



U.S. DEPARTMENT OF
ENERGY

Energy Efficiency &
Renewable Energy



Program Management

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8:30 – 9:30 a.m.

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DOE

Section V.8 Program Management

- V.8.1 Overview and Organization.
- Each year, the Grantee should review and update the description of the weatherization organization for the plan.
- DOE seeks understanding of the structure on how WAP:
 - Is positioned w/in the Grantee organization (attach Grantee org chart).
 - Functions itself (attach WAP Office org chart).
 - Reference any manuals, procedures, legislation, etc.
 - Is positioned relative to or integrated with:
 - HHS LIHEAP.
 - Other housing programs .
 - DOE's State Energy Program.

Administrative Funding Limits

- 10 CFR 440 – Weatherization Program Regulations.
 - See 10 CFR 440.18 (d).
- Weatherization Program Notice 13-1, Application Instructions.
 - See Sections III.2 and V.8.2.
- Not more than 10% of any grant funds may be used by the grantee and Subgrantees for administrative purposes.
- Not more than 5% may be used by the grantee.
- Not less than 5% must be made available to Subgrantees.

Administrative Funding Limits

- A grantee may provide up to an additional 5% of administrative funds to Subgrantees who receive less than \$350,000 of new DOE funds. (Must complete Section V.8.2)
- 10 CFR 440 does not specifically define allowable administrative costs. However, additional program guidance may be issued to address the subject of charging administrative costs. See WPN 13-1 and WAPTAC website (www.waptac.org), Rules and Guidance.
- Administrative expenses generally fall into the following cost categories: a portion of professional staff salaries, salaries and fringe benefits of clerical staff, travel related to administrative functions, indirect costs and miscellaneous costs such as copying, office space, telephones, equipment and supplies.

Administrative Funding Limits

- Administrative Cost Pool:
 - No more than 5% new funds for Grantee
 - 5% for Subgrantees over \$350K new funds
 - Up to 10% for Subgrantees under \$350K in new funds when Section V.8.2 of the plan is completed.
- Once the administrative cost pool for 2013 is established based on new funds, the Grantee does have the ability to transfer some of its administrative funds to Subgrantees when described and approved under Section V.8.2 of the plan.
- In some cases, additional follow-up or spreadsheets may needed to be attached to the plan or supplied during plan DOE review.

Training and Technical Assistance Funds

- 10 CFR 440 – Weatherization Program Regulations.
 - See 10 CFR 440.23 – Oversight, Training, and Technical Assistance.
- The Secretary may reserve from the funds appropriated for any fiscal year an amount not to exceed 20% to provide training and technical assistance (T&TA) to any grantee or subgrantee. (Grantee amount indicated in WPN 13-2).
- T&TA activities may include sharing information with clients regarding conservation practices.

Training and Technical Assistance Funds

- Change in 2013: Master File, Section V.8.3 addresses monitoring and Section V.8.4 describes T&TA activities.
- T&TA activities are intended to maintain or increase efficiency, quality, and effectiveness of the Weatherization Program.
- T&TA activities and priorities should be developed based on an assessment of program effectiveness.
- Subgrantees should be primary beneficiaries of these funds.
- Subgrantees may use T&TA funds to train contractors – retention agreements should be secured.

Training and Technical Assistance Funds

- T&TA funds may be used to fulfill grantee requirements for monitoring, training and technical assistance to Subgrantees.
- T&TA funds may not be used to purchase vehicles or equipment for Subgrantees.
- Grantees may use T&TA funds for vehicles and equipment if use is related to T&TA activities (e.g., monitoring, training).
- T&TA funds unspent and “carried over” from one program year to the next must be budgeted into the Program Operations budget category. A special waiver may be granted if warranted.

Training and Technical Assistance Funds

- Quarterly Performance Report – Section I.B Outlays By Function (DOE F 540.3).
 - Expenditures captured by column categories approved in the Budget.
 - Grantee T&TA.
 - Subgrantee T&TA.
 - Optional categories, such as Program Evaluation.
- Annual Reporting – Training and Technical Assistance, Monitoring, and Leveraging Report (DOE F 540.4).
 - Annual Narrative Report.
 - Description of T&TA activities conducted.