WAP Funding Survey 2022

Instructions for Respondents

March 20, 2023

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Introduction

Each year, the WAP Grantees report comprehensive funding and production data to NASCSP. This important survey is required to complete the PY 2022 Annual Funding Report that goes to Congress and our Federal Funding partners. The PY 2022 Annual Funding Survey is intended for:

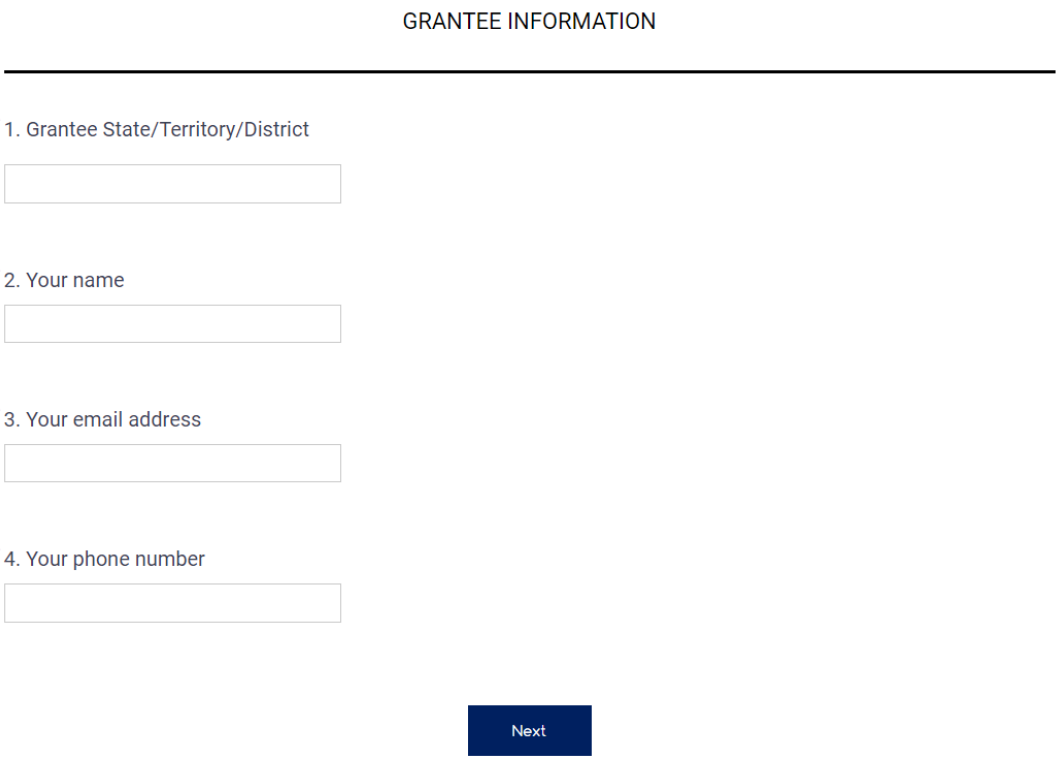
- **April 1 Grantees:** April 1, 2022 – March 30, 2023 (For April 1 states, please report your funding & production through March 30, 2023)
- **July 1 Grantees:** July 1, 2022 – June 30, 2023
- **BIL Grantees:** July 1, 2022 – June 30, 2023

We encourage you to use the blank PDF of this survey to prepare your responses before entering information into the actual survey. Please complete the survey by **August 31, 2023**.

To access the online survey, please click on this link: https://survey.zohopublic.com/zs/BpD7O8

Grantee Information

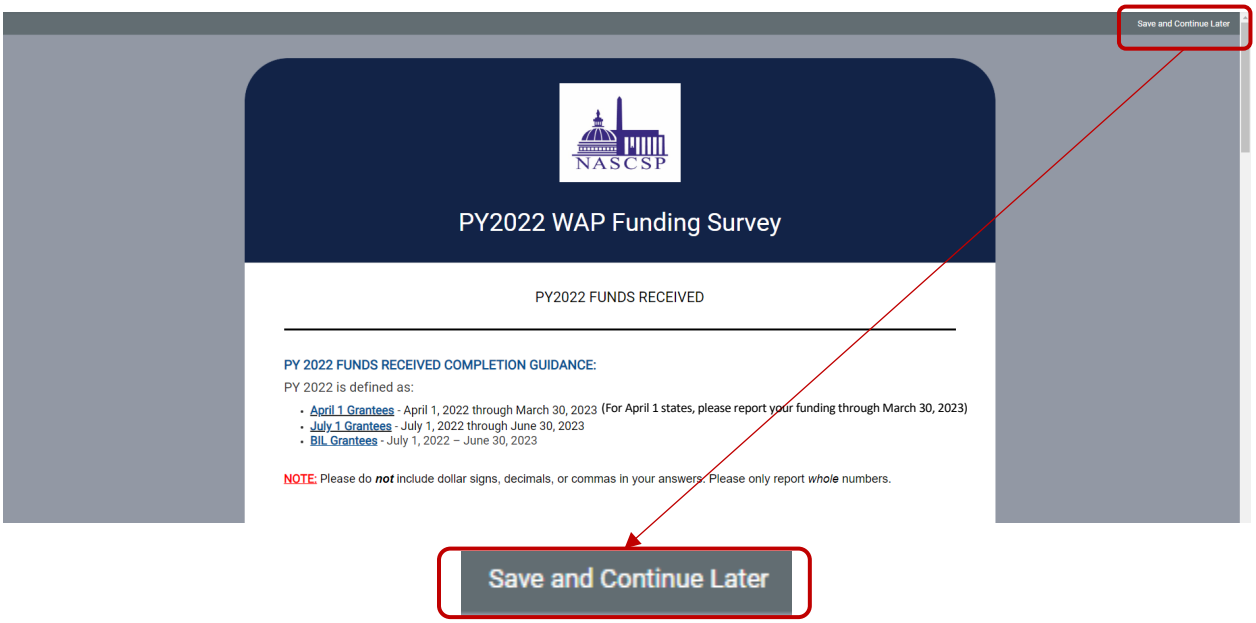
On the very first page of the survey, you will be asked to provide your contact information.



Once you have entered the necessary information, click **Next** to proceed to the second page.

