National Association for State Community Services Programs

NASCSP 2023

WINTER TRAINING CONFERENCE
April 3 – 7 | Arlington, VA

MISSION POSSIBLE
Restoring Hope

# Navigating PAGE: Submissions, Budgets, and Reporting

www.nascsp.org

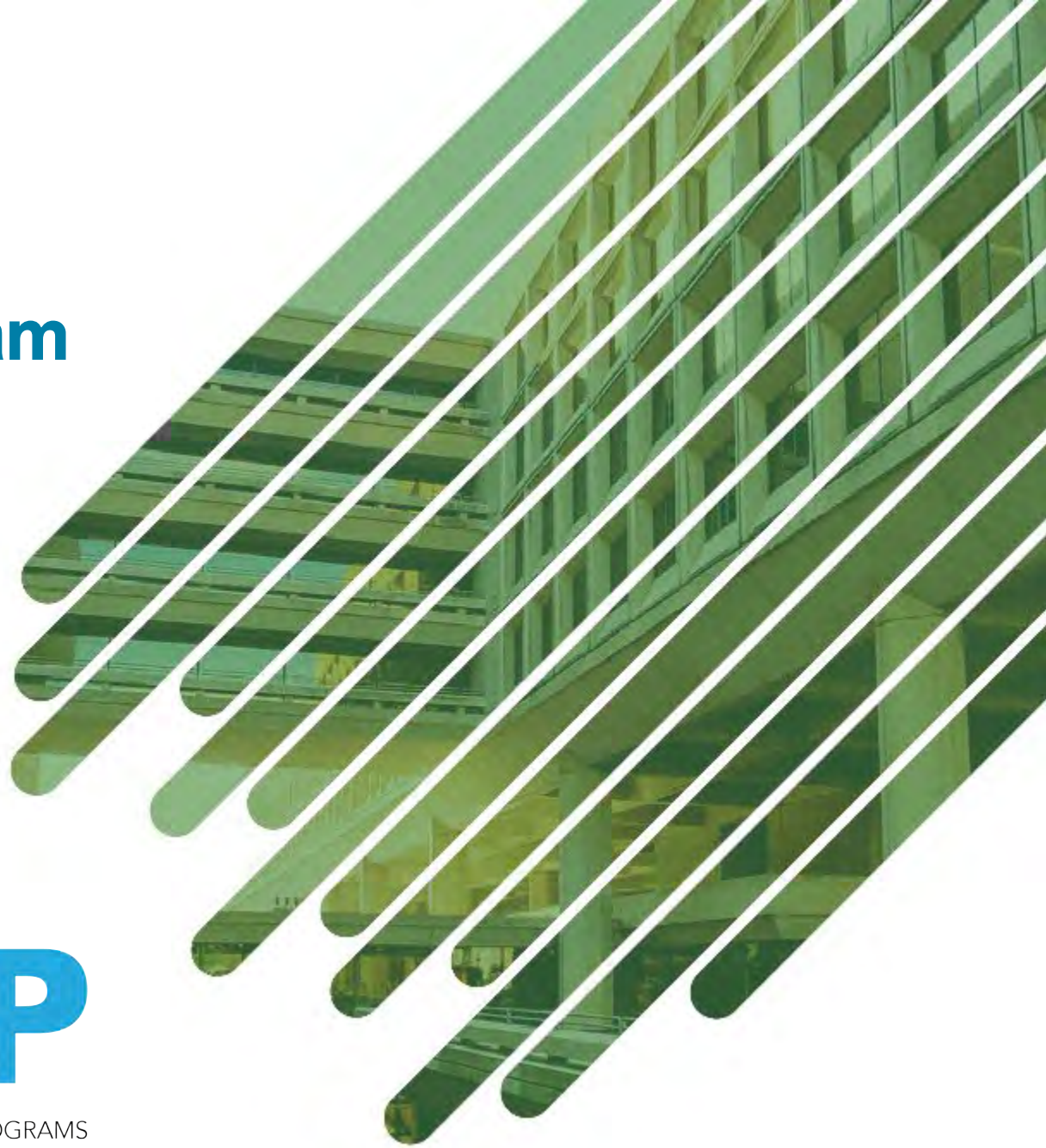
U.S. DEPARTMENT OF ENERGY

# 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

# PAGE - Trainings

## 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

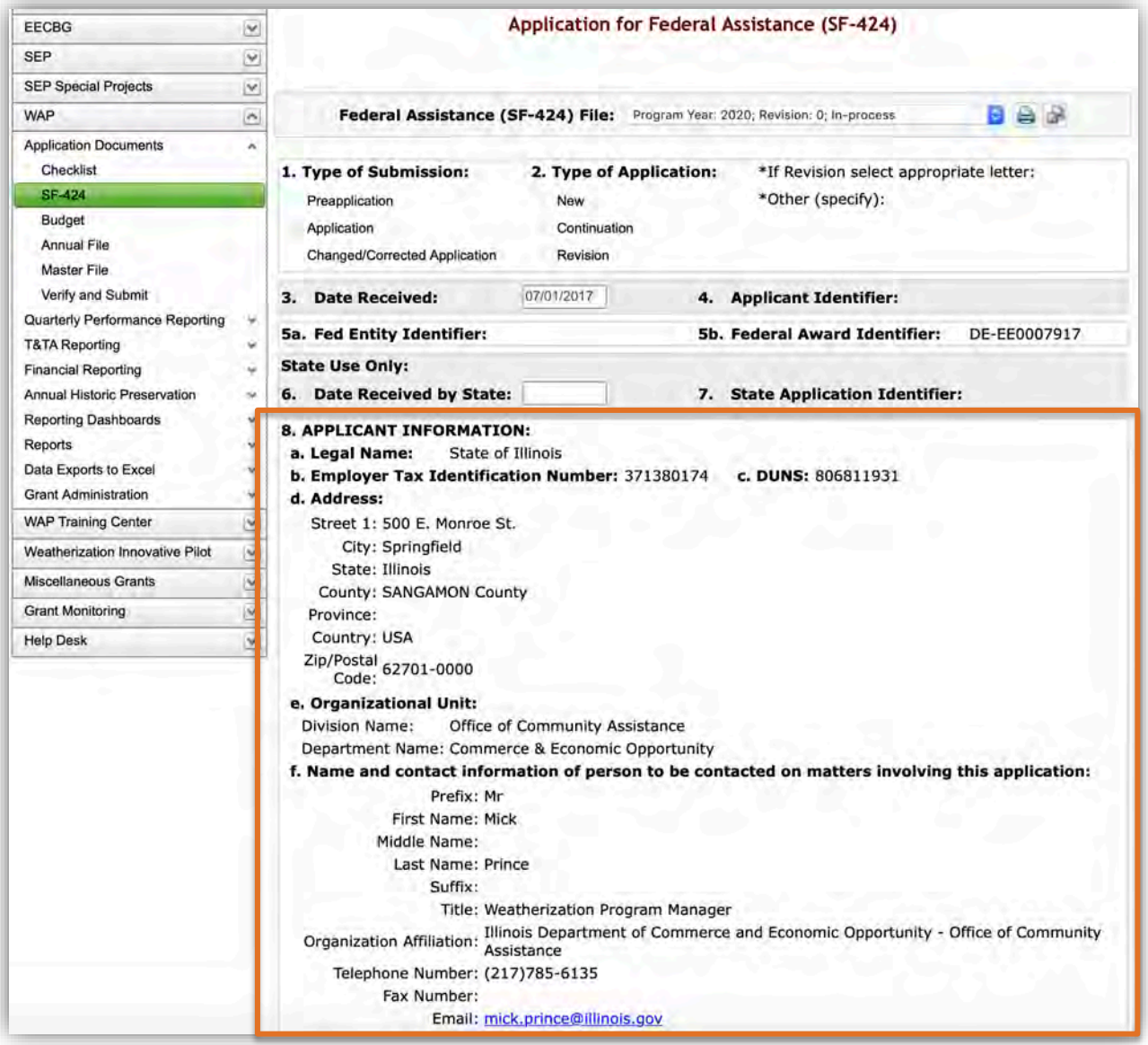
