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United States Government **Department of Energy**

Memorandum

DATE: **September 17, 2014** **WAP Memorandum 008**

REPLY TO
ATTN OF: **Robert C. Adams, Supervisor**
Weatherization and Intergovernmental Program Office

SUBJECT: **Quality Management Plan – DRAFT Grantee Knowledge, Skills, and Abilities (KSAs)**

TO: **Weatherization Assistance Program (WAP) Grantees**

The Quality Management Plan (QMP) group, made up of a cross section of Grantees, Subgrantees, and Federal staff, has developed this initial draft outlining the knowledge, skills, and abilities (KSAs) necessary to carry out various tasks related to performing the role of a Grantee. DOE is releasing these draft KSAs for discussion purposes only, to ensure this is not misinterpreted as being a policy document the attachments are watermarked accordingly.

The attached materials have been drafted as part of the QMP – outlining what a subgroup of Grantee, Subgrantee, and Federal staff believe are necessary to effectively manage the administrative, programmatic, and technical aspects of the WAP.

The attachment reflects the Grantee role broken out into 3 separate function areas:

- WAP Program Manager – Responsible for all programmatic elements and oversight responsibilities related to the technical and administrative/financial elements; serves as liaison to the Federal WAP staff
- WAP Technical Manager – Works in coordination with the WAP Program Manager and oversees the technical elements of the WAP
- Non-WAP Specific Functions – Works in coordination with the WAP Program Manager on elements necessary for Grant compliance that extend beyond one program (for example, citizenship/eligibility for employment, insurance, financial procedures, etc.)

The group recognizes these three roles are not indicative of the separation of duties for WAP Grantees – in many locations the same person may perform both the programmatic and technical function; in others, there are many individuals performing functions within each of the roles. As such, the list of KSAs may feel repetitive but it is to ensure where certain tasks are isolated and assigned to separate staff, the necessary KSAs follow the task accordingly.

Grantees are invited to review the attached KSAs and provide comments/feedback to your respective Project Officer or Holly Ravesloot holly.ravesloot@ee.doe.gov by October 2, 2014. DOE's aim is to work with the group to refine this document, taking into account the network feedback, and make this available to assist Grantees in identifying possible areas where training may be valuable for the Grantee staff. Once this document is finished, DOE will work with the group to undertake a similar exercise specific to the Subgrantees.

Grantee-Level WAP Specific (Technical Elements)	
At the Grantee level, this individual is responsible for overseeing the technical elements of the Weatherization Assistance Program (WAP). This person is responsible for ensuring necessary aspects are in place so the work is carried out in accordance with the requirements of the Federal grant.	
DOMAIN I:	**Establishing Technical Guidelines and Auditing Procedures for Program Implementation**
Task 1:	Review and update, as needed, audit procedures and protocols in accordance with WAP regulations and guidance
Task 2:	Update field guides and technical manuals used by the Grantee-wide network to ensure consistency of work
Task 3:	Adjust Health and Safety Plans annually to reflect program priorities and current implementation practices
DOMAIN II:	**Establishing Grantee-Wide Technical Training**
Task 1:	Assess technical training needs for all levels within the Grantee network
Task 2:	Develop training plans targeting specific issues
Task 3:	Evaluate effectiveness of training and re-tool trainings to meet objectives of the Program
DOMAIN III:	**Ensuring the Quality (Technical) Delivery of Services**
Task 1:	Oversee (or perform) on-site inspections *(**See QCI* Job Task Analysis (JTA) *below for necessary credentials to accomplish this task; if performing actual on-site inspections, QCI HEP credential is required) (Note: KSAs are based on overseeing only)*
Task 2:	Assess inventory of equipment and tools ensuring appropriateness and maintenance of same
Task 3:	Develop monitoring tool/checklist focused on technical elements of Program
Task 4:	Produce reports identifying weaknesses and solutions
DOMAIN IV:	**Analyzing Desk Monitoring Data Elements**
Task 1:	Review production reports and database systems
Task 2:	Review on-site inspection forms – categorizing elements to feed into future monitoring/training/assistance plans
Task 3:	Assess Subgrantee materials inventory and appropriateness of inventory controls
Task 4:	Compare anticipated energy savings to actual savings
Task 5:	Produce reports identifying trends, irregularities, opportunities for improvement, etc. based on desk monitoring
DOMAIN V:	**Contributing to Client Education**
Task 1:	Articulate WAP basics related to Health and Safety (H&S) and Indoor Air Quality (IAQ) to maintain healthy indoor environment
Task 2:	Outline varying degrees (from very basic to quite comprehensive) of information related to the WAP process, equipment, and potential savings
Task 3:	Communicate how client behavior affects WAP results

