

Grantee-Level Non-Weatherization Assistance Program (WAP) Specific/Financial	
At the Grantee level, this individual(s) ensures the Grantee is in compliance with applicable “broader” (non-program specific) requirements that must be present in any organization accepting grants (and administering subgrants) from the Federal Government.	
DOMAIN I:	Oversee Personnel Compliance
<i>Task 1:</i>	Verify policies are in place at Grantee, Subgrantee, and with contractors related to eligibility (US Citizens/properly documented aliens)
<i>Task 2:</i>	Document competencies/experience of individuals in “key functions” within the grant, subgrants, and contracts
DOMAIN II:	Demonstrate Financial Compliance
<i>Task 1:</i>	Develop/update financial procedures manual for Grantee
<i>Task 2:</i>	Perform Grantee procurement procedures and compliances (e.g., bidding work, writing and reviewing contracts, etc.)
<i>Task 3:</i>	Establish Grantee internal control procedures
<i>Task 4:</i>	Perform reviews/monitoring of Subgrantee financial procedures and fiscal compliance (e.g., cost allocation plans, checking account procedures, allocation of advances, indirect cost pools, cash on hand, sample voucher payments, bank statements against journal entries, admin charges, internal control procedures, etc.)
<i>Task 5:</i>	Review timeliness and accuracy of Grantee and Subgrantee monthly fiscal reports and write reports, as necessary
DOMAIN III:	Ensure Delivery Readiness
<i>Task 1:</i>	Document Grantee and Subgrantee insurances are in place, as applicable
<i>Task 2:</i>	Document Grantee and Subgrantee licenses are in place, as applicable
<i>Task 3:</i>	Document eligibility of contractors working in the Program (e.g., not on a disbarment list)
<i>Task 4:</i>	Provide necessary equipment for Grantee-Level program-specific job functions (e.g., Grantee monitors require complement of testing equipment; WAP managers require computer/software)

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DOMAIN I:	Oversee Personnel Compliance
<i>Task 1:</i>	Verify policies are in place at Grantee, Subgrantee, and with contractors related to eligibility (US Citizens/properly documented aliens)
	Ability to
	Comply with DOE enabling legislation and regulations (10 CFR 400, 10 CFR 600 and OMB Circulars) and WAP Program Notices (WPNs)
	Knowledge of
	<ul style="list-style-type: none"> ▪ Laws and regulations for citizenship requirements ▪ Contractual/Grant requirements regarding citizenship and necessary documentation ▪ Coordination requirements with Legal
	Skill in
	<ul style="list-style-type: none"> ▪ Research ▪ Communication ▪ Human resource management
<i>Task 2:</i>	Document competencies/experience of individuals in “key functions” within the grant, subgrants, and contracts
	Ability to
	Comply with DOE enabling legislation and regulations (10 CFR 400, 10 CFR 600 and OMB Circulars) and WAP Program Notices (WPNs)
	Knowledge of
	<ul style="list-style-type: none"> ▪ DOE enabling legislation and regulations (10 CFR 400, 10 CFR 600 and OMB Circulars) and WAP Program Notices (WPNs) regarding minimum competencies, certifications, training, and experience of Grantee staff, Subgrantee staff and contractors ▪ State regulations and guidance regarding minimum competencies, certifications, training, and experience of Grantee staff, Subgrantee staff and contractors ▪ Documentation and reporting methods acceptable to funding source(s)
	Skill in
	<ul style="list-style-type: none"> ▪ Communication ▪ Document/file tracking ▪ Human resource management