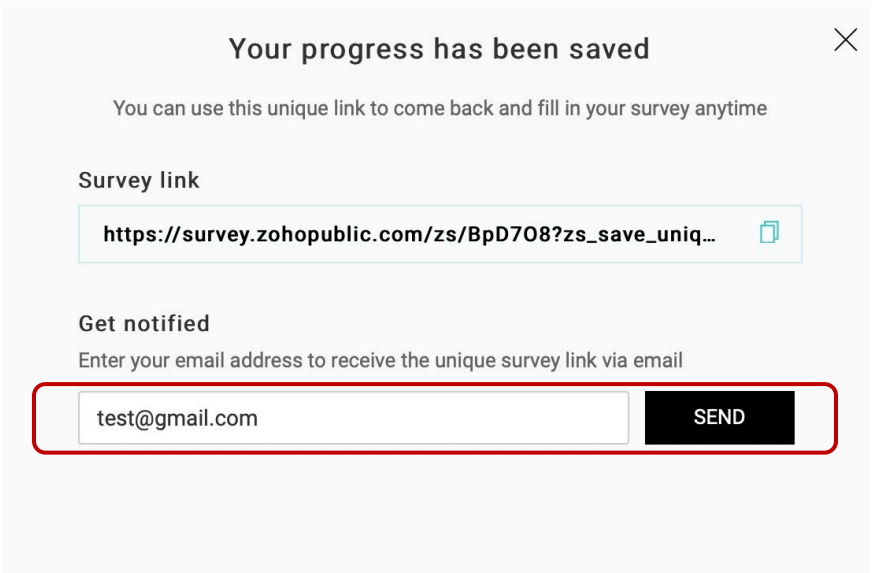
Save & Continue Later

When you reach page 2 of the survey, we'd like to draw your attention to a highly useful feature: the "**Save & Continue Later**" function. It is located at the top lefthand corner of your screen (pictured below) and will be available on every page after page 1.



If you cannot finish the survey in one attempt or need to step away for a moment, click on **Save & Continue Later** to save the information you have entered.

Subsequently, you will see this message: "**Your progress has been saved** – you can use this unique link to come back and fill in your survey anytime."



You can either **copy the unique link or have it sent to your email**. In order to receive the unique survey link via email, please enter your email address and click **Send**.

> **Note:** If you do not see the email in your inbox, **please check your junk/spam mail.**

Page 2: PY2022 Funds Received

Section 1 – Federal Funds

This section is where you provide the amount(s) of federal funds you received in PY2022. There are 9 questions in Section 1 (question 5 – 13). **Questions marked with (*) are mandatory.**

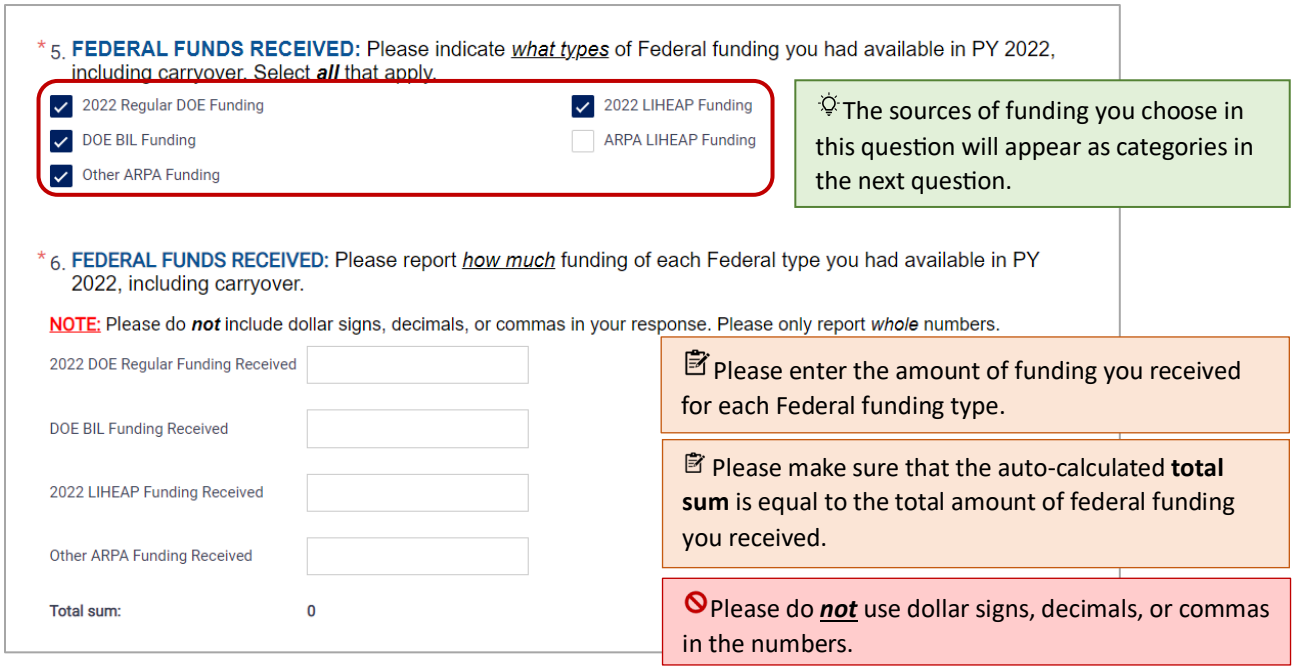
> **Note:** The survey is designed with display conditions. Depending on your answers, some questions may be automatically hidden or altered. Therefore, as you fill out the survey, question numbers may change. **As you read this guide, please pay attention to *what each question is asking*, not necessarily to what number the question is.**

Question 5: Please indicate what types of Federal funding you had available in PY 2022, including carryout.

Question 6: Please report how much funding of each Federal type you had available in PY 2022, including carryover.

For Question 5, please check ***all*** the types of federal funding that you received in 2022. Also, this is one of the **higher-importance** questions – **your answers will affect what questions are displayed subsequently**.

- The example below shows that the respondent had selected 2022 Regular DOE Funding, DOE BIL Funding, 2022 LIHEAP Funding, and Other (non-LIHEAP) Funding.



- Notice how Question 6 now has textboxes for 2022 DOE Regular, DOE BIL, 2022 LIHEAP, and Other ARPA funding but *not* APRA LIHEAP funding. This is due to the choices checked in Question 5.

Question 7: Please confirm the total federal funds for PY 2022: $[Total sum].

- Yes, that is correct.
- No, that is not correct.

Question 7 is mandatory.

For example, in PY 2022, you received a total of $11,210 in federal funds (shown below). You input all your numbers into Question 6 as follows:

2022 DOE Regular Funding Received	100
DOE BIL Funding Received	1000
2022 LIHEAP Funding Received	10000
ARPA LIHEAP Funding Received	110
Total sum:	11210

Make sure you did *not* use decimals, commas, or dollar signs while filling out your funding amounts. Since *it might be easy to miss a digit in a long number*, please double check to make sure each number is correct.

