

10/16/19, 10:43:23 AM

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WPN-19-1-2.pdf

15 pages (392 KB)

12/18/18, 8:31:37 AM

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10/16/19, 2:40:30 PM

Total Changes

133

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Content

93

Replacements

14

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26

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Annotations

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Department of Energy
Washington, DC 20585

WEATHERIZATION PROGRAM NOTICE 20-1
ISSUE DATE: December XX, 2019

SUBJECT: PROGRAM YEAR 2020 WEATHERIZATION GRANT GUIDANCE

INTENDED AUDIENCE: Weatherization Grantee Managers, Weatherization Subgrantee Managers

INTENDED USE: Content of this document, as well as the three attachments, is intended to provide programmatic information to Weatherization Managers to guide the development of an Annual Weatherization Assistance Program (WAP) Grantee Plan to ensure that funds are dispersed to weatherization providers in a timely manner.

The Department of Energy (DOE) issues Weatherization Program Notice (WPN) 20-1 annually to specifically address changes from one Program Year (PY) to the next. These changes are often precipitated by Congressional inquiries, administrative priorities, including new initiatives from other federal agencies, monitoring in the field, and feedback from the network of stakeholders. The Annual Grant Guidance document, issued as a WPN, serves to highlight and remind Grantees of these issues and provide them with additional resources so they may include the information as appropriate to their specific circumstances in applying for the WAP formula funds.

The attachments to this Guidance serve as programmatic, financial, and legal resources with clarifying information on areas of the Application Package that must be incorporated into the Grantee Plan. The Weatherization Assistance Program Grant Application Package materials and data are submitted through WAP's reporting system, Performance and Accountability for Grants in Energy (PAGE).

This guidance includes the following sections:

- 1.0 Purpose**
- 2.0 Program Priorities and Initiatives**
- 3.0 Funding**
- 4.0 Applications for WAP Annual Formula Grants**
- 5.0 Weatherization Program Notices**
- 6.0 Website Information**

1.0 PURPOSE

To issue grant guidance and management information for the Weatherization Assistance Program (Weatherization or WAP) for PY 2020 based on the following documents:

- Attachment 1: Administrative and Legal Requirements Document (ALRD)
- Attachment 2: Application Instructions, to be used by all States, Territories, and Native American Tribes (and locals, if applicable) as supplemental information when applying for direct grants under the Weatherization Assistance Program for Low-Income Persons.
- Attachment 3: Weatherization Program Notice 20-2: Program Year 2020 Grantee Allocations

WAP is currently operating under a Continuing Resolution for Fiscal Year (FY) 2020. For planning purposes, until a final full year FY 2020 budget is passed and signed by the President, Grantees should develop their Grantee Plans using the same funding level as the Department of Energy (DOE or Department) 2019 Appropriated Funds outlined in WPN 19-2.

While WPN 19-2 allocations will suffice for FY 2020 planning purposes, DOE will adjust the allocations to Grantees based on final FY 2020 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 19-2 and the draft Grantee Plan necessary to align with final DOE appropriations for WAP.

Also note, while Grantees may plan to the full 19-2 allocation, DOE will determine the amount of funds that will be available for obligation based on available appropriations.

Once a FY 2020 budget is passed and signed by the President, DOE will issue WPN 20-2, PY 2020 Grantee Allocations. At that time, all Grantees that have approved plans for Program Year (PY) 2020 will then begin a budget modification process.

1.1 SCOPE

The provisions of this Guidance apply to Grantees or other entities named in the Notification of Grant Award as the recipient(s) of financial assistance under the DOE WAP.

1.2 LEGAL AUTHORITY

Title IV, Energy Conservation and Production Act, as amended, authorizes the Department to administer the WAP (42 U.S.C. § 6861, *et. seq.*). All grant awards made under this program shall comply with applicable law and regulations including, but not limited to, the WAP regulations contained in the Code of Federal Regulations (CFR) at [10 CFR 440](#) and DOE Financial Assistance Rules at [2 CFR 200](#).

A table has been updated in Section 5.0, which lists active Weatherization Program Notices. This table provides references to relevant Program matters to assist Grantees in the development of their Grantee WAP plans, policies and procedures. This section also includes Memoranda that

have been issued by the Program Office updating Grantees on current activities and issues that are of general interest to the network.

