



2026 WINTER TRAINING CONFERENCE

“Rooted in Hope”



Reaching Grantee
Success

www.nascsp.org

Presenters



Laura Whitfield

Georgia Environmental Finance Authority
Weatherization Program Manager



Christine Taylor

Iowa Department of Health and Human Services
Weatherization Program Manager

Core Grantee Responsibilities



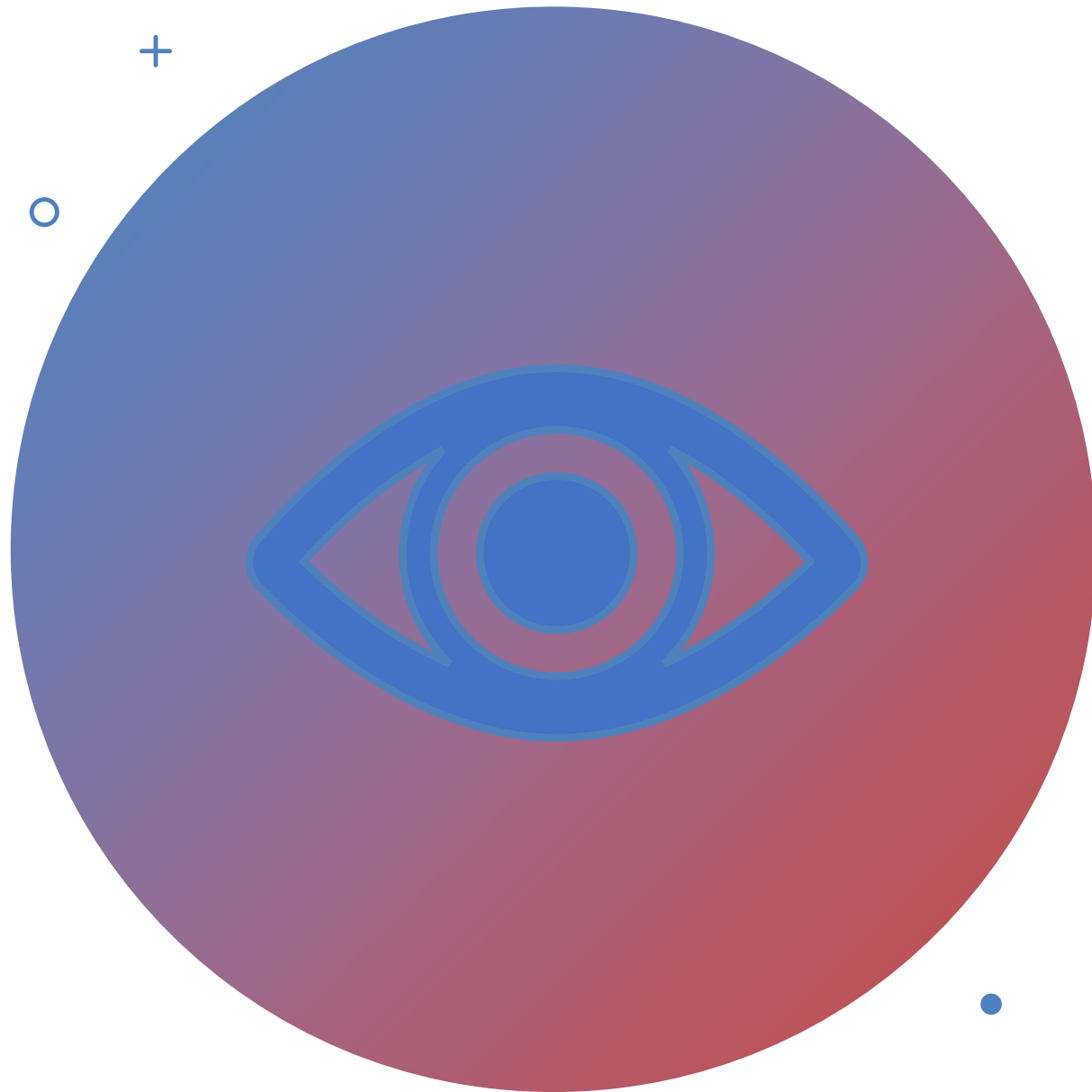
1. State plan submission and timely execution of Subawards



2. Tracking and managing Subgrantee spending and production goals



3. Subgrantee communication and working relationships



Peer Exchange: How do you define success in Weatherization in your State?

