

Weatherization Assistance Program Guidance Documents

WPN 10-01: PROGRAM YEAR 2010 WEATHERIZATION GRANT GUIDANCE

Effective: December 18, 2009 - To issue grant guidance and management information for the Low-Income Weatherization Assistance Program (Weatherization) for Program Year (PY) 2010.

Sample Training and Technical Assistance Retention Agreements:

- General
- Kansas
- Michigan

WPN 10-02: PROGRAM YEAR 2010 GRANTEE ALLOCATIONS

Effective: December 8, 2009 - To provide final Grantee allocations for preparation and submission of applications for funding of the Low-Income Weatherization Assistance Program for Program Year 2010.

WPN 10-02A: ADJUSTMENT TO PROGRAM YEAR 2010 GRANTEE ALLOCATIONS

Effective: August 24, 2010 - To correct the allocations to add the Inter-Tribal Council of Arizona's allocation to the final Grantee funding for the Low-Income Weatherization Assistance Program for Program Year (PY) 2010.

WPN 10-03 Procurement Toolkit CD

Effective: October 20, 2009 - To issue the Procurement Toolkit CD to all Grantees, to share with their local agencies, for use in the Weatherization Assistance Program.

WPN 10-04 Davis Bacon Commercial Labor Rates in Large Multi-Family Buildings Impact on Savings-to-Investment Ratios

Effective: November 10, 2009 - Provides guidance to grantees and local agencies and/or their contractors under the Weatherization Assistance Program on the determination of the cost-effectiveness of materials installed in Multi-Family buildings.

WPN 10-05 Grantee Performance Required to Release the Hold on Remaining 50% of Obligated Funds Under the American Recovery and Reinvestment Act of 2009

Effective: December 3, 2009 - Provides guidance to Grantees under the Weatherization Assistance Program (WAP) describing required performance to access remaining 50% of obligated funds.

WPN 10-07 REVISED DAVIS-BACON WAGE DETERMINATIONS FOR THE WEATHERIZATION ASSISTANCE PROGRAM

Effective: December 14, 2009 - To issue guidance on implementation of revised WDs issued by DOL for Recovery Act funded grants under the WAP

WPN 10-08 WEATHERIZATION GUIDANCE ON MAINTAINING THE PRIVACY OF RECIPIENTS OF SERVICES

Effective: February 1, 2010 - To issue guidance for the WAP on maintaining the privacy of recipients.

WPN 10-9 AMENDMENT TO WEATHERIZATION PROGRAM NOTICE 09-1B TO CLARIFY MONITORING REQUIREMENTS (Section 4.0) OF THE GRANT GUIDANCE TO ADMINISTER THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 FUNDING

Effective: January 15, 2010 - To clarify the monitoring requirements contained in Section 4.0 GRANTEE PROGRAM OVERSIGHT (Program Monitoring) of WPN 09-1B, Grant Guidance to Administer ARRA Funding, dated March 12, 2009.

WPN 10-10 REPROGRAMMING TRAINING AND TECHNICAL ASSISTANCE FUNDS TO PROGRAM OPERATIONS

Effective: May 25, 2010 - To provide guidance to Grantees when requesting to reprogram Training and Technical Assistance (T&TA) funds to the Program Operations line item.

WPN 10-11 National Evaluation of the Weatherization Assistance Program

Effective: November 10, 2009 - To evaluate energy and cost savings and other aspects of the Weatherization Assistance Program.

WPN 10-12 HISTORIC PRESERVATION IMPLEMENTATION

Effective: February 11, 2010 - To provide guidance regarding the National Historic Preservation Act (NHPA or "the Act"), 16 U.S.C. 470 et seq., as it relates to the DOE Grantees of the WAP, SEP, and EECBG.

Attachments:

- [Historic Preservation Memorandum Delegating Authority](#)
- [36 CFR 800](#)
- [DOE Prototype of Programmatic Agreement](#)
- [Advisory Council on Historic Preservation Letter to Secretary Chu](#)

WPN 10-13 ARRA REPORTING REQUIREMENTS: OMB QUARTERLY AND DOE MONTHLY REPORTING REQUIREMENTS UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 FOR THE WEATHERIZATION ASSISTANCE PROGRAM

Effective: March 1, 2010 - To provide guidance to WAP Grantees on the OMB quarterly reporting requirements and the DOE monthly reporting requirements related to funds expended under ARRA.

WPN 10-14 CALCULATION OF JOB CREATION THROUGH DOE RECOVERY ACT FUNDING

Effective: March 11, 2010 - Provides additional guidance to grantees on the methodology for calculating jobs created and retained through expenditure of grant funds received under ARRA, and reporting that information to DOE.

