

Grantee-Level Weatherization Assistance Program (WAP) Specific	
At the Grantee level, this individual(s) ensures the Grantee is in compliance with applicable “higher order” (non-Program specific) requirements that must be present in any organization accepting grants (and administering subgrants) from the federal government.	
DOMAIN I:	Collaborate to Ensure Grant Compliance
<i>Task 1:</i>	Coordinate effectively with Grantee-level, non-WAP specific Manager on all “higher order” requirements necessary for effective implementation of the Weatherization Assistance Program
<i>Task 2:</i>	Coordinate with Grantee-level Technical Specialist to ensure technical elements of the Program are implemented
<i>Task 3:</i>	Coordinate all elements of the Grant Application Package
<i>Task 4:</i>	Engage Grantee-wide network (via public hearing(s), committee meetings, PAC, etc.) to ensure effective implementation of grant
DOMAIN II:	Establish Grantee-Wide Policies for Program Implementation
<i>Task 1:</i>	Develop and/or update Grantee Weatherization Policies and Procedures Manual (includes incorporation of technical guidelines developed by Grantee Technical Specialist)
<i>Task 2:</i>	Develop, maintain, and manage statewide recordkeeping and reporting systems
<i>Task 3:</i>	Develop overall monitoring tool (to include all administrative/fiscal, programmatic, and technical elements) for evaluation of Subgrantee implementation
<i>Task 4:</i>	Engage DOE on all questions related to whether policies and procedures are in compliance with 10 CFR 440, 10 CFR 600, OMB Circulars, and Weatherization Program Notices (WPNs)
DOMAIN III:	Establish Grantee-Wide Administrative/Programmatic Training Plan
<i>Task 1:</i>	Assess administrative/programmatic training needs for all levels within the Grantee network
<i>Task 2:</i>	Develop training plans (coordinating the admin/programmatic with the technical needs, as appropriate) targeting specific issues
<i>Task 3:</i>	Evaluate effectiveness of training and re-tool trainings to meet objectives of the Program
<i>Task 4:</i>	Participate in relevant state/regional/national trainings
DOMAIN IV:	Oversee Subgrantee Compliance (Programmatic, Administrative/Fiscal, Technical)
<i>Task 1:</i>	Ensure Subgrantee awards are executed and carried out in accordance with contracts
<i>Task 2:</i>	Define Program staff and Subgrantee roles and expectations
<i>Task 3:</i>	Interpret Program policy and provide direction with regard to client eligibility guidelines, Program priorities, allowable activities, rental units, re-weatherization, etc.
<i>Task 4:</i>	Provide programmatic updates to staff and Subgrantees, as available
<i>Task 5:</i>	Coordinate services with other available Programs (internal and external)
<i>Task 6:</i>	Produce reports based on monitoring visits and field inspections, identifying weaknesses and solutions, as well as, best practices

DOMAIN V:	Analyze Data Elements to Retool Delivery System
<i>Task 1:</i>	Review Technical Specialist data analysis and produce reports outlining trends, irregularities, opportunities for improvement, etc.
<i>Task 2:</i>	Review financial compliance elements (reporting, cash on hand, advances, journal entries, etc.) and develop reports based on any trends, irregularities, opportunities for improvement, etc.
<i>Task 3:</i>	Review programmatic compliance elements (eligibility, recordkeeping, priorities, etc.) and develop reports based on any trends, irregularities, opportunities for improvement, etc.
DOMAIN VI:	Oversee Client Education
<i>Task 1:</i>	Articulate WAP basics to clients (including H&S, IAQ, WAP process, equipment, energy savings, client activities, etc.)
<i>Task 2:</i>	Develop and disseminate educational materials outlining varying degrees (from very basic to comprehensive) of information related to H/S, IAQ, the WAP process, equipment, potential savings, client activities, etc.
<i>Task 3:</i>	Communicate how client behavior affects WAP results
<i>Task 4:</i>	Evaluate and create feedback loop based on client satisfaction
DOMAIN VII:	Promote Weatherization
<i>Task 1:</i>	Coordinate other funding sources to work in conjunction with WAP (eliminating barriers, outlining possible paths forward, etc.)
<i>Task 2:</i>	Communicate (or coordinate communication for) the benefits of the Program
<i>Task 3:</i>	Respond to requests about the Program (DOE, news media, public officials, etc.)
<i>Task 4:</i>	Promote tools, methods, delivery, etc. to others in the industry (utilities, contractors, etc.)

