



Department of Energy
Washington, DC 20585

WEATHERIZATION PROGRAM NOTICE 24-1
ISSUED DATE: November XX, 2023

SUBJECT: PROGRAM YEAR 2024 WEATHERIZATION GRANT APPLICATION

EFFECTIVE DATE: The content contained in Weatherization Program Notice (WPN) 24-1, as well as the Application Instructions and Administrative and Legal Requirements Document (ALRD), are effective with Weatherization Assistance Program (WAP) Grantee Program Year (PY) 2024 awards exclusively.

INTENDED AUDIENCE: Weatherization Grantee Managers and Staff, Weatherization Subgrantee Managers and Staff

INTENDED USE: The Department of Energy (DOE) issues ~~Weatherization Program Notices (WPN)-WPNs~~ to establish the framework to administer Congressionally appropriated funds to ~~the Weatherization Assistance Program (WAP)-WAP Grantees~~. The content of this document, as well as the two attachments, provides programmatic information to WAP Managers and Staff in developing a WAP Grantee Plan which ensures 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 provide instructions on completing Grantee Plan applications. Changes from year to year~~ 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 Grantees may include the information, as appropriate, to their specific circumstances in applying for WAP formula funds.

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. Grantee Plans and other elements of WAP Grant Application Packages are submitted electronically through WAP's reporting system, [Performance and Accountability for Grants in Energy \(PAGE\)](#).

PAGE contains all federal forms required for the application. Please follow the instructions in the ALRD, WPNs, and the Application Instructions attached to this WPN.

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 2024 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 short-term Continuing Resolution (CR) for Fiscal Year (FY) 2024, which expires on November 17, 2023. For planning purposes, until a final full year FY 2024 budget is passed and signed by the President, Grantees should develop Grantee Plans using the same funding level as ~~the DOE 2022~~ the PY 2023 Appropriated Funds outlined in ~~WPN 22-2~~ WPN 23-2. Should Congress pass another a full-year CR or a final appropriations bill, and it is signed by the President, DOE will issue additional guidance to Grantees.

For planning purposes, WPN 23-2 allocations will suffice; however, DOE will adjust the allocations to Grantees based on final FY 2024 appropriations. **NOTE:** Grantees are advised to include language in draft Grantee Plans and in public hearing notices that clearly explains that final WAP allocations will include adjustments from the planning numbers reflected in WPN 23-2 and the draft Grantee Plan necessary to align with final DOE appropriations for WAP.

When the FY 2024 budget is passed and signed by the President, DOE will issue WPN 24-2, Program Year 2024 Grantee Allocations. At that time, all Grantees with approved plans for PY 2024 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.

GRANT GUIDANCE REORGANIZATION: DOE WAP's last major rewrite of the Annual Guidance, "Dash One (-1)," was WPN 13-1 to remove all material that was being repeated in the Application Package and other WPNs. The objective of the process was to only include in "Dash One (-1)" any major pieces of "new" material for that PY in the Program Priorities section. DOE has exercised this process again for WPN 24-1.

2.0 PROGRAM PRIORITIES AND INITIATIVES

DOE undertakes initiatives to improve WAP operations and effectiveness. [Subsections of 2.0 below inform](#) Grantees of [current and future](#) priorities. They are not considered Program policy until provided in a related WPN.

~~2.11.1 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.~~

2.22.1 PARTICIPATION IN ADDITIONAL EVALUATIONS ASSESSMENTS 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~~ program assessments, which will provide insight on ~~program~~ 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).~~ information about the purpose of the study and ensure that privacy of recipients is maintained. Information requests range from informal inquiries by local elected officials and other community leaders to requests for specific information about recipients from local and regional press outlets.

See Section V.6 Weatherization Analysis of Effectiveness in the PY 2024 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~~

~~2.2 WEATHERIZATION READINESS FUNDS~~

~~Weatherization Readiness Funds (WRF) were included for WAP in H.R. 2471, the Consolidated Appropriations Act, 2022. Through this set-aside fund, WAP addresses necessary repairs (e.g., health and safety issues, structural repairs) in dwellings and reduces the frequency of deferrals of homes eligible for weatherization services. DOE issued WPN 23-4: Weatherization Readiness Funds – Expansion of Scope on January 27, 2023, to provide additional clarification to Grantees on expectations for utilizing WRF and addressing deferrals.~~

~~DOE encourages Grantees to track 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 proceed with weatherization. To assist Grantees, DOE developed the Deferrals Classification Guide and Tracker template as an optional tool for tracking deferrals which aligns to anticipated reporting requirements. The tool provides consistent terminology and a brief training video is available~~

