Group Activity & Icebreaker

Welcome Hawaii Subgrantees!

E Komo Mai!

Weatherization Data Management & Reporting

NASCSP Island Grantee Training

May 14, 2025

Overview

- Why Data Matters
- Data Systems
- Map Your Workflow
- Data Accuracy & Reporting
- Federal Compliance
- Best Practices & Key Takeaways
- Next Steps

Why Data Matters

Accurate data = Program success!

Program, funding, client, reporting, and compliance processes can all be simplified.

Data informs decisions and is used for reporting to DOE, partners, and the public.

Supports transparency and accountability.

Your Data Systems – Peer Exchange

How do you use your WAP data management system?

Is your system connected to your audit or priority list?

Consider your workflow from intake to reporting for the next activity.

Map Your Workflow – Group Activity

- Break into small groups

- Sketch or list your workflow from data entry to reporting

- Identify bottlenecks or pain points

Best Practices to Enhance Data Accuracy

Standardize Data Entry: Use consistent forms, codes, and naming conventions across all staff and subgrantees.

Automate Where Possible: Leverage data management systems to reduce manual entry errors and streamline reporting.

Regular Audits & Training : Periodically review a sample of client files and reports to catch and correct errors early. Provide ongoing training on data entry, system use, and quality control.

Checklists: Use DOE and NASCSP checklists (e.g., Client File Checklist, Monitoring Checklists) to ensure all required data is captured.

Simplifying Reporting with Technology and Collaboration

Centralized Systems: Use centralized (web-based) platforms to track, measure, and monitor all program data in one place.

Dashboards: Use dashboards to visualize key metrics and quickly identify gaps or trends.

Peer Learning: Share best practices and reporting templates with other grantees and subgrantees.

Feedback Loops: Establish regular feedback channels to continuously improve reporting processes.

Federal Compliance – Data Management Essentials

Record Retention: Maintain all client files and supporting documentation for the required period.

Data Integrity: Ensure data is accurate, complete, and verifiable for audits and monitoring.

Monitoring Checklists: Use DOE and NASCSP monitoring checklists to systematically review program areas and document compliance.

Desktop Monitoring: Prepare for quarterly/annual desktop reviews by keeping files organized and accessible.

Federal Compliance – Reporting and Monitoring

Timely Reporting: Submit Federal Financial Reports (FFR) and Quarterly Performance Reports (QPR) by the 30th of the month following each quarter.

Monitoring Reports: Provide narrative monitoring reports, including trends, findings, and resolutions, within 90 days of the reporting period.

Corrective Action Plans: Address deficiencies identified in monitoring with timely corrective action plans.

Continuous Improvement: Use monitoring trends and feedback to improve program operations and compliance.

Federal Compliance & NEPA Logs: What You Need to Know

NEPA Basics: The National Environmental Policy Act (NEPA) requires federal agencies to assess the environmental effects of their proposed actions. For WAP, most activities are "categorically excluded" from detailed NEPA review, but you must maintain logs and documentation.

Record-Keeping: Keep detailed NEPA logs for all projects. This includes documenting how you determined the project was categorically excluded (e.g., no extraordinary circumstances, no historic properties affected).

Federal Compliance & Logs Cont'd

DOE Resources: Review DOE's trainings and guidance.

- WAP and NEPA Ground Disturbance Definition Overview

Historic Properties/Tribal Lands: If working on tribal lands or structures over 45 years old, you must complete a Historic Preservation Worksheet and get DOE approval before starting work.

Best Practices: Regularly review your logs, train staff on requirements, and keep your documentation organized and accessible. Maintain all documentation for audits and monitoring.

