

# Memorandum

DATE: **December 15, 2023** CARRIE  
SMITH

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**WAP Memorandum 109 REVISED**

REPLY TO  
ATTN OF: **Carrie Smith, Readiness and Retrofit Program Manager**  
**Weatherization Assistance Program**

SUBJECT: **Eligible Buildings - U.S. Department of Housing and Urban Development (HUD) Lists**

TO: **Weatherization Assistance Program (WAP) Grantees and Enhancement & Innovation (E&I) Grantees**

INTENDED

AUDIENCE: **WAP Grantee Program Managers, WAP Subgrantee Managers**

*REVISION: The Department of Energy (DOE), in collaboration with HUD, updated Weatherization Memorandum 109: Eligible Buildings – U.S. Department of Housing and Urban Development (HUD) Lists, previously issued August 29, 2023. The updated Memorandum is WAP Memorandum 109 REVISED, as noted above. The revisions are outlined below as “Signification Updates” or “Minor Updates.”*

## **MEMO 109**

### ***Significant Updates***

- *The names of the multifamily property lists have been updated to better reflect HUD naming conventions.*

### ***Minor Updates***

- *Definitions of the lists have been updated to clarify the nature of the listed properties.*

## **WPN 22-5 EXPANSION OF CLIENT ELIGIBILITY IN THE WEATHERIZATION ASSISTANCE PROGRAM, FREQUENTLY ASKED QUESTIONS**

### ***Significant Updates***

- *The names of the multifamily property lists have been updated to better reflect HUD naming conventions.*
- *Q4 updated to remove mention of procedural requirements for weatherization, as the question only mentions income requirements, and to clarify which properties can be considered categorically eligible.*
- *Q7 updated to clarify DOE procedural requirements and how to verify that these requirements have been met.*
- *Q8 updated to clarify that it discusses procedural requirements on “protection from rent increases” and “no undue enhancement.” Also edited to clarify that not all states require a three-year moratorium on rent increases after weatherization.*

## ***Minor Updates***

- *Minor changes to language throughout for clarity.*
- *Changed language to reflect that the listed properties are PHA operated, not owned. These property lists do not provide details to determine if a property is subject to Build America, Buy America (BABA) requirements. Grantees should review [WAP Memorandum 104 for Build America, Buy America requirements](#).*
- *'Sheet' changed to 'list' throughout.*
- *Q4 updated to reference Q7 and Q8.*

As required in 42 U.S. Code § 6863(b)(3), on October 20, 2021, the Secretary of Energy approved the Department of Energy's (DOE) WAP to extend categorical income eligibility to HUD means-tested programs.<sup>1</sup>

[Weatherization Program Notice \(WPN\) 22-5](#) expanded WAP's categorical income eligibility to include HUD means-tested programs' income qualifications at or below 80% of Area Median Income (AMI). WPN 22-5 was accompanied by three spreadsheets listing HUD's public and assisted housing multifamily properties which are categorically or potentially income eligible, i.e., meet DOE's requirement that 66% of residents are income eligible (50% for 2-4 unit buildings).

WAP Grantees and Subgrantees may use these lists to certify that applicants have met the multifamily income requirements of HUD means tested programs through mechanisms including, but not limited to, applicant documentation, interagency lists of recipients, shared system databases, etc. The method of verification for eligibility must be included in the client file.

DOE, in collaboration with HUD, is releasing three updated lists, along with a data dictionary to assist with the use of these lists. These lists are:

1. **[Public Housing Buildings Qualified](#)**: A list of multifamily buildings operated by Public Housing Authorities (PHAs) which are categorically eligible for WAP services. These are buildings in which 66% or more units (for buildings of 5+ units) or 50% or more units (for buildings of 2-4 units) are HUD assisted, and they are categorically eligible regardless of occupancy rate. These property lists do not provide details to determine if a property is subject to Build America, Buy America (BABA) requirements. Grantees should review [WAP Memorandum 104 for Build America, Buy America requirements](#).
2. **[Public Housing Further Verification Required](#)**: A list of HUD operated multifamily buildings which may be eligible for WAP services. The Subgrantee must verify that the minimum number of units are eligible for weatherization (66% for 5+ unit buildings or 50% for 2-4 unit buildings) using methods outlined in WPN 22-5. These properties may need further verification either due to a low rate of HUD assisted units or discrepancies in the existing databases.
3. **[Assisted Multifamily Properties](#)**: A list of privately-owned multifamily buildings containing HUD assisted units may be eligible for WAP services. The Subgrantee must verify that the minimum number

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<sup>1</sup> NOTE: The Director of Community Services Administration, identified in statute, through reorganization of government offices, is now the Director of Community Services Block Grant Program in the U.S. Department of Health and Human Services.

of units (66% for 5+ unit buildings or 50% for 2-4 unit buildings) are eligible for weatherization using methods outlined in WPN 22-5, as the number of assisted units can change as occupancy changes.

