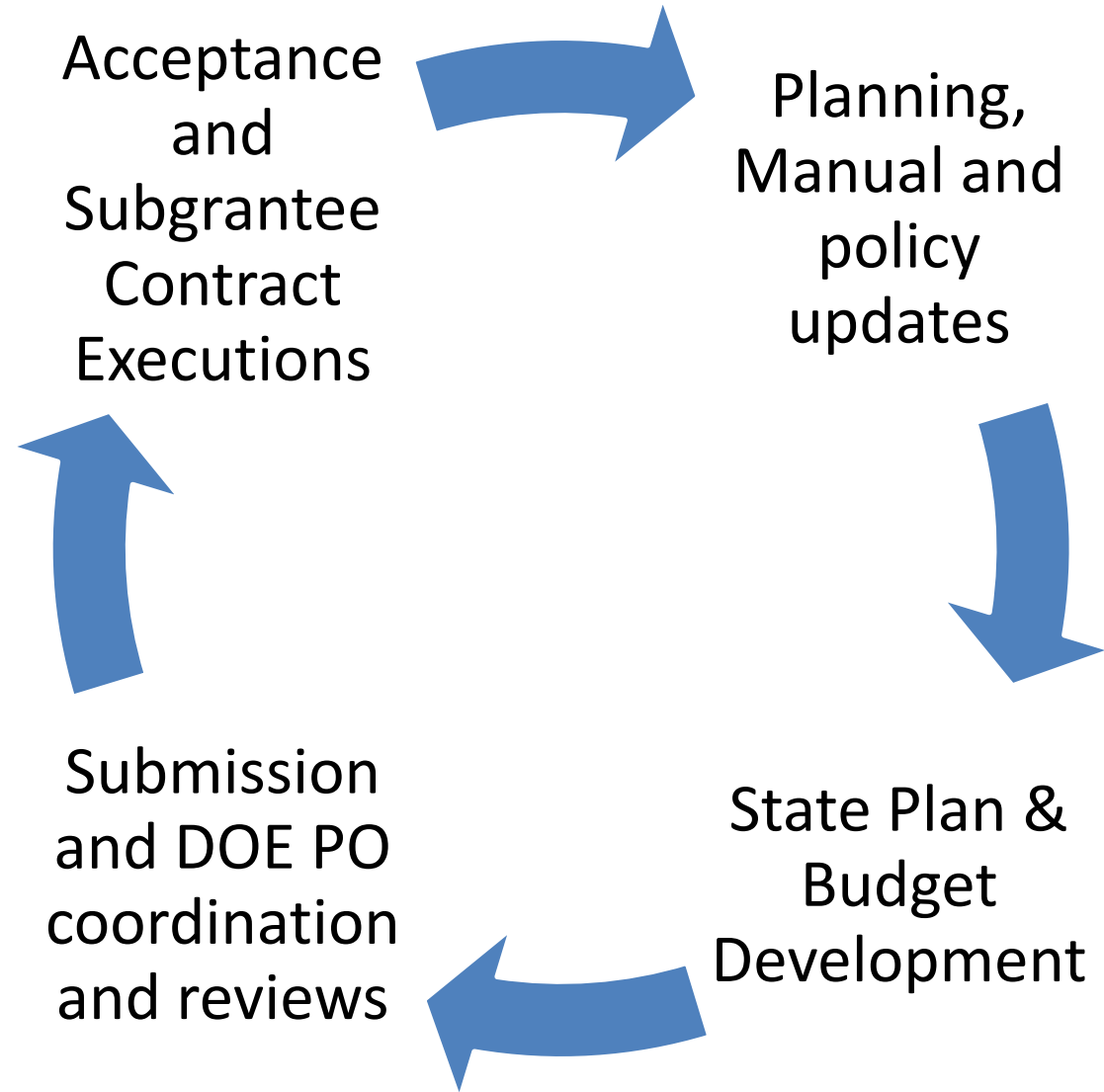


NASCSP ISLAND GRANTEE TRAINING

PY2025 STATE PLAN DEVELOPMENT AND PEER EXCHANGE



Process Overview



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!



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PY 2025 State Plan Due Dates

April 1 States

Due Date:

February 10, 2025

July 1 States

Due Date:

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

Mandatory State Plan Components

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

Table 1: State Plan Application Documentation		
Name of Document	Format	Recommended File Name
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	N/A
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
<u>Dispute Resolution Process</u>	<u>Attachment</u>	<u>Dispute Resolution Process</u>
Indirect Rate Agreement (if applicable)	Attachment	Indirect Rate Agreement
Explanation of Indirect Costs (if applicable)	Attachment	Indirect Cost Explanation
<u>Process for Investigating Waste, Fraud and Abuse</u>	<u>Attachment</u>	<u>Investigating Waste, Fraud and Abuse</u>
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
<u>Reprogramming of T&TA Funds</u>	<u>Attachment</u>	<u>Reprogramming T&TA Funds</u>

