NASCSP
National Association for State Community Services Programs

# Annual WAP State Plan Submission: How to navigate PAGE and Budgets

2025
WINTER
TRAINING
CONFERENCE
"BUILDING TOWARDS TOGETHER"
www.nascsp.org

# State Plan Training Agenda (Part 1 & 2)

- Kahoot! Test your knowledge
- Navigating PAGE for state plan submission and trainings
- SF 424 Application for Federal Assistance
- SF 424A Budget information for Non-Construction Programs
- Budget Justification
  - Grantee Manager shares Budget preparation process
    - Amanda Marcott-Thottunkal (OK), Regional Rep
- Optional Budget Categories & ACPU
  - NASCSP Survey
  - Peer to Peer Exchange and Discussion
- Annual File
- Master File
- Grantee Manager State Plan Strategies for Success
  - Stacey Humbert (WI), Regional Rep
- Questions and Discussion Topics

# Presenters

**Amanda Marcott-Thottunkal**

Deputy Division Director (OK)

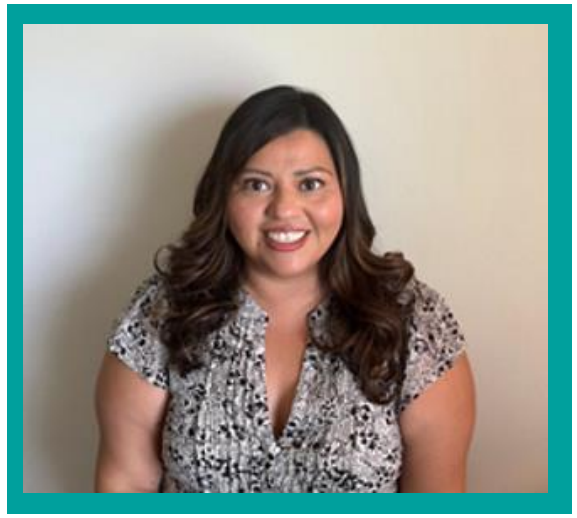
NASCSP Regional Representative

**Suzy Meneguzzo**

Weatherization Assistance Program Director (MN)

**Andrea Schroer**

Weatherization Director (NASCSP)



**Claudia Torres**

WAP BIL Senior Program Manager (NASCSP)

Test your Knowledge with Kahoot! Join at www.Kahoot.it or with the Kahoot! app

The Annual WAP State Plan Application Quiz

**Planning, Manual and policy updates**

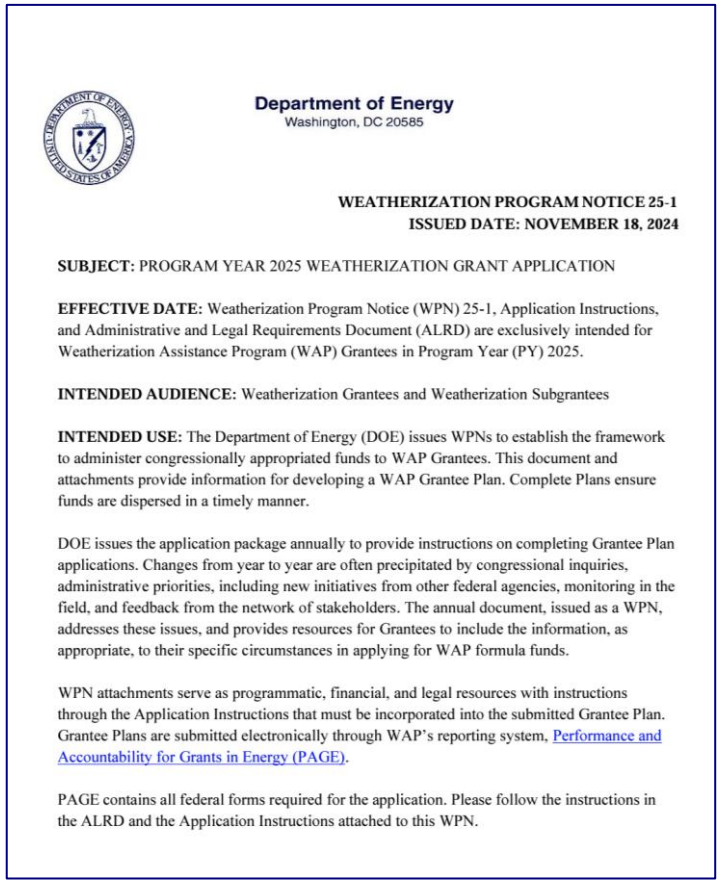
**State Plan & Budget Development**

**Submission and DOE PO coordination and reviews**

**Acceptance and Subgrantee Contract Executions**

# 2025 APPLICATION ANNOUNCEMENT

- DOE issues Announcement & Guidance:
  - Weatherization Program Notice **(WPN) 25-1** provides an overview.
  - Attachment 1: Administrative and Legal Requirements Document (ALRD).
  - Attachment 2: Application Instructions.
  - WPN 25-2 provides PY 2025 WAP Funding Allocations.
- The Grantee Program Manager drives the process.
  - This is a significant undertaking, so start early!



Department of Energy
Washington, DC 20585

**WEATHERIZATION PROGRAM NOTICE 25-1**
**ISSUED DATE: NOVEMBER 18, 2024**

**SUBJECT:** PROGRAM YEAR 2025 WEATHERIZATION GRANT APPLICATION

**EFFECTIVE DATE:** Weatherization Program Notice (WPN) 25-1, Application Instructions, and Administrative and Legal Requirements Document (ALRD) are exclusively intended for Weatherization Assistance Program (WAP) Grantees in Program Year (PY) 2025.

**INTENDED AUDIENCE:** Weatherization Grantees and Weatherization Subgrantees

**INTENDED USE:** The Department of Energy (DOE) issues WPNs to establish the framework to administer congressionally appropriated funds to WAP Grantees. This document and attachments provide information for developing a WAP Grantee Plan. Complete Plans ensure funds are dispersed in a timely manner.

DOE issues the application package annually to provide instructions on completing Grantee Plan applications. Changes from year to year are often precipitated by congressional inquiries, administrative priorities, including new initiatives from other federal agencies, monitoring in the field, and feedback from the network of stakeholders. The annual document, issued as a WPN, addresses these issues, and provides resources for Grantees to include the information, as appropriate, to their specific circumstances in applying for WAP formula funds.

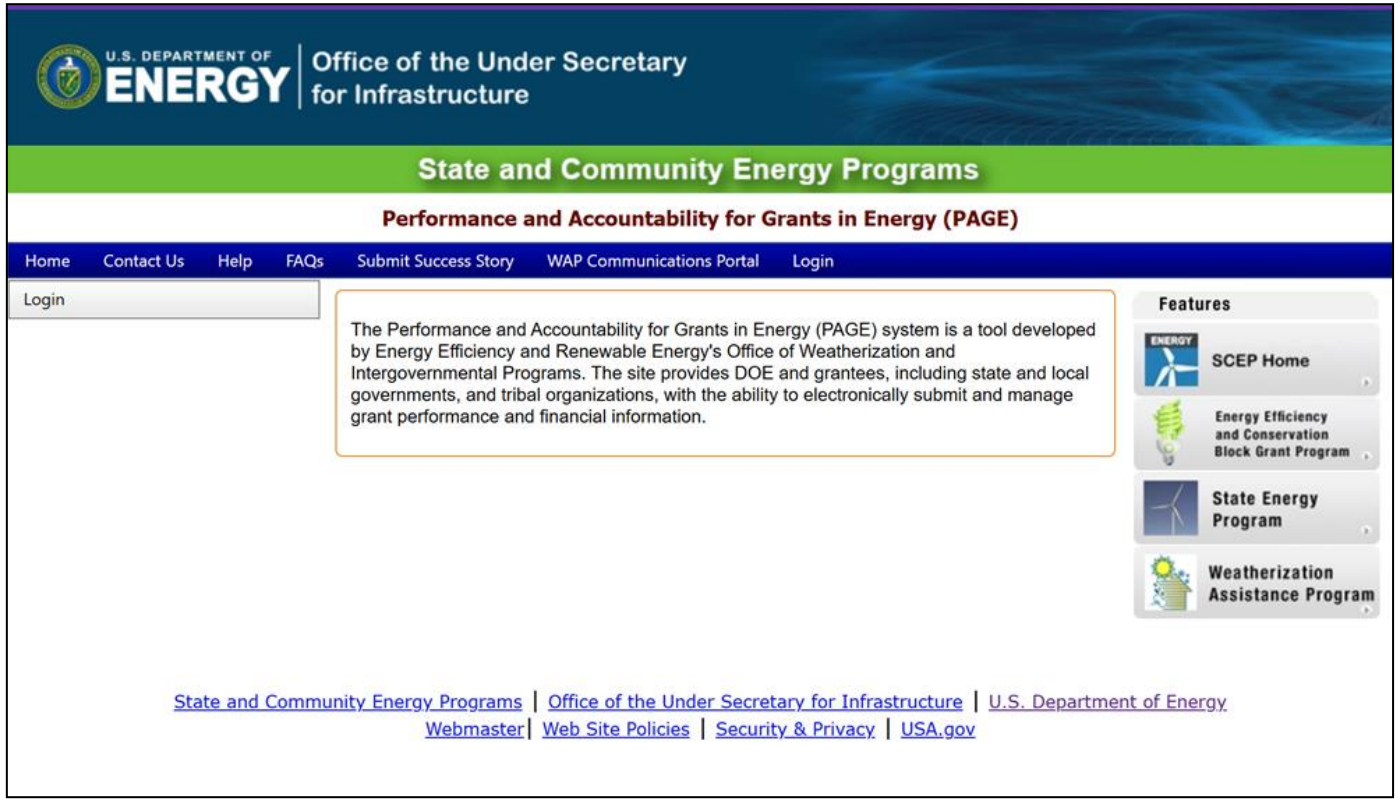
WPN attachments serve as programmatic, financial, and legal resources with instructions through the Application Instructions that must be incorporated into the submitted Grantee Plan. Grantee Plans are submitted electronically through WAP's reporting system, Performance and Accountability for Grants in Energy (PAGE).

PAGE contains all federal forms required for the application. Please follow the instructions in the ALRD and the Application Instructions attached to this WPN.

*Weatherization Program Notice WPN 25-1*
*Program Year 2025 Weatherization Grant Guidance*

U.S. Department of ENERGY

# PAGE
## (PERFORMANCE AND ACCOUNTABILITY FOR GRANTS IN ENERGY)
## PAGE.ENERGY.GOV




U.S. Department of ENERGY

# LEARNING OBJECTIVES

**This session will help participants to:**

- Find the necessary information to apply for Federal funds for the weatherization grants.
- Identify the various components of the Application Package.
- Understand the Budget development and budget mandatory vs. optional budget categories
- Hear from WAP Grantees on budget development and strategies for timely state plan applications and approvals.
- Review NASCSP resources to help develop the plan content
- Offer peer exchange opportunities on state plan development

U.S. Department of ENERGY

# PAGE RESOURCES
# TRAININGS VIDEOS

## 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

U.S. Department of ENERGY

# SINGLE SIGN ON REQUIREMENT

- DOE is requiring that all logins go through Single Sign-On (SSO) via OneID.
- Single sign-on (SSO) is an identification method that enables users to log in to multiple applications and websites with one set of credentials. SSO streamlines the authentication process for users.
- For grantee users, please see the following instructions for setting up and using Login.gov (Login.gov Instructions) and/or ID.me (ID.me Instructions).
- Note if your password has expired and your account has been deactivated, you may receive an error message once you have setup your Login.gov or ID.me account and return to PAGE. If this happens, please contact the PAGE Hotline for a temporary password to complete the login process, then user My Profile to change your password.

U.S. Department of ENERGY

# WAP GRANTEE PLAN AND PAGE

**When entering the WAP Grantee Plan, please make sure it is:**

- Submitted on time. Email your DOE PO as soon as you submit!
- Complete and accurate.  Make sure all required attachments are uploaded into the SF 424
- We recommend **at least one prior review** with DOE project officer before submitting to review any significant changes in the plan
- Make timely revisions as requested by Department of Energy (DOE) staff.

U.S. Department of ENERGY

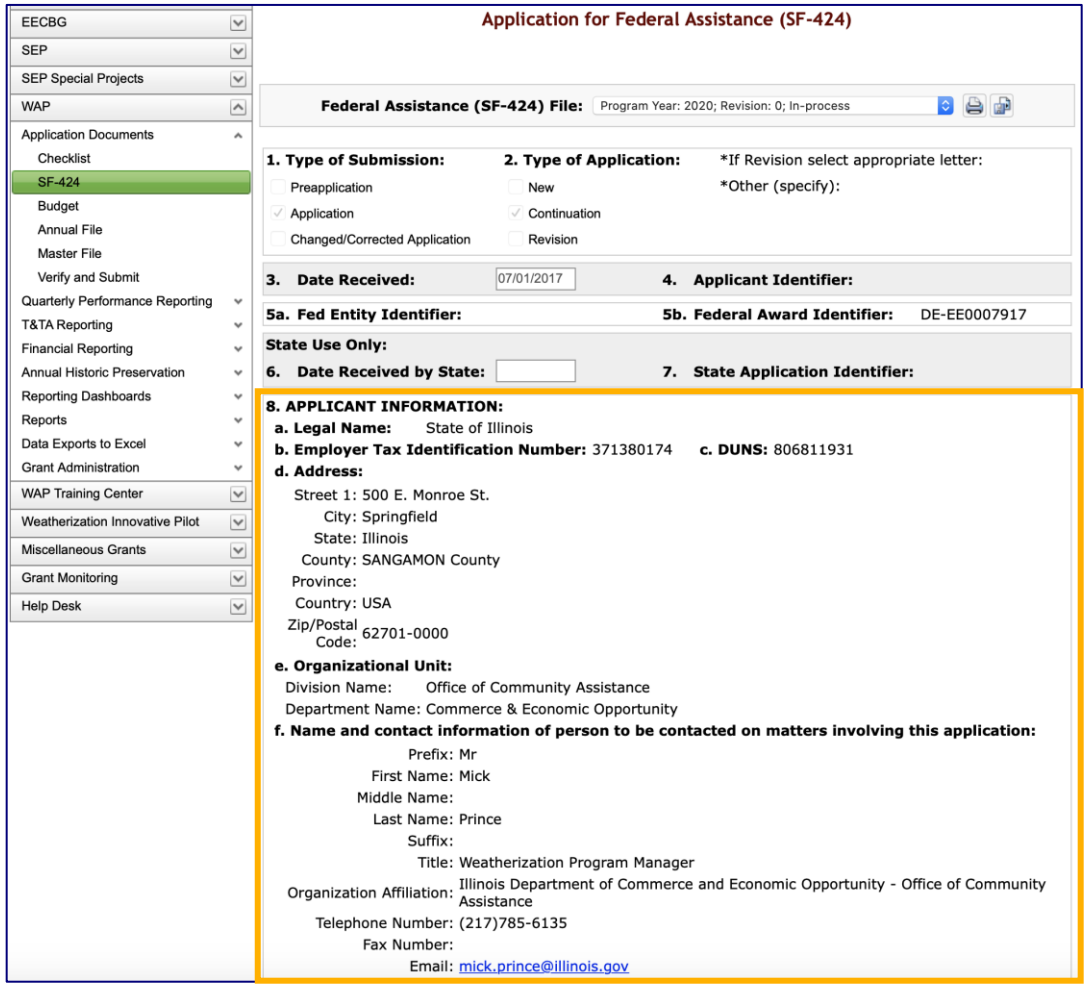
## WAP GRANTEE PLAN COMPONENTS AND PAGE

# Annual Grant Application contains four components

- SF-424
- Budget & Budget Justification
- Annual File
- Master File

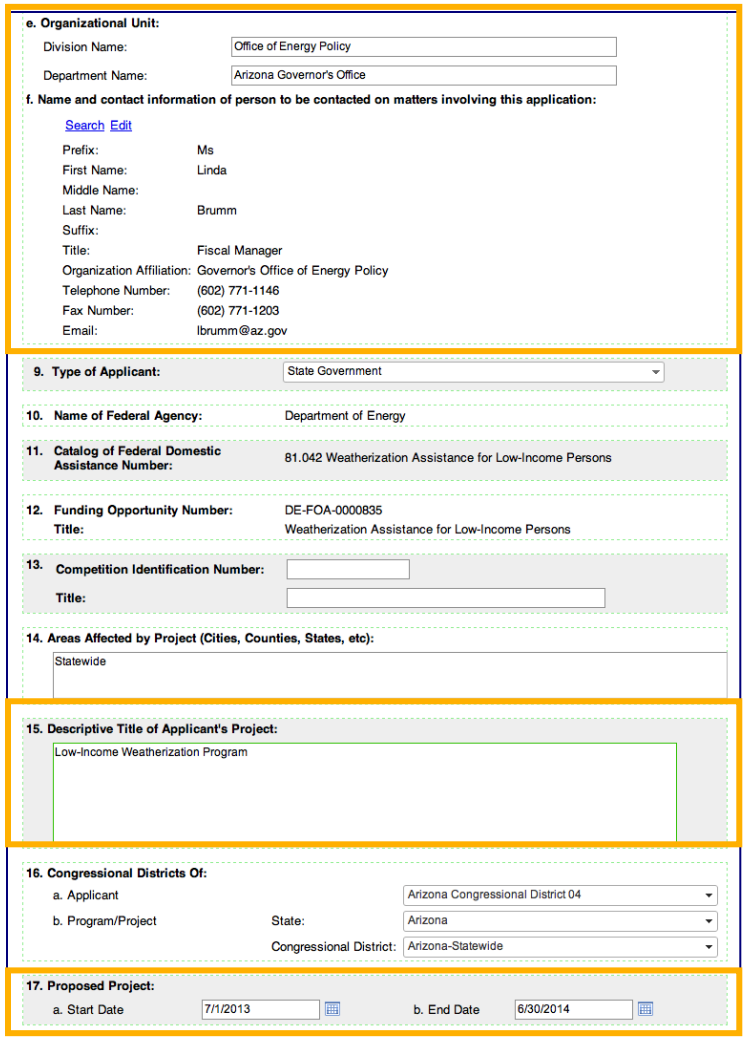
U.S. Department of ENERGY

# SF-424 APPLICATION FOR FEDERAL ASSISTANCE




U.S. Department of ENERGY

# SF-424 APPLICATION FOR FEDERAL ASSISTANCE



**e. Organizational Unit:**

Division Name: Office of Energy Policy

Department Name: Arizona Governor's Office

**f. Name and contact information of person to be contacted on matters involving this application:**

Search Edit

| | |
|---|---|
| Prefix: | Ms |
| First Name: | Linda |
| Middle Name: | |
| Last Name: | Brumm |
| Suffix: | |
| Title: | Fiscal Manager |
| Organization Affiliation: | Governor's Office of Energy Policy |
| Telephone Number: | (602) 771-1146 |
| Fax Number: | (602) 771-1203 |
| Email: | lbrumm@az.gov |