Question 7 will automatically ask you whether your total federal funds for PY2022 was $11,210.

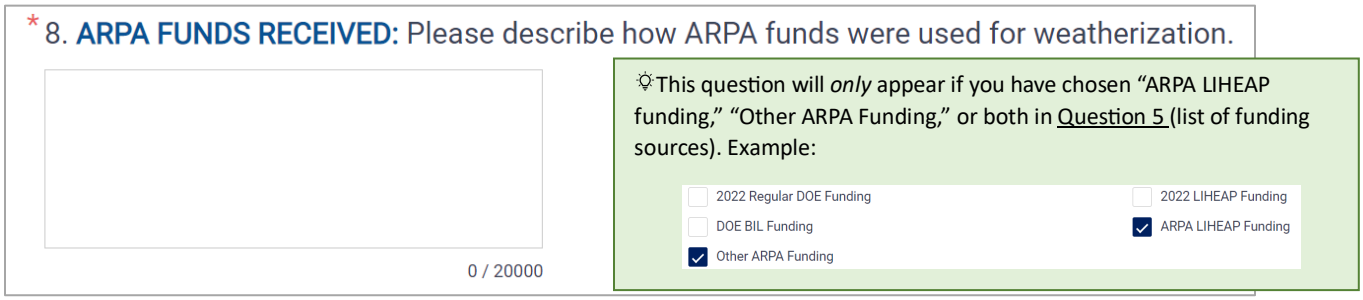
*7. **FEDERAL FUNDS RECEIVED:** Please confirm the total federal funds for PY 2022: **$11210**

NOTE: If the amount shown above is incorrect, please return to the previous question and revise until you can select 'Yes' on this question. Please check to make sure you did ***not*** use dollar signs, decimals, or commas.

- Yes, that is correct.
- No, that is not correct.

If you notice that the Total Sum here is incorrect, please return to Question 6 and re-enter your numbers until you are able to say 'Yes.'

Question 8: Please describe how ARPA funds were used for weatherization.



Section 2 – Other (Non-Federal) Funds

Other Funds are those received from non-federal sources that were incorporated into the weatherization program.

Table 1: Definitions of Other Funds Categories

Type of Funding	Definition	Example
Utility	Any funds that utilities contribute to your WAP *and* come through your state agency.	Utility company providing the funds (e.g. ComEd, National Grid, utility public benefit fund, etc.)
State	Funds that come from state-collected revenues such as fees or tax revenues. Any funding from state general revenues or appropriated to WAP by the state legislature are included here as well.	State budget, Regional Greenhouse Gas Initiative, etc.
Miscellaneous	Any funds that do not fit in the "Utility" or "State" categories *and* come through the state agency.	Donation from a foundation, Funding from a health insurance company, etc.

Question 9: Please indicate the amount of Utility, State, and Miscellaneous funding you received in PY2022.

To answer Question 9, please enter the ***total*** amount(s) of each type of Non-Federal Other funding.

- For example, a Grantee received Utility funding from 3 sources: Utility Source 1, Utility Source 2, and Utility Source 3. The total amount of Utility funding from all three sources amounted to 500000.

Grantee	Utility Source	Amount
[Grantee Name]	Utility Source 1	$100,000
[Grantee Name]	Utility Source 2	$100,000
[Grantee Name]	Utility Source 3	$300,000
Total UTILITY Funding		**$500,000**

➔ The number that the Grantee should enter for "Total UTILITY Funds" would be 500000.

- The same Grantee received State funding from 2 sources: State Source 1 and State Source 2. The total amount of State Funding from both sources amounted to $200,000.

Grantee	State Source	Amount
[Grantee Name]	State Source 1	$100,000
[Grantee Name]	State Source 2	$100,000
Total STATE Funding		**$200,000**

➔ The number that the Grantee should enter for "Total STATE Funds" would be 200000.

- Finally, the Grantee received Miscellaneous Funding from 4 sources: Misc. Source 1, Misc. Source 2, Misc. Source 3, and Misc. Source 4. The total amount of Miscellaneous Funding from all the sources amounted to $410,000.

Grantee	Miscellaneou	Amount
[Grantee Name]	Misc. Source 1	$100,000
[Grantee Name]	Misc. Source 2	$100,000
[Grantee Name]	Misc. Source 3	$200,000
[Grantee Name]	Misc. Source 4	$10,000
Total STATE Funding		**$410,000**

➔ The number that the Grantee should enter for "Total MISCELLANEOUS Funds" would be 410000.

Thus, the Grantee's answer to Question 9 would be as follows:

Total UTILITY Funds	500000
Total STATE Funds	200000
Total MISCELLANEOUS Funds	410000
Total sum:	**1110000**

Please enter the total amount of funding you received for each non-Federal funding type.

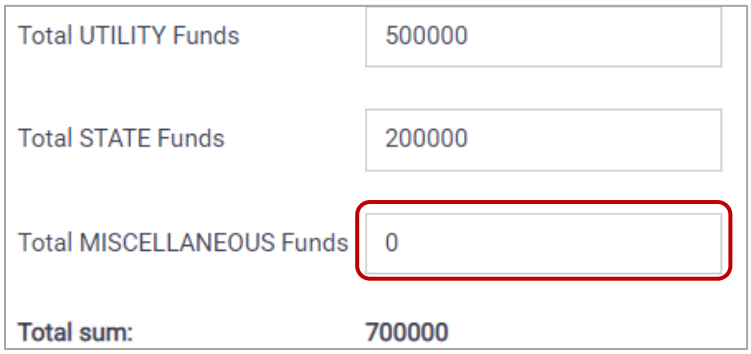
Please make sure that the auto-calculated **total sum** is equal to the total amount of non-federal funding you received.

Please do ***not*** use dollar signs, decimals, or commas in the numbers.

