

Memorandum

DATE: **October 21, 2024**

WAP Memorandum 138

REPLY TO

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

SUBJECT: **Program Year 2025 Weatherization Assistance Program Draft Grant Guidance**

TO: **Weatherization Assistance Program Grantees**

AUDIENCE: **Weatherization Grantees and Weatherization Subgrantees**

The U.S. Department of Energy (DOE) Weatherization Assistance Program (WAP) is providing *draft* grant guidance documents to WAP Grantees in anticipation of the Fiscal Year (FY) 2025 federal budget to aid in the preliminary stages of development and submission of Program Year (PY) 2025 Grantee Plans. This draft is being made available to give Grantees the opportunity to begin the planning process while DOE undertakes internal actions and reviews necessary for the final Grant Guidance release.

DOE aims to ensure there is ample time for Grantees to engage Subgrantees in the development of the 2025 Plan. Grantees should note, WAP does not have an approved budget for FY 2025 and is operating under a short-term Continuing Resolution (CR) until December 20, 2024. **WAP is currently drafting WAP Memorandum 139 - WAP Draft Formula Update for Program Year 2025 which will be provided along with the final Grant Guidance release.** Grantees should develop their PY 2025 Grantee Plans using the funding level as outlined in WAP Memorandum 139 until a final full year FY 2025 budget is passed by Congress and signed by the President. WAP Memorandum 139 will provide Grantees with a side by side of the formula update impact because data updates for all factors will impact allocations when applied to the allocation amount. This is for planning purposes only and is subject to change. DOE will issue guidance to Grantees for budgeting purposes should Congress pass a final appropriations bill that is signed by the President for FY 2025.

For planning purposes, the following is the anticipated timeline for the final release:

- October 2024 – WPN 25-1, PY 2024 Application Package, Administrative and Legal Requirements Document (ALRD) (collectively grant guidance) is released in *draft* form via this WAP Memorandum.
- November 2024 (tentative) – WAP Memorandum 139 - WAP Draft Formula Update for Program Year 2025 is released.
- November 2024 (tentative) – Final version of WPN 25-1, PY 2025 Application Package, ALRD (collectively grant guidance) is released.
- DATE TBD - WPN 25-2 Grantee Allocations is released via WPN upon passage and signature of a FY 2024 final budget.

WAP has provided a [recorded video](#) reviewing the draft changes to the annual grant guidance. DOE plans to host an Office Hour session in December after the final version of the grant guidance has been released to address all Grantee questions.

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