

# National Association for State Community Services Programs



# 2023

WINTER TRAINING CONFERENCE

April 3 – 7 | Arlington, VA

# MISSION POSSIBLE

## Restoring Hope

**Navigating PAGE: Submissions, Budgets, and Reporting**

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



U.S. DEPARTMENT OF  
**ENERGY**

# Weatherization Assistance Program

## State Plan Overview in PAGE

Christine Askew and Floris Weston

April 2023



# SCEP

STATE & COMMUNITY ENERGY PROGRAMS

# Learning Objectives

**By attending this session, participants will be able to:**

- **Recognize the Grantee Program Manager's (PM) responsibilities within the grant application process.**
- **Find the necessary information to apply for Federal funds for the weatherization grants.**
- **Identify the various components of the Application Package.**
- **Discuss the public hearing process.**
- **Describe where Grantees should direct questions related to the Application Process.**

# PAGE Resources



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

## Weatherization & Intergovernmental Programs

### Performance and Accountability for Grants in Energy (PAGE)

Home Contact Us My Profile Help **Training Videos** Reference Library FAQs Submit Success Story WAP Communications Portal Logout

- Home
- Create New Application
- Search ▾
- EECBG ▾
- SEP ▾
- SEP Special Projects ▾
- WAP ▾
- WAP Training Center ▾
- Weatherization Innovative Pilot ▾
- Miscellaneous Grants ▾

### Home PAGE

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

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



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## **Weatherization Assistance Program (WAP)**

### [Create WAP Application Package](#)

How a grantee can create a new WAP application package

### [Create a Revision of an Application Package](#)

An overview of how to create a revision of an application package, how to edit it, and submit to DOE.

### **Application Documents**

#### [Create SF-424](#)

Shows a grantee how to create a new SF-424

#### [Annual File](#)

An overview of the WAP Annual File

#### [Budget](#)

Overview of the WAP budget

#### [Verify and Submit](#)

How to check application package for errors and submit to DOE

### **Quarterly Performance Reporting**

#### [Quarterly Performance Report](#)

How to create and submit a quarterly performance report

### **Financial Reporting**

#### [Create and Submit a Federal Financial Report](#)

How to create and submit a financial report

#### [Reject a Federal Financial Report](#)

Shows how a Federal user can reject a PPR

#### [Approve a Federal Financial Report](#)

Shows how a Federal user can approve a PPR

# Program Managers PAGE (PM) Responsibility

- **The Grantee PM ensures that the annual Weatherization Assistance Program (WAP) application is:**
  - Complete and accurate.
  - Submitted on time.
  - Revised as requested by Department of Energy (DOE) staff.
- **The Grantee PM is DOE's primary point of contact.**

# Program Manager's PAGE Responsibility

- **Annual Grant Application**
  - SF-424
  - Budget
  - Master File
  - Annual File
- **Quarterly Reporting**
  - SF-425
  - Quarterly Performance Report (expenditures, production)
- **Annual Reporting**
  - Historic Preservation
  - T&TA, Monitoring and Leveraging Report

# SF-424 Application for Federal Assistance

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

### Application for Federal Assistance (SF-424)

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

**1. Type of Submission:** Preapplication  
Application  
Changed/Corrected Application

**2. Type of Application:** New  
Continuation  
Revision

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

**3. Date Received:** 07/01/2017

**4. Applicant Identifier:**

**5a. Fed Entity Identifier:**

**5b. Federal Award Identifier:** DE-EE0007917

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**a. Legal Name:** State of Illinois

**b. Employer Tax Identification Number:** 371380174

**c. DUNS:** 806811931

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

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

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



# SF-424 Application Attachments

Applicants are required to attach all supporting documents to the SF-424 form.