~~describing how the tool is organized.~~ DOE is developing training resources 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 [2024](#) 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.~~

~~2.3~~ **2.10-UPCOMING INNOVATION FUNDING OPPORTUNITIES**

~~As funds are available, DOE offers competitive grants for deployment and demonstration of innovative technologies and approaches that go beyond the scope of the WAP formula program. Two funding opportunities are anticipated during PY 2024 using available Bipartisan Infrastructure Law (BIL) funds: \$25 million for Enhancement and Innovation (E&I) and \$70 million for Sustainable Energy Resources for Consumers (SERC) grants. E&I and SERC grants are not subject to the Average Cost Per Dwelling Unit (ACPU) expenditure limit or Savings-to-Investment Ratio (SIR) requirements of the WAP formula program. More information about the innovation programs is available on the DOE WAP website: [Weatherization Innovation | Department of Energy](#).~~

~~On June 27, 2023, DOE published an [E&I Funding Opportunity Announcement](#), with the goal of selecting projects and beginning negotiations in the summer of 2024 (see [Weatherization Memorandum 108: Bipartisan Infrastructure Law \(BIL\) WAP Enhancement & Innovation Funding Opportunity Announcement \(DE-FOA-0002912\)](#)). Concept papers for this opportunity were due August 31, 2023.~~

~~On August 21, 2023, DOE published [WAP Memorandum 112: Notice of Intent \(NOI\) to Release a Funding Opportunity for Sustainable Resources for Consumers \(SERC\) Grants Under the Bipartisan Infrastructure Law \(BIL\)](#) notifying WAP Grantees and Subgrantees of the intent to [release the \\$70 million BIL SERC funding opportunity](#) in fall 2023.~~

[WPN 23-2: Grantee Allocations](#) and WPN 24-2 (forthcoming) include funding amounts reserved for future innovation opportunities. DOE will publish additional WAP Memorandums to announce opportunities and share application instructions.

2.102.4 FEDERAL COORDINATION EFFORTS

DOE WAP, the U.S. Department of Health and Human Services (HHS) Low-Income Home Energy Assistance Program (LIHEAP), and the 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 Grantees and Subgrantees to address additional barriers and facilitate effective braiding of funds. DOE is committed to ensure the weatherization network is 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 the DOE Program.

2.112.5 2.11 WORKFORCE DEVELOPMENT

WAP can attract a diverse, quality, and well-trained network, building the clean energy workforce. ~~Through BIL and annual formula funding, each Grantee~~ Grantees 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 the use of project labor agreements. Further, DOE strongly encourages Grantees to braid other resources with WAP, ~~resulting in increased to~~ increase deployment of ~~additional new~~ technologies ~~(including electrification), and to expand and enhance~~ workforce ~~expansion, project construction, and ongoing operations and~~ maintenanceskills.

2.122.6 2.12 EQUITY AND THE JUSTICE40 INITIATIVE

Justice40 (J40), established through Executive Order (EO) 14008, Federal Register: Tackling the Climate Crisis at Home and Abroad, 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~~ 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. ~~released Memorandum 21-28 in 2021, which instructed federal agencies to use the following definitions of Community and Disadvantaged:~~

- Community – Agencies should define community as “either a group of individuals living in geographic proximity to one another, or a geographically dispersed set of individuals (such as migrant workers or Native Americans), where either type of group experiences common conditions.”
- Disadvantaged – Agencies should consider appropriate data, indices, and screening tools to determine whether a specific community is disadvantaged based on a combination of variables that may include, but are not limited to, the following:
 - Low income, high and/or persistent poverty
 - High unemployment and underemployment
 - Racial and ethnic residential segregation, particularly where the segregation stems from discrimination by government entities
 - Linguistic isolation
 - High housing cost burden and substandard housing
 - Distressed neighborhoods
 - High transportation cost burden and/or low transportation access
 - Disproportionate environmental stressor burden and high cumulative impacts
 - Limited water and sanitation access and affordability
 - Disproportionate impacts from climate change
 - High energy cost burden and low energy access
 - Jobs lost through the energy transition
 - Access to healthcare

WAP defines a disadvantaged community as a geographically dispersed set of individuals sharing the common conditions of experiencing high energy burden, low income, and/or high or persistent poverty, meaning every household served by WAP is considered part of a disadvantaged community. WAP competitive funding opportunities, such as the E&I grant, may ask grant recipients to track the number of households that fall within the boundaries of disadvantaged census tracts as defined by the Climate and Economic Justice Screening Tool or other approved energy and environmental justice screening platforms.

