2026
WINTER TRAINING CONFERENCE

"Rooted in Hope"

NASCSP

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

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.

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.

Identifying Key Performance Indicators (KPI) to Measure Success

What are Key Performance Indicators (KPI)?

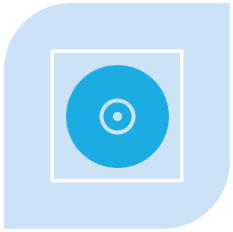
KPI is a quantifiable metric that measures how well an organization or project is **performing toward its goals**. They can help to provide targets for teams to work towards, gauge progress, help people make better decisions, and align the organization on a shared idea of success.

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	Host	Review
The Grantee will execute Subgrantee contracts within 15 days of DOE funding approval.	The Grantee will host monthly meetings with Subgrantees to review planned vs. actual spend and production data.	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

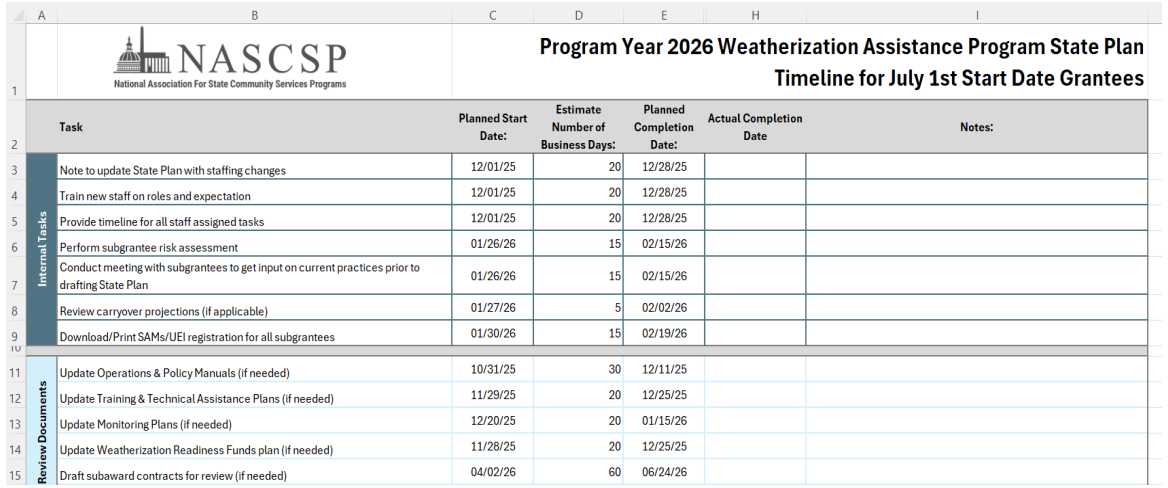
Weatherization Program Notice **(WPN 26-1)** provides programmatic information to Weatherization Assistance Program (WAP) managers to develop a WAP Grantee plan. Includes step-by-step application instructions.

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

WAP PY 2026 State Plan Submission Timeline Template

- Available now! DOE WAP State Plan Submission Timeline Template –NASCSP

- Use this template as a guide for completing all the tasks required to successfully submit your state plan.