2.0 PROGRAM PRIORITIES AND INITIATIVES

From time to time, DOE undertakes initiatives to improve the WAP operations and effectiveness. This Section informs Grantees of these priorities. They are not considered program policy until provided in a related WPN. The following are currently under consideration by DOE:

AMERICAN CUSTOMER SATISFACTION INDEX

DOE WAP utilized the American Customer Satisfaction Index (ACSI) to survey Grantees and Subgrantees of the WAP in 2019. Based on this survey, WAP Grantees were instructed to develop an Action Plan to enhance program management and implement process and quality improvements at the Subgrantee level.

In PY 2019, DOE implemented another ACSI survey with WAP Grantees and Subgrantees to gather constructive feedback on where improvements have been made and identify areas where there are still opportunities for improvement. The intent of the survey is to provide the WAP network with a mechanism for continuous improvement of program management and to deliver maximum benefits to WAP clients. For the PY 2020, Grantees are instructed to:

- Continue to implement their Action Plan based on the ACSI 2019 survey and identify their specific actions or initiatives to improve program operations, training, and communications with Subgrantees and quality of work. See section IV.7 Miscellaneous in the 2020 Application Instructions.

2.1 EXPENDITURES/CARRYOVER

For programming purposes, it is expected Grantees will estimate carryover from the prior year and include that estimate in their Application Plan budget submission. See Section III.4 Carryover Explanation in the 2020 Application Instructions.

2.2 WAP NATIONAL EVALUATION

DOE released the results of the [National Evaluation of the Weatherization Assistance Program](#) on September 16, 2015 that include a Summary Fact Sheet, Executive Summary and study report. Led by the Oak Ridge National Laboratory, the peer-reviewed evaluation was to conduct detailed analysis of the WAP Program Year 2008 (Retrospective Evaluation). The statistically robust results demonstrate that weatherization provides cost-effective energy savings and health and safety benefits to American families.

At this time, DOE does not have a schedule to conduct another comprehensive evaluation of this size. No action is called for on the part of Grantees on this matter.

2.3 PARTICIPATION IN ADDITIONAL EVALUATIONS/STUDIES

DOE encourages WAP Grantees and Subgrantees to participate in studies related to weatherization programs. Particularly, Grantees are urged to conduct regular program evaluations. While national-level studies allow us to see macro elements, by participating in

well-designed state-level or regional-level studies, more clarity can be attained on the impact specific protocols have on the energy savings and other benefits garnered through WAP. Grantees are urged to establish a protocol for Subgrantees to follow when asked to participate in a study. This policy should include what the study is about and ensure that [WPN 10-08 Weatherization Guidance on Maintaining the Privacy of Recipients of Services](#) is followed. If Grantees need assistance in establishing or reviewing these protocols, please contact your respective DOE Project Officer. See Section [V.6 Weatherization Analysis of Effectiveness](#) in the [2020 Application Instructions](#).

2.4 HEALTH AND SAFETY

Health and safety for both workers and occupants continues to be a top priority for DOE. Over the years, a number of new standards and concerns have been addressed to ensure that weatherization activities do not cause or exacerbate health and safety problems. As new standards and concerns arise, DOE strives to address them accordingly. DOE released a revised version of the WAP Health and Safety Program Notice, [WPN 17-7](#) on August 9, 2017. Grantees should review this document and provide the necessary training and technical assistance to Subgrantees to fully implement the requirements outlined in the guidance. Grantees are urged to consult with Subgrantees in developing the implementation plan. See section [V.7 Health & Safety](#) in the [2020 Application Instructions](#).

2.5 MULTIFAMILY RETROFIT TOOLS AND WORKFORCE RESOURCES

DOE continues to support the development of multifamily tools to advance the WAP's ability to address this building type. DOE developed and maintains the Standard Work Specifications (SWS) for multifamily home energy upgrades to ensure that energy efficiency upgrades are effective, durable, and safe. The Multifamily Job Task Analyses (JTAs) define the knowledge, skills, and abilities (KSAs) that multifamily practitioners use to perform jobs effectively and safely. The JTAs provide a foundation for developing high-quality training and credentialing programs.

The Multifamily Tool for Energy Audits (MulTEA) produces an investment grade energy audit to provide auditors with an improved energy simulation and weatherization measure selection tool for multifamily buildings. The tool calibrates building energy use using historical weather data that prevailed during that utility billing period. See Section [V.5 Type of Weatherization Work to be Done](#) in the [2020 Application Instructions](#).

2.6 QUALITY WORK PLAN IMPLEMENTATION

DOE continues working with Grantees and Subgrantees to ensure that independent, third-party quality control inspections are conducted on every Weatherized home and results are shared with relevant parties. These inspections must be conducted by certified Quality Control Inspectors (QCI). DOE has provided two options to meet this requirement in [WPN 15-4](#). DOE also permits Grantees to develop alternative approaches by working with their DOE Project Officer.

