

Memorandum

DATE: July 9, 2024

WAP Memorandum 131

REPLY TO

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

SUBJECT: **Requirements to Request Remaining 50% of Obligated Funds Under the Bipartisan Infrastructure Law**

TO: **Weatherization Assistance Program BIL Grantees**

INTENDED

AUDIENCE: **Grantee Program Managers**

The U.S. Department of Energy (DOE) Weatherization Assistance Program (WAP) issued [Weatherization Program Notice BIL 1: Bipartisan Infrastructure Law \(BIL\) Grants for the Weatherization Assistance Program](#) on March 30, 2022, which included a framework for the release of BIL funds. This Memorandum details the Grantee submission, assessment criteria, and approval process for DOE to release the remaining 50% of obligated BIL funds.

SUBMISSION PROCESS:

Once the Grantee has determined all BIL milestones are met, the Grantee can make a request to DOE to release the remaining 50% of BIL obligated funding through the following process:

1. Resubmit your SF-424 by following the "Budget Revision Instructions" described in DOE's reporting system - Performance and Accountability for Grants in Energy (PAGE).
 - a. If changes are needed to the SF-424, Annual File, Budget or Master File update the appropriate sections. Add a summary of changes to the Annual File-IV.7 Miscellaneous section and resubmit the application for review.
2. Email your Programmatic Project Officer (PPO) and Technical Project Officer (TPO) using the following criteria:
 - a. Subject line: "[Grantee Name] Request for Remaining 50% of Obligated BIL Funds."
 - b. State which section of the application in PAGE has been updated, if any.
 - c. Acknowledge that each of the milestones are met.
 - d. Submit any Additional Materials listed under the milestone(s) if these materials will be needed for the Project Officers (PO) to review.

Please note: Grantees may submit this request before receiving a DOE monitoring visit, but all other milestones must be met in order for DOE to release the remaining 50% of BIL funding.

APPROVAL PROCESS:

To verify compliance with each milestone in BIL-1, DOE will review the information submitted in the Grantee's BIL Plan and award reports submitted via PAGE. Upon review of the documentation, DOE will:

1. Approve the request;
2. Require Grantee to submit additional documentation for review and approval; or
3. Provide Grantee with additional actions to be taken to release the remaining funding.

BIL 50% MILESTONES AND ASSESSMENT CRITERIA:

Please examine the supporting materials and assessment criteria for each milestone and Attachment 1: *BIL 50% Budget Modification Program Assessment* to understand how the Project Officers will assess the achievement of each milestone.

Milestone 1: 30% of all BIL units are weatherized based on the Grantee's approved BIL Plan.

Supporting PAGE Information

- BIL Quarterly Performance Reports (QPR)
- BIL Annual Plan-planned production

Assessment Criteria

DOE will compare QPRs to the estimated production approved in the BIL Grantee Plan, ensuring Grantee has reported a minimum of 30% BIL production as complete.

Note: If the Grantee meets production mid-quarter and would like to initiate this process, Grantees can enter data into the QPR in PAGE and request this data be validated by their Programmatic Project Officer as part of this review process.

Milestone 2: Grantee is able to demonstrate that it has fulfilled monitoring and inspection protocol as part of the approved BIL Grantee Plan.

Milestone 3: Grantee monitors each local agency at least once each year to determine compliance with administrative, fiscal, and Grantee field policies and guidelines.

Based on the materials being reviewed to determine compliance the assessment of Milestones 2 and 3 are combined.

Supporting PAGE Information

- BIL Annual T&TA, Monitoring and Leveraging Reports

Additional Materials, if needed

- Current program year's monitoring tracking and results

Assessment Criteria

DOE will review the most recent BIL Annual T&TA, Monitoring and Leveraging Report to determine if each Subgrantee has been monitored for WAP BIL, in the last year per [WPN 24-4](#) Monitoring Procedures. Monitoring results from PY22 and PY23

may be combined since Grantees were encouraged to utilize the first year for planning and setup purposes.

