



**Department of Energy**  
Washington, DC 20585

**WEATHERIZATION PROGRAM NOTICE 11-08**  
**EFFECTIVE DATE: March 2, 2011**

**SUBJECT:** GRANT GUIDANCE FOR WEATHERIZATION INNOVATION PILOT PROGRAM GRANTS

**PURPOSE:** To issue grant guidance and management information for the Weatherization Innovation Pilot Program's (Weatherization Innovation or WIPP) Fiscal Year 2010 Grants.

**SCOPE:** The provisions of this guidance apply to Grantees or other entities named in the Notification of Grant Award as the recipient of financial assistance under the Department of Energy's (DOE) WIPP.

**LEGAL AUTHORITY:** The Energy Policy Act of 2005, Pub. Law 109-58, Section 126; authorizes DOE to administer WIPP.

**BACKGROUND:** WIPP was first funded in fiscal year 2010. The Department ran a competitive Funding Opportunity Announcement (FOA) to identify Grantees to participate in this program. Because this is an innovative pilot program, it is important to allow these new Grantees certain flexibilities in the implementation of their projects. As indicated in the FOA, the regulations for the Weatherization Assistance Program (WAP) (10 CFR 440) and associated Weatherization Program Notices (WPN) do not always apply in whole to Grantees under WIPP. This guidance seeks to clarify exactly what does and does not apply, with further explanation where applicable, to better enable WIPP Grantees to be successful in their implementation of these pilot projects.

**GUIDANCE:** The guidance contained within is organized into various sections below, starting with a Table of Contents.

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## 1.0 FUNDING AND BUDGETING

**1.1 AVERAGE EXPENDITURE PER UNIT AND ALLOWABLE EXPENDITURES:** The average per dwelling expenditure of financial assistance provided under the FY 2010 WIPP grants for labor, weatherization materials, and related matters cannot exceed \$6,500. Allowable expenditures include only:

- (1) The cost of purchase and delivery of weatherization materials, defined below
- (2) Labor costs. Payments for labor costs must consist of (a) payments permitted by the Department of Labor to supplement wages paid to training participants, public service employment workers, or other Federal or State training programs; and (b) payments to employ labor or to engage a contractor (particularly a nonprofit organization or a business owned by disadvantaged individuals which performs weatherization services), provided a grantee has determined an adequate number of volunteers, training participants, public service employment workers, or other Federal or State training programs are not available to weatherize dwelling units for a subgrantee under the supervision of qualified supervisors;
- (3) Transportation of weatherization materials, tools, equipment, and work crews to a storage site and to the site of weatherization work;
- (4) Maintenance, operation, and insurance of vehicles used to transport weatherization materials;
- (5) Maintenance of tools and equipment;
- (6) The cost of purchasing vehicles, except that any purchase of vehicles must be referred to DOE for prior approval in every instance;
- (7) Employment of on-site supervisory personnel;
- (8) Storage of weatherization materials, tools, and equipment;
- (9) The cost of incidental repairs if such repairs are necessary to make the installation of weatherization materials effective;
- (10) The cost of liability insurance for weatherization projects for personal injury and for property damage;
- (11) The cost of weatherization program financial audits as required per Section 1.2;
- (12) Allowable administrative expenses; and
- (13) The cost of eliminating health and safety hazards of which is necessary before, or because of, installation of weatherization materials, per Section 2.8.

Below, in Section 1.2, these costs are described in more detail and allocated into the appropriate budget category.

No grant funds shall be used for any of the following purposes:

- (1) To weatherize a dwelling unit which is designated for acquisition or clearance by a Federal, State, or local program within 12 months from the date weatherization of the dwelling unit would be scheduled to be completed; or

(2) To install or otherwise provide weatherization materials for a dwelling unit weatherized previously with DOE weatherization grant funds under this part, except:

- (i) If such dwelling unit has been damaged by fire, flood, or act of God and repair of the damage to weatherization materials is not paid for by insurance; or
- (ii) units qualify for re-weatherization work per Section 2.12

## 1.2 BUDGET CATEGORIES

Grantees will be asked to break out their budgets into the following categories, and to report to DOE through quarterly reporting on the same categories. Questions about a certain expense and what category it belongs in should be referred to your DOE Project Officer.

- a) **Grantee Administration:** A maximum of 10 percent of total grant funds may be used for administrative purposes. Administrative costs cover phones, office supplies, office space costs, office personnel and other line items that do not directly "touch" the weatherized unit.
- b) **Outreach and Marketing:** These costs would include expenditures for communications activities designed to identify, reach, and motivate potential program participants to participate in the program. It could include website; advertising through television, radio, online, or other means; direct mail; door-to-door; and other such methods. Under the formula WAP, these costs would generally be incurred in Program Operations, however for WIPP we are specifically interested in the amount of funding and resources utilized to identify the low-income units and/or buildings. The Grantee must demonstrate a nexus between the Outreach and Marketing costs and the Grantee's award.
- c) **Program Operations:** The bulk of Grantee budgets will fall under the Program Operations category. Grantees should ensure that subcontractors and vendors are allowed to charge legitimate program support costs to the program budget operations category rather than requiring those costs to be charged to the administrative category. For example, salaries, space, utilities, telephone and similar costs associated with program support personnel should be charged to program operations.
- d) **Training and Technical Assistance (T&TA):** T&TA activities are intended to maintain or increase the efficiency, quality, and effectiveness of the Weatherization Program at all levels. Such activities should be designed to maximize energy savings, minimize production costs, improve program management and crew/contractor "quality of work," and/or reduce the potential for waste, fraud, abuse and mismanagement. Grantee weatherization workers and relevant subcontractors should be the primary recipients of T&TA activities, although Grantee requirements for monitoring, training support and providing assistance must also be maintained. Grantees will be asked to report in this separate budget category any funds allocated to T&TA activities.

Note: the National Renewable Energy Laboratory is available to provide Technical Assistance to WIPP Grantees. The funding for NREL was provided directly to NREL by DOE, and therefore Grantees do not need to provide further funding to NREL nor account for any of these activities in their own budgets or reporting.

- e) **Health and Safety (H&S):** WIPP Grantees must budget H&S costs as a separate category. Section 2.7 of this guidance contains more information regarding H&S and the allowable costs. Any costs accounted for as H&S are not included in the \$6,500 average per home cost, and these measures do not need to be cost justified by the energy audit. This cost category also allows these costs to be isolated from energy efficiency costs in WIPP program evaluations, to allow an accurate calculation of energy efficiency costs and benefits.