- As the Grantee, what performance goals have you established?
- Performance metrics – how are you tracking metrics that support your definition of success?

Build SMART Goals

S	M	A	R	T
SPECIFIC	MEASURABLE	ATTAINABLE	RELEVANT	TIMELY
WHO, WHAT, WHEN, WHERE, WHY, WHICH	FROM AND TO	HOW	WORTHWHILE	WHEN
DEFINE THE GOALS CLEARLY AS POSSIBLE IN TERMS THAT EVERYONE CAN UNDERSTAND.	CAN YOU TRACK THE PROGRESS AND MEASURE THE OUTCOME?	IS THE GOAL REASONABLE ENOUGH TO BE ACCOMPLISHED?	IS THE GOAL WORTHWHILE AND WILL IT MEET YOUR NEEDS?	YOUR OBJECTIVE SHOULD INCLUDE A TIME LIMIT.
WHO IS INVOLVED? WHAT DO I WANT TO ACCOMPLISH? WHERE WILL IT BE DONE? WHY AM I DOING THIS? WHICH CONSTRAINTS DO I HAVE?	HOW MUCH, HOW MANY, HOW WILL I KNOW WHEN MY GOAL IS ACCOMPLISHED?	HOW SO? MAKE SURE THE GOAL IS NOT OUT OF REACH OR BELOW STANDARD PERFORMANCE.	IS EACH GOAL CONSISTENT WITH OTHER GOALS YOU HAVE ESTABLISHED? DOES IT FIT IN WITH YOUR IMMEDIATE AND LONG TERM PLANS?	"I WILL COMPLETE THIS STEP BY MONTH/DAY/YEAR." IT WILL ESTABLISH A SENSE OF URGENCY AND PROMPT YOU TO MANAGE YOUR TIME BETTER.

Setting SMART Goals



- Engage your stakeholders
- Include your Subgrantees
- Include the Policy Advisory Council
- Tie goals back to your **mission statement!!**

**The Weatherization
Assistance Program (WAP)
mission statement:**

Increase the energy efficiency of dwellings owned or occupied by low-income persons to reduce their total residential expenditures, and improve their health and safety, especially low-income persons who are particularly vulnerable, such as the elderly, persons with disabilities, families with children, high residential energy users, and households with high energy burden.


MISSION:
POSSIBLE

Setting SMART Goals

Example:

In PY2026, the WAP network will meet 95% of contractual spend and production goals by achieving planned production targets, ensuring we deliver energy affordability to low-income households.



A hand in a blue shirt points at a bar chart on a tablet screen. The chart consists of six white wireframe bars of varying heights. A black text box is overlaid on the right side of the image.

Identifying Key
Performance
Indicators (KPI)
to Measure
Success

What are Key Performance Indicators (KPI)?

KPI is a quantifiable metric that measures how well an organization or project is **performing toward its goals**. They can help to provide targets for teams to work towards, gauge progress, help people make better decisions, and align the organization on a shared idea of success.

Some Key Characteristics include:



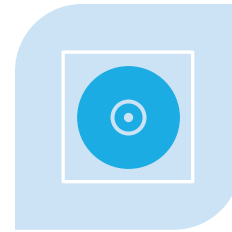
SPECIFIC: FOCUS ON A PARTICULAR AREA OF THE BUSINESS.



MEASURABLE: CAN BE QUANTIFIED AND TRACKED OVER TIME.



ATTAINABLE: REALISTIC AND ACHIEVABLE WITHIN A GIVEN TIMEFRAME.



RELEVANT: ALIGNED WITH THE OVERALL BUSINESS OBJECTIVES.



TIME-BOUND: HAVE A DEFINED TIMEFRAME FOR MEASUREMENT AND EVALUATION

Grantee KPI Example

Execute

The Grantee will execute Subgrantee contracts within 15 days of DOE funding approval.

Host

The Grantee will host monthly meetings with Subgrantees to review planned vs. actual spend and production data.

Review

The Grantee will review all Subgrantee invoices within 10 days for timely reimbursements.

What are
your KPI's

What KPI's have you established for WAP today?

- How do you track KPI progress
towards your goals?

- Is your organization accountable
to these KPI's?

- Do you have KPI's for both
Grantees and Subgrantees?

Weatherization State Plan Submission

§ 440.12 State application.