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Grantee-Level WAP Specific (Technical Elements)	
At the Grantee level, this individual is responsible for overseeing the technical elements of the Weatherization Assistance Program (WAP). This person is responsible for ensuring necessary aspects are in place so the work is carried out in accordance with the requirements of the Federal Government.	
DOMAIN I:	**Establishing Technical Guidelines and Auditing Procedures for Program Implementation**
Task 1:	Review and update, as needed, audit procedures and protocols in accordance with WAP regulations and guidance
	Ability to
	▪ Coordinate with multiple agencies, e.g., Subgrantees, Code Authorities, etc. ▪ Complete task on time ▪ Submit complete audit review application ▪ Respond to DOE's requests for more information in a timely manner
	Knowledge of
	▪ DOE enabling legislation and regulations (10 CFR 400, 10 CFR 600 and OMB Circulars) and WAP Program Notices (WPNs) ▪ DOE-accepted audit software ▪ Priority list procedures ▪ WAP Field Procedures ▪ Emerging technologies
	Skill in
	▪ Analytical thinking ▪ Auditing analysis ▪ Time management ▪ Communication ▪ Document preparation
Task 2:	Update field guides and technical manuals used by the Grantee-wide network to ensure consistency of work
	Ability to
	▪ Write effectively ▪ Evaluate current practices against best practices and regulations
	Knowledge of

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	▪ Current technical protocols ▪ Best practices ▪ Emerging technologies ▪ Standard Work Specification ▪ State network skill levels/abilities ▪ DOE enabling legislation and regulations (10 CFR 400, 10 CFR 600 and OMB Circulars) and WAP Program Notices (WPNs)
	Skill in
	▪ Facilitation ▪ Communication ▪ Observation ▪ Analysis ▪ Synthesizing ▪ Assessment ▪ Organization
Task 3:	Adjust Health and Safety Plans annually to reflect program priorities and current implementation practices
	Ability to
	▪ Update H&S plan to DOE's approval ▪ Respond to DOE's requests for clarification/more information in a timely manner
	Knowledge of
	▪ DOE enabling legislation and regulations (10 CFR 400, 10 CFR 600 and OMB Circulars) and WAP Program Notices (WPNs) (emphasis on current WPN Health and Safety Guidance) ▪ Historical H&S Plans implementation and issues ▪ Common Health and Safety requirements in local housing stock ▪ Costs and special labor requirements for typical Health and Safety measures (e.g., licensed electrician needed for wiring ventilation fan)
	Skill in
	▪ Communication ▪ Analysis ▪ Strategic Thinking ▪ Synthesizing information
DOMAIN II:	**Establishing Grantee-Wide Technical Training**
Task 1:	Assess technical training needs for all levels within the Grantee network

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	Ability to
	▪ Evaluate worker performance against State and WAP standards ▪ Differentiate between issues related to equipment/personnel failings and training shortcomings

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	Knowledge of
	▪ Recent (1 yr) monitoring concerns and findings ▪ Competency testing results ▪ Typical measures installed ▪ Trainee feedback from previous trainings ▪ Trainer feedback from previous trainings
	Skill in
	▪ Observation ▪ Assessment ▪ Analysis ▪ Communication ▪ Systems thinking -- solving the problem, not the symptom
Task 2:	Develop training plans targeting specific issues
	Ability to
	▪ Schedule ▪ Establish a timeline ▪ Evaluate current network capabilities ▪ Determine effective training pathway based on current capabilities ▪ Define desired outcomes/learning objectives of trainings ▪ Allocate resources
	Knowledge of
	▪ Adult education principles ▪ Existing training offerings
	Skill in
	▪ Organization ▪ Coaching up ▪ Project management ▪ Communication
Task 3:	Evaluate effectiveness of training and re-tool trainings to meet objectives of the Program
	Ability to
	▪ Assess work in field and compare to desired outcomes of training ▪ Process/collate trainee/trainer evaluations