**9. Type of Applicant:** State Government

**10. Name of Federal Agency:** Department of Energy

**11. Catalog of Federal Domestic Assistance Number:** 81.042 Weatherization Assistance for Low-Income Persons

**12. Funding Opportunity Number:** DE-FOA-0000835

**Title:** Weatherization Assistance for Low-Income Persons

**13. Competition Identification Number:**

**Title:**

**14. Areas Affected by Project (Cities, Counties, States, etc):**

Statewide

**15. Descriptive Title of Applicant's Project:**

Low-Income Weatherization Program

**16. Congressional Districts Of:**

a. Applicant: Arizona Congressional District 04

b. Program/Project — State: Arizona

Congressional District: Arizona-Statewide

**17. Proposed Project:**

a. Start Date: 7/1/2013 b. End Date: 6/30/2014

U.S. Department of ENERGY

# SF-424 APPLICATION FOR FEDERAL ASSISTANCE

**18. Estimated Funding ($):**

| | |
|---|---|
| a. Federal | $ 316,540.00 |
| b. Applicant | $ 0.00 |
| c. State | $ 0.00 |
| d. Local | $ 0.00 |
| e. Other | $ 0.00 |
| f. Program Income | $ 0.00 |
| g. TOTAL | $ 316,540.00 |

**19. Is Application Subject to Review By State Under Executive Order 12372 Process?:**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- (●) b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.):**

- Yes
- (●) No

**21.** *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☐ ** I AGREE

**The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

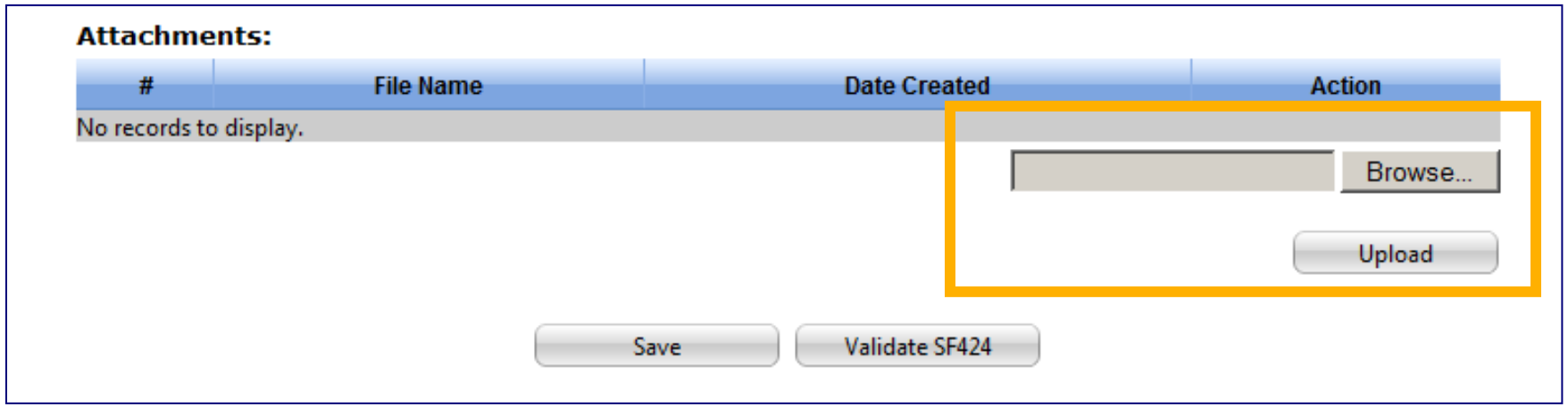
Search Edit

| | |
|---|---|
| Prefix: | Ms |
| First Name: | Leisa |
| Middle Name: | B |
| Last Name: | Brug |
| Suffix: | |
| Title: | Energy Office Director |
| Telephone Number: | (602) 771-1244 |
| Fax: | (602) 771-1203 |
| Email: | lbrug@az.gov |

U.S. Department of ENERGY

# SF-424 APPLICATION ATTACHMENTS

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



## REQUIRED ATTACHMENTS:

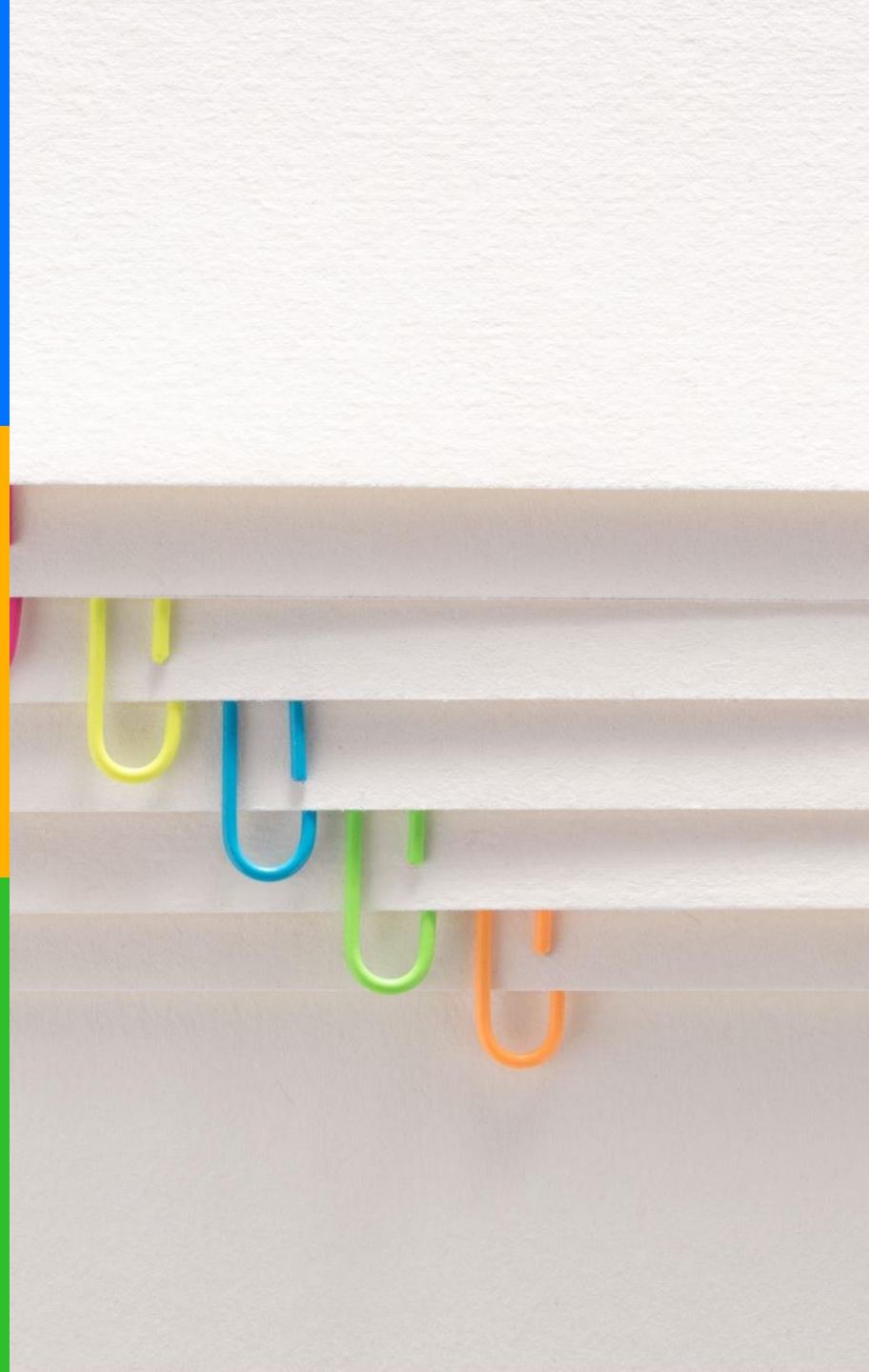
**New** Required Attachments:

- Dispute Resolution Process
- Process for investigating Waste, Fraud, and Abuse
- Reprogramming of Training & Technical Assistance (T&TA) funds

| Required Attachments to the Application Package in P | |
|---|---|
| Health and Safety Plan (if not already included in the Master File) | Attach |
| Training & Technical Assistance (T&TA) Plan (if not already included in the Master File) | Attach |
| Quality Control Inspection/ Technical Monitoring Form | Attach |
| Financial/Programmatic Monitoring Tool | Attach |
| Quality Control Inspector (QCI) Technical Monitor(s) Certification Form(s) or documentation for how this requirement is met | Attach |
| Public Hearing Transcript(s) | Attach |
| Public Hearing Notice(s) Demonstrating Minimum 10 Days' Notice | Attach |
| PAC Activity Documentation | Attach |
| Dispute Resolution Process | Attach |
| Indirect Rate Agreement (if applicable) | Attach |
| Explanation of Indirect Costs (if applicable) | Attach |
| Process for Investigating Waste, Fraud and Abuse | Attach |
| Cost Allocation Plan (if applicable) | Attach |
| 2 CFR 200 Subpart F, Single Audit | Attach provid narrati sectior |
| SF-LLL Disclosure of Lobbying Activities (if applicable) | Attach |

# OPTIONAL ATTACHMENTS

| 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 |



# PAGE – SF-424 ATTACHMENTS

Public Hearing Transcript

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 |

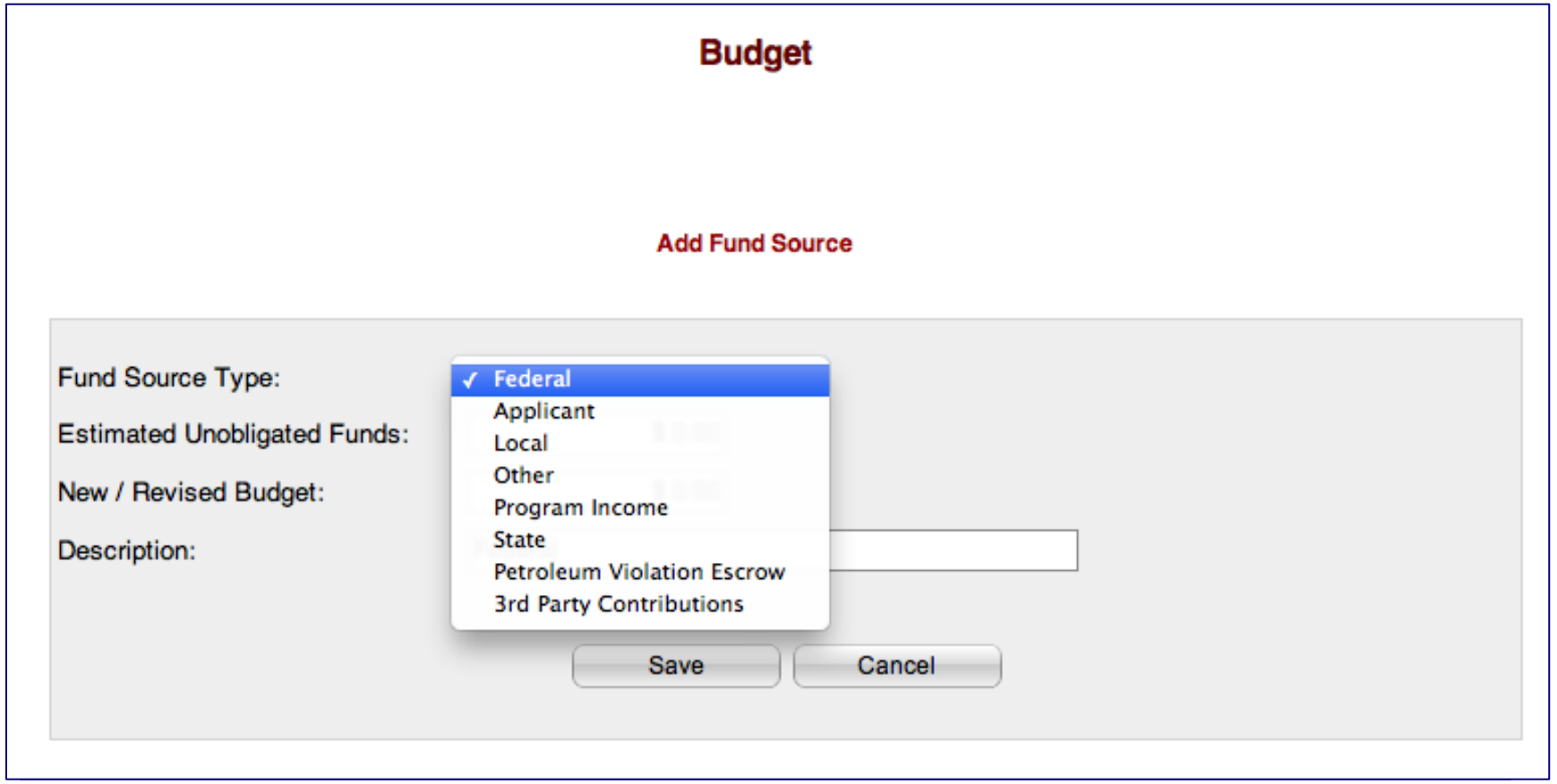
U.S. Department of ENERGY

# GROUP DISCUSSION

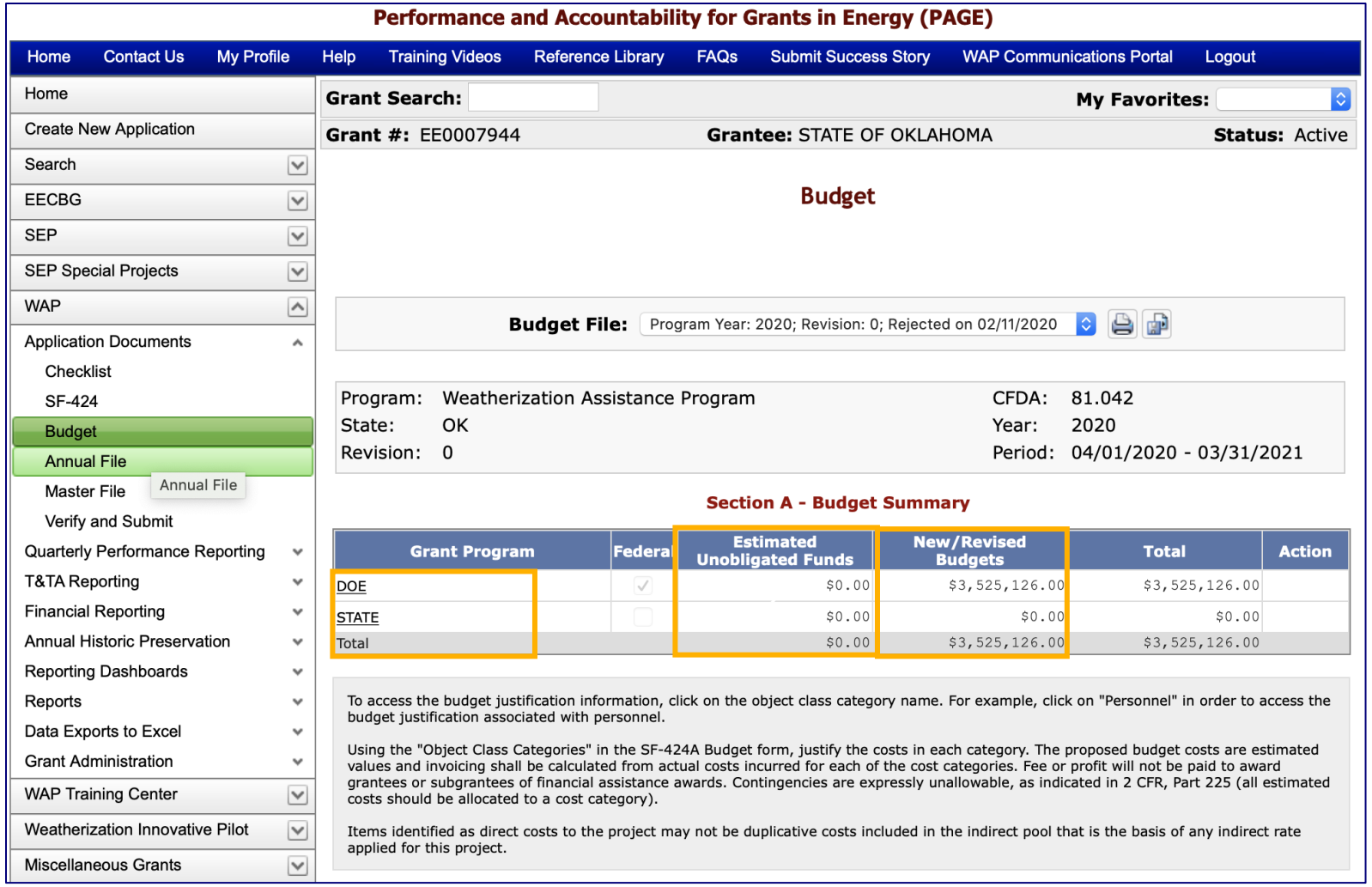
1) How do you handle your **Public Hearing** Transcript?
    1) Do you have a written script prior to the hearing
    2) Do you have a formal transcriber?
    3) Do you do in person or virtual public hearings? Both?
    4) How do you receive comments?
    5) Are you using AI technology?
2) How and where do you advertise your state plan prior to the public hearing?
3) How do you address comments and input at the hearing into the state plan?

