



Department of Energy
Washington, DC 20585

WEATHERIZATION PROGRAM NOTICE 23-1
ISSUED DATE: December 16, 2022

SUBJECT: PROGRAM YEAR 2023 WEATHERIZATION GRANT APPLICATION

INTENDED AUDIENCE: Weatherization Grantee Managers, Weatherization Subgrantee Managers

INTENDED USE: The Department of Energy (DOE) issues Weatherization Program Notices (WPN) to establish the framework to administer appropriated funds to the Weatherization Assistance Program (WAP). The content of this document, as well as the two attachments, provides programmatic information to WAP Managers to develop a WAP Grantee Plan to ensure that funds are dispersed to weatherization providers in a timely manner.

DOE issues the application package 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 resources so they may include the information as appropriate to their specific circumstances in applying for WAP formula funds.

The WPN attachments serve as programmatic, financial, and legal resources with clarifying information on areas of the Application Instructions that must be incorporated into the submitted Grantee Plan. The Grantee Plan and other elements of WAP Grant Application Package 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**

1.0 PURPOSE

To issue grant guidance and management information to WAP Grantees for PY 2023 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

BACKGROUND: Currently, WAP is operating under a Continuing Resolution (CR) for Fiscal Year (FY) 2023. For planning purposes, until a final full year FY 2023 budget is passed and signed by the President, Grantees should develop their Grantee Plans using the same funding level as the DOE 2022 Appropriated Funds outlined in [WPN 22-2](#).

While [WPN 22-2](#) allocations will suffice for PY 2023 planning purposes, DOE will adjust the allocations to Grantees based on final FY 2023 appropriations. Therefore, Grantees are advised to include language in their draft plans and in public hearing notices that clearly explains final WAP allocations will include adjustments from the planning numbers reflected in [WPN 22-2](#) and the draft Grantee Plan necessary to align with final DOE appropriations for WAP.

Once a FY 2023 budget is passed and signed by the President, DOE will issue WPN 23-2, Program Year 2023 Grantee Allocations. At that time, all Grantees that have approved plans for PY 2023 will then begin a budget modification process, if necessary.

1.1 SCOPE

The provisions of this WPN 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 (ECPA), as amended, authorizes the Department to administer 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, WAP regulations contained in the Code of Federal Regulations (CFR) at [10 CFR 440](#) and DOE Financial Assistance Rules at [2 CFR 200](#).

The table in Section 5.0, has been updated to list all active WPNs at the time of issuance of this guidance. This table provides references to relevant Program matters to assist Grantees in the development of their Grantee Plans, policies, and procedures. This section also includes Memoranda that DOE has released to update 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 WAP operations and effectiveness. This Section informs Grantees of these priorities. They are not considered Program policy until provided in a related WPN.

2.1 BUDGET/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 PY 2023 Application Instructions.

2.2 PARTICIPATION IN ADDITIONAL EVALUATIONS AND STUDIES

DOE WAP plans to invest in national program evaluations and/or assessments to update previously completed studies and assess the progress and success of new programs. Grantees and Subgrantees will be expected to participate in these studies. Retrospective evaluations will provide insight on program outcomes such as:

- Energy and non-energy impacts,
- Benefits delivered to disadvantaged communities, and
- Weatherization workforce demographics and diversity.

DOE encourages WAP Grantees and Subgrantees to participate in evaluations/studies related to weatherization programs. Particularly, Grantees are urged to conduct regular program evaluations. While national-level studies allow DOE to see macro elements, by participating in well-designed, regional-level, state-level or local-level evaluations/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 an evaluation or study. Grantee's policies 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 (PO).

See Section V.6 Weatherization Analysis of Effectiveness in the PY 2023 Application Instructions.

2.3 HEALTH AND SAFETY

Health and safety for both workers and dwelling unit occupants are a top priority for DOE. Over the years, DOE has updated the health and safety guidelines with new standards and procedures to ensure that weatherization activities do not cause or exacerbate existing health and safety problems. As new standards and concerns arise, DOE strives to address them accordingly. DOE released a revised version of WAP Health and Safety Program Notice, [WPN 22-7](#) on December 15, 2021. Grantees are to review this WPN and its associated attachments and fully implement

the requirements outlined herein. In addition, DOE recorded this [video](#) to walk Grantees through the updates. Grantees are urged to consult with Subgrantees in developing the implementation plan.

