PY 2025 State Plan Development Training

AGENDA

- Overview of State Plan Process
- Review changes to PY '25 Annual Grant Guidance
  - [WAP Memo 138](#)
  - [Administrative and Legal Requirements Document (ALRD)](#)
  - [Application Instructions](#)
  - [WPN 25-1](#)
- Program Management Strategies & Timely Contract Execution
- LIVE Q&A with DOE

NASCSP Mission:

Increasing capacity in States to achieve economic security and energy efficiency in low-income communities.

Andrea Schroer Weatherization Director

Bryce Nguyen WAP Program Analyst
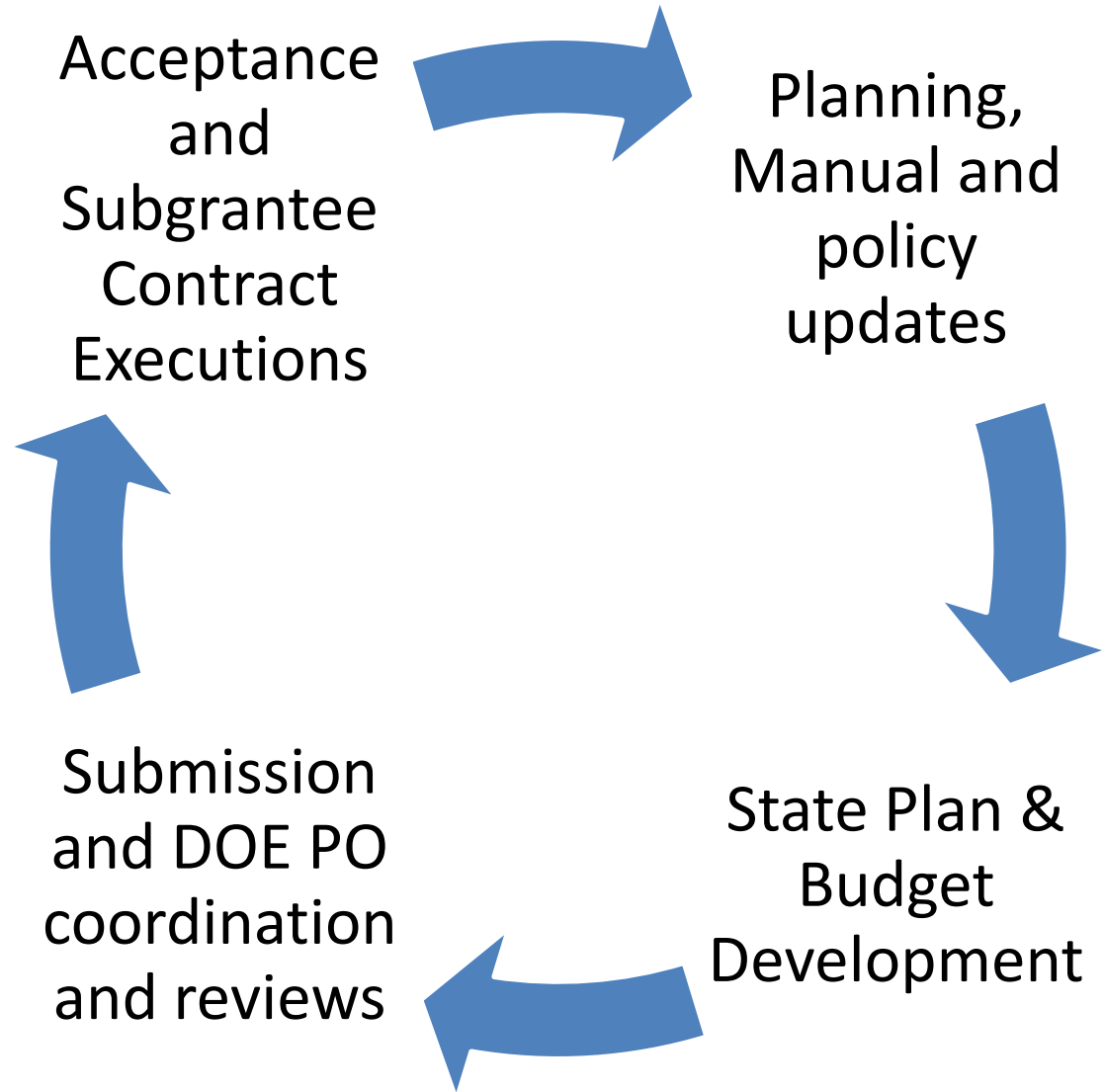
Claudia Torres WAP BIL Senior Program Manager

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Jonathan Ballew WAP Senior Program Manager

