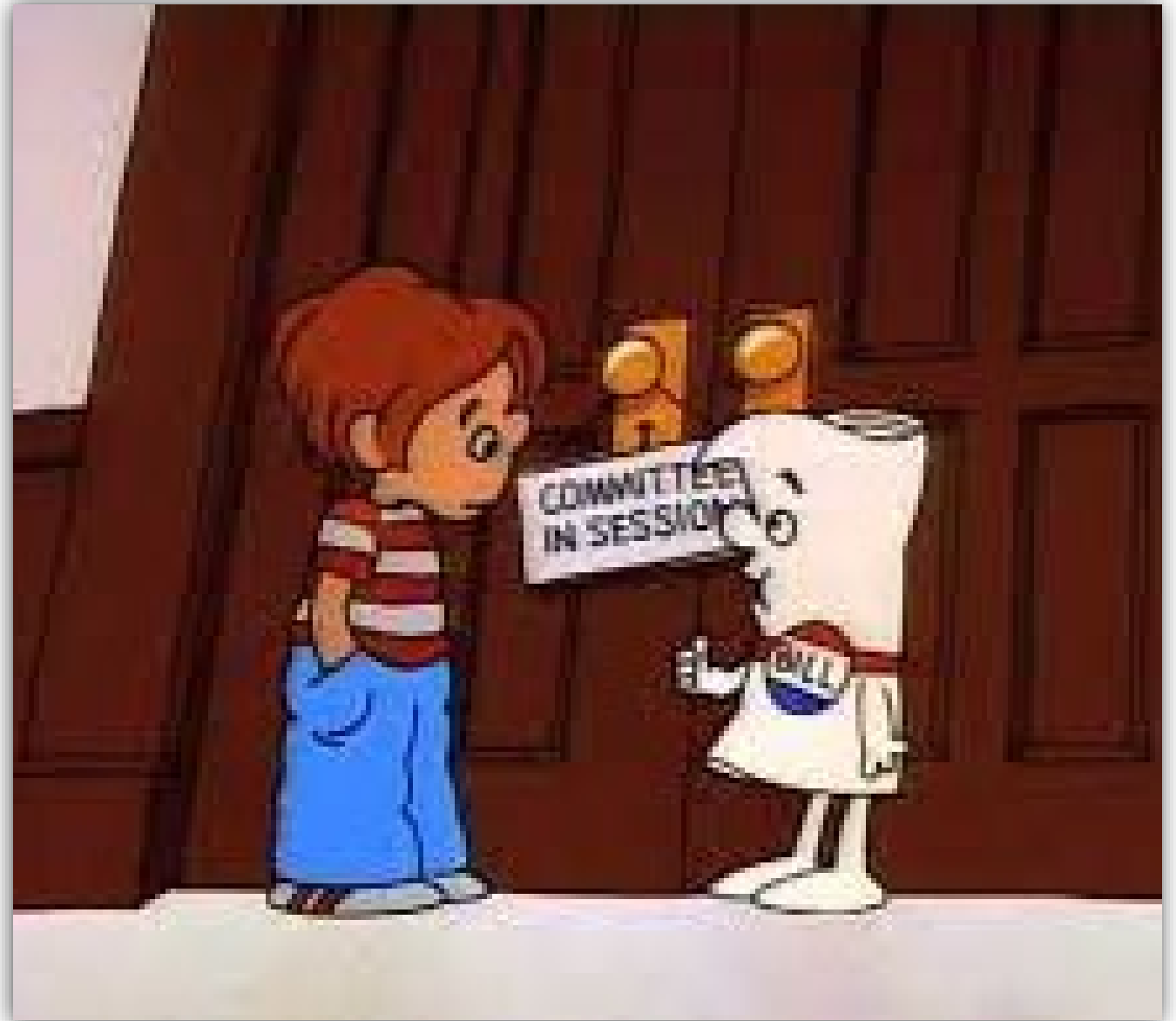
Low-Income Households

- **Mission Statement of the Weatherization Assistance Program (WAP)**
  - “To reduce energy costs for low-income families, particularly for the elderly, people with disabilities, and children, by improving the energy efficiency of their homes while ensuring their health and safety.”
- **40+ Year Record of Success**
  - Operating since 1976
  - Over 35,000 homes weatherized annually (w/ DOE funds)
  - Saves low-income families an average of \$283, 18% heating reduction
  - For every \$1 invested → \$1.72 generated energy benefits, \$2.78 generated in Non-energy benefits



# Legislative History

- **1976:** Title IV of the Energy Conservation and Production Act
- **1978:** National Energy Conservation Policy Act (NECPA)
- **1980:** Energy Security Act (ESA)
- **1982:** Job Training Partnership Act
- **1984:** Human Services Reauthorization Act of 1984
- **1990:** State Energy Efficiency Programs Improvement Act (SEEPIA)
- **2000:** Energy Policy and Conservation Act (EPACT)
- **2005:** Energy Policy Act (EPACT)
- **2007:** Energy Independence and Security Act (EISA)
- **2009:** American Recovery and Reinvestment Act (Recovery Act)
- **2020:** Consolidated Appropriations Act of 2021
- **2021:** Bipartisan Infrastructure law (BIL/IIJA)



# Most Recent Changes

Consolidated Appropriations Act &  
Bipartisan Infrastructure Law

## **Reauthorization through 2025!**



Increased  
Administrative Cost  
limit to 15%.



Created Enhancement  
and Innovation grant  
program.



Changed the  
reweatherization  
date to a 15-year  
rolling date.



BIL: \$3.5 B available  
until expended

# Terminology & Acronyms

- **DOE** – Department of Energy
- **SCEP/EERE** – State and Community Energy Programs, Energy Efficiency & Renewable Energy
- **WAP** – Weatherization Assistance Program
- **WPN** – Weatherization Program Notice
- **HHS** – Health & Human Services
- **LIHEAP**- Low-Income Home Energy Assistance Program
- **CFR** – Code of Federal Regulations
- **CR** – Continuing Resolution
- **Grantee** – State or territory administering the WAP
- **Subgrantee** – Local entity providing Weatherization services
- **CAA's/CAP's**- Community Action Agencies, Community Action Programs
- **BIL/IIJA, IRA** – Bipartisan Infrastructure Law/ Infrastructure Investment and Jobs Act, Inflation Reduction Act

# WAP Landscape



## Congress

- Authorization
- President's budget
- Appropriations
- Work of national partners