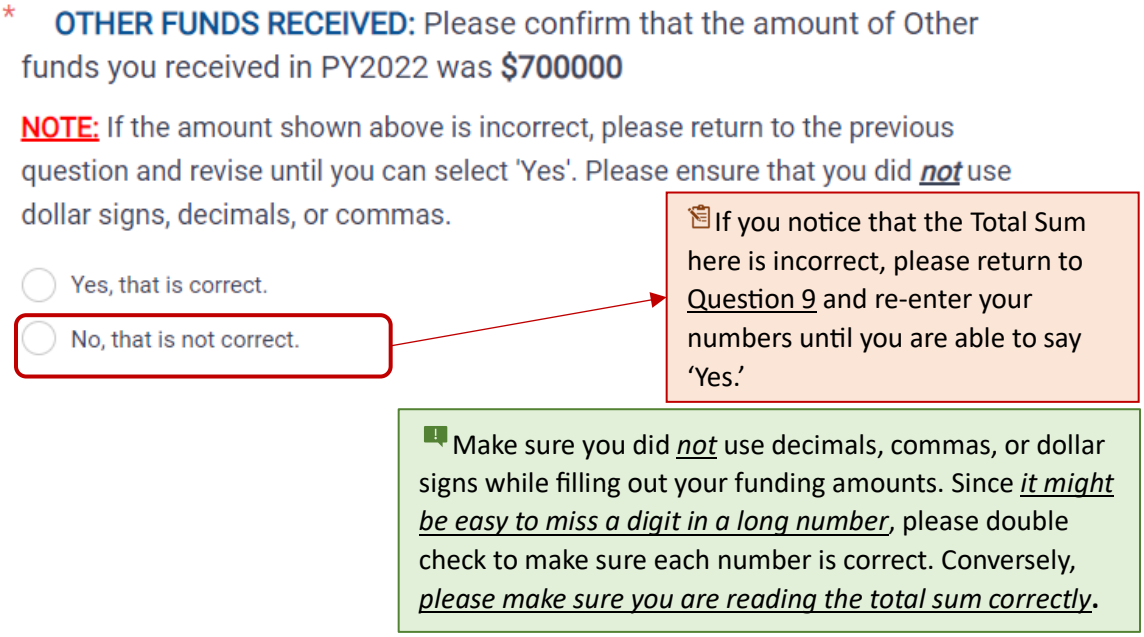
Note:

- If you did ***not*** receive a certain type of Other funding in PY2022, please **enter 0** into the textboxes.

  For instance, if you did not receive any Miscellaneous funds, your answer should look like this:



Question 10: Please confirm that the amount of Other funds you received in PY2022 was $[Total sum].



Question 11: Please list all UTILITY funding sources for WAP that came through your state agency. Add comments, if necessary.

Question 12: Please list the names of all STATE funding sources that came through your state agency. Add comments, if necessary.

Question 13: Please list the names of all MISCELLANEOUS funding sources that came through your state agency. Add comments, if necessary.

Although questions 11-13 are optional, they are meant to capture the names of Other (Non-Federal) funding sources, especially those you'd like to highlight.

If you entered 0 in any of the 3 categories (UTILITY, STATE, and MISCELLANEOUS), the corresponding question about the sources' names will be hidden to relieve your reporting burden.

If you do wish to report names of funding sources, please only list the names of funding sources that **came through your state agency** (i.e., sources that were reported to or monitored by your state agency).

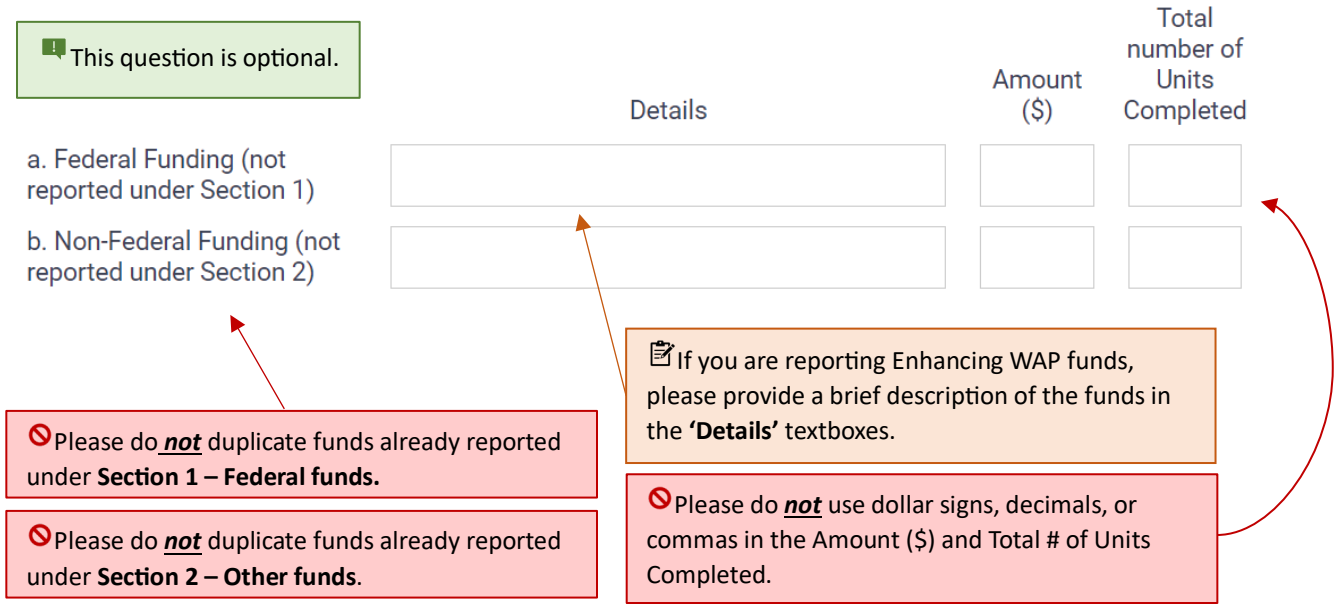
Section 3 – Enhancing WAP Funds

Enhancing WAP Funds are those resources received during PY 2022 to address deferrals, health & safety issues, or other WAP enhancements. Additional information is provided below about what should be reported under a. and b.

Table 2: Enhancing WAP Funding Sources

Source of Funding	Definition/Examples
a. **Federal Funding**	This may include HUD CDBG/HOME/other repair programs, Lead Hazard Reduction, LIHEAP funds *not* reported in Section 1 such as deferral programs or emergency HVAC programs, etc.
b. **Other Non-Federal Funding**	This may include foundation funds, bank loans or grants, etc.

Question 14: Please enter Enhancing WAP Funds received from both federal and non-federal sources.



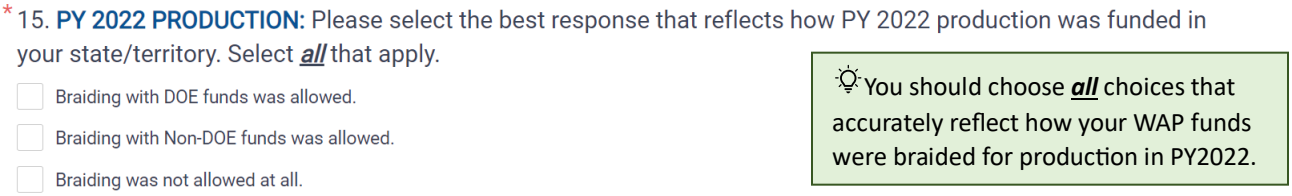
When you are ready to move on to the next page of the survey, click **Next**.