**Attachments:**

#	File Name	Date Created	Action
No records to display.			

# PAGE – SF-424 Attachments

## Attachment(s):

File	
1 <a href="#">QCI_TMF.pdf</a>	Uploaded by Amanda Marcott-Thottunkal on 01/09/2020 04:33:40 PM
2 <a href="#">Indirect Rate Agreement.pdf</a>	Uploaded by Amanda Marcott-Thottunkal on 01/09/2020 04:36:03 PM
3 <a href="#">SHPO PA OK.pdf</a>	Uploaded by Amanda Marcott-Thottunkal on 01/09/2020 04:36:13 PM
4 <a href="#">PAC Activity Documentation.pdf</a>	Uploaded by Amanda Marcott-Thottunkal on 01/24/2020 05:43:09 PM
5 <a href="#">Public Hearing Notices.pdf</a>	Uploaded by Amanda Marcott-Thottunkal on 01/24/2020 05:52:13 PM
6 <a href="#">Public Hearing Slides .pdf</a>	Uploaded by Amanda Marcott-Thottunkal on 01/24/2020 05:52:45 PM
7 <a href="#">PY20 ACSI Action Plan.pdf</a>	Uploaded by Amanda Marcott-Thottunkal on 02/06/2020 03:15:03 PM
8 <a href="#">Public Hearing Transcript.pdf</a>	Uploaded by Amanda Marcott-Thottunkal on 02/06/2020 03:19:06 PM
8 <a href="#">Single Audit.pdf</a>	Uploaded by Amanda Marcott-Thottunkal on 02/06/2020 03:13:44 PM
9 <a href="#">Cooling and Heating Days.pdf</a>	Uploaded by Amanda Marcott-Thottunkal on 02/06/2020 08:41:24 PM
10 <a href="#">T&amp;TA Plan.pdf</a>	Uploaded by Amanda Marcott-Thottunkal on 02/10/2020 12:35:38 PM
11 <a href="#">Health and Safety Plan.pdf</a>	Uploaded by Amanda Marcott-Thottunkal on 02/10/2020 01:07:12 PM

Public Hearing  
Transcript


Technical  
Plans

# PAGE – Document Library













The screenshot displays the 'Weatherization & Intergovernmental Programs' website. The main heading is 'Performance and Accountability for Grants in Energy (PAGE)'. A navigation bar includes links for Home, Contact Us, My Profile, Help, Training Videos, Reference Library, FAQs, Submit Success Story, and Logout. A left sidebar menu lists various options, with 'Document Library' highlighted in green. The main content area is titled 'Upload New Document' and contains a file upload form. A message states: 'The file size limit is 50 MB (50,000 KB). If there is a need to upload a larger file please contact the PAGE Hotline.' The form includes a 'Document' field with a 'Choose File' button and 'no file selected' text, a 'Title' field, a 'Comment' text area, and an 'Attach to' dropdown menu set to 'Grant (document library)'. Below these is a 'Document Tags' section with a grid of checkboxes for various document types, including 'Additional Questions', 'Agenda', 'Agreement', 'Amended State Plan', 'Application Document', 'Audit Report', 'Best Practice', 'Budget', 'Corrective Action Plan', 'Cost/Fixed Price List', 'Exit Briefings', 'Field Guide/Manual', 'Financial Monitoring Report', 'Health & Safety', 'Inventory', 'Monitoring Plan', 'Monitoring Report', 'Monitoring Tool', 'News Articles', 'Other', 'Pictures', 'Policies and Procedures Manual', 'Post Visit Report', 'Presentation', 'Priority List', 'Quality Assurance (QA) Checklist', 'Quality Management Assurance Form', 'Required Reports', 'State Plan', 'Subgrantee Monitoring Reports', 'Success Story', 'Supporting Documentation', 'Technical Assistance Report', 'Training & Technical Assistance Plan', and 'Training Materials'.

# PAGE – Documents Library

**Document Library**

 Upload New Document

30 documents Filter by

File	
<a href="#">2019 DHCD WAP Program Operations Manual.pdf</a>	
Uploaded by Susan Hill on 05/22/2019 10:22:49 AM Attached to Application (SF424) (Program Year: 2019, Revision: 0)	
<a href="#">2019 Grantee Health and Safety Plan Template.pdf</a>	
Uploaded by Susan Hill on 05/22/2019 10:16:06 AM Attached to Application (SF424) (Program Year: 2019, Revision: 0)	
<a href="#">Williamsburg Region Reallocation Public Hearing Transcript.pdf</a>	
Uploaded by Susan Hill on 05/03/2019 08:23:23 AM Attached to Application (SF424) (Program Year: 2019, Revision: 0)	
<a href="#">Public hearing transcript State Plan 2019.pdf</a>	
Uploaded by Susan Hill on 05/03/2019 08:22:44 AM Attached to Application (SF424) (Program Year: 2019, Revision: 0)	
<a href="#">Public hearing sign in list.pdf</a>	
Uploaded by Susan Hill on 05/03/2019 08:22:19 AM Attached to Application (SF424) (Program Year: 2019, Revision: 0)	
<a href="#">Public hearing website banner ad.PNG</a>	
Uploaded by Susan Hill on 05/03/2019 08:21:56 AM Attached to Application (SF424) (Program Year: 2019, Revision: 0)	
<a href="#">Public hearing website banner ad run dates.PNG</a>	
Uploaded by Susan Hill on 05/03/2019 08:21:37 AM Attached to Application (SF424) (Program Year: 2019, Revision: 0)	
<a href="#">Winchester Star Affidavit.pdf</a>	
Uploaded by Susan Hill on 05/03/2019 08:21:16 AM Attached to Application (SF424) (Program Year: 2019, Revision: 0)	
<a href="#">Virginian Pilot Affidavit.pdf</a>	
Uploaded by Susan Hill on 05/03/2019 08:20:59 AM Attached to Application (SF424) (Program Year: 2019, Revision: 0)	
<a href="#">Roanoke Times Affidavit.pdf</a>	
Uploaded by Susan Hill on 05/03/2019 08:20:35 AM Attached to Application (SF424) (Program Year: 2019, Revision: 0)	
<a href="#">Richmond Times Dispatch Affidavit.pdf</a>	
Uploaded by Susan Hill on 05/03/2019 08:20:19 AM Attached to Application (SF424) (Program Year: 2019, Revision: 0)	
<a href="#">Harrisonburg Daily News Record Affidavit.pdf</a>	
Uploaded by Susan Hill on 05/03/2019 08:19:54 AM Attached to Application (SF424) (Program Year: 2019, Revision: 0)	