## Department of Energy

- Funds received
- Grant guidance
- State Plans
- Distribution of funds



## Grantees (States, Territories & Tribes)

- State plans
- Public Hearings
- Leveraging other funds
- Grant Awards



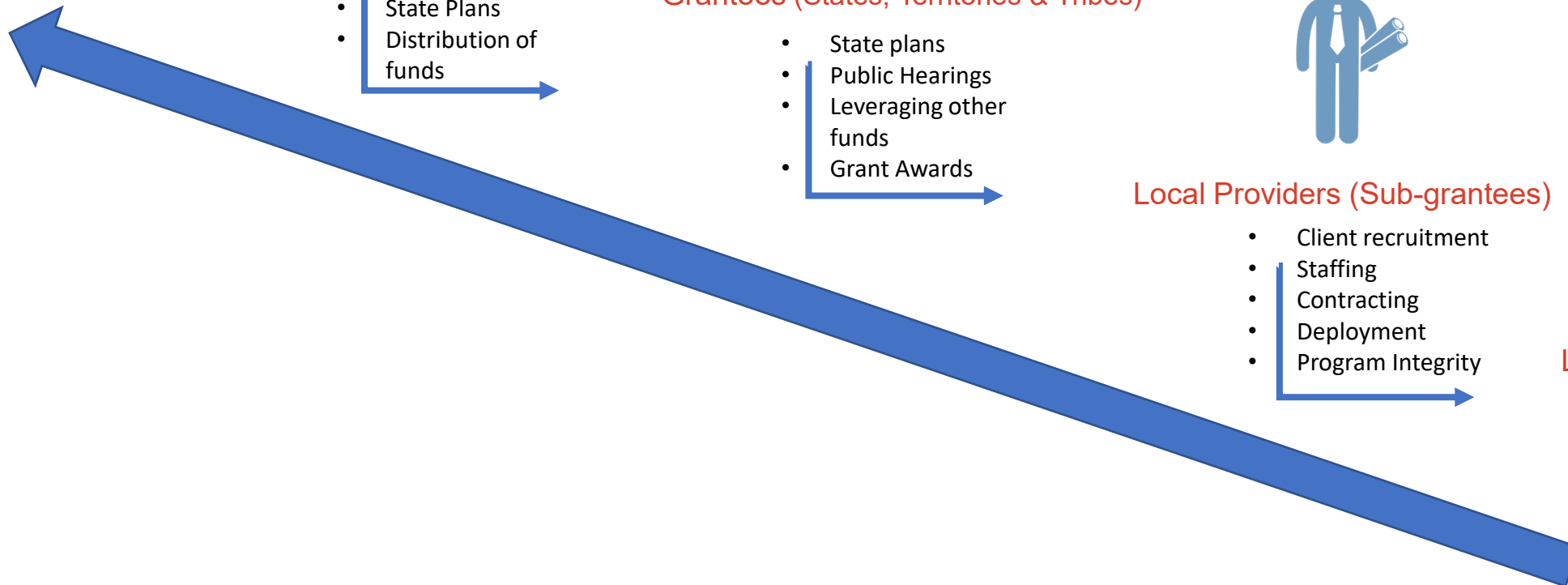
## Local Providers (Sub-grantees)

- Client recruitment
- Staffing
- Contracting
- Deployment
- Program Integrity



## Low-Income Households

- Customer service
- Client education
- Quality Control





*Weatherization  
Works*

# Roles and Responsibilities

- **DOE (Federal)**
  - Interpret regulation, funding, Program Monitoring, Congressional reporting
- **WAP Grantee (State, Tribe, Territory)**
  - Liaison between Subgrantees and DOE, Program Monitoring/Quality Assurance, Annual Plan, Field Guide, Policies and Procedures
- **WAP Subgrantee**
  - Service delivery, Quality Control
- **Support:**
  - Training Centers
  - State Associations
  - National Partners

## DOE Role



- Grant guidance
  - Incorporate updates
  - Issue to Grantees
- State Plans
  - Review / approve
  - Provide guidance & instructions to Grantees
- Distribution of funds
  - Based upon formula
- Grant Compliance
  - Quality Assurance
  - Monitoring



# Grantee Role



1. **Budget Development & Distribution of Funds**
2. **Interpret and apply Federal Guidelines**
3. **Quality Assurance, Program Integrity**
  - **Monitoring, Subgrantee evaluation**
4. **State Plan/Annual Plan Development**

# Grantee Role



## Budget Development

- Leveraging funds
- Allocation formula
- Budget Categories
  - Grantee & Subgrantee Administration
  - Grantee & Subgrantee T&TA
  - Program Operations
  - Weatherization Readiness Funds

## Distribution of Funds

- State Plan Approval
- Receipt of funds
- Prepare contracts

## Grantee Role



### **Interpret, Apply Federal Guidelines**

- Policy manual revisions
- Subgrantee concerns
- Forms
- Reporting
- Training

## Grantee Role



### Quality Assurance, Program Integrity

- Monitoring
  - Technical
  - Programmatic
  - Fiscal
- Reporting

## Grantee Role



### Annual Plan Development (State Plan)

- Guidance posted by DOE
- Establish timeline
- Engage PAC
- Engage Sub-grantees
- [State Planning Timeline template](#) (member portal)
- Public Hearings
  - Get involved!
- RFP development
- ASCI results & DOE expectations
- Subgrantee monitoring