Grantee-Level Weatherization Assistance Program (WAP) Specific	
At the Grantee level, this individual(s) ensures the Grantee is in compliance with applicable “higher order” (non-Program specific) requirements that must be present in any organization accepting grants (and administering subgrants) from the federal government.	
DOMAIN I:	Collaborate to Ensure Grant Compliance
<i>Task 1:</i>	Coordinate effectively with Grantee-level, non-WAP specific Manager on all “higher order” requirements necessary for effective implementation of the Weatherization Assistance Program
	Ability to
	<ul style="list-style-type: none"> ▪ Collaborate effectively regarding Programmatic development ▪ Discuss and provide direction on evolving Program-related issues (staffing, procurement, finances, etc.) ▪ Ensure correct use of federal allocations for WAP purposes
	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) (personnel, financial, Subgrantee readiness, delivery of services, etc.) ▪ Federal, State and local budget processes (financial procedures manuals, cost allocation plans, checking account procedures, financial reporting, etc.)
	Skill in
	<ul style="list-style-type: none"> ▪ Communication ▪ Diplomacy ▪ Listening ▪ Mediation ▪ Tactfulness ▪ Decision making
<i>Task 2:</i>	Coordinate with Grantee-level Technical Specialist to ensure technical elements of the Program are implemented
	Ability to
	<ul style="list-style-type: none"> ▪ Discuss and provide direction on evolving Program-related issues (T&TA, quality assurance, etc.) ▪ Evaluate Grantee and Subgrantee inspections and quality assurance reports to ensure correct Program implementation ▪ Review audit reports to ensure appropriate use of audit ▪ Conduct on-site monitoring of weatherized homes and training centers

	Knowledge of
	<ul style="list-style-type: none"> ▪ Grantee approach to monitoring, reporting and T&TA ▪ Key elements of the State Standards and specifications ▪ Basic building science ▪ Key indicators of a complete and accurate audit ▪ Training initiatives and guidelines
	Skill in
	<ul style="list-style-type: none"> ▪ Communication ▪ Diplomacy ▪ Listening ▪ Mediation ▪ Tactfulness ▪ Decision making
<i>Task 3:</i>	Coordinate all elements of the Grant Application Package
	Ability to
	<ul style="list-style-type: none"> ▪ Prepare and present a comprehensive budget and accompanying justification ▪ Oversee an approach to determining client and building eligibility ▪ Analyze data and determine select areas to be served ▪ Determine Program priorities and enumerate the type of weatherization work to be done by the Grantee ▪ Explain how Grantee will analyze effectiveness ▪ Develop a comprehensive Health & Safety Plan ▪ Develop a comprehensive Energy Crisis & Disaster Plan ▪ Create a Program Management infrastructure and plan (includes organization, expenditure limits, monitoring activities, T&TA, etc.)
	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) ▪ WAP Program Guidance (WPNs) and policies ▪ State demographics, housing conditions, staffing, etc. ▪ Reporting requirements of funding sources ▪ Federal, State and local budget processes

	Skill in
	<ul style="list-style-type: none"> ▪ Attention to detail ▪ Organization ▪ Writing ▪ Data analysis ▪ Mediation ▪ Basic Computer Skills
<i>Task 4:</i>	Engage Grantee-wide network (via public hearing(s), committee meetings, PAC, etc.) to ensure effective implementation of grant
	Ability to
	<ul style="list-style-type: none"> ▪ Identify and collaborate with stakeholders ▪ Generate and disseminate State Plan for review and feedback by Subgrantees ▪ Distribute transcript of hearings ▪ Incorporate proposed changes based on feedback
	Knowledge of
	<ul style="list-style-type: none"> ▪ Grant requirements for public feedback/input, advisory council, committee development and contribution, etc.
	Skill in
	<ul style="list-style-type: none"> ▪ Communication ▪ Observation ▪ Mediation ▪ Listening ▪ Writing ▪ Public Speaking ▪ Organization
DOMAIN II:	Establish Grantee-Wide Policies for Program Implementation
<i>Task 1:</i>	Develop and/or update Grantee Weatherization Policies and Procedures Manual (includes incorporation of technical guidelines developed by Grantee Technical Specialist)
	Ability to
	<ul style="list-style-type: none"> ▪ Provide information on programmatic, fiscal, and technical requirements and best practices