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

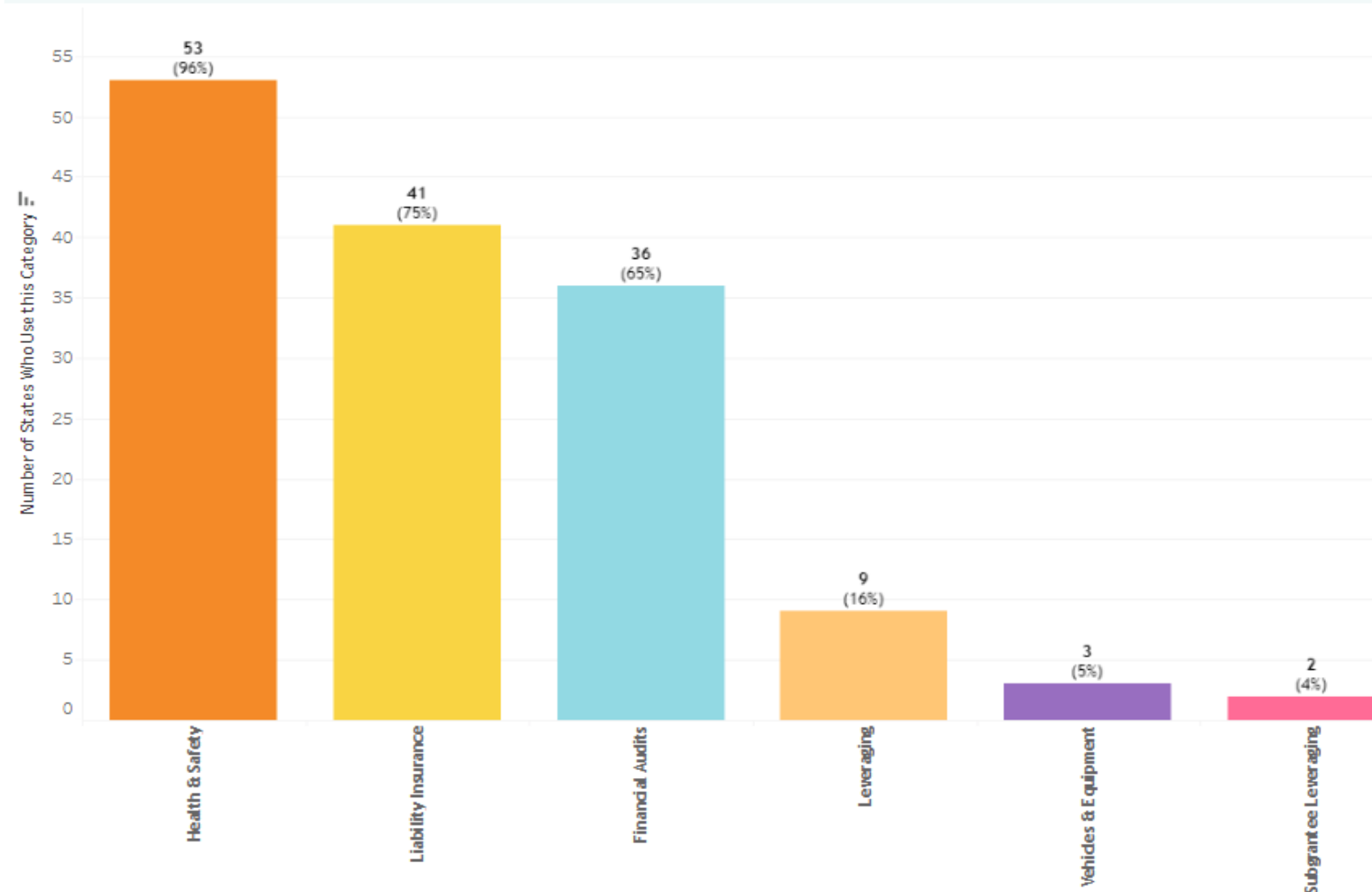
Optional Budget Categories

- 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 Categories	PY 2023 Categorical Eligibility Status by State	PY 2023 WRF ACPU/Maximum Expenditure Per Unit	PY 2023 H&S as Compared to Program Ops	>
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Optional Budget Categories in PY 2023 DOE Formula State Plans



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

Optional Budget Categories



- Peer Exchange on how you implemented these?
 - PY 2025 Formula
 - IIJA final budget modification
 - Did you use all or some of the new categories?
 - Issues with implementing?

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](#)

Allocation Updates & Funding Impacts?



Did anyone go up in funding?



Who remained level?