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	Knowledge of
	▪ Assessment techniques ▪ Training availability ▪ Adult learning principles ▪ Trainee feedback from previous trainings ▪ Trainer feedback from previous trainings
	Skill in
	▪ Communication ▪ Organization ▪ Analytical thinking ▪ Tracking systems
DOMAIN III:	**Ensuring the Quality (Technical) Delivery of Services**
Task 1:	Oversee (or perform) on-site inspections *(**See QCI* Job Task Analysis (JTA) *below for necessary credentials to accomplish this task; if performing actual on-site inspections, QCI HEP credential is required) (Note: KSAs are based on overseeing only)*
	Ability to
	▪ Delegate authority to Quality Control Inspector (QCI) ▪ Recognize anomalies in QCI reports
	Knowledge of
	▪ NREL Job Task Analysis (JTA) for QCI ▪ Building science principles ▪ Building diagnostics ▪ Relevant Weatherization Program Notices ▪ Standard Work Specifications (SWS) ▪ State-specific standards
	Skill in
	▪ Organization ▪ Attention to detail ▪ Accuracy ▪ Communication ▪ Interpersonal communication

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Task 2:	Assess inventory of equipment and tools ensuring appropriateness and maintenance of same
	Ability to
	▪ Perform periodic inventory ▪ Conduct (or schedule) routine maintenance (i.e. recalibration, resourcing, repairs, etc.)
	Knowledge of
	▪ Inventory ▪ Manufacturer specifications (i.e. recalibration schedules, etc.) ▪ Storage location ▪ Network tool and equipment usage
	Skill in
	▪ Organization ▪ Scheduling
Task 3:	Develop monitoring tool/checklist focused on technical elements of Program
	Ability to
	▪ Establish baseline standard for technical performance ▪ Prioritize inspection data points to ensure thorough inspections and meaningful data ▪ Organize checklist/tool in logical sequence ▪ Solicit and incorporate feedback from those using the tool/checklist ▪ Outline “Systems” – addressing the root-cause problems versus concentrating on symptoms
	Knowledge of
	▪ SWS ▪ State specific standards ▪ QCI's tools/equipment needs
	Skill in
	▪ Leadership ▪ Communication ▪ Organization
Task 4:	Produce reports identifying weaknesses and solutions
	Ability to
	▪ Evaluate available information to identify trends in network performance ▪ Identify root cause of weaknesses (to propose suitable solutions) ▪ Identify when training is needed

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	Knowledge of
	▪ Acceptable quality ▪ SWS ▪ State specific standards ▪ Previous monitoring reports
	Skill in
	▪ Analytical thinking ▪ Remaining tactful ▪ Communication ▪ Technical writing ▪ Documentation (e.g., written, photographs)
DOMAIN IV:	**Analyzing Desk Monitoring Data Elements**
Task 1:	Review production reports and database systems
	Ability to
	▪ Re-run and otherwise verify existing computerized energy audits ▪ Operate database software ▪ Evaluate data based on program goals
	Knowledge of
	▪ DOE-approved energy auditing software ▪ DOE-approved priority lists ▪ Production goals ▪ Budgets ▪ Database system
	Skill in
	▪ Analytical thinking ▪ Attention to detail ▪ Organization
Task 2:	Review on-site inspection forms – categorizing elements to feed into future monitoring/training/assistance plans
	Ability to
	▪ Evaluate data based on program goals
	Knowledge of

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	▪ Building science principles ▪ Building diagnostics and common parameters
	Skill in
	▪ Prioritization of needs/activities
Task 3:	Assess Subgrantee materials inventory and appropriateness of inventory controls
	Ability to
	▪ Compare inventory lists to actual inventory ▪ Recognize anomalies in materials billed and installed in client files
	Knowledge of
	▪ Internal policies and procedures ▪ Inventory tracking techniques ▪ Materials and amounts needed for common weatherization measures
	Skill in
	▪ Attention to detail ▪ Observation
Task 4:	Compare anticipated energy savings to actual savings
	Ability to
	▪ Access energy data ▪ Process energy data to account for weather, occupancy, etc.
	Knowledge of
	▪ Actual fuel consumption pre- and post-weatherization ▪ Units of energy ▪ Utility company protocols ▪ Client confidentiality issues (release forms, etc.)
	Skill in
	▪ Analytical thinking ▪ Observation ▪ Attention to detail ▪ Organization ▪ Communication