See Section V.7 Health & Safety in the PY 2023 Application Instructions.

2.4 MULTIFAMILY RETROFIT TOOLS AND WORKFORCE RESOURCES

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.

DOE supported the development of multifamily energy auditing tools to advance WAP's ability to address this building type with the creation of the Multifamily Tool for Energy Audits (MulTEA). DOE also supported the development of a priority list for small multifamily rental buildings with 5 to 24 units. [Weatherization Program Notice 22-8: Streamlining the Energy Audit Process—Optional Regional Weatherization Priority Lists](#) was issued to provide WAP Grantees with the option to use regional priority lists for single-family site-built, manufactured homes, and low-rise multifamily projects to facilitate greater impacts and reduce administrative burdens.

See Section V.5 Type of Weatherization Work to be Done in the PY 2023 Application Instructions.

2.5 QUALITY WORK PLAN IMPLEMENTATION

Compliance with the current version of the SWS and the Grantee's approved installation standards is mandatory for all DOE WAP projects.

DOE works with Grantees and Subgrantees to ensure that independent, third-party quality control inspections are conducted on every completed dwelling unit and results are shared with relevant parties. These inspections must be verified by a certified Quality Control Inspector (QCI). DOE recently issued [WPN 22-4: Quality Work Plan Requirement Update](#), to update Grantees on what defines what constitutes a quality installation of weatherization measures, outlines how those measures are inspected and validated, and prescribes acceptable training and credentialing of workers. DOE also permits Grantees to develop alternative approaches by working with their DOE PO.

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

See Section V.5.1 Technical Guides and Manuals and V.5.3 Final Inspection in the PY 2023 Application Instructions.

2.6 NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) REQUIREMENTS

Effective with WPN 20-1, DOE determined certain 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 the activities listed in the PY 2023 NEPA determination. Recipients should review the “Allowable Activities” in the NEPA determination specific to PY 2023 in their award documents for the list of activities that have been categorically excluded from further NEPA review.

DOE has developed a NEPA and Historic Preservation training website with PowerPoint presentations and sample template documents. Grantees are responsible for reviewing the online NEPA training and sample documents at www.energy.gov/node/4816816, prior to initiating projects and contacting NEPA with any questions at gonepa@ee.doe.gov. Subgrantees and local weatherization providers are also encouraged to review the training website.

See Section V. Types of Weatherization Work to be Done in the PY 2023 Application Instructions.

2.7 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 requires federal agencies to consider the impact(s) on historic properties with projects weatherized with DOE funding. Most Grantees have a DOE executed Programmatic Agreement (PA) to streamline the Section 106 process. All DOE executed PAs are available at <https://www.energy.gov/eere/wipo/historic-preservation-executed-programmatic-agreements>. For recipients without a PA, they are restricted to activities on structures less than 45 years old, unless those activities are reviewed by DOE. A Historic Preservation Review form was developed to assist recipients in submitting review requests to DOE for structures which are 45 years old or older. All recipients must follow the restrictions in their NEPA determination for historic preservation.

See Section V. Types of Weatherization Work to be Done in the PY 2023 Application Instructions.

2.8 DEFERRAL TRACKING TOOLS AND TRAINING

DOE encourages the tracking of deferrals using consistent terminology for recording the *reasons* and *what repairs would be necessary* in order to proceed with weatherization. When repairs are necessary in order to install energy efficiency measures, but those repairs are beyond the allowable limits of incidental repairs and/or health and safety cost categories, deferral is often required. If other funding sources were available, it would increase the number of low-income homes WAP could effectively weatherize. DOE WAP has developed a [tracking tool](#) to provide consistent terminology and a brief [video](#) training describing how the tool is organized. DOE is developing training resources, including in the Learning Management System (LMS) to assist Grantees in braiding funds to address structural issues and enable deeper retrofits. Newly released Sustainable Energy Resources for Consumers (SERC) and Enhancement & Innovation (E&I) grant opportunities also allow for deeper retrofits being braided with typical weatherization work.