If any H&S costs are budgeted and reported under the Program Operations category, the related H&S costs need to be cost-justified through the audit and included in the calculation of the average cost per home. The Program Operations category would be charged if the Grantee planned to call the expense an incidental repair or a weatherization measure. Grantees should carefully consider the approach to be taken. Please also see Section 2.10 on incidental costs.

- f) **Vehicles and Equipment:** Amortized and acquisition costs of any of these items should be included under this budget category. Grantees should comply with vehicle and equipment acquisition as detailed in the approved budget. If changes are necessary contact your DOE Project Officer as additional DOE guidance on lease and purchase of vehicles may apply.
- g) **Liability Insurance:** Per the Terms and Conditions of your award (Guidance on Minimum Standards for Weatherizing Homes), Grantees and subcontractors and vendors are reminded that all work performed must be covered by liability insurance. Grantees should inform subcontractors and vendors that sufficient liability coverage for DOE funded activities must be obtained. Liability insurance can be charged to the liability line item in the budget, which was created to ensure that such costs would never have to be charged to the administrative cost category. (See preamble to Federal Register, Volume 45, Number 40, published February 27, 1980, page 13031). Most, if not all, regular liability insurance policies do not provide for many health and safety measures such as lead and other pollution occurrence items. Thus, DOE strongly recommends Pollution Occurrence Insurance (POI) as a part of, or an addendum to, general liability insurance. These costs are also charged on the liability insurance line item. If Grantees or subcontractors choose **NOT** to obtain POI coverage and damage occurs because of not following all aspects of Lead Safe Weatherization, or there is disturbance to any other environmental pollutants, the cost to do remediation, clean up, relocation, medical expenses, or any other resulting costs may not be charged to DOE Weatherization Innovation and must be covered by another funding mechanism. If Grantees follow Lead Safe Weatherization and have POI coverage and damage occurs, resulting costs still may not be charged to DOE Weatherization Innovation. Grantees that employ private contractor labor to perform Weatherization services must ensure that each private contractor is adequately insured as well. Subcontractors shall review their existing policies to ensure that they have adequate coverage, in accordance to their Grantee requirements. POI is discussed further in **WPN 02-6, Weatherization Activities and Lead-Based Paint**

**Regulations.** Additional information about POI coverage can be found on the Weatherization Assistance Program Technical Assistance Center (WAPTAC) website at <http://www.waptac.org>. The sections on Energy Related Health and Safety and Lead Paint Hazard provide further information affecting this decision.

- h) Financial Audits:** A separate budget category is permitted for financial audits. The Grantee should use grant funds to audit only those financial transactions related to the WIPP grant. Per the Terms and Conditions of your award (Final Incurred Cost Audit), in accordance with 10 CFR 600, DOE reserves the right to initiate a final incurred cost audit on this award. If the audit has not been performed or completed prior to the closeout of the award, DOE retains the right to recover an appropriate amount after fully considering the recommendations on disallowed costs resulting from the final audit.

**1.4 NON-FEDERAL LEVERAGED RESOURCES:** A key component of the Weatherization Innovation grants is bringing in non-federal resources to contribute to the weatherization of low-income units, with a stated goal in the Funding Opportunity Announcement (FOA) of \$3 of non-federal funds for every DOE grant dollar.

**a) Guidelines for Non-Federal Leveraged Resources:** These non-federal resources should follow these guidelines:

- “Non-Federal leveraged resources” means those benefits identified by Grantees to supplement the Federal grant activities and that are made available to or used in conjunction with the DOE WIPP grant to increase the energy efficiency of dwellings owned or occupied by low-income persons, reduce their total residential energy expenditures, and improve their health and safety.
- The non-federal leveraged resources should expand energy efficiency services and/or increase the number of DOE-eligible dwelling units weatherized. For WIPP, based on the Funding Opportunity Announcement, the primary goal is to weatherize more units.
- For energy efficiency measures, the work done with non-federal leveraged resources must be consistent with an approved energy audit and comply with the savings-to-investment cost-effectiveness policy described in Section 2.2.
- In keeping with the intention of 10 CFR 440.16(c), non-federal leveraged resources should supplement, and not supplant, other funds that were already planned to be used in the Weatherization Assistance Program.
- It does not include the use of federal funds for the purpose of the sale of loans into a secondary market or credit enhancement.

These resources are used to supplement DOE funding on single family homes, row homes, manufactured homes, and/or multi-family buildings.

**b) Categorization of Non-Federal Leveraged Resources**

To better categorize and quantify these resources, Grantees will be asked to distinguish their outlays by fund source between DOE grant funds and their various non-federal resources in their

quarterly reporting to DOE. Non-federal leveraged resources will be reported in a table similar to the one below.

Name of Resource	Category	Dollar, or Dollar Value Equivalent	Category of Expenditure
XXX	<i>Utility, State, Foundation, Building Owner, For-Profit, etc...</i>	\$250,000	<i>Health &amp; Safety, Incidental Repairs, Cost Effective Weatherization, Client Outreach, Training, or Other.</i>

**c) Program Income:** DOE defines program income as any funds earned by Grantees from non-Federal sources during the course of performing DOE Weatherization work. The income generated must be used to complete additional dwelling units in accordance with DOE rules. Program income is subject to the specific guidance provided in the DOE Financial Assistance Rule, 10 CFR 600, Subpart B Section 600.124, Subpart C, Section 600.225, and Subpart D, Section 600.314, as appropriate. It should be treated as an addition to program funds and is subject to the same rules as appropriated funds. Property owner (i.e. landlord) contributions and leveraged resources (i.e., utility or Grantee funds) are NOT considered to be “program income” for the purposes of the WAP. Per the Terms and Conditions of your award (Use of Program Income), program income earned during the project period as a result of this award may be added to the funds committed to the award and used to implement additional eligible project objectives.

**d) Mixing Funds:** For tracking and evaluation purposes, Grantees may not mix WIPP funds with WAP funds (neither base nor American Recovery and Reinvestment Act of 2009 (ARRA) funds), or Sustainable Energy Resources for Consumers (SERC) funds.

**Grantees requiring further clarification on non-federal resources or program income should contact their respective DOE Project Officer.**

## 2.0 POLICIES

### 2.1 ENERGY AUDITS:

**a) Energy Audit Protocols:** Grantees must specify an audit protocol that ensures the health, safety, and welfare of the family and quantifies the energy savings potential for the proposed improvements. Per the Terms and Conditions (Guidance on Minimum Standards for Weatherizing Homes) of the awards, energy audit procedures must assign priorities among individual weatherization materials in descending order of their cost-effectiveness after:

- (1) Adjusting for interaction between architectural and mechanical weatherization materials by using generally accepted engineering methods to decrease the estimated fuel cost savings for a lower priority weatherization material in light of fuel cost savings for a related higher priority weatherization material; and

- (2) Eliminating any weatherization materials that are no longer cost-effective.

