WAP Funding Survey 2023

Instructions for Respondents

June 7, 2024

Contents

Introduction

Each year, the WAP Grantees report comprehensive funding and production data to NASCSP. This important survey is required to complete the PY 2023 Annual Funding Report that goes to Congress and our Federal Funding partners. The PY 2023 Annual Funding Survey is intended for:

- **April 1 Grantees:** April 1, 2023 – March 30, 2024
- **July 1 Grantees:** July 1, 2023 – June 30, 2024
- **BIL Grantees:** July 1, 2023 – June 30, 2024

We encourage you to use the blank PDF of this survey to prepare your responses before entering information into the actual survey.

To access the online survey, please click on this link: https://survey.zohopublic.com/zs/7JCO8h

Grantee Information

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

GRANTEE INFORMATION

*1. Grantee State/Territory/District

--- Select ---

*2. Your name

*3. Your email address

*4. Your phone number

Next

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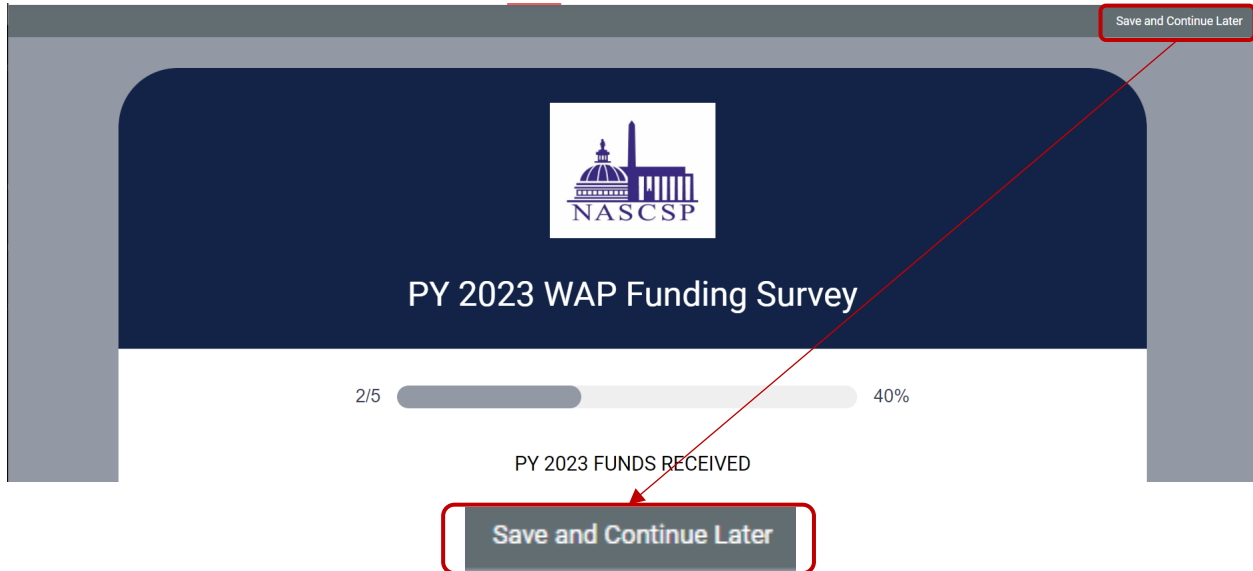
If you cannot finish the survey in one seating or need to step away for a moment, click on **Save & Continue Later** to save the information you have entered.

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: PY 2023 Funds Received

Please be advised that this year, NASCSP has collected information from PY 2023 DOE WAP Formula State Plans to reduce grantees' reporting burden. Therefore, **some questions might look different from previous versions.**

Section 1 – Federal Funds

This section is where you provide the amount(s) of federal funds you received in PY 2023. There are 3 questions in Section 1 (question 5 – 7). **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 2023, including carryout.

> **Note:** DOE Formula funding is not included as an answer choice for this year's survey. NASCSP has gathered information about PY 2023 DOE WAP Formula funding from your State Plans.

Question 6: Please report how much funding of each Federal type you had available in PY 2023, including carryover.

For <u>Question 5</u>, please check **all** the types of federal funding that you received in 2023. 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 DOE BIL Funding, 2023 LIHEAP Funding, Enhancing WAP Funds, and Other ARPA Funding.

PY 2023 - SECTION 1 - FUNDS RECEIVED - FEDERAL FUNDS

* 5. **FEDERAL FUNDS RECEIVED:** Please indicate _what types_ of Federal funding you had available in PY 2023 (besides DOE Formula), including carryover. Select _**all**_ that apply.