See Section V.1.2 Approach to Determining Building Eligibility in the PY 2023 Application Instructions and Section 4.5 Reporting Requirements below.

2.9 UPCOMING FUNDING OPPORTUNITIES

On December 15, 2021, DOE WAP announced three initiatives designed to increase opportunities to serve WAP clients: SERC grant program, Community Scale Pilot Project (CSPP), and E&I funding opportunity. Although these grants may not directly affect the Grantee's annual package submission, Grantees may want to consider where there may be synergy to use multiple funding streams within units to better serve our clients. Specific additional opportunities anticipated during the PY 2023 cycle include: Bipartisan Infrastructure Law (BIL) and annual appropriations for both SERC and E&I funds.

2.10 FEDERAL COORDINATION EFFORTS

DOE WAP, U.S. Department of Health and Human Services (HHS) Low-Income Home Energy Assistance Program (LIHEAP), and U.S. Department of Housing and Urban Development (HUD) Lead Hazard Control and Health Homes Programs continue to collaborate and support interagency coordination, especially for client eligibility. Each agency serves households with lower incomes, using varying income eligibility requirements. DOE WAP will continue to work with our providers to address additional barriers and facilitate effective braiding of funds. DOE is committed to ensure our providers are fully supported in their efforts to use resources effectively and meet community needs through leveraging non-traditional sources of funds for repairs and costs WAP is not able to address through our DOE Program.

2.11 WORKFORCE DEVELOPMENT

DOE has opportunity to attract a diverse, high-quality and well-trained WAP network, building the clean energy workforce. Through BIL and annual formula funding, each Grantee will receive a Training & Technical Assistance (T&TA) allocation to support workforce development

activities. Applicants are highly encouraged to develop comprehensive and need-specific training plans that include the use of workforce partners, unions, community colleges, potential supportive services, Registered Apprenticeships, labor-management partnership training programs, or other high-quality training models. DOE will continue to develop resources to address identified barriers and promote workforce expansion and diversity including approaches that incorporate strong labor standards, such as use of project labor agreements. Further, DOE strongly encourages Grantees to braid other resources with WAP, resulting in increased deployment of additional technologies (including electrification), workforce expansion, project construction, and ongoing operations and maintenance.

2.12 EQUITY AND THE JUSTICE40 INITIATIVE

Justice40 (J40) is a whole-of-government effort to ensure that Federal agencies work with states and communities to deliver at least 40 percent of the overall benefits from Federal investments in climate and clean energy to disadvantaged communities. For additional information, see Executive Orders 13895 and 14008, [Federal Register: Tackling the Climate Crisis at Home](#), the Office of Management and Budget (OMB) [Memorandum 21-28](#), and the [Climate and Economic Justice Screening Tool](#). Additional guidance from OMB is anticipated in 2022.

With stakeholder feedback, WAP's implementation plan was incorporated in the DOE [Equity Action Plan](#). DOE will continue to develop resources to address identified barriers and promote approaches to target and serve highest energy burden and disadvantaged communities. In addition, DOE will provide technical assistance to Subgrantees to increase the application and utilization of funding in disadvantaged communities, especially households with the highest energy burden.

See Sections V.3 Prioritizing Clients and V.6 Weatherization Analysis of Effectiveness in the PY 2023 Application Instructions.

2.13 FUEL SWITCHING

Any Grantee that desires to administer fuel-switching may submit a request to implement the necessary procedures and policies to their DOE PO. All DOE WAP Grantees may perform cost-effective fuel-switching installations as outlined in current DOE guidance ([WPN 19-4](#)) utilizing any combination of funds available including E&I and SERC funds for this purpose. Health and safety related fuel-switching is also allowed as outlined in the current DOE guidance ([WPN 22-7](#)). DOE will continue to develop resources to address identified barriers and promote the braiding of funds to support additional technologies, including electrification.

2.14 BUY AMERICAN

The Buy American provision changes to domestic content preference laws, which require that certain goods purchased with federal funds be manufactured primarily in the United States. "Buy America" requirements previously applied to iron, steel, and certain manufactured goods. Title

IX of HR 3684 “Build America, Buy America” broadens coverage to include nonferrous metals, such as copper used in electric wiring; plastic- and polymer-based products; glass, including optical fiber; and certain other construction materials, such as lumber and drywall. Refer to the ALRD for additional program direction and information regarding when this requirement will need to be followed for Weatherization projects.