- (a) To be eligible for financial assistance under this part, a State shall submit an application to DOE in conformity with the requirements of this part not later than 60 days after the date of notice to apply is received from the Support Office Director. After receipt of an application for financial assistance or for approval of an amendment to a State plan, the Support Office Director may request the State to submit within a reasonable period of time any revisions necessary to make the application complete or to bring the application into compliance with the requirements of this part. The Support Office Director shall attempt to resolve any dispute over the application informally and to seek voluntary compliance.
- If a State fails to submit timely appropriate revisions to complete the application, the Support Office Director may reject the application as incomplete in a written decision, including a statement of reasons, which shall be subject to administrative review under [§ 440.30 of this part](#).

DOE issues
Annual State
Plan
Application
Guidance

Weatherization Program Notice (**WPN 26-1**) provides programmatic information to Weatherization Assistance Program (WAP) managers to develop a WAP Grantee plan. Includes step-by-step application instructions.


WPN 26-2 provides Grantee allocations for the preparation and submission of the PY26 state plans.

Terms and Conditions Comparison and Compliance Verification Tool

This tool is designed to assist Grantees by providing:

- A side-by-side comparison of U.S. Department of Energy WAP Terms and Conditions for Program Year 2024 (PY24) and PY25
- NASCSP’s compliance recommendations to support alignment with DOE requirements
- Dedicated space to document internal references for monitoring or auditing purposes

**Weatherization Assistance Program
Terms and Conditions Annual Comparison and
Compliance Verification**
Program Year 2024 (PY24) compared to PY25.



Introduction: The purpose of this document is to provide a comparative overview of the annual U.S. Department of Energy (DOE) Weatherization Assistance Program (WAP) Terms and Conditions. The document also includes compliance recommendations from the National Association for State Community Services Programs (NASCSP). It is intended as a reference tool to support programmatic understanding and alignment with DOE standards. The “Internal Location of document(s), if applicable” columns are intended as a resource for grantees to include a link to where documentation of term compliance is located. Identifying where to easily access the supporting documentation can assist during monitoring and or audit. It is important for the Grantee to understand all the required Terms and Conditions, and for Subgrantees to also understand and maintain compliance. It is also critical to read your specific terms and conditions as some conditions may vary depending on the grantee. Please note that this resource does not constitute legal advice. For specific guidance or clarification, Grantees should consult their DOE Project Officer.

Terms & Conditions (T&C):	No Changes:	Wording Added:	Wording Removed:	Compliance Recommendation:	Internal Location of document(s), if applicable:
Term 1: Legal Authority and Effect	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accept the award in FedConnect.	
Term 2: Flow Down Requirement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ensure all contracts to subrecipients include all the provisions within the T&C, including citations to 2 CFR 200.101(b)(2) through (b)(5), 2 CFR 200.327, and 2 CFR 200.332.	
Term 3: Compliance with Federal, State and Municipal Law	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review what additional state and local laws would apply to all weatherization work. Ensure that local laws and codes are included in weatherization policy and procedure manuals, as well as in subrecipient agreements.	
Term 4: Inconsistency with Federal Law	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review the T&C's and if there are any differences between the T&C and the CFR, inform the Department of Energy (DOE).	