NASCSP WAP Staff

Process Overview

Acceptance and Subgrantee Contract Executions

Planning, Manual and policy updates

State Plan & Budget Development

Submission and DOE PO coordination and reviews

Mandatory State Plan Components

1. SF 424, SF 424A
2. Budget Justification
3. Annual File
4. Master File

Table 1: State Plan Application Documentation		
	Format	Recommended File Name
		N/A
Name of Document	PAGE	N/A
Mandatory Sections		
SF-424 Application for Federal Assistance	PAGE	N/A
SF-424A Budget Information for Non-Construction Programs	PAGE	N/A
Budget Justification	PAGE	N/A
Annual File	PAGE	
Master File		

Required Attachments:

New Required Attachments:

- Dispute Resolution Process

- Process for investigating Waste, Fraud, and Abuse

- Reprogramming of T&TA

Required Attachments to the Application Package in PAGE (SF-424)		
Health and Safety Plan (if not already included in the Master File)	Attachment	Health and Safety Plan
Training & Technical Assistance (T&TA) Plan (if not already included in the Master File)	Attachment	T&TA Plan
Quality Control Inspection/ Technical Monitoring Form	Attachment	QCI_TMF
Financial/Programmatic Monitoring Tool	Attachment	Financial Programmatic Monitoring Tool
Quality Control Inspector (QCI) Technical Monitor(s) Certification Form(s) or documentation for how this requirement is met	Attachment	QCI Certifications
Public Hearing Transcript(s)	Attachment	Public Hearing Transcript
Public Hearing Notice(s) Demonstrating Minimum 10 Days' Notice	Attachment	Public Hearing Notice(s)
PAC Activity Documentation	Attachment	PAC Activity Documentation
Dispute Resolution Process	Attachment	Dispute Resolution Process
Indirect Rate Agreement (if applicable)	Attachment	Indirect Rate Agreement
Explanation of Indirect Costs (if applicable)	Attachment	Indirect Cost Explanation
Process for Investigating Waste, Fraud and Abuse	Attachment	Investigating Waste, Fraud and Abuse
Cost Allocation Plan (if applicable)	Attachment	Cost Allocation Plan
2 CFR 200 Subpart F, Single Audit	Attachment (or provide a link in the narrative comment section of the budget)	Single Audit
SF-LLL Disclosure of Lobbying Activities (if applicable)	Attachment	SF-LLL
Other Optional Attachments, as applicable		
WAP Organizational Chart(s)	Attachment	WAP Org Chart
Corrective Action/Removal Procedures	Attachment	Corrective Action Removal Procedures
Approved Sustainable Energy Resources for Consumers (SERC) Plan	Attachment	SERC Plan
Reprogramming of T&TA Funds	Attachment	Reprogramming T&TA Funds

NEW Budget Categories!!

New optional budget categories:

- Energy Audit
- Client Eligibility/Intake
- Final Inspection
- [WPN 24-7](#)

III.2 Budget Categories – Section B

SF-424A - Section B: Budget Categories
The budget columns are organized by mandatory and optional categories.

Mandatory Budget Categories:

- Grantee Administration
- Subgrantee Administration (if applicable)
- Grantee T&TA
- Subgrantee T&TA (if applicable)
- Program Operations
- Weatherization Readiness Funds

Optional Budget Categories:

- Vehicles and Equipment
- Liability Insurance
- Leveraging
- Health & Safety
- Financial Audit
- Energy Crisis
- Energy Audit
- Client Eligibility/Intake
- Final Inspection
- Special Projects I-V

Award Specific Budget Categories:

- SERC Grantee Administration
- SERC Subgrantee Administration
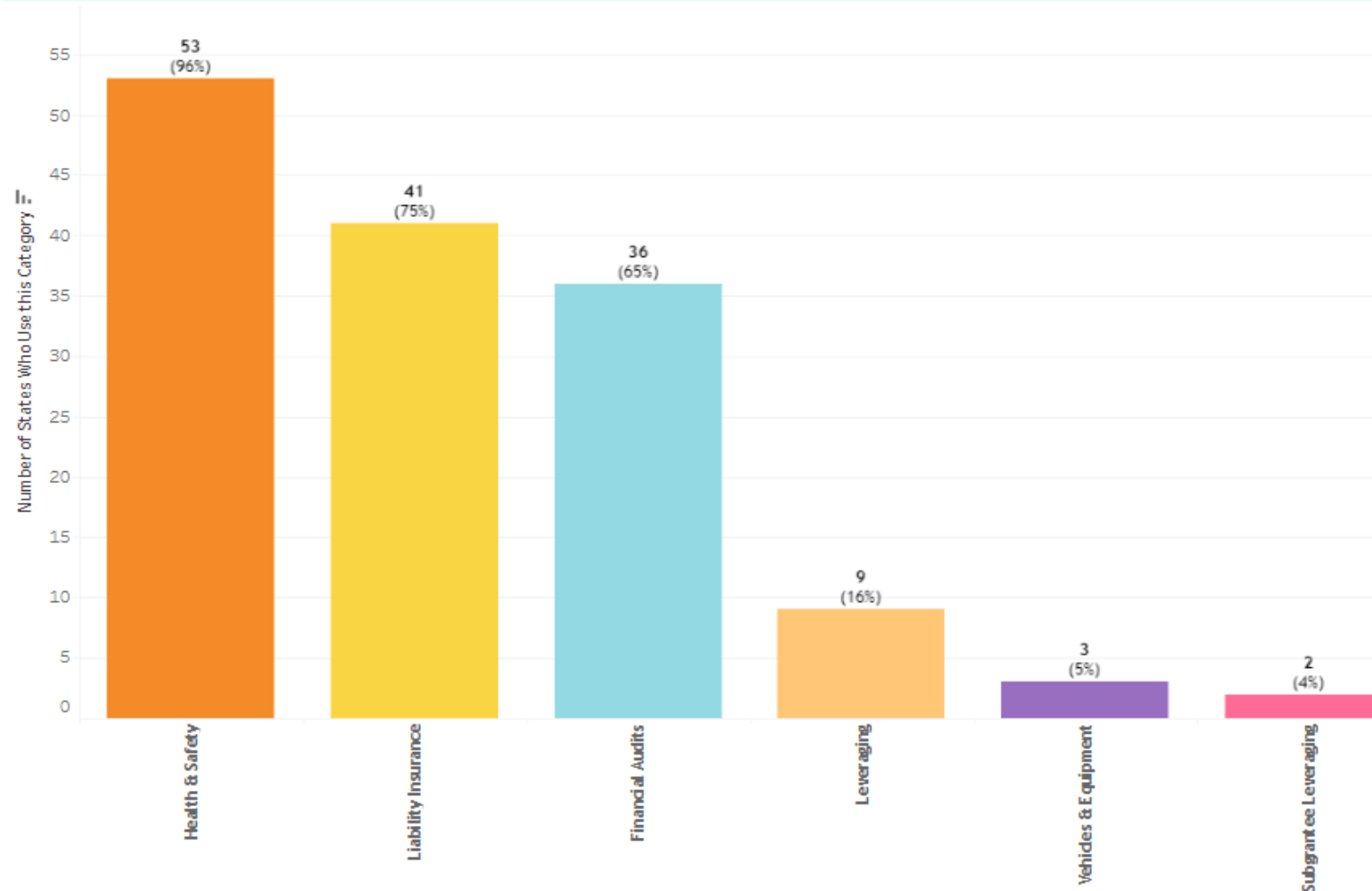- SERC Program Operations
- SERC Health & Safety

Optional Budget Categories

- **Grantees can help manage the Average Cost per Unit (ACPU) by utilizing Optional Budget Categories**

NASCSP PY 2023 Formula DOE WAP State Plans Analysis Summary

| PY 2023 Optional Budget Catergories | PY 2023 Categorical Eligibility Status by State | PY 2023 WRF ACPU/Maximum Expenditure Per Unit | PY 2023 H&S as Compared to Program Ops |

Optional Budget Categories in PY 2023 DOE Formula State Plans

Health & Safety: 53 (96%)
Liability Insurance: 41 (75%)
Financial Audits: 36 (65%)
Leveraging: 9 (16%)
Vehicles & Equipment: 3 (5%)
Subgrantee Leveraging: 2 (4%)

Number of States Who Use this Category

*In addition to the budget categories listed above, two (2) states have CSPP-related budget categories and four (4) states have SERC related budget categories.

WAP Memo 138: The Redline Memo

- WPN 25-1 Redline

- 2025 Administrative and Legal Requirements Document (ALRD) Redline

- 2025 Application Instructions Redline

- DOE training

- These are helpful planning resources, but WPN 25-1 must be adhered to!

2025 State Plan Guidance

All Grantee Plans must adhere to PY 25 Annual Guidance!