- ☑ 2023 LIHEAP Funding
- ☐ ARPA LIHEAP Funding
- ☑ Enhancing WAP Funds (i.e. HUD, USDA, EPA, etc.)
- ☑ DOE BIL Funding
- ☑ Other ARPA Funding

💡 The sources of funding you choose in this question will appear as categories in the next question.

* 6. **FEDERAL FUNDS RECEIVED:** Please report _how much_ funding of each Federal type you had available in PY 2023, including carryover.

NOTE:
- Please do _not_ include dollar signs, decimals, or commas in your response.
- Please only report _whole_ numbers.
- If you did not have funding from any source, please enter 0 in the answer box.

2023 LIHEAP funding [   ]

DOE BIL Funding [   ]

Other ARPA funding [   ]

Enhancing WAP funds [   ]

Total sum: 0

📝 Please enter the amount of funding you received for each Federal funding type.

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

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

- DOE BIL, 2023 LIHEAP, and Enhancing WAP Funds are default categories in Question 6, because all states should have received those funds in PY 2023. Other categories such as ARPA LIHEAP and Other ARPA will only appear in Question 6 if you previously selected them in Question 5.

Question 7: Please describe how ARPA funds were used for weatherization.

* 7. **ARPA FUNDS RECEIVED:** Please describe how ARPA funds were used for weatherization.

[   ]

0 / 20000

💡 This question will _only_ appear if you have chosen "ARPA LIHEAP funding," "Other ARPA Funding," or both in Question 5 (list of funding sources). Example:

- ☐ 2023 LIHEAP Funding
- ☑ ARPA LIHEAP Funding
- ☐ Enhancing WAP Funds (i.e. HUD, USDA, EPA, etc.)
- ☐ DOE BIL Funding
- ☑ Other ARPA Funding

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 8:== Please indicate the amount of Utility, State, and Miscellaneous funding you received in PY 2023.

To answer Question 8, 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 8 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:

o If you did **not** receive a certain type of Other funding in PY 2023, please **enter 0** into the textboxes.

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

Total UTILITY Funds	500000
Total STATE Funds	200000
Total MISCELLANEOUS Funds	0
Total sum:	**700000**

Question 9: Please list all UTILITY funding sources for WAP that came through your state agency. Add comments, if necessary.

Question 10: Please list the names of all STATE funding sources that came through your state agency. Add comments, if necessary.

Question 11: Please list the names of all MISCELLANEOUS funding sources that came through your state agency. Add comments, if necessary.

Although questions 9-11 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

Per WPN 22-9, leveraged funds are defined as "federal and/or non-federal sources of funds secured with the intent of supplementing DOE WAP, where the funding source aims to achieve a certain objective and allows the receiving (WAP) local provider to determine the individual recipient(s) of the measure(s)."

Enhancing WAP Funds are those non-DOE resources received during PY 2023 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, EPA, USDA, LIHEAP funds *not* reported in Section 1 such as deferral programs or emergency HVAC programs, etc. This does *not* include DOE Weatherization Readiness Funds.
b. **Other Non-Federal Funding**	This may include foundation funds, bank loans or grants, etc.

Question 12:   Please enter Enhancing WAP Funds received from both federal and non-federal sources.

This question is optional.

	Details	Amount ($)	Total number of Units Completed
a. Federal Funding (not reported under Section 1)			
b. Non-Federal Funding (not reported under Section 2)			

If you are reporting Enhancing WAP funds, please provide a brief description of the funds in the **'Details'** textboxes.

Please do **_not_** duplicate funds already reported under **Section 1 – Federal funds.**

Please do **_not_** duplicate funds already reported under **Section 2 – Other funds**.

🚫Please do **_not_** use dollar signs, decimals, or commas in the Amount ($) and Total # of Units Completed.

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

Page 3: PY 2023 Production & Referrals

Section 5- Production

This page is dedicated to reporting PY 2023 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 2023.

As per WPN 22-9, braiding is defined as "multiple separate funding sources are used, including DOE WAP funds, on one weatherization project to address the different needs within the home, while ensuring each funding source is isolated and tracked independently."

Question 13: Please select the best response that reflects how PY 2023 production was funded in your state/territory. Select <u>all</u> that apply.

PY 2023 PRODUCTION: Please select the best response that reflects how PY 2023 production was funded in your state/territory. Select *all* that apply.

○ Braiding was allowed.

○ Braiding was not allowed.