# SF-424A Budget – Funding Sources

**Performance and Accountability for Grants in Energy (PAGE)**

Home Contact Us My Profile Help Training Videos Reference Library FAQs Submit Success Story WAP Communications Portal Logout

Home Grant Search:  My Favorites:

Create New Application Grant #: EE0007944 Grantee: STATE OF OKLAHOMA Status: Active

Search

EECBG

SEP

SEP Special Projects

WAP

Application Documents

Checklist

SF-424

**Budget**

Annual File

Master File  Annual File

Verify and Submit

Quarterly Performance Reporting

T&TA Reporting

Financial Reporting

Annual Historic Preservation

Reporting Dashboards

Reports

Data Exports to Excel

Grant Administration

WAP Training Center

Weatherization Innovative Pilot

Miscellaneous Grants

**Budget**

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

Program: Weatherization Assistance Program CFDA: 81.042  
 State: OK Year: 2020  
 Revision: 0 Period: 04/01/2020 - 03/31/2021

**Section A - Budget Summary**

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

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

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

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

# SF-424A Budget – Add Budget Column

## Section B - Budget Categories

Edit Budget Columns

Object Class	GRANTEE ADMINISTRATION <a href="#">Edit</a>	SUBGRANTEE ADMINISTRATION <a href="#">Edit</a>	GRANTEE T&TA <a href="#">Edit</a>	SUBGRANTEE T&TA <a href="#">Edit</a>	PROGRAM OPERATIONS <a href="#">Edit</a>	HEALTH AND SAFETY <a href="#">Edit</a>	VEHICLES AND EQUIPMENT <a href="#">Edit</a>	LIABILITY INSURANCE <a href="#">Edit</a>	
<u>Personnel</u>	\$51,881.00	\$0.00	\$67,589.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1
<u>Benefits</u>	\$22,332.00	\$0.00	\$29,092.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
<u>Travel</u>	\$2,500.00	\$0.00	\$12,503.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
<u>Equipment</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Supplies</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Contract</u>	\$3,000.00	\$288,250.00	\$257,405.00	\$541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$3,3
<u>Construction</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Other</u>	\$3,127.25	\$0.00	\$10,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
<b>Total</b>	\$82,840.25	\$288,250.00	\$377,489.00	\$541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$
<u>Indirect</u>	\$55,659.75	\$0.00	\$72,511.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1
<b>Object Class Total</b>	\$138,500.00	\$288,250.00	\$450,000.00	\$541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$3,6

# SF-424A Budget – Categories

Performance and Accountability for Grants in Energy (PAGE)

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

Home Grant Search: My Favorites: Create New Application Grant #: NT43106 Grantee: Georgia State of Status: Active Search EECBG SEP SEP Special Projects WAP Application Documents Checklist SF-424 Budget Annual File Master File Verify and Submit Quarterly Performance Reporting T&TA Reporting Financial Reporting Annual Historic Preservation Reporting Dashboards Reports Data Exports to Excel Grant Administration WAP Training Center Weatherization Innovative Pilot Miscellaneous Grants Grant Monitoring Help Desk

