

**U.S. DEPARTMENT OF ENERGY
Weatherization Assistance Program (WAP) Bipartisan Infrastructure Law (BIL) GRANT**

50% Budget Modification Program Assessment

Note: Questions 3, 4A, and 5 do not apply to Direct Service Grantees.

Yellow cells should be filled in unless N/A.

Grey cells auto populate and should not be filled.

Empty white and light grey cells are optional.

1					
30% of all BIL units are weatherized based on the Grantee's approved BIL Plan.					
Questions		Answers	Supporting Analysis		Comments
1A	Per the Grantee's approved <i>Quarterly Performance Report (QPR)</i> , are at least 30% of all units estimated for production in the BIL Grantee Plan complete with BIL funds?	Select	Estimated BIL Units	(Enter Total BIL Unit Target)	
			30% Threshold	#VALUE!	
			QPR BIL Units Completed	(Enter Total Units Completed)	
			% of estimated BIL units are complete	#VALUE!	
			Date Verified	(Insert Date)	
2 + 3					
Grantee is able to demonstrate that it has fulfilled monitoring and inspection protocol as part of the approved BIL Grantee Plan. Grantee monitors each local agency at least once each year to determine compliance with administrative, fiscal, and Grantee field policies and guidelines.					
Questions		Answers	Supporting Analysis		Comments
2A	Have all Subgrantees been monitored for BIL (annual for programmatic/fiscal and at least annually for technical) according to the BIL T&TA, Monitoring and Leveraging Report? Compare list of Subgrantees monitored to list of Subgrantees in Annual File. <i>Please note-PY22 and PY23 can be combined.</i>	Select			
3A	If no, Have all Subgrantees been monitored based on a monitoring schedule and monitoring results document provided by the Grantee in the current Program Year?	Select			
3B	Did the Grantee demonstrate they are fulfilling their monitoring and inspection protocol, and each Subgrantee is monitored annually according to WPN 24-4?	Select	If no, what does the Grantee need to do in order to meet this milestone?	(Enter text)	
4					
Local quality control efforts are in place.					
Questions		Answers	Supporting Analysis		Comments
4A	If the Grantee has been monitored by DOE, did the Grantee demonstrate DOE units are monitored by a Grantee (or contractor) QCI with an active certification?	Select			
	If the Grantee has not been monitored, through the review of 10% of the Subgrantee monitoring reports, do active certifications exist for the Grantee (or contractor) QCI based on who conducted the technical monitoring visit?	Select			
4B	If the Grantee has been monitored by DOE, did the Grantee demonstrate appropriate call-back procedures were used when work quality was deficient (Field Work Q11)?	Select			
	If the Grantee has not been monitored, through the review of 10% of the Subgrantee monitoring reports, is the Grantee demonstrating appropriate call-back procedures were used when work quality was deficient?	Select			

4C	Does the Grantee demonstrate local quality control efforts are in place?	Select	If no, what does the Grantee need to do in order to meet this milestone?	(Enter text)
5	At least 5% of the completed BIL units are inspected by the Grantee's certified Quality Control Inspector (QCI) staff during the course of the year.			
	Questions	Answer	Supporting Analysis	Comments
5A	Has the Grantee conducted technical monitoring of between 5-10% of BIL production based on the number of units reported by each Subgrantee and by whether the Auditor/Inspector duties are separated according to the BIL T&TA, Monitoring and Leveraging Report?	Select		
	If DOE cannot determine based on the most recent BIL T&TA, Monitoring and Leveraging Report, can this be verified through the current program year's BIL monitoring tracking and monitoring results provided by Grantee?	Select		
5B	Has the Grantee demonstrated that between 5-10% of BIL production have been inspected by a QCI as required in WPN 24-4?	Select	If no, what does the Grantee need to do in order to meet this milestone?	(Enter text)
6	Grantee's quarterly progress and annual reports are current, accurate and approved by Project Officer in accordance with grant requirements.			
	Questions	Answers	Supporting Analysis	Comments
6A	Is the Grantee current with the Grantee's BIL Quarterly Performance Reports (QPR)?	Select		
6B	Is the Grantee current with the BIL Federal Financial Report (FFR; SF-425)?	Select		
6C	Is the Grantee current with the BIL Annual T&TA, Monitoring and Leveraging Report?	Select		
6D	Is the Grantee current with the BIL Annual Historic Preservation Report?	Select		
6E	Is the Grantee current with the Semi-Annual Davis Bacon Report?	Select		
6F	Are any reports currently in an incomplete or "reject" status? Must be resolved prior to releasing funds.	Select		
6G	Are all Grantee reports current and accurate?	Select	If no, what does the Grantee need to do in order to meet this milestone?	(Enter text)
7	Monitoring reviews by DOE confirm acceptable performance.			
	Questions	Answers	Supporting Analysis	Comments
7A	Has the Grantee received a programmatic monitoring by DOE of the BIL award?	Select		
	List dates of all BIL monitoring visits (on-site and virtual).	(Insert Dates)		
7B	Has the Grantee received a technical monitoring by DOE of the BIL award?	Select		
	List dates of all BIL technical monitoring visits (on-site and virtual).	(Insert Dates)		
7C	Is the Grantee on ASAP approval?	Select		
7D	If yes, does the PPO believe the budget modification should proceed?	Select		
7E	Is the Grantee on schedule to complete all Corrective Action Plan items on time?	Select		
7F	If the Grantee is a direct service provider (no Subgrantees), do they comply with the guidance outlined in WPN 24-4 titled "Direct Service Grantee"?	Select		

