# WAP Changes made for 2013 Program Year

## General Changes

- For Program Year 2013, all Grantees will be assigned a new Grant Number.
  - The grantee should use the options on the PAGE Checklist screen to 'Copy' data from the 2012 plan into the 2013 plan.
  - Once this has been done, the grantee should notify the PO that they are ready for the grant number to be changed.
  - The PO should open the old grant:
    - Go to the Checklist screen in PAGE for the 2013 plan revision 0
    - Use the button for 'Assign Application to new Grant Number' to change the grant number in PAGE.
    - The PO should notify the grantee that the change has been made.
    - The grantee can now complete their 2013 plan under the new grant number.
- Please note that PAGE has been updated this program year to incorporate changes to the Budget, Budget Justification, Annual File, and Master File. Please review each field to ensure that all required information is provided.

## SF-424

- A notification feature for application submissions has been added so the Project Officer will be notified when an application is submitted in PAGE for review. Notifications must be set up by Project Officers. This is not an automatic feature. Grantees can also set up notifications for when the Project Officer approves the Application Package in PAGE.
- The following attachments should be included within the SF-424:
  - Indirect Rate Agreement
  - Org chart(s) for the WAP Program
  - PAC Meeting Minutes
  - H&S Plan
  - Public Hearing Notes and Transcript
  - Recent A-133 Audit
  - SF-LLL Disclosure of Lobbying Activities (if applicable)
  - SF-424A budget for Subrecipient managing the program on behalf of the state (if applicable)

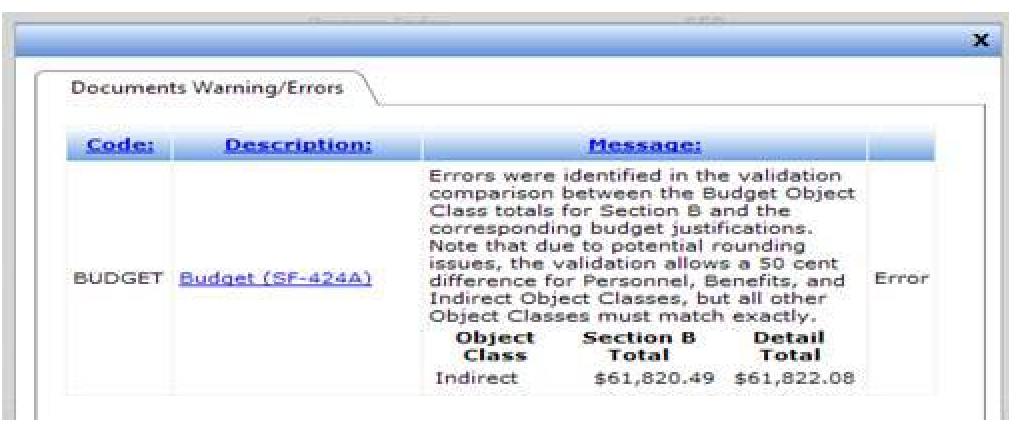
- Budget Justification for Subrecipient managing the program on behalf of the State (if applicable)

## Budget

- Please include one attachment to the SF-424 including the following information regarding carryover:
  - Break out of total carryover amount for all previous years and current active year (should equal total carryover for the proposed program year). (*Not applicable for 2013 awards*)
  - Break out of total carryover amount identified in proposed budget (*Not applicable for 2013 awards*).
  - Reason for non-expended funds and provide justification for the re-allocated funds (*Not applicable for 2013 awards*).
- If a grantee secures approval from DOE to contract for certain administration activities and oversight of the program to another entity, a separate and complete Budget and Budget Justification for that contractor is also required to be attached to the application submitted to DOE in PAGE. The grantee is still responsible to DOE for the administration and oversight of the program, and all deliverables associated with the award.

