



Department of Energy
Washington, DC 20585

WEATHERIZATION PROGRAM NOTICE 11-13
EFFECTIVE DATE: September 19, 2011

SUBJECT: DOCUMENTATION REQUIRED FOR ELIGIBLE MULTIFAMILY PROPERTY LISTINGS FOR USE IN THE WEATHERIZATION ASSISTANCE PROGRAM

PURPOSE: To issue guidance for Grantees and Subgrantees of the Department of Energy (DOE) Weatherization Assistance Program (WAP) regarding documentation requirements for buildings appearing on a DOE list of eligible multifamily properties.

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 DOE WAP.

LEGAL AUTHORITY: Title IV, Energy Conservation and Production Act, as amended, authorizes the DOE to administer the WAP. All grant awards made under this Program shall comply with applicable laws including regulations contained in 10 CFR Part 440, the Energy Policy Act of 2005, the Energy Independence and Security Act of 2007, the American Recovery and Reinvestment Act of 2009, and 10 CFR Part 600, the DOE Financial Assistance Rule.

BACKGROUND: Multi-family buildings, including rental housing, may offer opportunities for energy efficiency upgrades that lower energy costs and operating expenses. Reduced costs can provide for greater affordability for low income housing and healthier, more comfortable living environments for low income families.

To help minimize administrative barriers and simplify the process for residents of U.S. Department of Housing and Urban Development (HUD) and U.S. Department of Agriculture (USDA) public and assisted housing that are seeking to weatherize their homes, DOE published a final rule in the Federal Register on January 25, 2010, amending 10 CFR 440.22 – Eligible Dwelling Units 75 FR 3847. As a result of the final rule, if a public housing, assisted multi-family or Low Income Housing Tax Credit (LIHTC) property is identified by HUD or USDA and included on one of the DOE published lists, the property is deemed to meet certain eligibility criteria. Inclusion on one of the DOE posted lists provides necessary verification regarding income eligibility, and tenant and rent protection (depending on which list the property is included). The specific eligibility requirements addressed by the listing is outlined in WPN 11-09, issued on April 1, 2011 and entitled, “Updated Guidance Multi-family Property Listings for use in the WAP.” The buildings identified on the lists must still meet all other applicable eligibility requirements. These listings can be found at:
http://www1.eere.energy.gov/wip/multifamily_guidance.html.

GUIDANCE: Grantees are required to have procedures in place to ensure that priority is given to identify and provide weatherization assistance to: elderly persons, persons with disabilities, families with children, high residential energy users, and households with high energy burden 42 USC 6861(b) and 10 CFR 440.1. Likewise, Grantees must ensure that the Subgrantees obtain, verify, and maintain, as required, the proper documentation on demographics for the properties to be weatherized. The building owner must provide information on the collected demographics. Grantees and Subgrantees are not required to collect any additional information beyond the demographics required for reporting purposes to the Grantee or DOE. Before collecting or requiring additional information to be collected, Grantees and Subgrantees should seriously consider the value and necessity of such information against the potential administrative burden.

When a building is on the DOE posted list (refer to WPN 10-15 and WPN 10-15a), the Subgrantee must state in the project file which list the building is on and the eligible percentage (66% or 100%) of units corresponding to that list. Generally, resident demographics must be reported on a unit-by-unit basis. However, rent rolls or other such building owner records provided on an entire building or project basis are sufficient documentation to meet this requirement. Subgrantees are cautioned to ensure a landlord/tenant agreement is used according to the type of subsidy the building receives per WAP regulations and as indicated in WPN 10-15.

DOE has various multi-family energy audit(s), tools, and training at various venues including conferences, State-specific training, etc. to assist Grantees and Subgrantees in implementing Weatherization plans. Several Grantees have many years of experience in providing services to the multi-family sector and have indicated a willingness to share their knowledge within the WAP network. Additionally, many resource materials are available on the Weatherization Assistance Program Technical Assistance Center (WAPTAC), located at <http://www.waptac.org>, to assist in serving this building type.

CONCLUSION: DOE recognizes the value and benefits that may be achieved through weathering multi-family buildings. DOE wants to make clear that weatherizing large multi-family buildings require different skill sets, techniques and time considerations than other types of Weatherization work. If there are additional questions or concerns, Grantees should contact their DOE Project Officer and provide them with their specific needs. DOE appreciates your cooperation and patience as we work together to achieve the Administration's goal of creating jobs and increasing the number of people who benefit from Recovery Act funded Weatherization projects.



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