Page 3 – PY2022 Production & Referrals

Section 5- Production

This page is dedicated to reporting PY2022 WAP Production. We recognize Grantees have varying data reporting capabilities, so please report your production as accurately and specifically as possible. We are looking for an ***unduplicated*** count for PY 2022. For April 1 states, please report your production through March 30, 2023.

Question 15: Please select the best response that reflects how PY 2022 production was funded in your state/territory. Select all that apply.



- For instance, a Grantee may have units/homes completed in PY2022 using (1) DOE funds braided with LIHEAP funds ***and*** (2) LIHEAP funds braided with Other Funds. Therefore, that grantee should indicate in Question 15 that:

  ☑ Braiding with DOE funds was allowed.
  ☑ Braiding with Non-DOE funds was allowed.

* 15. **PY 2022 PRODUCTION:** Please select the best response that reflects how PY 2022 production was funded in your state/territory. Select ***all*** that apply.

- [ ] Braiding with DOE funds was allowed.
- [ ] Braiding with Non-DOE funds was allowed.
- [ ] Braiding was not allowed at all.

Question 16: Section 4 – Single Source Production. Please report the number of homes that have only one type of funding.

* **SECTION 4 - SINGLE SOURCE PRODUCTION:** The completions reported in 4a-4d are homes that have only one type of funding in each home. Please make sure this is an ***unduplicated*** count, each unit should only be counted ***once***.

NOTE: If there were no units completed with a certain type of single-source funding, please enter 0 in the textbox.

a. Only DOE funds	
b. Only DOE BIL funds	
c. Only LIHEAP funds	
d. Only OTHER funds	
Total sum:	0

Please report the number of homes that have **only DOE** funding.

Please report the number of homes that have **only DOE BIL** funding.

Please report the number of homes that have **only LIHEAP** funding.

Please report the number of homes that have **only Other** funding.

If there were **no units** completed with a certain type of single-source funding (i.e., no homes completed with only LIHEAP funding), **please enter 0**.

Please do ***not*** use dollar signs, decimals, or commas in the numbers.

Please make sure that this is an **unduplicated** count.

Question 17: Section 5 – Braided Production. The completions reported in 5a-5g have multiple funding sources in each home.

a. Regular DOE funds braided with LIHEAP funds	
b. Regular DOE funds braided with Other funds	
c. Regular DOE funds braided with LIHEAP & Other funds	
d. DOE BIL funds braided with LIHEAP funds	
e. DOE BIL funds braided with Other funds	
f. DOE BIL braided with LIHEAP & Other funds	
g. LIHEAP funds braided with Other funds (No DOE funds)	
Total sum:	0

Please enter **the number of units/homes** in each braided funding category.

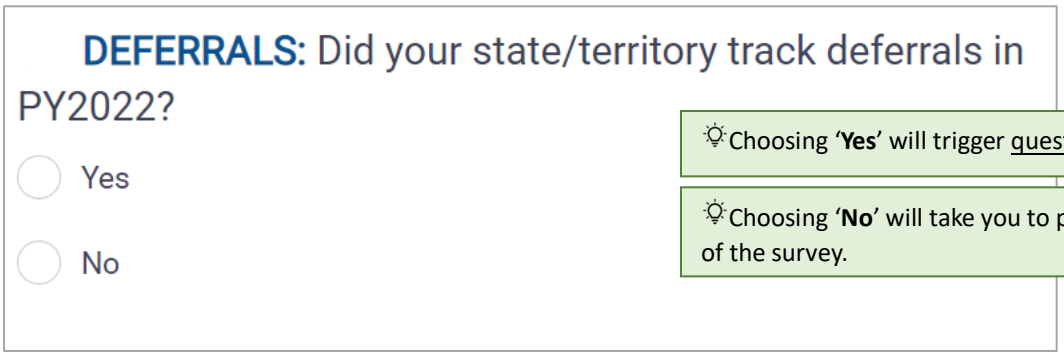
If there were **no units** completed with a certain type of braided funding, **please enter 0**.

Please do ***not*** use dollar signs, decimals, or commas in the numbers.

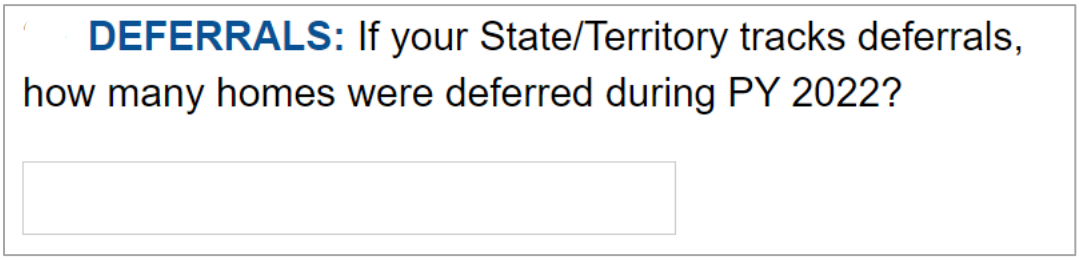
Please make sure that this is an **unduplicated** count and **does not include the homes reported in Single-source production.**

Section 6 – Deferrals

Question 18: Did your state/territory track deferrals in PY2022?



Question 19: If your state/territory tracks deferrals, how many homes were deferred during PY 2022?

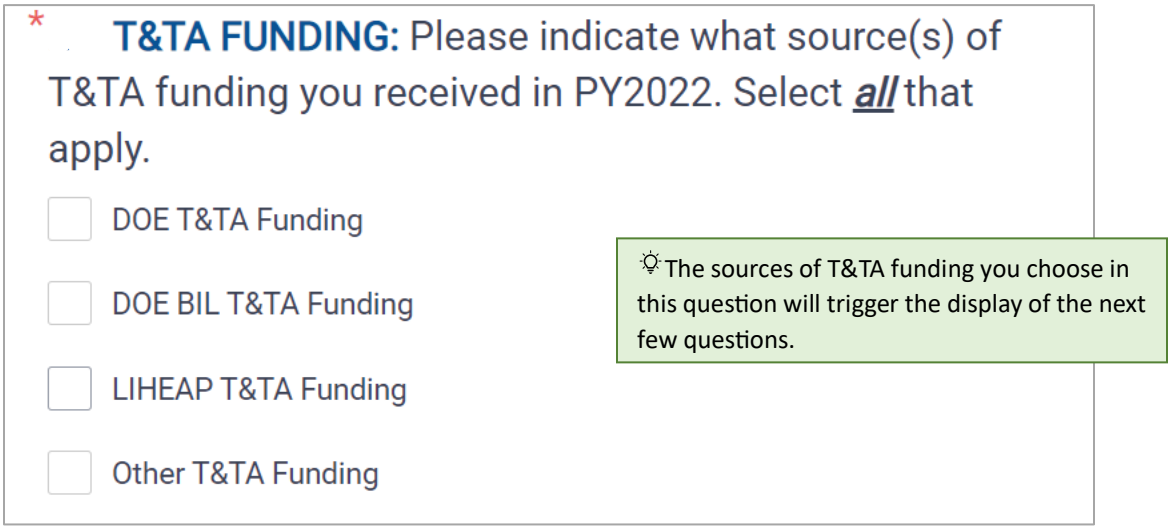


When you are ready to move onto the next page, click **Next**.

