Grant Planning Calendar & Checklist

WEATHERIZATION ASSISTANCE PROGRAM

SEPTEMBER 2017

Importance of Planning

- The Weatherization Assistance Program (WAP) grant application submission is an extensive process requiring numerous materials to document process and procedures, such as:

  – Staffing

  – Budgeting

  – Health & Safety (H&S) Plan

  – Training & Technical Assistance (T&TA) Plan

  – Monitoring Plan

  – Field Guides and Program Operational Manuals (i.e. financial, policies and procedures)

  With these requirements, it is critical to engage your Weatherization Network to **review the annual grant application plan components** and **discuss required program updates** **PRIOR** to starting your plan development.

Importance of Planning

- Grantees must have all key program materials updated and prepared prior to developing their Annual Grant Application Package to ensure pre-review and submission processes result in timely approvals for grant awards.

- **Early planning and preparation assures:**

  - reduced negotiated changes.

  - development of an acceptable application package more efficiently.

  - funding is available at the start of the program year, providing a positive impact on both production and expenditures for your grant.

  - flexibility to manage unforeseen changes in the Program and reduce the burden of the impact of the change (i.e. budget modifications).

Lack of Planning

Lack of planning and early preparation can result in:

- Delays in submitting grant application plans due to missing required elements (public hearing transcripts, etc.).

- Extended application review & multiple revisions.

- Delays in receiving approval and funds.

Planning Categories

- Categorize planning and development tasks by major topic:

    – Application Development

    – Communications with Subgrantees, PAC, etc.

    – Financial

    – Health & Safety

    – Material Development

    – Monitoring

    – Reporting

    – Training & Technical Assistance

First Month Tasks (July)

TASK	TASK CATEGORY	DUE DATE
Submit the **Quarterly Federal Financial Report (FFR)** and **Quarterly Program Report (QPR)** in PAGE.	Reporting	30 days after the end of the grant
Submit the **Annual T&TA, Monitoring and Leveraging Report** for the previous Program Year in PAGE.	Reporting	90 days after the end of the grant
Review and plan program operational materials (field guides, policies & procedures).	Application Development	By the end of the month
Submit any **Variance Requests for SWS and energy audits** for the new grant.	Technical Materials	By the end of the month
Establish a **communications schedule** with Subgrantee Network (monthly, bi-monthly, quarterly calls and/or in-person meetings).	Communications	By the end of the month
Update any specific information on your program's website (eligibility requirements, state plan, forms, etc.)	Communications	By the end of the month
Finalize **monitoring materials** (if updating is needed) and schedules. Distribute monitoring schedule to the network.	Monitoring	By the end of the month

Second Month Tasks (August)

TASK	TASK CATEGORY	DUE DATE
Launch monthly meetings (call/webinar) with Subgrantee executive level representatives.	Communications	By the end of the month
Finalize any changes to Subgrantee and/or contractor contracts. Issue contracts for Subgrantee signatures and upon return - begin production period.	Financial	1st week of month
Record completed monitoring visits (financial, technical or administrative/programmatic) and track any monitoring findings, concerns, recommendations, commendations, best practices, corrective actions, deliverables, technical assistance, training provided and resolutions.	Monitoring	Per schedule
Share final training schedule with network.	Training	3rd week of month

Third Month Tasks (September)

TASK	TASK CATEGORY	DUE DATE
Submit the annual Historic Preservation report in PAGE. The Historic Preservation report for the reporting period 9/1 - 8/31 is due no later than 9/15.	Reporting	9/15
Record completed monitoring visits (financial, technical or administrative/programmatic) and track any monitoring assessments and required actions.	Monitoring	By the end of the month
Ensure monitoring deficiencies are tracked to resolution for previous monitoring visits.	Monitoring	By the end of the month
Update monitoring schedule and ensure reports are issued within 30 days of visit.	Monitoring	By the end of the month
Implement any training courses and track completions and certifications.	Training	By the end of the month