U.S. Department of ENERGY

# SF-424A BUDGET – FUNDING SOURCES



# SF-424A BUDGET – FUNDING SOURCES




U.S. Department of ENERGY

# REVIEW OF THE BUDGET PREPARATION PROCESS

Amanda Marcott-Thottunkal
LIVE DEMO of OKLAHOMA WAP Budget in EXCEL

# WAP State Plan and Budget Categories

Understanding Mandatory and Optional Budgets

Expanded Optional Budget Categories in DOE WPN 24-7

Option to revise on 3rd tranche (remaining 50%)

# Section B: Mandatory Budget Categories

- Grantee Administration
- Subgrantee Administration
- Grantee T&TA
- Subgrantee T&TA
- Weatherization Readiness Funds
- **Program Operations**
  - **This is where the ACPU is derived!**

# PROGRAM OPERATIONS

Per 10 CFR 440.18

Costs incurred for **Program Operations** are generally defined as the direct costs necessary to affect the weatherization of an eligible dwelling unit.

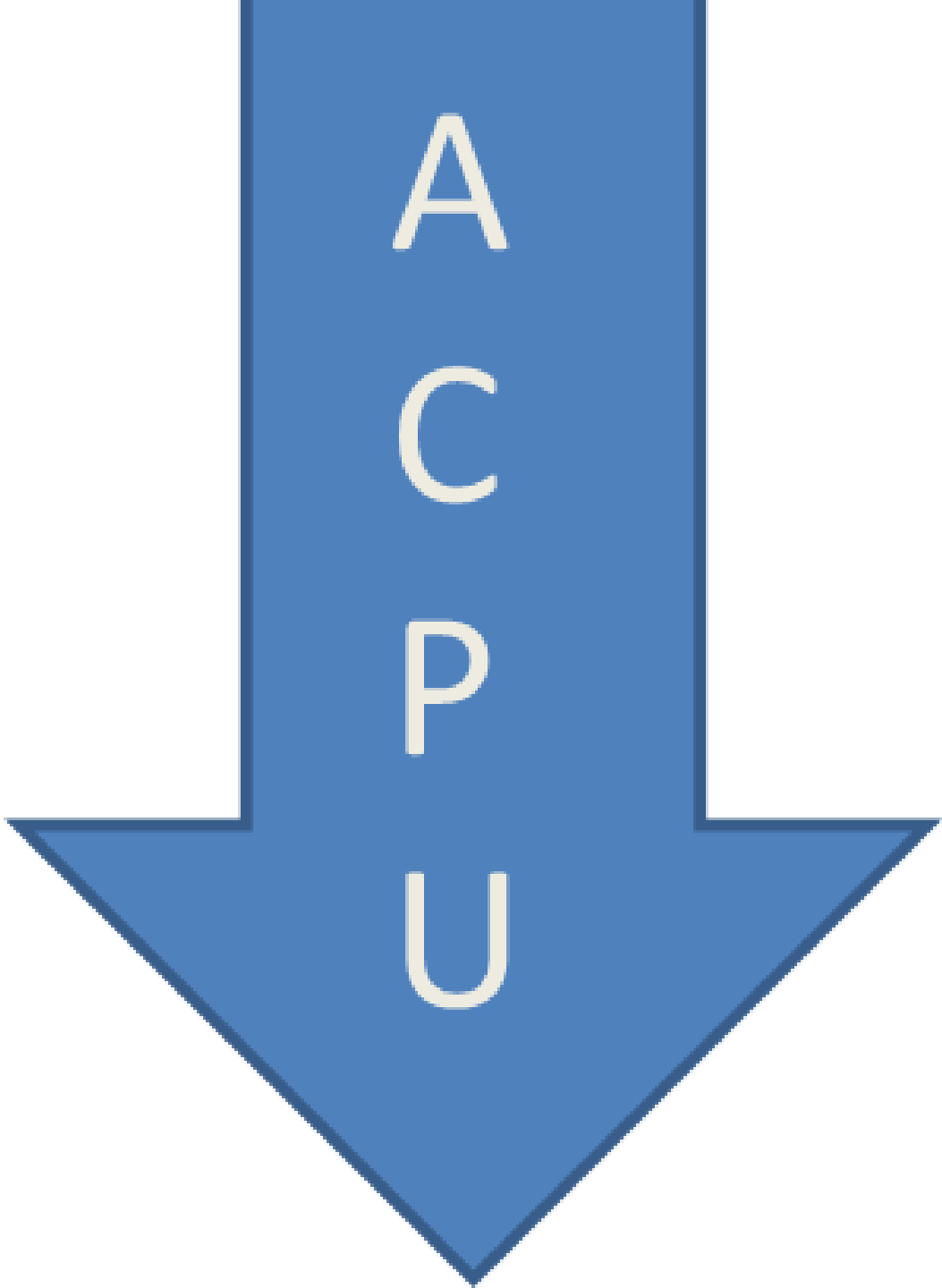
Many of these costs cannot be directly related to a specific dwelling unit – for example, vehicle and equipment maintenance or purchases of tools and equipment. **These costs are amortized over the number of dwelling units completed during the contract period.** For example, the cost of a blower door ($4,500) could be amortized over the 150 homes completed during a contract period, resulting in a $30 increase in the ACPU for the homes completed in that time frame.

# Section B: Optional Budget Categories

- Vehicles and Equipment (amortization hits ACPU)
- Liability Insurance
- Leveraging
- Health & Safety
- Financial Audit
- Special Projects I-V
  - Energy Crisis
  - Disaster Crisis

# Using Optional Budget Categories

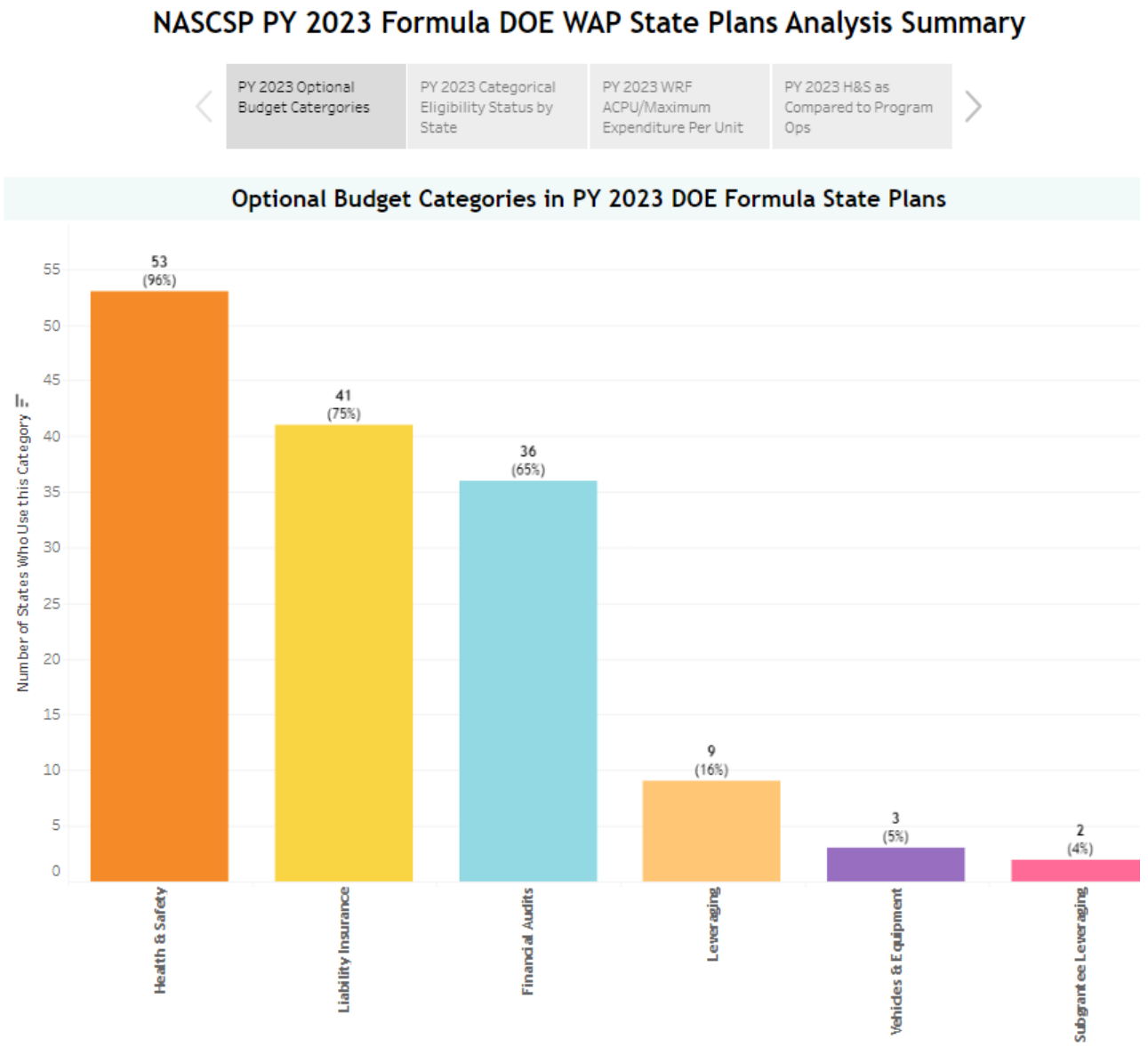
- **Vehicles and Equipment**
  - Will still impact the ACPU but allows you to amortize the vehicle costs over **multiple years, the useful life of the vehicle**
- **Liability Insurance**
- **Health and Safety**
  - Limits expressed as a % of the ACPU
  - **There is no limit in statute or rules!**
  - States can increase the H&S percentage above 15%
- **Financial Audits**
- **Leveraging Plan**
  - Up to 15% of grant to develop partnerships
  - Obtain non-Federal resources to increase # of homes weatherized



# NASCSP Analysis: Optional Budget Categories

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

- Health and Safety
  - Limits expressed as a % of the ACPU
  - Over 15% triggers secondary review
- Liability Insurance
- Financial Audits
- Leveraging Plan
- Vehicles and Equipment
  - Can amortize the vehicle costs over multiple years

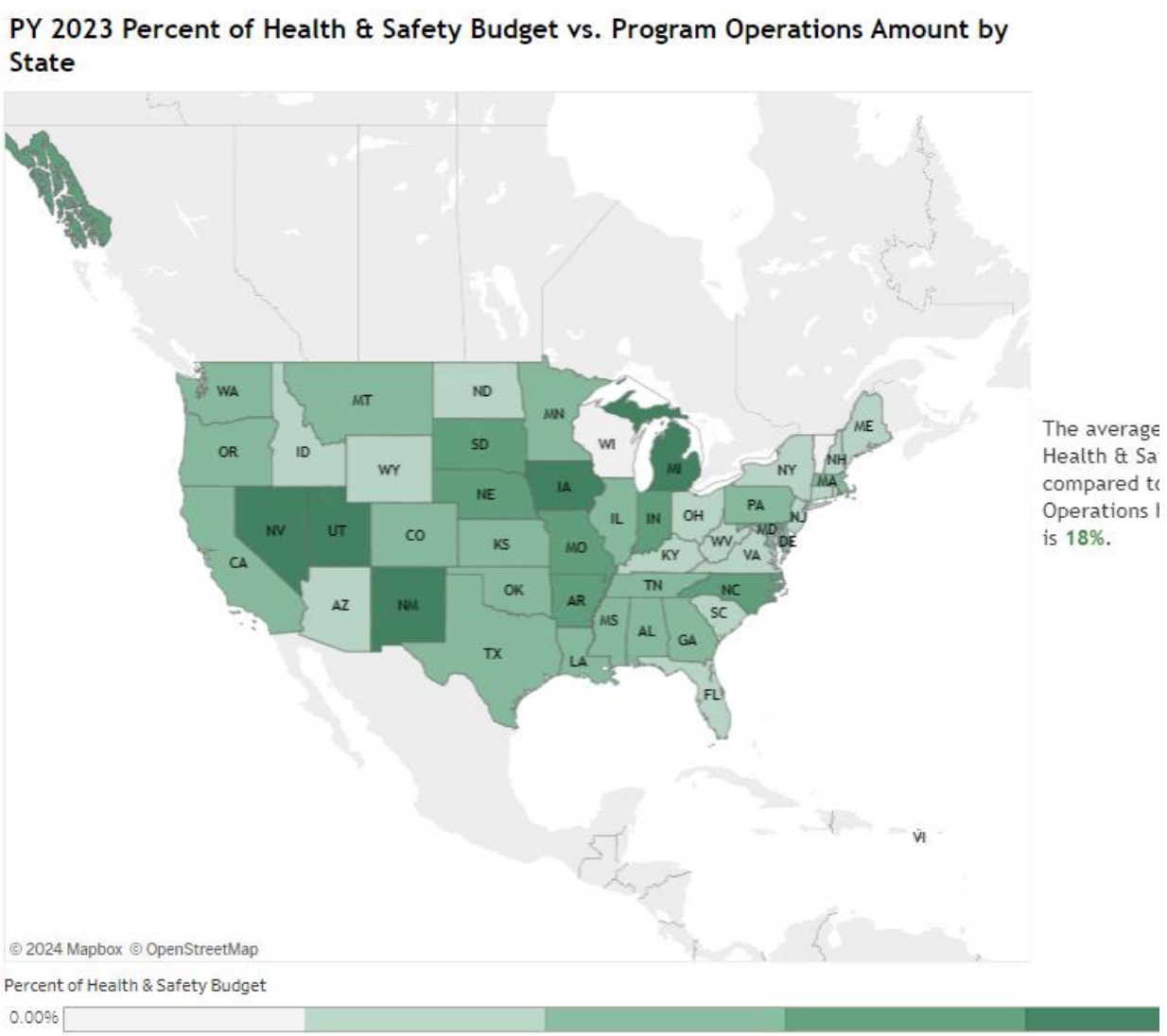



*In addition to the budget categories listed above, two (2) states have CSPP-related budget categories and four (4) states have SERC related budget categories.

# Health & Safety VS Program Ops

- The average percent of H&S budget as compared to Program Operations in PY2023 is 18 percent.

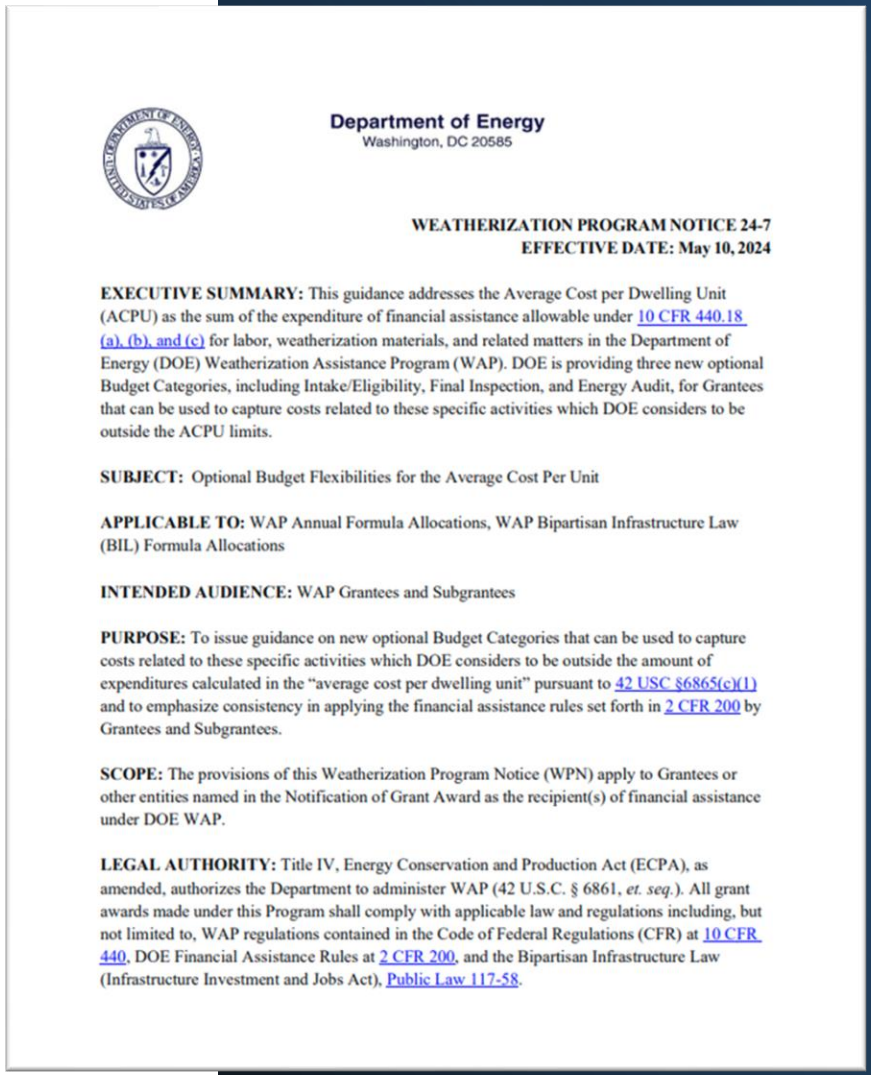
- The highest percent of Health and Safety funds was 37.65%



# NEW Optional Budget Categories in WPN 24-7

To allow the most flexibility to calculate ACPU, DOE has added:

- **"Intake/Eligibility",**
- **"Final Inspection"** and
- **"Energy Audit"**
- as optional Budget Categories for which costs are excluded from the ACPU. By exercising the option to budget and expense to these categories, Grantees have the flexibility to establish separate budgets that support the weatherization process, and these expenditures would **no longer be included** in the calculation of the ACPU.



