

Weatherization Assistance Program Preparing the Annual State Plan

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Overview

The U.S. Department of Energy's (DOE) Weatherization Assistance Program (WAP) is governed by various federal regulations designed to help manage and account for the resources provided by DOE.

Each year, Congress passes a Weatherization Assistance Program Appropriation. Weatherization Program Notices (WPN) and Memorandums establish the framework for administering WAP funds.

Governing Regulations

Code of Federal Regulations

The DOE's goal is to ensure Grantees have sufficient time to prepare State Plans. **Per 10 CFR 440.12 (a)**:

"To be eligible for financial assistance under this part, a State shall submit an application to DOE in conformity with the requirements of this part not later than 60 days after the date of notice to apply is received from the Support Office Director..."

Each year, the DOE issues WPN XX-1, referred to as "Grant Application" in WPN 20-1, to:

- Address program
 changes from one year
 to the next,
- Remind Grantees of relevant issues, and
- Provide additional application resources.



Department of Energy

Washington, DC 20585

WEATHERIZATION PROGRAM NOTICE 20-1 ISSUED DATE: December 11, 2019

SUBJECT: PROGRAM YEAR 2020 WEATHERIZATION GRANT APPLICATION

INTENDED AUDIENCE: Weatherization Grantee Managers, Weatherization Subgrantee Managers

INTENDED USE: Content of this document, as well as the two 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 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 WPN 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 WAP Grant Application Package materials and data are submitted through WAP's reporting system, Performance and Accountability for Grants in Energy (PAGE).

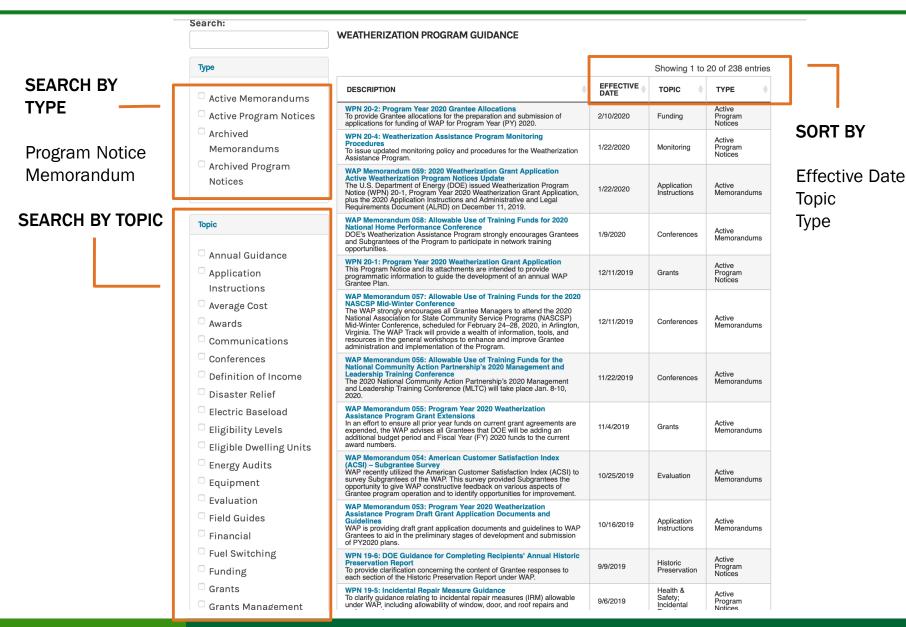
This WPN includes the following sections:

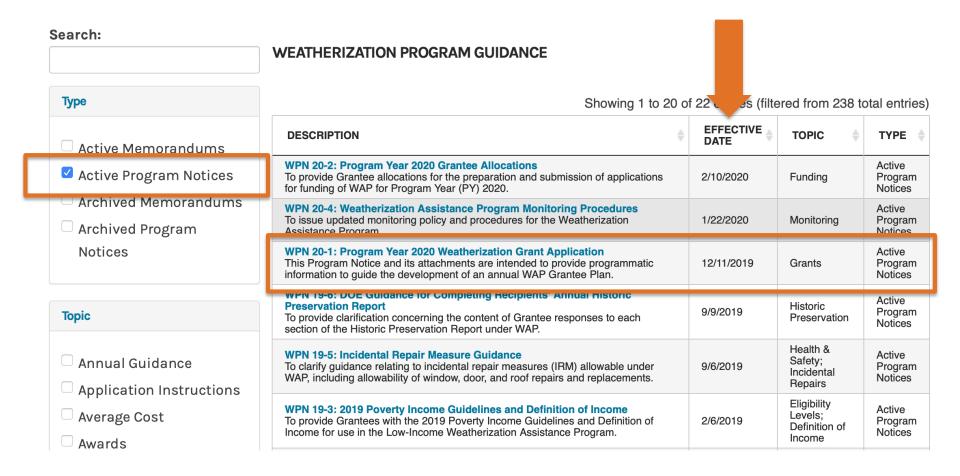
- 1.0 Purpose
- 2.0 Program Priorities and Initiatives
- 3.0 Funding
- 4.0 Applications for WAP Annual Formula Grants
- 5.0 Weatherization Program Notices and Memoranda
- 6.0 Website Information

WPN 20-1 is organized with the following sections:

- 1.0 Purpose
 - Outlines Scope
 - Legal authority
- 2.0 Program Priorities and Initiatives
 - WAP's "top 10" (actually 9!)
- 3.0 Funding
 - Sources (federal and non-federal)
 - ACPU \$6500, adjusted (\$7,669)
- 4.0 Applications for WAP Annual Formula Grants
- 5.0 Weatherization Program Notices and Memoranda
- 6.0 Website Information

Grant Application | Program Notices & Memos





WPN 20-1: Program Year 2020 Weatherization Grant Application

Home » WPN 20-1: Program Year 2020 Weatherization Grant Application

Effective: December 11, 2019

This Program Notice and its attachments are 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.