- [WPN 25-1](#). Published 11/1/24
- [Administrative and Legal Requirements Document (ALRD)](#)
- [Application Instructions](#)
- Attachments:
  - [NEPA determinations for Grantees WITH Historic Preservation Programmatic Agreements](#)
  - [NEPA determinations for Grantees WITHOUT a Historic Preservation Programmatic Agreement.](#)
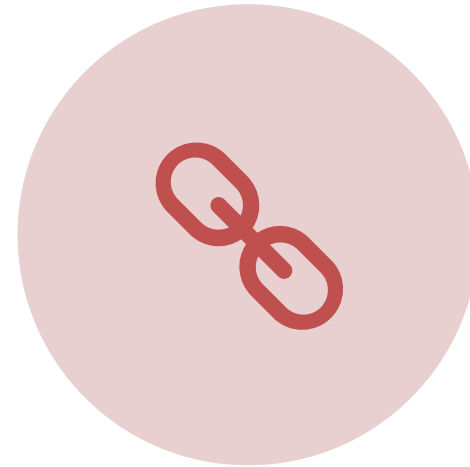
Switching gears

- Redline Memo ✓

- ALRD

- Application Instructions

- WPN 25-1

- Success Strategies

Administrative and Legal Requirements Document (ALRD)

THIS IS YEAR-1 OF AN ANTICIPATED THREE-YEAR GRANT

LINKS ADDED FOR BABA INFORMATION AND MEMO 104

ALRD

Updated Definition for *Construction Materials.*

"DOE strongly recommends that applicants complete their full application with the assumption that BABA requirements will apply to the proposed project in order to consider potential budget or schedule changes as early as possible."

BABA guidance

PY 2025 State Plan Due Dates

April 1 States	July 1 States
Due Date:	Due Date:
February 10, 2025	May 5, 2025

- The complete application package is due by 12:00 noon