# Program Managers PAGE (PM) Responsibility

- **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

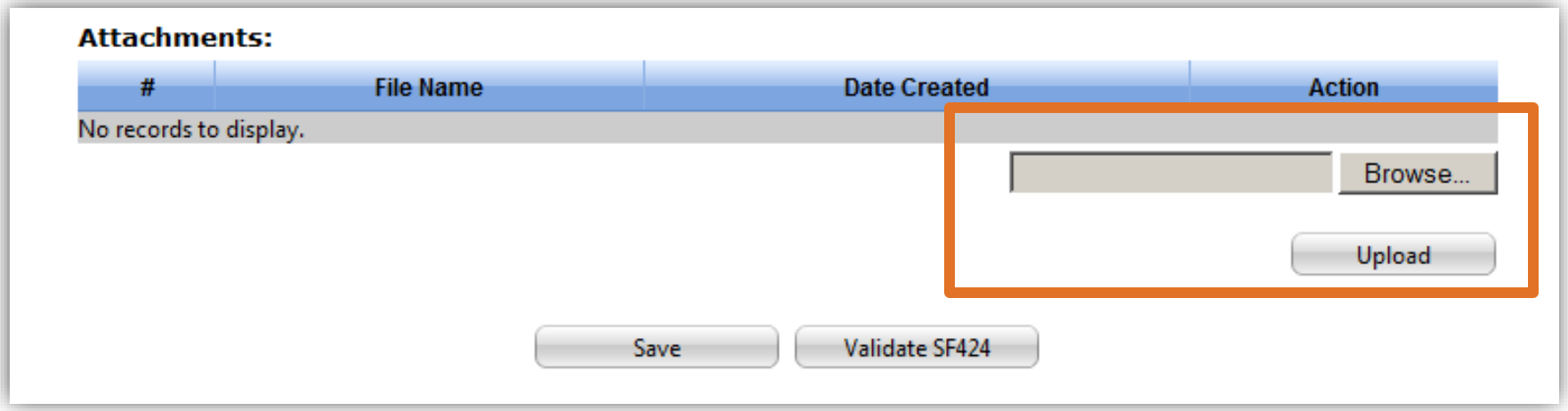
- **Annual Grant Application**
  - SF-424
  - Budget
  - Master File
  - Annual File
- **Quarterly Reporting**
  - SF-425
  - Quarterly Performance Report (expenditures, production)
- **Annual Reporting**
  - Historic Preservation
  - T&TA, Monitoring and Leveraging Report

