



**Department of Energy**  
Washington, DC 20585

**WEATHERIZATION PROGRAM NOTICE 22-8**

**ISSUE DATE: June 15, 2022**

**EFFECTIVE DATE: July 1, 2022**

**SUBJECT:** Streamlining the Energy Audit Process – Optional Regional Weatherization Priority Lists

**INTENDED AUDIENCE:** Weatherization Assistance Program (WAP) Grantee Program Managers, WAP Grantee Technical Monitors, WAP Subgrantee Program Managers/Coordinators, WAP Subgrantee Technical Monitors, WAP Auditors, WAP Quality Control Inspectors

**PURPOSE:** Provide WAP Grantees with the option to use regional Priority Lists (PL) for Single Family Site-Built (SB), Manufactured Homes (MH) and Low-Rise Multifamily (LRMF) projects to facilitate greater impacts and reduce administrative burdens.

**RELATED GUIDANCE:** Energy Audit Approval Procedures (currently [WPN 19-4](#)), Incidental Repair Measures Guidance (currently [WPN 19-5](#)), Health and Safety Guidance (currently [WPN 22-7](#)).

**SCOPE:** The provisions of this program notice apply to all Grantees applying for financial assistance under the Department of Energy (DOE) WAP.

**LEGAL AUTHORITY:** Title IV, Energy Conservation and Production Act (ECPA), 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, DOE Financial Assistance Rules at 2 CFR 200, and the Bipartisan Infrastructure Law (Infrastructure Investment and Jobs Act), Public Law 117-58.

**BACKGROUND:** DOE is committed to modernizing and streamlining the Program to drive deeper weatherization retrofits with minimal delays.

This Weatherization Program Notice (WPN) provides Grantees with DOE-approved optional regional Priority Lists (PL) and Audit Procedures for Single Family Site-Built (SB), Manufactured Homes (MH) and Low-Rise Multifamily (LRMF) projects and outlines how a Grantee may seek approval to use these optional DOE-approved PL. DOE-approved Regional PL provide multiple benefits:

- Establishes a broad package of already approved/reviewed measures.
- Minimizes point in time cost fluctuations by taking average costs of materials, labor, and energy source that results in more measures being installed more consistently across the region.
- Saves time and costs for energy audits, training, and fragmented procurement.

DOE is committed to supporting the Grantees interested in implementing Regional PLs. In addition to support provided by the Technical Project Officers, DOE will further support the network by creating Technical Assistance Tools, including webinars and checklists, to be available on the WAP Learning Management System and uploaded to the DOE website. These tools will provide detailed examples of how these PLs can be used to meet the needs of low-income families. Estimated timeline: Summer 2022.

**GUIDANCE:** [10 CFR 440.21\(g\)](#) allows for energy audits to be conducted using a predefined PL when “similar dwelling units without unusual energy-consuming characteristics” exist. DOE has determined what these similar dwelling unit types are and what measures should be considered for installation in these dwelling types based on regional differences in climate and energy costs. These optional regional PL are not exhaustive and do not include every measure which may be cost effective on a site-specific basis. Dwelling unit needs which include any measure(s) not included within the PL or if the home does not meet the basic requirements of the PL, would then require a site-specific energy audit be run in compliance with the Grantee’s most recently DOE-approved energy audit procedures.

Attached to this program notice are optional PLs that any Grantee may adopt based on their regional designation, as outlined in the attachments. There is flexibility for Grantees to mix and match these PLs for their program based on climate differences within their service area as outlined in the attached document. Additional sample procedures and forms for the implementation of these PL are also available for Grantees to adopt to meet the WAP regulatory requirements for audit procedures for each housing type served.

Grantees are to adhere to all DOE WAP regulations and program notices and memorandums as it pertains to these projects, including but not limited to eligibility determination and documentation, procurement of all installed measures, health and safety plans, final inspections, monitoring requirements, etc.

***Adoption Procedure:***

Grantees that want to adopt one or more of the attached regional PL for their Subgrantee network to utilize must submit an official request to the DOE Technical Project Officer of record, which contains the following minimum information:

1. A formal written request to adopt one or more of these PLs.
2. The specific PL requested for use based on the region which the Grantee serves.
  - a. If a Grantee requests to utilize multiple DOE-approved PLs for the same housing type due to climatic variation within its service area, the request must include a clear map or table showing the areas to be served, corresponding climate data, and the PL to be applied in each area.
3. The Grantee's written policies and procedures for conducting the energy audits and final inspections for the projects where the PL will be implemented.

Any variation from the attached DOE-approved regional PL requires a complete PL submittal per current DOE WAP Energy Audit Guidance (currently [WPN 19-4](#)).

***DOE Review/Approval Process:***

DOE will review the submittal for completeness and accuracy as well as confirming that the Grantee has adequate policy and procedures in place to ensure regulatory compliance. If approval is granted, DOE will provide the Grantee with an updated Energy Audit Approval Memo to document the official approval.

If approval is not initially granted, DOE will provide the Grantee with a written response that details any missing or incomplete information which prevents an approval.

Once the Grantee receives written approval in the form of a revised Energy Audit Approval Memo, the Grantee may begin to implement the PL in accordance with the written approval.

***Updates/Renewals:***

DOE will reevaluate the optional regional PL on a regular basis as defined in program guidance and regulating language. If updates are necessary, any Grantee that had received prior approval will be required to adopt the updated PL to continue to utilize them. DOE will communicate updates via program memorandum.

**CONCLUSION:** The Weatherization Assistance Program strives to reach all eligible clients by expanding services to more dwellings by simplifying the process to audit and weatherize these structures. Grantees are strongly encouraged to utilize the sample procedures and forms provided by DOE to expedite the approval and implementation of these PL throughout the Weatherization network.

Anna Maria Garcia  
Director  
Office of Weatherization and Intergovernmental Program  
Energy Efficiency and Renewable Energy

Attachments:

Attachment 1: Optional Regional Priority Lists for Site-Built Single Family Homes

Attachment 2: Optional Regional Priority Lists for Manufactured Single Family Homes

Attachment 3: Optional Regional Priority Lists for Low-Rise Multifamily Homes