The energy audit procedures also must:

- (1) Compute the cost of fuel saved per year by taking into account the climatic data of the area where the dwelling unit is located, where the base temperature that determines the number of heating or cooling degree days (if used) reasonably approximates conditions when operation of heating and cooling equipment is required to maintain comfort, and must otherwise use reasonable energy estimating methods and assumptions;
- (2) Determine existing energy use and energy requirements of the dwelling unit from actual energy bills or by generally accepted engineering calculations;
- (3) Address significant heating and cooling needs;
- (4) Make provision for the use of advanced diagnostic and assessment techniques which DOE has determined are consistent with sound engineering practices;
- (5) Identify health and safety hazards;
- (6) Treat the dwelling unit as a whole system by examining its heating and cooling system, its air exchange system, and its occupants' living habits and needs, and making necessary adjustments to the priority of weatherization materials with adequate documentation of the reasons for such an adjustment; and
- (7) Be specifically approved by DOE for use on each major dwelling type that represents a significant portion of the weatherization program in light of the varying energy audit requirements of different dwelling types including single-family dwellings, multi-family buildings, and mobile homes.

WPN 01-4, Revised Weatherization Program Energy Audit Approval Procedures explains the criteria DOE will use to approve energy audit procedures and validate priority lists (see below). DOE requires energy audit procedures be approved specifically for use on single-family dwellings and manufactured homes. For these units and in cases where multi-family dwelling will be weatherized, DOE requires the Grantee to submit single, manufactured, and multi-family audit and procedures as applicable, in accordance with WPN 01-4.

**b) WIPP Grantees may proceed as follows:**

**Option #1:** If Grantee elects to use a DOE or their state's previously DOE-approved energy audit tool or priority list, protocol and "settings/inputs" then they may proceed, with no additional approval required. If the audit procedures or priority lists were approved more than five years ago the Grantee must request DOE re-approval.

**Option #2:** If the Grantee elects to use an audit tool other than a previously approved state audit tool, then the Grantee must submit their tool, protocol and "settings/inputs" along with any other requirements of WPN 01-4 for review and approval to their DOE Project Officer. After submittal, the grantee has conditional approval to use their audit tool, protocol and "settings/inputs" during the approval process.

If audit approval is needed, Grantees should send the audit package to their Project Officer, who will review the submission against the requirements of WPN 01-4, then send on to an independent contractor for validation. The approval process is expected to take 3-4 weeks. In accordance with WPN 01-4, DOE reviews not only how the energy audit software or manual methods estimate energy use and potential weatherization savings, but also how a Grantee implements their energy audit procedures. Therefore, Grantees requesting to use previously accepted software still have to list the measures that are typically enabled and provide the input data, assumptions, and audit results (recommended measures) for two sample dwelling units typical of those weatherized by the Grantee's program. All of the information on field procedures and administrative requirements described in Attachment 1 of WPN 01-4 must be provided with any audit approval requests.

**c) Single Family Audits:** The National Energy Audit Tool (NEAT) has been developed by DOE for use by any weatherization providers. NEAT is part of the Weatherization Assistant and is maintained by Oak Ridge National Laboratory (ORNL). The Weatherization Assistant is a family of easy-to-use computer audit software programs that select energy-efficiency retrofit measures for homes to be weatherized, and is posted to the WAPTAC and ORNL websites (<http://www.waptac.org/sp.asp?id=8452> and <http://weatherization.ornl.gov>, respectively). Grantees may elect to use alternative energy audits.

DOE has previously reviewed and accepted the following software for use in single-family dwellings within the Weatherization Assistance Program: AKWarm, EASY 2.1, EA-4, HomeCheck<sup>1\*</sup>, NEAT, SMOC-ERS, TIPS, TREAT, WeatherWorks, and WXEOR.

**d) Manufactured Home Audits:** Guidance requires Grantees to have a DOE-approved Manufactured Home Energy Audit. The Manufactured Home Energy Audit (MHEA) is available to the Network as part of the Weatherization Assistant, developed by DOE for use by the network. WPN 03-6 marked the Network release of the new and improved MHEA and outlined its availability and use. The package is available at no cost to Grantees. The Weatherization Assistant is posted to the WAPTAC and ORNL websites (<http://www.waptac.org/sp.asp?mc=techaid-audits> and <http://weatherization.ornl.gov>, respectively). The results of the MHEA validation are complete. Grantees will be encouraged to adopt this latest version of the Weatherization Assistant to insure that cost-effective measures are selected and installed in eligible manufactured homes. Grantees that use priority lists on manufactured homes that were developed with a previous version of MHEA should revisit them using the latest revised version. Grantees may elect to use alternative energy audits provided they are approved in writing by DOE.

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<sup>1</sup> \* Separate audit tools are necessary to evaluate mechanical measures

For Manufactured Homes, DOE has previously reviewed and accepted the following software for use in the WAP: AKWarm, EASY 2.1, EA-4, HomeCheck\*, Meadow 96, MHEA, REM/Rate, TIPS, TREAT, WeatherWorks, and WXEOR.

**e) Multi-Family Audits:** For energy audit purposes, DOE considers multi-family buildings to be those containing five dwelling units or more. Approved single-family energy audits can be used in buildings with up to four dwelling units. As approved by DOE on a case-by-case basis, certain single-family energy audits may be used in multi-family buildings containing up to 25 individually heated and cooled dwelling units. Unlike single-family and mobile homes, DOE has not developed a multi-family audit but instead relies on commercially available tools to meet the needs of the WAP.

For small multi-family buildings, less than 25 units, *where the units are individually heated or cooled*, DOE has previously reviewed and accepted for use in the Weatherization Assistance Program the following software: AKWarm\*, EA-4\*, HomeCheck\*, EASY 2.1\*, NEAT, REM/Rate\*, and TREAT.

For small multi-family buildings, less than 25 units, *with buildings containing central heating and cooling systems*, DOE has previously reviewed and accepted for use in the WAP the following software: EA-Quip and TREAT.

For large multi-family buildings, more than 25 units, DOE has previously reviewed the accepted for use in the WAP the following software: EA-QUIP and TREAT.

**f) Priority Lists:** For similar dwellings without unusual energy-consuming characteristics, energy audits may be accomplished using a Priority List. Grantees may request use of a Priority List – a list of measures generated through use of the computerized audit tool that routinely are prioritized in the typical housing stock treated by a Grantee. For DOE approval, Grantees must describe how the Priority List was developed, how the subset of similar homes was determined, and circumstances that will require site-specific audits rather than the use of the Priority Lists. Grantees also must provide the input data and list of weatherization measures recommended by the energy audit software or manual methods for several dwelling units from the subset of similar units. WPN 01-4 addresses the course of action required to receive approval for use of a priority list. Grantees must still have audit tools and the procedures reviewed and approved in order to address units outside the typical housing stock covered by the priority list.