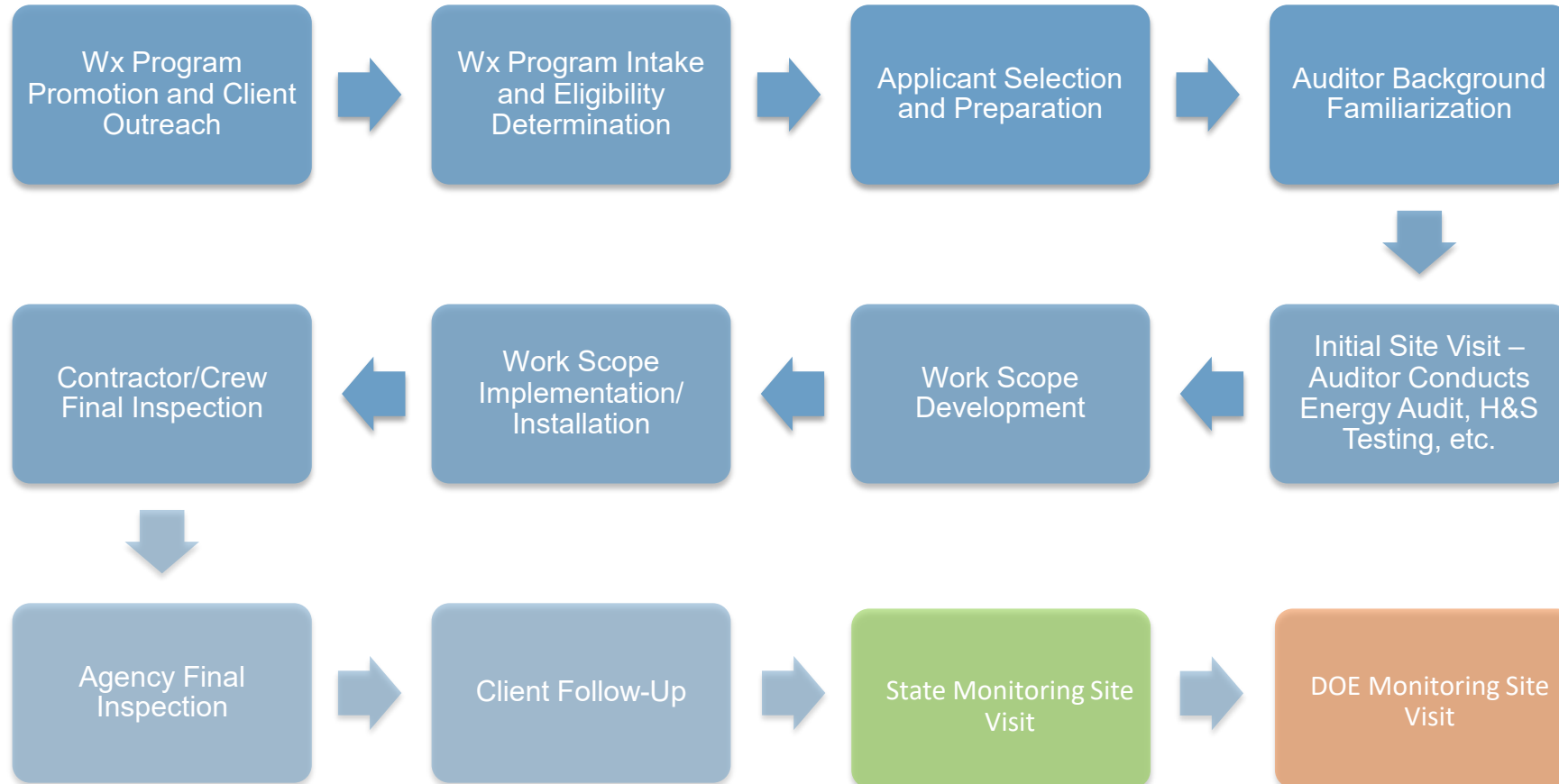
# Subgrantee Role



- 1. Client Recruitment**
  - Intake, eligibility, scheduling, etc.
- 2. Staffing**
  - Administrative, fiscal, technical, customer service, maintenance
- 3. Contracting and procurement**
  - Materials and inventory, contractors, service providers
- 4. Deployment of services**
  - Measures installed, customer education
- 5. Program Integrity**
  - Quality Control, training



# Weatherization Process



# Funding and Legislation



*Weatherization  
Works*

# Authorization



## Underlying statute creating the program

- Lays out Congressional intent
- Authorizes Congress to *appropriate* funds to the program for X amount of years
- Authorizations expire -> Need reauthorization

## Reauthorization

- What can be improved? What should stay the same?
- What is better addressed by DOE versus legislation?
- How can the program grow and innovate?
- Often must be part of larger bill
- Reauthorization passed in December 2020!

# Appropriations

- Annual process of funding government agencies and programs
- 12 Appropriations bills that fund different areas of the government
  - Energy and Water Appropriations Bill
    - Funds WAP, rest of DOE, Nuclear Regulatory Commission, etc.
  - Labor- HHS Appropriations Bill
    - Funds LIHEAP, CSBG, Head Start, rest of HHS, Dept. of Education, Dept. of Labor

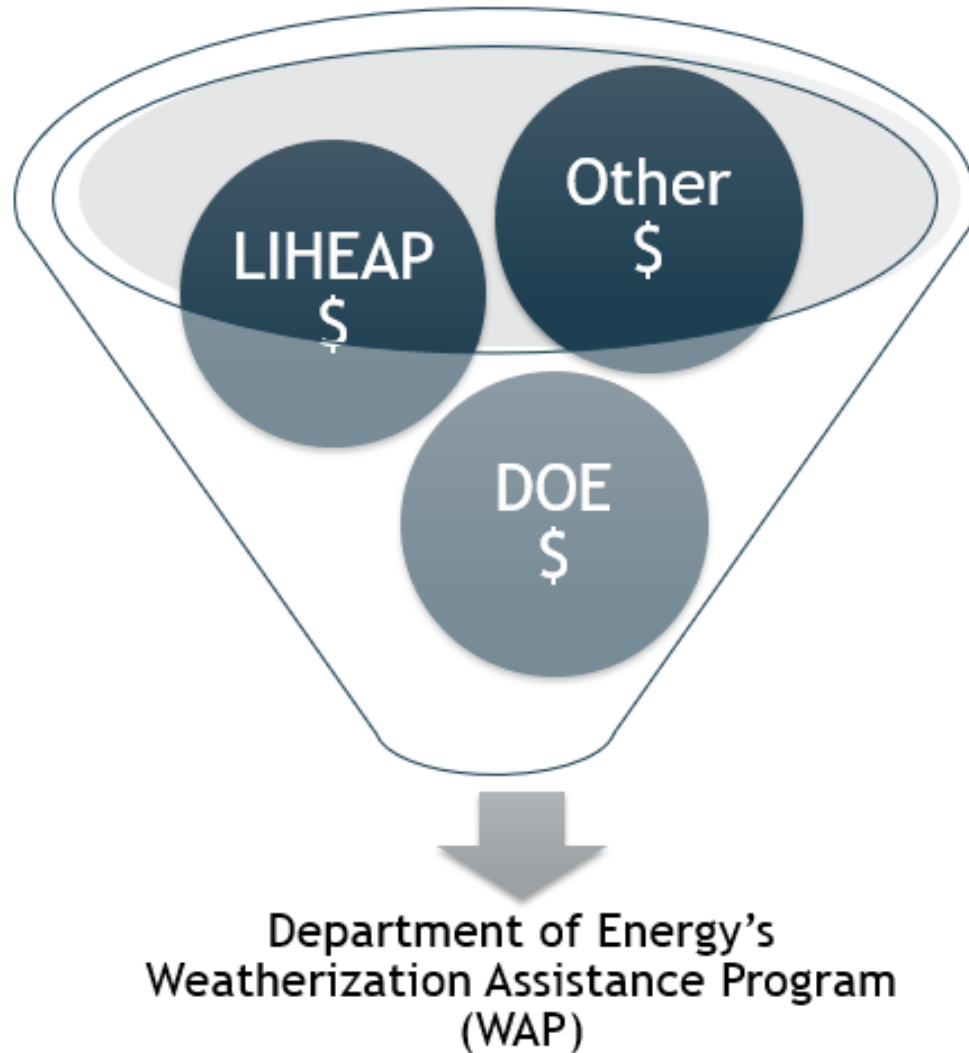
# Appropriations Timeline

- President's budget (usually February)
  - Non-binding policy statement - Congress crafts the budget
- House and Senate Appropriations Committees pass their respective appropriations bills one by one
  - Then a conference committee reconciles differences

# Appropriations Timeline


- What usually happens...
  - Congress doesn't get its work done in time, passes a "Continuing Resolution" to keep funding flat at past year levels
  - Omnibus- One large package of the 12 bills passed at once
  - Minibus- Smaller packages (3 or 4 bills) passed at a time
  
- *If nothing is passed → Government Shutdown*

# 2023 Appropriations Funding (formula)



- **WAP-** \$326 million (\$13M increase from FY 2022)
  - \$10 million TTA for DOE HQ
  - \$30 million WRF
  - 19.5 Million to E&I
  - \$1 million to vermiculite study
  - \$6.5 million to SERC Grant
- State LIHEAP funds and process
  - <https://liheapch.acf.hhs.gov/>