**Budget**

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

Select Budget Columns

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

Save Back

# SF-424A Budget – Completing the Budget

## Section B - Budget Categories

Edit Budget Columns

Object Class	GRANTEE ADMINISTRATION <a href="#">Edit</a>	SUBGRANTEE ADMINISTRATION <a href="#">Edit</a>	GRANTEE T&TA <a href="#">Edit</a>	SUBGRANTEE T&TA <a href="#">Edit</a>	PROGRAM OPERATIONS <a href="#">Edit</a>	HEALTH AND SAFETY <a href="#">Edit</a>	VEHICLES AND EQUIPMENT <a href="#">Edit</a>	LIABILITY INSURANCE <a href="#">Edit</a>	
<u>Personnel</u>	\$51,881.00	\$0.00	\$67,589.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1
<u>Benefits</u>	\$22,332.00	\$0.00	\$29,092.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
<u>Travel</u>	\$2,500.00	\$0.00	\$12,503.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
<u>Equipment</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Supplies</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Contract</u>	\$3,000.00	\$288,250.00	\$257,405.00	\$541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$3,3
<u>Construction</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Other</u>	\$3,127.25	\$0.00	\$10,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
<b>Total</b>	\$82,840.25	\$288,250.00	\$377,489.00	\$541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$
<u>Indirect</u>	\$55,659.75	\$0.00	\$72,511.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1
<b>Object Class Total</b>	\$138,500.00	\$288,250.00	\$450,000.00	\$541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$3,6



# SF-424A Budget – Completing the Budget

## Section B - Budget Categories

Edit Budget Columns

Object Class	GRANTEE ADMINISTRATION <a href="#">Edit</a>	SUBGRANTEE ADMINISTRATION <a href="#">Edit</a>	GRANTEE T&TA <a href="#">Edit</a>	SUBGRANTEE T&TA <a href="#">Edit</a>	PROGRAM OPERATIONS <a href="#">Edit</a>	HEALTH AND SAFETY <a href="#">Edit</a>	VEHICLES AND EQUIPMENT <a href="#">Edit</a>	LIABILITY INSURANCE <a href="#">Edit</a>	
<u>Personnel</u>	\$51,881.00	\$0.00	\$67,589.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1
<u>Benefits</u>	\$22,332.00	\$0.00	\$29,092.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
<u>Travel</u>	\$2,500.00	\$0.00	\$12,503.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
<u>Equipment</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Supplies</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Contract</u>	\$3,000.00	\$288,250.00	\$257,405.00	\$541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$3,3
<u>Construction</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Other</u>	\$3,127.25	\$0.00	\$10,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
<b>Total</b>	\$82,840.25	\$288,250.00	\$377,489.00	\$541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$
<u>Indirect</u>	\$55,659.75	\$0.00	\$72,511.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1
<b>Object Class Total</b>	\$138,500.00	\$288,250.00	\$450,000.00	\$541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$3,6

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

## Section B - Budget Categories

Edit Budget Columns

Object Class	GRANTEE ADMINISTRATION <a href="#">Edit</a>	SUBGRANTEE ADMINISTRATION <a href="#">Edit</a>	GRANTEE T&TA <a href="#">Edit</a>	SUBGRANTEE T&TA <a href="#">Edit</a>	PROGRAM OPERATIONS <a href="#">Edit</a>	HEALTH AND SAFETY <a href="#">Edit</a>	VEHICLES AND EQUIPMENT <a href="#">Edit</a>	LIABILITY INSURANCE <a href="#">Edit</a>	
<u>Personnel</u>	\$51,881.00	\$0.00	\$67,589.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1
<u>Benefits</u>	\$22,332.00	\$0.00	\$29,092.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
<u>Travel</u>	\$2,500.00	\$0.00	\$12,503.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
<u>Equipment</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Supplies</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Contract</u>	\$3,000.00	\$288,250.00	\$257,405.00	\$541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$3,3
<u>Construction</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Other</u>	\$3,127.25	\$0.00	\$10,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
<b>Total</b>	\$82,840.25	\$288,250.00	\$377,489.00	\$541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$
<u>Indirect</u>	\$55,659.75	\$0.00	\$72,511.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1
<b>Object Class Total</b>	\$138,500.00	\$288,250.00	\$450,000.00	\$541,428.91	\$1,780,846.88	\$343,303.16	\$0.00	\$100,000.00	\$3,6

# Budget Justification

An in-depth discussion in the Application Instructions explains the Object Class categories (lines in budget):

- **Personnel**
- **Fringe benefits**
- **Travel**
- **Equipment**
- **Supplies**
- **Contractual**
- **Construction**
- **Other direct costs**
- **Indirect costs**
- **Carryover Explanation**

# PAGE – Annual File

Subgrantee Details

OMB Control No: 1910-5127  
Expiration Date: 11/30/2016

### IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	330
Reweatherized Units	20

### IV.3 Energy Savings

Method used to calculate savings:  WAP algorithm  Other (describe below)

Method used to calculate savings description [Edit the full text...](#)

This year estimated energy savings:  Save ?