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Task 5:	Produce reports identifying trends, irregularities, opportunities for improvement, etc. based on desk monitoring
	Ability to
	▪ Recognize anomalies in program delivery ▪ Recognize training opportunities ▪ Recognize equipment/tool deficiencies ▪ Recognize agency deficiencies
	Knowledge of
	▪ Record of past performance ▪ Record of current performance ▪ DOE enabling legislation and regulations (10 CFR 400, 10 CFR 600 and OMB Circulars) and WAP Program Notices (WPNs) ▪ Completed training
	Skill in
	▪ Report writing ▪ Organization ▪ Communication
DOMAIN V:	**Contributing to Client Education**
Task 1:	Articulate WAP basics related to Health and Safety (H&S) and Indoor Air Quality (IAQ) to maintain healthy indoor environment
	Ability to
	▪ Recognize opportunities for improved IAQ ▪ Pace information delivery for maximum comprehension by client ▪ Relate potential benefits to clients' specific situation
	Knowledge of
	▪ Healthy Homes principles ▪ WAP Program Notices (WPNs) ▪ Adult learning principles
	Skill in
	▪ Communication ▪ Remaining tactful ▪ Interpersonal relationships ▪ Application of Adult learning principles

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Task 2:	Outline varying degrees (from very basic to quite comprehensive) of information related to the WAP process, equipment, and potential savings
	Ability to
	▪ Organize information in logical sequence
	Knowledge of
	▪ WAP delivery process ▪ WAP equipment ▪ Potential energy savings ▪ WAP measures
	Skill in
	▪ Communication ▪ Organization ▪ Interpersonal relationships ▪ Application of Adult learning principles
Task 3:	Communicate how client behavior affects WAP results
	Ability to
	▪ Tailor information to specific occupant ▪ Provide sufficient information without overloading client
	Knowledge of
	▪ Individual occupant behavior (specific) ▪ Occupant behavior effects on IAQ and energy savings (general)
	Skill in
	▪ Communication ▪ Remaining tactful ▪ Application of Adult learning principles

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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**
Task 1:	Coordinate effectively with Grantee-level, non-WAP specific Manager on all "higher order" requirements necessary for effective implementation of the Weatherization Assistance Program
Task 2:	Coordinate with Grantee-level Technical Specialist to ensure technical elements of the Program are implemented
Task 3:	Coordinate all elements of the Grant Application Package
Task 4:	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**
Task 1:	Develop and/or update Grantee Weatherization Policies and Procedures Manual (includes incorporation of technical guidelines developed by Grantee Technical Specialist)
Task 2:	Develop, maintain, and manage statewide recordkeeping and reporting systems
Task 3:	Develop overall monitoring tool (to include all administrative/fiscal, programmatic, and technical elements) for evaluation of Subgrantee implementation
Task 4:	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**
Task 1:	Assess administrative/programmatic training needs for all levels within the Grantee network
Task 2:	Develop training plans (coordinating the admin/programmatic with the technical needs, as appropriate) targeting specific issues
Task 3:	Evaluate effectiveness of training and re-tool trainings to meet objectives of the Program
Task 4:	Participate in relevant state/regional/national trainings
DOMAIN IV:	**Oversee Subgrantee Compliance (Programmatic, Administrative/Fiscal, Technical)**
Task 1:	Ensure Subgrantee awards are executed and carried out in accordance with contracts
Task 2:	Define Program staff and Subgrantee roles and expectations
Task 3:	Interpret Program policy and provide direction with regard to client eligibility guidelines, Program priorities, allowable activities, rental units, re-weatherization, etc.
Task 4:	Provide programmatic updates to staff and Subgrantees, as available
Task 5:	Coordinate services with other available Programs (internal and external)
Task 6:	Produce reports based on monitoring visits and field inspections, identifying weaknesses and solutions, as well as, best practices

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

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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**
Task 1:	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
	▪ 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
	▪ 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
	▪ Communication ▪ Diplomacy ▪ Listening ▪ Mediation ▪ Tactfulness ▪ Decision making
Task 2:	Coordinate with Grantee-level Technical Specialist to ensure technical elements of the Program are implemented
	Ability to
	▪ 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

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	Knowledge of
	▪ 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
	▪ Communication ▪ Diplomacy ▪ Listening ▪ Mediation ▪ Tactfulness ▪ Decision making
Task 3:	Coordinate all elements of the Grant Application Package
	Ability to
	▪ 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
	▪ 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