## Weatherization Publications



**WAP Annual Funding Surveys**



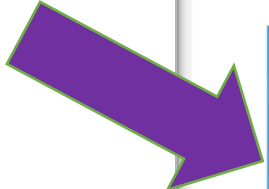
**Reports and Fact Sheets**



**DOE WAP Briefing Book**

- WAP
- WAP Training Services
- Weatherization Assistance Program Technical Assistance Center (WAPTAC)
- > Weatherization Publications**
- WAP Annual Funding Surveys
- DOE WAP Briefing Book
- Advocacy

**NASCSP Data** keeps its members, the federal government, and other interested parties





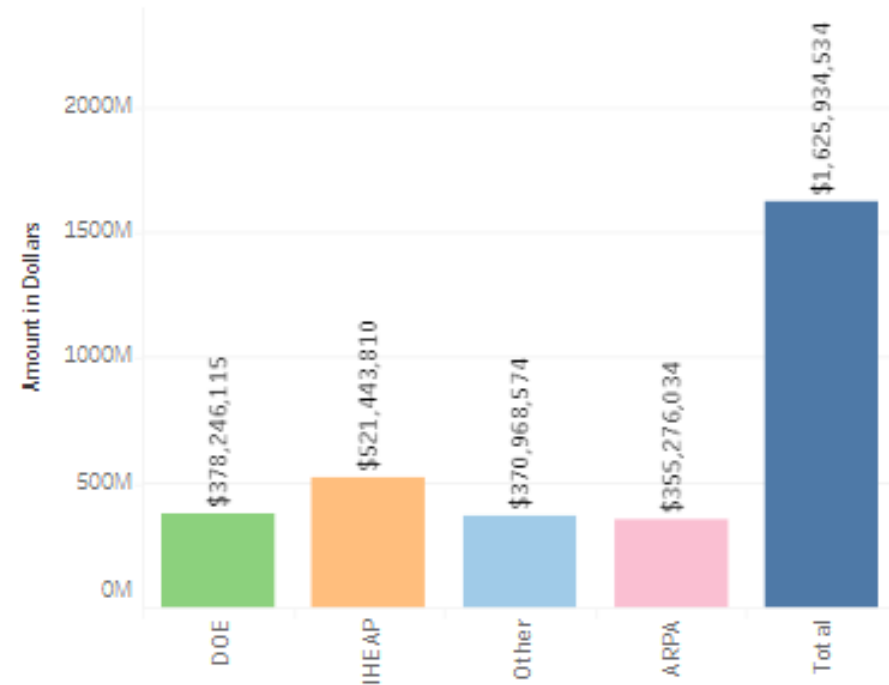
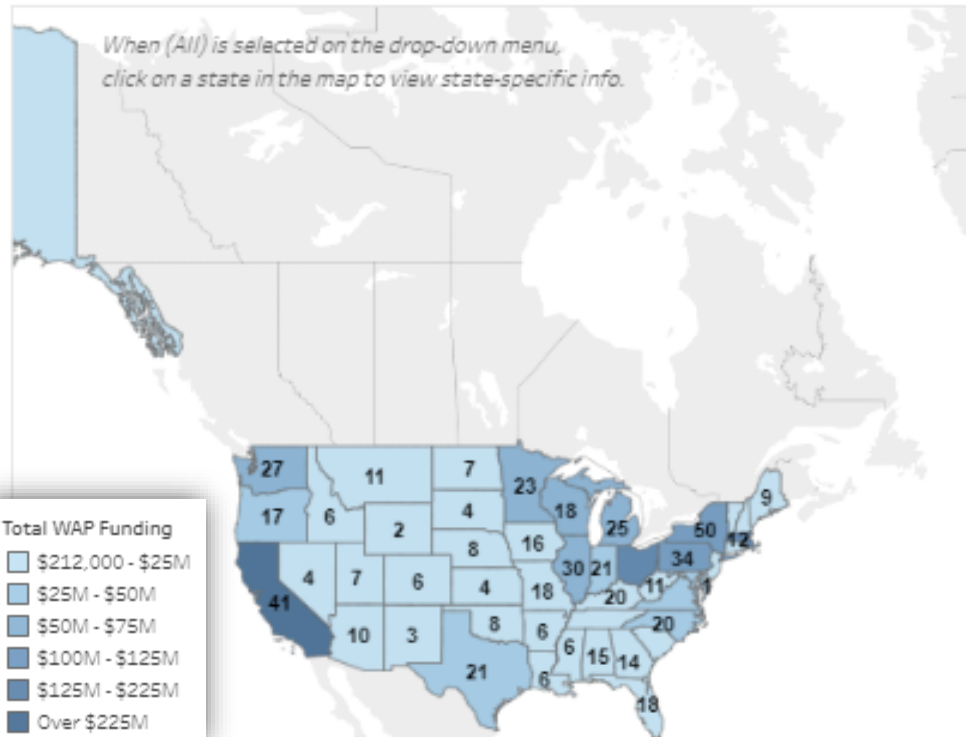
# 2021 Annual Funding Survey Results

2021 Funding & Unit Production | 2021 T&TA Funds | Braided Production | DOE Funds 2014 - 2021 | LIHEAP Funds 2014 - 2021 | Other Funds 2014 - 2021

Grantee (select one)

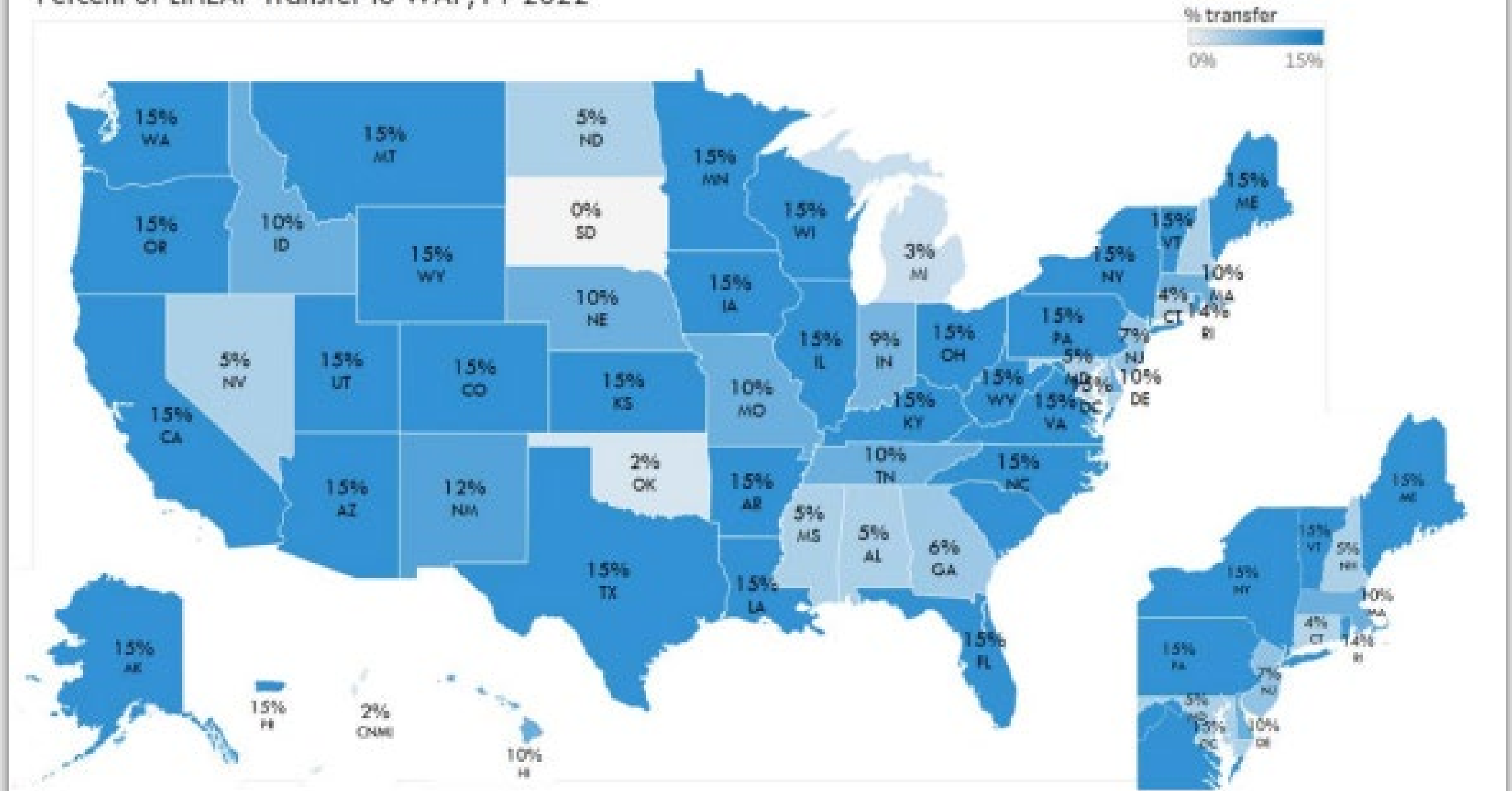
(All)