# SF-424 Application for Federal Assistance



# SF-424 Application Attachments

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



# PAGE – SF-424 Attachments

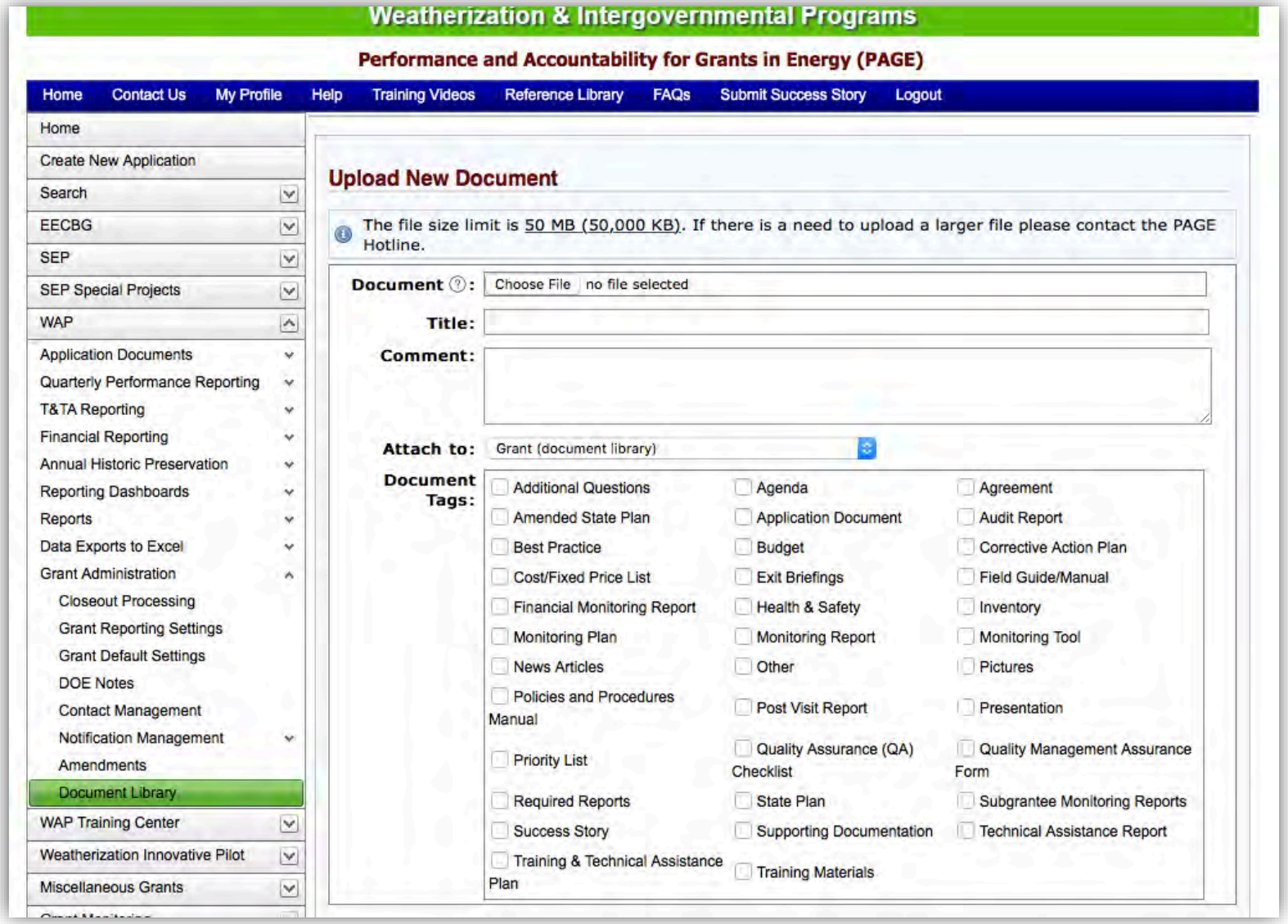
Public Hearing Transcrript

Technical Plans

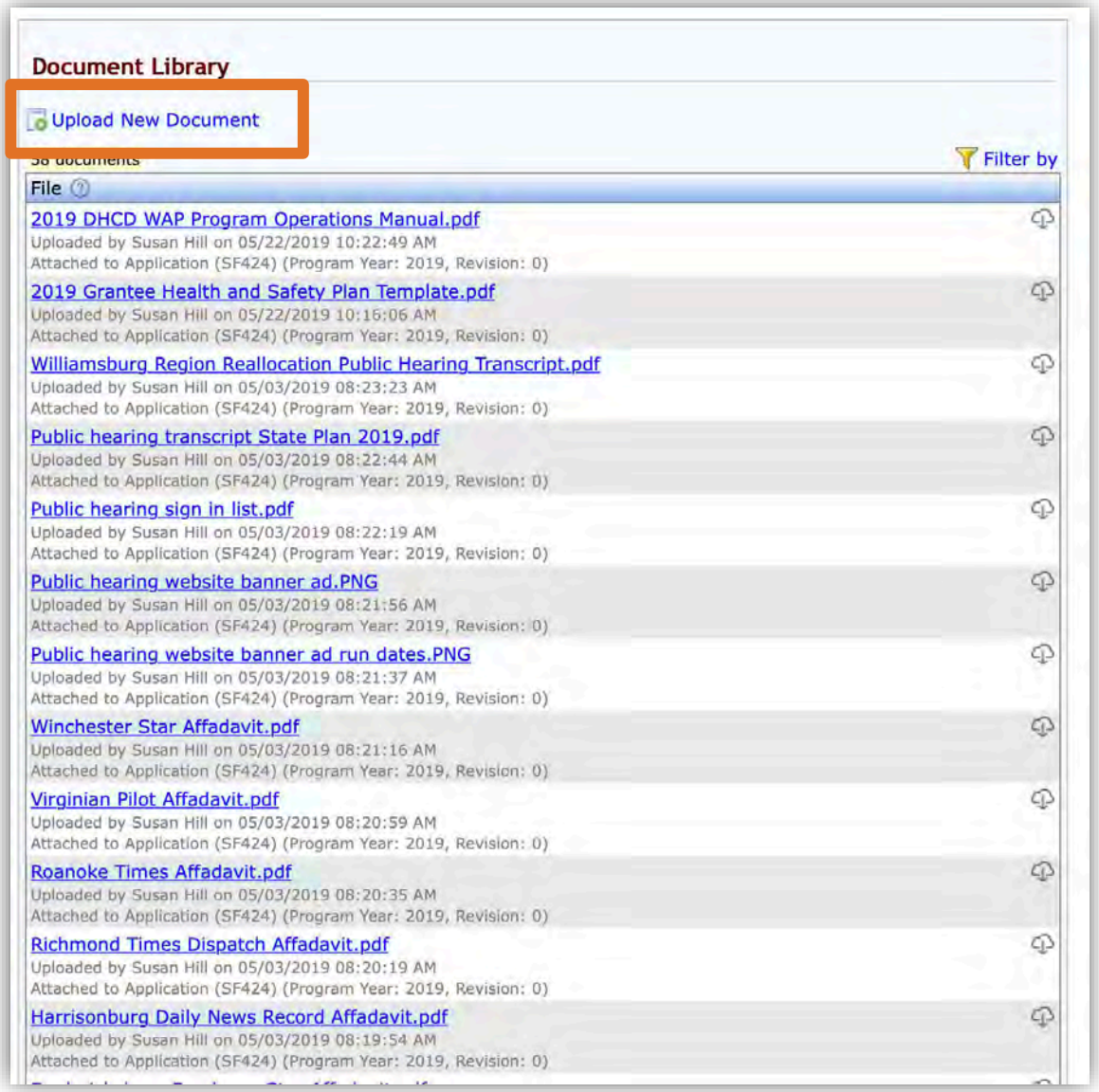
**Attachment(s):**

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

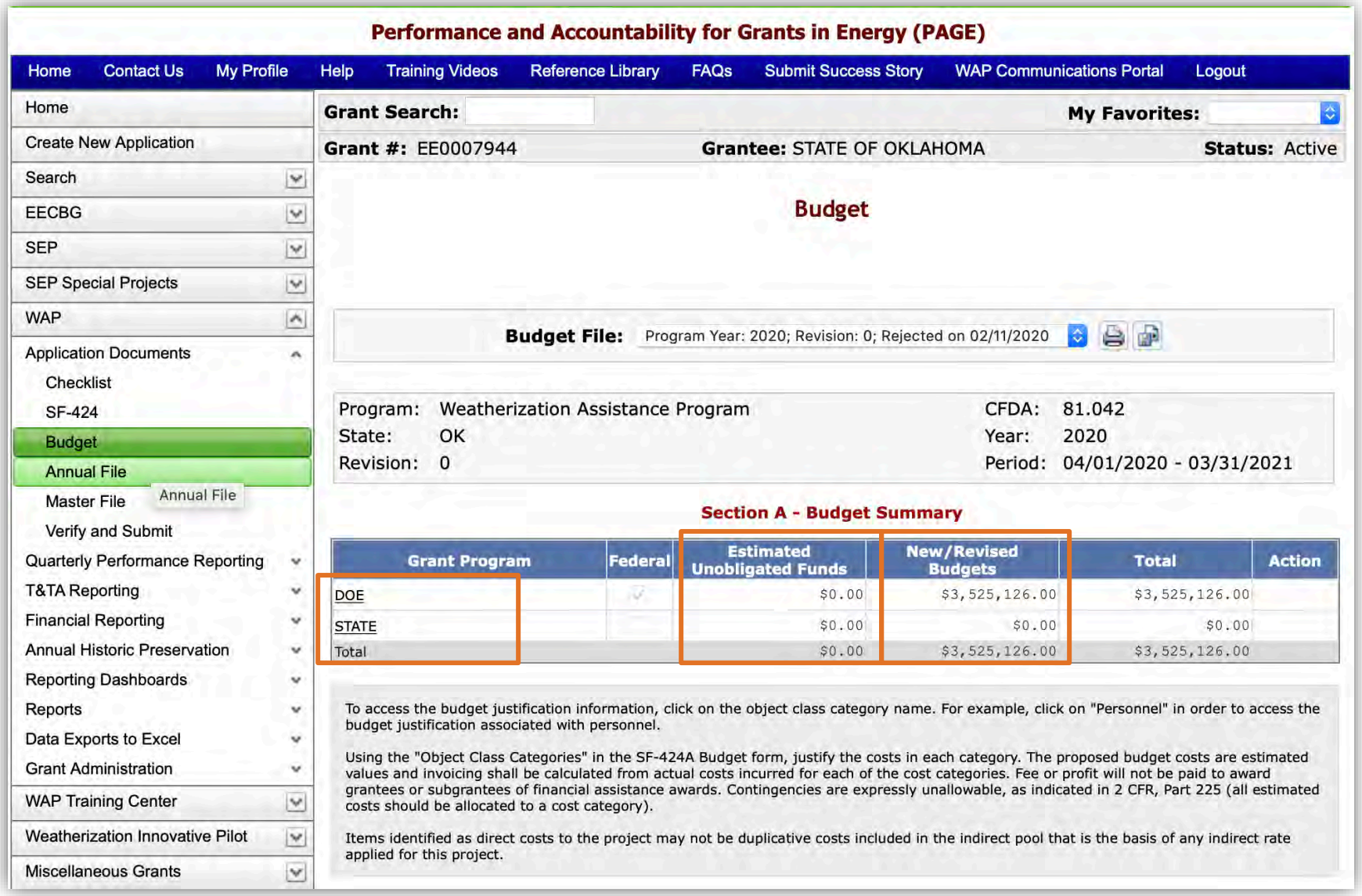
# PAGE – Document Library



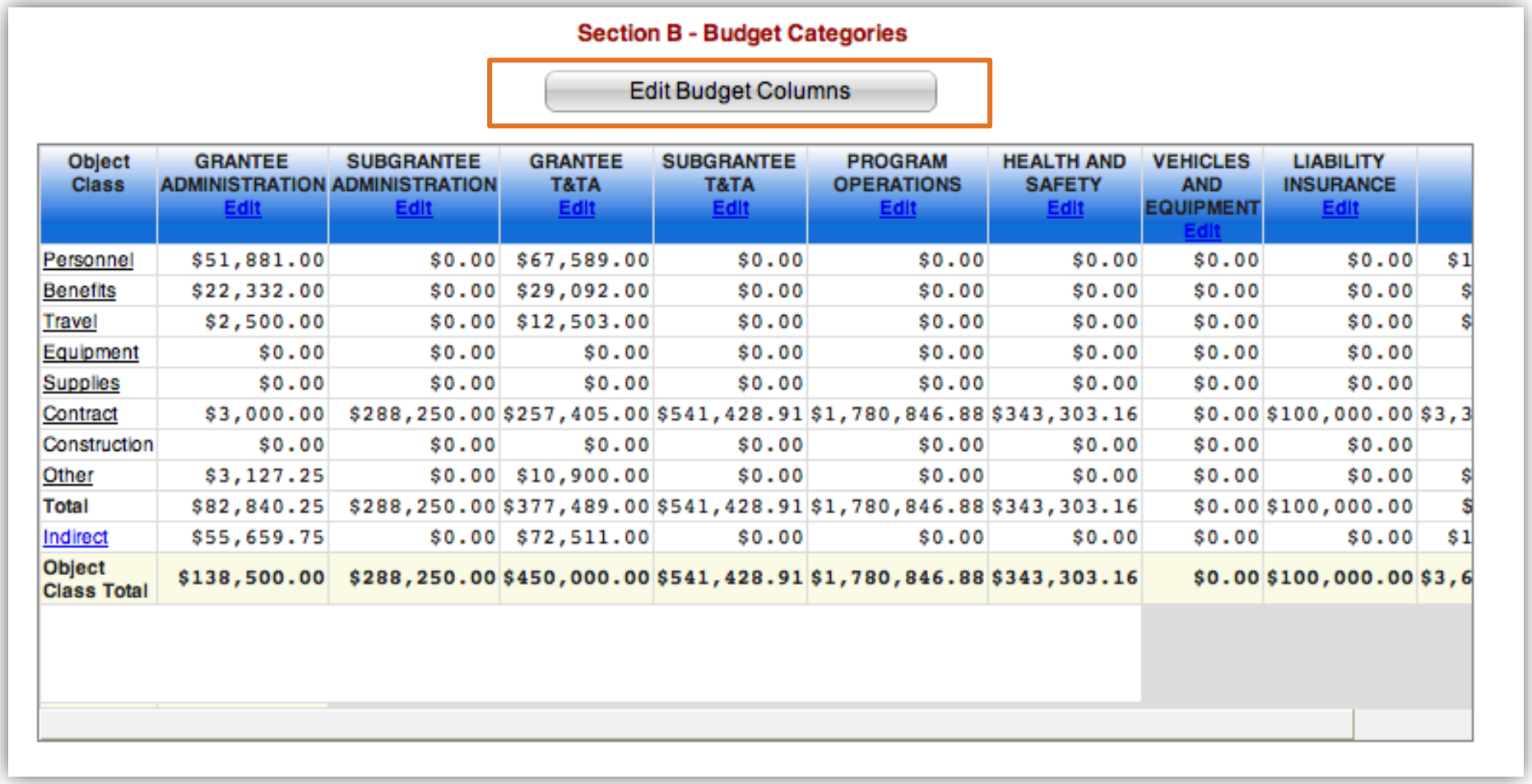
# PAGE – Documents Library



# SF-424A Budget – Funding Sources



# SF-424A Budget – Add Budget Column

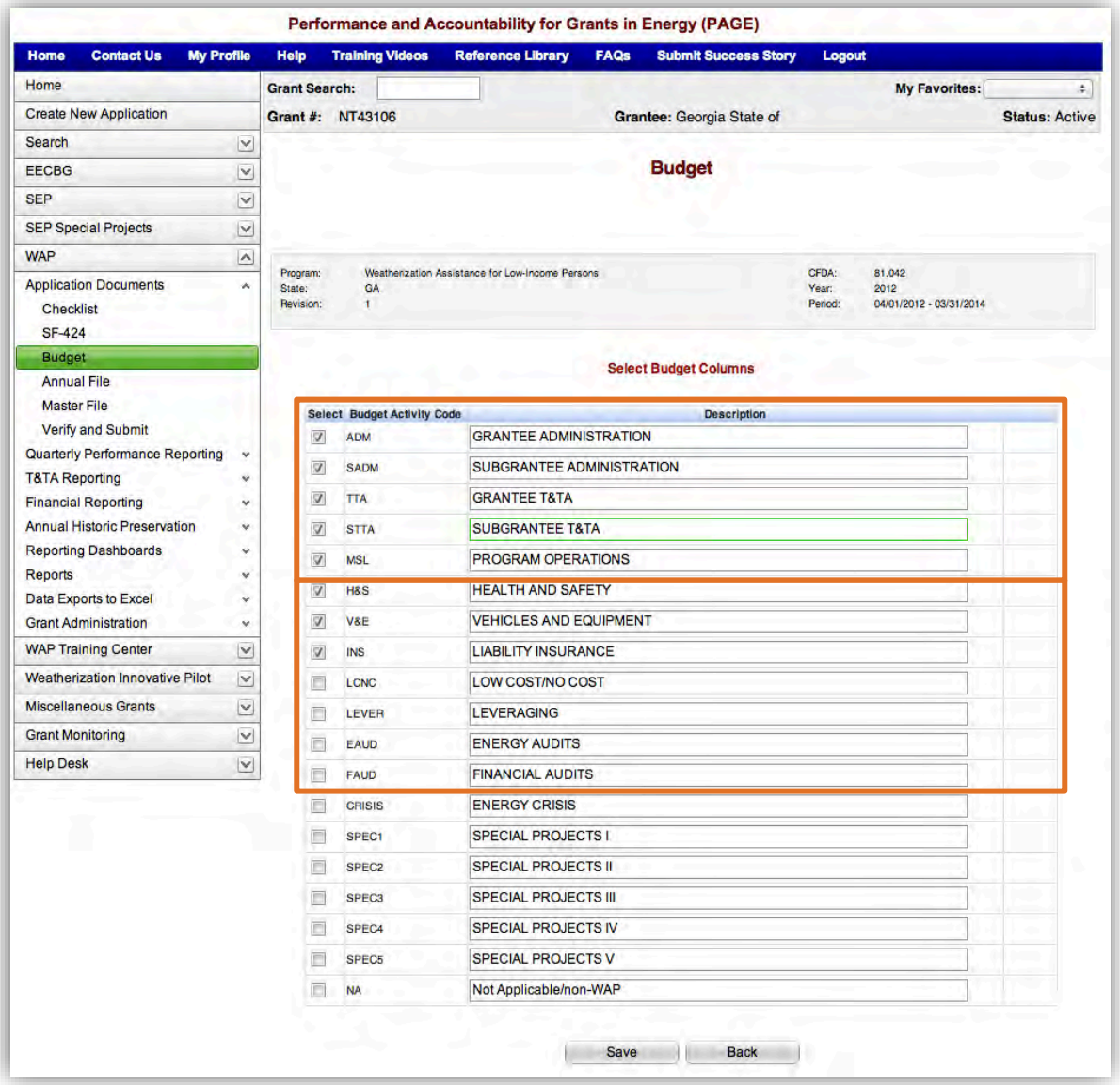


Section B - Budget Categories

Edit Budget Columns

| Object Class | GRANTEE ADMINISTRATION Edit | SUBGRANTEE ADMINISTRATION Edit | GRANTEE T&TA Edit | SUBGRANTEE T&TA Edit | PROGRAM OPERATIONS Edit | HEALTH AND SAFETY Edit | VEHICLES AND EQUIPMENT Edit | LIABILITY INSURANCE Edit | |