Grantees are responsible for ensuring that Grantee technical monitors are QCI-certified, and that Subgrantee staff fulfilling this role possess the active QCI-certification.

Grantee, Subgrantee and Contractor staff who repeatedly fail to perform to Program expectations must be disqualified from performing work in the future. Grantees must establish protocols to remove poor performers in their network.

In addition to trained and certified Quality Control Inspectors, Grantees must ensure their respective Training Plans include a provision to provide Comprehensive training for all Retrofit Installer/Technicians, Crew Leaders, and Energy Auditors on some regular basis. Per WPN 15-4 and as clarified in Memorandums 034 and 036, “Beginning in Program Year 2014, Grantee training plans must include routine, Comprehensive Training for all WAP workers that is aligned with the Job Task Analysis (JTA) for the position in which the worker is employed. The Grantee must determine what constitutes “regular” training, e.g., once every 3 years, every 5 years, or within a certain time after being hired into the network, for each job category.”

See Section V.8.4 Training and Technical Assistance (T&TA) in the 2020 Application Instructions.

WAP Memo 048 was issued to notify the WAP network of upcoming changes to the content of the Standard Work Specifications (SWS), however, compliance with the the current version of the SWS and the Grantee’s approved installation standards is mandatory for all DOE WAP projects.

2.7 NATIONAL ENVIRONMENTAL POLICY ACT INFORMATION (NEPA)

Effective with WPN 20-1, DOE determined the following activities are categorically excluded from further NEPA review, absent extraordinary circumstances, cumulative impacts, or connected actions that may lead to significant impacts on the environment, or any inconsistency with “integral elements” (as contained in [10 CFR Part 1021](#), Appendix B) as they relate to a particular project.

1. Administrative activities associated with management of the designated Weatherization Office and management of programs and strategies in support of weatherization activities.
2. Development and implementation of training programs and strategies for weatherization effort, including initial home energy audits, final inspections and client education.
3. Purchase of vehicles and equipment needed for administrative activities, weatherization energy audits, installation of measures indicated below, and quality control inspections.
4. Weatherization activities limited to:
 - a. Building Shell Measures:
 - i. Install insulation where needed
 - ii. Perform air sealing
 - iii. Repair and replace windows, install window film, awnings and solar screens
 - b. Mechanical Measures
 - i. Clean, tune, repair, or replace heating and/or cooling systems
 - ii. Install duct and heating pipe insulation
 - iii. Repair leaks in heating/cooling ducts
 - iv. Install programmable thermostats
 - v. Repair/replace water heaters
 - vi. Install water heater tank insulation
 - c. Electric and Water Measures
 - i. Install efficient light sources

- ii. Install low-flow showerheads
 - iii. Replace inefficient refrigerators with energy-efficient models
- 5. Energy-related health and safety measures (per DOE WAP Guidance WPN 17-7) including:
 - a. Combustion appliance safety inspections
 - b. Air quality assessment and limited removal of formaldehyde, volatile organic compounds, flammable liquids, and other air pollutants
 - c. Gas and bulk fuel leak inspections
 - d. Limited testing and/or containment, removal or disposal of lead, asbestos, refrigerant, and mercury, and other materials generated during the course of WAP activities
 - e. Cleaning of mold limited to surface preparation for WAP activities
 - f. Conduct radon testing and precautionary measures, including but not limited to, covering exposed dirt floors with polyethylene sheeting which contains a rating of no more than 0.1 perm, which is sealed and attached at all seams, walls and foundation penetrations
 - g. Inspect and install carbon monoxide and smoke alarms
 - h. Install ventilation as required by the ASHRAE 62.2-2016 standard, including blower door testing addressing infiltration, ventilation, and exhaust
- 6. Ancillary items and incidental repairs required for approved WAP projects:
 - a. Repair/replace damaged windows and doors
 - b. Minor electrical and plumbing repairs
 - c. Minor roof repair, but not structural improvements
- 7. Installation of solar photovoltaic (PV) and solar hot water heating systems on buildings with 1-4 units, subject to the following restrictions:
 - a. PV systems would be appropriately sized and would not exceed 15 kW and/or
 - b. Solar hot water heating systems would be appropriately sized and would not exceed 200,000 BTU/HR
 - c. Systems would be roof mounted or attached to structure
 - d. Battery storage, if applicable, would be attached to structure

Activities/projects not listed above are subject to additional NEPA review and approval by DOE, whether the intention is to use WAP formula or Petroleum Violation Escrow (PVE) funds to fund the project. For activities/projects, requiring additional NEPA review, states must complete the environmental questionnaire: <https://www.eere-pmc.energy.gov/NEPA.aspx> and receive notification from DOE that the NEPA review has been completed and approved by the Contracting Officer prior to initiating the project or activities. See Section V.5.1 Technical Guides and Materials in the 2020 Application Instructions.