- Contact your DOE PO as soon as you submit in PAGE
- When possible, **submit early** to allow time for revisions
- NASCSP recommends in-progress reviews with DOE PO

Switching gears

- Redline Memo ✓

- ALRD ✓

- Application Instructions

- WPN 25-1

- Success Strategies

Application Instructions Update

- New sections:
  - Dispute Resolution Process
  - Investigating Allegations of Fraud, Waste, and Abuse
  - Carryover section removed
- Annual Reporting:
  - Diversity, Equity, Inclusion and Energy Justice
  - Weatherization Readiness

- 2 CFR 200 updates
  - Audit required for $1M in federal funding (prev. 750K)
  - $10,000 Simplified Acquisition Threshold (micro-purchase)
- SF 424 – mark 'new' application
- New Optional Budget Categories

Application Instructions Update

New sections:

- V.10 Dispute Resolution Process
  - New required attachment to SF-424
- V.11 Investigating Allegations of Fraud, Waste, and Abuse
  - New required attachment to SF-424.
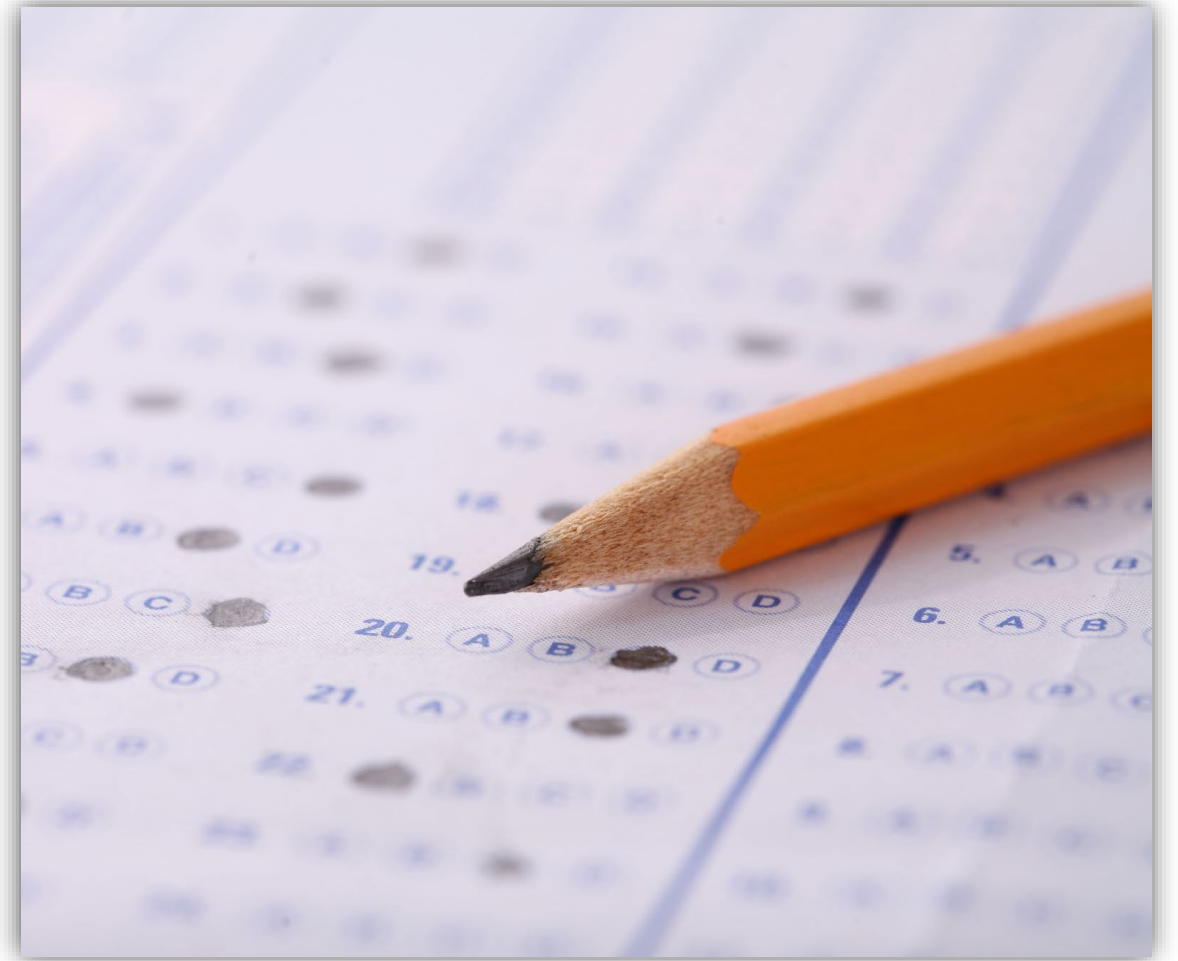
Application Instructions Update: Clarifications