NASCSP Resources: PY2025 State Plans

NASCSP
National Association For State Community Services Programs

FIND A PROVIDER

ABOUT ▾ CSBG ▾ WAP ▾ NEW ▾

DOE WAP State Plans

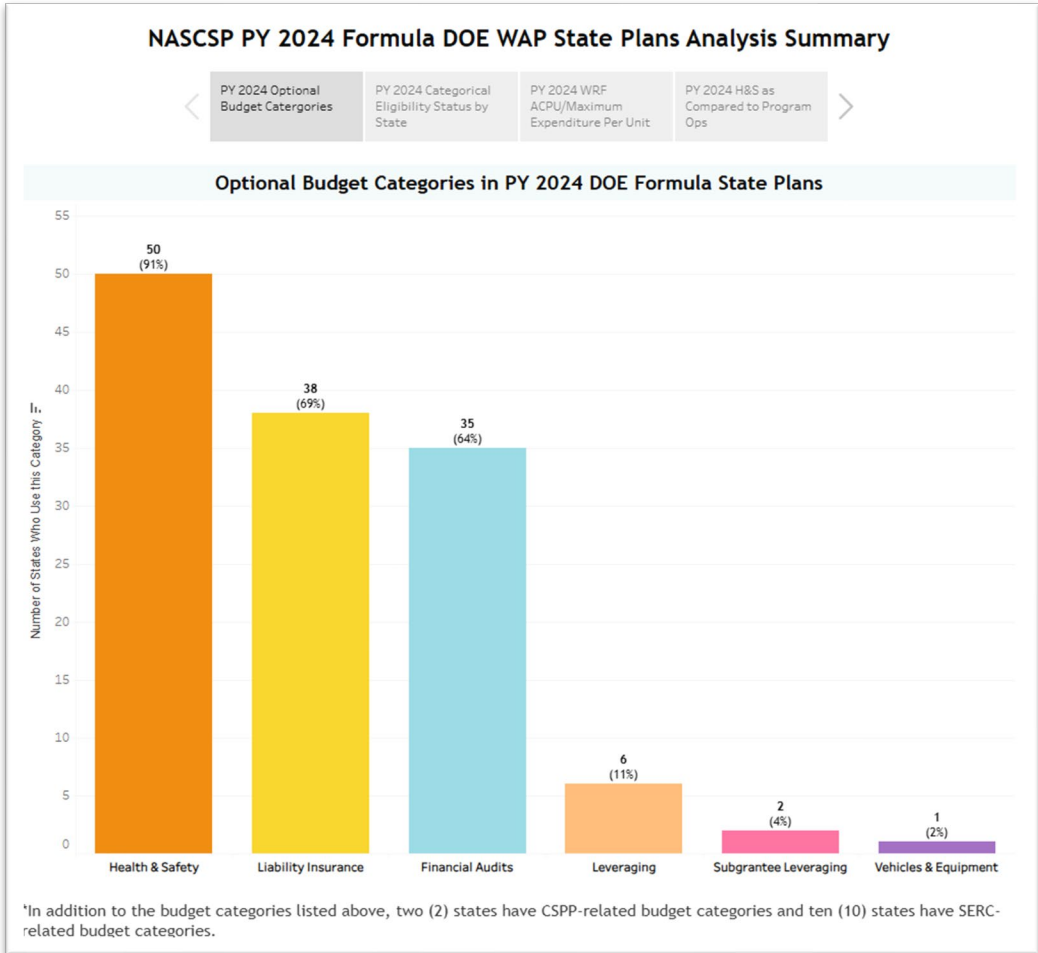
Please use the resources provided below to complete your Program Year 2026 (PY26) DOE Formula State Plan accurately and efficiently.

[Terms and Conditions Comparison and Compliance Verification Tool](#)

[July 1 – 2026 State Plan Submission Template](#)

PY 2025 Approved State Plans

- + A-C
- + D-H
- + I-K
- + L-M
- + N-O
- + P-T
- + U-W





NASCSP Monthly Coaching Calls

- We have staff who have done this before
- You are not alone
- Reach out early and often