|---|---|---|---|---|---|---|---|---|---|
| Personnel | $51,881.00 | $0.00 | $67,589.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $1 |
| Benefits | $22,332.00 | $0.00 | $29,092.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $ |
| Travel | $2,500.00 | $0.00 | $12,503.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $ |
| Equipment | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| Supplies | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| Contract | $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 |
| Construction | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| Other | $3,127.25 | $0.00 | $10,900.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $ |
| Total | $82,840.25 | $288,250.00 | $377,489.00 | $541,428.91 | $1,780,846.88 | $343,303.16 | $0.00 | $100,000.00 | $ |
| Indirect | $55,659.75 | $0.00 | $72,511.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $1 |
| Object Class Total | $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



# SF-424A Budget – Completing the Budget

**Section B - Budget Categories**

Edit Budget Columns

| Object Class | GRANTEE ADMINISTRATION Edit | SUBGRANTEE ADMINISTRATION Edit | GRANTEE T&TA Edit | SUBGRANTEE T&TA Edit | PROGRAM OPERATIONS Edit | HEALTH AND SAFETY Edit | VEHICLES AND EQUIPMENT Edit | LIABILITY INSURANCE Edit | |
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| Equipment | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| Supplies | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| Contract | $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 |
| Construction | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| Other | $3,127.25 | $0.00 | $10,900.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $ |
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# SF-424A Budget – Completing the Budget

**Section B - Budget Categories**

Edit Budget Columns

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| **Object Class Total** | **$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 Edit | SUBGRANTEE ADMINISTRATION Edit | GRANTEE T&TA Edit | SUBGRANTEE T&TA Edit | PROGRAM OPERATIONS Edit | HEALTH AND SAFETY Edit | VEHICLES AND EQUIPMENT Edit | LIABILITY INSURANCE Edit | |
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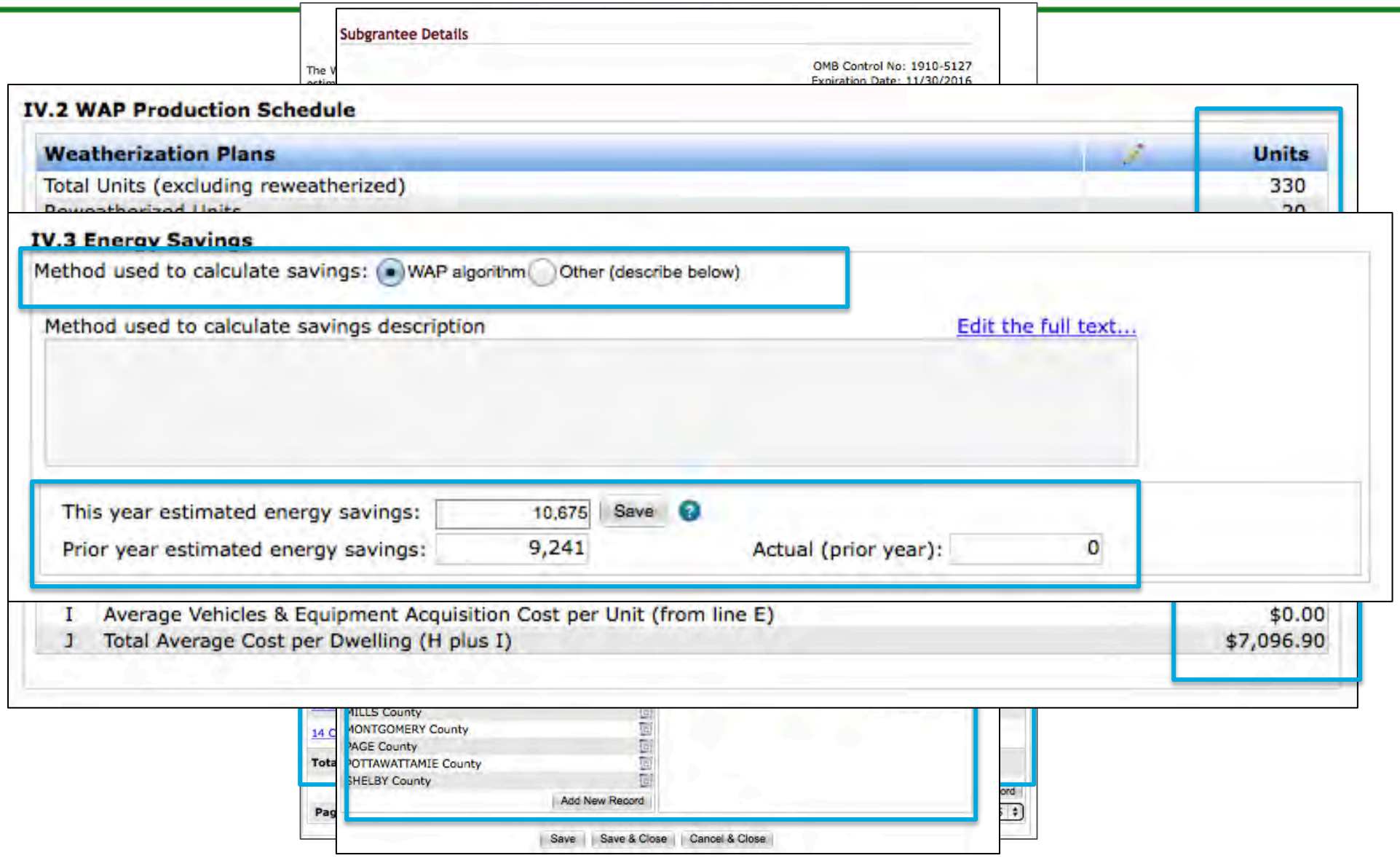
# Budget Justification

