

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...”

Grant Application

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**

Grant Application

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

SEARCH BY TYPE

Program Notice
Memorandum

SEARCH BY TOPIC

Search:

Type

- ☐ Active Memorandums
- ☐ Active Program Notices
- ☐ Archived Memorandums
- ☐ Archived Program Notices

Topic

- ☐ Annual Guidance
- ☐ Application Instructions
- ☐ Average Cost
- ☐ Awards
- ☐ Communications
- ☐ Conferences
- ☐ Definition of Income
- ☐ Disaster Relief
- ☐ Electric Baseload
- ☐ Eligibility Levels
- ☐ Eligible Dwelling Units
- ☐ Energy Audits
- ☐ Equipment
- ☐ Evaluation
- ☐ Field Guides
- ☐ Financial
- ☐ Fuel Switching
- ☐ Funding
- ☐ Grants
- ☐ Grants Management

WEATHERIZATION PROGRAM GUIDANCE

Showing 1 to 20 of 238 entries

DESCRIPTION	EFFECTIVE DATE	TOPIC	TYPE
WPN 20-2: Program Year 2020 Grantee Allocations To provide Grantee allocations for the preparation and submission of applications for funding of WAP for Program Year (PY) 2020.	2/10/2020	Funding	Active Program Notices
WPN 20-4: Weatherization Assistance Program Monitoring Procedures To issue updated monitoring policy and procedures for the Weatherization Assistance Program.	1/22/2020	Monitoring	Active Program Notices
WAP Memorandum 059: 2020 Weatherization Grant Application Active Weatherization Program Notices Update The U.S. Department of Energy (DOE) issued Weatherization Program Notice (WPN) 20-1, Program Year 2020 Weatherization Grant Application, plus the 2020 Application Instructions and Administrative and Legal Requirements Document (ALRD) on December 11, 2019.	1/22/2020	Application Instructions	Active Memorandums
WAP Memorandum 058: Allowable Use of Training Funds for 2020 National Home Performance Conference DOE's Weatherization Assistance Program strongly encourages Grantees and Subgrantees of the Program to participate in network training opportunities.	1/9/2020	Conferences	Active Memorandums
WPN 20-1: Program Year 2020 Weatherization Grant Application This Program Notice and its attachments are intended to provide programmatic information to guide the development of an annual WAP Grantee Plan.	12/11/2019	Grants	Active Program Notices
WAP Memorandum 057: Allowable Use of Training Funds for the 2020 NASCSP Mid-Winter Conference The WAP strongly encourages all Grantee Managers to attend the 2020 National Association for State Community Service Programs (NASCSP) Mid-Winter Conference, scheduled for February 24-28, 2020, in Arlington, Virginia. The WAP Track will provide a wealth of information, tools, and resources in the general workshops to enhance and improve Grantee administration and implementation of the Program.	12/11/2019	Conferences	Active Memorandums
WAP Memorandum 056: Allowable Use of Training Funds for the National Community Action Partnership's 2020 Management and Leadership Training Conference The 2020 National Community Action Partnership's 2020 Management and Leadership Training Conference (MLTC) will take place Jan. 8-10, 2020.	11/22/2019	Conferences	Active Memorandums
WAP Memorandum 055: Program Year 2020 Weatherization Assistance Program Grant Extensions In an effort to ensure all prior year funds on current grant agreements are expended, the WAP advises all Grantees that DOE will be adding an additional budget period and Fiscal Year (FY) 2020 funds to the current award numbers.	11/4/2019	Grants	Active Memorandums
WAP Memorandum 054: American Customer Satisfaction Index (ACSI) - Subgrantee Survey WAP recently utilized the American Customer Satisfaction Index (ACSI) to survey Subgrantees of the WAP. This survey provided Subgrantees the opportunity to give WAP constructive feedback on various aspects of Grantee program operation and to identify opportunities for improvement.	10/25/2019	Evaluation	Active Memorandums
WAP Memorandum 053: Program Year 2020 Weatherization Assistance Program Draft Grant Application Documents and Guidelines WAP is providing draft grant application documents and guidelines to WAP Grantees to aid in the preliminary stages of development and submission of PY2020 plans.	10/16/2019	Application Instructions	Active Memorandums
WPN 19-6: DOE Guidance for Completing Recipients' Annual Historic Preservation Report To provide clarification concerning the content of Grantee responses to each section of the Historic Preservation Report under WAP.	9/9/2019	Historic Preservation	Active Program Notices
WPN 19-5: Incidental Repair Measure Guidance To clarify guidance relating to incidental repair measures (IRM) allowable under WAP, including allowability of window, door, and roof repairs and	9/6/2019	Health & Safety; Incidental	Active Program Notices

SORT BY

Effective Date
Topic
Type

Grant Application

Search:

Type

- ☐ Active Memorandums
- ☒ Active Program Notices
- ☐ Archived Memorandums
- ☐ Archived Program Notices

Topic

- ☐ Annual Guidance
- ☐ Application Instructions
- ☐ Average Cost
- ☐ Awards

WEATHERIZATION PROGRAM GUIDANCE

Showing 1 to 20 of 22 entries (filtered from 238 total entries)

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WPN 19-5: Incidental Repair Measure Guidance To clarify guidance relating to incidental repair measures (IRM) allowable under WAP, including allowability of window, door, and roof repairs and replacements.	9/6/2019	Health & Safety; Incidental Repairs	Active Program Notices
WPN 19-3: 2019 Poverty Income Guidelines and Definition of Income To provide Grantees with the 2019 Poverty Income Guidelines and Definition of Income for use in the Low-Income Weatherization Assistance Program.	2/6/2019	Eligibility Levels; Definition of Income	Active Program Notices

WPN 20-1: Program Year 2020 Weatherization Grant Application

[Home](#) » WPN 20-1: Program Year 2020 Weatherization Grant Application

Effective: December 11, 2019

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-  [WPN 20-1: Program Year 2020 Weatherization Grant Application](#)
-  [2020 Application Instructions](#)
-  [Administrative and Legal Requirements Document](#)

Grant Application

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.

Grant Application

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)

Training Videos

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)

Supporting
Resources

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

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