Question 14: Section 4 – Single Source Production. Please report the number of homes that <u>have only one type of funding</u>.

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

b. Only DOE BIL funds [   ]   📝 Please report the number of homes that have **only DOE BIL** funding.

c. Only LIHEAP funds [   ]   📝 Please report the number of homes that have **only LIHEAP** funding.

d. Only OTHER funds [   ]   📝 Please report the number of homes that have **only Other** funding.

Total sum: 0

📝 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 15: Section 5 – Braided Production. The completions reported in 5a-5g have <u>multiple funding sources</u> in each home.

Please indicate the number of homes completed <u>per braided funding</u> category. Please make sure this is an *unduplicated* count, *none of the units included in the previous section should be included here*.

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 16: Did your state/territory track deferrals in PY 2023?

16. **DEFERRALS:** Did your state/territory track deferrals in PY 2023?

○ Yes
○ No

Question 17: If your State/Territory tracks deferrals, how many homes were deferred during PY 2023?

Question 18: Number of units made weatherization-ready through the use of DOE Weatherization Readiness Funds

*18. **WEATHERIZATION READINESS:** Number of units made weatherization-ready in PY 2023 through the use of DOE Weatherization Readiness Funds?

DOE Weatherization Readiness Funds

Non-DOE Weatherization Readiness Funds

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 19: Please indicate what source(s) of T&TA funding you received in PY 2023. Select <u>all</u> that apply.

T&TA FUNDING: Please indicate what source(s) of T&TA funding (NASCSP already has DOE Formula T&TA information), that you received in PY 2023. Select *all* that apply.

☐ DOE BIL T&TA Funding
☐ LIHEAP T&TA Funding
☐ Other T&TA Funding

> 💡 The sources of T&TA funding you choose in this question will trigger the display of the next few questions.

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

☑ DOE BIL T&TA Funding
☑ LIHEAP T&TA Funding
☐ Other T&TA Funding

➔ Your **next 2 questions** will ask you specifically about **the amount of T&TA funding** you received for each of **the 2 sources** you listed above.

Question 20: Please indicate the amount of <u>DOE BIL T&TA</u> Funding that (1) was retained by the Grantee and (2) allocated to Subgrantees in PY 2023.

Please indicate the amount of **DOE BIL T&TA Funding** that **(1) was retained by the Grantee** and **(2) allocated to Subgrantees** in PY 2023.

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 DOE BIL T&TA funding you received. **Enter 0** in the textboxes if you did *not* retain/allocate any amount to Subgrantees.

> 💡 This question would appear if you reported having received DOE BIL T&TA funding in <u>question 18</u>. Example:
>
> ☑ DOE BIL T&TA Funding
> ☑ LIHEAP T&TA Funding
> ☐ Other T&TA Funding

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

Question 21: Please indicate the amount of LIHEAP T&TA funding that (1) was retained by the Grantee and (2) allocated to Subgrantees in PY 2023.

Please indicate the amount of **LIHEAP T&TA Funding** that **(1) was retained by the Grantee** and **(2) allocated to Subgrantees** in PY 2023.

1. Amount retained by Grantee

2. Amount allocated to Subgrantees

Total sum: 0

🚫 Please do **_not_** use dollar signs, decimals, or commas in the numbers.

📝 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.

💡 This question would appear if you reported having received LIHEAP T&TA funding in question 18. Example:

☑ DOE BIL T&TA Funding
☑ LIHEAP T&TA Funding
☐ Other T&TA Funding

Question 22: Please indicate the amount of Other T&TA funding that (1) was retained by the Grantee and (2) allocated to subgrantees in PY 2023.

Please indicate the amount of **OTHER T&TA Funding** that **(1) was retained by the Grantee** and **(2) allocated to Subgrantees** in PY 2023.

1. Amount retained by Grantee

2. Amount allocated to Subgrantees

Total sum: 0

🚫 Please do **_not_** use dollar signs, decimals, or commas in the numbers.

📝 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.

💡 This question would appear if you reported having received Other T&TA funding in question 18. Example:

☑ DOE BIL T&TA Funding
☐ LIHEAP T&TA Funding
☑ Other T&TA Funding

Question 23: 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

<mark>Question 24:</mark> 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).

<mark>Question 25</mark>: Does your state/territory hire contractors/consultants for any of the above job categories?

◯ Yes

◯ No

🚫 Answering '**Yes**' to this question will trigger Question 25 to appear.

<mark>Question 26:</mark> 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 27: To the best of your ability, please provide estimates of the annual average salary for each job category.

