



**Department of Energy**  
Washington, DC 20585

**WEATHERIZATION PROGRAM NOTICE 09-10**  
**EFFECTIVE DATE: October 6, 2009**

**SUBJECT:** WEATHERIZATION ASSISTANCE PROGRAM DATA COLLECTION

**PURPOSE:** To inform Grantees that, over the course of the next few days, representatives from the Department of Energy (DOE) will be conducting a one-time data collection to provide real-time information and ensure program transparency.

**SCOPE:** The provisions of the guidance apply to Grantees receiving American Recovery and Reinvestment Act (Recovery Act) financial assistance under DOE Weatherization Assistance Program (WAP), as well as their Subgrantees. Territories and tribal recipients of WAP Recovery Act funds are not subject to this data collection.

**BACKGROUND:** WAP is at another milestone where we need your assistance as well as your due-diligence. Over the course of the next few days you will be contacted by DOE representatives who will be requesting information from you in regard to the WAP program in your state. Contacts will be in the form of telephone inquiries. We are asking you to respond to them, and help us in regard to keeping our program as transparent and equipped with as much "real time data" as possible.

The data collection will be organized as a two step process:

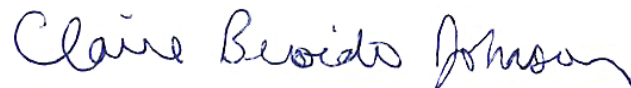
1. DOE representatives will call the 50 state Grantees and ask them to collect and provide data on their activities, as well as data from all of their Subgrantees. If Grantees do not have the Subgrantee data or cannot quickly obtain the information from Subgrantees, DOE will call Subgrantees directly in those states.
2. For those states that cannot provide Subgrantee data, DOE will call a sample of local agencies that represent the majority of distributed WAP funding.

Please note: DOE representatives will be directly contacting Subgrantees in the next 24 hours to inform them of this data collection effort.

The questions we will be asking are attached for your review and convenience in order for you to be prepared when our DOE representatives call. These questions and your reply are needed to give us here at DOE a better understanding of your programs as to where you are now and where you will be in the next few months. We are trying to analyze your needs and we plan on offering assistance where needed, but we require your help in accomplishing this task.

Thank you for your patience and the work that you have done thus far for WAP. The WAP portion of the Recovery Act will go a long way toward putting America back on its feet again in the upcoming months, and you will play a key role in the success of this effort. It is a pleasure to work with you on this important challenge. I look forward to the growth of this Program and our continued partnership to ensure *Weatherization Works!*

Again, thanks for your help and we will be contacting you soon.

A handwritten signature in blue ink that reads "Claire Bevids Johnson". The signature is written in a cursive, flowing style.

Claire Johnson  
Acting Program Manager  
Weatherization and Intergovernmental Program  
Office of Energy Efficiency and Renewable Energy

## WEATHERIZATION ASSISTANCE PROGRAM QUESTIONNAIRE

For those questions for which data is not readily available, please provide best available estimates.

### Grantee Data

1. Expenditures
  - a. What are your total actual ARRA expenditures on equipment, administration, training and technical assistance, per month from March 1, 2009 through September 30, 2009?
2. Jobs created
  - a. How many people have you hired, from February 17, 2009 through September 30, 2009 (employees and contractors)?
  - b. Based on your planned activities, how many people do you estimate you will hire, from October 1, 2009 through the end of the planned ARRA period?
3. Training
  - a. How many people have you trained with ARRA funding, from March 1, 2009 through September 30, 2009?
  - b. How many new hires have you trained, from March 1, 2009 through September 30, 2009?

### Subgrantee Data

1. Expenditures
  - a. What are your total actual ARRA expenditures on equipment, administration, training and technical assistance, per month from March 1, 2009 through September 30, 2009?
  - b. What are your total actual ARRA expenditures on production, per month since March 1, 2009 through September 30, 2009?
2. Jobs created
  - a. How many people have you hired, from February 17, 2009 through September 30, 2009 (employees and contractors)?
  - b. Based on your planned production schedule, how many people do you estimate you will hire, from October 1, 2009 through the end of the planned ARRA period?
3. Training
  - a. How many people have you trained with ARRA funding, from March 1, 2009 through September 30, 2009?
  - b. How many new hires have you trained, from March 1, 2009 through September 30, 2009?
4. Homes Weatherized
  - a. How many ARRA units have you weatherized, per month from March 1, 2009 through September 30, 2009?
  - b. How many non-ARRA units have you weatherized, per month from March 1, 2009 through September 30, 2009?

### **Paperwork Reduction Act Burden Disclosure Statement**

*This data is being collected to determine program production, monitor the use of Recovery Funds and answer congressional, budget and public inquiries. The data you supply will be used by DOE to monitor performance and to respond quickly to identified problems.*

Public reporting burden for this collection of information is estimated to average **(2-4 hours)** per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Records Management Division, IM-23, Paperwork Reduction Project (1910-XXXX), U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project (1910-XXXX), Washington, DC 20503.