



**Department of Energy**  
Washington, DC 20585

**WEATHERIZATION PROGRAM NOTICE 23-4**  
**EFFECTIVE DATE: January 27, 2023**

**SUBJECT:** Weatherization Readiness Funds – Expansion of Scope

**INTENDED AUDIENCE:** Weatherization Assistance Program (WAP) Grantee Program Managers, WAP Subgrantee Managers

**PURPOSE:** This guidance expands the scope of Weatherization Readiness Funds (WRF).

**RELATED GUIDANCE:** Program Year 2023 Weatherization Grant Application ([Weatherization Program Notice \(WPN\) 23-1](#)), Program Year 2023 Grantee Allocations ([WPN 22-2](#)) Bipartisan Infrastructure Law (BIL) Grants for the Weatherization Assistance Program ([WPN BIL 22-1](#))

**SUPERSEDES:** [WPN 22-6, Weatherization Readiness Fund Guidelines](#)

**SCOPE:** The provisions of this guidance apply to Grantees awarded financial assistance under the Department of Energy's (DOE) WAP.

**LEGAL AUTHORITY:** Title IV, Energy Conservation and Production Act, as amended, authorizes the Department to administer WAP ([42 U.S. Code § 6861](#), *et. seq.*). All grant awards made under this program shall comply with applicable law and regulations including, but not limited to, the WAP regulations contained in the Code of Federal Regulations (CFR) at [10 CFR 440](#) and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at [2 CFR 200](#).

**BACKGROUND:** On March 15, 2022, the President signed into law: [H.R. 2471, the Consolidated Appropriations Act, 2022](#). Under this Public Law (P.L.), funds were made available to establish a WRF program.

Through this WRF set-aside fund, WAP can address necessary repairs (e.g., Health and Safety issues, structural) in dwellings that have been deferred from receiving weatherization services.

**EXPANSION OF SCOPE:**

- **WRF are allowed to be carried forward into next budget periods within the same grant cycle (e.g., Program Year (PY) 2022 can be carried into PY 2023).**
- **The use of WRF does not need to result in a DOE-funded completion within the same PY but must be completed within the same grant cycle and within a reasonable time.**
  - **Grantees must define what that reasonable time is within their WRF plans.**
- **WRF funds are allowed to be utilized on an annual-formula-funded and BIL-funded weatherization project.**

**GUIDANCE:** This funding is specifically targeted to reduce the frequency of deferred homes that require services outside the scope of weatherization before the weatherization services can commence. Units receiving WRF must result in in a DOE completion defined as: *“A dwelling on which a DOE-approved energy audit or priority list has been applied and weatherization work has been completed.”* For additional information please refer to the related guidance section of this WPN.

As part of WRF funding, each Grantee must:

- Develop a WRF Plan for DOE approval. The Plan must describe how funds will be distributed and how households will be prioritized for WRF. Grantees must outline any restrictions related to the funding and describe how the Grantee will monitor WRF activities. Additionally, the WRF plan must include a maximum amount per home or identify the WRF Average Cost per Unit (WRF ACPU) specific to WRF budget category to be set by each Grantee. (WRF funds are outside WAP’s historic ACPU.) Please submit your WRF plan in Section IV.7: Miscellaneous of the Annual File. DOE encourages Grantees to consult with Subgrantees and Policy Advisory Councils when setting this policy for statewide application.
- Track these funds for each building and unit and, at a minimum, capture measures/repairs and associated costs for reporting purposes. DOE WAP is subject to the Paperwork Reduction Act. Final tracking requirements and data collection will follow the appropriate Information Collection Request (ICR) process to gain approval. DOE will issue additional guidance once approval has been granted.
- Monitor these funds as part of the Grantee’s annual monitoring of Subgrantees, ensuring the funds are expended in accordance with the Grantee’s WRF plan for the purposes approved by DOE, resulting in completed units.

**REPORTING:** Grantees are required to track the following information and will be asked to prepare a summary of units receiving WRF in their annual T&TA, Monitoring, and Leveraging Report. resolved

- Avoided deferrals – the number of dwelling units made weatherization ready with these funds, and **for each building or unit:**
  - Year Built;
  - Housing Type (site-built single family, manufactured housing, multifamily);
  - Nature of repairs needed which prohibit weatherization. Where applicable, identify multiple repairs or remediation reasons for a single building. This is not an exhaustive list and Grantees may add repairs as needed.
    - Roof repair
    - Wall repair (interior or exterior)
    - Ceiling repair
    - Floor repair
    - Foundation or subspace repair
    - Exterior drainage repairs (e.g., landscaping or gutters)
    - Plumbing repairs
    - Electrical repair
    - Clean-up or remediation beyond typical scope of WAP
      - Lead paint
      - Asbestos (confirmed or suspected, including vermiculite), mold and/or moisture
      - Other – please specify
  - DOE WRF expenditure per annual formula unit and building
  - DOE WRF expenditure per BIL unit and building; and
  - 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).

To assist Grantees, DOE developed the [Deferrals Classification Guide and Tracker](#) template as an optional tool for tracking deferrals which aligns to anticipated reporting requirements.

**CONCLUSION:** With the expansion in scope and addition of the WRF, the WAP network will be able to reduce deferrals by bringing more housing into weatherization readiness and provide additional benefits to individuals and families that would have otherwise been left unserved.

If you need additional information, please contact your respective DOE Project Officer.

A handwritten signature in black ink, reading "Jenah Zweig". The script is cursive and fluid, with the first name "Jenah" and last name "Zweig" clearly distinguishable.

Jenah Zweig

Acting Associate Director

Office of State and Community Energy Programs