## 2021 WAP Funding



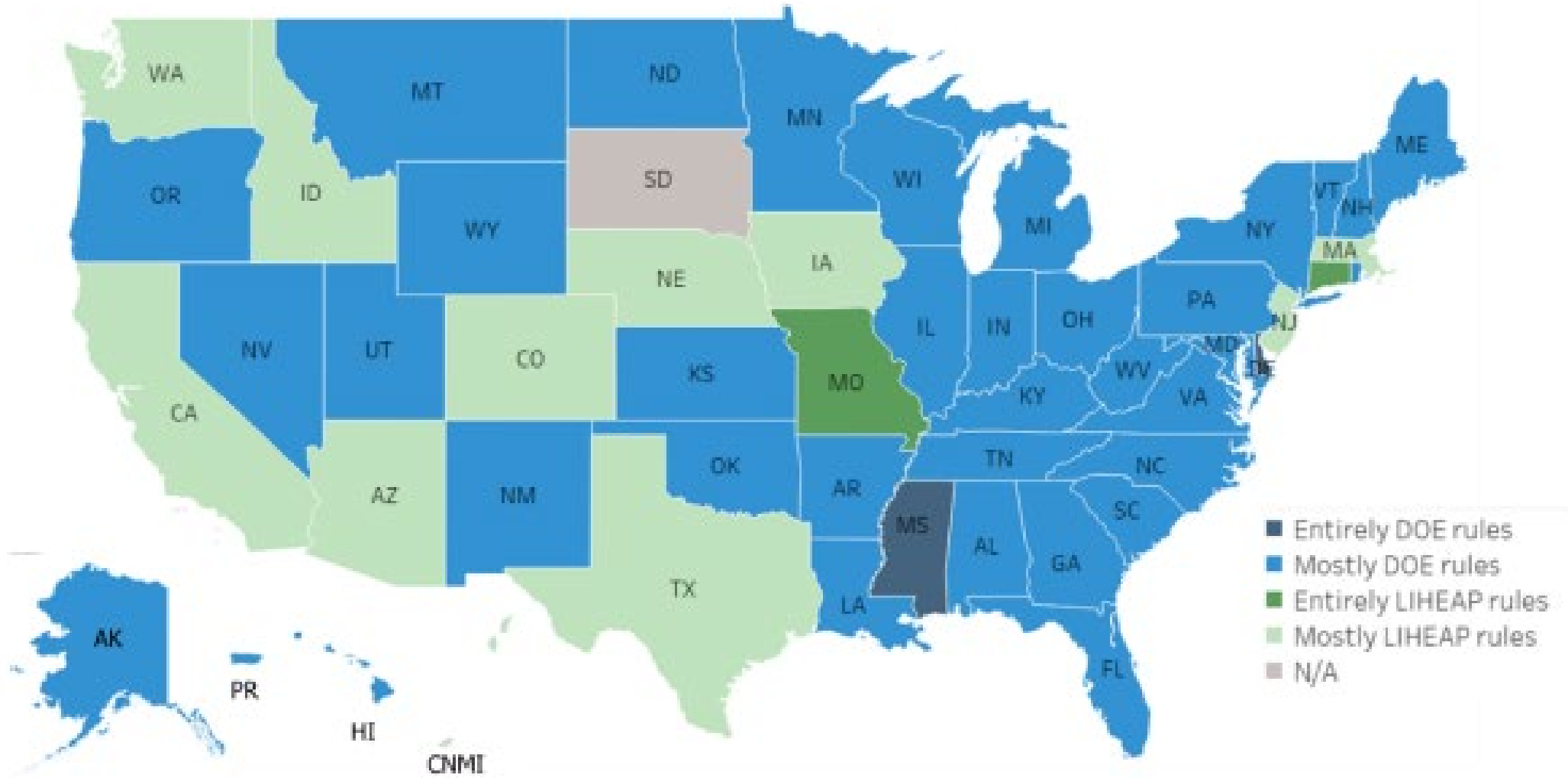
Interactive map available [here](#)

# Percent of LIHEAP Transfer to WAP, FY 2022



Map linked [here](#)

# Agency Rules, FY2022



Map linked [here](#)

# Leveraged Funds

## Utility Funds

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- From Ratepayers into Public Benefit Fund
- May result from utility rate case
- Run through State WAP Office or Direct Contract w/ Subgrantee or Association