Department of Energy
Washington, DC 20585

**WEATHERIZATION PROGRAM NOTICE 24-7**
**EFFECTIVE DATE: May 10, 2024**

**EXECUTIVE SUMMARY:** This guidance addresses the Average Cost per Dwelling Unit (ACPU) as the sum of the expenditure of financial assistance allowable under 10 CFR 440.18 (a), (b), and (c) for labor, weatherization materials, and related matters in the Department of Energy (DOE) Weatherization Assistance Program (WAP). DOE is providing three new optional Budget Categories, including Intake/Eligibility, Final Inspection, and Energy Audit, for Grantees that can be used to capture costs related to these specific activities which DOE considers to be outside the ACPU limits.

**SUBJECT:** Optional Budget Flexibilities for the Average Cost Per Unit

**APPLICABLE TO:** WAP Annual Formula Allocations, WAP Bipartisan Infrastructure Law (BIL) Formula Allocations

**INTENDED AUDIENCE:** WAP Grantees and Subgrantees

**PURPOSE:** To issue guidance on new optional Budget Categories that can be used to capture costs related to these specific activities which DOE considers to be outside the amount of expenditures calculated in the "average cost per dwelling unit" pursuant to 42 USC §6865(c)(1) and to emphasize consistency in applying the financial assistance rules set forth in 2 CFR 200 by Grantees and Subgrantees.

**SCOPE:** The provisions of this Weatherization Program Notice (WPN) apply to Grantees or other entities named in the Notification of Grant Award as the recipient(s) of financial assistance under DOE WAP.

**LEGAL AUTHORITY:** Title IV, Energy Conservation and Production Act (ECPA), as amended, authorizes the Department to administer WAP (42 U.S.C. § 6861, *et. seq.*). All grant awards made under this Program shall comply with applicable law and regulations including, but not limited to, WAP regulations contained in the Code of Federal Regulations (CFR) at 10 CFR 440, DOE Financial Assistance Rules at 2 CFR 200, and the Bipartisan Infrastructure Law (Infrastructure Investment and Jobs Act), Public Law 117-58.

# 2025 NASCSP Optional Budget Categories Survey Brief

NASCSP conducted a member survey regarding implementation of the new Optional Budget Categories in their PY 2025 state plan and the final modification of the BIL state plan.

A summary of the findings can be found on the NASCSP member portal.

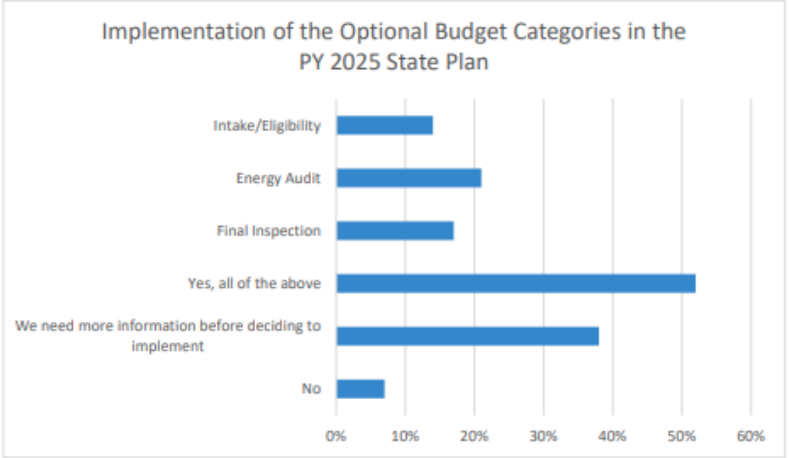
NASCSP
National Association for State Community Services Programs

## Implementation of new Optional Budget Categories

NASCSP Member Survey – January 2025

Twenty-nine Weatherization (WAP) Grantees responded to a NASCSP member survey regarding implementation of the new Optional Budget Categories (WPN 24-7) in their PY 2025 state plan and the final modification of the BIL state plan.

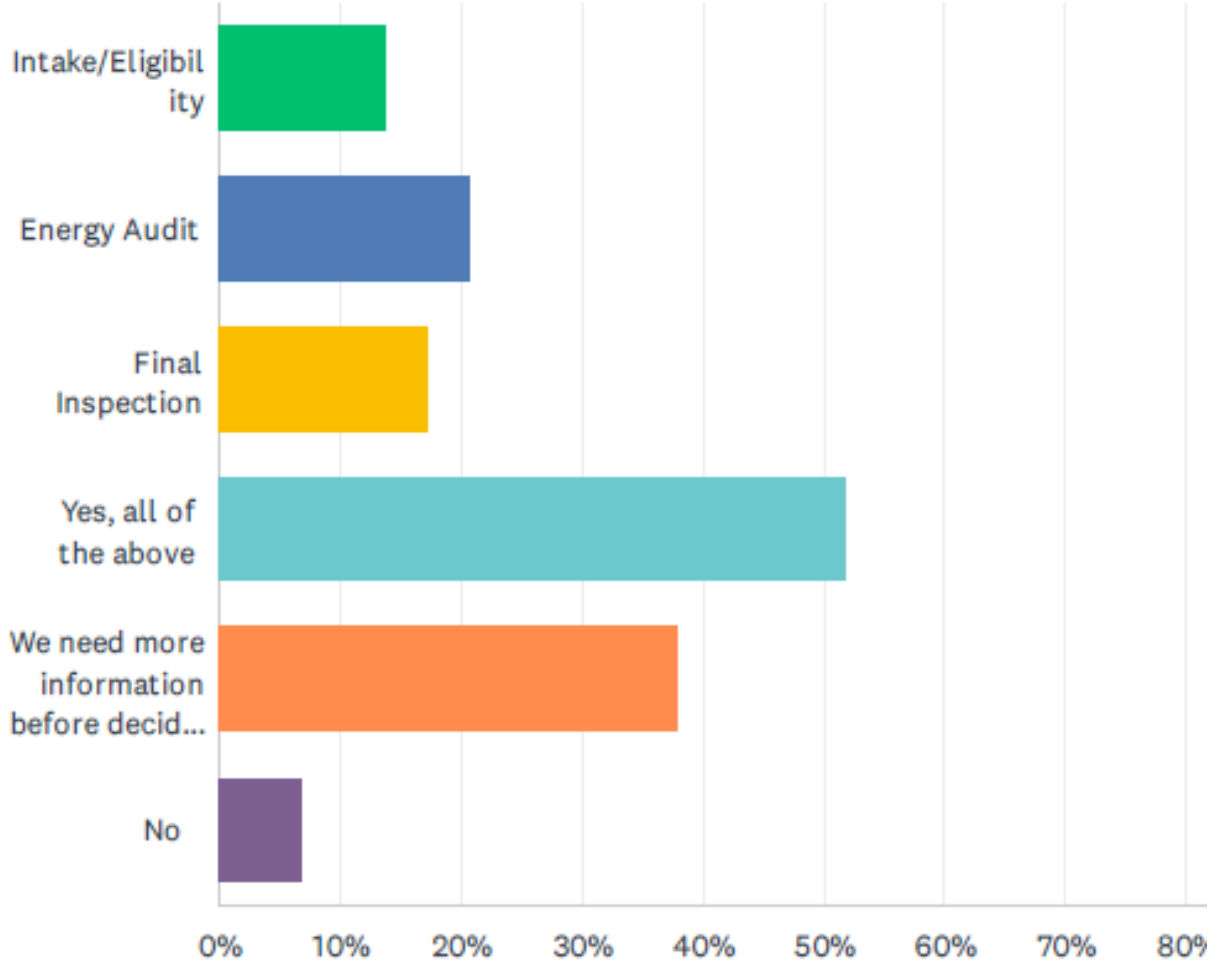
**Implementation:** Of the Grantees who responded, 52% stated they would be implementing the new budget categories in one form or another. Most of the Grantees plan to implement using all three categories of intake/eligibility, energy audit and final inspection. Thirty-eight percent of respondents stated they needed additional information before deciding to implement the optional budget categories in PY 2025. Only 7% of respondents will not be implementing the new optional budget categories.

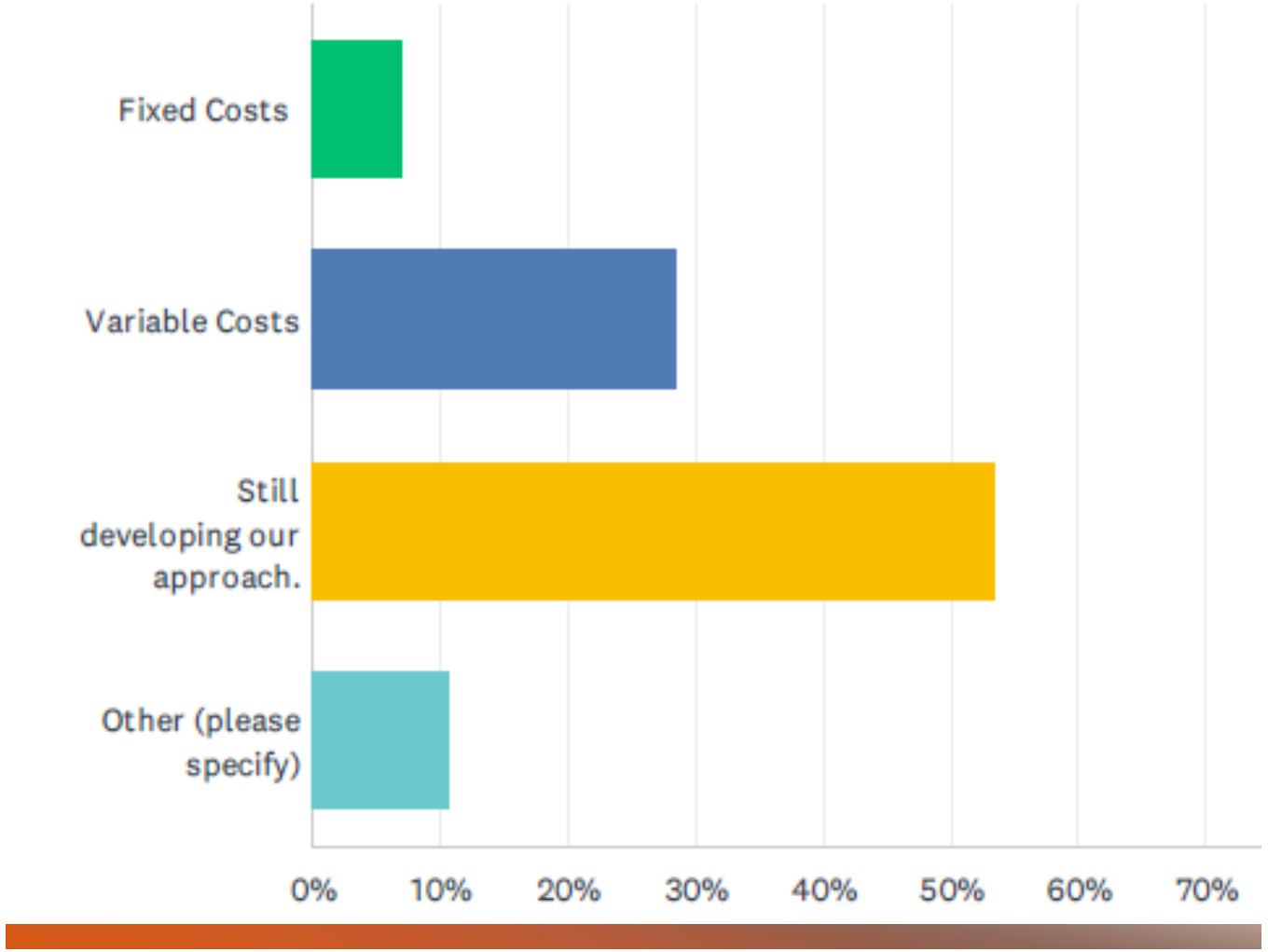



**Implementation for BIL:** Grantees were asked if they planned to implement the same updates to the remaining 50% of their BIL award modification. Of the Grantees who responded, 52% plan to implement it for final inspections, 48% for energy audits and 38% for intake/eligibility. Another 45% were unsure of its use as they were still in need of additional information before coming to a conclusion. Ten percent stated they would not be implementing the optional budget categories for the BIL program.

# Implementation of new Optional Budget Categories

- 52% of respondents WILL be implementing the new categories
- 38% of respondents needed additional information before deciding
- 7% will not be implementing






# How are we implementing?

- 54% of respondents are still developing their approach
- 29% of respondents will be using variable costs
- 7% will be using fixed costs
- 3% other means

# Peer to Peer Discussion: New Optional Budget Categories

- Which of the New Optional Budget Categories will you implement?
- How will you implement them?
- What does that look like translated into your Budget?
- Do you have new processes outlined for your Subgrantees?
- Share out of some ideas on how to streamline implementation

# 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 | |
|---|---|---|---|---|---|---|---|---|---|
| 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** |

U.S. Department of ENERGY

# 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 | |
|---|---|---|---|---|---|---|---|---|---|
| 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** |