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	Skill in
	▪ Attention to detail ▪ Organization ▪ Writing ▪ Data analysis ▪ Mediation ▪ Basic Computer Skills
Task 4:	Engage Grantee-wide network (via public hearing(s), committee meetings, PAC, etc.) to ensure effective implementation of grant
	Ability to
	▪ 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
	▪ Grant requirements for public feedback/input, advisory council, committee development and contribution, etc.
	Skill in
	▪ Communication ▪ Observation ▪ Mediation ▪ Listening ▪ Writing ▪ Public Speaking ▪ Organization
DOMAIN II:	**Establish Grantee-Wide Policies for Program Implementation**
Task 1:	Develop and/or update Grantee Weatherization Policies and Procedures Manual (includes incorporation of technical guidelines developed by Grantee Technical Specialist)
	Ability to
	▪ Provide information on programmatic, fiscal, and technical requirements and best practices

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	Knowledge of
	▪ 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
	▪ Basic computer skills ▪ Writing ▪ Attention to detail
Task 2:	Develop, maintain, and manage statewide recordkeeping and reporting systems
	Ability to
	▪ Oversee implementation of applicable databases and tracking systems
	Knowledge of
	▪ Recordkeeping requirements of funding sources and best practices ▪ Reporting requirements and best practices
	Skill in
	▪ Basic computer skills ▪ Generating reports ▪ Attention to detail ▪ Organization
Task 3:	Develop and maintain overall monitoring tool (to include all administrative/fiscal, programmatic, and technical elements) for evaluation of Subgrantee implementation
	Ability to
	▪ 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
	▪ 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

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	Skill in
	▪ Basic computer skills ▪ Writing ▪ Communication ▪ Attention to detail ▪ Analysis
Task 4:	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
	▪ Establish and maintain relationship with assigned Project Officer ▪ Collaborate with Project Officer regarding evolving Program issues or questions
	Knowledge of
	▪ DOE enabling legislation and regulations (10 CFR 400, 10 CFR 600 and OMB Circulars) and WAP Program Notices (WPNs)
	Skill in
	▪ Interpersonal Communication ▪ Negotiation
DOMAIN III:	**Establish Grantee-Wide Administrative/Programmatic/Fiscal Training Plan**
Task 1:	Assess administrative/programmatic training needs for all levels within the Grantee network
	Ability to
	▪ 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
	▪ 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

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	Skill in
	▪ Interpersonal communications ▪ Analysis ▪ Strategic planning
Task 2:	Develop training plans (coordinating the admin/programmatic with the technical needs, as appropriate) targeting specific issues
	Ability to
	▪ 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
	Knowledge of
	▪ 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.)
	Skill in
	▪ Strategic planning ▪ Allocating resources ▪ Prioritizing issues ▪ Interpersonal communications
Task 3:	Evaluate effectiveness of training and re-tool trainings to meet objectives of the Program
	Ability to
	▪ 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
	Knowledge of
	▪ Available training opportunities ▪ Feedback from other Grantees/WAP providers ▪ Training Metrics

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	Skill in
	▪ Analysis ▪ Interpersonal communications ▪ Strategic planning ▪ Prioritizing issues
Task 4:	Participate in relevant state/regional/national trainings
	Ability to
	▪ Assess relevance and cost/benefit of events ▪ Articulate Grantee-specific practices, innovations, challenges ▪ Transfer information gathered at trainings to Grantee network
	Knowledge of
	▪ Available training opportunities ▪ Pre-budget/planning dollars available
	Skill in
	▪ Prioritizing opportunities ▪ Analysis ▪ Communications
DOMAIN IV:	**Oversee Subgrantee Compliance (Programmatic, Administrative/Fiscal, Technical)**
Task 1:	Ensure Subgrantee awards are executed and carried out in accordance with contracts
	Ability to
	▪ Systematically review Subgrantee performance metrics
	Knowledge of
	▪ 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
	▪ Attention to detail ▪ Time and task/milestone management ▪ Interpersonal communication
Task 2:	Define Program staff and Subgrantee roles and expectations