**2.2 SAVINGS TO INVESTMENT RATIO (SIR):** Except for the cost of materials needed to eliminate health and safety hazards necessary before, or because of, the installation of weatherization materials, the package of weatherization materials installed in an eligible dwelling unit must be cost effective. “Cost-effective” means the savings-to-investment ratio (SIR) must exceed 1.0, so the combined package of installed materials must result in energy cost savings over the lifetime of the measure(s), discounted to present value, that equal or exceed the cost of materials, installation, and on-site supervisory personnel, as defined by the DOE. A package of measures funded with DOE and/or leveraged funds with an overall SIR *greater* than 1 is allowed, with no prior approval or rationale needed. Not every individual measure within the package needs to have an SIR above 1.0. In addition, for purposes of the WIPP grant, the

SIR may be calculated for a single unit or, for multifamily buildings, for one entire building, but the SIR cannot be calculated or accumulated over multiple buildings. Skipping individual measures identified in the energy audit (as described in Section 2.1) is permissible, but only if the resulting package of measures results in a SIR of 1.0 or greater.

**2.3 ELIGIBILITY – INCOME LEVELS:** WPN 10-18 describes how the Grantee has a choice in determining which eligibility level will be used in its program. The Grantee may select one of the three levels listed below. *Low income* means that income in relation to family size which:

- (1) At or below 200 percent of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget, except that the Secretary may establish a higher level if the Secretary, after consulting with the Secretary of Agriculture and the Secretary of Health and Human Services, determines that such a higher level is necessary to carry out the purposes of this part and is consistent with the eligibility criteria established for the weatherization program under Section 222(a)(12) of the Economic Opportunity Act of 1964;
- (2) Is the basis on which cash assistance payments have been paid during the preceding twelve month-period under Titles IV and XVI of the Social Security Act or applicable State or local law; or
- (3) If a Grantee elects, is the basis for eligibility for assistance under the Low Income Home Energy Assistance Act of 1981, provided that such basis is at least 200 percent of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget.

WPN 10-18 includes a revised definition of income for use by Grantees in their programs. The revisions in this document include defining income, cash receipts, exclusions, proving eligibility, child support, annualizing income, and re-certification.

Per WPN 10-18, Grantees are reminded that to the maximum extent practicable, proof of income eligibility and the associated documentation should be included in the client file.

1. Eligibility Determined by Outside Agency/Program: If income eligibility is determined by an outside agency or program, i.e. Low-Income Home Energy Assistance Program (LIHEAP) or the U.S. Department of Housing and Urban Development (HUD), then copies of the eligibility documentation can be a statement of LIHEAP eligibility or a copy of the HUD building list, included in the client file.
2. Self-Certification: After all avenues of documenting income eligibility are exhausted, self-certification is allowable, but evidence of the various attempts at proving eligibility must be contained in the client file, including a notarized statement signed by the potential applicant indicating that he has no other proof of income.

Grantees are reminded that the supporting documentation for applicants applying for weatherization that may be on a waiting list must have their eligibility documentation updated at least annually.

## **2.4 ELIGIBILITY - MULTI-FAMILY BUILDINGS:**

**a) Stipulations for Weatherizing Multi-Family Buildings:** Per the grant Terms and Conditions (Guidance on Minimum Standards for Weatherizing Homes), Grantees may weatherize a building containing rental dwelling units using financial assistance for dwelling units eligible for weatherization assistance, where:

- (1) The Grantee has obtained the written permission of the owner or his agent;
- (2) Not less than 66 percent (50 percent for duplexes and four-unit buildings, and certain eligible types of large multi-family buildings) of the dwelling units in the building:
  - (i) Are eligible dwelling units, or
  - (ii) Will become eligible dwelling units within 180 days under a Federal, State, or local government program for rehabilitating the building or making similar improvements to the building; and
- (3) The grantee has established procedures for dwellings which consist of a rental unit or rental units to ensure that:
  - (i) The benefits of weatherization assistance in connection with such rental units, including units where the tenants pay for their energy through their rent, will accrue primarily to the low-income tenants residing in such units (per WPN 10-15A).
  - (ii) For a reasonable period of time after weatherization work has been completed on a dwelling containing a unit occupied by an eligible household, the tenants in that unit (including households paying for their energy through their rent) will not be subjected to rent increases unless those increases are demonstrably related to matters other than the weatherization work performed;
  - (iii) The enforcement of paragraph (ii) of this section is provided through procedures by which tenants may file complaints, and owners, in response to such complaints, shall demonstrate that the rent increase concerned is related to matters other than the weatherization work performed; and
  - (iv) No undue or excessive enhancement shall occur to the value of the dwelling units.

(4)

(i) A building containing rental dwelling units meets the requirements of paragraphs (2), (3)(ii) and (3)(iv) above, of this section if it is included on the most recent list posted by DOE of Assisted Housing and Public Housing buildings identified by the U.S. Department of Housing and Urban Development (HUD) as meeting those requirements.

(ii) A building containing rental dwelling units meets the requirements of paragraphs (2), and (3)(iv) above, of this section if it is included on the most recent list posted by DOE of Assisted Housing and Public Housing buildings identified by HUD as meeting those requirements.

(iii) A building containing rental dwelling units meets the requirement of paragraph (2) of this section if it is included on the most recent list posted by DOE of Low Income Housing Tax Credit (LIHTC) buildings identified by HUD as meeting that requirement and of Rural Housing Service Multifamily Housing buildings identified by the U.S. Department of Agriculture (USDA) as meeting that requirement.

(iv) For buildings identified under paragraphs (4)(i), (ii) and (iii) of this section, Grantees will continue to be responsible for ensuring compliance with the remaining requirements of this section, and Grantees shall establish requirements and procedures to ensure such compliance in accordance with this section.

In order to secure the Federal investment made under this part and address the issues of eviction from and sale of property receiving weatherization materials under this part, Grantees may seek landlord agreement to place a lien or to other contractual restrictions.

As a condition of having assistance provided under this part with respect to multifamily buildings, a Grantee may require financial participation, when feasible, from the owners of such buildings. Such financial participation shall not be reported as program income. The funds contributed by the landlord shall be expended in accordance with the agreement between the landlord and the grantee and in compliance with Section 1.4 of this document.

In devising procedures under paragraph (3)(iii) of this section, Grantees should consider requiring use of alternative dispute resolution procedures including arbitration.