U.S. Department of ENERGY

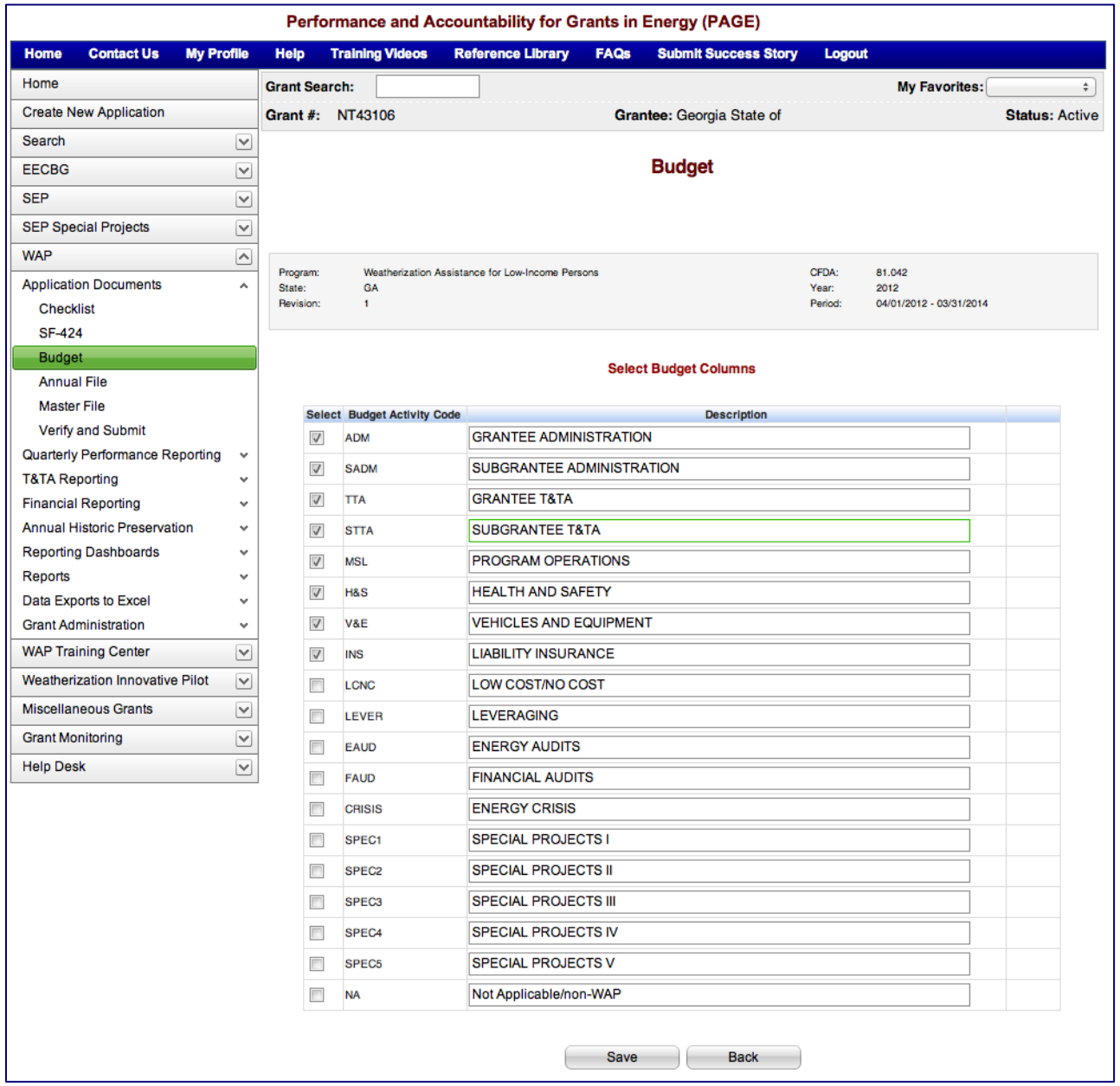
# SF-424A BUDGET – ADD BUDGET COLUMN

**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** |

U.S. Department of ENERGY

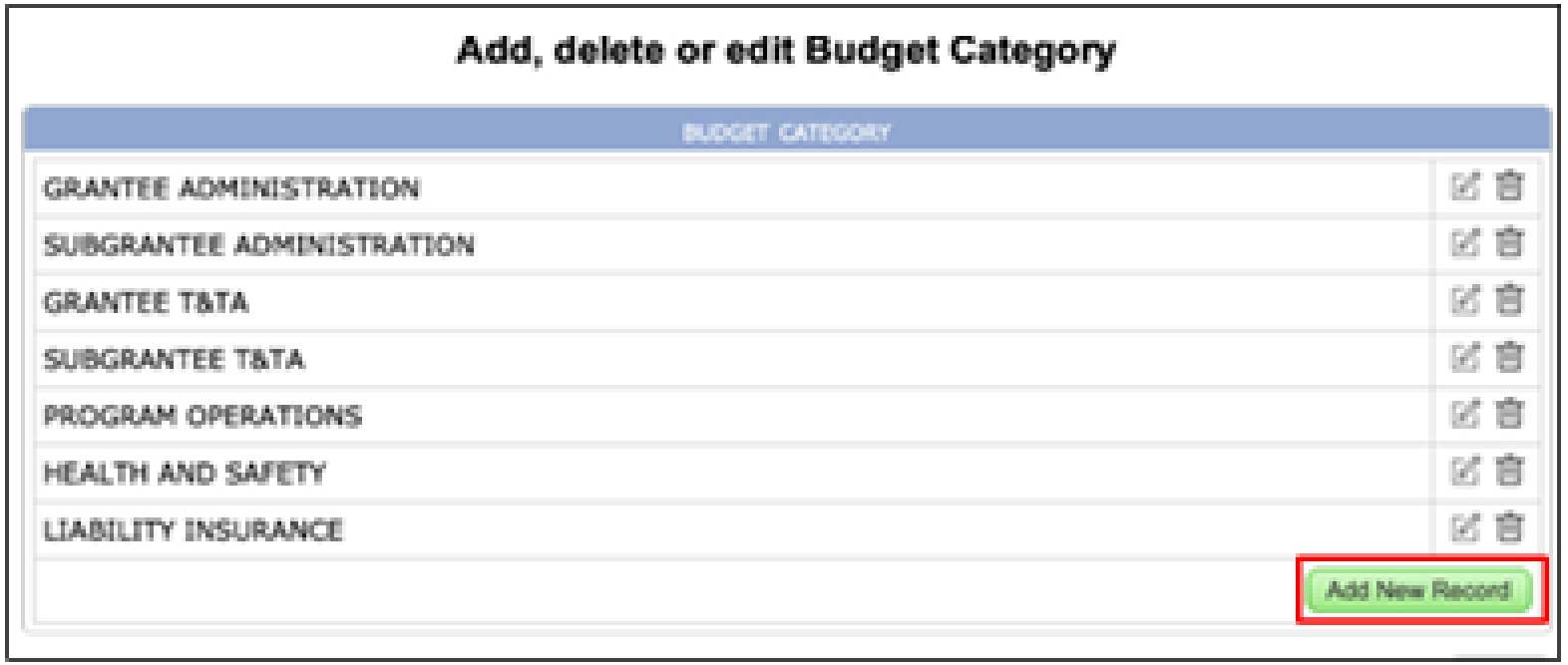



# SF-424A BUDGET – CATEGORIES

U.S. Department of ENERGY

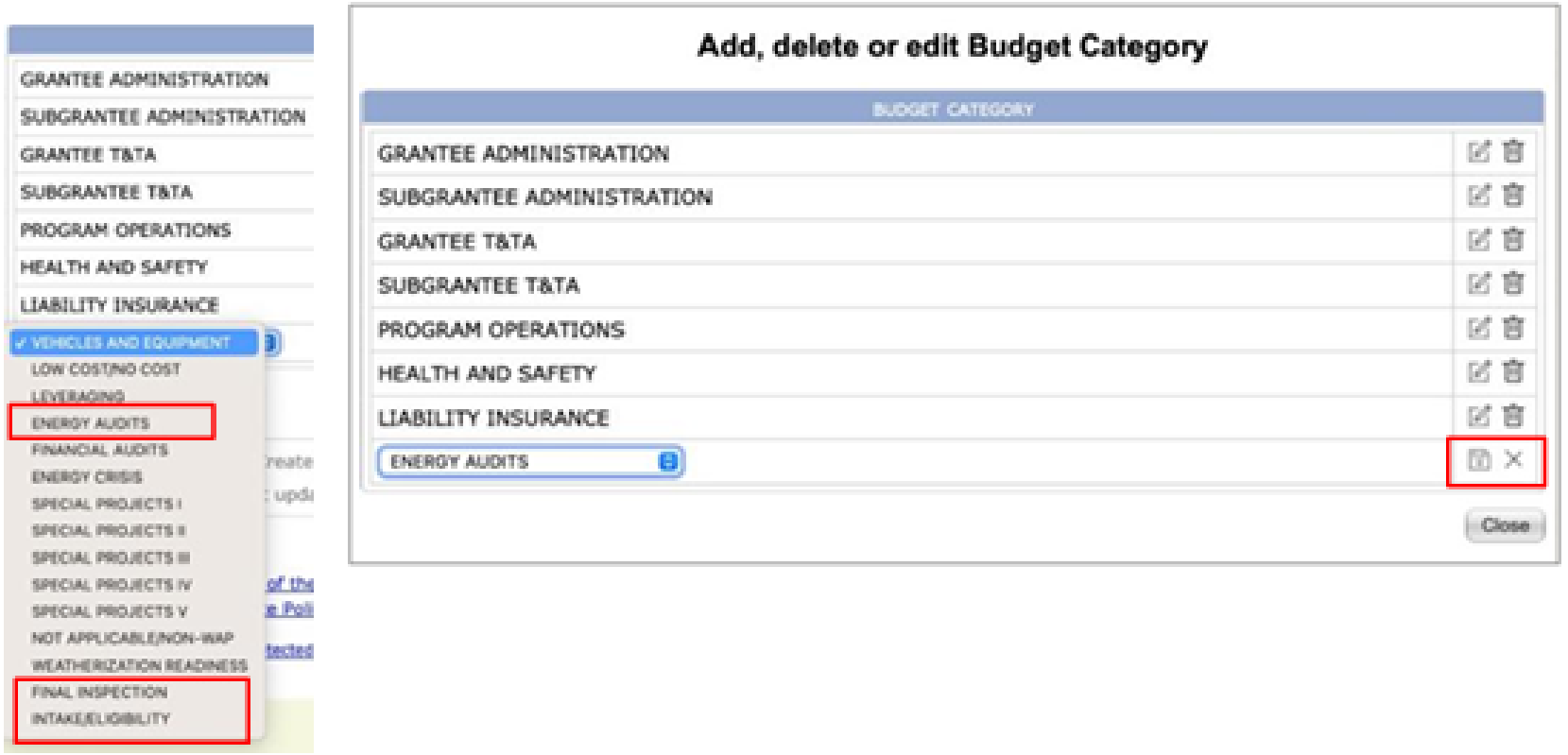
# APPLICATION, BUDGET SECTION – CLICK “ADD NEW RECORD”

**Figure 6. Application, budget section – add new record.**



**SELECT THE NEW BUDGET CATEGORY FROM THE DROP-DOWN LIST AND SELECT THE SAVE ICON TO SAVE YOUR SELECTION (FIGURE 7). ADD ADDITIONAL CATEGORIES AS NEEDED AND SELECT THE "CLOSE" BUTTON.**

Figure 7. Application, budget section – selection of optional budget category



## THE NEW BUDGET COLUMNS WILL BE ADDED TO THE FAR RIGHT WITHIN SECTION B - BUDGET CATEGORIES

**Figure 8. Application, budget section –new optional Budget Categories**

SECTION B - BUDGET CATEGORIES

Edit Budget Columns

| Object Class | | ENERGY AUDITS | FINAL INSPECTION | INTAKE/ELIGIBILITY |
|---|---|---|---|---|
| Personnel | 0 | $0.00 | $0.00 | $0.00 |
| Fringe Benefits | 0 | $0.00 | $0.00 | $0.00 |
| Travel | 0 | $0.00 | $0.00 | $0.00 |
| Equipment | 0 | $0.00 | $0.00 | $0.00 |
| Supplies | 0 | $0.00 | $0.00 | $0.00 |
| Contract | 0 | $0.00 | $0.00 | $0.00 |
| Construction | 0 | $0.00 | $0.00 | $0.00 |
| Other Direct Costs | 0 | $0.00 | $0.00 | $0.00 |
| **Total Direct Costs** | **0** | **$0.00** | **$0.00** | **$0.00** |
| Indirect Costs | 0 | $0.00 | $0.00 | $0.00 |
| **Object Class Total** | **0** | **$0.00** | **$0.00** | **$0.00** |

# SELECT THE EDIT ICON, INPUT FUNDING, SAVE – NEW OPTIONAL BUDGETS!

**Figure 10. Application, budget section – optional Budget Categories added**

SECTION B - BUDGET CATEGORIES

Edit Budget Columns

| Object Class | | ENERGY AUDITS | FINAL INSPECTION | INTAKE/ELIGIBILITY | Total |
|---|---|---|---|---|---|
| Personnel | 0 | $0.00 | $0.00 | $0.00 | $3,561,059.00 |
| Fringe Benefits | 0 | $0.00 | $0.00 | $0.00 | $1,607,520.00 |
| Travel | 0 | $0.00 | $0.00 | $0.00 | $69,310.00 |
| Equipment | 0 | $0.00 | $0.00 | $0.00 | $0.00 |
| Supplies | 0 | $0.00 | $0.00 | $0.00 | $0.00 |
| Contract | 0 | $75,000.00 | $73,500.00 | $73,500.00 | $117,356,169.00 |
| Construction | 0 | $0.00 | $0.00 | $0.00 | $0.00 |
| Other Direct Costs | 0 | $0.00 | $0.00 | $0.00 | $54,660.00 |
| **Total Direct Costs** | **0** | **$75,000.00** | **$73,500.00** | **$73,500.00** | **$122,648,718.00** |
| Indirect Costs | 0 | $0.00 | $0.00 | $0.00 | $2,660,309.00 |
| **Object Class Total** | **0** | **$75,000.00** | **$73,500.00** | **$73,500.00** | **$125,309,027.00** |

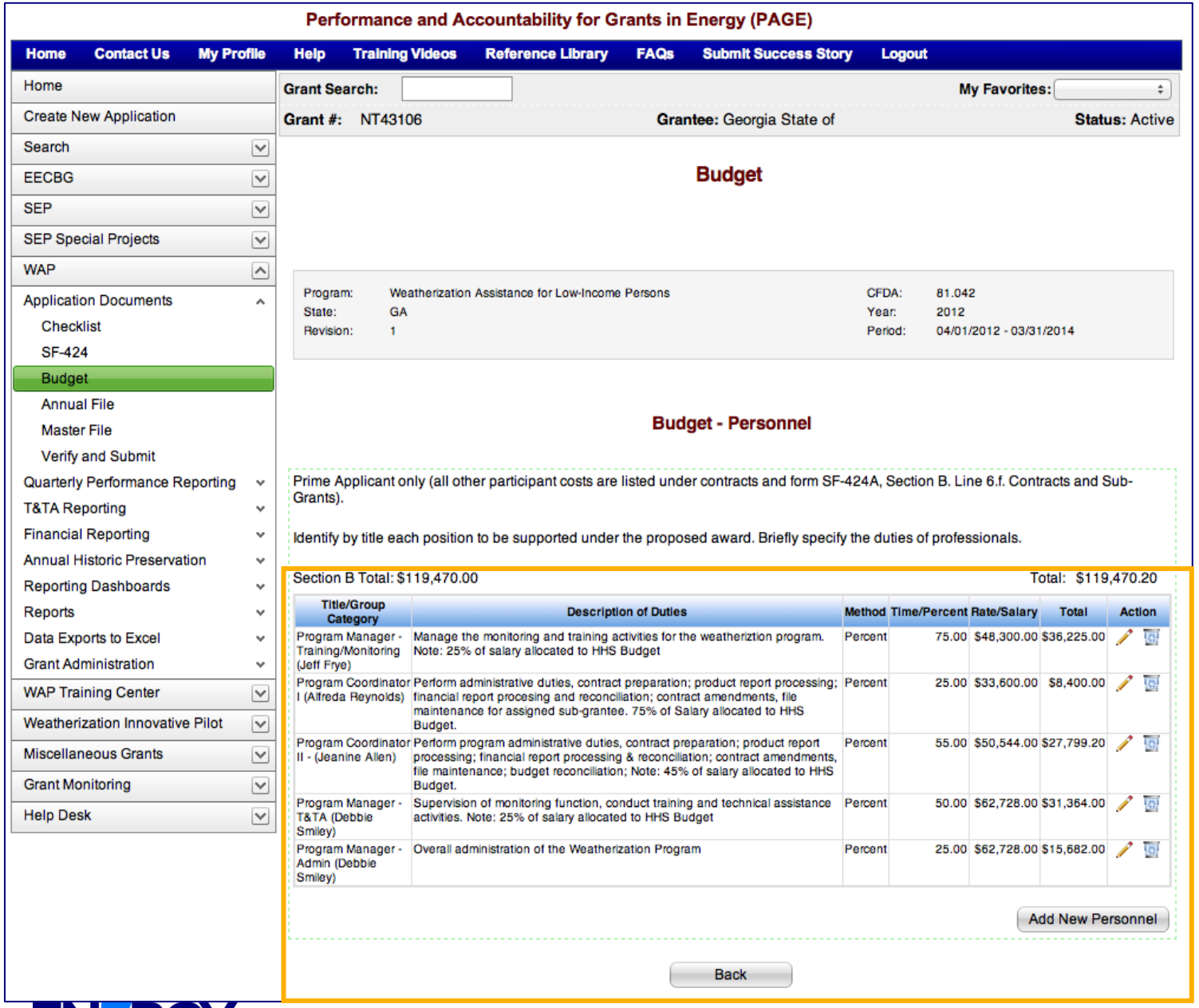
# SF-424A BUDGET – COMPLETING THE BUDGET

**Section B - Budget Categories**

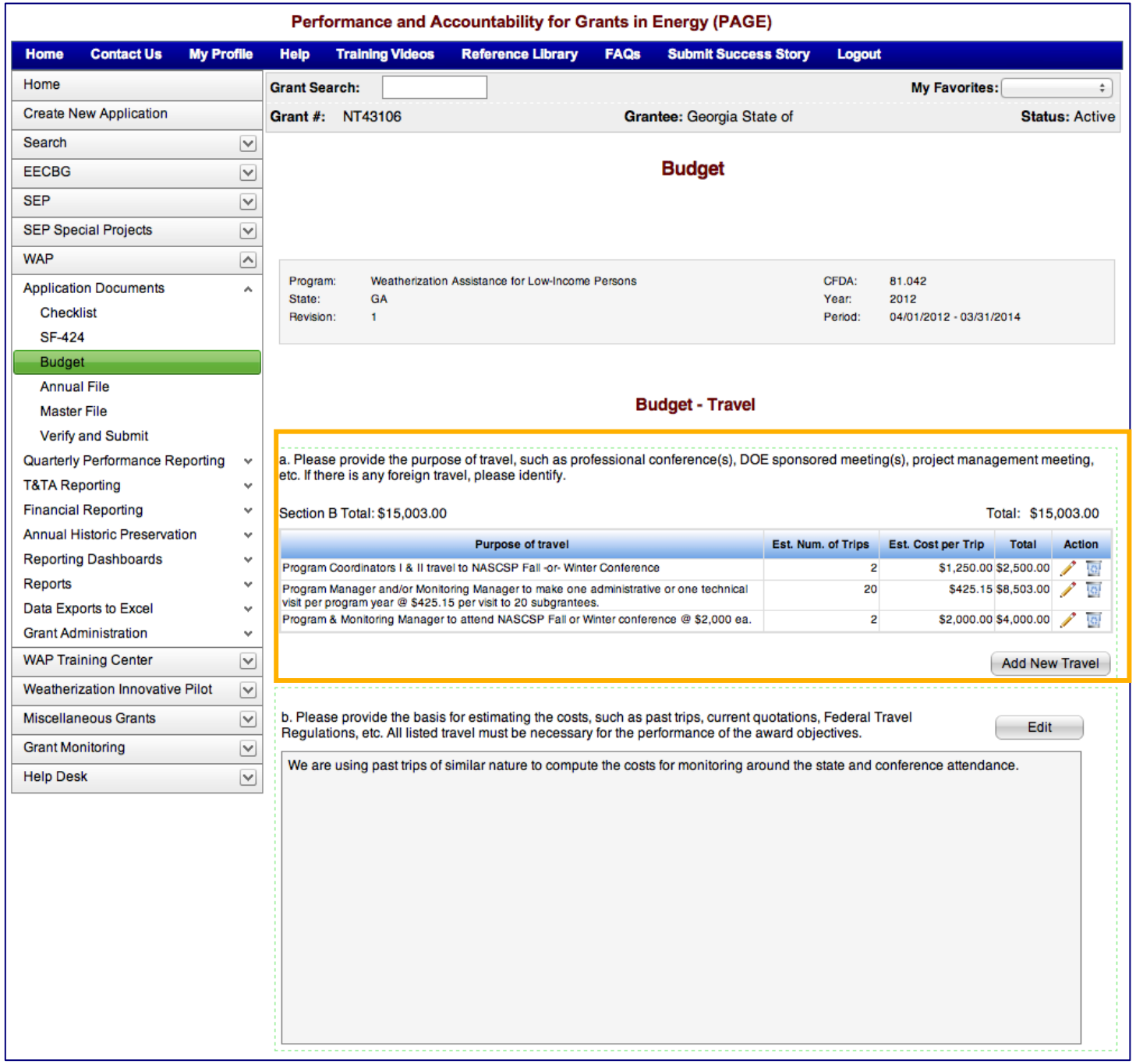
Edit Budget Columns

| 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 | |
|---|---|---|---|---|---|---|---|---|---|
| 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** |