## State Funds

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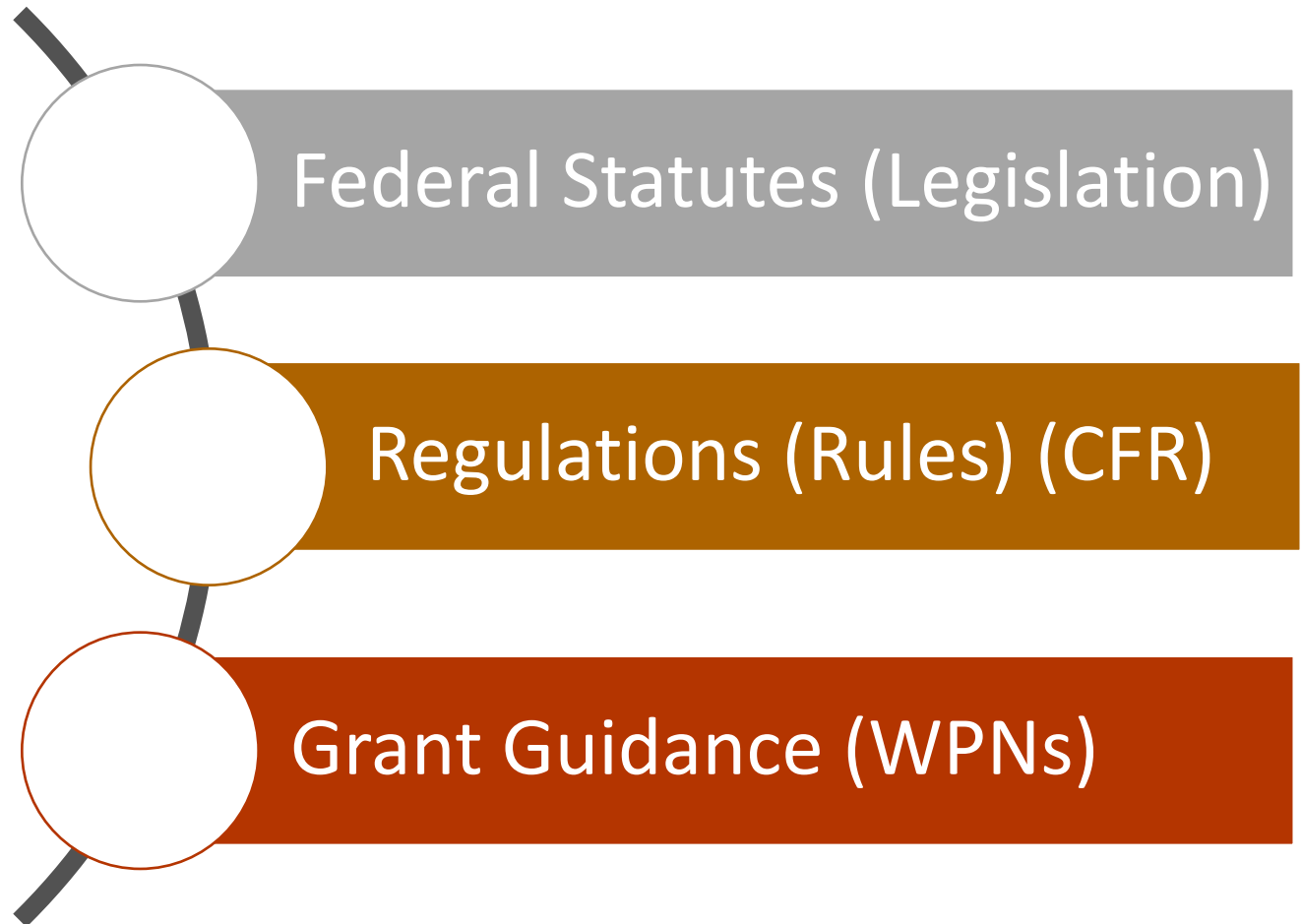
- Fees or Taxes that went into state revenue
- Designated for housing/energy efficiency
- Set Aside for Low Income initiatives

## Other Non-Federal Funds

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- Hospitals or Health Insurance Companies
- Foundations
- Others

WAP  
Legislation



## Federal Statute

(b) It is, therefore, the purpose of this part [42 USCS §§ 6861 et seq.] to develop and implement a weatherization assistance program to increase the energy efficiency of dwellings owned or occupied by low-income persons, reduce their total residential energy expenditures and improve their health and safety, especially low-income persons who are particularly vulnerable such as the elderly, the handicapped, and children.

## Regulations – 10 CFR 440.21

(d) Except for materials to eliminate health and safety hazards allowable under §440.18(c)(15), each individual weatherization material and package of weatherization materials installed in an eligible dwelling unit must be cost-effective...The cost of incidental repairs must be included in the cost of the package of measures installed in a dwelling.

## Grant Guidance – WPN 19-4

Energy audit processes are approved by DOE every 5 years. Grantees are required to submit the energy audit information to their DOE Project Officer (PO) at least six months before their previous approval expires to allow sufficient time for review and approval.

# Federal Statute

## WEATHERIZATION ASSISTANCE PROGRAM AUTHORIZING STATUTE

- [42 USCS § 6861](#)
  - (b) It is, therefore, the purpose of this part [42 USCS §§ 6861 et seq.] to develop and implement a weatherization assistance program to increase the energy efficiency of dwellings owned or occupied by low-income persons, reduce their total residential energy expenditures, and improve their health and safety, especially low-income persons who are particularly vulnerable such as the elderly, the handicapped, and children.

# Code of Federal Regulations

- The **Code of Federal Regulations (CFR)** is the codification of rules published in the Federal Register by the Federal government.
- **Weatherization** is addressed in **10 CFR 440 & 2 CFR 200**.
  - [Part 10 CFR 440](#) covers program matters.
  - [Part 2 CFR 200](#) covers financial matters.





## 10 CFR 440

**10 CFR 440** Offers interpretation and insight on 30 different topics relating to WAP, including:

- Purpose and scope.
- Definitions.
- Allocation formula.
- Minimum requirements.
- Oversight and training.
- Reports.
- **Appendix A** provides standards for weatherization materials.

# Annual Guidance

- Provides comprehensive policy details for the following program year
- Prepares Grantees to manage the program
- Regulations require each Grantee to apply for funding each year and inform the public about the program and solicit community feedback

**PAGE deep dive  
on Monday  
afternoon!**

*Example of a new  
application in the  
Performance and  
Accountability  
for Grants in Energy  
(PAGE) system.*

**U.S. DEPARTMENT OF ENERGY** | Energy Efficiency & Renewable Energy

### Weatherization & Intergovernmental Program

**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
- WAP Training Center
- Weatherization Innovative Pilot
- Miscellaneous Grants
- Grant Monitoring
- Help Desk

#### Create New Application

The Create New Application module is used by grantees to initiate the process of creating a new grant application. Documents to be completed as part of a grant application are program-specific and are dictated by grant guidance, but may include the following: SF-424, Budget, Master File, and Annual File.

**Note:** Currently, this module is for the State Energy Program and Weatherization Assistance Program grants only.

New Application | Pending Applications

**Program:** 81.042 – Weatherization Assistance for Low-Income Persons

**Program Name:** Weatherization Assistance for Low-Income Persons  
**Program Code:** WAP  
**CDFA Code:** 81.042  
**Description:** The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.

**Program Year:** 2014  
**Opportunity Code:** DE-WAP-0002014  
**Start Date:** mm/dd/yyyy  
**End Date:** mm/dd/yyyy  
**Description:**   
**Grant Number:**

Save

# 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.
- Annual Grant Guidance is issued as **WPN XX-1** and replaces the previous Program Year's grant guidance; includes the State Plan Application Instructions for the Program Year.
- The Annual WAP Formula Grantee Allocation Table for the Program Year funding is issued as **WPN XX-2**.
- Other WPNs are issued for specific topics, and remain in effect in subsequent years until rescinded, revised, or superseded by new guidance.