3.0 FUNDING

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

- Appropriated Weatherization Assistance Program 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 PY 2023 Application Instructions.

3.1 FY 2023 APPROPRIATED WEATHERIZATION ASSISTANCE PROGRAM FUNDING

Grantees should create PY 2023 plans using [WPN 22-2](#) funding amounts while the government is under a CR. Once a budget is passed and signed by the President, DOE will issue WPN 23-2 providing the final allocations of Weatherization funds appropriated this year.

3.1.1 ADJUSTED AVERAGE COST PER DWELLING UNIT (ACPU)

ACPU 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 2023 is determined by using the percentage increase in the Consumer Price Index (CPI) (all items, United States city average) for FY 2022 or 3 percent, whichever is less. The percentage increase in the CPI for the previous 12-month period (September 2021 – September 2022) was 8.2%. Therefore, the adjusted average expenditure limit for PY 2023 is **\$8,250. 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 2021 – September 2022) was 8.2%. Therefore, the PY 2023 adjusted average is **\$4,047 for renewable energy system measures with a Savings to Investment Ratio (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 \$8,250. Currently Appendix A allows for use of solar (thermal) water heating systems. Some Grantees 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 (CO), 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 can be used for specific purposes other than Program Operations.

See Section III. Budget of the Application Instructions.

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 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 PO.

See Section III.1 SF424 Budget Preparations in Annual File in the 2023 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 direction on leveraged

resources should refer to [Weatherization Program Notice 22-9: Managing Multiple Funding Streams within the Weatherization Assistance Program](#) and/or contact their DOE PO.

See Section III.1 SF424-A Budget Preparation in the PY 2023 Application Instructions.

3.4 PETROLEUM VIOLATION ESCROW (PVE) FUNDS

WAP can be funded by several 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 in 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. 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 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 PO.

See Section III.1 SF424-A Budget Preparation in the PY 2023 Application Instructions.

3.5 PROGRAM INCOME

Program income is defined in [2 CFR 200.1](#) 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, leveraged resources (i.e., Grantee funds), and proceeds from the sale of equipment or supplies are NOT considered “program income” for the purposes of WAP. Grantees requiring further clarification on program income, as it applies to their specific program, should contact their DOE PO.

See Section III.1 SF424-A Budget Preparation in the PY 2023 Application Instructions.

3.6 ALLOWABLE COSTS

As a reminder, Grantees should outline information in their allocated funds among the Budget Categories consistently, in alignment with Weatherization Program Notices and application instructions, and particularly regarding the costs allowable for weatherizing each dwelling. In addition, Grantees should consider their ability to use their T&TA funds in combination with those of other Grantees, where possible, to enable economies of scale on those activities that may be of similar value/approach among a region or a group of Grantees with similar needs.

- 3.6.1 ACPU:** Field audits of Subgrantee fiscal operations identified inconsistencies in the way ACPU calculations are performed. It is imperative Grantees define what costs are allowable in each Budget Category and how the Subgrantee needs to account for these costs when determining the ACPU. Consistent application of allowable cost by category ensures greater reliability in the ACPU calculation.

Details for this calculation and cost categories are contained within **Section III.2 Budget Categories – Section B** of the Application Package Instructions. DOE requests 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 T&TA:** Congress limits the amount of T&TA funds available to DOE which limits the number of projects that can be funded. DOE encourages Grantees 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.

For more details, please see Section III.2 Budget Categories – Section B in the PY 2023 Application Instructions.

4.0 APPLICATIONS FOR WAP ANNUAL FORMULA GRANTS

To ensure public involvement and obtain timely suggestions, DOE requires a formal public hearing on the completed final draft Grantee Plan Application. In addition, DOE urges Grantees to hold a meeting at the beginning of the planning process with their Subgrantee Network and their Policy Advisory Council (PAC). DOE recommends Grantees regularly consult with their Subgrantees and engage community-based organizations, unions, and community colleges committed to workforce development, diversity, and energy justice throughout the period of performance to improve the Weatherization Program.