Reaching Grantee Success

Christine Taylor, Iowa HHS
Weatherization Program Manager



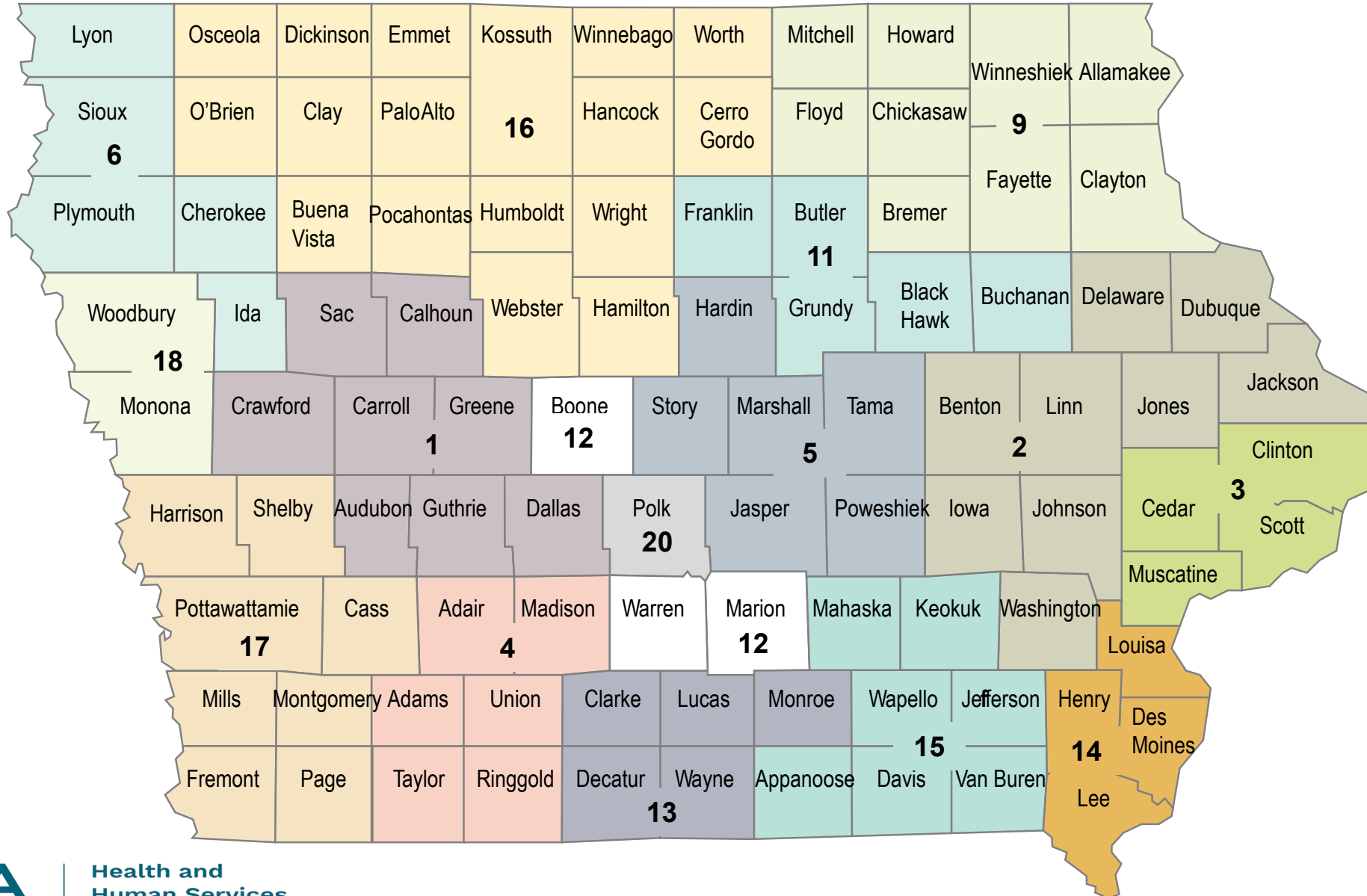
Health and
Human Services



Applying for the Program

1. Applications are taken by local agencies.
2. Tandem application for Low-Income Home Energy Assistance Program (LIHEAP) and Weatherization Assistance Program (WAP).
3. Weatherization-only applications are processed by LIHEAP.
4. If eligible for LIHEAP, also qualify for WAP.

Service Areas



State Team

- ▶ 1 Program Manager
- ▶ 1 Program Planner (Contract Management/Fiscal)
- ▶ 1 Administrative Monitor
- ▶ 4 Field Inspectors/Trainers (one focuses on T&TA)

Subgrantees

Network

3	Crew-based agencies
13	Contractor-based agencies
88	Local agency staff
240	Contractors (general insulation /HVAC/ electrical/specialty)

Flat Rate/Bid

General insulation work = flat rate (same price across the state)

Other work = competitively bid

FY25 Funding (April 1 – June 30)

Amount	Source
\$7.1M	US Dept of Energy
\$8.7M	HEAP (LIHEAP transfer to WAP)
\$2.1M	Alliant Energy
\$2.4M	MidAmerican Energy
\$350K	Black Hills Energy
\$20.6M	TOTAL

Amount	2022-2029
\$44.9M	Infrastructure Investment and Jobs Act (IIJA)

Homes



73,170 Households
qualify each year.



Approximately 1,000
homes are
weatherized annually.

Program Year and Contracts

- ▶ April 1 start date
- ▶ Funds never received by April 1
- ▶ Enter into \$0 contracts
 - Fully executed by all parties prior to April 1
 - Allow subgrantees to expend DOE formula funds back to the start of the award period
 - Contract amendments adding funds, once award received
 - If homes already closed with other funds, subgrantees can credit back that funding source and charge to DOE formula
- ▶ Moving to July 1 start date in 2026

IIJA Execution

- ▶ IIJA ramp-up
 - Meetings with subgrantees
 - List of staff and contractors, future needs
 - Wish list of needed vehicles and equipment
 - Training needed
- ▶ Executed contracts once the award was received
- ▶ Ready to go once production funds are received



Welcome to the WOW!

