

Memorandum

DATE: **May 20, 2024**

CARRIE
SMITH

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WAP Memorandum 128

REPLY TO

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

SUBJECT: **Weatherization Assistance Program New Data Collection Requirements Starting Program Year 2024**

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

The U.S. Department of Energy's (DOE) Weatherization Assistance Program (WAP) is required, per the Paperwork Reduction Act (PRA), to obtain approval from the Office of Management and Budget (OMB) for data collection tools and forms on a three-year cycle through a process known as an Information Collection Request (ICR).

OMB approved DOE's ICR (OMB Control Number [1910-5127](#)) on April 17, 2024, for WAP to continue collecting information required to respond to OMB, congressional and consumer requests, and inform budget preparation and grant administration through April 30, 2027.

In addition to renewing the current data collection forms per PRA, this ICR process introduces new data collection fields to address reporting requirements related to Weatherization Readiness Funds (WRF), Justice40¹ and annual Congressional Reporting (Multifamily Buildings). These requirements will apply to WAP annual and Bipartisan Infrastructure Law (BIL) awards. Though each of these additional requirements are included in public laws or Executive Orders, DOE is still required to get approval for the collection from OMB.

DOE previously share the following information to Grantees via Weatherization Memorandum 111 to enable Grantees to begin planning for any adjustments to tools and/or systems in anticipation of these new requirements. Grantees and Subgrantees may continue to use DOE funds to adjust Grantee-level data collection systems to implement these new data requirements. **The following list identifies the new data collection fields that begin in Program Year 2024:**

- 1. WAP Annual File Worksheet (DOE Form 540.2):** This form was renewed per PRA and has no new data collection additions.
- 2. WAP Quarterly Performance Report (QPR) (DOE Form 540.3):** The new information to be collected includes:

¹ The Justice40 information is required by every federal agency per Executive Order 13985: Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, Executive Order 14008: Tackling the Climate Crisis at Home and Abroad and OMB Memorandum 21-28: Interim Guidance for the Justice40 Initiative.

- a. **Completed Units by Subgrantee:** Grantees will report the number of units by Subgrantee completed during the quarter.
 - b. **Multifamily Buildings:** Grantees will report the total number of multifamily buildings (5 or more units per building) completed during the quarter.
 - c. **Buildings by Weatherization Readiness Funds:** By housing type, Grantees will report the number of units that benefited from DOE Weatherization Readiness Funds.
 - d. **Renewable Energy Installed (total capacity):** Grantees will report the sum of installed renewable energy system capacity in Kilowatts (e.g., solar photovoltaic systems) and British Thermal Units (BTU) per hour (e.g., solar thermal systems) based on all completed units reported this quarter.
- 3. WAP Annual Training, Technical Assistance, Monitoring, and Leveraging Report** (DOE Form 540.4): The new information to be collected includes:
- a. **Training and Technical Assistance Activities:** Grantees will provide a summary of workforce partnerships and recruitment and retention initiatives including lessons learned.
 - b. **Weatherization Readiness:** Grantees will report on the WRF activities and data specified within WPN [23-4](#). Grantees may use the optional WAP Deferral Tracking Spreadsheet or another report to submit this portion of the annual report. The specific metrics are:
 - i. The number of completed buildings and units receiving WRF by housing type.
 - ii. Year built.
 - iii. Nature of repairs needed. This is not an exhaustive list, and Grantees may add repairs as needed.
 1. Roof repair
 2. Exterior wall repair
 3. Interior repair (floor, ceiling, wall, etc.)
 4. Foundation or subspace repair
 5. Exterior drainage repairs (e.g., landscaping or gutters)
 6. Plumbing repair
 7. Electrical repair
 8. Clean-up or remediation beyond typical scope of WAP
 - a. Lead paint
 - b. Asbestos (confirmed or suspected, including vermiculite)
 - c. Mold and/or moisture
 - d. Other – please specify
 - iv. DOE WRF expenditure per unit and building
 - v. Leveraged fund expenditure per unit and building (i.e., funds such as Low-Income Home Energy Assistance Program, Housing and Urban Development, non-federal, etc. braided with WRF to make building weatherization ready).
 - c. **Diversity, Equity, Inclusion and Energy Justice:** Grantees will describe actions to advance equity, foster a welcoming and inclusive environment in the weatherization program, support people from underrepresented groups in the weatherization workforce, and engage community-based organizations committed to workforce development, diversity, and energy justice. At a minimum, the report must include:
 - i. The number of contracted businesses during the year, by either the Grantee or Subgrantee, that are Minority, Women, or Veteran Owned.

- 4. WAP Subgrantee Information Worksheet (DOE Form 540.5):** This form was renewed per PRA and has no new data collection additions.

Additional Information Collection Requests (ICRs) relevant to WAP:

- 1. Annual Historic Preservation Report (DOE Form 540.6):** This form was renewed in a separate ICR (OMB Control Number [1910-5155](#)) per PRA and has no new data collection additions.
- 2. Sustainable Energy Resources for Consumers, Community Scale Pilot Project and Enhancement and Innovation Grant Reporting Forms:** Reporting for the WAP innovation programs is included in a separate ICR (OMB Control Number 1910-5157) and no additional changes are proposed currently.
- 3. OMB Standard Forms (SF) 424, 424A, 425:** These forms are maintained by PRA and have no new data collection additions.

The Performance and Accountability for Grants in Energy (PAGE) system will undergo updates to accept new data fields and will be available by the end of June 2024. Grantees must update their reporting systems for the new data collection fields and be prepared to report on these new data fields in the 1st quarter of Program Year 2024. This means Grantees with an April 1 start date must include this data in the April - June 2024 QPR and Grantees with a July 1 start date must begin reporting this data on the July – September 2024 QPR.

DOE will provide recorded training(s) to assist WAP Grantees with collecting and reporting on these additional data fields. Please check back to the webpage for this memo on <https://www.energy.gov/scep/wap/weatherization-program-notices-and-memorandums> after June 1, 2024.

Once these new data fields have been added to the Performance and Accountability for Grants in Energy (PAGE) DOE will post another training video.

If you have questions regarding the information in this Memorandum, please contact your DOE Project Officer.

Attachments:

[Form 540.3 WAP Quarterly Performance Report](#)

[Form 540.4 WAP Annual Training, Technical Assistance, Monitoring, and Leveraging Report](#)