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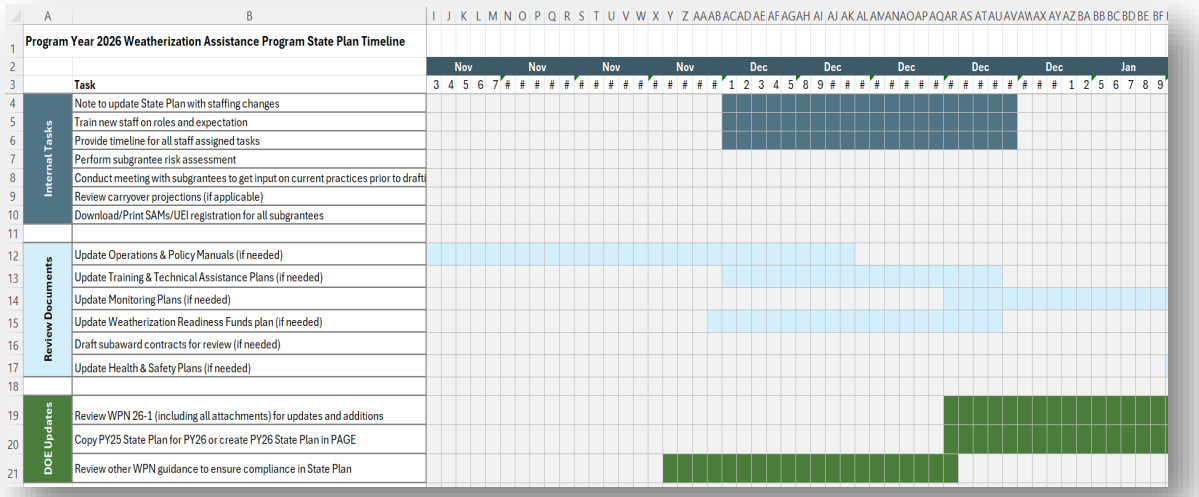
National Association For State Community Services Programs

Program Year 2026 Weatherization Assistance Program State Plan Timeline for July 1st Start Date Grantees

	Task	Planned Start Date:	Estimate Number of Business Days:	Planned Completion Date:	Actual Completion Date	Notes:
Internal Tasks	Note to update State Plan with staffing changes	12/01/25	20	12/28/25		
	Train new staff on roles and expectation	12/01/25	20	12/28/25		
	Provide timeline for all staff assigned tasks	12/01/25	20	12/28/25		
	Perform subgrantee risk assessment	01/26/26	15	02/15/26		
	Conduct meeting with subgrantees to get input on current practices prior to drafting State Plan	01/26/26	15	02/15/26		
	Review carryover projections (if applicable)	01/27/26	5	02/02/26		
	Download/Print SAMs/UEI registration for all subgrantees	01/30/26	15	02/19/26		
Review Documents	Update Operations & Policy Manuals (if needed)	10/31/25	30	12/11/25		
	Update Training & Technical Assistance Plans (if needed)	11/29/25	20	12/25/25		
	Update Monitoring Plans (if needed)	12/20/25	20	01/15/26		
	Update Weatherization Readiness Funds plan (if needed)	11/28/25	20	12/25/25		
	Draft subaward contracts for review (if needed)	04/02/26	60	06/24/26		