Not all WAP expenditures are considered J40 investments. Expenditures that fall within the categories of Program Operations, Health and Safety, Weatherization Readiness, and T&TA are considered J40 investments in disadvantaged communities, while expenditures in Grantee or Subgrantee Administration, Vehicles & Equipment, Liability Insurance, and Financial Audits are not.

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.~~

~~The White House published EO 14096, “Revitalizing Our Nation’s Commitment to Environmental Justice for All” in April 2023, which builds upon a 1994 Executive Order affirming that federal government agencies make achieving environmental justice part of their missions. In line with these Executive Orders, WAP developed a Justice40 Implementation Plan with stakeholder feedback, which was incorporated into DOE’s annually updated Equity Action Plan. With the valuable input of the weatherization network, DOE will continue to develop resources to address barriers to delivering weatherization services to disadvantaged communities and promote approaches to serve households with the highest energy burden.~~

See Sections V.3 Prioritizing Clients and V.6 Weatherization Analysis of Effectiveness in the PY 2024 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** 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 including Sustainable Energy Resources for Consumers (SERC) grants
- 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 [2024](#) Application Instructions.

3.1 **FY [2024](#) APPROPRIATED WEATHERIZATION ASSISTANCE PROGRAM FUNDING**

Grantees should create PY [2024](#) plans using [WPN 23-2](#) funding amounts while the government is under a CR. Once a budget is passed and signed by the President, DOE will issue [WPN 24-2](#) providing the final allocations of Weatherization funds appropriated.

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 [2024](#) is determined by using the percentage increase in the Consumer Price Index (CPI) (all items, United States city average) for FY [2023](#) or 3 percent, whichever is less. The percentage increase in the CPI for the previous 12-month period (September [2022](#) – September [2023](#)) was [8.23.7%](#). Therefore, the adjusted average expenditure limit for PY [2024](#) is ~~\$8,250~~**\$8,497**. **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 [2022](#) – September [2023](#)) was [8.23.7%](#). Therefore, the PY [2024](#) adjusted average is ~~\$4,047~~**\$4,169** **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 ~~\$8,497~~**\$8,250**. Currently Appendix A allows for use of solar (thermal) water heating systems. Some Grantees have been ~~granted approval~~**approved** 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.

DRAFT

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 [PY 2024](#) 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.~~

~~3.3.2 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](#) [Weatherization Program Notice WPN 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 2024](#) Application Instructions.

~~3.4.3 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 Settlement 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 Settlement 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 PY are not expended, the amount of funding that may be used for administrative expenses in the following PY must be adjusted accordingly.
- ~~No more than~~ Up to 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 SF-424A Budget Preparation in the PY 2024 Application Instructions.

3.53.4 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 2024 Application Instructions.

3.5 BUDGET/EXPENDITURES/CARRYOVER

~~3.6 ALLOWABLE COSTS~~

~~As a reminder, Grantees should outline information in their allocated allocate funds among the Budget Categories budget categories consistently, in alignment with Weatherization Program Notices WPNs and application instructions, and particularly regarding the how costs allowable are allocated 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.~~

For programming purposes, it is expected Grantees will estimate carryover from the prior year and include that estimate in their Application Plan budget submission.

~~3.6.1 — See Section III.4 Carryover Explanation in the PY 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.~~

See Section III.4 Carryover Explanation in the PY 2024 Application Instructions.

For more details, please see Section III.2 Budget Categories — Section B in the PY 2023/2024 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.~~

4.54.1 REPORTING REQUIREMENTS

Grantees and Subgrantees administering WAP are required by 10 CFR 440.24 to keep records as DOE deems necessary for an effective audit and performance evaluation, among other specific recordkeeping 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. DOE requires Grantees to keep records related to client file documentation. Training and technical assistance will be provided as needed.~~

Grantee and Subgrantee systems must demonstrate:

- Program rules are being followed (e.g., eligibility requirements are being followed).
- Appropriate cost-effective measures are being installed (e.g., audit results are consistent with the work order generated and the invoice costs are consistent with those estimated in the audit).
- Health and safety issues are treated according to guidance.
- Inspections occur as required (e.g., 100% of the units are inspected and the post-inspection checklist includes the inspection of the audit assessment).

Grantees and Subgrantees are encouraged to utilize the Client File Checklist developed by DOE, which identifies elements anticipated to be in a “complete” WAP client file. The specific contents and how the information is organized can still vary by Grantee. This is not intended to be a prescriptive list of forms or a mandated filing system. It is a tool to assist Grantees and Subgrantees in aligning file requirements to create a comprehensive client file that can adequately document how Weatherization services were provided in a specific home.