	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) ▪ Applicable State and local rules and regulations ▪ Basic building science ▪ Codes and standards adopted statewide and by local jurisdictions ▪ Testing protocols ▪ Applicable Field Guides ▪ State Standards and Standard Work Specifications
	Skill in
	<ul style="list-style-type: none"> ▪ Basic computer skills ▪ Writing ▪ Attention to detail
<i>Task 2:</i>	Develop, maintain, and manage statewide recordkeeping and reporting systems
	Ability to
	<ul style="list-style-type: none"> ▪ Oversee implementation of applicable databases and tracking systems
	Knowledge of
	<ul style="list-style-type: none"> ▪ Recordkeeping requirements of funding sources and best practices ▪ Reporting requirements and best practices
	Skill in
	<ul style="list-style-type: none"> ▪ Basic computer skills ▪ Generating reports ▪ Attention to detail ▪ Organization
<i>Task 3:</i>	Develop and maintain overall monitoring tool (to include all administrative/fiscal, programmatic, and technical elements) for evaluation of Subgrantee implementation
	Ability to
	<ul style="list-style-type: none"> ▪ Engage interdisciplinary stakeholders to collaborate on monitoring tool development, implementation and continued use ▪ Establish timeline and system for monitoring, reporting, feedback and remediation of discovered issues ▪ Generate reports based on information garnered from monitoring tool
	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) ▪ Monitoring requirements in all disciplines (administrative/fiscal, programmatic & technical) ▪ Reporting requirements ▪ Evaluating process and how to encourage feedback mechanisms

	Skill in
	<ul style="list-style-type: none"> ▪ Basic computer skills ▪ Writing ▪ Communication ▪ Attention to detail ▪ Analysis
<i>Task 4:</i>	Engage DOE on all questions related to whether policies and procedures are in compliance with 10 CFR 440, 10 CFR 600, OMB Circulars, and Weatherization Program Notices (WPNs)
	Ability to
	<ul style="list-style-type: none"> ▪ Establish and maintain relationship with assigned Project Officer ▪ Collaborate with Project Officer regarding evolving Program issues or questions
	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)
	Skill in
	<ul style="list-style-type: none"> ▪ Interpersonal Communication ▪ Negotiation
DOMAIN III:	Establish Grantee-Wide Administrative/Programmatic/Fiscal Training Plan
<i>Task 1:</i>	Assess administrative/programmatic training needs for all levels within the Grantee network
	Ability to
	<ul style="list-style-type: none"> ▪ Identify gaps in expertise ▪ Determine root cause of issues reflected in monitoring reports ▪ Develop strategies to address issues ▪ Identify resources to meet needs
	Knowledge of
	<ul style="list-style-type: none"> ▪ State Plan and accompanying documents (T&TA plan, H/S plans, ops manuals, procedures, etc.) ▪ Needs assessments by Subgrantee ▪ DOE monitoring reports ▪ Grantee monitoring reports and inspection forms ▪ WAP Program Guidance (WPNs) and information on national priorities