No structural improvements would be needed to accommodate PV or solar hot water heating system, beyond attaching the system to the structure and necessary electrical connections. No ground disturbance, including tree removal, would occur.

All incidental measures relating to hazardous materials identified during the WAP activities would be managed in accordance with applicable federal, state, and local requirements.

2.9 HISTORIC PRESERVATION

DOE must comply with the requirements of Section 106 of the National Historic Preservation Act (NHPA) prior to authorizing the use of Federal funds. Section 106 applies to historic properties that are listed in or eligible for listing in the National Register of Historic Places.

Recipients shall adhere to the restrictions of their DOE executed PA or state interagency agreements or similar agreement for historic preservation, as applicable. All DOE executed PAs are available on the Weatherization and Intergovernmental Programs website: <https://www.energy.gov/eere/wipo/historic-preservation-executed-programmatic-agreements>.

Recipients with a state interagency agreement or similar agreement for historic preservation, shall:

- Follow the agreements and procedures outlined in the agreement or other protocol with their State Historic Preservation Office (SHPO);
- Be responsible for consulting with consulting parties and conducting Section 106 reviews in a timely manner, preparing documentation for the SHPO and DOE, and maintaining records for all projects;
- Notify DOE of any projects on Tribal lands or projects that may result in an adverse effect on cultural resources with tribal religious and cultural significance prior to initiating any project activities;
- Maintain file records, with verification that projects were determined to be exempt from Section 106 review, for a period of three (3) years from project completion and make them available for review if requested by DOE;
- Refer disputes regarding determination of eligibility (for properties potentially eligible for the National Register of Historic Places) to DOE for review;
- Implement the avoidance, treatment or mitigation plan (for discovered historic properties) and advise the Recipient and DOE; and
- Follow DOE's established protocols for reporting, including the annual historic preservation report.

Recipients with a state interagency agreement or similar agreement for historic preservation must notify DOE via GONEPA@ee.doe.gov whenever:

- Either the Recipient or the SHPO/Tribal Historic Preservation Officer (THPO) believes that the Criteria of Adverse Effect pursuant to 36 CFR § 800.5, apply to the proposed project under consideration by EERE;
- There is a disagreement between a Recipient, or its authorized representative, and the SHPO/THPO about the scope of the area of potential effects, identification and evaluation of historic properties and/or the assessment of effects;
- There is an objection from a consulting party or the public regarding their involvement in the review process established by 36 CFR Part 800, Section 106 findings and determinations, or implementation of agreed upon measures; or
- There is the potential for a foreclosure situation or anticipatory demolition as defined under 36 CFR § 800.9 (b) and 36 CFR § 800.9 (c).

Recipients without a DOE executed PA or state interagency agreements or similar agreement for historic preservation must adhere to the restrictions of the "Allowable activities" listed in their Weatherization Assistance Program NEPA Determination, and does **not** include:

- "Weatherization activities", "Incidental and necessary energy-related repairs and replacements", or "Installation of solar photovoltaic (PV) and solar hot water heating systems on buildings with 1-4 units" involving structures more than 45 years old (See

“Allowable activities” 4., 6. and 7 of the Weatherization Assistance Program NEPA Determination;

- Activities involving ground-breaking activities, new construction; or Projects involving the installation of onsite renewable energy technology that generate electricity from renewable sources, except those “Allowable activities” specifically listed in 7. of their Weatherization Assistance Program NEPA Determination.

3.0 **FUNDING**

WAP funding listed in the application and requiring DOE approval prior to expenditure may derive from several sources:

- Appropriated Weatherization Funding
- Low-Income Home Energy Assistance Program (LIHEAP) funds designated for expenditure under DOE regulations
- Leveraged Resources designated for expenditure under DOE regulations (e.g., utility funds, state trust funds, other)
- Petroleum Violation Escrow (PVE) Funds
 - Warner and EXXON oil overcharge funds
 - Stripper Well and other oil overcharge funds (including Texaco) which are subject to Stripper Well settlement rules
- Program Income

See Section III Budget in the 2020 Application Instructions.

3.1 **FY 2020 APPROPRIATED WEATHERIZATION FUNDING**

As referenced, Grantees should create PY 2020 plans using WPN 19-2 funding amounts while the government is under a Continuing Resolution. Once a budget is passed and the President signs, DOE will issue WPN 20-2 providing the final allocations of Weatherization funds appropriated this year.