For information on how to use the HUD lists for verifying multifamily income eligibility see the Frequently Asked Questions (FAQs) that accompany WPN 22-5.

HUD has also provided DOE with a list of **Single-Family Buildings** which are HUD managed and are categorically eligible for weatherization. DOE will provide Grantees with the list of Single-Family Buildings **along with lists of duplexes** to each Grantee for their service territory. The lists are provided on separate tabs: **Eligible HUD 1 Family Buildings** (categorically eligible), **Eligible HUD 2 Family Buildings** (categorically eligible), **Needs Verification HUD Assisted** (needs further verification), and **Needs Verification HUD 2 Family** (needs further verification). Not every Grantee will receive every list, because not every Grantee has properties of each type in their service area. These lists will only be available to WAP Grantees and Subgrantees.

WAP Grantees, Subgrantees, and E&I Grantees should refer to [WPN 22-12: Multifamily Weatherization](#) and [WPN 22-13: Weatherization of Rental Units](#) for additional information on building eligibility.

Questions regarding these materials should be directed to your respective DOE Project Officer.

DATA DICTIONARIES – HUD WEATHERIZATION LISTS

**Public Housing Buildings Qualified, Public Housing Further Verification Required,  
& Single-Family Buildings**

Column	Heading	Description	Additional Detail
A	Participant Code	The Public Housing Authority (PHA) code for the PHA.	Every PHA is assigned a unique identifier, beginning with state abbreviation, followed by three numbers, e.g., AK001.
B	Participant Name	The name of the PHA.	E.g., Housing Authority
C	Development Code	A code that uniquely identifies a project or development, typically known as an Asset Management Project (AMP).	Code begins with the 5-digit PHA Participant Code, followed by a set of unique figures, e.g., AK001000257.
D	Project Name	The name of the AMP.	An AMP may consist of one building or multiple buildings.
E	Building Name	The name of the building.	Building names are typically listed for projects with more than one building. Not every project includes a building name.
F	Building Number	The unique identification number assigned by HUD to the building.	
G	Address	The address of the building.	
H	City	The city the building is located in.	
I	State	The state the building is located in.	
J	Zip Code	The zip code the building is located in.	
K	Building Type	Identification of the type of building structure.	Building types include: <ul style="list-style-type: none"> <li>• Elevator structure (typically 4+ stories)</li> <li>• Rowhouse</li> <li>• Semidetached</li> <li>• Walkup (typically up to 3 stories)</li> </ul>
L	Total Unit Count	The total number of dwelling units within each building.	
M	Percent of Assisted Units	Percentage of HUD assisted units or Annual Contributions Contract (ACC) units as a share of the total number of dwelling units.	At least 66% of the total units must be HUD-assisted (ACC units) to qualify for WAP services (50% for 2-4 units).
N	Assisted Occupancy Rate	Percentage of assisted and occupied units as a share of total units.	At least 66% of the total units must be HUD-assisted (ACC units) to qualify for WAP services (50% for 2-4 units). This is a point in time estimate and will require further verification.

Key

- ACC: The mechanism through which the PHA receives funding, defines the agency’s obligations, and outlines remedies for breaches of contract.
- AMP: A public housing project or development that PHAs have designated for asset management.

## Assisted Multifamily Properties

Column	Heading	Description	Additional Detail
A	Property ID	The unique property ID used by HUD associated with the property.	
B	Contract Number	Contract Number of Housing Assistance Payment (HAP) Contract with HUD.	The contract number begins with the state abbreviation, followed by a unique code, e.g., AK001000257.
C	Owner Organization Name	The name of the organization that owns the property.	
D	Property Name	The name of the property.	
E	Property Address	The address of the property.	
F	City	The city the property is located in.	
G	State	The state the property is located in.	
H	Zip Code	The zip code the property is located in.	
I	Client Group Type	The predominate type of housing for each property.	Client group types include: <ul style="list-style-type: none"> <li>• Disabled</li> <li>• Elderly</li> <li>• Family</li> <li>• Healthcare</li> <li>• [Blank]</li> </ul>
J	Building Count	The number of individual buildings included in the property.	Each property listed may consist of one or more buildings: total number of buildings in the property listed.
K	Total Unit Count	The total number of units at the property.	
L	Contract Unit Count	The maximum number of HUD-assisted units available on the current HAP contract.	
M	Percent of Assisted Units	The percentage of assisted units as a share of the total number of units at the property.	This data comes from a different data source than the contract unit count and may disagree.
N	Assisted Occupancy Rate	The percentage of assisted and occupied units as a share of the total number of units at the property.	Occupancy data was provided by a different data source than the total and assisted unit data. This is a point in time estimate and will require further verification. At least 66% of the total units must be HUD-assisted (ACC units) to qualify for WAP services (50% for 2-4 units).
O	Contract Expiration Date	The date when the HAP contract expires.	A typical HAP contract may have a term of 15 to 20 years; expiration date is the final date of the contract.

### Key

- HAP contract: Contract that multifamily owner-operators sign with HUD providing rental subsidies for qualifying households.