- V.1.1: "Grantees and Subgrantees are reminded that applicants applying for weatherization must have their eligibility documentation recertified with 12 months of service."

- V.1.2: Grantees must monitor WRF as part of the annual monitoring process.

Application Instructions Update
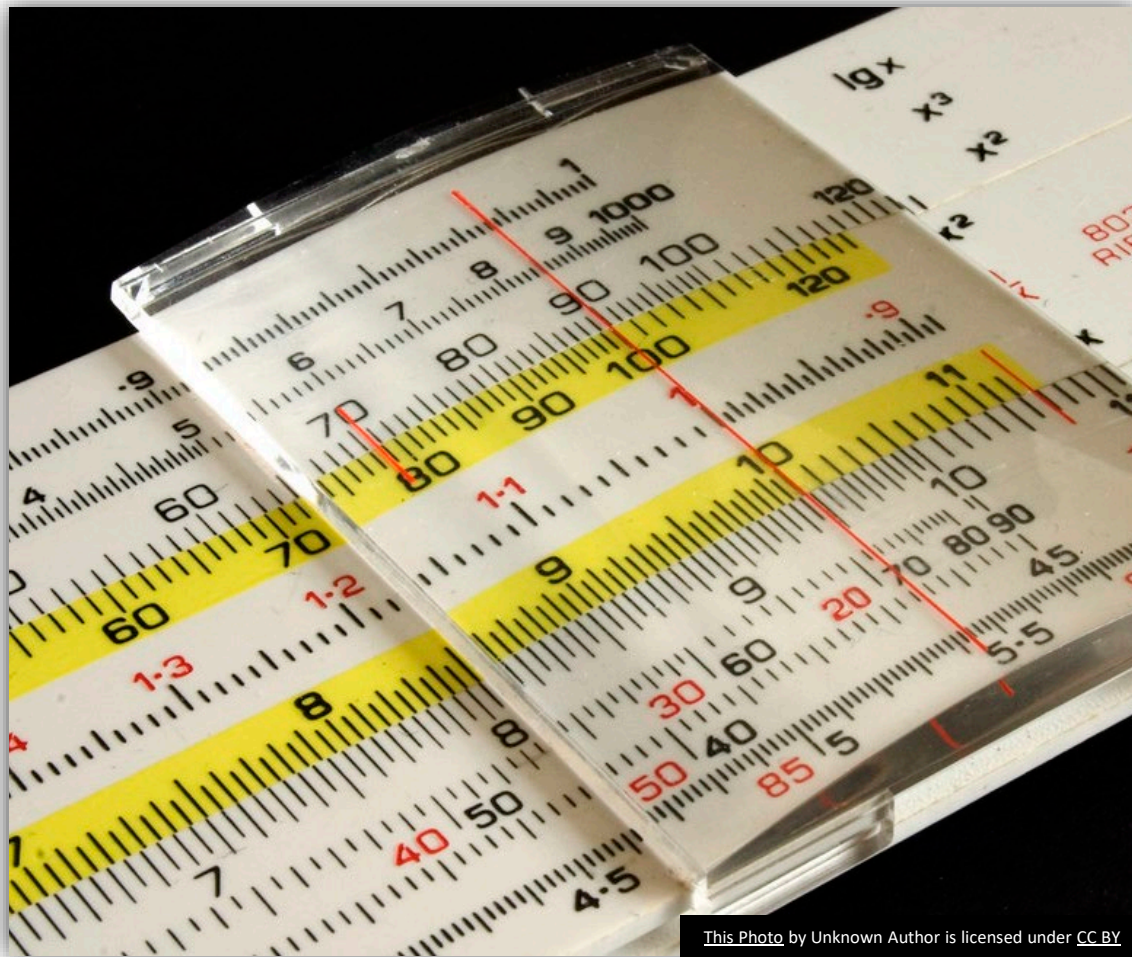

- 2 CFR 200 updates
  - Audit required for $1M in federal funding (prev. 750K)
  - Simplified Acquisition Threshold $10,000
    - Formerly micro-purchase.

Application Instructions Update

SF 424 – mark 'new' application

Carryover section removed.

Application Instructions Update: Calculating Administrative funds

1. **Grantee admin. budget calculation**
   - (PY total allocation + WRF + SERC) * 7.5% (max)
2. **Subgrantee admin. budget calculation**
   - (PY total allocation + WRF + SERC) * 7.5% (minimum)
3. **Additional 5%**
   - subgrantees with an allocation less than $350,000 at the Grantee's discretion.

*Tribes and Territories are eligible for Grantee and Subgrantee portions of admin funds

Switching gears

- Redline Memo ✓

- ALRD ✓

- Application Instructions ✓

- WPN 25-1

- Success Strategies

Weatherization Program Notice 25-1

- Continuous Resolution through 12/20/24.

- PY25 is a new award

- Allocation Data Updates (Memo 139)

- 2 CFR 200 Update

- Equity and Justice section has been shortened

- NEPA and Historic Preservation

- ACPU

- Program Income clarification

WPN 25-1 Updates: Background

- WAP operating on Continuous Resolution through 12/20/24.
  - Until a new budget is passed, use [FY 2025 Planning Estimates](#)
  - Further guidance to be issued with a new CR or budget
- Carryover section removed.
- PY 25 starts a new 3-year award cycle.

WPN 25-1 Updates:
Memo 139

- NEW!! DOE updates data for WAP allocation formula
  - Population Factor
  - Climatic Factor
  - Residential Expenditure Factor
- Review to see if your state went up or down in funding
- FY 2025 Planning Estimates

WPN 25-1 Updates:
1.2 – Legal Authority

- 2 CFR 200 Update
  - Simplified Acquisition Threshold (SAT) raised to $10,000.
    - Disposition of equipment with a value less than the SAT does not require DOE approval.
- NASCSP Webinar: Significant Changes to OMB Guidance
  - [Recording](#)
  - [Slides](#)