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	Ability to
	▪ Articulate the necessary skills for each position within the network ▪ Assess skills and identify areas that may require more training
	Knowledge of
	▪ Knowledge, Skills, and Abilities (KSAs) for each position within the Grantee and Subgrantee network ▪ Weatherization Program Notices and expectations ▪ State Plan
	Skill in
	▪ Assessment ▪ Communication ▪ Writing
Task 3:	Interpret Program policy and provide direction with regard to client eligibility guidelines, Program priorities, allowable activities, rental units, re-weatherization, etc.
	Ability to
	▪ Identify Grantee priorities and how those are achieved within framework of federal requirements ▪ Coordinate funding sources
	Knowledge of
	▪ 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
	▪ Communication ▪ Strategic planning
Task 4:	Provide programmatic updates to staff and Subgrantees, as available
	Ability to
	▪ Communicate with staff and Subgrantees
	Knowledge of
	▪ DOE monitoring reports ▪ Weatherization Program Notices and Memorandums

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	Skill in
	▪ Time management ▪ Organization ▪ Communication ▪ Public speaking (if necessary)
Task 5:	Coordinate services with other available Programs (internal and external)
	Ability to
	▪ Communicate and coordinate internally and externally ▪ Identify services that can be provided by other programs
	Knowledge of
	▪ 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
	▪ 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
	▪ 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
	▪ 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
	▪ Attention to detail ▪ Identifying/allocating resources ▪ Time management ▪ Report Writing ▪ Communication

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DOMAIN V:	Analyze Data Elements to Retool Delivery System
Task 1:	Review Technical Specialist data analysis and produce reports outlining trends, irregularities, opportunities for improvement, etc.
	Ability to
	▪ Understand technical data analysis ▪ Recognize weaknesses and outliers
	Knowledge of
	▪ 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
	▪ Analysis ▪ Report writing ▪ Assessing needs
Task 2:	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
	▪ Understand general accounting principles ▪ Write reports ▪ Identify trends, irregularities, and opportunities for improvement, etc.
	Knowledge of
	▪ 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
	▪ Analysis ▪ Report writing ▪ Assessing needs
Task 3:	Review programmatic compliance elements (eligibility, recordkeeping, priorities, etc.) and develop reports based on any trends, irregularities, opportunities for improvement, etc.
	Ability to
	▪ Write reports ▪ Identify trends, irregularities, and opportunities for improvement, etc.
	Knowledge of
	▪ 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)

For Discussion Purposes Only

	Skill in
	▪ Analysis ▪ Report writing ▪ Assessing needs
DOMAIN VI:	**Oversee Client Education**
Task 1:	Articulate WAP basics to clients (including H&S, IAQ, WAP process, equipment, energy savings, client activities, etc.)
	Ability to
	▪ Conduct a client specific interview ▪ Observe client behavior ▪ Apply adult education principles to communicate with client and affect behavior change
	Knowledge of
	▪ 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
	▪ Communication
Task 2:	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
	▪ 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
	▪ 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

For Discussion Purposes Only

	Skill in
	▪ Communication ▪ Assessment
Task 3:	Communicate how client behavior affects WAP results
	Knowledge of
	▪ Actions of occupant that can impact energy use
	Ability to
	▪ Estimate savings that result from occupant actions
	Skill in
	▪ Communication ▪ Assessment ▪ Analysis
Task 4:	Evaluate and create feedback loop based on client satisfaction
	Ability to
	▪ Develop tool for evaluating client satisfaction ▪ Use comments received from clients to provide feedback and direction to crews and contractors
	Knowledge of
	▪ Basic adult education ▪ Communication principles
	Skill in
	▪ Communication ▪ Listening ▪ Evaluation ▪ Assessment
DOMAIN VII:	**Promote Weatherization**
Task 1:	Coordinate other funding sources to work in conjunction with WAP (eliminating barriers, outlining possible paths forward, etc.)
	Ability to
	▪ Articulate "win-win" of collaboration ▪ Develop strategies to coordinate resource sharing ▪ Support outreach to potential partners

For Discussion Purposes Only

	Knowledge of
	▪ 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
	▪ Strategic planning ▪ Interpersonal communication ▪ Public Speaking ▪ Research ▪ Advocacy ▪ Marketing
Task 2:	Communicate (or coordinate communication for) the benefits of the Program
	Ability to
	▪ Represent the Program in a positive and professional manner ▪ Provide concise and accurate information about Program activities and action
	Knowledge of
	▪ Grantee and local agency activities ▪ Program benefits (outcome statistics, energy savings, number of homes weatherized, etc.)
	Skill in
	▪ Communication ▪ Accuracy ▪ Attention to detail ▪ Public Speaking
Task 3:	Respond to requests about the Program (DOE, news media, public officials, etc.)
	Ability to
	▪ 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
	▪ Grantee and local agency activities ▪ DOE enabling legislation and regulations (10 CFR 400, 10 CFR 600 and OMB Circulars) and WAP Program Notices (WPNs)