DOMAIN II:	Demonstrate Financial Compliance
Task 1:	Develop/update financial procedures manual for Grantee
	Ability to
	<ul style="list-style-type: none"> ▪ Understand complex computer financial management software ▪ Communicate with Grantee WAP Program staff ▪ Communicate with State financial system administrators ▪ Communicate with Federal, State, and Subgrantee Fiscal staff ▪ Communicate with contractors ▪ Supervise financial staff
	Knowledge of
	<ul style="list-style-type: none"> ▪ DOE enabling legislation and regulations (10 CFR 400, 10 CFR 600 and OMB Circulars) and WAP Program Notices (WPNs) ▪ State financial laws and regulations ▪ Coordination requirements with Legal ▪ Federal Government’s Excluded Parties List System (EPLS) ▪ General Ledger accounting systems ▪ Cost allocation planning and implementation ▪ Inventory tracking systems ▪ Performance and Accountability for Grants in Energy (PAGE) reporting system ▪ Subgrantee Financial Accounting systems ▪ Records retention requirements ▪ Grant closeout requirements ▪ Indirect Cost Rate approval and implementation processes ▪ Grant budgeting and budget justification for Application submittal
	Skill in
	<ul style="list-style-type: none"> ▪ Attention to detail ▪ Financial reporting ▪ Internal financial control ▪ Budget control – comparison with actual spending ▪ Organization ▪ Thoroughness ▪ Timeliness ▪ Accuracy ▪ Communication ▪ Documentation (e.g., written, photographs) ▪ Public speaking ▪ Contract analysis and management

<i>Task 2:</i>	Perform Grantee procurement procedures and compliances (e.g., bidding work, writing and reviewing contracts, etc.)
	Ability to
	<ul style="list-style-type: none"> ▪ Perform need assessment ▪ Perform purchase versus lease analysis ▪ Perform bid/proposal evaluation ▪ Discipline problem vendors ▪ Communicate with Grantee WAP Program staff ▪ Communicate with State financial system administrators ▪ Communicate with Federal WAP Fiscal staff ▪ Communicate with Subgrantee WAP Fiscal staff ▪ Communicate with contractors ▪ Supervise financial staff
	Knowledge of
	<ul style="list-style-type: none"> ▪ DOE enabling legislation and regulations (10 CFR 400, 10 CFR 600 and OMB Circulars) and WAP Program Notices (WPNs) ▪ State financial laws and regulations ▪ Coordination requirements with Legal ▪ Federal Government’s Excluded Parties List System (EPLS) ▪ General Ledger accounting systems ▪ Cost allocation planning and implementation ▪ Inventory tracking systems ▪ Performance and Accountability for Grants in Energy (PAGE) reporting system ▪ Subgrantee Financial Accounting systems ▪ Records retention requirements ▪ Grant closeout requirements ▪ Indirect Cost Rate approval and implementation processes ▪ Grant budgeting and budget justification for Application submittal ▪ Coordination of response to bidder filing protests

	<i>Skill in</i>
	<ul style="list-style-type: none"> ▪ Financial reporting ▪ Internal financial control ▪ Budget control – comparison with actual spending ▪ Organization ▪ Thoroughness ▪ Timeliness ▪ Accuracy ▪ Communication ▪ Documentation (e.g., written, photographs) ▪ Public speaking ▪ Contract analysis and management
<i>Task 3:</i>	Establish Grantee internal control procedures
	<i>Ability to</i>
	<ul style="list-style-type: none"> ▪ Understand complex computer financial management software ▪ Communicate with Grantee WAP Program staff ▪ Communicate with State financial system administrators ▪ Communicate with Federal WAP Fiscal staff ▪ Communicate with Subgrantee WAP Fiscal staff ▪ Communicate with contractors ▪ Supervise financial staff
	<i>Knowledge of</i>
	<ul style="list-style-type: none"> ▪ DOE enabling legislation and regulations (10 CFR 400, 10 CFR 600 and OMB Circulars) and WAP Program Notices (WPNs) ▪ State financial laws and regulations ▪ Coordination requirements with Legal ▪ Federal Government’s Excluded Parties List System (EPLS) ▪ General Ledger accounting systems ▪ Cost allocation planning and implementation ▪ Inventory tracking systems ▪ Performance and Accountability for Grants in Energy (PAGE) reporting system ▪ Subgrantee Financial Accounting systems ▪ Records retention requirements ▪ Grant closeout requirements ▪ Indirect Cost Rate approval and implementation processes ▪ Grant budgeting and budget justification for Application submittal