Program Year 2026 Weatherization Assistance Program State Plan Timeline

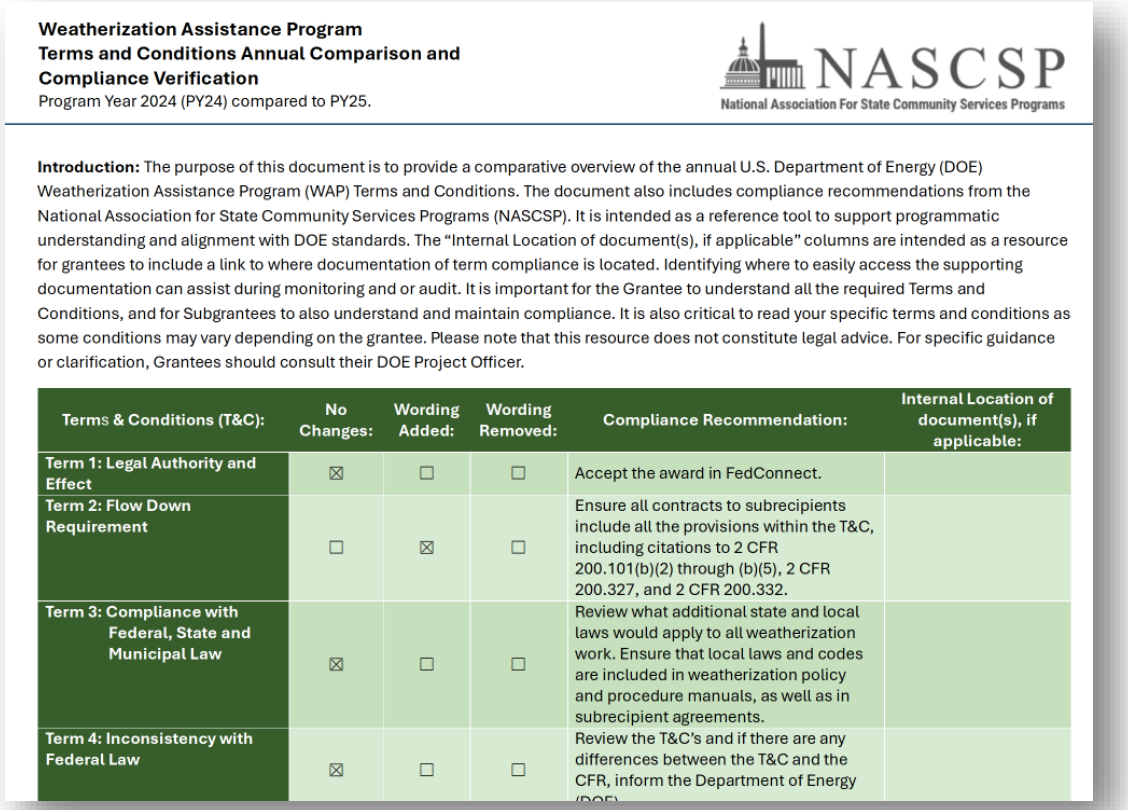
Nov Nov Nov Nov Dec Dec Dec Dec Dec Jan

	Task
Internal Tasks	Note to update State Plan with staffing changes
	Train new staff on roles and expectation
	Provide timeline for all staff assigned tasks
	Perform subgrantee risk assessment
	Conduct meeting with subgrantees to get input on current practices prior to drafti
	Review carryover projections (if applicable)
	Download/Print SAMs/UEI registration for all subgrantees
Review Documents	Update Operations & Policy Manuals (if needed)
	Update Training & Technical Assistance Plans (if needed)
	Update Monitoring Plans (if needed)
	Update Weatherization Readiness Funds plan (if needed)
	Draft subaward contracts for review (if needed)
	Update Health & Safety Plans (if needed)
DOE Updates	Review WPN 26-1 (including all attachments) for updates and additions
	Copy PY25 State Plan for PY26 or create PY26 State Plan in PAGE
	Review other WPN guidance to ensure compliance in State Plan