- ☑ WPN 20-1: Program Year 2020 Weatherization Grant Application
- **2020** Application Instructions
- Administrative and Legal Requirements Document

Weatherization Program Guidance (WPN)

 WPN provides Grantees the programmatic guide to develop their annual application package and identifies any new program requirements.

Annual Application Instructions

 The annual application instructions provide detailed descriptions for each required section and identifies the applicable federal laws and regulations to comply with.

Administrative and Legal Requirements Document (ALRD)

 This document reviews the registration requirements (DUNS number, System for Award Management (SAM) and FedConnect), eligibility, submission and award administration requirements.

To successfully apply for a WAP Grant, each part of the Application Package must be completed.

- SF-424
- Budget
- Annual File
- Master File

Federal Rules and Regulations

I. OVERVIEW

I.1 Introduction

II. APPLICATION FOR FEDERAL ASSISTANCE - STANDARD FORM 424

III. BUDGET

- III.1 SF 424A Budget Preparation
- III.2 Budget Categories Section B
- III.3 Budget Justification
- III.4 Carryover Explanation
- III.5 Reprogramming Training and Technical Assistance Funds

IV. ANNUAL FILE

- IV.1 Subgrantees
- IV.2 Production Schedule
- IV.3 Energy Savings
- IV.4 DOE-Funded Leveraging Activities
- IV.5 Policy Advisory Council
- IV.6 Hearings and Transcripts
- IV.7 Miscellaneous

V. MASTER FILE

- V.1 Eligibility
 - V.1.1 Approach to Determining Client Eligibility
 - V.1.2 Approach to Determining Building Eligibility
 - V.1.3 Definition of Children
 - V.1.4 Approach with Tribal Organizations
- V.2 Selection of Areas to be Served
- V.3 Priorities
- V.4 Climatic Conditions
- V.5 Type of Weatherization Work to be Done
 - V.5.1 Technical Guides and Materials
 - V.5.2 Energy Audit Procedures
 - V.5.3 Final Inspection
- V.6 Weatherization Analysis of Effectiveness
- V.7 Health & Safety
- V.8 Program Management
 - V.8.1 Overview and Organization
 - V.8.2 Administrative Expenditure Limits
 - V.8.3 Monitoring Activities
 - V.8.4 Training & Technical Assistance
- V.9 Energy Crisis & Disaster Response Plan

Grant Application | Toolkit

ANNUAL PLANNING

- Grantee Planning Calendar Training (video YouTube)
- Training & Technical Assistance Planning & Reporting Template (video YouTube)
- Monitoring Planning & Reporting Template (video YouTube)
- Health & Safety Plan Template (video YouTube)

Supporting Resources

- Weatherization Program Year 2020 Application Instructions (PDF)
- PAGE Website (URL)
- Training & Technical Assistance Planning & Reporting Template (Excel)
- Monitoring Planning & Reporting Template (Excel)
- Health & Safety Plan Template (PDF)
- WPN 10-10 Reprogramming Training & Technical Assistance Funds to Program Operations (PDF)
- WAP Memorandum 034: Clarification of WPN 15-4; Definitions of Comprehensive Training (PDF)
- Weatherization Program Notice 15-4 Quality Work Plan Requirement Update (PDF)

WAP GRANT APPLICATION

- Grant Application Submittal Process (Coming soon)
- Performance and Accountability for Grants in Energy in Energy (PAGE) Trainings (URL)
 - These trainings are available within the PAGE online system under the Training
 Videos section > Weatherization Assistance Program (WAP). To view these trainings,
 you must have a PAGE user account. To obtain a PAGE account, please contact the
 PAGE help desk (PAGE-Hotline@ee.doe.gov or 866-492-4546).
 - Create WAP Application Package
 - Create a Revision of an Application Package
 - Create SF-424
 - Annual File
 - Budget
 - How to Verify and Submit the application package

Training Videos

Supporting Resources

Training Videos

Plan Prep Tips - Budget

Carryover Funds

Make sure you identify the carryover by budget category.

Budget Justification

 Computers valued at \$5,000 or less are placed in the equipment category instead of the supply category.

Plan Prep Tips – Public Hearings

- Provide documentation to demonstrate the public hearing was held on the date and time identified in the Public Hearing announcement.
- If your hearing is held at a different time and place than the announcement stated, please update your plan accordingly.
- Make sure your Public Hearing Announcement identifies where the public can obtain a copy of your Annual Plan – website or physical location.

Thank You