World of Weatherization

Who We Are

Laura Whitfield, Lead PM

Susan Wood, Project Manager

Eneesha Maynor, Project Manager

Quenton Talley, Technical Project Manager

14 Community Action Agencies

159 Counties

Approximately 1,000 homes weatherized per year



Investing in Georgia's Energy, Land, and Water Resources

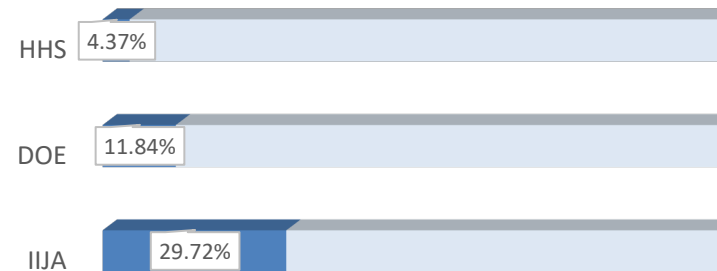


Weatherization Facts & Figures



Source	Funding Amount
HHS	\$ 8,167,578
DOE	\$ 6,327,625
IIJA	\$84,313,639
WRF	\$ 2,262,020 (\$506,752 DOE + \$11,856,268 LIHEAP WRF)

PRODUCTION



Investing in Georgia's Energy, Land, and Water Resources



Sub-Award Contract Process

Subgrantee contract templates in QuickBase

Excel spreadsheet with allocations by agency used to populate template

Contracts reviewed by PMs, then by Energy and Finance Directors

Entire process is paperless

◀ Prev | ↶ Return | Next ▶

CONTRACT INTERNAL APPROVALS REVISIONS

Contract: Action Pact - DOE-2025-26_Template

▼ **PM Approval**

PM Name	PM Approval	PM Approval Date	<input type="checkbox"/> Exclude from Reporting ⓘ	<input checked="" type="checkbox"/> All Approved?	<input checked="" type="checkbox"/> Send To Agency	Sent to Agency Date	<input checked="" type="checkbox"/> Send to ED for Signature	Sent to ED Date	<input type="checkbox"/> Resend to ED for Signature
Eneasha Maynor	[OCT-08-25 10:02 AM (EDT) Eneasha Maynor] Approved	10-08-2025				10-20-2025		10-28-2025	

▼ **Lead PM Approval**

Lead PM Approval	Lead PM Notes	Lead PM Approval Date	Latest Lead PM Approval	Latest Lead PM Note
[OCT-09-25 3:59 PM Laura Whitfield] Approved		10-09-2025	Approved	

▼ **Director Of Energy Resources Review**

Director ER Approval	Director ER Notes	Director ER Approval Date	Latest Director ER Approval	Latest Director ER Note
[OCT-14-25 4:04 PM Kristofor Anderson] Approved		10-14-2025	Approved	

▼ **Director of Financial Services Review**

Director FS Approval	Director FS Notes	Director FS Approval Date	Latest Director FS Approval	Latest Director FS Note
[OCT-20-25 7:53 AM Jammie Harden] Approved		10-20-2025	Approved	





Investing in Georgia's Energy, Land, and Water Resources



Sub-Award Contract Process

Sent to agency for signature
Routed back to GEFA for ED signature

Contract Signatures

Agency Signature	 26_AM_1761663026050.png	GEFA Signature	 01_PM_1761681181369.png	Signed Month	October
Agency Signee Name	Diane Rogers	GEFA Signee Name	Hunter Hill	Signed Day	28
Agency Title	action pact	GEFA Signee Title	Executive Director	Signed Year (2 Digit)	25
Agency Attest	 00_AM_1761662880608.png	GEFA Attest	 57_PM_1761939237490.png		