	<i>Skill in</i>
	<ul style="list-style-type: none"> ▪ Interpersonal communications ▪ Analysis ▪ Strategic planning
<i>Task 2:</i>	Develop training plans (coordinating the admin/programmatic with the technical needs, as appropriate) targeting specific issues
	<i>Ability to</i>
	<ul style="list-style-type: none"> ▪ Identify gaps in expertise ▪ Determine root cause of issues reflected in monitoring reports ▪ Develop strategies to address issues ▪ Identify resources to meet needs ▪ Garner buy-in for network training plan
	<i>Knowledge of</i>
	<ul style="list-style-type: none"> ▪ Training resources available ▪ Other Grantee's approach to addressing training in cost-effective manner ▪ Feedback mechanisms to evaluate effective training ▪ Network inner-workings -- how the agency operates (e.g., strengths, challenges, crew vs. contractor, management structure, etc.)
	<i>Skill in</i>
	<ul style="list-style-type: none"> ▪ Strategic planning ▪ Allocating resources ▪ Prioritizing issues ▪ Interpersonal communications
<i>Task 3:</i>	Evaluate effectiveness of training and re-tool trainings to meet objectives of the Program
	<i>Ability to</i>
	<ul style="list-style-type: none"> ▪ Assess post-training performance against pre-training performance ▪ Identify areas of improvement and areas that still require attention ▪ Articulate gaps in performance to training entities
	<i>Knowledge of</i>
	<ul style="list-style-type: none"> ▪ Available training opportunities ▪ Feedback from other Grantees/WAP providers ▪ Training Metrics

	Skill in
	<ul style="list-style-type: none"> ▪ Analysis ▪ Interpersonal communications ▪ Strategic planning ▪ Prioritizing issues
<i>Task 4:</i>	Participate in relevant state/regional/national trainings
	Ability to
	<ul style="list-style-type: none"> ▪ Assess relevance and cost/benefit of events ▪ Articulate Grantee-specific practices, innovations, challenges ▪ Transfer information gathered at trainings to Grantee network
	Knowledge of
	<ul style="list-style-type: none"> ▪ Available training opportunities ▪ Pre-budget/planning dollars available
	Skill in
	<ul style="list-style-type: none"> ▪ Prioritizing opportunities ▪ Analysis ▪ Communications
DOMAIN IV:	Oversee Subgrantee Compliance (Programmatic, Administrative/Fiscal, Technical)
<i>Task 1:</i>	Ensure Subgrantee awards are executed and carried out in accordance with contracts
	Ability to
	<ul style="list-style-type: none"> ▪ Systematically review Subgrantee performance metrics
	Knowledge of
	<ul style="list-style-type: none"> ▪ Contract/legal requirements ▪ Production and budget reporting ▪ Grantee monitoring reports ▪ 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"> ▪ Attention to detail ▪ Time and task/milestone management ▪ Interpersonal communication
<i>Task 2:</i>	Define Program staff and Subgrantee roles and expectations

	Ability to
	<ul style="list-style-type: none"> ▪ Articulate the necessary skills for each position within the network ▪ Assess skills and identify areas that may require more training
	Knowledge of
	<ul style="list-style-type: none"> ▪ Knowledge, Skills, and Abilities (KSAs) for each position within the Grantee and Subgrantee network ▪ Weatherization Program Notices and expectations ▪ State Plan
	Skill in
	<ul style="list-style-type: none"> ▪ Assessment ▪ Communication ▪ Writing
<i>Task 3:</i>	Interpret Program policy and provide direction with regard to client eligibility guidelines, Program priorities, allowable activities, rental units, re-weatherization, etc.
	Ability to
	<ul style="list-style-type: none"> ▪ Identify Grantee priorities and how those are achieved within framework of federal requirements ▪ Coordinate funding sources
	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) ▪ Other Grantee approaches to specific areas (i.e., neighboring states/similar size grantees in other parts of country) ▪ Grantee network, demographics, waitlists, etc. ▪ Rules and requirements of each funding source
	Skill in
	<ul style="list-style-type: none"> ▪ Communication ▪ Strategic planning
<i>Task 4:</i>	Provide programmatic updates to staff and Subgrantees, as available
	Ability to
	<ul style="list-style-type: none"> ▪ Communicate with staff and Subgrantees
	Knowledge of
	<ul style="list-style-type: none"> ▪ DOE monitoring reports ▪ Weatherization Program Notices and Memorandums