3.1.1 **ADJUSTED AVERAGE COST PER DWELLING UNIT**

The average cost per dwelling expenditure of financial assistance provided under WAP for labor, weatherization materials, and related matters cannot exceed \$6,500, as adjusted (see, [10 CFR §440.18\(a\)](#) and (c)). The adjusted annual average for PY 2019 is determined by using the percentage increase in the Consumer Price Index (CPI) (all items, United States city average) for FY 2018 or 3 percent, whichever is less. The percentage increase in the CPI for the previous 12-month period (September 2018 – September 2019) was 1.7%. Therefore, the adjusted average expenditure limit for PY 2020 is **\$7,669. This average includes units computed in a multifamily building of 5 units or greater.**

In accordance with [10 CFR Part 440.18\(b\)](#) and (c), the expenditure of financial assistance provided under WAP for labor, weatherization materials, and related matters for a renewable energy system, shall not exceed an average of \$3,000 per dwelling unit, as adjusted. The percentage increase in the CPI for the previous 12-month period (September 2018 – September 2019) was 1.7%. Therefore, the PY 2020 adjusted average for renewable energy measures is **\$3,762 for renewable**

energy system measures with a SIR greater than 1.

Note: The adjusted average for renewable energy measures is not a separate average, but part of the overall adjusted average expenditure limit of \$7,669. Currently Appendix A allows for use of solar (thermal) water heating systems. Some states have been granted approval for installation of solar photovoltaics when they have submitted it as part of their Grantee Plan, received approval from the DOE Contracting Officer, and amended their 5-year DOE-approved energy audit process.

3.1.2 LIMITATIONS ON CERTAIN BUDGET CATEGORIES

Certain budget categories have limitations set by law, regulation, or Program policy and identify the percentage of grant funding that is allowed to be used for specific purposes other than Program Operations. Please review the Application Instructions for additional information.

3.2 LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

[LIHEAP](#) was first established in 1981 and is funded annually through federal appropriations to the Department of Health and Human Services (HHS). The mission of LIHEAP is to minimize the energy burden on low-income families. As such, if the Grantee elects, a percentage of the LIHEAP assistance funds received by the state from HHS may be transferred to the WAP and used for the purpose of weatherizing homes. Grantees have the option of administering the LIHEAP funds separately from the DOE award or including these resources in the DOE budget. The budget section of the grant application instructions provides a chart outlining some considerations for the Grantee in making this decision. Further questions or points of clarification should be directed to your DOE Project Officer. See Section V Master File in the 2020 Application Instructions.

3.3 LEVERAGED RESOURCES

Leveraged funds included in the budget of the DOE award must meet all WAP rules, regulations and guidelines. Grantees should carefully consider the advantages and challenges related to including leveraged funds in the DOE award. Landlord contributions are not considered leveraged resources. Grantees who require further clarification or guidance on leveraged resources should contact their DOE Project Officer. See Section III.1 SF424-A Budget Preparation in the 2020 Application Instructions.

3.4 PETROLEUM VIOLATION ESCROW (PVE) FUNDS

WAP can be funded by a number of sources, including PVE funds. PVE funds can be divided into two general categories based on the source of the funds. The first category of PVE funds is comprised of those funds appropriated by Congress, or treated as if appropriated (generically referred to as Exxon funds, and includes funds provided under the Warner Act). The second category of PVE funds is comprised of those funds that were not appropriated (generically referred to as Stripper Well Settlement funds, and includes Diamond Shamrock funds).

- PVE funds are subject to applicable requirements of the funding source.
- PVE funds included in a Grantee Plan are subject to the same Grantee Plan approval, Program oversight, and reporting requirements as the annually appropriated funds; and

are subject to the **same** statutory and regulatory constraints as annually appropriated funds.

- Generally, if Exxon funds are used for weatherization projects, they must be included in the Grantee Plan. **Exxon funds cannot be used for administrative expenses.**
- A Grantee may elect to use Stripper Well funds for projects either separate from or included within the WAP. Stripper Well Settlement funds are not subject to WAP rules, oversight, or reporting requirements if used for activities separate from WAP. However, DOE urges Grantees to include Stripper Well funds in the Grantee Plan for informational purposes only.
- There is no requirement that Exxon or Stripper Well Settlement funds be expended during a particular period of time. A Grantee is permitted to reallocate these funds from one eligible program to another provided that their Plan has been amended and is reviewed by DOE. If PVE funds designated for expenditure in the prior program year are not expended, the amount of funding that may be used for administrative expenses in the following program year must be adjusted accordingly.
- No more than 5 percent of the combined total of Exxon and Stripper Well Settlement funds budgeted in a Grantee Plan may be used for Training and Technical Assistance (T&TA). Up to an additional 5 percent of these funds may be used for evaluation of a Grantee's WAP and for innovative efforts to leverage program funds, provided these activities are approved by the DOE Project Officer.