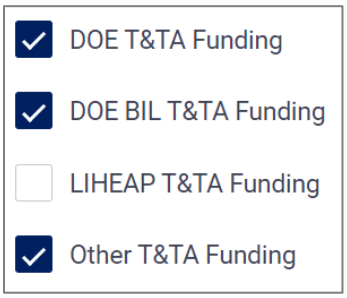
Page 4: Training and Technical Assistance

Section 7 – Training & Technical Assistance (T&TA) funding

Question 20: Please indicate what source(s) of T&TA funding you received in PY2022. Select all that apply.

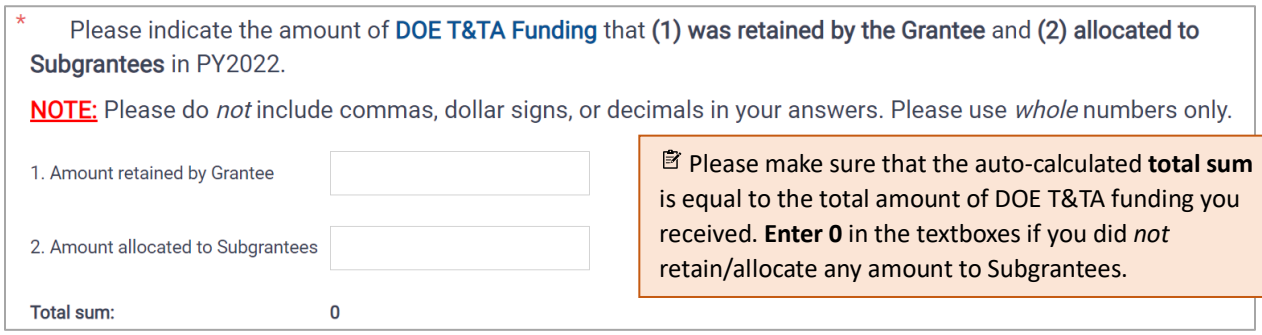


- For instance, you may have received DOE T&TA funding, DOE BIL T&TA funding, **and** Other T&TA funding. In that case, your answer should be:



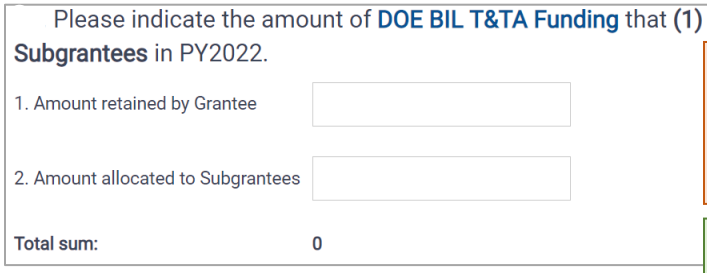
➔ Your **next 3 questions** will ask you specifically about **the amount of T&TA funding** you received for each of **the 3 sources** you listed above.

Question 21: Please indicate the amount of DOE T&TA Funding that (1) was retained by the Grantee and (2) allocated to Subgrantees in PY2022.



Please make sure that the auto-calculated **total sum** is equal to the total amount of DOE T&TA funding you received. **Enter 0** in the textboxes if you did *not* retain/allocate any amount to Subgrantees.

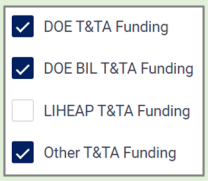
Question 22: Please indicate the amount of DOE BIL T&TA Funding that (1) was retained by the Grantee and (2) allocated to Subgrantees in PY2022.



Please make sure that the auto-calculated **total sum** is equal to the total amount of DOE BIL T&TA funding you received. **Enter 0** in the textboxes if you did *not* retain/allocate any amount to Subgrantees.

Please do ***not*** use dollar signs, decimals, or commas in the numbers.

This question would appear if you reported having received DOE BIL T&TA funding in question 20. Example:



Question 23: Please indicate the amount of LIHEAP T&TA funding that (1) was retained by the Grantee and (2) allocated to Subgrantees in PY2022.

Please indicate the amount of **LIHEAP T&TA Funding** that **(1) was retained by the Grantee** and **(2) allocated to Subgrantees** in PY2022.

1. Amount retained by Grantee
2. Amount allocated to Subgrantees

Total sum: 0

Please make sure that the auto-calculated **total sum** is equal to the total amount of LIHEAP T&TA funding you received. **Enter 0** in the textboxes if you did *not* retain/allocate any amount to Subgrantees.

Please do ***not*** use dollar signs, decimals, or commas in the numbers.

This question would appear if you reported having received LIHEAP T&TA funding in question 20. Example:

- [x] DOE T&TA Funding
- [x] DOE BIL T&TA Funding
- [x] LIHEAP T&TA Funding
- [ ] Other T&TA Funding

Question 24: Please indicate the amount of Other T&TA funding that (1) was retained by the Grantee and (2) allocated to subgrantees in PY2022.

Please indicate the amount of **OTHER T&TA Funding** that **(1) was retained by the Grantee** and **(2) allocated to Subgrantees** in PY2022.

1. Amount retained by Grantee
2. Amount allocated to Subgrantees

Total sum: 0

Please make sure that the auto-calculated **total sum** is equal to the total amount of Other T&TA funding you received. **Enter 0** in the textboxes if you did *not* retain/allocate any amount to Subgrantees.

Please do ***not*** use dollar signs, decimals, or commas in the numbers.

This question would appear if you reported having received Other T&TA funding in question 20. Example:

- [x] DOE T&TA Funding
- [x] DOE BIL T&TA Funding
- [ ] LIHEAP T&TA Funding
- [x] Other T&TA Funding

Question 25: Comments – Please include any relevant comments on recent changes to allocations, how the subgrantee allocation amount is determined, etc.