U.S. Department of ENERGY




# BUDGET JUSTIFICATION – PAGE EXAMPLE




# BUDGET JUSTIFICATION – PAGE EXAMPLE

# BUDGET JUSTIFICATION

- Contractual
- Construction
- Other direct costs
- Indirect costs
- Personnel
- Fringe benefits
- Travel
- Equipment
- Supplies

U.S. Department of ENERGY

# PAGE – ANNUAL FILE – LIST SUBGRANTEES

Subgrantee Details

OMB Control No: 1910-5127
Expiration Date: 11/30/2016

**Organization**

Edit

**Legal Name:** 17 West Central Community Action
**Name 2:**
**Type of organization:** Local agency
**Division Name:**
**Department Name:**
**DUNS #:** 068675354
**TAX ID:**
**Contact:** Kelly Malhberg
**Phone #:** (712)755-5135
**Fax #:** (712)755-5999
**Email:** kmalhberg@westcca.org

**Address 1:** 1408 A Hwy 44
**Address 2:** P.O. Box 709
**City:** Harlan
**State:** Iowa
**County:**
**Congressional District:**
**Zip:** 51537-0000

**Tentative**

Dollar Amount: $ 238,783.00
Units: 24

**Labor Source**

- Agency crews
- (•) Contractors
- Both

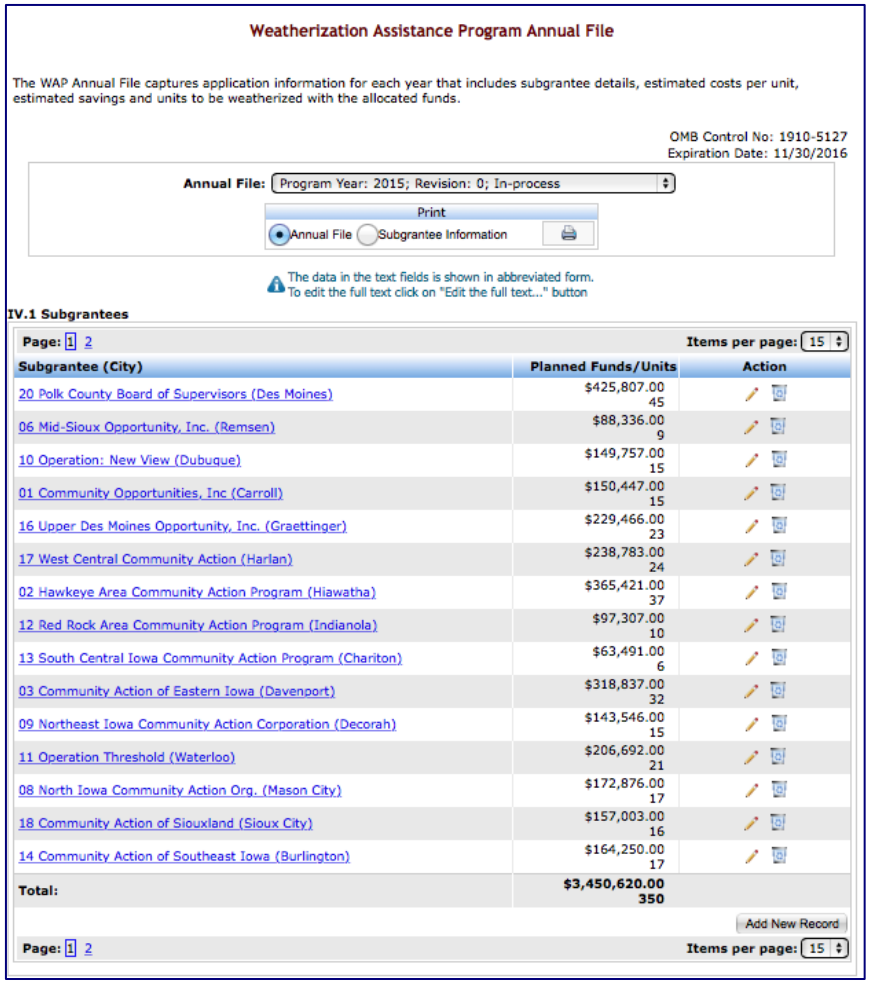
| County Served |
|---|
| CASS County |
| FREMONT County |
| HARRISON County |
| MILLS County |
| MONTGOMERY County |
| PAGE County |
| POTTAWATTAMIE County |
| SHELBY County |

Add New Record

| Congressional District Served |
|---|
| Iowa Congressional District 04 |
| Iowa Congressional District 03 |

Add New Record

Save | Save & Close | Cancel & Close



Weatherization Assistance Program Annual File

The WAP Annual File captures application information for each year that includes subgrantee details, estimated costs per unit, estimated savings and units to be weatherized with the allocated funds.

OMB Control No: 1910-5127
Expiration Date: 11/30/2016

**Annual File:** Program Year: 2015; Revision: 0; In-process

Print
(•) Annual File ( ) Subgrantee Information

The data in the text fields is shown in abbreviated form.
To edit the full text click on "Edit the full text..." button

**IV.1 Subgrantees**

Page: 1 2 — Items per page: 15

| Subgrantee (City) | Planned Funds/Units | Action |
|---|---|---|
| 20 Polk County Board of Supervisors (Des Moines) | $425,807.00<br>45 | |
| 06 Mid-Sioux Opportunity, Inc. (Remsen) | $88,336.00<br>9 | |
| 10 Operation: New View (Dubuque) | $149,757.00<br>15 | |
| 01 Community Opportunities, Inc (Carroll) | $150,447.00<br>15 | |
| 16 Upper Des Moines Opportunity, Inc. (Graettinger) | $229,466.00<br>23 | |
| 17 West Central Community Action (Harlan) | $238,783.00<br>24 | |
| 02 Hawkeye Area Community Action Program (Hiawatha) | $365,421.00<br>37 | |
| 12 Red Rock Area Community Action Program (Indianola) | $97,307.00<br>10 | |
| 13 South Central Iowa Community Action Program (Chariton) | $63,491.00<br>6 | |
| 03 Community Action of Eastern Iowa (Davenport) | $318,837.00<br>32 | |
| 09 Northeast Iowa Community Action Corporation (Decorah) | $143,546.00<br>15 | |
| 11 Operation Threshold (Waterloo) | $206,692.00<br>21 | |
| 08 North Iowa Community Action Org. (Mason City) | $172,876.00<br>17 | |
| 18 Community Action of Siouxland (Sioux City) | $157,003.00<br>16 | |
| 14 Community Action of Southeast Iowa (Burlington) | $164,250.00<br>17 | |
| **Total:** | **$3,450,620.00<br>350** | |

Add New Record

Page: 1 2 — Items per page: 15

U.S. Department of ENERGY

# ANNUAL FILE – WAP SUBGRANTEE PRODUCTION PLAN

**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 |

**IV.3 Energy Savings**

Method used to calculate savings: (•) WAP algorithm ( ) Other (describe below)

Method used to calculate savings description — Edit the full text...

This year estimated energy savings: 10,675 Save

Prior year estimated energy savings: 9,241 Actual (prior year): 0

U.S. Department of ENERGY

# PAGE – ANNUAL FILE – STATE PLAN PUBLIC HEARING AND PAC

**IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)**

| Date Held | Newspapers that publicized the hearings and the dates the notice ran | Action |
|---|---|---|
| 05/25/2012 | The date, time, and location of the Public Hearing are provided to subgrantees and interested parties through email, website posting on Arizona Department of Administration (ADOA) and at www.azenergy.gov. The public hearing notification will be at least ten days prior to the date of the Public Hearing scheduled for June 4, 2013. The Notice of Public Hearing was released by the Governor's Office of Energy Policy by a News Release on Friday, May 24, 2013, via the Governor's Office of Energy Policy website and emails to sub-grantees. | |

Add New Record

**IV.5 Policy Advisory Council Members**

☐ Check if an existing state council or commision serves in this category and add name below

| Policy Advisory Council Member | Action |
|---|---|
| Arizona Community Action Association (ACAA) | |
| Arizona Housing Alliance | |
| Arizona Public Interest Research Group (AZ-PIRG) | |
| Arizona Public Service Company | |
| Foundation for Senior Living | |
| Gila County Community Action | |
| Maricopa County | |
| NACOG | |
| Salt River Project | |
| Southwest Gas Coporation | |
| Tucson Electric Power Company | |

Add New Record

# ANNUAL FILE – PEER TO PEER DISCUSSION TIME

- Who makes up the members of your Policy Advisory Council (PAC)?
  - Do you include representatives from the Subgrantees in the PAC?
  - How do you select members for the PAC?

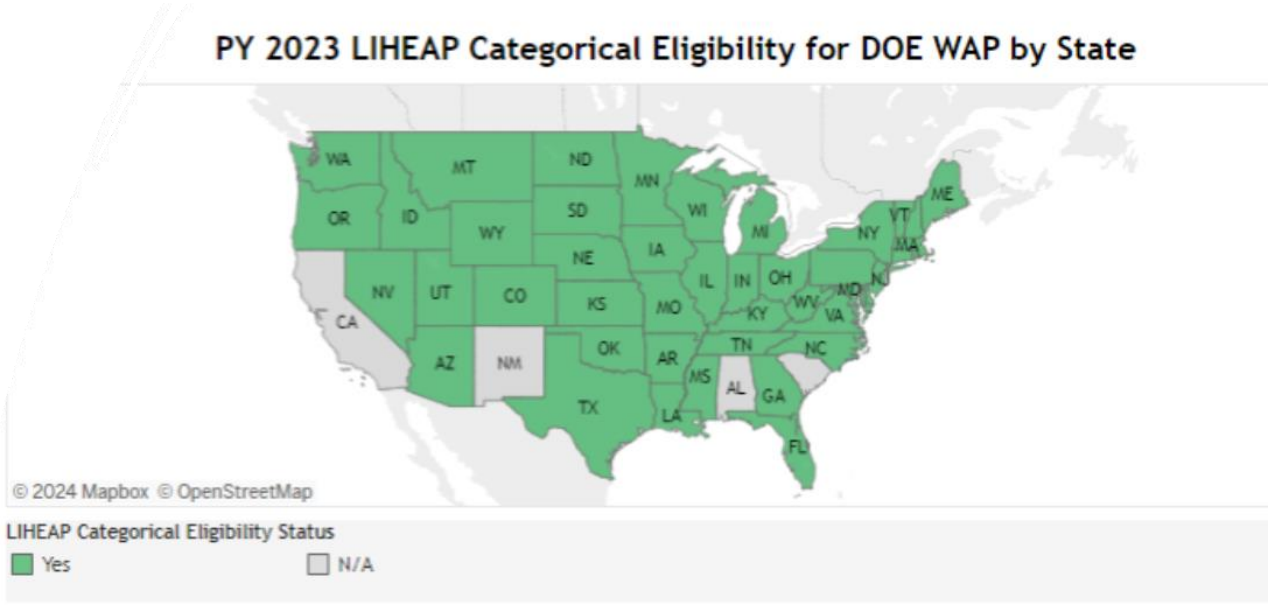
- How often and for what reasons do you engage the PAC outside of the state plan application review process?

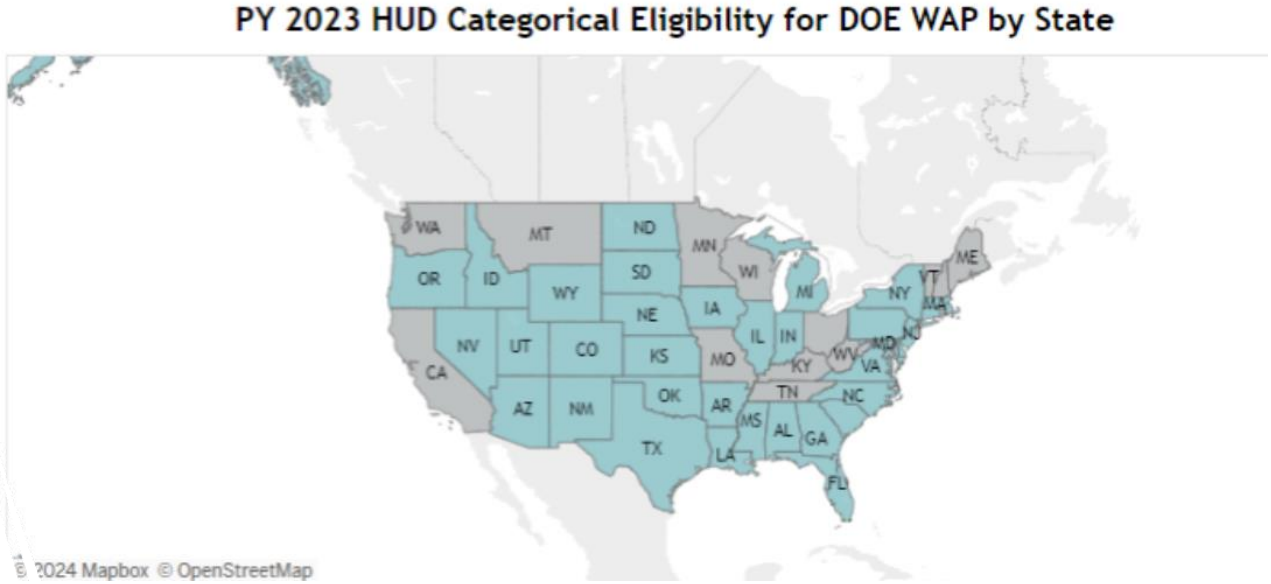
# Master File

- **V.1 Eligibility**
- V.1.1 Approach to Determining Client Eligibility
- V.1.2 Approach to Determining Building Eligibility
- V.1.3 Definition of Children
- V.1.4 Approach to Tribal Organizations
- V.2 Selection of Areas to be Served
- V.3 Prioritizing Clients
- V.4 Climatic Conditions
- V.5 Type of Weatherization Work to be Done
- V.5.1 Technical Guides and Materials
- V.5.2 Energy Audit Procedures
- V.5.3 Final Inspection
- V.6 Weatherization Analysis of Effectiveness
- V.7 Health and Safety
- V.8 Program Management
- V.8.1 Overview and Organization
- V.8.2 Administrative Expenditure Limits
- V.8.3 Monitoring Activities
- V.8.4 Training & Technical Assistance Approach and Activities
- V.9 Energy Crisis and Disaster Plan
- V.10 Dispute Resolution Process
- V.11 Investigating Allegations of Fraud, Waste and Abuse

# Categorical Eligibility

- 93% of Grantees considered a dwelling unit eligible for weatherization services if it was occupied by a family unit that was eligible for assistance under LIHEAP
- 69% of Grantees allowed per their state plan the use of the HUD means-tested programs' income qualifications at or below 80% of Area Median Income (AMI) allowed by WPN 22-5
- In December 2024 DOE issued WPN 25-4 that **expands client eligibility to select USDA means-tested programs** at 80% AMI or below and provide an updated USDA eligible buildings list to be used to identify eligible multifamily buildings.

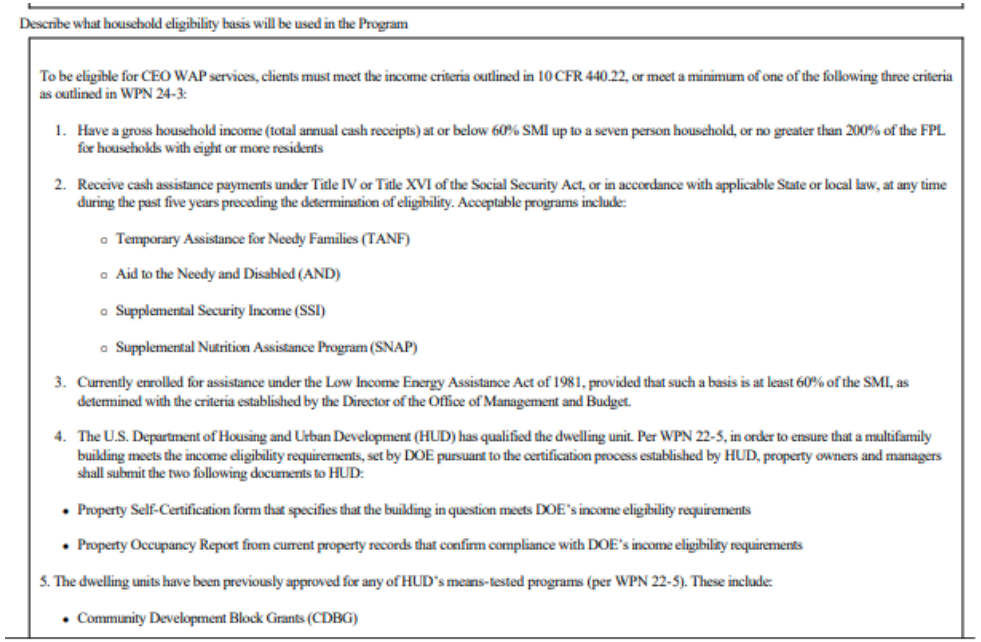


# Eligibility Language – State Plan Example

Income definition description: A dwelling unit is eligible for weatherization under DOE funding if it is occupied by a low-income household:

- 1. Traditional Eligibility: Whose income is at or below 200% of the most recent Federal Poverty Income Guidelines and is eligible under LIHEAP funding for assistance when income is at or below 200% of Federal Poverty Income Guidelines as allowed by 10 CFR 440.22.
- 2. Categorical Eligibility: Which contains a member who has received cash assistance payments during the preceding twelvemonth period under Titles IV and XVI of the Social Security Act, Pub.L. No. 88452, 42 U.S.C. § 2701 et seq. or applicable State or local law.
- 3. Categorical Eligibility: Who is determined eligible for assistance under the Low-income Home Energy Assistance Act of 1981, provided that such basis is at least 200 percent of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget.
- 4. Categorical Eligibility: Whose residents have met the income requirements of HUD means-tested programs through mechanisms including, but not limited to, applicant documentation, interagency lists of recipients, shared system databases, etc. Method of verification of eligibility must be included in the client file.