By establishing consistent records, Grantees and Subgrantees can continue to execute DOE’s expectation of high-quality management and proper documentation of WAP resources.

On August 21, 2023, DOE issued Weatherization Memorandum 111: Weatherization Assistance Program Data Collection Updates - REVISED to update Grantees and Subgrantees on the process to obtain approval from OMB for data collection tools and forms known as an Information Collection Request (ICR). Information was submitted to OMB on March 23, 2023, and the review is taking longer than originally anticipated. Therefore:

1. Grantees and Subgrantees may elect to use DOE funds, including both T&TA and Administrative, to begin adjusting data collection systems in anticipation of this implementation.
2. New data collection fields are anticipated to be implemented in PY 2024.
3. Until OMB approval is received, Grantees should continue following the reporting requirements in the Terms & Conditions (T&Cs) and PAGE.

Please refer to Weatherization Memorandum 111 for additional information. Any new reporting requirements will be communicated to Grantees in forthcoming WPNs 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~~

In accordance with 2 CFR 200.334, Retention requirements for records, “Unless required by statute, DOE shall place no restrictions on recipients that limit public access to the records of recipients that are pertinent to an award, except when DOE can demonstrate that such records shall be kept confidential and would have been exempted from disclosure pursuant to the Freedom of Information Act (5 U.S.C. 552) if the records had belonged to DOE.” DOE would be legally required, pursuant to 5 U.S.C. 552(b)(6), of the Freedom of Information Act, to keep confidential any specifically identifying information related to an individual’s eligibility application for WAP, or the individual’s participation in WAP, such as name, address, or income information. Thus, Grantees and Subgrantees should extend that same protection to their client records for WAP. States may release information about recipients in the aggregate which does not identify specific individuals. For example, information on the number of recipients in a county, city or a zip code does not compromise the privacy of the recipients.

DOE adheres to the transparency requirements placed on these and other government financial assistance programs instituted by the Administration. DOE will work diligently with any WAP Grantee or Subgrantee to gather the required information and provide it to the requestor. However, DOE must comply with all requirements of the Government to protect the privacy interests of individuals who participate in these financial assistance programs.

- ~~Title V: Energy Efficiency and Building Infrastructure.~~
- ~~Multifamily Buildings: Section 414(i) 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.~~

5.0 WEATHERIZATION PROGRAM NOTICES (WPN) AND MEMORANDA:

All DOE-developed documents, WPNs, and other relevant policy documents, are available at Weatherization Assistance Program | Department of Energy.

In addition, individuals in the DOE website WAP network at all levels can receive notifications when new WPNs, Memorandums, and/or Training Resources are uploaded to WAP’s website via the GovDelivery distribution list. Anyone interested in being added to the list should complete the form located at this site: DOE Office of State and Community Energy Programs (govdelivery.com). GovDelivery emails will arrive in your inbox via the following address: wapta@service.govdelivery.com.

Active WPNs applicable to formula grants in effect at the time of WPN 24-1 issuance provide program required guidance, which address specific policy areas that must be adhered to by all Grantees and Subgrantees operating weatherization programs using DOE funds. 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 below is organized by WPN number, title, and effective date of issuance.

In addition, the WAP memorandum process established a uniform communication mechanism to notify Grantees of upcoming events, clarify elements of existing WPNs, and provide opportunity for comment by the network on administrative direction and impact of future policies. Active Memoranda are listed following the WPNs.