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



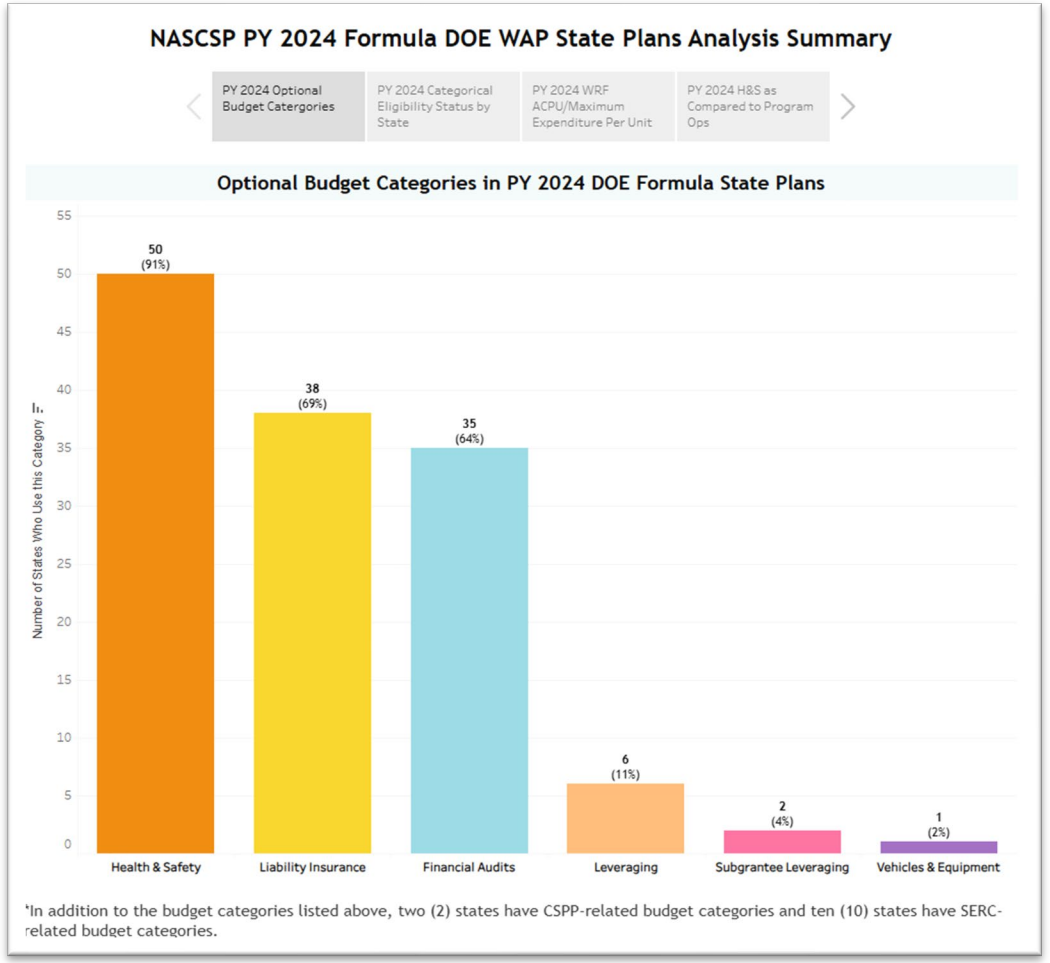
Weatherization Assistance Program
Terms and Conditions Annual Comparison and Compliance Verification
Program Year 2024 (PY24) compared to PY25.

NASCSP
National Association For State Community Services Programs

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	☒	☐	☐	Accept the award in FedConnect.	
Term 2: Flow Down Requirement	☐	☒	☐	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	☒	☐	☐	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	☒	☐	☐	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 Monthly Coaching Calls