If the BIL Annual T&TA, Monitoring, and Leveraging Reports indicates a Subgrantee has not received administrative/fiscal or technical monitoring for their BIL award, Grantees must provide their current program year's BIL monitoring tracking and results (similar to monitoring section of the Annual T&TA, Monitoring and Leveraging Report, e.g. Subgrantees monitored, any major findings, trends, identified T&TA needs, etc.).

Milestone 4: Local quality control efforts are in place.

Supporting PAGE Information

DOE Monitoring Report, if applicable

Additional Materials, if needed

10% of Subgrantee monitoring reports
QCI certification records for staff and contractors

Assessment Criteria

DOE will evaluate whether the Grantee's Quality Control Inspector (QCI) staff (or QCI certified contractor) conducting the technical monitoring had an active QCI certification at the time of monitoring and if appropriate call-back procedures were followed when work quality was deemed insufficient.

This practice will be validated via DOE technical monitoring checklist ([WPN 24-4](#)) to ensure quality control measures are in place. If a Grantee has not received technical monitoring by DOE, the Grantee must provide: (1) 10% of Subgrantee monitoring reports to demonstrate appropriate call-back procedures are in place, and (2) Active Grantee QCI certification records at the time of monitoring matches the technical monitoring report for the units monitored and submitted to DOE for review.

Milestone 5: At least 5% of the completed BIL units are inspected by the Grantee's certified Quality Control Inspector (QCI) staff during the course of the year.

Supporting PAGE Information

BIL Annual T&TA, Monitoring and Leveraging Reports

Additional Materials, if needed

Current program year's BIL monitoring tracking and results.

Assessment Criteria

DOE will evaluate whether the Grantee's QCI-certified staff (or QCI-certified contractor) examined a minimum of 5% or 10% in situations where duties between Energy Auditor and QCI cannot be separated per [WPN 24-4](#). Monitoring results from PY22 and PY23 may be combined since Grantees were encouraged to utilize the first year for planning and setup purposes.

If BIL T&TA, Monitoring, and Leveraging Reports indicate a Subgrantee has not undergone technical monitoring, Grantees must provide the current program year's BIL monitoring, tracking, and results resembling the monitor section of the Annual T&TA, Monitoring and Leveraging Report (e.g. monitored Subgrantees, any major findings, trends, identified T&TA needs, etc.).

Milestone 6: Grantee's quarterly progress and annual reports are current, accurate and approved by Project Officer in accordance with grant requirements.

Supporting PAGE Information

- BIL Quarterly Performance Reports (QPR)
- BIL Federal Financial Report (FFR)
- BIL Annual T&TA, Monitoring and Leveraging Report
- BIL Historic Preservation Report
- Semi-Annual Davis-Bacon Enforcement Report

Assessment Criteria

All BIL quarterly and annual report submissions will be reviewed by DOE for accuracy. Incomplete or rejected reports must be resolved prior to the release of remaining BIL funds.

Milestone 7: Monitoring reviews by DOE confirm acceptable performance.

Supporting Information

- DOE Monitoring Report, if applicable
- Action Items with Status Update Report, if applicable
- OIG reports, if applicable

Assessment Criteria

BIL Grantees must receive, at least, one DOE technical onsite monitoring of DOE BIL units and one programmatic (onsite or virtual) monitoring prior to the release of remaining BIL funding.

If any part of the Grantee monitoring requirements is unmet by the time of the Grantee's request, DOE will determine whether the progress of the PO's monitoring of the Grantee is sufficient for funding release.

Grantees that have been monitored and have a current Corrective Action Plan (CAP) must demonstrate adherence to established timelines. If there are any active OIG investigations or unresolved OIG findings, the release of funding may be postponed until the investigation is closed and identified issues have been resolved.

Should DOE's assessment reveal deficiencies (e.g. funds not disbursed, insufficient technical or programmatic monitoring, or failure to meet reporting requirements) DOE may, at its discretion, place a hold on federal funding for the project pending further supporting data as stated in the Administrative and Legal Requirements Document (ALRD).

CONTACT INFORMATION:

Grantees with questions regarding this memorandum should contact their DOE Programmatic Project Officer.

ATTACHMENT:

BIL 50% Budget Modification Program Assessment