A Grantee may weatherize shelters. For the purpose of determining how many dwelling units exist in a shelter, a grantee may count each 800 square feet of the shelter as a dwelling unit or it may count each floor of the shelter as a dwelling unit.

**b) Exceptions to the 66% Rule:** Per the guidance above, certain buildings containing rental units may comply with the income eligibility requirements by 50 percent of the dwelling units being eligible dwelling units, as opposed to 66 percent. The buildings that are subject to the 50 percent threshold are duplexes, four-unit buildings, and certain eligible types of large multi-

family buildings. In the final rule published December 8, 2000, DOE provided guidance on what buildings are “certain eligible types of large multi-family buildings” (65 Federal Register 77210). DOE indicated that “certain eligible types of large multi-family buildings” are those buildings for which an investment of DOE funds would result in a significant energy-efficiency improvement because of the upgrades to equipment, energy systems, common space, or the building shell. (65 FR at 77215) By providing this flexibility, Grantees are better able to select the most cost-effective investments and enhance their partnership efforts in attracting leveraged funds and/or landlord contributions. This flexibility does not apply to any other type of multi-family unit. **Questions on whether a building meets the criteria should be directed to the DOE Project Officer.**

**c) Clarification on Single Units within a Multi-Family Building:** In qualifying a building for weatherization, the entire building must meet the 66% or 50% threshold not just single units within a building. Single units within a multifamily building are not eligible for weatherization.

**d) Calculating the Level of Funding for Multi-Family Buildings:** When addressing multi-family units with DOE funds, to determine the amount of DOE funding available for weatherizing the building, multiply the total number of income-eligible units in the multi-family building by the current grantee-wide average cost per unit, which is \$6,500. While the amount of funding available for weatherizing a building is limited by the number of eligible units, the weatherization work can result in improvements to all units in the building, even those that are not eligible units as long as the requirements set forth in paragraph (d) above are met. All units should be reported to DOE.

**e) Applicable Weatherization Program Notices to Multi-Family Weatherization:** DOE has issued the following Program Notices on multi-family related issues: [WPN 10-15](#), Final Rule on Amending Eligibility Provisions to Multi-Family Buildings for the Weatherization Assistance Program; [WPN 10-15A](#), Guidance Regarding Accrual of Benefits to Low-Income Tenants in Multi-Family Buildings under WAP; and [WPN 10-17](#), Guidance on Using Non-Federal Resources as a Buy- Down for Meeting the Savings-to-Investment Ratio for Materials Used in the Weatherization Assistance Program.

In WPN 10-15 and associated lists ([‘List 1’](#), [‘List 2’](#)), certain properties associated with HUD and USDA have been pre-determined to comply with DOE WAP income requirements, and are therefore also eligible in WIPP. Table 1 below shows the key requirements to be satisfied for each multifamily property to be weatherized in WAP and WIPP, and which of those requirements are met by the HUD and USDA lists. The above-mentioned documents may be found at <http://www.waptac.org/Program-Guidance/2010002D2006-Program-Guidance-Documents.aspx>

**Table 1: Requirements for Weatherizing Multifamily Buildings**

	HUD List 1			HUD List 2	USDA
	a) "Public Housing 100% Qualified"	b) "Public Housing Some Qualify"	c) "Multifamily - 3 or More Years"	"Multifamily Fewer than 3 Years"	"RD_MFH_LOW_and_VERY_LOW"
1: 440.22(b)(1): The grantee has obtained the written permission of the owner or his agent;					
2: 440.22(b)(2): Buildings are income eligible (Note 1)	100% tenants are low-income	66%+ tenants are low-income	66%+ tenants are low-income	66%+ tenants are low-income	66%+ tenants are low-income
3: 440.22(b)(3)(i): Benefits accrue to low-income tenants (Note 2)					
4: 440.22(b)(3)(ii): Not subject to rent increases	X	X	X		
5: 440.22(b)(3)(iv): No undue or excessive enhancement shall occur to the value of the dwelling units	X	X	X	X	

Note 1: To determine the actual percentage of tenants who are income-eligible, grantee can ask HUD, or the grantee could go to the Asset Manager's rent rolls and make a determination

Note 2: Requirement is considered met if building has individually-metered utility bills. If master-metered, grantee needs to prove this (and not just state it). For example, in New Jersey, the affordability restrictions have to be extended 7 years. Also, note that States may have rules on accrual of benefits.

**2.5 ELIGIBILITY - NON-TRADITIONAL DWELLING UNITS:** Grantees should exercise caution in dealing with non-traditional type dwelling units such as shelters and apartments over businesses, etc. to ensure they meet program regulations on whether the unit is, in fact, eligible. Consideration on weatherizing these types of units should be coordinated with the DOE Project Officer prior to weatherization. The weatherization of non-stationary campers and trailers that do not have a mailing address associated with the eligible applicants is not allowed. The use of a post office box for a non-stationary campers or trailers does not meet this requirement.

**2.6 ELIGIBILITY - QUALIFIED ALIENS:** Grantees are directed to guidance provided by Health and Human Services (HHS) under LIHEAP. This guidance can be found by going to the [LIHEAP link](#) and searching the word "aliens" under the "Find Answers" section.

**2.7 DETERMINING PRIORITY SERVICE:** Per the grant Terms and Conditions (Guidance on Minimum Standards for Weatherizing Homes), the Grantee must provide DOE with their priority list for providing services. Grantees are provided flexibility to target their services to maximize program effectiveness. However, Grantees must have a procedure to ensure that the following properties are prioritized in identifying and providing weatherization services:

- Elderly persons,
- Persons with disabilities,
- Families with children,
- High residential energy users, and
- Households with a high energy burden.

The consideration of “high residential energy users” and “households with a high energy burden,” allows Grantees to be better able to partner with utilities and other programs to leverage additional resources into their programs.

**2.8 ENERGY-RELATED HEALTH AND SAFETY:** Grantees must limit expenditure of funds for installation of materials (other than weatherization materials) to abate energy-related health and safety hazards. Grantees may use funds to abate energy-related health and safety hazards only if elimination of such hazards are necessary before, or as a result of, installation of weatherization materials.

In addition, Grantees must set forth a limit on the percent of average dwelling unit costs which may be used to abate such hazards which is reasonable in light of the primary energy conservation purpose of the grant. DOE encourages Grantees to be prudent in their oversight of the percentage of funds approved for health and safety mitigation on homes weatherized by their crews or by subcontractors.

