



**Department of Energy**  
Washington, DC 20585

**WEATHERIZATION PROGRAM NOTICE 10-9**  
**EFFECTIVE DATE: January 15, 2010**

**SUBJECT:** AMENDMENT TO WEATHERIZATION PROGRAM NOTICE 09-1B TO CLARIFY MONITORING REQUIREMENTS (Section 4.0) OF THE GRANT GUIDANCE TO ADMINISTER THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 FUNDING

**PURPOSE:** To clarify the monitoring requirements contained in Section 4.0 GRANTEE PROGRAM OVERSIGHT (Program Monitoring) of Weatherization Program Notice (WPN) 09-1B, Grant Guidance to Administer the American Recovery and Reinvestment Act of 2009 Funding, dated March 12, 2009.

**SCOPE:** The provisions of this guidance apply to States or other entities named in the Notification of Grant Award as the recipients of financial assistance under the Department of Energy (DOE) Weatherization Assistance Program (WAP), including the recently added Territories.

**LEGAL AUTHORITY:** Title IV, Energy Conservation and Production Act, as amended, authorizes the Department of Energy to administer the Weatherization Assistance Program. All grant awards made under this Program shall comply with applicable law including regulations contained in 10 CFR Part 440 (issued February 1, 2002), the Energy Policy Act of 2005, the Energy Independence and Security Act of 2007, the American Recovery and Reinvestment Act of 2009 and other procedures applicable to this regulation as DOE may, from time-to-time, prescribe for the administration of financial assistance.

**BACKGROUND:** The Weatherization Assistance Program has been assigned a significant role in the American Recovery and Reinvestment Act of 2009 (Recovery Act). The successful execution of this Program is an important part of achieving the goals in the Recovery Act. The Recovery Act provided WAP \$5 billion in funding which increased the DOE portion of funding for local weatherization efforts by more than twenty times over the Fiscal Year 2008 funding levels. It is critically important that monitoring of these funds at all Program levels, especially at the Grantee level, occur regularly. Therefore DOE is amending WPN 09-1B to further clarify Grantee monitoring requirements.

## CURRENT LANGUAGE

### 4.0 GRANTEE PROGRAM OVERSIGHT (Program Monitoring)

The Grantee must conduct comprehensive monitoring of each subgrantee at least once a year. The Grantee's Plan must include a monitoring plan to provide adequate oversight of use of DOE funds by subgrantees. The comprehensive monitoring must include review of client files and subgrantees records, as well as inspection of *at least* 5 percent of the completed units or units in the process of being weatherized. DOE strongly encourages a higher percentage of units be inspected. If inspection reveals quality control or other problems, Grantee shall increase the number of units monitored and frequency of inspection until all issues are resolved. Detailed review of subgrantee records and inspections must be maintained by the Grantee and be available at the request of DOE monitors.

## AMENDED LANGUAGE

### 4.0 GRANTEE PROGRAM OVERSIGHT (Program Monitoring)

The Grantee must conduct comprehensive monitoring of each subgrantee at least once a year. The Grantee's Plan must include a monitoring plan to provide adequate oversight of use of DOE funds by subgrantees. The comprehensive monitoring must include review of client files and subgrantees' records, as well as inspection of *at least* 5 percent **of each subgrantee's DOE-funded** completed units. Grantees are encouraged to review units in the process of being weatherized when monitoring, as well. DOE strongly encourages a higher percentage of units be inspected. If inspection reveals quality control or other problems, Grantee shall increase the number of units monitored and frequency of inspection until all issues are resolved. Detailed review of subgrantee records and inspections must be maintained by the Grantee and be available at the request of DOE monitors.

**CONCLUSION:** The Weatherization Network continues to make progress in meeting the intent of the Recovery Act. The Project Management Center staff has issued Notice of Financial Assistance Awards to all Grantees; Grantees have awarded funds to their subgrantees; ramp-up, including hiring, is occurring at the Federal, Grantee and subgrantee levels; and, weatherizing the homes of low-income Americans with Recovery Act funds has begun in earnest. It is critically important that we continue to put processes and procedures in place to ensure that the Recovery Act and all funds are expended according to rules and regulations and that only the most cost-effective measures are installed. We appreciate the efforts of the entire Weatherization network.



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