See Section III.1 SF424-A Budget Preparation in the 2020 Application Instructions.

3.5 PROGRAM INCOME

Program income is defined in [2 CFR 200.80](#) and subject to the specific requirements provided in [2 CFR 200.307](#). DOE considers program income as funds earned by Grantees and/or Subgrantees from non-Federal sources when performing DOE WAP activities. The income from these activities must be used for additional weatherization activities in accordance with DOE rules. It must 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., or Grantee funds) are NOT considered to be "program income" for the purposes of the WAP. Grantees requiring further clarification on program income, as it applies to their specific program, should contact their DOE Project Officer. See section III.1 SF424-A Budget Preparation in the 2020 Application Instructions.

3.6 ALLOWABLE COSTS

As a reminder Grantees should be outlining information in their budget categories consistently, in alignment with DOE guidance and application instructions, and particularly as concerns the costs allowable for weatherizing each dwelling. In addition, Grantees should recognize their ability to use their T&TA funds in combination with those of other states where possible to enable economies of scale on those activities that may be of similar value/approach among a group of states.

- 3.6.1 Average Cost per Dwelling Unit (ACPU):** Field audits of Subgrantee fiscal operations identified inconsistencies in the way ACPU calculations are performed. It is imperative that the Grantee define what costs are allowable in each Budget Category and how the Subgrantee should account for these costs

when determining the ACPU. Consistent application of allowable cost by category ensures greater reliability in the ACPU calculation.

DOE has included detail for this calculation and cost categories within the Application Package (III.2 Budget Categories – Section B) and is requesting that Grantees closely monitor the way Subgrantees define costs within a Budget Category and ensure consistency in defining allowable costs within Budget Categories. This is necessary to better understand how Subgrantees are managing their WAP grants and controlling expenditures.

- 3.6.2 Training and Technical Assistance (T&TA):** Congress limits the amount of T&TA available to DOE which limits the number of projects that can be funded. Grantees are encouraged to collaborate with their peers to pool their T&TA funds to perform projects or activities which were historically funded through the DOE T&TA set-aside. More information on allowable activities can be found in the Application Package (III.2 Budget Categories – Section B) and any additional questions can be directed to your DOE Project Officer.

4.0 APPLICATIONS FOR WAP ANNUAL FORMULA GRANTS

To increase public involvement and obtain timely suggestions in developing their Application, DOE strongly urges Grantees to hold a minimum of two meetings: a meeting at the beginning of the planning process, as well as, the formal and required public hearing on the completed Plan. DOE may request additional information to what is expressly identified by the Program rule on a case-by-case basis when warranted. In addition, DOE urges Grantees to regularly consult with Subgrantees to improve the program and the Annual Plan. See Section IV.1 Annual File in the 2020 Application Instructions.

4.1 MULTI-YEAR GRANT AWARDS

All PY 2020 funding will be allocated to new financial assistance awards with an anticipated three year project period. When new awards are issued (i.e. new grant is issued, new grant number/instrument), they cannot include carryover funding from any previous project period. Funds remaining from previous project periods will be de-obligated and reappportioned by the Office of Management and Budget. They will then be re-obligated using the formula to all Grantees.

4.2 INTERGOVERNMENTAL REVIEW

In the development, submission, and review of grant applications, the provisions of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the DOE Implementing Order ([10 CFR 1005](#)) remain unchanged. See Section I.1 Introduction in the 2020 Application Instructions.

4.3 APPLICATION PACKAGE

The application process is fully electronic and applications must be submitted on the Performance and Accountability for Grants in Energy (PAGE) website at <https://www.page.energy.gov/default.aspx>. The PAGE system contains all Federal forms

required for the application. Please follow instructions in the ALRD, Weatherization Program Notices, and the Application Instructions attached to this Program Notice (Attachment 2).