	Skill in
	<ul style="list-style-type: none"> ▪ Time management ▪ Organization ▪ Communication ▪ Public speaking (if necessary)
Task 5:	Coordinate services with other available Programs (internal and external)
	Ability to
	<ul style="list-style-type: none"> ▪ Communicate and coordinate internally and externally ▪ Identify services that can be provided by other programs
	Knowledge of
	<ul style="list-style-type: none"> ▪ Related Programs with overlapping missions (e.g., health/safety, low-income concerns, aging, utility programs) ▪ 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"> ▪ Strategic planning ▪ Time management ▪ Organization ▪ Communication
Task 6:	Produce reports based on monitoring visits and field inspections, identifying weaknesses and solutions, as well as, best practices
	Ability to
	<ul style="list-style-type: none"> ▪ Identify weaknesses and recommend solutions ▪ Identify best practices to be shared and replicated ▪ Provide accurate information in reports based on monitoring and field inspection outcomes
	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 Plan and accompanying documents (T&TA plan, H/S plans, ops manuals, procedures, etc.)
	Skill in
	<ul style="list-style-type: none"> ▪ Attention to detail ▪ Identifying/allocating resources ▪ Time management ▪ Report Writing ▪ Communication

DOMAIN V:	Analyze Data Elements to Retool Delivery System
<i>Task 1:</i>	Review Technical Specialist data analysis and produce reports outlining trends, irregularities, opportunities for improvement, etc.
	Ability to
	<ul style="list-style-type: none"> ▪ Understand technical data analysis ▪ Recognize weaknesses and outliers
	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) ▪ Other leveraged fund sources (e.g., health/safety, low-income concerns, aging, utility programs)
	Skill in
	<ul style="list-style-type: none"> ▪ Analysis ▪ Report writing ▪ Assessing needs
<i>Task 2:</i>	Review financial compliance elements (reporting, cash on hand, advances, journal entries, etc.) and develop reports based on any trends, irregularities, opportunities for improvement, etc.
	Ability to
	<ul style="list-style-type: none"> ▪ Understand general accounting principles ▪ Write reports ▪ Identify trends, irregularities, and opportunities for improvement, etc.
	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) ▪ Other leveraged fund sources (e.g., health/safety, low-income concerns, aging, utility programs)
	Skill in
	<ul style="list-style-type: none"> ▪ Analysis ▪ Report writing ▪ Assessing needs
<i>Task 3:</i>	Review programmatic compliance elements (eligibility, recordkeeping, priorities, etc.) and develop reports based on any trends, irregularities, opportunities for improvement, etc.
	Ability to
	<ul style="list-style-type: none"> ▪ Write reports ▪ Identify trends, irregularities, and opportunities for improvement, etc.
	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) ▪ Other leveraged fund sources (e.g., health/safety, low-income concerns, aging, utility programs)

	Skill in
	<ul style="list-style-type: none"> ▪ Analysis ▪ Report writing ▪ Assessing needs
DOMAIN VI:	Oversee Client Education
<i>Task 1:</i>	Articulate WAP basics to clients (including H&S, IAQ, WAP process, equipment, energy savings, client activities, etc.)
	Ability to
	<ul style="list-style-type: none"> ▪ Conduct a client specific interview ▪ Observe client behavior ▪ Apply adult education principles to communicate with client and affect behavior change
	Knowledge of
	<ul style="list-style-type: none"> ▪ Health & safety (H&S) and indoor air quality (IAQ) ▪ Basic steps involved in Weatherization process ▪ Basic equipment used to weatherize a home ▪ Client education principles ▪ Interview techniques ▪ Adult learning/education
	Skill in
	<ul style="list-style-type: none"> ▪ Communication
<i>Task 2:</i>	Develop and disseminate educational materials outlining varying degrees (from very basic to comprehensive) of information related to H/S, IAQ, the WAP process, equipment, potential savings, client activities, etc.
	Ability to
	<ul style="list-style-type: none"> ▪ Identify needs based on conducting client specific interviews ▪ Assess client understanding of weatherization principles ▪ Select appropriate client education materials based on demonstrated level of understanding, communication style, literacy, language and other factors
	Knowledge of
	<ul style="list-style-type: none"> ▪ Health & safety (H&S) and indoor air quality (IAQ) ▪ Basic steps involved in Weatherization process ▪ Basic equipment used to weatherize a home ▪ Client education principles ▪ Interview techniques ▪ Adult learning/education

