

Memorandum

DATE: August 5, 2024

WAP Memorandum 128 REVISED

REPLY TO

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

SUBJECT: Weatherization Assistance Program New Data Collection Requirements Beginning Program Year 2024

TO: WAP Grantee Program Managers, WAP Subgrantee Managers

Revisions to this Memorandum

- Grantees must track and report Weatherization Readiness Fund (WRF) expenditures by units served for both annual formula and Bipartisan Infrastructure Law (BIL) funding on the Annual Report.
- The Performance and Accountability for Grants in Energy (PAGE) has been updated to reflect new data collection fields.
- A training session, including screenshots from PAGE, will be available in mid-August.
- New data collection fields are now required for BIL awards with the July-September 2024 Quarterly Performance Report.
- Attachments to this Memo have been revised to provide the updated OMB-approved data collection questions for WRF:
 - Quarterly Performance Report: WRF units should be reported after completing weatherization readiness activities (not after the unit has been weatherized).
 - Annual Report: Each WRF building and unit should be reported according to the categories listed in this Memo.

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 WRF, Justice40¹ and annual Congressional Reporting (multifamily buildings). These requirements will apply to WAP annual and BIL awards. DOE is

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.

required to get approval for the collection from OMB in addition to these requirements being included in public laws or Executive Orders.

DOE previously shared 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):
 - 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:** Grantees will report the number of units that benefited from DOE Weatherization Readiness Funds by housing type.
 - 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):
 - 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 Funds:** Grantees will report on WRF activities and data specified within [WPN 23-4](#). Grantees may use the optional [WAP Deferrals Classification Guide and Tracking Template](#) 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/replacement
 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
 - i. DOE WRF expenditure per annual formula unit and building
 - ii. DOE WRF expenditure per BIL unit and building
 - iii. Leveraged fund expenditure per unit and building (i.e., funds such as Low-Income Home Energy Assistance Program (LIHEAP), Housing and Urban Development (HUD), 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 (ICR) 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 (SERC), Community Scale Pilot Project (CSSP) and Enhancement and Innovation (E&I) 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 PAGE system has been updated to reflect the new data fields. Grantees must update their reporting systems for the new data collection fields and report on these new data fields in the 1st quarter of Program Year 2024. 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 in the July – September 2024 QPR. All Grantees with BIL awards, must include this new data in 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 August 15, 2024.

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

Attachment:

[WAP Quarterly Performance Report](#) – updated July 2024

[WAP Annual Training, Technical Assistance, Monitoring, and Leveraging Report](#) – updated July 2024