# Weatherization Program Notices (WPNs)

- WAP Grant Guidance documents are issued by DOE as Weatherization Program Notices (WPN)
- All WPNs are posted in Program Guidance section:  
<https://www.energy.gov/eere/wap/weatherization-program-notices-and-memorandums>
- WPNs can never contradict a regulation or statute but can be adjusted to reflect changes or refinements in the program
- If there will be significant changes in a new WPN, DOE will usually announce these during stakeholder meetings or national conferences



Department of Energy  
Washington, DC 20585

**WEATHERIZATION PROGRAM NOTICE 23-4**  
**EFFECTIVE DATE: January 27, 2023**

**SUBJECT:** Weatherization Readiness Funds – Expansion of Scope

**INTENDED AUDIENCE:** Weatherization Assistance Program (WAP) Grantee Program Managers, WAP Subgrantee Managers

**PURPOSE:** This guidance expands the scope of Weatherization Readiness Funds (WRF).

**RELATED GUIDANCE:** Program Year 2023 Weatherization Grant Application ([Weatherization Program Notice \(WPN\) 23-1](#)), Program Year 2023 Grantee Allocations ([WPN 22-2](#)) Bipartisan Infrastructure Law (BIL) Grants for the Weatherization Assistance Program ([WPN BIL 22-1](#))

**SUPERSEDES:** [WPN 22-6, Weatherization Readiness Fund Guidelines](#)

**SCOPE:** The provisions of this guidance apply to Grantees awarded financial assistance under the Department of Energy's (DOE) WAP.

**LEGAL AUTHORITY:** Title IV, Energy Conservation and Production Act, as amended, authorizes the Department to administer WAP ([42 U.S. Code § 6861, et. seq.](#)). All grant awards made under this program shall comply with applicable law and regulations including, but not limited to, the WAP regulations contained in the Code of Federal Regulations (CFR) at [10 CFR 440](#) and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at [2 CFR 200](#).

**BACKGROUND:** On March 15, 2022, the President signed into law: [H.R. 2471, the Consolidated Appropriations Act, 2022](#). Under this Public Law (P.L.), funds were made available to establish a WRF program.

Through this WRF set-aside fund, WAP can address necessary repairs (e.g., Health and Safety issues, structural) in dwellings that have been deferred from receiving weatherization services.



**Department of Energy**  
Washington, DC 20585

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## Program Guidance



### Weatherization Program Guidance

Below are links to each year's Program Guidance from the Department of Energy for the Weatherization Assistance Program. For a searchable database of DOE Guidance, utilize the [EERE Guidance Site](#).

- 2023 Program Guidance Documents
- 2022 Program Guidance Documents
- 2021 Program Guidance Documents
- 2020 Program Guidance Documents
- 2019 Program Guidance Documents
- 2018 Program Guidance Documents
- 2017 Program Guidance Documents
- 2016 Program Guidance Documents
- 2015 – 2011 Program Guidance Documents
- 2010 – 2006 Program Guidance Documents
- 2005 – 2001 Program Guidance Documents
- 2000 – 1996 Program Guidance Documents
- 1994 – 1993 Program Guidance Documents

## Weatherization Program Notices and Memorandums

**Search:**

WEATHERIZATION PROGRAM NOTICES AND MEMORANDUMS

Showing 1 to 20 of 305 entries

**Type**

- Active Memorandums
- Active Program Notices
- Archived Memorandums
- Archived Program Notices

**Topic**

- Annual Guidance
- Application Instructions
- Average Cost
- Awards
- Communications
- Conferences
- Definition of Income
- Disaster Relief
- Electric Baseload
- Eligibility Levels

TYPE	DESCRIPTION	EFFECTIVE DATE	TOPIC
Active Program Notices	<b>Weatherization Program Notice 23-2: Program Year 2023 Grantee Allocations</b> This notice provides Grantee allocations for the preparation and submission of applications for funding of the Weatherization Assistance Program (WAP) for PY 2023.	2/3/2023	Annual Guidance; Application Instructions; Funding
Active Program Notices	<b>Weatherization Program Notice 23-3: Federal Poverty Guidelines and Definition of Income</b> This notice provides Grantees with the 2023 Federal Poverty Guidelines and Definition of Income for use in the Low-Income Weatherization Assistance Program (WAP).	2/3/2023	Annual Guidance; Definition of Income
Active Program Notices	<b>Weatherization Program Notice 23-4: Weatherization Readiness Funds - Expansion of Scope</b> This guidance expands the scope of Weatherization Readiness Funds (WRF).	1/27/2023	Funding
Active Memorandums	<b>Weatherization Memorandum 102: 2023 BPA National Home Performance Conference and Trade Show</b> This weatherization memorandum relates to the Building Performance Association (BPA) National Home Performance Conference and Trade Show happening April 17-20, 2023, in Seattle, Washington.	1/11/2023	Conferences; Training

# Recent Updates

[WPN BIL 23-4](#): Monitoring BIL work

[WPN 23-6](#): Energy Audit procedures

[WPN 23-5](#): Enhancement & Innovation reporting

[WPN 23-2](#): PY '23 Grantee Allocations

[WPN 23-3](#): Federal Poverty Guidelines

[WPN 23-4](#): WRF – Expansion of Scope

[WPN 23-1](#): PY '23 Wx Grant Application

[WAP Memo 103](#)

[WAP Memo 102](#)

[WAP Memo 101](#)

[WAP Memo 100](#)

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[GovDelivery Distribution List](#)



# Summary

- The basis for WAP lies in Congressional legislation.
- DOE goes through a rulemaking process to keep its regulations in compliance with statutory changes. The CFR provides general guidance on how the program should operate.
- Weatherization Program Notices (WPNs) provide specific guidance on how the program should operate. Notices are issued several times a year.
- All who are involved in operating a WAP should be familiar with DOE rules and guidance and know where to find them.
- Program Managers should know in detail how the Program is intended to work.
- **WAP belongs to all of us.**