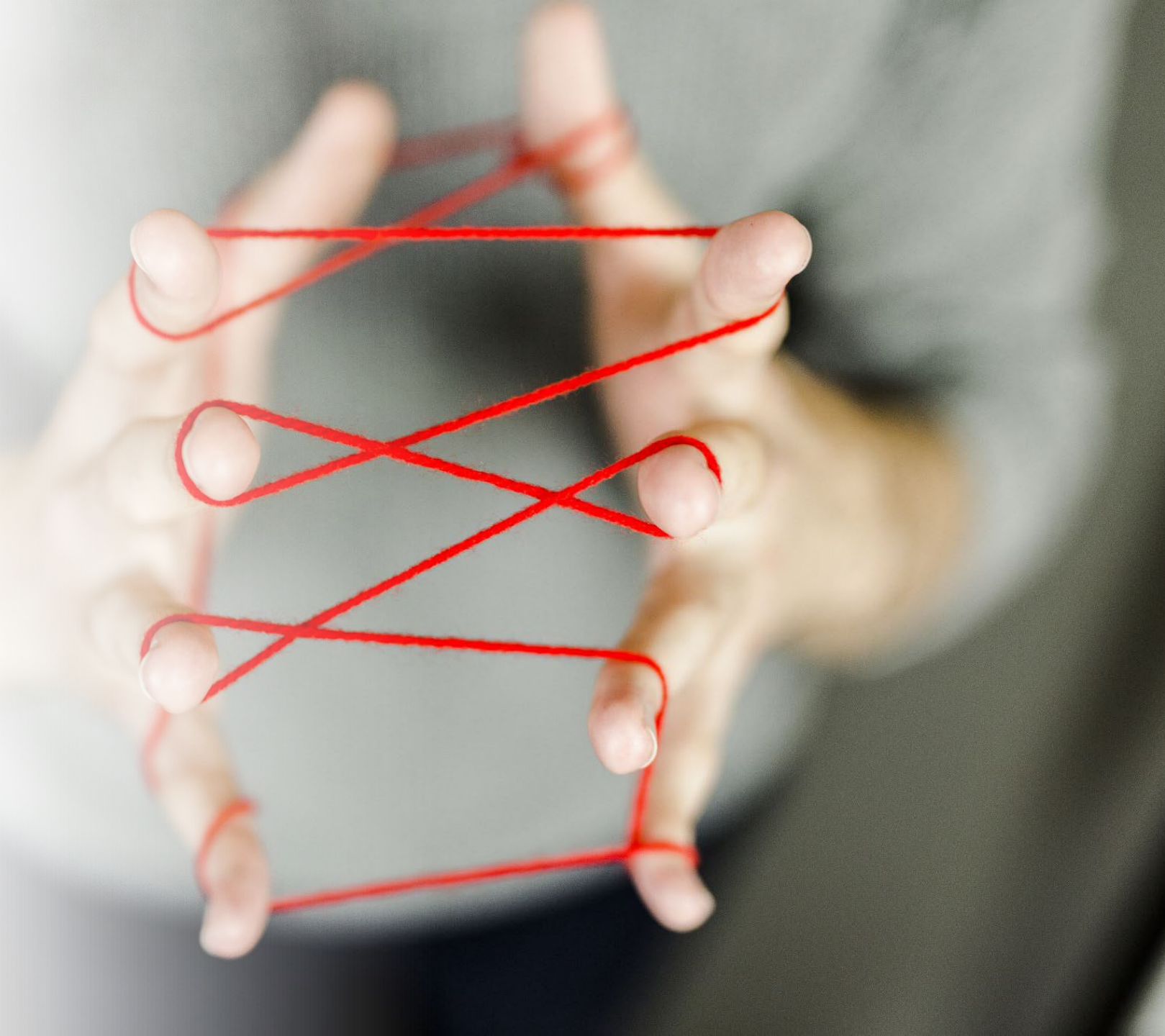# Leveraging: Expanding Impact Through Partnerships

What is leveraging?

- Leveraging: Braiding vs. Blended

Tracking & reporting multiple leveraged funds is easier with a data system.

More information on leveraging here:

DOE WPN 22-9

Reporting: Maximizing Impact

Reporting Requirements: Keep detailed records for audits and performance evaluations. [DOE WAP Memo 128: New Data Collection Requirements](#)

Tools & Resources: Use [DOE's Client File Checklist](#) to ensure all required client documentation is complete and accurate.

Multiple Funding Sources: Track and report on all funding sources (DOE, LIHEAP, etc.) to avoid double-charging and ensure proper allocation. [DOE WPN 22-9](#)

Uniform Guidance: Stay updated on uniform guidance for federal financial assistance rules. ([Title 2 CFR 200](#), [Title 10 CFR 440](#), etc.)

Regular Updates & Improvement: Regularly review your reporting systems, train staff on compliance, and maintain clear documentation for all funding streams.

NASCSP & DOE Resources

Use NASCSP's **DMS Procurement Guide and Template** to streamline system selection and implementation.

Check out this **webinar** on a program management approach to acquiring a data management system. (Found under "Program Management & Administration" > "Management & Administrative Tools")

The **Weatherization Assistance Program Resource Hub** contains a comprehensive index of tools, templates, checklists, trainings, and guidance.

DOE Weatherization Program Notices & Memorandums (DOE)

DOE Weatherization Program Guidance (NASCSP)

Best Practices & Key Takeaways

Accurate data management and reporting are essential for compliance, funding, and program success.

Systems should have a standard operating procedure manual. Quality control and secure data storage are essential.

Regular staff training and system reviews help prevent errors and streamline compliance. Continuous improvement and communication are key!

Maintain detailed logs and documentation, especially for projects on tribal lands, older structures, and those that may have environmental impact.

It's important to track all funding sources and ensure you are not double-charging or misallocating funds.

Use NASCSP and DOE tools, resources, WPNs, and Memos to stay updated on reporting requirements and make the process easier.

Questions, Comments, Concerns?

Mahalo!

Next Steps

For consideration during the networking break:

- How do you keep your data organized and accessible?

- What's one reporting challenge you've overcome?

- What tools or practices have made reporting easier for you?

- What is one thing you learned today that you want to take back to use or share?