Comments - Please include any relevant comments on recent changes to allocations, how the subgrantee allocation amount is determined, etc.

0 / 20000

This question is optional.

When you are done reporting all of your information on T&TA funding, click **Next** to move on to the next page of the survey.

Page 5: WAP Workforce

Section 8 – Grantee Staffing

Question 26: Please report the number of full-time equivalent staff in each job category.

Program Manager/Director	
Policy Analyst/Project Coordinator	
QA Monitor - Technical	
QA Monitor - Fiscal	
Other WAP Staff	
Total sum:	0

The calculation of a full-time equivalent staff is employee's scheduled hours divided by the employer's hours for a full-time workweek.

Please report Grantee Staffing levels as if your WAP office is fully staffed in a typical program year. Include all staff compensated with all WAP funding types (DOE, DOE BIL, LIHEAP, Other funding).

Question 27: Does your state/territory hire contractors/consultants for any of the above job categories?

- ◯ Yes
- ◯ No

Answering '**Yes**' to this question will trigger Question 28 to appear.

Question 28: To the best of your ability, please report the number of contractors/consultants in each job category.

Program Manager/Director	
Policy Analyst/Project Coordinator	
QA Monitor - Technical	
QA Monitor - Fiscal	
Other WAP Staff	
Total sum:	0

We understand that it might be difficult to keep track of how many contractors or consultants your state/territory hires. **Your best estimates will be sufficient.**

Question 29: To the best of your ability, please provide estimates of the annual average salary for each job category.

Program Manager/Director

Average Salary ($)

Policy Analyst/Project Coordinator

Average Salary ($)

QA Monitor - Technical

Average Salary ($)

QA Monitor - Fiscal

Average Salary ($)

☺ We understand that it might be difficult to be exact with salary figures. We are also aware that your state/territory's living wage plays a significant role in determining salary ranges. **Your best estimates will be sufficient.**

🚫 Please do ***not*** use dollar signs, decimals, or commas in the Amount ($).

Any additional comments?

0 / 5000

💡 Please use this space to help us better understand your answers.

Section 9 – Subgrantee Staffing

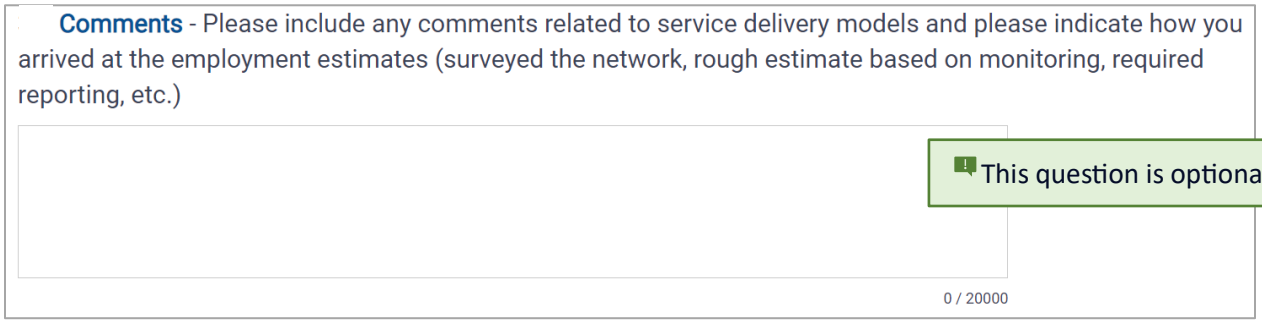
Question 30: Please report your best estimate of how many staff members are employed in each job category in your subgrantee network.

Retrofit Installers and Crew Leads:	
Energy Auditors and QCIs:	
WAP Managers and Directors:	
WAP Support and Admin:	
Total sum:	**0**

☺ We understand that you might not wish to survey your network. **Your best estimates based on the information you already have will be sufficient.**

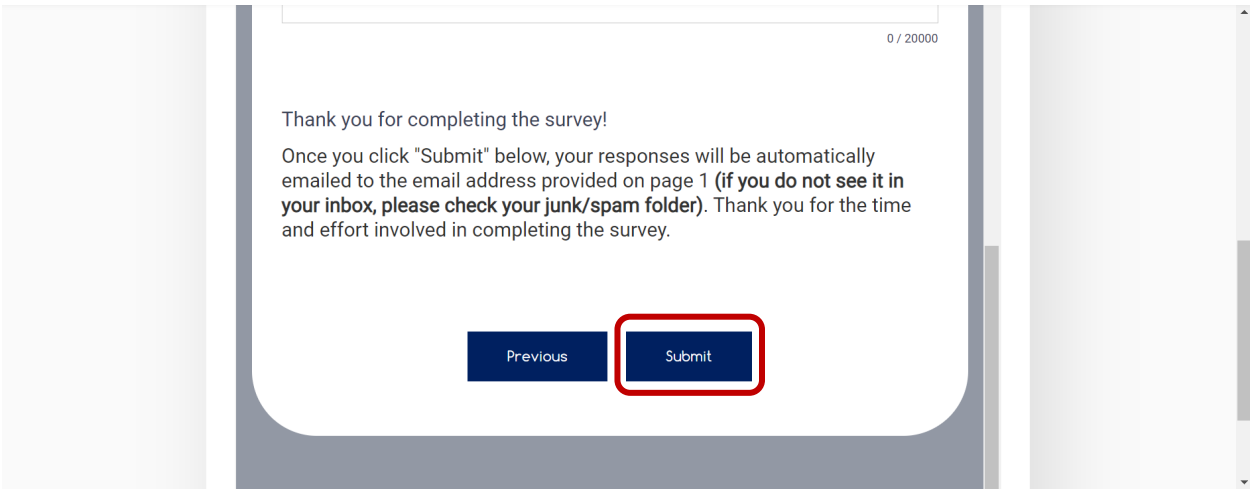
🚫 Please do ***not*** use decimals or commas in the numbers.

Question 31: Please include any comments related to service delivery models and please indicate how you arrived at the employment estimates.