Investing in Georgia's Energy, Land, and Water Resources

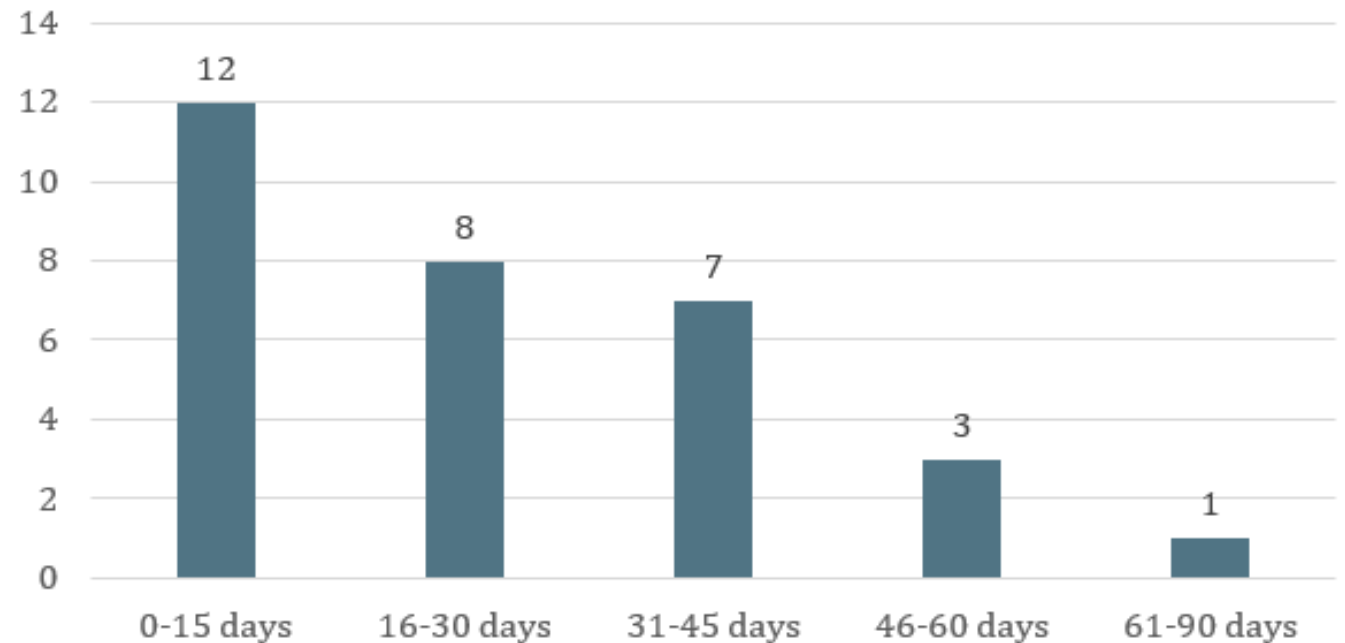
Timely Execution of Subawards

- Why is this important?
- How are you doing in your state?
- If you are executing beyond 45 days, can peers offer ideas to help?

NASCSP Recommends:

- 0-30 days goal! 65% of states are doing this today – Great job!

1. *How quickly do you execute subawards once you get the DOE Formula award in FedConnect?*



Peer Discussion: Tracking and managing Subgrantee spending and production goals

1. Does your state require Subgrantees to submit spend and production plans? If so, before contract execution or after?
2. Does your WAP Data Management System software track planned vs. actual by Subgrantee?
3. What do you do when a Subgrantee is unable to achieve the planned spend and production?

Managing Spend and Production



- Georgia uses a spend and production tracker to manage and monitor the Subgrantees' spend and ACPU by funding source.
- Monthly calls with Subgrantees
- Examples of state plan and contractual language that support production goals.

GA State Plan Language

- **Master File V.8.3**
- **Spend and Production Goals:** GEFA will require a spend and production plan be completed for each new contract to ensure the minimum units defined in each contract are delivered and that subgrantees meet the **99 percent** spend goal established for the Georgia WAP network. The spending and production plan will be signed by the executive director and GEFA's program manager.

Group Discussion:

What program management challenges do you face in WAP?

- How do you begin to formulate a strategy for improvement on these challenges?