4.4 APPLICATION REFINEMENTS THIS YEAR

DOE updated the Application Instructions for 2020, but did not make changes to the PAGE application system this year. All sections of the application in PAGE must be completed in their entirety. In PY 2019, DOE made enhancements to Section V.5.1 Technical Guides and Materials and Section V.5.2 Energy Audit Procedures to have PAGE populate the energy audit and field guide approval dates (by building type) based on the most recent approval date from DOE. In addition, DOE also updated Section V.8.4 Training and Technical Assistance Approach and Activities to have the Grantee identify the breakdown (by percentage) of comprehensive and specific trainings they are planning for the Program Year as well as the breakdown of T&TA training budget (by percentage) for Auditor/QCI trainings, crew/installer trainings and management/financial trainings. This information assists DOE to better understand how the WAP Grantees are allocating their T&TA funds across the required training categories.

For PY 2020, DOE is pleased to announce the new WAP Communications Portal for the WAP Network. This online tool is located in the PAGE homepage menu and provides a simple interface to the network to either:

- Search the database for topics and answers
- Submit specific questions about the program directly to DOE.

Once a question is submitted, the system will send an email when your question is answered and posted to the Portal.

4.5 REPORTING REQUIREMENTS

The reporting requirements are set forth in the Federal Assistance Reporting Checklist, DOE F 4600.2, attached to the award agreement.

5.0 WEATHERIZATION PROGRAM NOTICES (WPN):

All DOE-developed documents, [WPNs and other relevant policy documents](#), are available through the DOE website.

The following list of Weatherization Program Notices addresses the specific policy areas that must be adhered to by all Grantees and Subgrantees operating weatherization programs using DOE funds.

This list reflects active WPNs applicable to formula grants in effect at the time of WPN 19-1 issuance. Grantees are reminded additional WPNs may be issued that are “in effect as of the date stated in the WPN.” DOE will continue to send notices electronically and post them to DOE’s website to ensure all Grantees have access. The table is organized in date order with the major topic headings at the top to allow for easy reference.

In addition, the WAP memorandum process established a uniform communication mechanism to notify Grantees of upcoming events, clarify elements of existing WPNs, and also provide opportunity for comment by the Network on administrative direction and impact of future

policies. Active Memoranda are listed following the WPNs.

WPN	Title	Funding	Grant Application	Procurement	Monitoring	Clients	Multifamily	Material Procurement	Rental Requirements	Energy Audit Criteria	Health and Safety	Renewable Energy Systems	Disaster Relief	Eligibility Levels	Defining Income	Priority Service	Fuel Switching	Incidental Repairs	Reweathering	Vehicle Purchases	Policy Advisory Council	Electric Baseload	Administrative Costs	Historic Preservation	Eligible Dwelling Units
10-8	WAP Guidance on Maintaining the Privacy of Recipients Services					x																			
10-10	Reprogramming T&TA Funds to Program Operations	x																							
10-12	Historic Preservation Implementation																							x	
11-14	Updated Subgrantee Selection Guidance		x																						
12-7	Disaster Planning and Relief												x												
12-9	Incidental Repair Measures									x	x							x							
15-4	Quality Work Plan Requirement		x		x																				
16-4	Updated Monitoring Guidance				x																				
16-5	Multifamily Weatherization						x							x											x
16-6	Weatherization of Rental Units								x																x
17-4	Multifamily Housing – Procedure for Certifying Income-Eligible HUD Assisted Buildings						x							x											
17-5	Closeout Procedures for Grants Under the Weatherization Assistance Program		x																						
17-6	Property Acquired Under the Weatherization Assistance Program Including Vehicle and Equipment Purchases																			x					

WPN	Title	Funding	Grant Application	Procurement	Monitoring	Clients	Multifamily	Material Procurement	Rental Requirements	Energy Audit Criteria	Health and Safety	Renewable Energy Systems	Disaster Relief	Eligibility Levels	Defining Income	Priority Service	Fuel Switching	Incidental Repairs	Reweathering	Vehicle Purchases	Policy Advisory Council	Electric Baseload	Administrative Costs	Historic Preservation	Eligible Dwelling Units
17-7	Weatherization Health and Safety Guidance										x														
19-1	Grant Guidance		x		x											x			x		x		x		
19-2	Grantee Allocations	x	x																						
19-3	Poverty Income Guidelines and Definition of Income													x	x	x									
19-4	Revised Energy Audit Approval Procedures, Related Audit, and Material Approvals			x						x		x					x					x			
19-5	Incidental Repair Measure Guidance										x							x							
19-6	DOE Guidance for Completing Recipients' Annual Historic Preservation Report																							x	
20-1	Grant Guidance		x		x											x			x		x		x		
20-2	Grantee Allocations	x	x																						

Weatherization Program Notices can be accessed via the following link

<https://www.energy.gov/eere/wipo/weatherization-program-guidance>.