Describe what household eligibility basis will be used in the Program

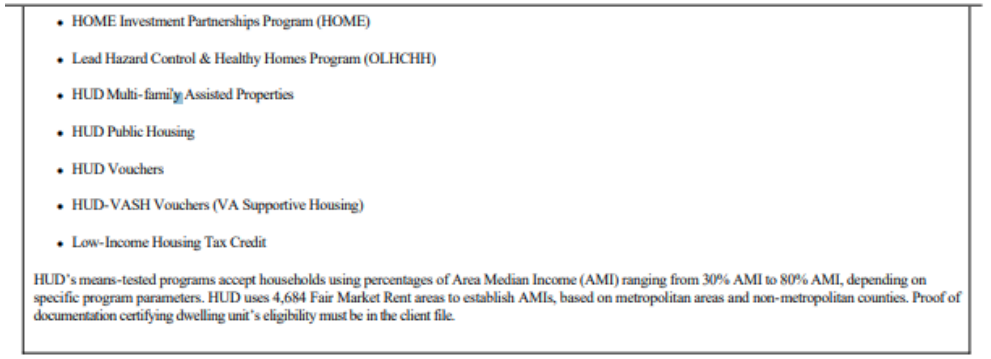
To be eligible for CEO WAP services, clients must meet the income criteria outlined in 10 CFR 440.22, or meet a minimum of one of the following three criteria as outlined in WPN 24-3:

1. Have a gross household income (total annual cash receipts) at or below 60% SMI up to a seven person household, or no greater than 200% of the FPL for households with eight or more residents
2. Receive cash assistance payments under Title IV or Title XVI of the Social Security Act, or in accordance with applicable State or local law, at any time during the past five years preceding the determination of eligibility. Acceptable programs include:
   - Temporary Assistance for Needy Families (TANF)
   - Aid to the Needy and Disabled (AND)
   - Supplemental Security Income (SSI)
   - Supplemental Nutrition Assistance Program (SNAP)
3. Currently enrolled for assistance under the Low Income Energy Assistance Act of 1981, provided that such a basis is at least 60% of the SMI, as determined with the criteria established by the Director of the Office of Management and Budget.
4. The U.S. Department of Housing and Urban Development (HUD) has qualified the dwelling unit. Per WPN 22-5, in order to ensure that a multifamily building meets the income eligibility requirements, set by DOE pursuant to the certification process established by HUD, property owners and managers shall submit the two following documents to HUD:

- Property Self-Certification form that specifies that the building in question meets DOE's income eligibility requirements
- Property Occupancy Report from current property records that confirm compliance with DOE's income eligibility requirements

5. The dwelling units have been previously approved for any of HUD's means-tested programs (per WPN 22-5). These include:

- Community Development Block Grants (CDBG)



- HOME Investment Partnerships Program (HOME)
- Lead Hazard Control & Healthy Homes Program (OLHCHH)
- HUD Multi-family Assisted Properties
- HUD Public Housing
- HUD Vouchers
- HUD-VASH Vouchers (VA Supportive Housing)
- Low-Income Housing Tax Credit

HUD's means-tested programs accept households using percentages of Area Median Income (AMI) ranging from 30% AMI to 80% AMI, depending on specific program parameters. HUD uses 4,684 Fair Market Rent areas to establish AMIs, based on metropolitan areas and non-metropolitan counties. Proof of documentation certifying dwelling unit's eligibility must be in the client file.

# ADDITIONS TO THE APPLICATION INSTRUCTIONS

## V.10 **DISPUTE RESOLUTION PROCESS**

Grantees must provide as an attachment in the SF-424 a copy of the program's Dispute Resolution Process which outlines their procedures to resolve issues that arise with owners of assisted buildings, tenants, subcontractors, or others involved in providing WAP services.

Grantees have the responsibility to ensure Subgrantees resolve all client complaints, including applicant denials, project deferrals, and work quality issues. If complaints cannot be resolved at the Subgrantee level, Grantees must have procedures to resolve escalated disputes.

Mediation and arbitration and/or a state appeal process should be listed as options if internal procedures fail to remedy the complaint.

## V.11 **INVESTIGATE ALLEGATIONS OF FRAUD, WASTE, AND ABUSE**

Grantees must provide as an attachment in the SF-424 a copy of the program’s (or their department’s) procedures for investigating allegations of fraud, waste and abuse.

Please include roles and responsibilities for the investigation. Procedures should also include compliance with 200.113 Mandatory Disclosures and how the Grantee will report back to DOE.

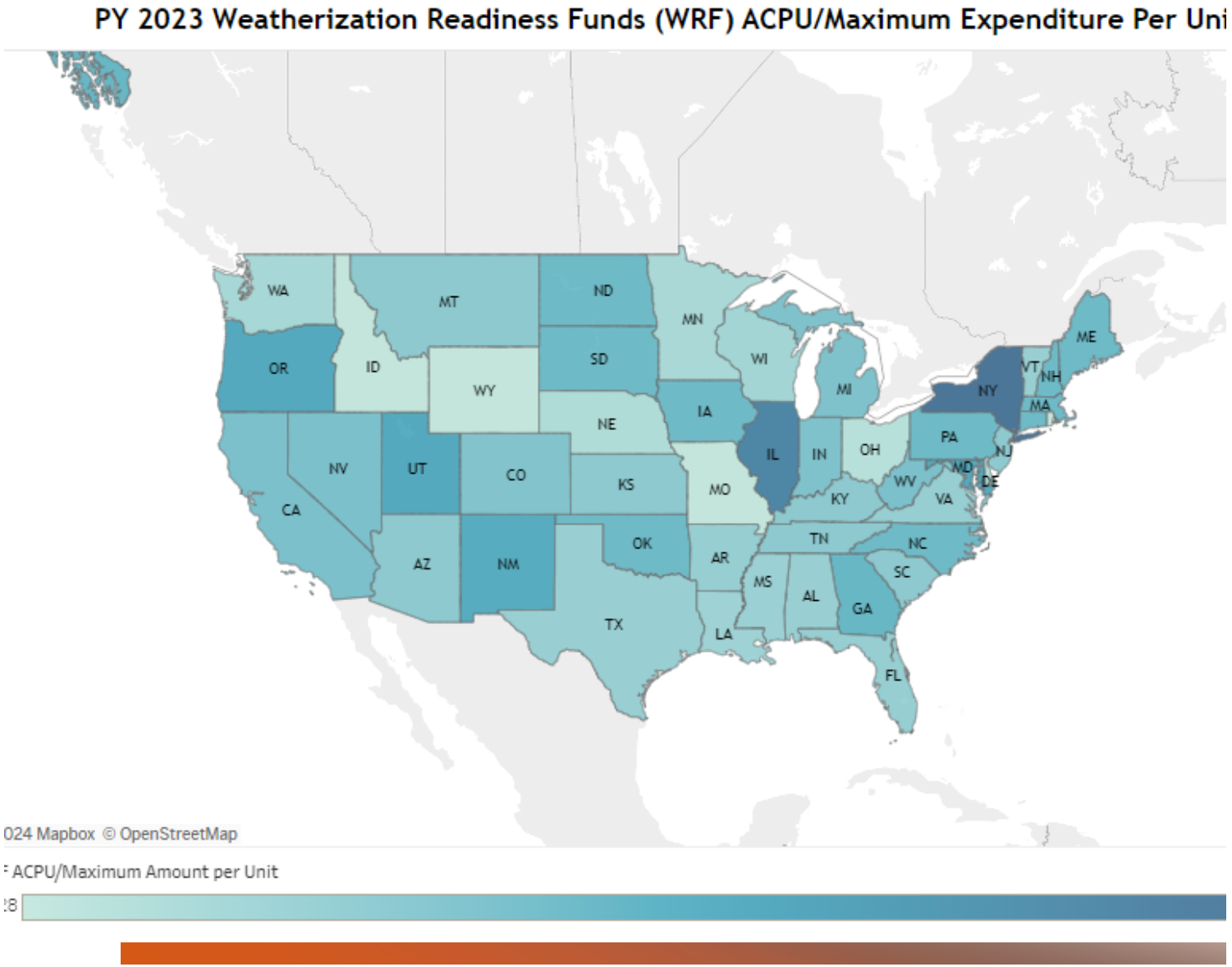
U.S. Department of ENERGY

# GROUP DISCUSSION

**What is your DISPUTE RESOLUTION PROCESS today?**

1) Do you already have this process written out?
2) Does it mirror other Federal program dispute processes.
3) Will you need to develop one?
4) What are the core components in your process?
5) Do you accept both oral and written complaints or do you only accept written complaints?
6) What is your final arbitration or mediation step?

U.S. Department of ENERGY




# Weatherization Readiness Funds Expenditure Limits

- Most states implement a limit on the amount of WRF funds used per dwelling.
- 28 of 55 grantees abide by the ACPU
- 21 of the 55 specified a particular “cap” per WRF job.
- The median WRF ACPU for PY 2023 was $11,000

# Peer to Peer Discussion - WRF

- Were you able to spend down  all your Weatherization Readiness Funds?
- What were your success factors?
- If you did not get to 100% spend, what did you identify as your main barriers to success?
- What changes would you make to the PY2025 state plan to ensure 100% of the WRF allocated are spent each year?

# DOE STATE PLAN GUIDANCE LIST

*PY 2025 Application Instructions*

*WPN 25-1 Program Year 2025 Weatherization Grant Application Information*

*2025 Administrative and Legal Requirements Document (ALRD)*

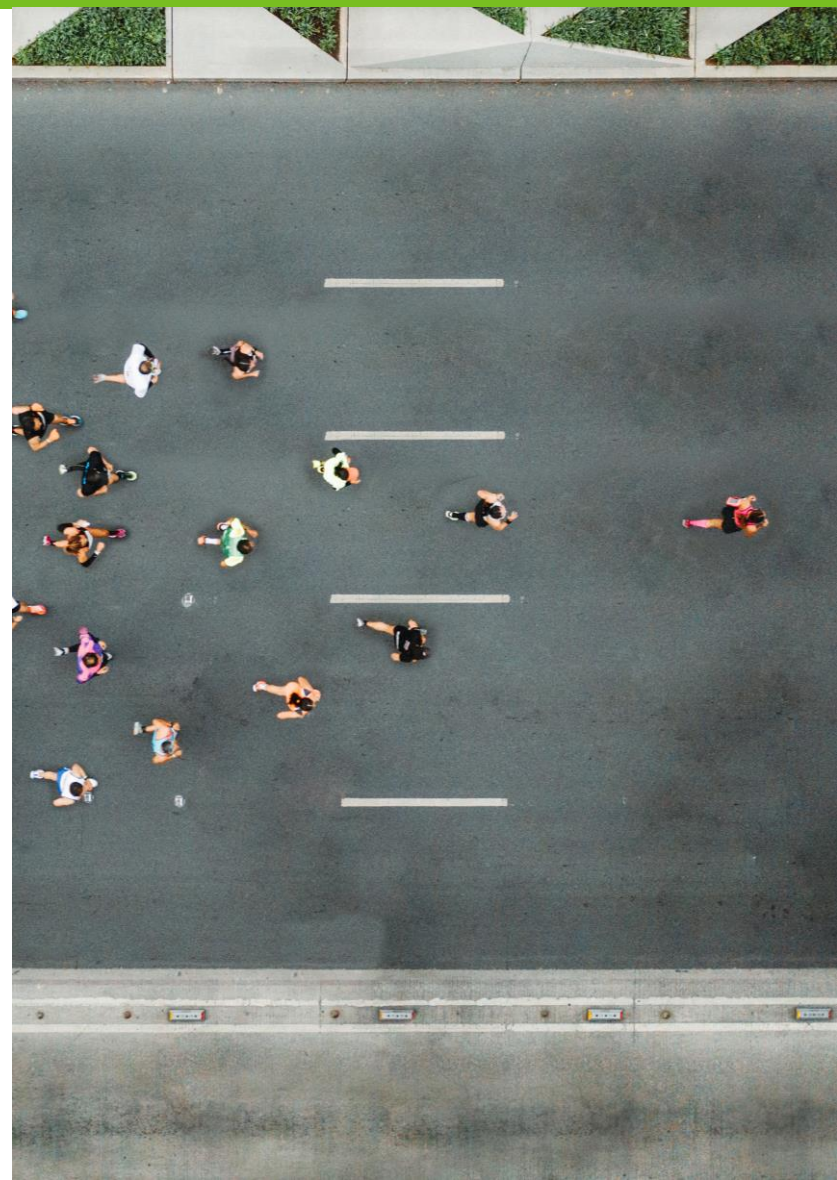
U.S. Department of ENERGY

# Tips and Tricks for State Plan Submission

Suzy Meneguzzo | Weatherization Assistance Program Director

# Start Early

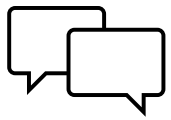
- Red-line version released in November
- Final guidelines released in December
- MN kicked off PY25 State Plan work in mid-December
- First drafts due February 14



# Read the Instructions

- Carefully review the Weatherization Assistance Program for Low-Income Persons Application Instructions!

# Access Additional Resources



- Review the red-line version of the Guidelines
- Go to the NASCSP webinars
- Attend NASCSP Winter Conference
- Talk to other Grantees

# Divide and Conquer

- Engage the whole team

# PAGE

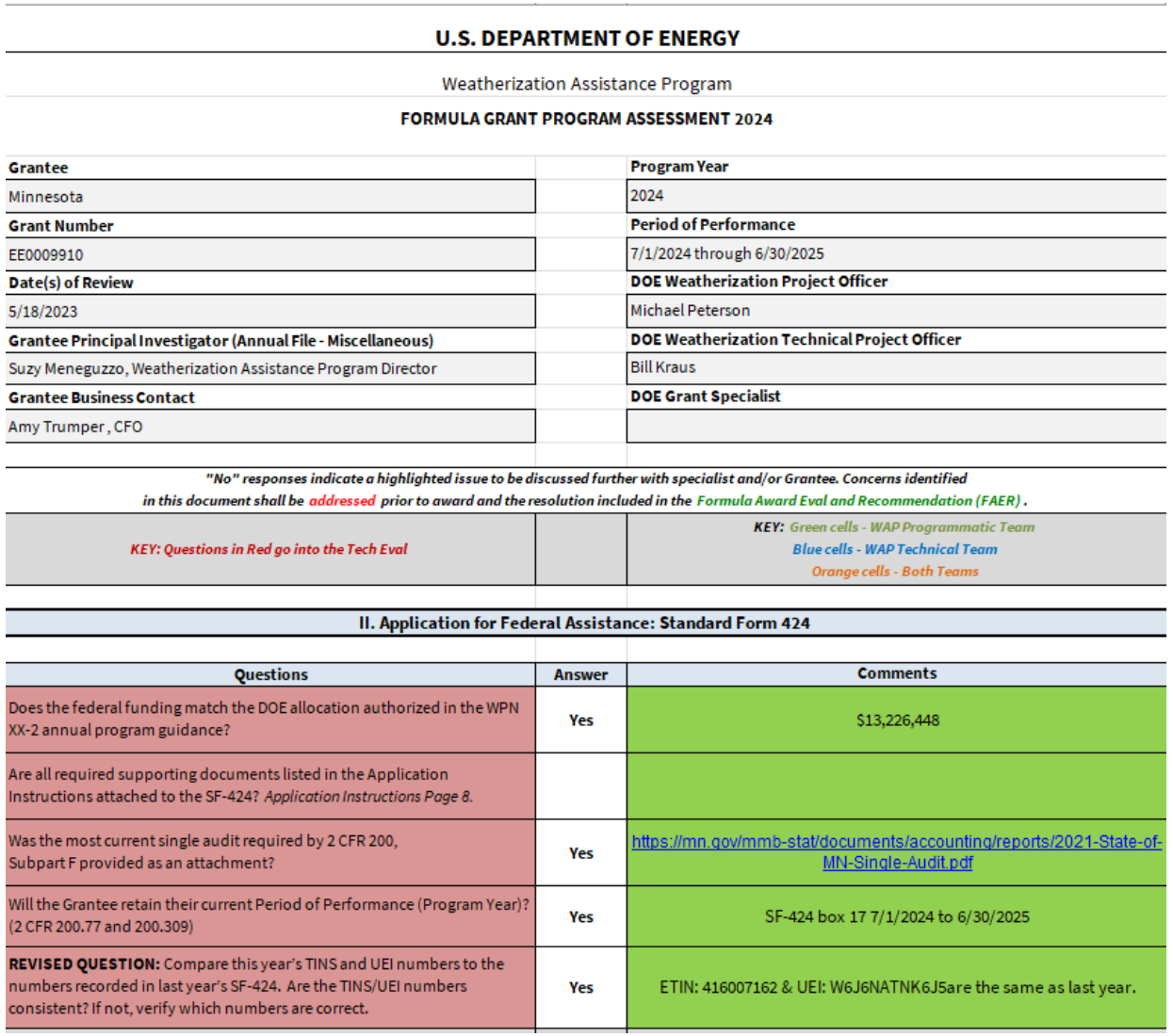
U.S. DEPARTMENT OF
ENERGY
Office of the Under Secretary
for Infrastructure
State and Community Energy Programs
Performance and Accountability for Grants in Energy (PAGE)
Home
Contact Us
Help
FAQs
Submit Success Story
WAP Communications Portal
Login

# Work With Sub-Grantees

- Work with Service Providers
  - Network Meetings
  - Workshops
  - Weekly Email
  - Policy Sub-group

# Final Review

- Read it- better yet, have someone else read it
- Use the Program Assessment Checklist
- Search out WPN in your document and make sure they are all active.