	Skill in
	<ul style="list-style-type: none"> ▪ Financial reporting ▪ Internal financial control ▪ Budget control – comparison with actual spending ▪ Organization ▪ Thoroughness ▪ Timeliness ▪ Accuracy ▪ Communication ▪ Documentation (e.g., written, photographs) ▪ Public speaking ▪ Contract analysis and management
<i>Task 4:</i>	Perform reviews/monitoring of Subgrantee financial procedures and fiscal compliance (e.g., cost allocation plans, checking account procedures, allocation of advances, indirect cost pools, cash on hand, sample voucher payments, bank statements against journal entries, admin charges, internal control procedures, etc.)
	Ability to
	<ul style="list-style-type: none"> ▪ Understand complex computer financial management software ▪ Communicate with Grantee WAP Program staff ▪ Communicate with State financial system administrators ▪ Communicate with Federal WAP Fiscal staff ▪ Communicate with Subgrantee WAP Fiscal staff ▪ Communicate with contractors ▪ Supervise financial staff
	Knowledge of
	<ul style="list-style-type: none"> ▪ DOE enabling legislation and regulations (10 CFR 400, 10 CFR 600 and OMB Circulars) and WAP Program Notices (WPNs) ▪ State financial laws and regulations ▪ Coordination requirements with Legal ▪ Federal Government’s Excluded Parties List System (EPLS) ▪ General Ledger accounting systems ▪ Cost allocation planning and implementation ▪ Inventory tracking systems ▪ Performance and Accountability for Grants in Energy (PAGE) reporting system ▪ Subgrantee Financial Accounting systems ▪ Records retention requirements ▪ Grant closeout requirements ▪ Indirect Cost Rate approval and implementation processes

	<ul style="list-style-type: none"> ▪ Grant budgeting and budget justification for Application submittal
	Skill in
	<ul style="list-style-type: none"> ▪ Financial reporting ▪ Internal financial control ▪ Budget control – comparison with actual spending ▪ Organization ▪ Thoroughness ▪ Timeliness ▪ Accuracy ▪ Communication ▪ Documentation (e.g., written, photographs) ▪ Public speaking ▪ Contract analysis and management
<i>Task 5:</i>	Review timeliness and accuracy of Grantee and Subgrantee monthly fiscal reports and write reports, as necessary
	Ability to
	<ul style="list-style-type: none"> ▪ Communicate with Grantee WAP Program staff ▪ Communicate with State financial system administrators ▪ Communicate with Federal WAP Fiscal staff ▪ Communicate with Subgrantee WAP Fiscal staff ▪ Communicate with contractors ▪ Supervise financial staff
	Knowledge of
	<ul style="list-style-type: none"> ▪ DOE enabling legislation and regulations (10 CFR 400, 10 CFR 600 and OMB Circulars) and WAP Program Notices (WPNs) ▪ State financial laws and regulations ▪ Coordination requirements with Legal ▪ Federal Government’s Excluded Parties List System (EPLS) ▪ General Ledger accounting systems ▪ Cost allocation planning and implementation ▪ Inventory tracking systems ▪ Performance and Accountability for Grants in Energy (PAGE) reporting system ▪ Subgrantee Financial Accounting systems ▪ Records retention requirements ▪ Grant closeout requirements ▪ Indirect Cost Rate approval and implementation processes ▪ Grant budgeting and budget justification for Application submittal

	Skill in
	<ul style="list-style-type: none"> ▪ Financial reporting ▪ Internal financial control ▪ Budget control – comparison with actual spending ▪ Organization ▪ Thoroughness ▪ Timeliness ▪ Accuracy ▪ Communication ▪ Documentation (e.g., written, photographs) ▪ Public speaking ▪ Contract analysis and management ▪ Report Writing
DOMAIN III:	Ensure Delivery Readiness
<i>Task 1:</i>	Document Grantee and Subgrantee insurances are in place, as applicable
	Ability to
	<ul style="list-style-type: none"> ▪ Thoroughly and accurately review complex documents ▪ Supervise financial staff ▪ Communicate with Grantee WAP Program staff ▪ Communicate with State financial system administrators ▪ Communicate with Federal WAP Fiscal staff ▪ Communicate with Subgrantee WAP Fiscal staff ▪ Communicate with contractors ▪ Communicate with outside contacts, services and stakeholders
	Knowledge of
	<ul style="list-style-type: none"> ▪ Policy development ▪ Grantee, Subgrantee, and contractor insurance and bonding guidelines required by Federal and State laws, regulations, policy, as well as grant agreement and contractual agreements
	Skill in
	<ul style="list-style-type: none"> ▪ Research ▪ Timeliness ▪ Accuracy ▪ Communication ▪ Documentation (e.g., written, photographs) ▪ Public speaking