WPN 25-1 Updates:
2.3 – Innovation Funding Opportunities
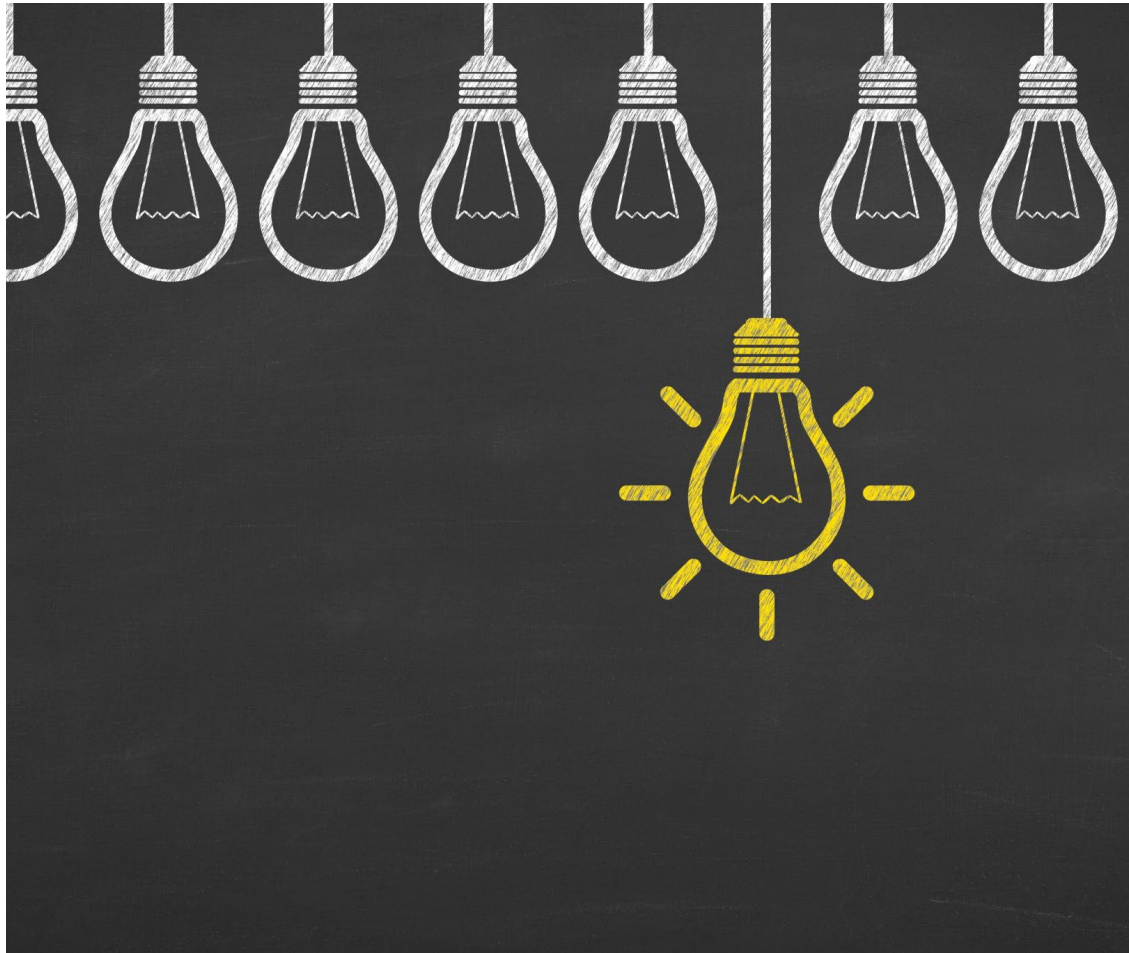
- Memo 134 announced $36 million E&I funds

- Selections anticipated in late February 2025

WPN 25-1 Updates:
2.6 Equity and the Justice40 Initiative

* Equity and justice section has been shortened
  – Removed definitions

WPN 25-1 Updates:
NEPA and Historic Preservation

- Review NEPA determination and historic preservation Programmatic Agreement (PA).

- PAs are not applicable on Tribal land. Approval from DOE NEPA

- [Historic Preservation Programmatic Agreements](#)

WPN 25-1 Updates: Tribal Weatherization

- Programmatic Agreements do not apply to Tribal land

- All work requires DOE NEPA review and approval

- Historic Preservation Worksheet
  - To be completed by Subgrantee/Tribe doing work
  - Submitted by Grantee to DOE P.O.
  - Approval required before work can begin

WPN 25-1 Updates:

New Attachments:

[NEPA Determination (W/ Historic Preservation Programmatic Agreement)](#)

[NEPA Determination (W/out Historic Preservation Programmatic Agreement)](#)

WPN 25-1 Updates:
ACPU

PY 2025 Average Cost Per Unit (ACPU)

 = $8,547

PY 2025 ACPU for Renewable Energy Systems

= $4,302

WPN 25-1 Updates:
3.4 Program Income

- Clarification: program income must be used during period of performance.

WPN 25-1 Updates:
3.5 Budget/Expenditure/Carryover

- PY 2025 starts a new grant cycle

- No carryover

- Grantees to complete the closeout process for PY 2022 – 2024

Once your plan is approved...

- Review terms and conditions
  - Print them, create a plan.
  - Create a timeline for compliance
  - Delegate tasks
  - Postmortem of planning process + process improvement

Switching gears

- Redline Memo ✓

- ALRD ✓

- Application Instructions ✓

- WPN 25-1 ✓

- Success Strategies

Success Strategies for State Plan Development

Success Strategies

#1 -Start early

- Update policy and procedure manuals, health and safety plans, monitoring documents, T&TA plans.

- Review the new WPN and Memo releases since the last plan

- Host in-person meeting with WAP Subgrantees for input into plan the quarter **before** your planning starts

- Set placeholders on your calendar for state planning time

*Do all of these **prior** to the core state plan development.*

*NASCSP Webinar: WAP Operations and Policy Manual Updates: Best Practices and Process for Annual Updates. Recording, Slides.