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

Reaching Grantee Success

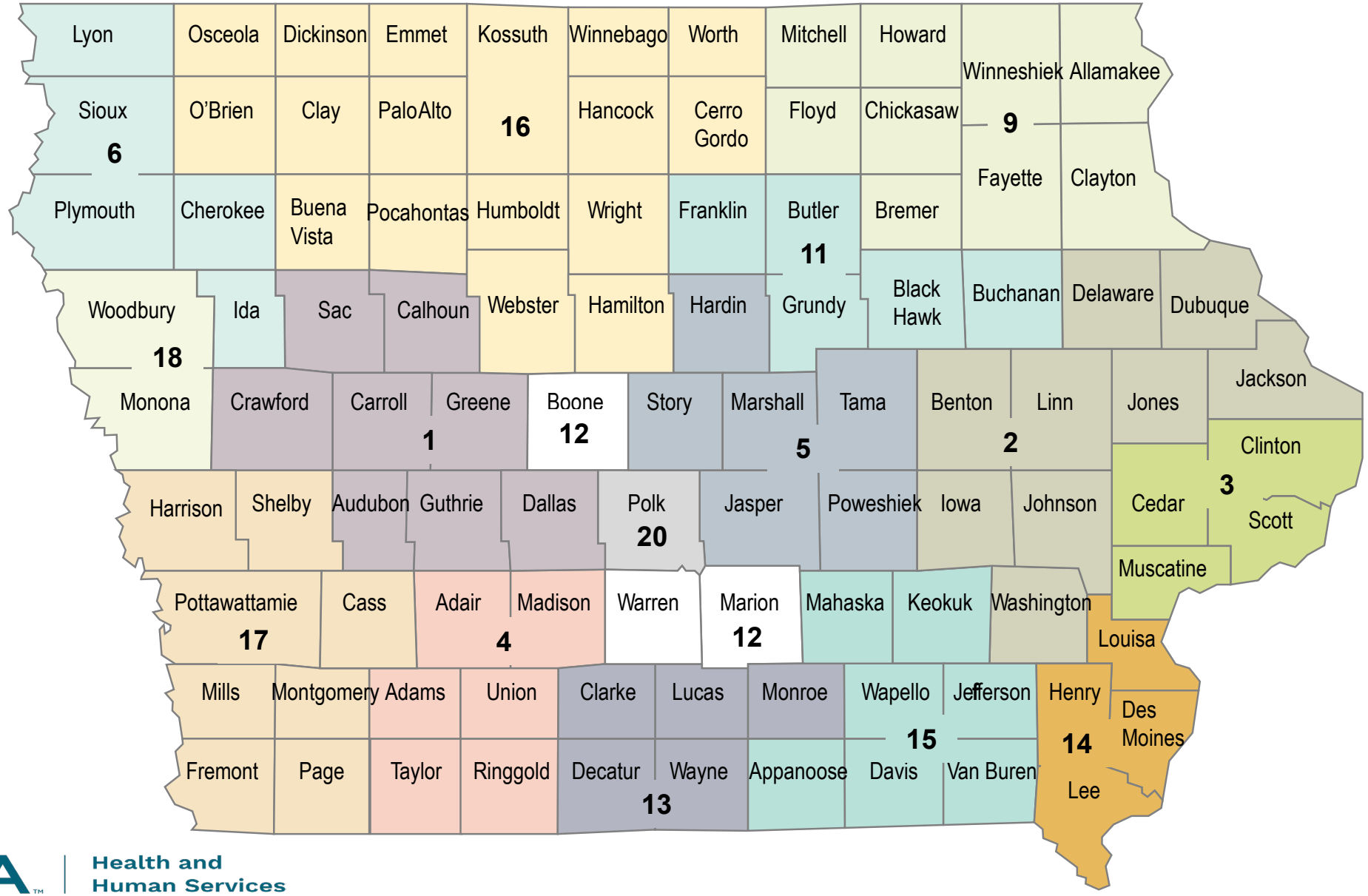
Christine Taylor, Iowa HHS
Weatherization Program Manager

IOWA™ | 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



IOWA | Health and Human Services

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

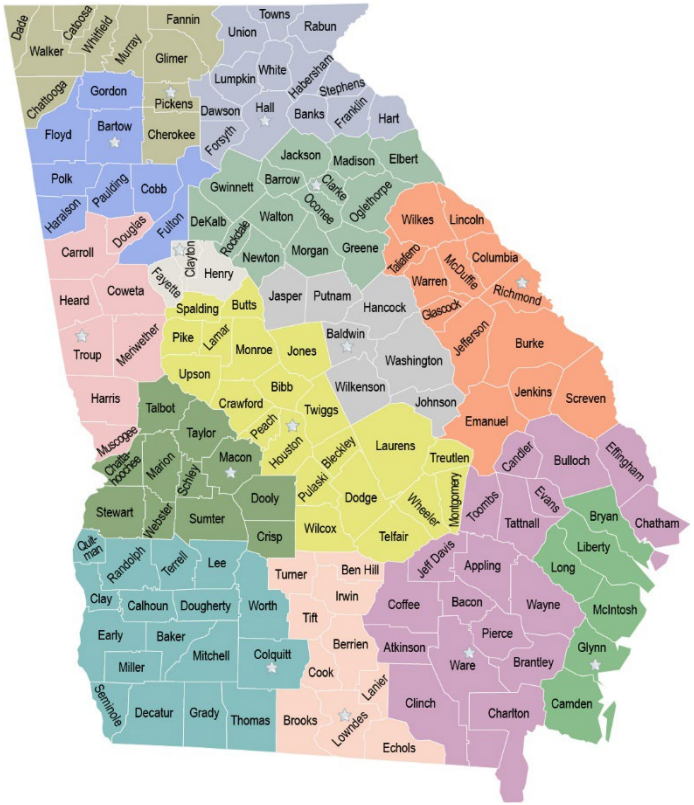
Welcome to the WOW!