Fourth Month Tasks (October)

TASK	TASK CATEGORY	DUE DATE
Complete Quarterly Federal Financial Report (FFR) and Quarterly Performance Report (QPR).	Reporting	30 days after the end of the quarter
Review spending and production benchmarks to identify any potential issues. Review waiting lists and determine any needed program changes.	Reporting	By the end of the month
Hold webinar with Subgrantee network to discuss activities/questions.	Communications	Mid-quarter
Record completed monitoring visits (financial, technical or administrative/programmatic) and track any monitoring assessments and required actions.	Monitoring	Per schedule
Ensure monitoring deficiencies are tracked to resolution for previous monitoring visits.	Monitoring	Monthly
Continue to track and resolve monitoring deficiencies, identify trends and adherence to Corrective Action Plans.	Monitoring	End of quarter
Implement any training courses and track completions and certifications.	Training	Monthly

Fifth Month Tasks (November)

TASK	TASK CATEGORY	DUE DATE
Hold meeting with technical staff (crews, crew leaders, program managers) with representatives from all Subgrantees. Select a topic to discuss with the group. Any suggestions/best practices are submitted to technical committee for consideration.	Communications	30 days after the end of the quarter
Hold discussions on field guides, energy audits, etc. and hold a training with the technical audience.	Technical Materials	Quarterly
Record completed monitoring visits (financial, technical or administrative/programmatic) and track any monitoring assessments and required actions.	Monitoring	By the end of the month
Update monitoring schedule and ensure reports are issued within 30 days of visit.	Monitoring	Per Schedule
Continue to track and resolve monitoring deficiencies, identify trends and adherence to Corrective Action Plans.	Monitoring	End of quarter
Implement any training courses and track completions and certifications	Training	Monthly

Sixth Month Tasks (December)

TASK	TASK CATEGORY	DUE DATE
Update Master File section of application (Sections V.5.1, V.5.2, V.5.3 and V.8.4) based on technical feedback received.	Application Development	By the end of the month
Record completed monitoring visits (financial, technical or administrative/programmatic) and track any monitoring assessments and required actions.	Monitoring	Per Schedule
Continue tracking identified deficiencies to resolution.	Monitoring	Ongoing
Implement your risk assessment analysis.	Monitoring	By the end of the month
Implement any training courses and track completions and certifications.	Training	By the end of the month

Seventh Month Tasks (January)

TASK	TASK CATEGORY	DUE DATE
Complete Quarterly Federal Financial Report (FFR) and Quarterly Performance Report (QPR).	Reporting	30 days after the end of the quarter
Review spending and production benchmarks to identify any potential issues. Review waiting lists and determine any needed program changes.	Application Development/Reporting	By the end of the month
Distribute updated draft plan (redlined) to network for comment/consensus.	Application Development	By the end of the month
Meet with PAC to discuss application package development/ideas.	Application Development	By the end of the month
Record completed monitoring visits (financial, technical or administrative/programmatic) and track any monitoring assessments and required actions.	Monitoring	By the end of the month
Ensure monitoring deficiencies are tracked to resolution for previous monitoring visits.	Monitoring	Monthly
Ensure monitoring reports are submitted to agencies monitored 30 days after visit.	Monitoring	By the end of the month
Implement any training courses and track completions and certifications.	Training	By the end of the month

Eighth Month Tasks (February)

TASK	TASK CATEGORY	DUE DATE
Advertise public meeting and deadline for written comments (usually 7 days after the public meeting).	Communications	30 days after the end of the quarter
Record completed monitoring visits (financial, technical or administrative/programmatic) and track any monitoring assessments and required actions.	Monitoring	Per schedule
Continue to track and resolve monitoring deficiencies, identify trends and adherence to Corrective Action Plans.	Monitoring	End of quarter
Implement any training courses and track completions and certifications.	Training	By the end of the month

Ninth Month Tasks (March)