	Skill in
	<ul style="list-style-type: none"> ▪ Communication ▪ Assessment
<i>Task 3:</i>	Communicate how client behavior affects WAP results
	Knowledge of
	<ul style="list-style-type: none"> ▪ Actions of occupant that can impact energy use
	Ability to
	<ul style="list-style-type: none"> ▪ Estimate savings that result from occupant actions
	Skill in
	<ul style="list-style-type: none"> ▪ Communication ▪ Assessment ▪ Analysis
<i>Task 4:</i>	Evaluate and create feedback loop based on client satisfaction
	Ability to
	<ul style="list-style-type: none"> ▪ Develop tool for evaluating client satisfaction ▪ Use comments received from clients to provide feedback and direction to crews and contractors
	Knowledge of
	<ul style="list-style-type: none"> ▪ Basic adult education ▪ Communication principles
	Skill in
	<ul style="list-style-type: none"> ▪ Communication ▪ Listening ▪ Evaluation ▪ Assessment
DOMAIN VII:	Promote Weatherization
<i>Task 1:</i>	Coordinate other funding sources to work in conjunction with WAP (eliminating barriers, outlining possible paths forward, etc.)
	Ability to
	<ul style="list-style-type: none"> ▪ Articulate "win-win" of collaboration ▪ Develop strategies to coordinate resource sharing ▪ Support outreach to potential partners

	Knowledge of
	<ul style="list-style-type: none"> ▪ Related Programs with overlapping missions (e.g., health/safety, low-income concerns, aging, utility Programs) ▪ DOE enabling legislation and regulations (10 CFR 400, 10 CFR 600 and OMB Circulars) and WAP Program Notices (WPNs) ▪ Other leveraged fund sources (e.g., health/safety, low-income concerns, aging, utility programs) ▪ Fee for service (if applicable)
	Skill in
	<ul style="list-style-type: none"> ▪ Strategic planning ▪ Interpersonal communication ▪ Public Speaking ▪ Research ▪ Advocacy ▪ Marketing
Task 2:	Communicate (or coordinate communication for) the benefits of the Program
	Ability to
	<ul style="list-style-type: none"> ▪ Represent the Program in a positive and professional manner ▪ Provide concise and accurate information about Program activities and action
	Knowledge of
	<ul style="list-style-type: none"> ▪ Grantee and local agency activities ▪ Program benefits (outcome statistics, energy savings, number of homes weatherized, etc.)
	Skill in
	<ul style="list-style-type: none"> ▪ Communication ▪ Accuracy ▪ Attention to detail ▪ Public Speaking
Task 3:	Respond to requests about the Program (DOE, news media, public officials, etc.)
	Ability to
	<ul style="list-style-type: none"> ▪ Represent the Program in a positive and professional manner ▪ Provide concise and accurate information about Program activities and actions ▪ Attend to requests for information in a timely manner
	Knowledge of
	<ul style="list-style-type: none"> ▪ Grantee and local agency activities ▪ DOE enabling legislation and regulations (10 CFR 400, 10 CFR 600 and OMB Circulars) and WAP Program Notices (WPNs)

	<i>Skill in</i>
	<ul style="list-style-type: none"> ▪ Communication ▪ Accuracy ▪ Public Speaking ▪ Time management
<i>Task 4:</i>	Promote tools, methods, delivery, etc. to others in the industry (utilities, contractors, etc.)
	<i>Ability to</i>
	<ul style="list-style-type: none"> ▪ Identify appropriate materials for audience/venue ▪ Articulate gaps in service/support
	<i>Knowledge of</i>
	<ul style="list-style-type: none"> ▪ Related Programs with overlapping missions (e.g., health/safety, low-income concerns, aging, utility Programs) ▪ DOE enabling legislation and regulations (10 CFR 400, 10 CFR 600 and OMB Circulars) and WAP Program Notices (WPNs) ▪ Other leveraged fund sources (e.g., health/safety, low-income concerns, aging, utility programs)
	<i>Skill in</i>
	<ul style="list-style-type: none"> ▪ Marketing ▪ Public Speaking ▪ Assessing Needs

For Discussion Purposes Only