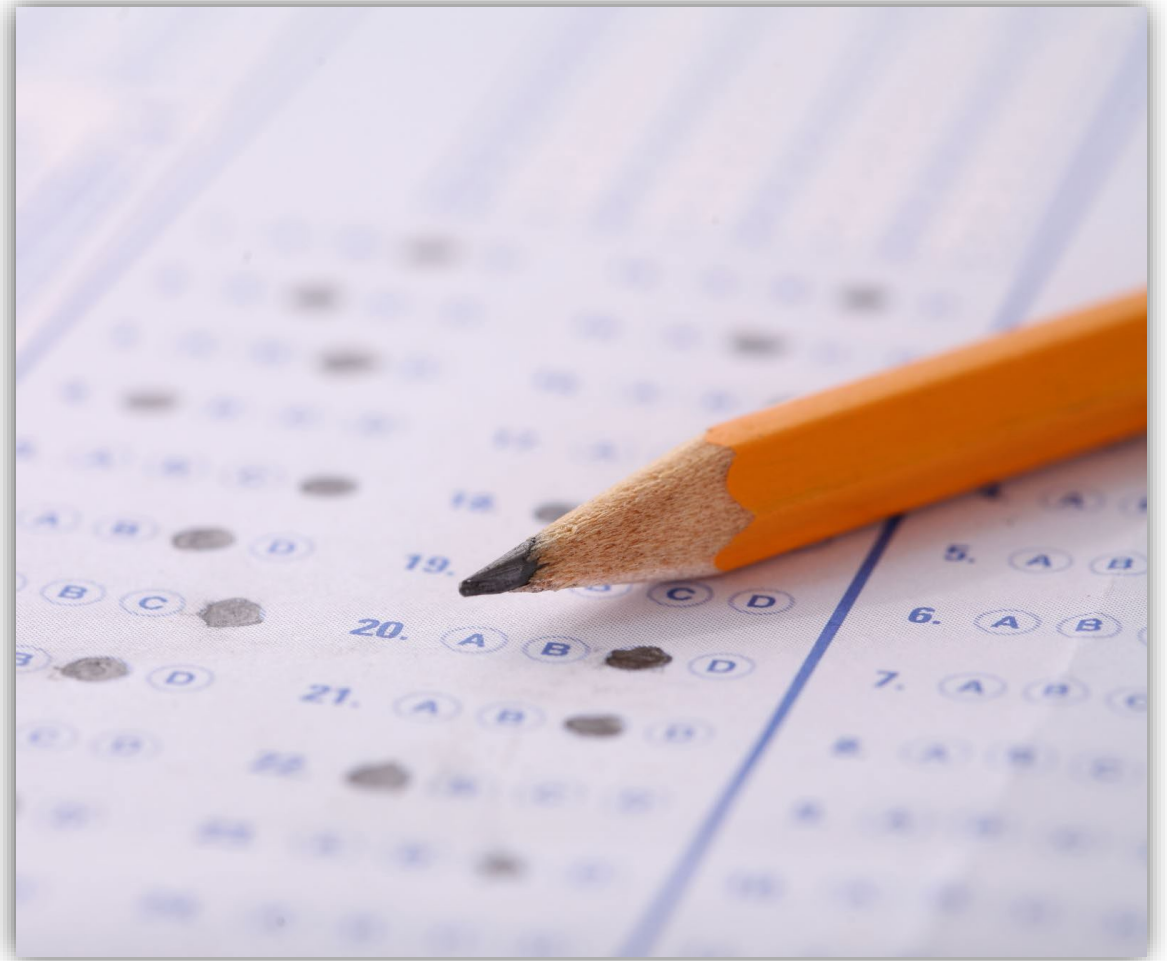


Who went down in Funding?

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.



Sample Polices: Member Portal / IIJA WAP Resources

— WAP State Plan Language - Section V.10 (Dispute Resolution)

Click below for sample language provided by members for use in this section of your state plan

[AZ - Dispute Resolution Process Sample](#)

[IA - Dispute Resolution Process Sample](#)

[NM - Dispute Resolution Sample](#)

Peer Exchange

- Let's partner up and review each others language for the new **dispute resolution process**.
- How do your dispute resolution process differ?
- Is there a way to streamline your dispute resolution process?
- How do you ensure client protection but maintain reasonable staff time and exposure?



Peer Exchange

- Share with another Grantee your Monitoring Procedures in your state plan.
- How do your procedures align?
- Is there room for improvement or streamlining your procedures?



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





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.*



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

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

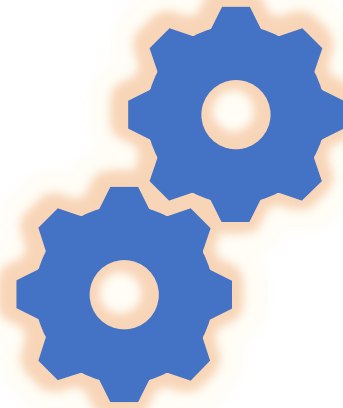
Success Strategies

#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!**



NASCSP Member Resources

- State plans
- [Webinars](#)
- [State Plan Timeline Templates](#)
- Monitoring tools
- WRF resources
- MF resources

July 1 2025 State Plan Templates						
1	2 Task	Owner	Planned Start	Planned Finish	Actual Start	Actual Fini
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		
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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					

Questions
about your
state plan?



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