TASK	TASK CATEGORY	DUE DATE
Share monitoring outcomes.	Monitoring	1st of month
Record completed monitoring visits (financial, technical or administrative/programmatic) and track any monitoring assessments and required actions.	Monitoring	By the end of the month
Identify trends, update resolved deficiencies, ongoing training and technical assistance to address deficiencies and adherence to Corrective Action Plans.	Monitoring	By the end of the month
Implement any training courses and track completions and certifications.	Training	By the end of the month

Tenth Month Tasks (April)

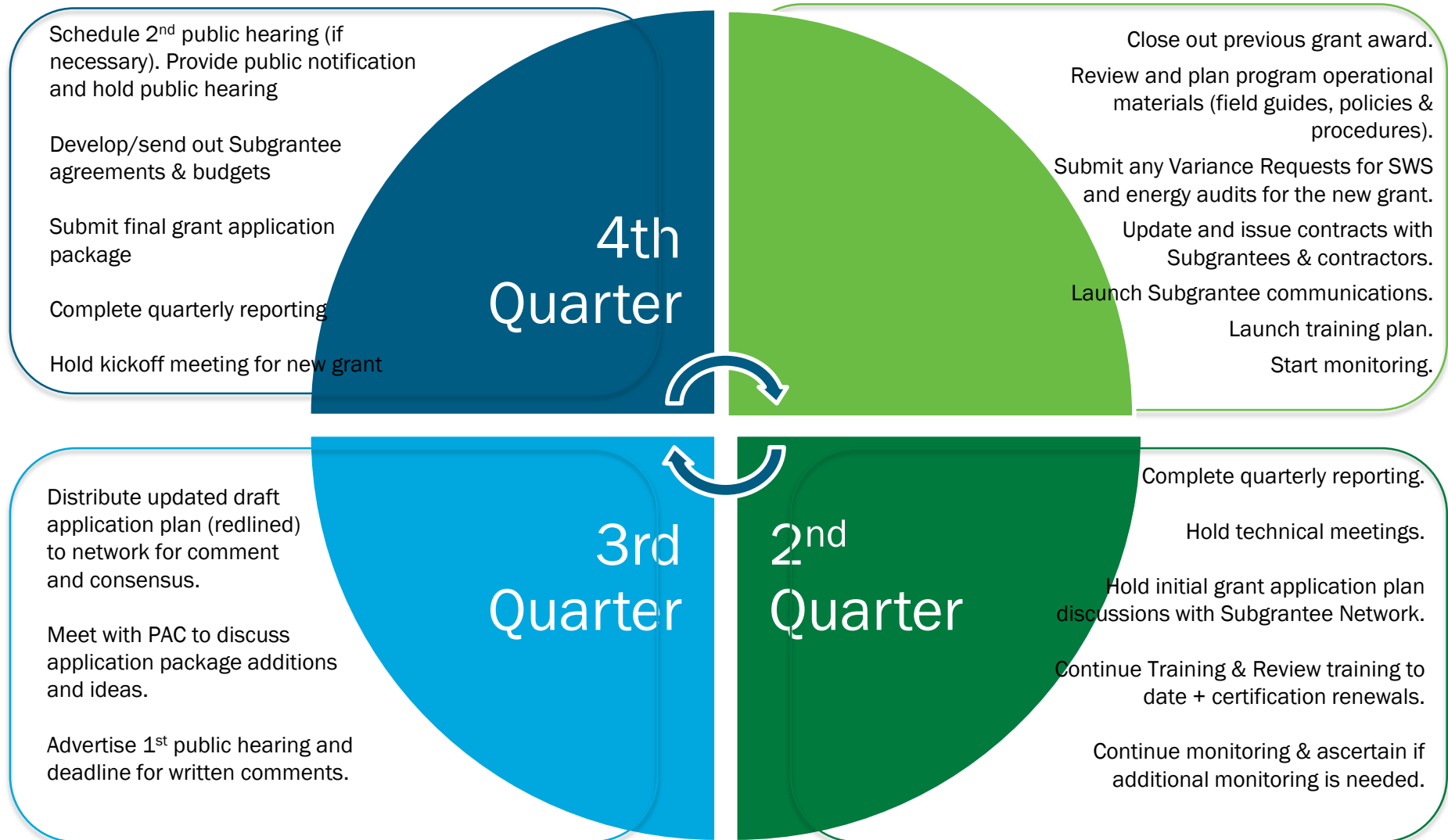| TASK	TASK CATEGORY	DUE DATE
Complete Quarterly Federal Financial Report (FFR) and Quarterly Performance Report (QPR).	Reporting	30 days after the end of the quarter
Review spending and production benchmarks to identify any potential issues. Review waiting lists and determine any needed program changes.	Financial	By the end of the month
Hold initial public hearing. Schedule second and final public hearing (if necessary).	Application Development	Initial by end of month – Final by end of 11th month with public notice provided at end of 10th month
Complete public hearing transcripts.	Communications Application Development	By the end of the month
Record completed monitoring visits (financial, technical or administrative/programmatic) Update monitoring schedule, schedule missed trips or additional monitoring where necessary.	Monitoring	End of first week of tenth month
Review resolution of outstanding monitoring deficiencies – identify opportunities for additional training or technical assistance and ensure resolution of outstanding deficiencies by end of 11th month.	Monitoring	No later than end of 3rd week of 10th month
Share final state plan for submission with Network.	Application Development	By the end of the month