See Section IV.1 Annual File in the PY 2023 Application Instructions.

4.1 MULTI-YEAR GRANT AWARDS

All Grantees must make an effort to effectively utilize the entire DOE allocation in the year it is awarded. DOE will review recent reporting results to assess proposed carryover funding from previous years when applications are submitted.

It is expected that Grantees will estimate carryover from the prior year and include it in the current Plan submission. Grantees must minimize carryover to the fullest extent possible and provide sufficient justification, or risk losing the option to select the budget category where carryover funds are reallocated.

See Section III. Budget in the PY 2023 Application Instructions.

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 PY 2023 Application Instructions.

4.3 APPLICATION PACKAGE

The application process is fully electronic and applications must be submitted on the 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, WPNs, and the Application Instructions attached to this Program Notice (Attachment 2).

4.4 APPLICATION REFINEMENTS THIS YEAR

DOE updated the Application Instructions for PY 2023 to provide an overview of Justice40 Initiative J40 metrics.

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. Any new reporting requirements will be communicated to Grantees in forthcoming program notices and memoranda, where applicable. Training and technical assistance will be provided as needed.

Pursuant to the Paperwork Reduction Act of 1995, DOE will request to extend approval of the current collection of WAP reporting forms. WAP information collection request ([OMB Control No. 1910-5127](#)) was previously approved by OMB on May 31, 2020 and expires May 31, 2023. Modifications will be made to the reporting forms based on the following policy developments:

- Weatherization Readiness Funds (WRF): On March 15, 2022, the President signed the Consolidated Appropriations Act of 2021, which appropriated \$334,000,000 to WAP and included \$15,000,000 to be made available to establish a Weatherization Readiness Fund. As noted in [WPN 22-6](#), WAP Grantees will be required to report metrics related to the expenditure of these funds.
- Infrastructure Investments and Jobs Act (IIJA) or the Bipartisan Infrastructure Law (BIL): In addition to the reporting documents for WAP annual appropriations, this collection includes BIL reporting for \$3.168 billion in Weatherization Assistance Program funding that is listed under Subtitle E - Miscellaneous section within Title V: Energy Efficiency and Building Infrastructure.
- Multifamily Buildings: Section 414(l) of the Consolidated Appropriations Act, 2021 (P.L. 116–260) amended Section 421 of the Energy Conservation and Production Act (42 U.S.C. 6871) by inserting: “the number of multifamily buildings in which individual dwelling units were weatherized during the previous year, the number of individual dwelling units in multifamily buildings weatherized during the previous year.”

In September 2018, Congress per H. Rept. 115-929 directed DOE to begin tracking the occurrence of window replacements, which supports the reduction of lead-based paint hazards. This requirement allows DOE to collect and disseminate information as directed. Window replacements which are cost justified as Energy Conservation Measures (ECM) are not considered as “supporting the reduction of lead-based paint hazards” and should not be reported as such. Grantees are reminded to follow requirements set forth in [WPN 22-7](#) for information on how to treat and report windows as H&S measures. If you have questions regarding this metric, please contact your PO. This requirement started in PY 2021 and Grantees will submit this information on a quarterly basis through PAGE.

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
22-8	Weatherization Program Notice 22-8: Streamlining the Energy Audit Process— Optional Regional Weatherization Priority Lists									x															
BIL 22-1	Bipartisan Infrastructure Law (BIL) Grants for the Weatherization Assistance Program		x		x											x					x		x		
BIL 22-2	Bipartisan Infrastructure Law (BIL) Grantee Allocations	x	x																						
22-9	Managing Multiple Funding Streams within the Weatherization Assistance Program	x																							
22-10 Revised	Including Non-Energy Impacts within the Weatherization Assistance Program									x															
22-11	WAP Modification Guidance for Sustainable Energy Resources for Consumers (SERC) Grants	x	x																						
22-12	Multifamily Weatherization						x							x											x
22-13	Weatherization of Rental Units							x																	x
23-1	Grant Application		x		x											x			x		x		x		

Weatherization Program Notices can be accessed via the following link:

<https://www.energy.gov/eere/wap/weatherization-program-notices-and-memorandums>.