7G	Are there any current DOE OIG investigations?	Select	If yes, should DOE postpone releasing remaining BIL funds?	Select
7H	If Grantee has not been monitored by DOE, does DOE believe that enough progress has been made to allow for funds to be released?	Select		
7I	Does DOE confirm acceptable performance for this Grantee under the BIL award?	Select	If no, what does the Grantee need to do in order to meet this milestone?	(Enter text)

IF NO BUDGET OR PRODUCTION MODIFICATION REQUESTED, STOP HERE.

II. Application for Federal Assistance: Standard Form 424

II. Standard Form 424 A: Budget		10 CFR 440.18	
Questions		Answers	Comments
1	Budgeted Grantee Administration amount (from the Allowable Grantee Administration tab) <i>NOTE: amount will pre-populate when figure is added into the Allowable Grantee Admin worksheet</i>	(Enter \$ amount)	
1a	Is the total budget for Grantee Administration in Section B less than or equal to 7.5% of the <u>total BIL</u> award funds? Refer to the Allowable Grantee Admin Tab	Select	
2	Are the total reported Grantee administration fund expenditures for all years of the grant period prior to this less than or equal to 7.5% of the total grant funds awarded?	Select	
3	Subgrantee Administration budget amount (from the Allowable Subgrantee Admin tab). <i>NOTE: amount will pre-populate when figure is added into the Allowable Subgrantee Admin tab</i>	(Enter \$ amount)	
3a	Is the total budget for Subgrantee Administration in Section B at least 7.5% of the total BIL award funds, and no more than the total calculated maximum allowable Subgrantee Administration funds in Cell E14 of the Allowable Subgrantee Admin tab?	Select	
4	Is the sum of the amounts budgeted for Grantee T&TA and Subgrantee T&TA less than or equal to the maximum T&TA amount authorized in the annual award allocation? Refer to the T&TA Tab	Select	
5	Is the identified T&TA budget reasonable based on their submitted 5-year T&TA plan?	Select	
III. Budget Detail and Justification		BIL Program Guidance and PY Program Allocations	
Questions		Answers	Comments
Fringe Benefits			
1	Has the fringe benefits rate already been approved by a federal agency (including approval to treat as direct costs) or has the Grantee included an explanation in the Budget Justification (in Box b)?	Select	
2	Did the Grantee provide a list of all Fringe Benefits and the percentage for each?	Select	
3	If applicable, does the sum of the percentages for each fringe category equal the total fringe rate percentage used in the Budget Justification? If not, is there an explanation in the Budget Justification?	Select	