# Resources



*Weatherization  
Works*

# Federal Resources

## DOE State and Community Energy Programs (SCEP) Website:

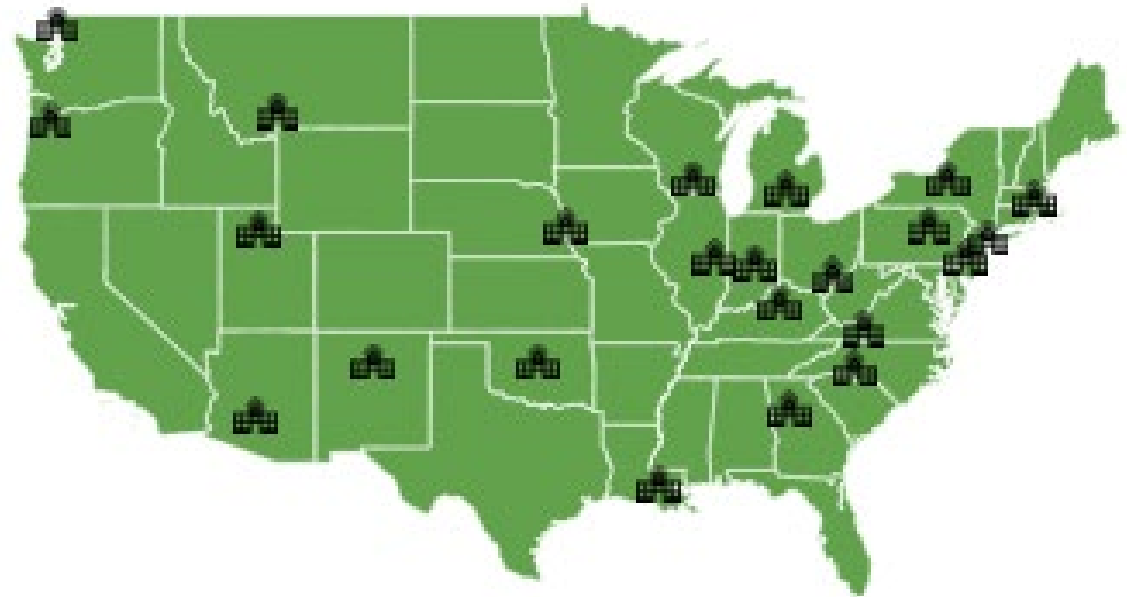
- [Guidance Documents](#)
- [Training Resources](#)
- [WAP Administrative Professional Training](#)
  - Grantee and Subgrantee modules

## Partner Websites:

- [LIHEAP Clearinghouse](#)
- [NCAP WAP Leveraged Partnership Project](#)
- [CAPLAW](#)
- [Oak Ridge National Laboratory \(ORNL\)](#)
- [National Renewable Energy Laboratory \(NREL\)](#)

# NASCSP Resources (public)

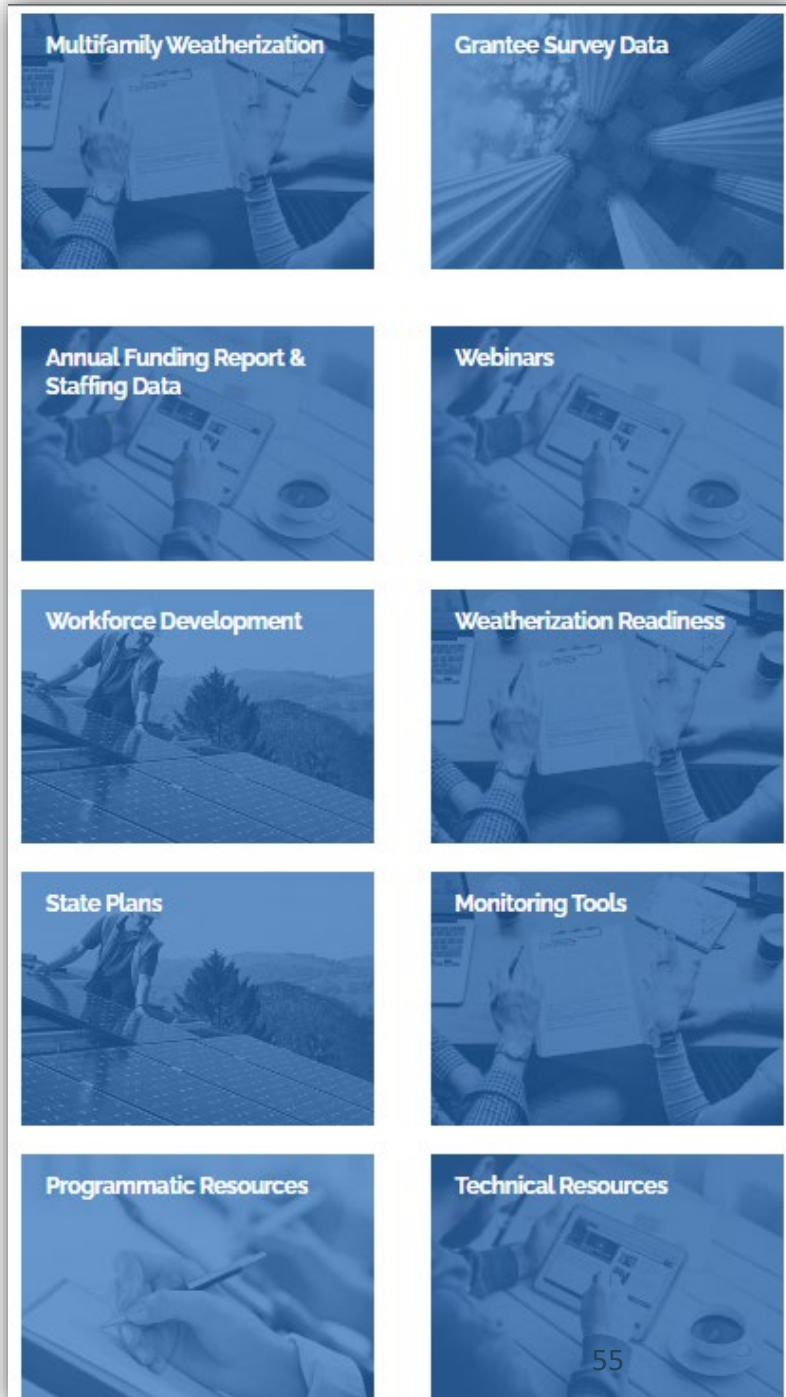
- [Webinars](#)
- [Reports and Fact Sheets](#)
  - [LIHEAP State Characteristics](#)
  - [LIHEAP Model State Plan Transfer and Rules](#)
- [WAP Regulations and Statute](#)
- [Weatherization Training Providers map](#)
- [Training Request Form](#)
- [Annual Funding Report \(PY21\)](#)
- [Weatherization Wage Survey](#)



# NASCSP Member Portal

## Member only Resources

- Peer to Peer Requests
- Webinars
- Workforce Development
- Weatherization Readiness
- State Plans
  - WRF
  - T&TA
  - Health & Safety
- Monitoring Tools
  - Programmatic
  - Technical
  - Remote
- LIHEAP Resources
- RFPs





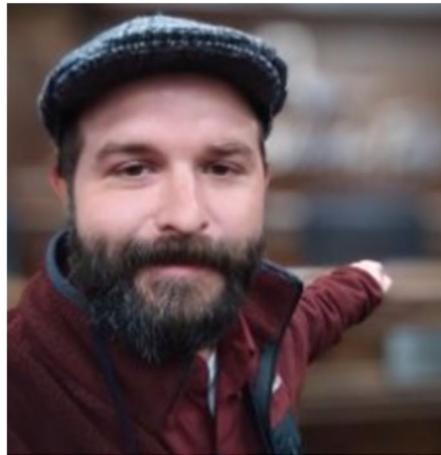
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# Stay in Touch with NASCSP

- [The State of Poverty Blog](#)
- **Twitter & Facebook @NASCSP**
- **Bi-weekly WAP E-News**
- **Quarterly Member Webinars (register in E-News)**
- **2 Live Conferences**
- **Partner Events**
- **Private Training and Consulting**



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Thank you!