Program Memorandums that are Currently Active

- [WAP Memorandum 008: Quality Management Plan Draft Grantee KSAs](#)
 - [Attachment 1: Grantee-Level WAP Specific \(Technical Elements\)](#)
 - [Attachment 2: Grantee-Level Weatherization Assistance Program \(WAP\) Specific](#)
 - [Attachment 3: Grantee-Level Non-Weatherization Assistance Program \(WAP\) Specific/Financial](#)
- [WAP Memorandum 010: Quality Management Plan - Record Keeping and Reporting](#)
- [WAP Memorandum 015: Weatherization Financial Toolkit 2 CFR 200 Regulation and Procurement Policies](#)
- [WAP Memorandum 020: Clarification on DOE Evaluation Studies vs. Independent Studies](#)
- [WAP Memorandum 022: Allowable Use of Training Funds for Network Conferences](#)
- [WAP Memorandum 024: The Use of Solar PV in the WAP](#)
- [WAP Memorandum 038: Solution Summits Results](#)
- [WAP Memorandum 041: Weatherization Assistance Program GovDelivery Distribution List](#)
- [WAP Memorandum 047: WAP PY18 Average Cost Per Unit Correction](#)
- [WAP Memorandum 051: ACSI Grantee Survey Results](#)
- [WAP Memorandum 054: American Customer Satisfaction Index \(ACSI\) – Subgrantee Survey](#)
- [WAP Memorandum 059: 2020 Weatherization Grant Application Active Weatherization Program Notices Update](#)
- [WAP Memorandum 063: Historic Preservation Prototype Programmatic Agreements Amendment Process](#)
- [WAP Memorandum 066: Historic Preservation Prototype Programmatic Agreements Amendment](#)
- [Weatherization Memorandum 091: Weatherization Assistant Suite of Tools Update and Transition Requirements](#)
- [Weatherization Memorandum 094: Reminder of Client Priority – High Energy Burden in the Weatherization Assistance Program](#)
- [Weatherization Memorandum 095: Davis-Bacon and Related Acts as It Relates to the Weatherization Assistance Program](#)
- [Weatherization Memorandum 096: SERC Grant Applications](#)
- [Weatherization Memorandum 097: CSPP Grant Applications](#)
- [Weatherization Memorandum 099: Eligible Buildings - US Department of Agriculture Lists](#)
- [Weatherization Memorandum 100: Allowable Use of Training Funds for the National Community Action Partnership's 2023 Management and Leadership Training Conference](#)
- [Weatherization Memorandum 101: Allowable Use of Training Funds for the 2023 NASCSP Annual Winter Training Conference](#)

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 WAP 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 visit DOE WAP's website:


<https://www.energy.gov/eere/wap/weatherization-assistance-program>.

Resources include, but are not limited to:

- [About the Weatherization Program](#)
 - [Whole House Weatherization Approach](#)
 - [National Evaluation](#)
 - [Weatherization Contacts](#)
- [How to Apply for Weatherization Assistance](#)
- [Weatherization Program Notices and Memoranda](#)
- [Weatherization Management Resources](#)
 - [Weatherization Program Updates](#)
 - [Weatherization Training Resources](#)
 - [Weatherization Grantee Manager's Training Toolkit](#)
 - [Weatherization Standardized Curricula](#)
 - [Weatherization Financial Training](#)
 - [Weatherization Administrative Training](#)
 - [Weatherization Energy Audits](#)
 - [Weatherization Monitoring](#)
 - [Weatherization Field Guides and Variance Requests](#)

CONCLUSION: On behalf of the Department of Energy, we thank WAP Network for its dedication to the low-income households we serve across the country. As we work to implement WAP under both annual and Bipartisan Infrastructure Law funding, it is a productive time for all levels of the Program. Thank you for being a part of this effort.

ANNAMARIA
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Date: 2022.11.21 07:54:43 -05'00'

Anna Maria Garcia
Associate Director
Office of State and Community Energy Programs

Attachment 1: Administrative and Legal Requirements Document (ALRD)

Attachment 2: Application Instructions (December 2022)