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



# Annual File

**IV.2 WAP Production Schedule**

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

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

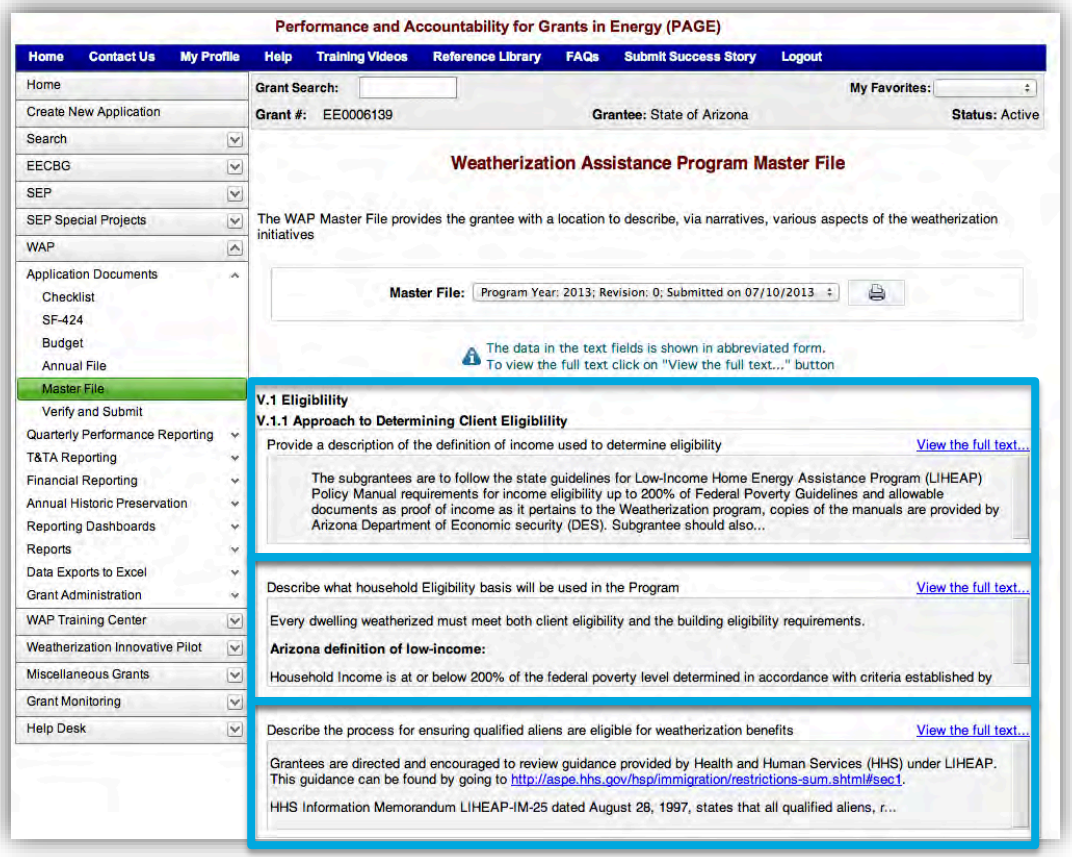
| Average Unit Costs, Units subject to DOE Project Rules | | |
|---|---|---|
| ***VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)*** | | |
| A | Total Vehicles & Equipment ($5,000 or more) Budget | $0.00 |
| B | Total Units Weatherized | 330 |
| C | Total Units Reweatherized | 20 |
| D | Total Dwelling Units to be Weatherized and Reweatherized (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 Reweatherized (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.