World of Weatherization

Who We Are

Laura Whitfield, Lead PM
Susan Wood, Project Manager
Eneesha Maynor, Project Manager
Quenton Talley, Technical Project Manager

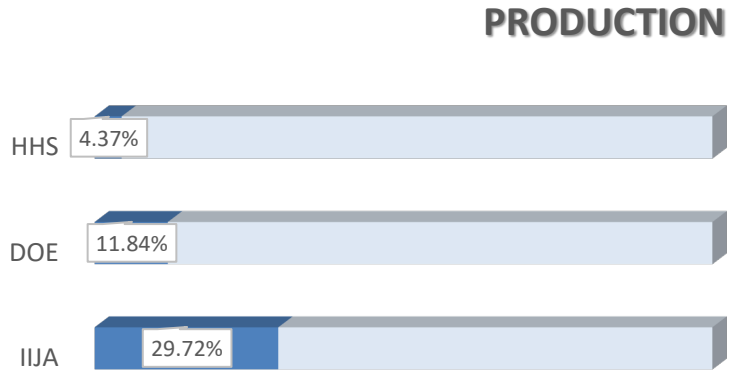
14 Community Action Agencies
159 Counties
Approximately 1,000 homes weatherized per year



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

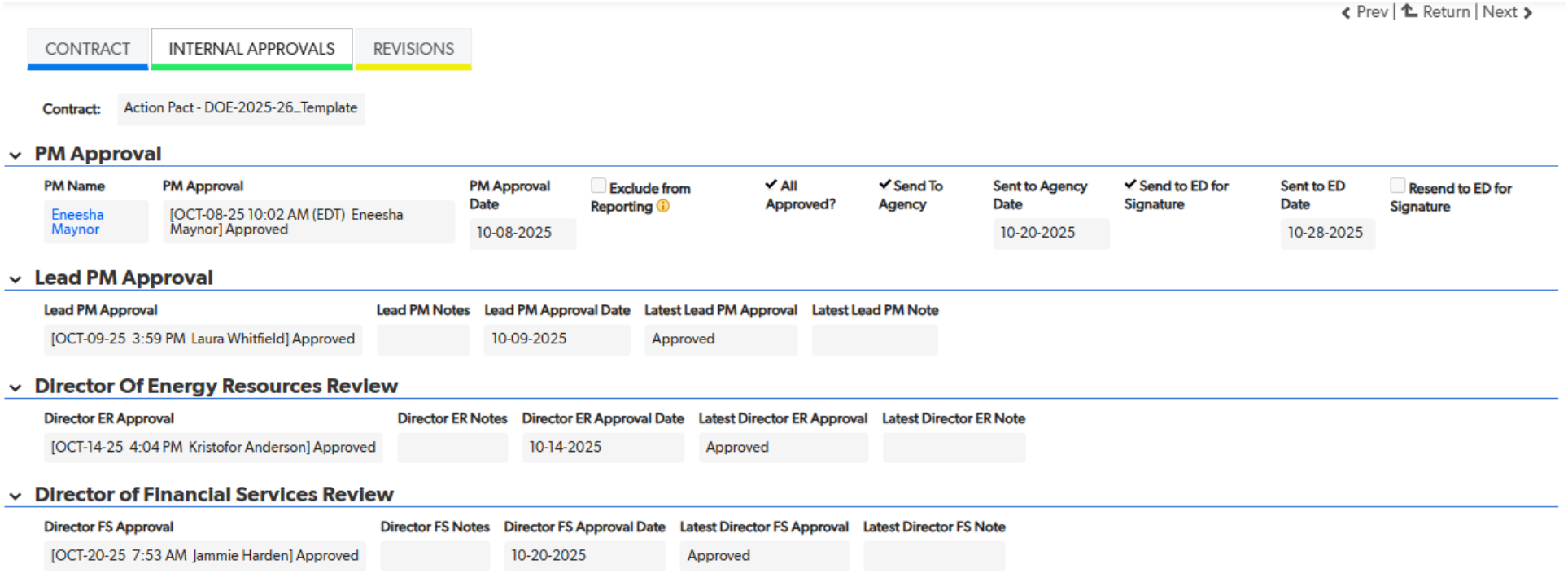


Investing in Georgia's Energy, Land, and Water Resources

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



Sub-Award Contract Process