In addition, as part of the energy audit process, all Grantees should ensure the minimum health and safety assessments are performed:

- a) combustion safety (including draft test and carbon monoxide (CO) test);
- b) lead hazards (please see section 5.14, below);
- c) mold and moisture;
- d) electric fire hazard; and
- e) unvented combustion appliances (Grantees should also ensure compliance with [WPN 08-4](#) ‘Space Heater Policy’)

DOE has issued updated Health and Safety Guidance in **WPN 11-6** in January 2011, and certain sections apply to WIPP Grantees. Especially note pages 4-9 outlining the health and safety issues, action/allowability, testing, client education, and training.

A separate health and safety budget cost category is mandatory for WIPP Grantees (per Section 1.3).

**2.9 ENERGY-RELATED MOLD AND MOISTURE IMPACTS:** DOE recognizes the increased concern and related costs for addressing all of the energy-related health and safety issues in weatherized homes. The costs associated with Lead-Safe Weatherization (LSW) and pollution occurrence insurance coverage have had a profound impact on reducing the number of clients that can be served in a given year. Mold can have an even more costly impact on this Program if Grantees or subcontractors incur liabilities associated with mold resulting from weatherization work they perform. As Grantees strive to coordinate energy efficiency concerns with health and safety needs in the homes they serve, it is imperative for them to understand that

the goals of other Federal programs may not be attainable in weatherized homes if non-DOE funds are not available. Grantees and subcontractors should ensure that regular weatherization work is performed in a manner that does not contribute to mold problems.

**The WAP and WIPP are not mold remediation programs.** The use of DOE funds for the removal of mold and other related biological substances is not an allowable Weatherization expense. Generally, DOE funds should not be used to test, abate, remediate, purchase insurance, or alleviate existing mold conditions identified during the audit, the work performance period, or the quality control inspection. Also, in homes where multiple sources of funds are used, **any mold insurance or mold abatement costs must be charged to another funding source—not DOE.** If necessary, Weatherization services may need to be delayed until the existing mold problem can be referred to another agency for funding of remedial action. DOE funds may be used to correct energy-related conditions to allow for effective weatherization work and/or to ensure the immediate health of workers and clients.

Further guidance may be found in the revised Health and Safety Guidance in **WPN [11-6](#)** DOE issued in January 2011.

**2.10 LEAD PAINT HAZARD:** Per grant Terms and Conditions (Guidance on Minimum Standards for Weatherizing Homes), recipients will have to comply with EPA’s “Lead Renovation, Repair, and Painting Program” (LRRPP) Final Rule as outlined in **WPN [09-6](#)**.

**The EPA Final Rule with an effective date of April 22, 2010, requires Certified Renovators to be onboard with crews or contractors, and performing all the EPA required functions on all pre-1978 housing that has not been determined as exempt by grantee-approved protocols.** Grantees should be advised that Certified Renovator courses are generally created for renovation/remodeling contractors and do not include all aspects of Lead Safe Weatherization (LSW) – the methods and techniques that reduce the spread of dust specific to typical Weatherization activities. Because Certified Renovator courses do not cover all LSW practices, DOE requires **ALL** Certified Renovators be trained in LSW prior to working on pre-1978 housing. Further, since DOE requires LSW in all pre-1978 housing, all crew workers must also be trained in LSW before working in pre-1978 housing. **DOE further requires all Grantee Monitors/Inspectors be Certified Renovators in order to effectively monitor against the EPA requirements AND trained in LSW in order to effectively monitor against LSW minimum requirements.**

For additional background on Weatherization and Lead Paint, please see:

- EPA’s Lead Renovation, Repair, and Painting Program” (LRRPP) [Final Rule](#), published in April 2008. This rule specifically cites Weatherization activities (in the context of “renovation”) in several places and has a direct impact on how the Weatherization Program proceeds in implementing Lead Safe Weatherization. More information available at the [EPA RRP website](#).
- WPN [09-6](#)
- WPN [08-6](#)
- WPN [02-6](#)

**2.11 INCIDENTAL REPAIRS:** Grantees are reminded that the WAP is not a rehabilitation or general repairs program. *Incidental Repairs* refers to those repairs necessary for the effective performance or preservation of weatherization materials. Such repairs include, but are not limited to, framing or repairing windows and doors which could not otherwise be caulked or weather-stripped and providing protective materials, such as paint, used to seal materials installed under this program. While repair to a roof to protect the insulation to be installed is allowable, roof replacement or other non-energy related repairs are not a permissible use of DOE funds. If the roof needs replacing then the unit should either be referred to a rehabilitation program or the Grantee must use other funds to cover the costs for this type of work.

**2.12 REWEATHERIZATION:** When considering re-weatherization of homes, Grantees may only re-weatherize homes previously weatherized from September 30, 1994, and earlier. This provision gives Grantees the flexibility to revisit those homes weatherized prior to 1994 that may not have received the full complement of Weatherization services, including the use of an advanced energy audit or addressing health and safety concerns. DOE reminds Grantees that in selecting previously weatherized homes to revisit, there still remain more than 34 million federally eligible households that have received no Weatherization services to date.

**WIPP Grantees are responsible for coordinating with local WAP agencies to determine if units were previously weatherized.** In addition, for units that WIPP Grantees weatherize, the WIPP Grantees are responsible for informing the local agencies serving the same jurisdictions of the locations of those weatherized units, so those local agencies may update their records and ensure they do not provide duplicate weatherization services to those units.

**Frequently Asked Question: Re-weatherization**

**Q: Does installing in-home energy meters in units previously weatherized in WAP qualify as ‘re-weatherization’?**

A: Several WIPP Grantees will be installing energy meters to gauge whether clients in homes with meters save more energy than those without. This activity is eligible under Section 126(b)(3) of EPACK 2005 which allows for competitive grants for “studies and other activities that improve energy efficiency in low income rural and urban communities.” The study of energy savings and installation of the energy meters in homes that have already been weatherized under the WAP program would not constitute ‘re-weatherization’ because the study and installation of the meters is not an approved WAP weatherization measure listed in the approved measures under 10 CFR 440, Appendix A.

**Frequently Asked Question: Re-weatherization**

**Q: If only select measures are installed under WIPP will a unit still be eligible for additional weatherization work under WAP?**

A: No, if a Grantee reports the unit completed to DOE under WIPP, it is not eligible for further weatherization work under WAP, and may not be counted as a completed unit under WAP.

**2.13 CALLBACKS:** For any callbacks or rework, as a general rule, Grantees may not charge DOE for additional work or maintenance on homes that have already been reported to DOE as completed, weatherized units. WPN 11-03 provides specific guidance on this type of activity.

DOE does not pay for ongoing maintenance of installed measures. Grantees are permitted to write contracts to allow their contractors to perform maintenance using non-federal funds.