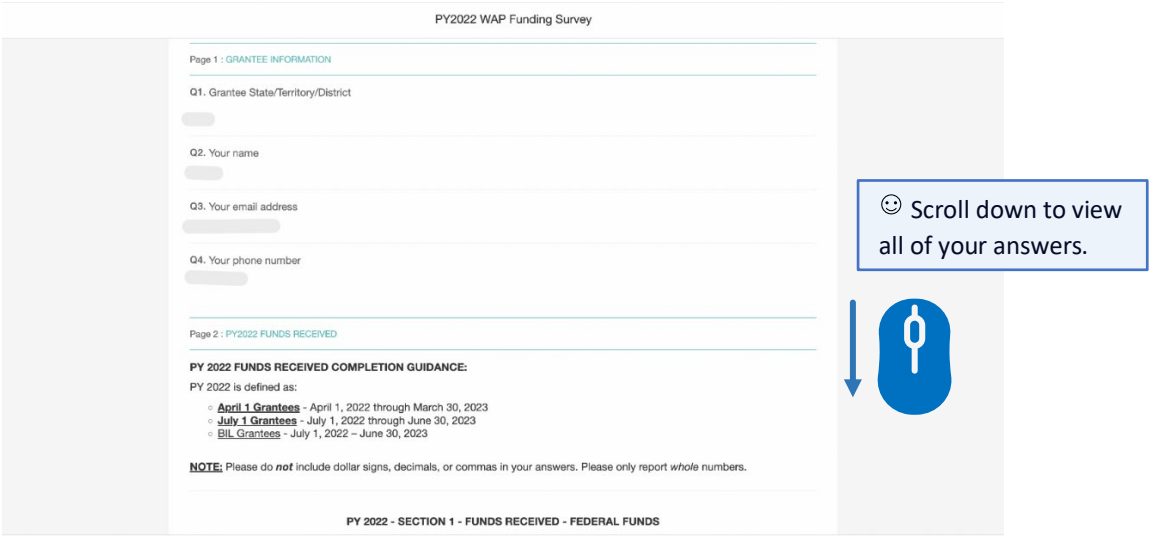


Survey Submission

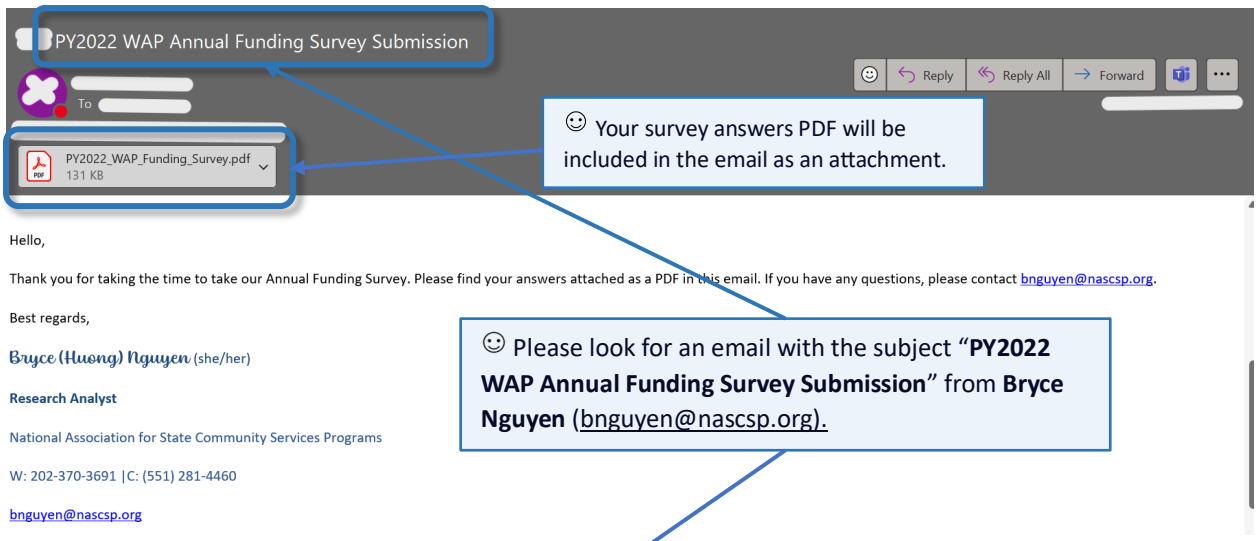
Once you are satisfied with your answers, please go ahead and click **Submit** at the bottom of the page.



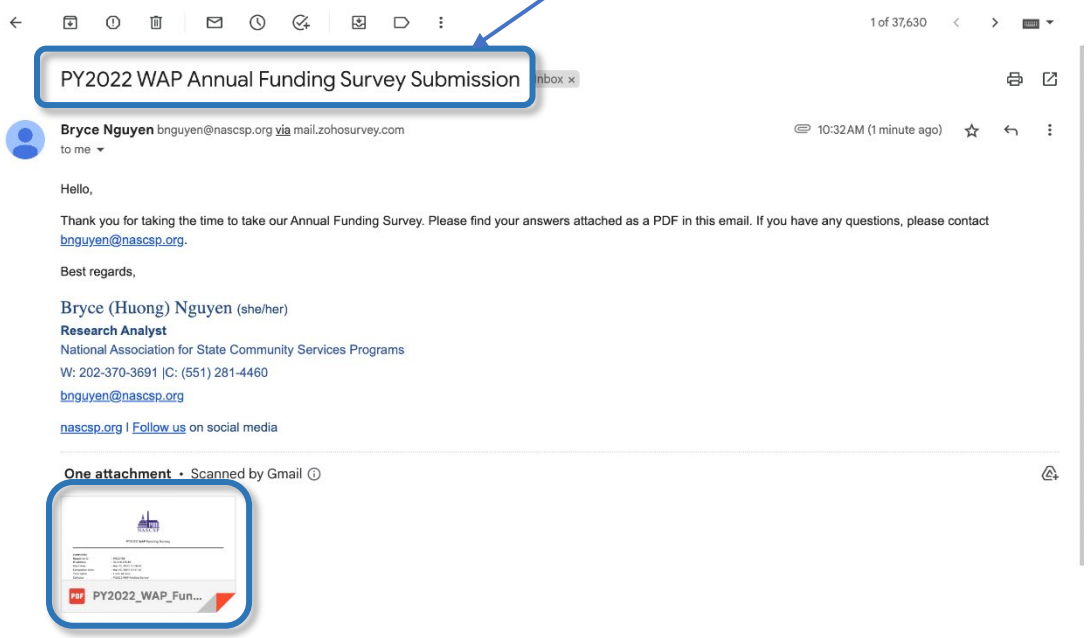
After you click **Submit**, the website will refresh to show you a summary of your answers.



You will also receive a **PDF copy** of your survey answers via the email address you gave us.



☺ Please look for an email with the subject "**PY2022 WAP Annual Funding Survey Submission**" from **Bryce Nguyen** (bnguyen@nascsp.org).



☺ If you do not see the email in your main inbox, do not worry! **It might be in your spam or junk mail.** Please check all of your mail folders. Also, please do not hesitate to contact us at bnguyen@nascsp.org if you have questions.