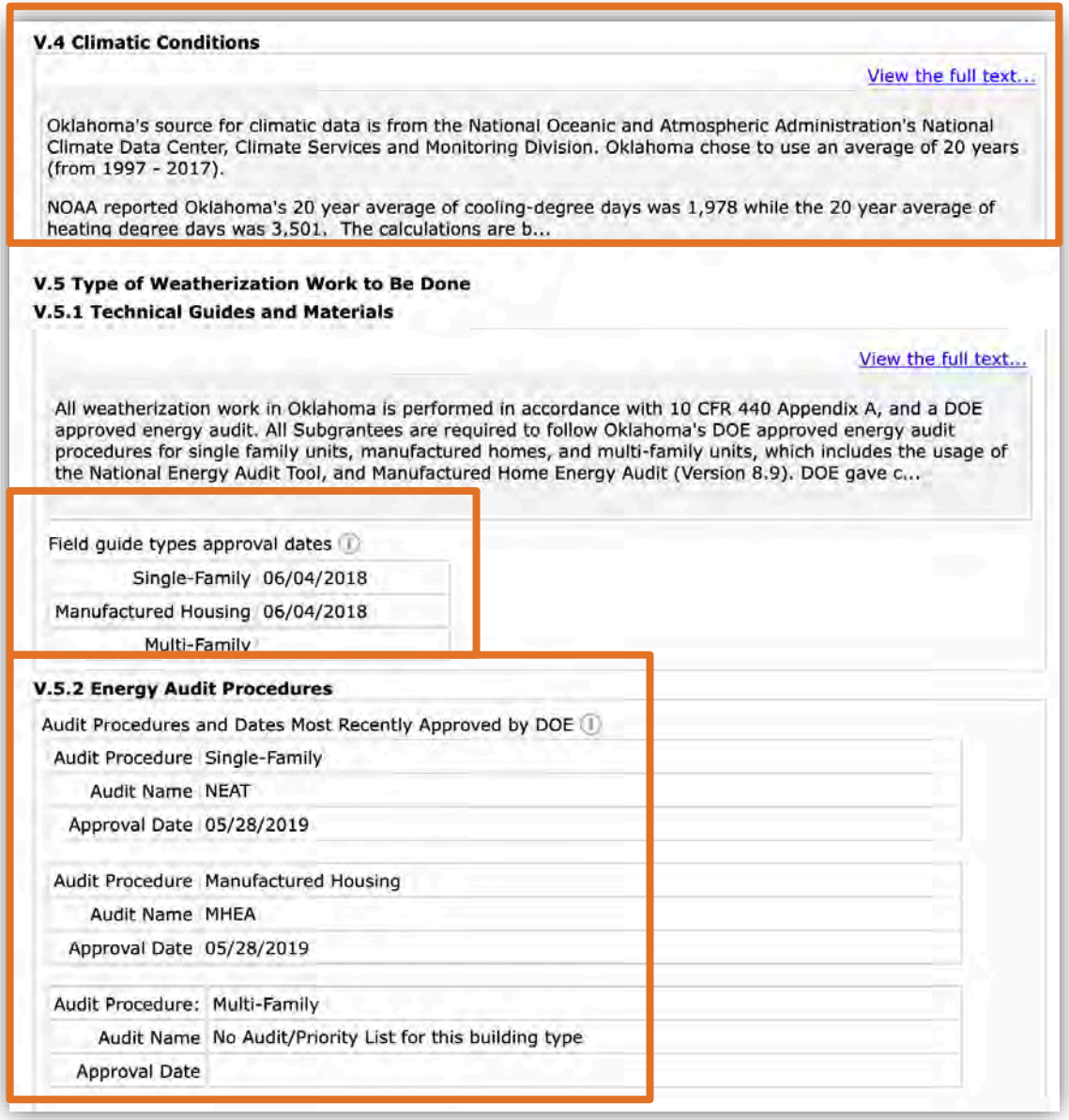


# PAGE - Master File

## 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 | |

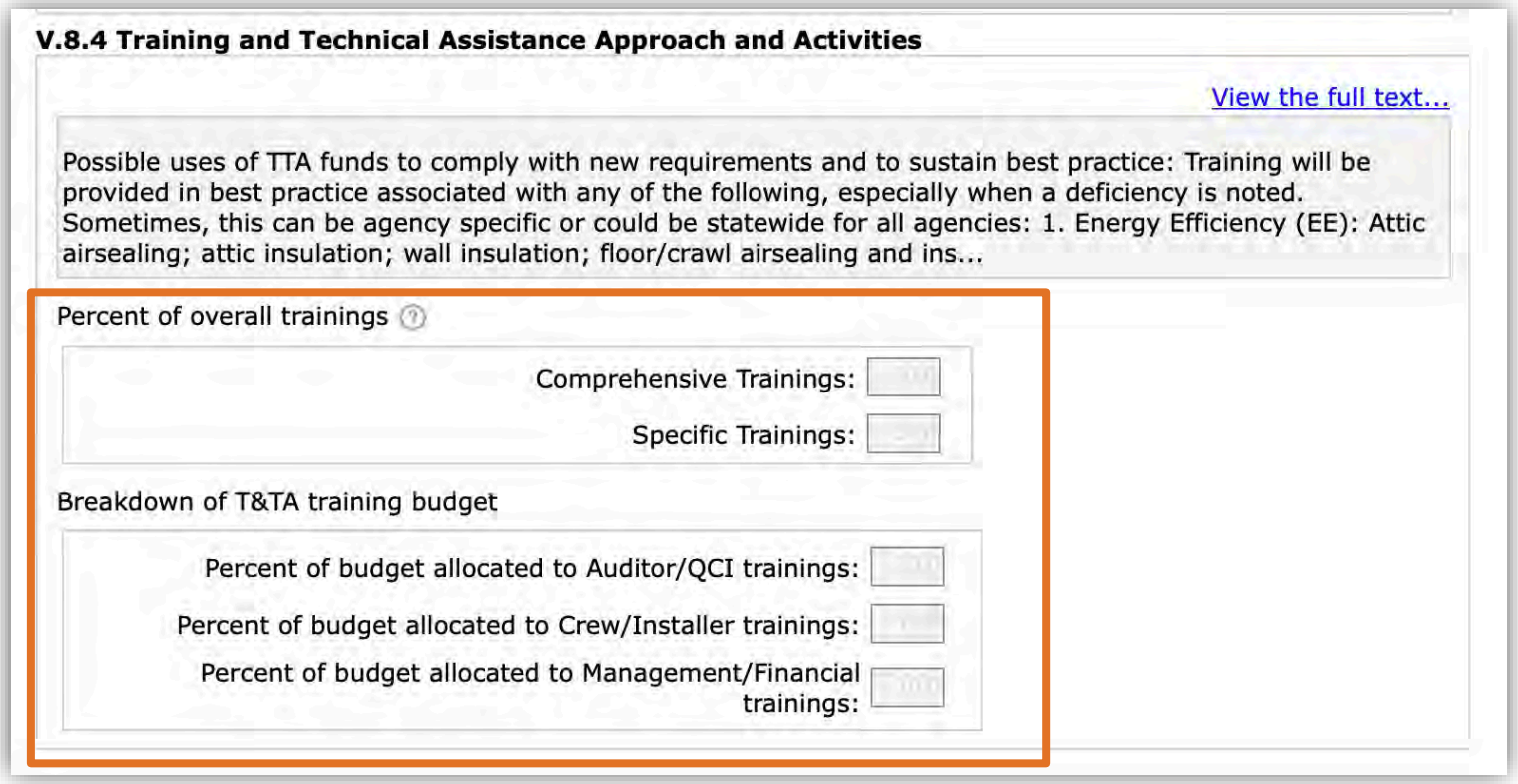
**V.5.2 Energy Audit Procedures**

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 | |

# PAGE – Master File

- **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%.



# 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.