Program Memorandums that are Currently Active

○	<u>WAP Memorandum 002: Reminder of Client Priority - High Energy Burden (7/18/14)</u>
○	<u>WAP Memorandum 008: Quality Management Plan Draft Grantee KSAs (9/17/14)</u>
▪	<u>Attachment 1: Grantee-Level WAP Specific (Technical Elements)</u>
▪	<u>Attachment 2: Grantee-Level Weatherization Assistance Program (WAP) Specific</u>
▪	<u>Attachment 3: Grantee-Level Non-Weatherization Assistance Program (WAP) Specific/Financial</u>
○	<u>WAP Memorandum 009: Availability of Testing Result Reports for the Quality Control Inspector Written Exam (10/8/14)</u>
○	<u>WAP Memorandum 010: Quality Management Plan - Record Keeping and Reporting (4/8/15)</u>
○	<u>WAP Memorandum 015: Weatherization Financial Toolkit 2 CFR 200 Regulation and Procurement Policies (1/6/16)</u>
○	<u>WAP Memorandum 020: Clarification on DOE Evaluation Studies vs. Independent Studies</u>
○	<u>WAP Memorandum 022: Allowable Use of Training Funds for Network Conferences</u>
○	<u>WAP Memorandum 024: The Use of Solar PV in the WAP</u>
○	<u>WAP Memorandum 032: Update to Field Guide Expiration Reminder for WAP Grantees – New Variance Request Form</u>
○	<u>WAP Memorandum 033: Program Year Changes for WAP Grantees with October 1 as Current Start Date</u>
○	<u>WAP Memorandum 034: Clarification of WPN 15-4; Definitions of Comprehensive Training</u>
○	<u>WAP Memorandum 035: Weatherization Leveraging</u>
○	<u>WAP Memorandum 036: Energy Auditor and Quality Control Inspector Certification Scheme Updates</u>
○	<u>WAP Memorandum 038: Solution Summits Results</u>
○	<u>WAP Memorandum 039: Update to Field Guide Expiration Reminder for WAP Grantees – New Variance Request Samples</u>
○	<u>WAP Memorandum 041: Weatherization Assistance Program GovDelivery Distribution List</u>
○	<u>WAP Memorandum 046: American Customer Satisfaction Index (ACSI)</u>
○	<u>WAP Memorandum 047: WAP PY18 Average Cost Per Unit Correction</u>
○	<u>WAP Memorandum 048: Updated Maintenance Process to the Standard Work Specifications</u>
○	<u>WAP Memorandum 050: Crew Lead and Retrofit Installer/Technician Job Task Analysis and Certification Updates, and Badges Toolkit</u>
○	<u>WAP Memorandum 051: ACSI Grantee Survey Results</u>
○	<u>WAP Memorandum 052: American Customer Satisfaction Index (ACSI) Subgrantee Survey</u>

Weatherization Program Memorandums can be accessed via the following link
<https://www.energy.gov/eere/wipo/weatherization-program-guidance>.

6.0 WEBSITE INFORMATION

To assist the Network in obtaining the most up-to-date information related to governing documents, program information, communication information, client eligibility, and technical and management resources, please reference the following websites:

Energy Efficiency and Renewable Energy (EERE)

DOE posts all official documents developed by DOE to the EERE [WAP](#) website. This includes, but is not limited to:

- WAP Regulations and Legislation, Weatherization Program Notices and Memoranda, Appendix A, and the Allocation Formula
- National Evaluation, Briefing Book, Fact Sheets, Additional Resources
- DOE Contacts, Grantee Award Contacts, DOE Events, Additional Resources
- Client Eligibility Requirements, Where to Apply for Assistance, Additional Resources
- National Curriculum, Procurement Toolkit, Guidelines for Home Energy Professionals, Energy Audits, Training Resources

CONCLUSION: DOE is doing its best to gather feedback from Grantees and Subgrantees to make the program more efficient and effective. Key to this is interaction between all levels of the program: DOE, Grantees, and Subgrantees. Everyone involved in this Program makes a commitment to providing high quality service to the most vulnerable families in our communities. “Weatherization Works” is more than a slogan; it is the result of the collective effort of a national network committed to service. Thank you for being a part of this effort.

AnnaMaria Garcia
Director
Weatherization and Intergovernmental Programs Office
Energy Efficiency and Renewable Energy

Attachment 1: Administrative and Legal Requirements Document (ALRD)

Attachment 2: Application Instructions (December 2019)

Attachment 3: Weatherization Program Notice 20-2: Program Year 2020 Grantee Allocations (December 2019)