Indirect Costs		
1	Is the Grantee charging Indirect Costs to the grant?	Select
2	If applicable, did the Grantee provide a current Indirect Rate Agreement?	Select
3	If applicable, did the Grantee provide a current Cost Allocation Plan?	Select
Other		
1	Based on your evaluation, are the proposed costs reasonable?	Select
2	Did the Grantee include costs that would normally be considered indirect (e.g. Rent, phone, postage)?	Select
<p><i>If the Other Costs category includes rent, phone, postage, etc., the Grantee must provide the following assurances:</i></p> <p><i>i. All costs included in Other Costs are properly segregated from Indirect costs, i.e. no double-dipping.</i></p> <p><i>ii. All costs proposed in Other Costs are only used in support of the WAP program.</i></p> <p><i>Remember - Reasonable relates "cost"; Allocable means "necessary"; Allowable: means Necessary & Reasonable</i></p>		
Personnel		
1	Does the proposed mix of skills and experience support the Grantee's weatherization program? Does it support BIL Implementation?	Select
2	Based on your evaluation, are the proposed direct costs reasonable? (i.e. Does the list of BIL staff positions plus the Wx staff positions exceed 100%? Is the Grantee charging more than 100% of individual staff positions to multiple grants?)	Select
3	Did Grantee indicate direct costs (including personnel) will be paid for by non-DOE funds in the Budget Detail or in Section B of the SF-424A Budget? If not, ask for clarification. (Grantee should show how staff's time is billed)	Select
Travel		
1	Does the travel identified in the plan support the Weatherization Assistance Program? Is travel identified for the full BIL performance period?	Select
2	Does the identified travel provide detail on what type of trip it is? For example, in-state meetings, administrative, financial and technical monitoring of Subgrantees?	Select
3	Based on your review of budgeted travel expenses, are the proposed travel costs reasonable or supported by documentation such as travel charge amounts regulated by established State travel policy?	Select
4	Based on your review of budgeted travel expenses, did Grantee clarify how BIL travel costs differ from Formula grant travel costs already identified in their current approved plan?	Select
Equipment		
1	Does the Grantee's proposed equipment purchase list support the Weatherization Assistance Program for the full BIL Performance period?	Select
2	Based on your review and evaluation of budgeted equipment expense, are the proposed equipment costs reasonable?	Select
3	Are items identified in the "Equipment" Object Class category estimated to cost \$5,000 or more per item (not aggregated)? <i>Any items estimated to cost less than \$5,000 per item should be identified in "Supplies" category . (10 CFR 440.18(d)(6), 2 CFR 200.1)</i>	Select
Materials and Supplies		
1	Does the Grantee's proposed materials and supplies purchase list support the Weatherization Assistance Program for the full BIL performance period?	Select
2	Based on your evaluation of budgeted supply expenses, are the proposed supply costs reasonable?	Select

Contractual		
1	Do the budgeted expenses and stated purpose for each contract appear reasonable? (<i>Grantees need to be more descriptive in the stated purpose of the contracts</i>)	Select
2	Do the proposed expenses listed in the contract detail support the Weatherization Assistance Program?	Select
3	Does the contractual amount indicated for distribution to Subgrantees in the budget justification match the Subgrantee allocation total (section IV.1) of the Annual file? (<i>Complete Subgrantee Allocation Reconciliation Worksheet Below</i>)	Select
IV. Subgrantee Allocation Reconciliation Worksheet (Required)		
	Subgrantee Administration	(Enter \$ amount)
	Subgrantee Training & Technical Assistance (T&TA)	(Enter \$ amount)
	Program Operations (Materials/Labor/Support Costs)	(Enter \$ amount)
	Health & Safety	(Enter \$ amount)
	Liability Insurance (when paid by Subgrantees, not Grantee)	(Enter \$ amount)
	Financial Audit(s) (when paid by Subgrantees, not Grantee)	(Enter \$ amount)
	Amortized Vehicles & Equipment (when category used)	(Enter \$ amount)
	Client Intake/Eligibility	(Enter \$ amount)
	Energy Audit	(Enter \$ amount)
	Final Inspection	(Enter \$ amount)
	Other, please specify:	(Enter \$ amount)
	<u>Total by Budget Category (of funds going to Subgrantees)</u>	\$ -
	<u>Total Subgrantee allocation from section IV.1 of annual file</u>	(Enter \$ amount)
	<u>Difference between the two amounts that should be equal, or at least within rounding error of each other.</u>	#VALUE!
	Explain the difference in costs or include comments:	(Enter text)
IV. Annual File (which serves as the Statement of Project Objectives)		BIL Program Guidance and PY Program Allocations
	Questions	Answers Comments
Subgrantees (Section IV.1)		
1	Is the information complete in the Subgrantee detail of the Annual File? (<i>e.g., Agency name, address, type of agency, counties served, sources of labor, Subgrantee allocation, expected production</i>)	Select
2	Does the Annual File identify any new Subgrantees for the BIL?	Select
2a	If the Grantee did identify new Subgrantees, do they meet the requirements of 10 CFR 440.15 and 2 CFR 200.93?	Select
3	Are any Subgrantees participating in only the BIL grant or the formula grant?	Select

4	Does the Grantee have adequate coverage across their entire service territory?	Select	
5	Is there a plan to replace the Subgrantee that was removed?	Select	
WAP Production Schedule (Section IV.2)			
1	Is the proposed average cost per dwelling unit (ACPU) calculated less than the amount authorized in the program guidance for this grant year?	Select	
2	Are there any outliers within the Subgrantee production and funding allocation?	Select	