## Budget Explanation

- A validation check was added to PAGE in December between the budget and budget details. PAGE allows a 50 cent difference for 3 of the budget categories to allow for rounding differences. See below for a sample error message:


Documents Warning/Errors

| Code: | Description: | Message: | |
|---|---|---|---|
| BUDGET | Budget (SF-424A) | Errors were identified in the validation comparison between the Budget Object Class totals for Section B and the corresponding budget justifications. Note that due to potential rounding issues, the validation allows a 50 cent difference for Personnel, Benefits, and Indirect Object Classes, but all other Object Classes must match exactly. | Error |

| Object Class | Section B Total | Detail Total |
|---|---|---|
| Indirect | $61,820.49 | $61,822.08 |

## LANGUAGE CHANGES FOR INDIVIDUAL BUDGET CATEGORIES

**Fringe Benefits:**

a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.

   [Table for Recipient to fill in]

b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

**Travel:**

a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting (s), project management meeting, etc. If there is any foreign travel, please identify.

b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

**Equipment:**

Equipment is generally defined as an item with an acquisition cost greater than $5,000 and a useful life expectancy of more than one year. Further definitions can be found in 10 CFR 600.

a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

   [Table for Recipient to fill in]

b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.

**Supplies:**

Supplies are generally defined as an item with an acquisition cost of $5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance. Further definitions can be found in 10 CFR 600.

a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

   [Table for Recipient to fill in]

b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

**Other Direct Costs:**

Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

a. Please provide a General Description, Cost and Justification of Need.

   [Table for Recipient to fill in]

Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

## Annual File

- Roman numeral headings have been revised throughout the Annual File to correlate to the 2013 Application Package document.
- Former Section Heading “II.6 Training, Technical Assistance, and Monitoring Activities” has been removed from the Annual File. These sections will be found only in the Master File now.
- Minutes from PAC meetings related to the development of and comment on the State Plan should be attached to the SF-424.
- A comment has been added to the section “IV.6 State Plan Hearing” section to request all notes and transcripts be added to the SF-424 in the attachment section.
- The grantee should include as part of the Hearings and Transcripts submission for DOE review how the notice was provided to the prospective Subgrantees and public (e.g., a list of publications and/or copy of the notice(s) may be attached to the SF424.
- Former section “II.10 Adjustments to On-File Information” has been removed. A Master File will be required annually.

## Master File

- Roman numeral headings have been revised throughout the Master File to correlate to the 2013 Application Package document.
- Section heading “III.1 Eligible Population” has been revised to show “V.1 Eligibility”
    - Section heading “III.1.1 General Description” has been revised to show “V.1.1 Approach to Determining Client Eligibility”.
        - Three text boxes are included and request the following information:
            - Provide a description of the definition of income used to determine eligibility
            - Describe what household eligibility basis will be used in the program
            - Describe the process for ensuring qualified aliens are eligible for weatherization benefits
- A new heading of “Approach to Determining Building Eligibility” has been added for section V.1.2.
        - Five text boxes are included and request the following information:
            - Procedures to determine that units weatherized have eligibility documentation
            - Describe reweatherization compliance
            - Describe what structures are eligible for weatherization

    - Describe how Rental units/Multifamily buildings will be addressed
    - Describe the deferral process
- Section heading “III.1.3 Priorities” has been revised to show “V.3 Priorities for Service Delivery”.
- Section heading “III.3 Weatherization Work” has been revised to show “V.5 Type of Weatherization Work to be Done”.
- Section heading “III.3.1 Type of Work to be Done” has been revised to show “V.5.1 Technical Guides and Materials”.
- Within the Energy Audit Procedure section V.5.2, “Mobile Homes” has been replaced with “Manufactured Housing”.
- Section heading “III.3.4 Assessment of Effectiveness” has been replaced with “V.6 Weatherization Analysis of Effectiveness”.
- Former Section Heading “III.5 Rental Procedures” has been removed from the Master File and that information will now be found in section “V.1.2 Approach to Determining Building Eligibility”.
- Section heading “III.6.1 Description of Organization” has been replaced with “V.8.1 Overview and Organization”.
- Section heading “III.6.3 Monitoring Approach” has been replaced with “V.8.3 Monitoring Activities”.
- Section heading “III.6.4 Training and Technical Assistance Approach” has been replaced with “V.8.4 Training and Technical Assistance Approach and Activities”.
- Section heading “III.6.5 Energy Crisis” has been replaced with “V.9 Energy Crisis and Disaster Plan”.