	<ul style="list-style-type: none"> ▪ Contract analysis and management
<i>Task 2:</i>	Document Grantee and Subgrantee licenses are in place, as applicable
	Ability to
	<ul style="list-style-type: none"> ▪ Apply regulations evenly and fairly ▪ Communicate with Grantee WAP Program staff ▪ Communicate with State financial system administrators ▪ Communicate with Federal WAP Fiscal staff ▪ Communicate with Subgrantee WAP Fiscal staff ▪ Communicate with contractors ▪ Communicate with outside contacts, services and stakeholders ▪ Supervise financial staff
	Knowledge of
	<ul style="list-style-type: none"> ▪ Policy development ▪ DOE enabling legislation and regulations (10 CFR 400, 10 CFR 600 and OMB Circulars) and WAP Program Notices (WPNs) regarding minimum competencies, certifications, training, and experience of Grantee staff, Subgrantee staff and contractors ▪ State regulations and guidance regarding minimum competencies, certifications, training, and experience of Grantee staff, Subgrantee staff and contractors ▪ Documentation and reporting methods acceptable to funding source(s)
	Skill in
	<ul style="list-style-type: none"> ▪ Human resource management ▪ Timeliness ▪ Accuracy ▪ Communication ▪ Documentation (e.g., written, photographs) ▪ Contract analysis and management
<i>Task 3:</i>	Document eligibility of contractors working in the Program (e.g., not on a disbarment list)
	Ability to
	<ul style="list-style-type: none"> ▪ Communicate with Grantee WAP Program staff ▪ Communicate with State financial system administrators ▪ Communicate with Federal WAP Fiscal staff ▪ Communicate with Subgrantee WAP Fiscal staff ▪ Communicate with contractors

	Knowledge of
	<ul style="list-style-type: none"> ▪ Monitoring of Subgrantee financial procedures/policies, activities and reporting ▪ Federal Government’s Excluded Parties List System (EPLS) ▪ DOE enabling legislation and regulations (10 CFR 400, 10 CFR 600 and OMB Circulars) and WAP Program Notices (WPNs)
	Skill in
	<ul style="list-style-type: none"> ▪ Thoroughness ▪ Timeliness ▪ Accuracy ▪ Communication ▪ Documentation (e.g., written, photographs)
<i>Task 4:</i>	Provide necessary equipment for Grantee-Level program-specific job functions (e.g., Grantee monitors require complement of testing equipment; WAP managers require computer/software)
	Ability to
	<ul style="list-style-type: none"> ▪ Communicate with Grantee WAP Program staff ▪ Communicate with State financial system administrators ▪ Communicate with Federal WAP Fiscal staff ▪ Communicate with outside contacts, services ▪ Develop partnerships to generate and support resources
	Knowledge of
	<ul style="list-style-type: none"> ▪ DOE enabling legislation and regulations (10 CFR 400, 10 CFR 600 and OMB Circulars) and WAP Program Notices (WPNs) ▪ State financial laws and regulations ▪ Federal Government’s Excluded Parties List System (EPLS) ▪ General Ledger accounting systems ▪ Cost allocation planning and implementation ▪ Inventory tracking systems ▪ Performance and Accountability for Grants in Energy (PAGE) reporting system ▪ Subgrantee Financial Accounting systems

	<i>Skill in</i>
	<ul style="list-style-type: none"> ▪ Financial reporting ▪ Budget control – comparison with actual spending ▪ Organization ▪ Internal financial control ▪ Timeliness ▪ Accuracy ▪ Communication ▪ Documentation (e.g., written, photographs) ▪ Public speaking ▪ Contract analysis and management ▪ Collaborating with stakeholders

For Discussion Purposes Only