Program Manager/Director

Average Salary ($)

QA Monitor - Technical

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.**

Policy Analyst/Project Coordinator

Average Salary ($)

QA Monitor - Fiscal

Average Salary ($)

🚫 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 28: How many subgrantees did you have in PY 2023?

Question 29: 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 30: Please include any comments related to service delivery models and please indicate how you arrived at the employment estimates.

Comments - Please include any comments related to service delivery models and please indicate how you arrived at the employment estimates (surveyed the network, rough estimate based on monitoring, required reporting, etc.)

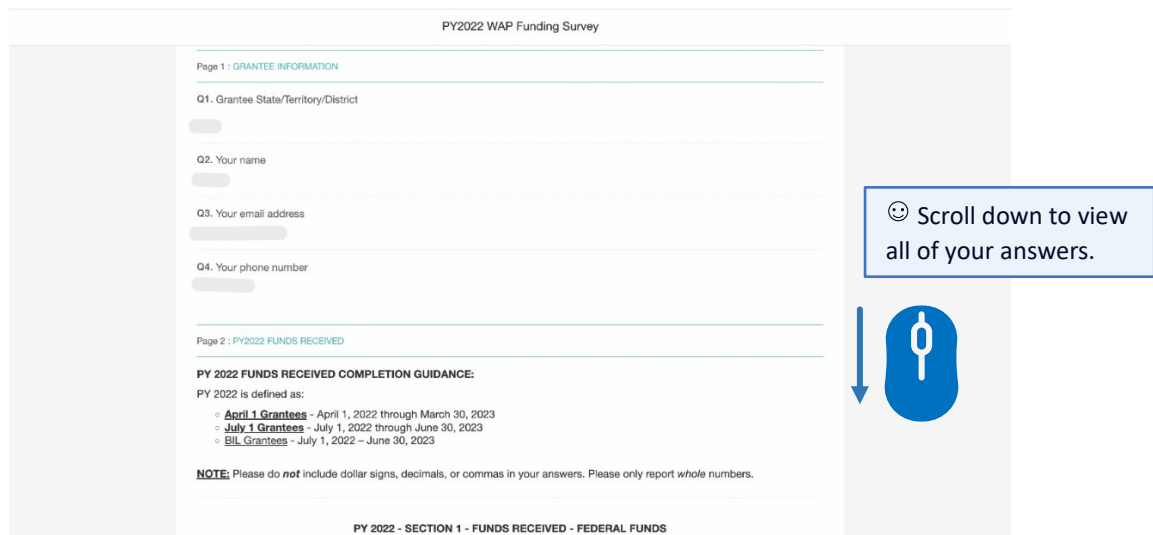⚠ This question is optional.

0 / 20000

Survey Submission

Once you are satisfied with your answers, please go ahead and click **Submit** at the bottom of the page.
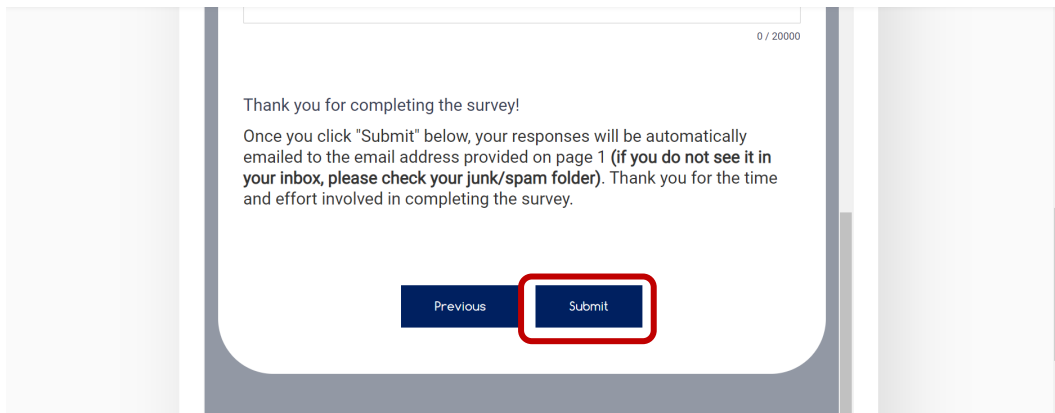
After you click **Submit**, the website will refresh to show you a summary of your answers.

☺ Scroll down to view all of your answers.

You will also receive a **PDF copy** of your survey answers via the email address you gave us. Your survey answers will be included in the email as a PDF attachment. Please look for an email with the subject "PY 2023 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.