**U.S. DEPARTMENT OF ENERGY**

Weatherization Assistance Program

**FORMULA GRANT PROGRAM ASSESSMENT 2024**

| | | |
|---|---|---|
| **Grantee** | | **Program Year** |
| Minnesota | | 2024 |
| **Grant Number** | | **Period of Performance** |
| EE0009910 | | 7/1/2024 through 6/30/2025 |
| **Date(s) of Review** | | **DOE Weatherization Project Officer** |
| 5/18/2023 | | Michael Peterson |
| **Grantee Principal Investigator (Annual File - Miscellaneous)** | | **DOE Weatherization Technical Project Officer** |
| Suzy Meneguzzo, Weatherization Assistance Program Director | | Bill Kraus |
| **Grantee Business Contact** | | **DOE Grant Specialist** |
| Amy Trumper , CFO | | |

*"No" responses indicate a highlighted issue to be discussed further with specialist and/or Grantee. Concerns identified in this document shall be addressed prior to award and the resolution included in the Formula Award Eval and Recommendation (FAER) .*

| | | |
|---|---|---|
| *KEY: Questions in Red go into the Tech Eval* | | *KEY: Green cells - WAP Programmatic Team; Blue cells - WAP Technical Team; Orange cells - Both Teams* |

**II. Application for Federal Assistance: Standard Form 424**

| Questions | Answer | Comments |
|---|---|---|
| Does the federal funding match the DOE allocation authorized in the WPN XX-2 annual program guidance? | Yes | $13,226,448 |
| Are all required supporting documents listed in the Application Instructions attached to the SF-424? *Application Instructions Page 8.* | | |
| Was the most current single audit required by 2 CFR 200, Subpart F provided as an attachment? | Yes | https://mn.gov/mmb-stat/documents/accounting/reports/2021-State-of-MN-Single-Audit.pdf |
| Will the Grantee retain their current Period of Performance (Program Year)? (2 CFR 200.77 and 200.309) | Yes | SF-424 box 17 7/1/2024 to 6/30/2025 |
| **REVISED QUESTION:** Compare this year's TINS and UEI numbers to the numbers recorded in last year's SF-424. Are the TINS/UEI numbers consistent? If not, verify which numbers are correct. | Yes | ETIN: 416007162 & UEI: W6J6NATNK6J5are the same as last year. |

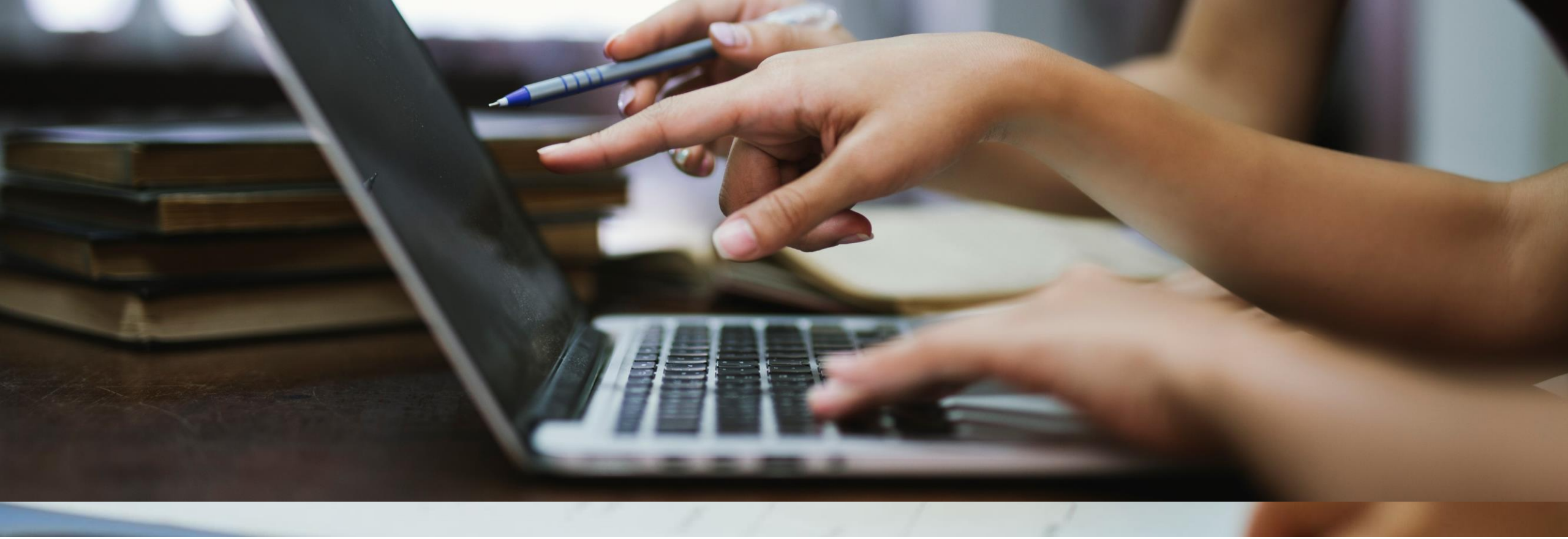
# Expect Revisions

- Most likely the first submission will not be approved
- Don’t panic!
- DOE will provide specific feedback
- Use Programmatic Assessment to communicate

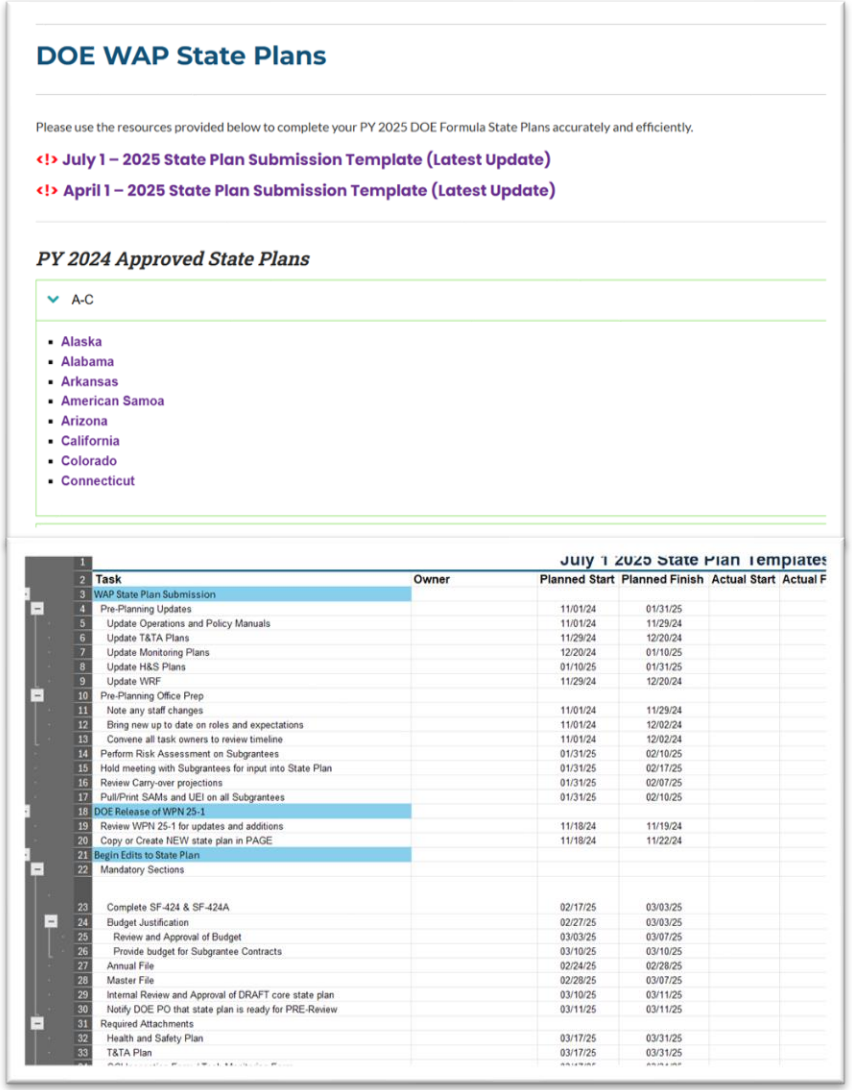
# Thank You!

**Suzy Meneguzzo**

*Suzy.Meneguzzo@state.mn.us*



# NASCSP WAP RESOURCES



DOE WAP State Plans

Please use the resources provided below to complete your PY 2025 DOE Formula State Plans accurately and efficiently.

July 1 – 2025 State Plan Submission Template (Latest Update)

April 1 – 2025 State Plan Submission Template (Latest Update)

*PY 2024 Approved State Plans*

A-C

- Alaska
- Alabama
- Arkansas
- American Samoa
- Arizona
- California
- Colorado
- Connecticut

July 1 2025 State Plan Templates

| | Task | Owner | Planned Start | Planned Finish | Actual Start | Actual F |
|---|---|---|---|---|---|---|
| 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 | | |

# PY 2025 State Plan Timeline Templates

NASCSP provides annual planning templates for both April 1 and July 1 states.

Additionally on the webpage we offer copies of all approved state plans  for all 56 WAP grantees

# PY 2023 State Plan Analysis Summary

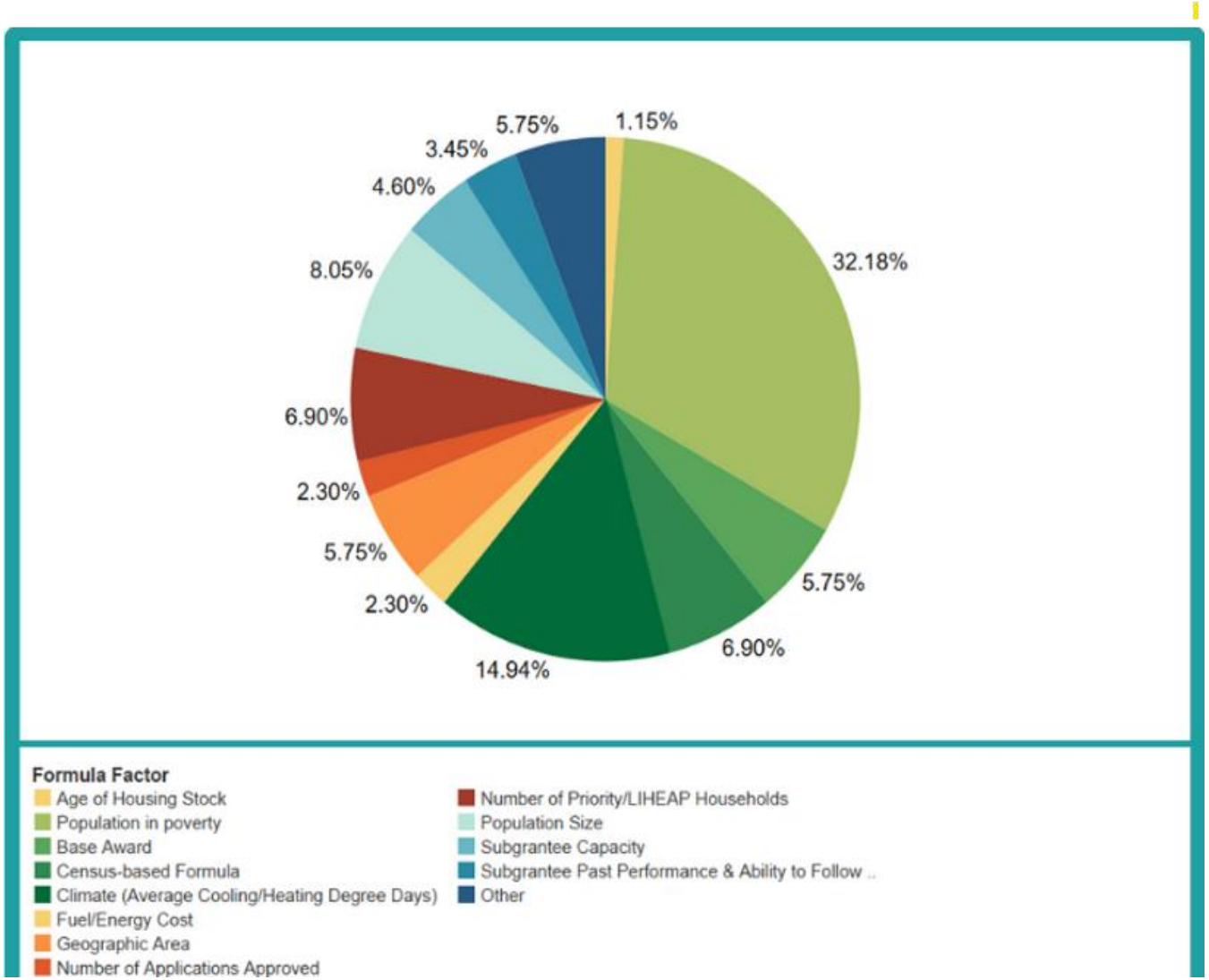
54 of Program Year 2023 DOE WAP State Plans reviewed

41 provided specifics regarding their allocation formulas within their State Plan

8 did NOT specify their allocations in their PY 23 State Plan

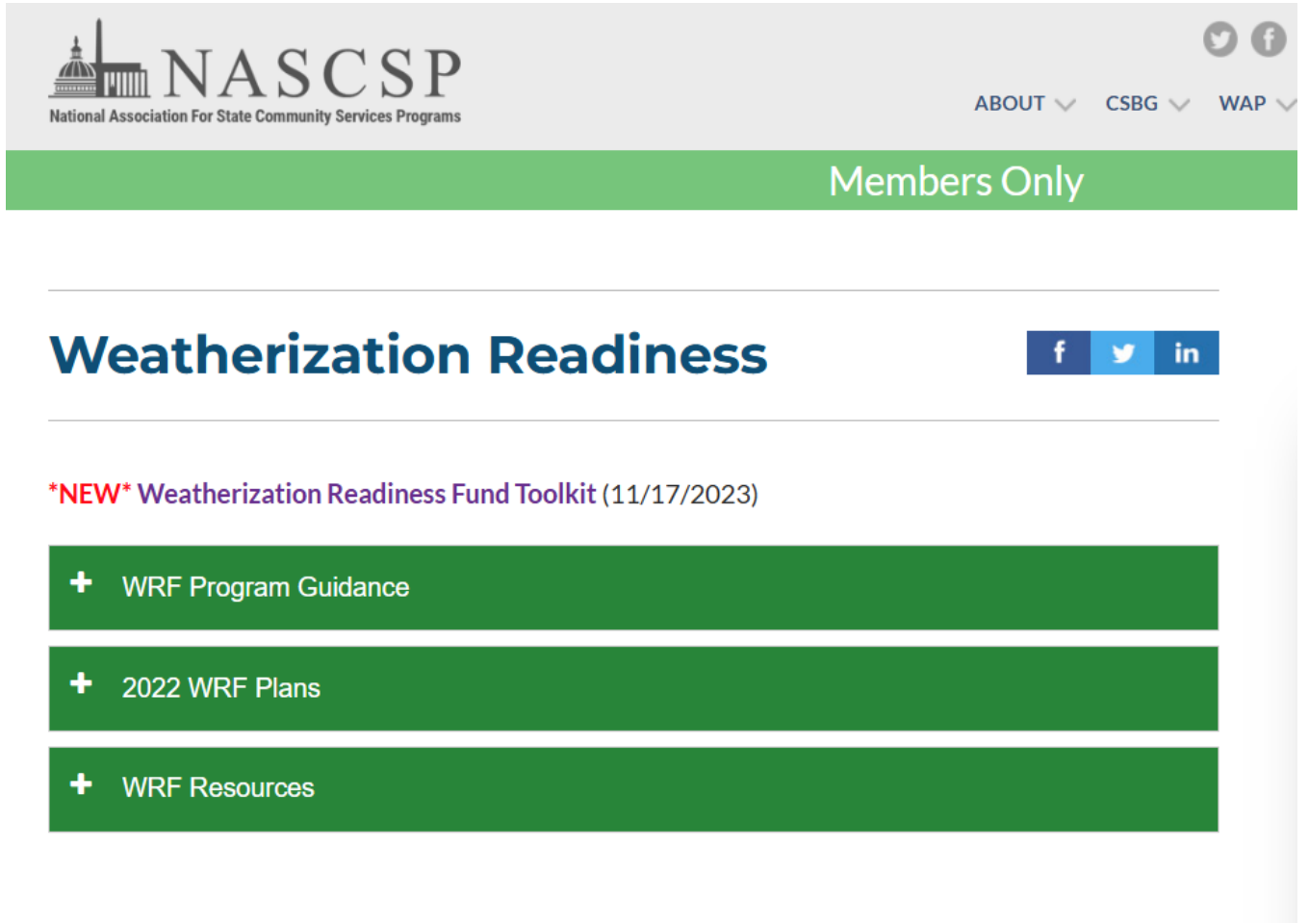
# What are the biggest factors impacting Grantee allocation formulas?

- Population in poverty (32%)
- Climate (15%)
- Population size (8%)
- Number of Priority/LIHEAP Households (7%)



# NASCSP Member Resources

- State plans
- Webinars
- State Plan Timeline Templates
- Monitoring tools
- WRF resources
- MF resources



# NASCSP State Plan OPEN Office Hours

- NASCSP staff to host a State Plan OPEN Office Hour
- March 20, 2025
- 3:00 – 4:00 ET PM
- Bring your questions, big or small.
- Register here

Please scan here to complete the evaluation for this session!