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

Contract Signatures

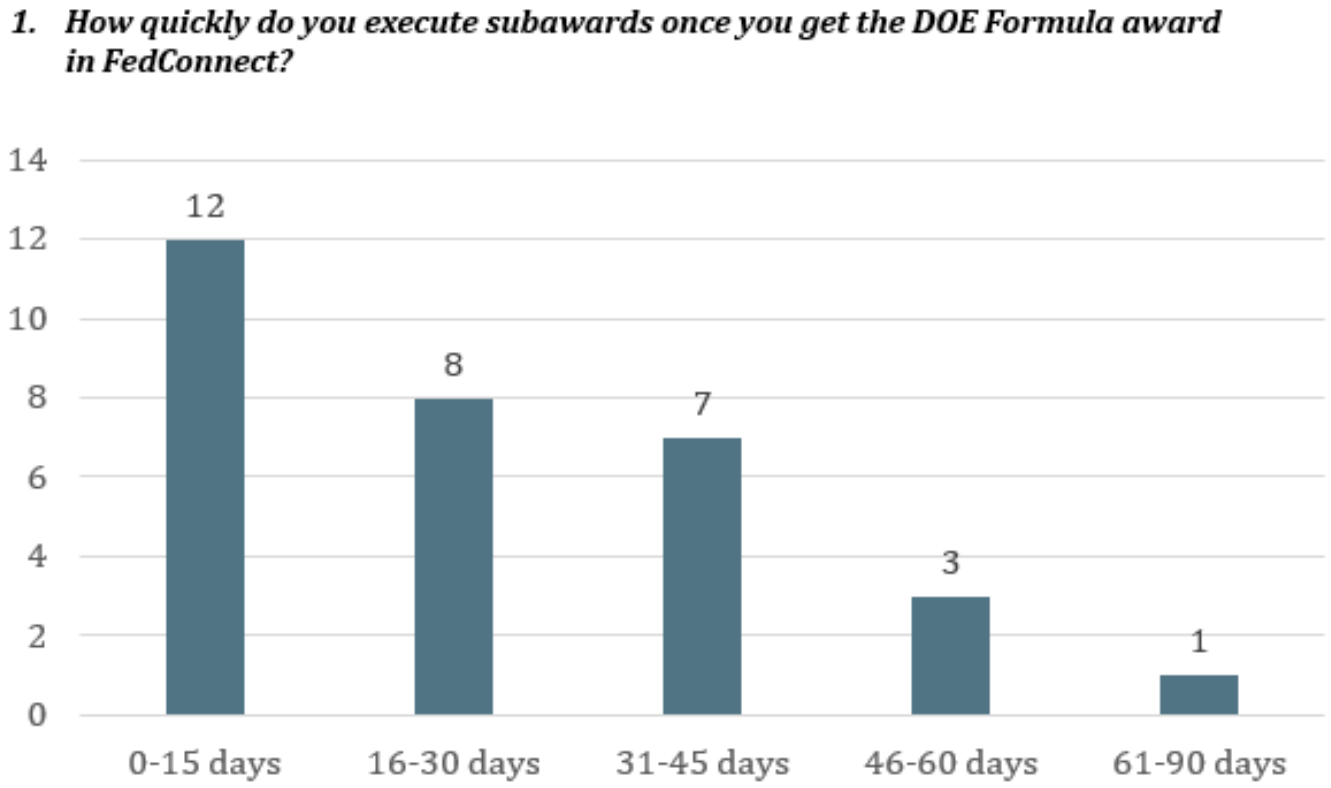
Agency Signature	Diane Rogers 26_AM_1761663026050.png	**GEFA Signature**	Hunter Hill 01_PM_1761681181369.png	**Signed Month**	October
Agency Signee Name	Diane Rogers	**GEFA Signee Name**	Hunter Hill	**Signed Day**	28
Agency Title	action pact	**GEFA Signee Title**	Executive Director	**Signed Year (2 Digit)**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

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!