**2.14 WEATHERIZATION MATERIALS - STANDARDS:** Per grant Terms and Conditions (Guidance on Minimum Standards for Weatherizing Homes), unless otherwise allowed, Grantees are required to adhere to the standards for weatherization materials found in **10 CFR 440, Appendix A**. The standards for those materials and technologies should be met or exceeded. If a new material or technology is proposed, a recipient must demonstrate that it meets SIR of 1.0 or greater and benefits the health, safety, and welfare of the customer. If a measure does not meet the SIR, an alternative rationale for how this measure benefits the family and/or low-income community must be provided.

**2.15 WEATHERIZATION MATERIALS - PROCUREMENT PRODUCTS**

**CONTAINING RECOVERED MATERIALS:** The Comprehensive Procurement Guideline (CPG) program is authorized by Congress under Section 6002 of the Resource Conservation and Recovery Act (RCRA) and Executive Order 13423. EPA is required to designate products that are or can be made with recovered materials, and to recommend practices for buying these products. Once a product is designated, Grantees and subcontractors are required to purchase it with the highest recovered material content level practicable. For more information on these products, Grantees should consult the EPA website:

<http://www.epa.gov/osw/consERVE/tools/cpg/products/building.htm>.

**2.16 RENTAL REQUIREMENTS:** Grantees are responsible for defining and implementing a process to gain right to access client units.

**2.17 FUEL SWITCHING:** WAP does not permit the general practice of non-renewable fuel switching when replacing furnaces/appliances. However, DOE does allow the changing or converting of a furnace/appliance using one fuel source to another on a limited, case-by-case basis only.

**2.18 DAVIS-BACON ACT:** The authorizing statute for WIPP contains no Davis-Bacon requirements; therefore, WIPP funds are exempt from any provision of the Davis-Bacon Act.

**2.19 HISTORIC PRESERVATION:** Per the grant Terms and Conditions (Historic Preservation), prior to the expenditure of federal funds to alter any structure with historic significance, WIPP Grantees are required to comply with the requirements of Section 106 of 16 U.S.C. 470 the National Historic Preservation Act (NHPA). DOE, in coordination with the Advisory Council on Historic Preservation (ACHP) and the National Conference of State Historic Preservation Officers (NCSHPO), has developed a *Prototype Programmatic Agreement* to address historic preservation requirements for WAP. In order to fulfill the requirements of Section 106, the recipient must contact the State Historic Preservation Officer (SHPO), and, if applicable, the Tribal Historic Preservation Officer (THPO), to coordinate the Section 106 review outlined in 36 CFR Part 800. SHPO contact information is available at the following link: <http://www.ncshpo.org/find/index.htm>. THPO contact information is available at the following link: <http://www.nathpo.org/map.html>.

Section 110(k) of the NHPA applies to DOE funded activities. Recipients shall avoid taking any action that results in an adverse effect to historic properties pending compliance with Section 106. Recipients should be aware that the DOE Contracting Officer will consider the recipient in compliance with Section 106 of the NHPA only after the Recipient has submitted adequate background documentation to the SHPO/THPO for its review, and the SHPO/THPO has provided written concurrence to the Recipient that it does not object to its Section 106 finding or determination. Recipient shall make this documentation available to DOE on DOE's request (for example, during a post-award audit).

Recipients must also specify that appropriate materials and processes will be used for work on any properties that are listed in or eligible for listing in the National Register of Historic Places. Additional information can be found in **WPN [10-12](#)**.

**2.20 WASTE MANAGEMENT PLAN:** Per grant Terms and Conditions (Waste Stream), the Grantee assures that it will create or obtain a waste management plan addressing waste generated by a proposed Project prior to the Project generating waste. This waste management plan will describe the Grantee's or subcontractor's plan to dispose of any sanitary or hazardous waste (e.g., construction and demolition debris, old light bulbs, lead ballasts, piping, roofing material, discarded equipment, debris, and asbestos) generated as a result of the proposed Project. The Grantee shall ensure that the Project is in compliance with all Federal, state and local regulations for waste disposal. The Grantee shall make the waste management plan and related documentation available to DOE on DOE's request (for example, during a post-award audit or on-site monitoring visit).

**2.21 SUBCONTRACT APPROVALS:** Some WIPP Grantees have a 'Subcontract Approval' provision listed in the grant Terms and Conditions, with specific subcontracts requiring further DOE approval. These subcontracts were added for further approval, as details on the specific contractor(s) and scope of work were lacking at time of contract signature. Grantees should follow the instructions listed under the grant Terms and Conditions, and submit requested paperwork to the DOE Project Officer, who will then forward to the DOE Contract Officer.

**2.22 PROCUREMENT and SUB-AWARDS:** Grantees must follow the applicable sections of 10 CFR 600 (Subpart A, B, C, D). Note that 10 CFR 600 requires compliance with applicable Office of Management and Budget (OMB) Circulars (see 600.127, .222, and .317).

Per WIPP grant Terms and Conditions, Grantees are reminded that sub-awards must:

a) Include provisions as specified in 10 CFR 600. Institutions of Higher Education/ Hospitals/ Nonprofits are advised that all contracts must include the applicable provisions in Appendix A to Subpart B of Part 600. State and Local Government recipients are advised that all contracts must include the applicable provisions in 10 CFR 600.236, "Procurement", Section (i) "Contract Provisions", numbers 1-13. For-Profit organizations are advised that all contracts must include the applicable provisions in Appendix B to Subpart D of Part 600.

b) Include relevant National Policy Assurances, per guidance found at [http://management.energy.gov/business\\_doe/1374.htm](http://management.energy.gov/business_doe/1374.htm). Please note that the National Policy Requirements for Sub-awards states, "Recipient responsibility. You must include in any subaward you make under this award the requirements of the national policy requirements in Sections I through IV of this document that apply, based on the type of subawardee organization and situation." NEPA clauses should always be included in sub-awards.

### 3.0 MONITORING AND EVALUATION

**3.1 DOE MONITORING:** DOE performs desktop reviews as well as site visits. Per the grant Terms and Conditions (Site Visits), DOE's authorized representatives have the right to make site visits at reasonable times to review project accomplishments and management control systems and to provide technical assistance, if required. DOE site visits and evaluations will be performed in a manner that does not unduly interfere with or delay the work. DOE will schedule 2-3 site visits in calendar year 2011 and at least one in calendar year 2012, or more frequently as needed. Grantees will be monitored against their approved Project Management Plans, Quarterly Progress Reports, Statement of Project Objectives, and an on-site monitoring checklist to be provided to Grantees before the site visit. A site visit typically involves an entrance conference and review of the checklist responses, field visits to inspect weatherization work, and review of source documentation. The visit is followed by a DOE monitoring report submitted to the Grantee with any findings and recommendations.