Eleventh Month Tasks (May)

TASK	TASK CATEGORY	DUE DATE
Develop/send out Subgrantee agreements and budget.	Financial	No later than end of 12th month
Hold meeting/trainings with Subgrantee technical staff. Discuss field guides, energy audits, etc. and hold a solicit needed changes from the technical audience.	Technical Materials	3rd week of month
• Hold meeting with Subgrantee managers meetings. • Start discussions on the next state plan. • Share T&TA and monitoring annual report results and the QCI count.	Training & Technical Assistance, Monitoring, State Plan Development	By the end of the month
Complete the last monitoring visits and record required assessments or issue Corrective Action Plans.	Monitoring	By the end of the month
Start analysis on the monitoring trends for the annual report.	Monitoring	By the end of the month

Twelfth Month Tasks (June)

TASK	TASK CATEGORY	DUE DATE
Hold kickoff meeting for new grant.	Application Development/ Communications	1st of this month to ensure no interference with quarterly report submittal
Subgrantee contracts finalized if previous year application has been approved and funding awarded	Financial	1st of month
Technical staff review of the approved state plan.	Application Development	No later than month end
Assess ongoing spending and production to identify any potential issues. Review waiting lists and determine any needed program changes.	Application Development/ Communications	By the end of the month
Complete the analysis of the monitoring trends.	Monitoring	By the end of the month

Quarterly View – Weatherization Planning Cycle

4th Quarter

Schedule 2nd public hearing (if necessary). Provide public notification and hold public hearing

Develop/send out Subgrantee agreements & budgets

Submit final grant application package

Complete quarterly reporting

Hold kickoff meeting for new grant

1st Quarter

Close out previous grant award.

Review and plan program operational materials (field guides, policies & procedures).

Submit any Variance Requests for SWS and energy audits for the new grant.

Update and issue contracts with Subgrantees & contractors.

Launch Subgrantee communications.

Launch training plan.

Start monitoring.

3rd Quarter

Distribute updated draft application plan (redlined) to network for comment and consensus.

Meet with PAC to discuss application package additions and ideas.

Advertise 1st public hearing and deadline for written comments.

2nd Quarter

Complete quarterly reporting.

Hold technical meetings.

Hold initial grant application plan discussions with Subgrantee Network.

Continue Training & Review training to date + certification renewals.

Continue monitoring & ascertain if additional monitoring is needed.

Questions?