Success Strategies

#2 Talk to your DOE Project Officer
- When WPNs come out, use your monthly calls to discuss what your project officer expects to see in the state plan
- Talk through any assumptions that could affect your entire plan
- Get things in **WRITING** – best practice
- Ask for early review of parts of the plan
- When in doubt, reach out

Success Strategies

	Task	Owner	Planned Start	Planned Finish	Actual Start	Actual Finish
1			July 1 2025 State Plan Templates			
2	Task	Owner	Planned Start	Planned Finish	Actual Start	Actual Finish
3	WAP State Plan Submission					
4	Pre-Planning Updates		11/01/24	01/31/25		
5	Update Operations and Policy Manuals		11/01/24	11/29/24		
6	Update T&TA Plans		11/29/24	12/20/24		
7	Update Monitoring Plans		12/20/24	01/10/25		
8	Update H&S Plans		01/10/25	01/31/25		
9	Update WRF		11/29/24	12/20/24		
10	Pre-Planning Office Prep					
11	Note any staff changes		11/01/24	11/29/24		
12	Bring new up to date on roles and expectations		11/01/24	12/02/24		
13	Convene all task owners to review timeline		11/01/24	12/02/24		
14	Perform Risk Assessment on Subgrantees		01/31/25	02/10/25		
15	Hold meeting with Subgrantees for input into State Plan		01/31/25	02/17/25		
16	Review Carry-over projections		01/31/25	02/07/25		
17	Pull/Print SAMs and UEI on all Subgrantees		01/31/25	02/10/25		
18	DOE Release of WPN 25-1					
19	Review WPN 25-1 for updates and additions		11/18/24	11/19/24		
20	Copy or Create NEW state plan in PAGE		11/18/24	11/22/24		
21	Begin Edits to State Plan					
22	Mandatory Sections					
23	Complete SF-424 & SF-424A		02/17/25	03/03/25		
24	Budget Justification		02/27/25	03/03/25		
25	Review and Approval of Budget		03/03/25	03/07/25		
26	Provide budget for Subgrantee Contracts		03/10/25	03/10/25		
27	Annual File		02/24/25	02/28/25		
28	Master File		02/28/25	03/07/25		
29	Internal Review and Approval of DRAFT core state plan		03/10/25	03/11/25		
30	Notify DOE PO that state plan is ready for PRE-Review		03/11/25	03/11/25		
31	Required Attachments					
32	Health and Safety Plan		03/17/25	03/31/25		
33	T&TA Plan		03/17/25	03/31/25		
34	QCI Inspection Form / Tech Monitoring Form		03/17/25	03/31/25		

#3 Develop timeline and gain commitment

- Need help developing a state plan submission timeline? Please reach out to Jonathan or Claudia
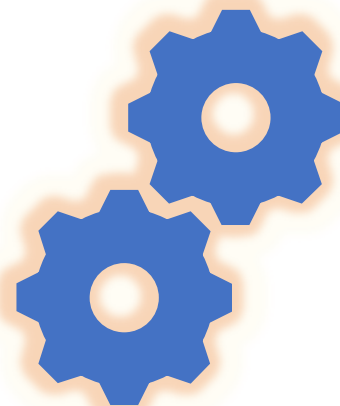
Success Strategies
#4 Communicate Often

Subgrantee Network

Start early in the process

Policy Advisory Council

Review performance goals and policies

Formal Public Hearing

Mandatory 10 days notice & transcript

Success Strategies

#5 Manage it through to approval

- Submitting the state plan in PAGE is **NOT** the last step
- Manage the entire process
- Proactively set up pre-review meetings with CO prior to submission. Make it easy for them to see changes and updates!
- Leave time in your schedule to make changes or edits
- Be persistent about your timeline, your entire network is depending on **YOU!**

Aiming for Excellence!

- Timely Subgrantee Contract Execution is **CRITICAL** in new grant program years

- This is a **PRIMARY** duty of the Grantee

NASCSP Member Resources

- State plans

- Webinars

- State Plan Timeline Templates

- Monitoring tools

- WRF resources

- MF resources

		Task	Owner	Planned Start	Planned Finish	Actual Start	Actual Fini
	1	July 1 2025 State Plan Templates					
	2	**Task**	**Owner**	**Planned Start**	**Planned Finish**	**Actual Start**	**Actual Fini**
	3	WAP State Plan Submission					
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	20	Copy or Create NEW state plan in PAGE		11/18/24	11/22/24		
	21	Begin Edits to State Plan					
	22	Mandatory Sections					

Registration Open!

February 3 – 7, 2025. Arlington, VA

- Register [here](#)

- Preliminary Agendas [here](#)

- NASCSP and DOE will offer New Manager Training Pre-Conference with several sessions focused on state plan development!

Member
Questions
for DOE

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Thank you!