**3.2 GRANTEE MONITORING:** Grantees are expected to monitor sub-contractors and vendors. Grantees must have on file a **monitoring plan** to detail planned oversight of sub-contracts and vendors, with specific focus on those entities involved in weatherization work. The monitoring plan should assure quality workmanship, appropriate assignment of work, and tracking of financial resources.

**Grantees are responsible for quality assurance/quality control inspections on 100% of weatherized homes.** Units may not be reported to DOE as completed until Grantees, or authorized representatives, have performed a final inspection on units to ensure compliance and quality of installation, including monitoring of sub-recipients (if any). Records of such inspections must be maintained by the Grantee and be available at the request of DOE monitors.

**3.3 EVALUATION:** The WIPP evaluation effort is critical to analyzing the success of these pilot projects and to the future design and management of WAP. Each Grantee should ensure their Evaluation Plan is finalized in partnership with ORNL.

While all Grantees and some subcontractors will be asked to provide information for the evaluation, some will be called upon to provide substantial amounts of data from their records in order to facilitate a proper sampling of weatherized households and related performance information.

**4.0 REPORTING:** Additional reporting guidance is expected to be issued in the future.

**4.1 REPORTING REQUIREMENTS:** Per the grant Terms and Conditions (Reporting Requirements), reporting requirements for this award are identified on the Federal Assistance Reporting Checklist, DOE F 4600.2, attached to the award. Failure to comply with these reporting requirements is considered a material noncompliance with the terms of the award. Noncompliance may result in withholding of future payments, suspension or termination of the current award, and withholding of future awards. A willful failure to perform, a history of failure to perform, or unsatisfactory performance of this and/or other financial assistance awards, may also result in a debarment action to preclude future awards by Federal agencies.

**4.2 REPORTING DOE COMPLETED UNITS:** It is important both to DOE and the Weatherization Network that the most accurate information on how many units were completed with DOE funds are reported. Grantees should ensure that they report all units in which DOE funds are used as DOE completions.

No dwelling unit may be reported to DOE as completed until all weatherization materials have been installed and the Grantee, or its authorized representative, has performed a final inspection(s) including any mechanical work performed and certified that the work has been completed in a workmanlike manner and in accordance with the priority determined by the audit procedures under Section 2.1. See also Section 2.13 on callbacks.

To assist Grantees in determining what a DOE weatherized unit is, DOE offers the following definition. A DOE Weatherized unit is: A dwelling on which a DOE-approved energy audit or priority list has been applied and weatherization work has been completed. As funds allow, the DOE measures installed on this unit have an average Savings-to-Investment Ratio (SIR) of 1.0 or greater, but also may include any necessary energy-related health and safety measures. The use of DOE funds on this unit may include, but are not limited to auditing, testing, measure installation, inspection, or use of DOE equipment and/or vehicles, or if DOE provides the training and/or administrative funds. Therefore, a dwelling unit that meets both the definition of

a DOE weatherized unit and has DOE funds used directly on it must be counted as a DOE completed unit.

**Note:** Grantees are reminded that the weatherization crews, including supervisory persons that also work to install weatherization measures on a unit, should not then also perform the final inspection of the unit. DOE recommends the final inspection be performed by a person(s) not directly associated with actual work that was performed on the unit.

**4.3 RECORD KEEPING:** Per the grant Terms and Conditions (Guidance for Minimum Standards for Weatherizing Homes), DOE may require any Grantee to provide reports or answers in writing to specific questions, surveys or questionnaires as DOE determines to be necessary to carry out its responsibilities.

Also per the grant Terms and Conditions (Guidance for Minimum Standards for Weatherizing Homes), recipients will be expected to keep a customer file on each home served with source documentation on the work completed in the home including any financial mechanisms employed.

## 5.0 ADDITIONAL RESOURCES

**5.1 VOLUNTARY NATIONAL STANDARDS FOR WEATHERIZATION:** In March 2010, the DOE Office of Energy Efficiency and Renewable Energy (EERE) tasked the National Renewable Energy Laboratory (NREL) with developing a suite of voluntary national guidelines (standards) for the work and a companion set of knowledge, skills, and attributes for the workforce involved in the residential energy efficiency retrofit industry. These Guidelines will also support enduring employment and entrepreneurial opportunities for WAP workers hired to support Recovery Act projects, underemployed or dislocated workers looking for new prospects, and workers with relevant skills seeking an entry point into the exciting and rapidly expanding home energy efficiency retrofit industry. DOE expects to provide additional guidance on these voluntary national standards in the near future. More information on these can be found at [http://www1.eere.energy.gov/wip/retrofit\\_guidelines.html](http://www1.eere.energy.gov/wip/retrofit_guidelines.html).

**5.2 BEST PRACTICE GUIDES FOR WEATHERIZATION:** The WAP has posted best practices that also apply to the WIPP program, including: Procurement, Technical Service Delivery, Health and Safety, Program Management and Monitoring. Examples posted at [www.waptac.org](http://www.waptac.org) include: Procurement –Procurement Tool Kit CD, Service Contracting Agreements Best Practices and, Multi-Year Purchasing Agreements. Examples of technical best practices are posted at <http://waptac.org/Technical-Tools/Field-Standards-and-Guides.aspx> and include: Midwest Weatherization Best Practices, Maine Weatherization Standards, New York State WAP Policies and Procedures Manual (also includes policy and management guides); Ohio Program Standards (including policy and management guides). Examples of monitoring best practices include: Washington State, Ohio, and many other Grantee monitoring tools.

**5.3 WEBSITE INFORMATION:** To assist the Weatherization Network in obtaining the most up to date information on programmatic/policy issues, technical issues, and evaluation studies, please reference the following websites:

- Weatherization Innovation Pilot Program website:  
[http://www1.eere.energy.gov/wip/weatherization\\_innovation.html](http://www1.eere.energy.gov/wip/weatherization_innovation.html)
- Weatherization Assistance Program: <http://www.eere.energy.gov/weatherization>
- Weatherization Assistance Program Technical Assistance Center:  
<http://www.waptac.org>
- Weatherization *Plus*: <http://weatherizationplus.org>
- Oak Ridge National Laboratory: <http://weatherization.ornl.gov>

Grantees are strongly encouraged to visit these websites often to keep abreast of the latest information and new techniques in Weatherization.

**CONCLUSION:** DOE looks forward to working with WIPP Grantees on the implementation of these projects. Please contact Tyler Huebner at 202-287-1378 or [tyler.huebner@ee.doe.gov](mailto:tyler.huebner@ee.doe.gov) for further information.



LeAnn M. Oliver

Program Manager  
Office of Weatherization and Intergovernmental Program  
Energy Efficiency and Renewable Energy