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	Skill in
	▪ Communication ▪ Accuracy ▪ Public Speaking ▪ Time management
Task 4:	Promote tools, methods, delivery, etc. to others in the industry (utilities, contractors, etc.)
	Ability to
	▪ Identify appropriate materials for audience/venue ▪ Articulate gaps in service/support
	Knowledge of
	▪ 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)
	Skill in
	▪ Marketing ▪ Public Speaking ▪ Assessing Needs

For Discussion Purposes Only

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**
Task 1:	Verify policies are in place at Grantee, Subgrantee, and with contractors related to eligibility (US Citizens/properly documented aliens)
Task 2:	Document competencies/experience of individuals in "key functions" within the grant, subgrants, and contracts
DOMAIN II:	**Demonstrate Financial Compliance**
Task 1:	Develop/update financial procedures manual for Grantee
Task 2:	Perform Grantee procurement procedures and compliances (e.g., bidding work, writing and reviewing contracts, etc.)
Task 3:	Establish Grantee internal control procedures
Task 4:	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.)
Task 5:	Review timeliness and accuracy of Grantee and Subgrantee monthly fiscal reports and write reports, as necessary
DOMAIN III:	**Ensure Delivery Readiness**
Task 1:	Document Grantee and Subgrantee insurances are in place, as applicable
Task 2:	Document Grantee and Subgrantee licenses are in place, as applicable
Task 3:	Document eligibility of contractors working in the Program (e.g., not on a disbarment list)
Task 4:	Provide necessary equipment for Grantee-Level program-specific job functions (e.g., Grantee monitors require complement of testing equipment; WAP managers require computer/software)

For Discussion Purposes Only

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**
Task 1:	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
	▪ Laws and regulations for citizenship requirements ▪ Contractual/Grant requirements regarding citizenship and necessary documentation ▪ Coordination requirements with Legal
	Skill in
	▪ Research ▪ Communication ▪ Human resource management
Task 2:	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
	▪ 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
	▪ Communication ▪ Document/file tracking ▪ Human resource management

For Discussion Purposes Only

DOMAIN II:	Demonstrate Financial Compliance
Task 1:	Develop/update financial procedures manual for Grantee
	Ability to
	▪ 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
	▪ 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
	▪ 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

For Discussion Purposes Only

Task 2:	Perform Grantee procurement procedures and compliances (e.g., bidding work, writing and reviewing contracts, etc.)
	Ability to
	▪ 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
	▪ 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

For Discussion Purposes Only

	Skill in
	▪ 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
Task 3:	Establish Grantee internal control procedures
	Ability to
	▪ 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
	▪ 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

For Discussion Purposes Only

	Skill in
	▪ 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
Task 4:	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
	▪ 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
	▪ 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

For Discussion Purposes Only

	▪ Grant budgeting and budget justification for Application submittal
	Skill in
	▪ 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
Task 5:	Review timeliness and accuracy of Grantee and Subgrantee monthly fiscal reports and write reports, as necessary
	Ability to
	▪ 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
	▪ 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

For Discussion Purposes Only

	Skill in
	▪ 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**
Task 1:	Document Grantee and Subgrantee insurances are in place, as applicable
	Ability to
	▪ 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
	▪ 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
	▪ Research ▪ Timeliness ▪ Accuracy ▪ Communication ▪ Documentation (e.g., written, photographs) ▪ Public speaking

For Discussion Purposes Only

	▪ Contract analysis and management
Task 2:	Document Grantee and Subgrantee licenses are in place, as applicable
	Ability to
	▪ 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
	▪ 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
	▪ Human resource management ▪ Timeliness ▪ Accuracy ▪ Communication ▪ Documentation (e.g., written, photographs) ▪ Contract analysis and management
Task 3:	Document eligibility of contractors working in the Program (e.g., not on a disbarment list)
	Ability to
	▪ 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

For Discussion Purposes Only

	Knowledge of
	▪ 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
	▪ Thoroughness ▪ Timeliness ▪ Accuracy ▪ Communication ▪ Documentation (e.g., written, photographs)
Task 4:	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
	▪ 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
	▪ 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

For Discussion Purposes Only

	Skill in
	▪ 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