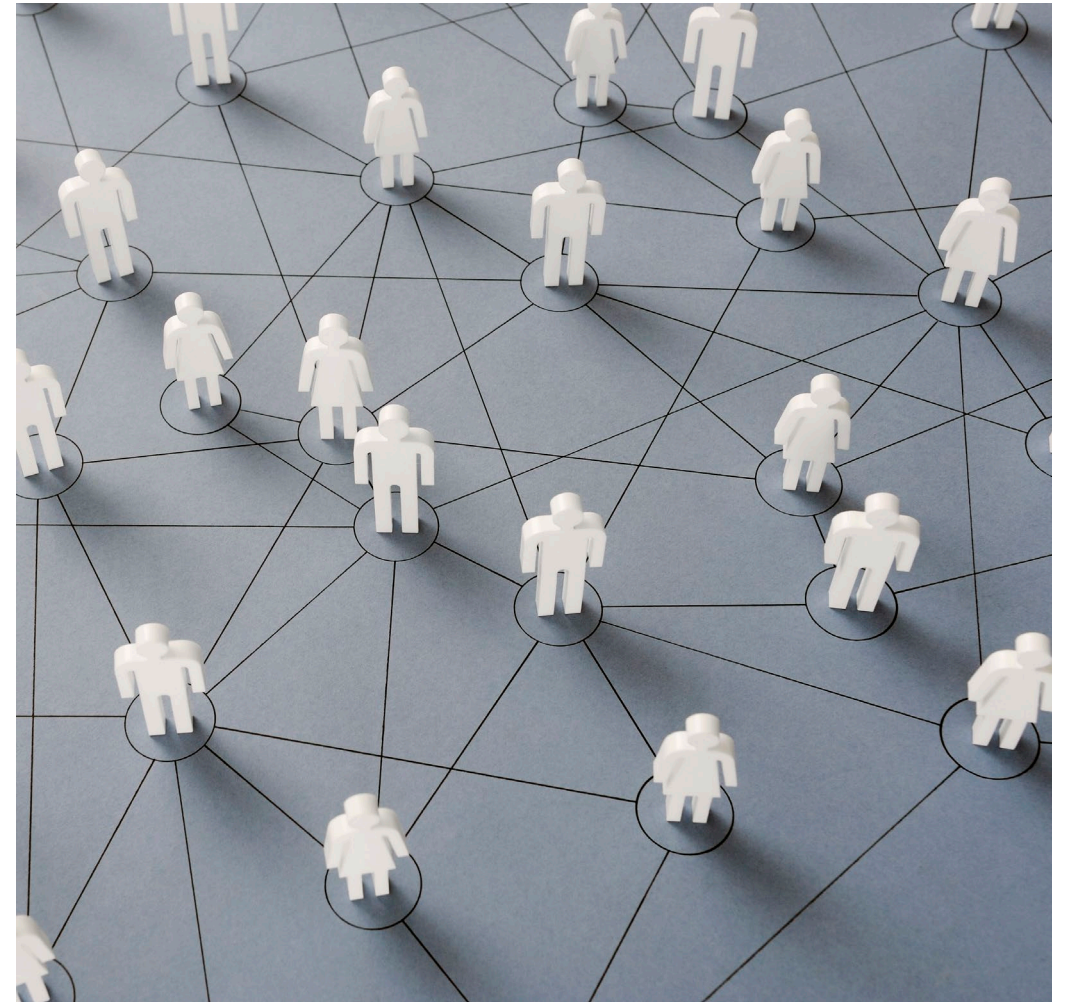
What are some aspects of WAP administration you do well?

- To what do you attribute this success?

Effective Communication

Effective communication consists of:

- Active Listening
- Clear and Concise language
- Feedback and Constructive Criticism
- Building Trust and Rapport



Communication Opportunities



Policy Advisory Council Meetings



Listening Session with Subgrantees



Open office hours – Programmatic, fiscal and technical support.



Emails to network – Quickly disperse information to network



Monthly or Quarterly Meetings to discuss spend and production

Communication Practices

- ▶ Communication is key
- ▶ Order in which to spend funds
 - DOE formula first, then IIJA – augment with LIHEAP WAP-transfer funds
- ▶ Quarterly meetings with subgrantees as a group
- ▶ More frequent meetings as a group when needed
- ▶ One-on-one meetings and training

Peer Exchange:

Discuss what other states are doing to **increase communication** and support to Subgrantees.

- A. PAC Meetings
- B. Listening Sessions
- C. Open Office Hours
- D. Monthly/Quarterly Meetings
- E. Email Communication
- F. Annual Training Event / Summit
- G. Technical Working Group



Weatherization Assistance Program Resource Hub

Grantee Managers Toolkit

PROVIDED BY DOE



Learning Path

Grantee Finance and Budgets

Effective budgeting and financial management set your progra...



Learning Path

DOE Monitoring of Grantees

DOE monitoring visits are your opportunity to showcase your ...



Learning Path

Grantee Monitoring of Subgrantees

Grantee monitoring of Subgrantees is a critical tool to main...



Grantee Manager Trainings

Training Topics designed for Grantee Program Managers, Fiscal Managers, and Monitors include:

Grantee Plans

Finance and Budgets

DOE Monitoring of Grantees

Grantee Monitoring of Subgrantees

Managing a Quality Program.



We want your Feedback!