Prior year estimated energy savings:  Actual (prior year):

I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$7,096.90

MILLS County  
MONTGOMERY County  
PAGE County  
POTTAWATTAMIE County  
SHELBY County

Add New Record

Save Save & Close Cancel & Close

# Annual File

## IV.2 WAP Production Schedule

### Weatherization Plans

	Units
Total Units (excluding reweatherized)	330
Rewatherized Units	20

Note: Planned units by quarter or category are no longer required, no information required for persons.

### 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	330
C	Total Units Rewatherized	20
D	Total Dwelling Units to be Weatherized and Rewatherized (B + C)	350
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	\$2,483,915.00
G	Total Dwelling Units to be Weatherized and Rewatherized (from line D)	350
H	Average Program Operations Costs per Unit (F divided by G)	\$7,096.90
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$7,096.90

# Master File - Eligibility

The following slides include the required information for the Master File section:

## V.1 Eligibility

- V.1.1 Client Eligibility.
  - Household Eligibility.
  - Qualified Aliens.

The screenshot displays the 'Performance and Accountability for Grants in Energy (PAGE)' web application. The top navigation bar includes links for Home, Contact Us, My Profile, Help, Training Videos, Reference Library, FAQs, Submit Success Story, and Logout. The main content area is titled 'Weatherization Assistance Program Master File' and shows details for Grant # EE0006139, Grantee: State of Arizona, and Status: Active. A 'Master File' section indicates the Program Year is 2013, Revision is 0, and it was submitted on 07/10/2013. A blue box highlights the 'V.1 Eligibility' section, which includes the following text:

**V.1 Eligibility**  
**V.1.1 Approach to Determining Client Eligibility**  
Provide a description of the definition of income used to determine eligibility [View the full text...](#)

The subgrantees are to follow the state guidelines for Low-Income Home Energy Assistance Program (LIHEAP) Policy Manual requirements for income eligibility up to 200% of Federal Poverty Guidelines and allowable documents as proof of income as it pertains to the Weatherization program, copies of the manuals are provided by Arizona Department of Economic security (DES). Subgrantee should also...

Describe what household Eligibility basis will be used in the Program [View the full text...](#)

Every dwelling weatherized must meet both client eligibility and the building eligibility requirements.

**Arizona definition of low-income:**  
Household Income is at or below 200% of the federal poverty level determined in accordance with criteria established by

Describe the process for ensuring qualified aliens are eligible for weatherization benefits [View the full text...](#)

Grantees are directed and encouraged to review guidance provided by Health and Human Services (HHS) under LIHEAP. This guidance can be found by going to <http://aspe.hhs.gov/hsp/immigration/restrictions-sum.shtml#sect1>.  
HHS Information Memorandum LIHEAP-IM-25 dated August 28, 1997, states that all qualified aliens, r...

## Master File

- V.4 Climatic Conditions field returned!
- V.5.1 Technical Guides & V.5.2 Energy Audit Procedures
  - Approval dates are updated by your Project Officer.

**V.4 Climatic Conditions** [View the full text...](#)

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

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

**V.5 Type of Weatherization Work to Be Done**

**V.5.1 Technical Guides and Materials** [View the full text...](#)

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

Field guide types approval dates ⓘ

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

**V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE ⓘ

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

- **V.8.4 Training and Technical Assistance Approach and Activities**
  - Grantees will add in their planned % of Comprehensive & Specific Trainings and for planned T&TA training budget allocations. Each section should add up to 100%.

**V.8.4 Training and Technical Assistance Approach and Activities**

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

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

Percent of overall trainings ?

Comprehensive Trainings:

Specific Trainings:

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:

Percent of budget allocated to Crew/Installer trainings:

Percent of budget allocated to Management/Financial trainings:



# Summary

- **A Program Manager should capture feedback throughout the year for possible changes and refinements.**
- **Start developing the annual application as soon as possible after the release of the grant guidance. This affords the most time to complete the application by the target approval date.**
- **The Grantee PM is usually responsible for the application and drives the process.**
- **Any questions the PM has related to the Application should be directed to the appropriate DOE Project Officer.**