

# Memorandum

DATE: **October 26, 2017**

WAP Memorandum 027

REPLY TO

ATTN OF: **David Rinebolt, Weatherization Assistance Program Manager**  
**Weatherization and Intergovernmental Program Office**



SUBJECT: **PY 2018 Weatherization Assistance Program Draft Grant Guidance**

TO: **Weatherization Assistance Program Grantees**

The Department of Energy's (DOE) Weatherization Assistance Program (WAP) is sharing draft grant guidance documents with WAP Grantees to aid Grantees in development and submission of PY 2018 state plans. This is a draft for planning purposes only and is provided as a tool to engage your subgrantees in the development of your 2018 plan.

WAP is currently operating under a Continuing Resolution for FY 2018. Until a final full year FY 2018 budget is passed and signed by the President, Grantees should develop their plans using the same funding level as the DOE 2016 Appropriated Funds outlined in WPN 16-2A.

Per the typical grant process, the following timeline should be followed:

- October 26 – The WPN 18-1, PY 18 Application Package, ALRD (collectively grant guidance) is released in draft form via this WAP Memorandum.
- February 1 – Draft State Plans submitted to DOE from April 1 Grantees.
- February – DOE Project Officers review plans and work with Grantees prior to turning the state plan over to FAO.
- March – FAO reviews the plan and the Contract Officer approves the contract prior to April 1.

While WPN 16-2A allocations will suffice for FY 2018 planning purposes, DOE will adjust the allocations to Grantees based on final FY 2018 appropriations. Therefore, all Grantees are advised to include language in their draft plans and in public hearing notices that clearly explain that final allocations will include adjustments from the planning numbers reflected in WPN 16-2A and the draft state plan necessary to align with final DOE appropriations for WAP.

Also note, while Grantees may plan to the full 16-2A allocation, DOE will determine the amount of funds that will be available for obligation based on available appropriations.

If you have questions regarding the information in this Memorandum, please contact your DOE Project Officer.