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 prod uction plan be completed for each new contract to ensure the min imum units defined in each contract are delivered and that subgra ntees 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?

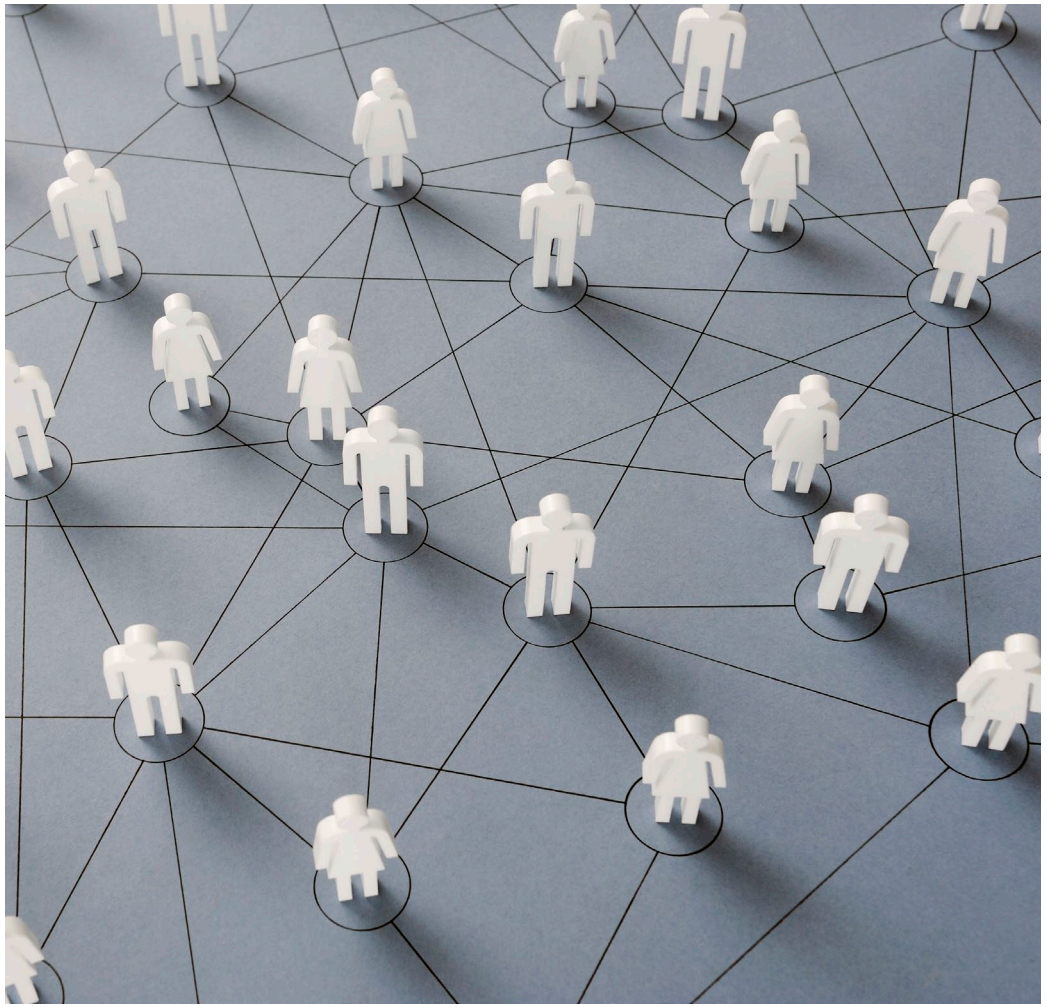
What are some aspects of WAP administration you do well?

- 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!