<u>Weatherization Program Notice</u>	<u>Title</u>	<u>Date Issued</u>
<u>10-12</u>	<u>Historic Preservation Implementation</u>	<u>2/11/10</u>
<u>11-3</u>	<u>Policy Regarding the Use of DOE Program Funds to Pay for Call-Back/Add-On Work After Reported to DOE as a Completed Unit</u>	<u>12/15/10</u>
<u>17-6</u>	<u>Property Acquired Under the Weatherization Assistance Program Including Vehicle and Equipment Purchases</u>	<u>07/27/17</u>
<u>19-5</u>	<u>Incidental Repair Measure Guidance</u>	<u>09/06/19</u>
<u>19-6</u>	<u>DOE Guidance for Completing Recipients' Annual Historic Preservation Report</u>	<u>09/09/19</u>
<u>20-4</u>	<u>Weatherization Assistance Program Monitoring Procedures</u>	<u>01/22/20</u>
<u>21-4</u>	<u>Closeout Procedures for Grants Under the Weatherization Assistance Program - Revised</u>	<u>03/24/23</u>
<u>22-4</u>	<u>Quality Work Plan Requirement Update</u>	<u>12/13/21</u>
<u>22-5</u>	<u>Expansion of Categorical Eligibility</u>	<u>12/08/21</u>
<u>22-7</u>	<u>Weatherization Health and Safety</u>	<u>12/15/21</u>
<u>22-8</u>	<u>Streamlining the Energy Audit Process—Optional Regional Weatherization Priority Lists</u>	<u>07/01/22</u>
<u>22-9</u>	<u>Managing Multiple Funding Streams within the Weatherization Assistance Program</u>	<u>06/24/22</u>
<u>22-10 Revised</u>	<u>Including Non-Energy Impacts within the Weatherization Assistance Program</u>	<u>10/21/22</u>
<u>22-11</u>	<u>WAP Modification Guidance for Sustainable Energy Resources for Consumers (SERC) Grants</u>	<u>08/26/22</u>
<u>22-12</u>	<u>Multifamily Weatherization</u>	<u>09/14/22</u>
<u>22-13</u>	<u>Weatherization of Rental Units</u>	<u>09/14/22</u>
<u>23-1</u>	<u>Grant Application</u>	<u>12/16/22</u>
<u>23-2</u>	<u>Grantee Allocations</u>	<u>02/03/23</u>
<u>23-3</u>	<u>2023 Federal Poverty Guidelines and Definition of Income</u>	<u>02/03/23</u>
<u>23-4</u>	<u>Weatherization Readiness Funds - Expansion of Scope</u>	<u>01/27/23</u>

<u>Weatherization Program Notice</u>	<u>Title</u>	<u>Date Issued</u>
<u>23-6</u>	<u>Revised Energy Audit Approval Procedures, Related Audit and Material Approvals Including Fuel-Switching and Solar PV</u>	<u>03/03/23</u>
<u>23-7</u>	<u>Weatherization Assistance Program (WAP) Modification Guidance for Sustainable Energy Resources for Consumers (SERC) Grants</u>	<u>06/21/23</u>

Weatherization Program Notices can be accessed via the following link:

[Weatherization Program Notices and Memorandums | Department of Energy.](#)

<u>Memorandum</u>	<u>Title</u>	<u>Date Issued</u>
<u>008</u>	<u>Quality Management Plan Draft Grantee KSAs</u>	<u>09/17/14</u>
<u>047</u>	<u>WAP PY18 Average Cost Per Unit Correction</u>	<u>02/26/19</u>
<u>063</u>	<u>Historic Preservation Prototype Programmatic Agreements Amendment Process</u>	<u>07/01/20</u>
<u>066</u>	<u>Historic Preservation Prototype Programmatic Agreements Amendment</u>	<u>08/10/20</u>
<u>091</u>	<u>Weatherization Assistant Suite of Tools Update and Transition Requirements</u>	<u>06/21/22</u>
<u>099</u>	<u>Eligible Buildings - US Department of Agriculture Lists</u>	<u>11/09/22</u>
<u>104</u>	<u>Weatherization Assistance Program "Build America, Buy America" Requirement</u>	<u>05/18/23</u>
<u>109</u>	<u>Eligible Buildings - U.S. Department of Housing and Urban Development (HUD) Lists</u>	<u>9/29/23</u>
<u>110</u>	<u>Historic Preservation Review Process for Utilizing Weatherization Assistance Program (WAP) Funds on Tribal Lands</u>	<u>08/16/23</u>
<u>111</u>	<u>Weatherization Assistance Program Data Collection Updates - REVISED</u>	<u>08/21/23</u>

<u>112</u>	<u>Notice of Intent (NOI) to Release a Funding Opportunity for Sustainable Resources for Consumers (SERC) Grants Under the Bipartisan Infrastructure Law (BIL)</u>	<u>08/21/23</u>
<u>113</u>	<u>Weatherization Assistant Suite of Tools and Transition Requirement Updates</u>	<u>8/29/23</u>
<u>114</u>	<u>Updates to WAP Optional Regional Priority Lists</u>	<u>9/8/23</u>
<u>115</u>	<u>Weatherization Procurement Resources</u>	<u>9/6/23</u>

Weatherization Program Memorandums can be accessed via the following link:

[Weatherization Program Notices and Memorandums | Department of Energy.](#)

6.0 WEBSITE INFORMATION

To assist the 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](#)~~~~

~~[Weatherization Assistance Program | Department of Energy](#)~~

CONCLUSION: On behalf of the Department of Energy, we thank the 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 BIL funding, it is ~~a productive~~ an exciting and busy time for all levels of the Program. Thank you for being a part of this effort.

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

Attachment 1: PY 2024 Administrative and Legal Requirements Document (ALRD)

Attachment 2: PY 2024 Application Instructions (November 2023)