- [Jobs Creation Calculator](#)

WPN 10-15 FINAL RULE ON AMENDING ELIGIBILITY PROVISIONS TO MULTI-FAMILY BUILDINGS FOR THE WEATHERIZATION ASSISTANCE PROGRAM

Effective: March 2, 2010 - To issue guidance on implementing recent changes to the WAP requirements for determining eligibility of certain multi-family buildings as identified by HUD and USDA.

- [List 1](#)
- [List 2](#)
- [USDA List of Multifamily Housing Units](#)

WPN 10-15A GUIDANCE REGARDING ACCRUAL OF BENEFITS TO LOW-INCOME TENANTS IN MULTI-FAMILY BUILDINGS UNDER THE WEATHERIZATION ASSISTANCE PROGRAM

Effective: April 8, 2010 - To issue guidance for Grantees on establishing procedures to ensure that the benefits of weatherization assistance in connection with multi-family buildings comprised of rental units will accrue primarily to the low-income tenants residing in such units.

WPN 10-16: CLARIFICATION ON SELECTION OF TYPES OF INSULATION MATERIALS ALLOWABLE FOR USE IN THE WEATHERIZATION ASSISTANCE PROGRAM

Effective: May 26, 2010 - To provide clarification on the types of insulation allowable for use in the Weatherization Assistance Program (WAP).

WPN 10-17: GUIDANCE ON USING NON-FEDERAL RESOURCES AS A BUYDOWN FOR MEETING THE SAVING-TO-INVESTMENT RATIO FOR MATERIALS USED IN THE WEATHERIZATION ASSISTANCE PROGRAM

Effective: July 26, 2010 - To issue guidance for State and local agencies to assist them in determining how to compute savings to investment ratios in accordance with 10 CFR 440.21 when determining weatherization measures to be installed on eligible dwelling units where federal and non-federal resources are available for the Weatherization Assistance Program (WAP).

WPN 09-1 Program Year 2009 Weatherization Grant Guidance

Effective: November 17, 2008 - To issue grant guidance and management information for the Low-Income Weatherization Assistance Program (Weatherization) for Program Year (PY) 2009.

WPN 09-1A Grant Guidance for Program Years 2008 and 2009 to Access the \$250 million 2009 Supplemental Funding

Effective: October 27, 2008 - To issue guidance that defines the approach for grantees to access all or a portion of their share of the \$250 million 2009 supplemental funding. The Tentative State Allocations for the \$250 million are attached to this guidance.

WPN 09-1B Grant Guidance to Administer the American Recovery and Reinvestment Act of 2009 Funding

Effective: March 12, 2009 - To issue grant guidance and management information for accessing funding under the American Recovery and Reinvestment Act of 2009 (Recovery Act). This guidance should be used in conjunction with Weatherization Program Notice (WPN) 09-1A, Grant Guidance for Program Years 2008 and 2009 to Access the \$250 Million Supplemental Funding, dated October 27, 2008, and WPN 09-1, Program Year 2009 Weatherization Grant Guidance, dated November 17, 2008.

WPN 09-2 Program Year 2009 Grantee Allocations

Effective: March 25, 2009 - To provide final Grantee allocations for preparation and submission of applications for funding of the Low-Income Weatherization Assistance Program for Program Year (PY) 2009.

WPN 09-3 Strategic Assessment of the Weatherization Assistance Program

Effective: November 14, 2008 - To examine more efficient means of providing weatherization services to the low income community and assess whether Energy Efficiency and Renewable Energy can reach more of the eligible households sooner and at lower net cost.

WPN 09-4 Upgraded Version of the Weatherization Assistant Energy Audit Software

Effective: November 14, 2008 - To provide States with information on how to obtain the latest version of the Weatherization Assistant (Version 8.4), which includes significant revisions to the Manufactured Home Energy Audit (MHEA) that improve the accuracy of its energy savings predictions and the validity of its weatherization recommendations.

WPN 09-5 Program Year 2009 Poverty Income Guidelines and Definition of Income

Effective: February 18, 2009 - To provide States with the 2009 Poverty Income Guidelines and Definition of Income for use in the Low-Income Weatherization Assistance Program (Weatherization).

WPN 09-6 Lead Safe Weatherization (LSW) – Additional Materials and Information

Effective: January 7, 2009 - To provide clarification and additional information to grantees as they implement WPN 08-6, Interim Lead-Safe Weatherization (LSW) Guidance. This guidance augments, but does not replace, WPN 08-6 and builds on the foundation provided in Weatherization Program Notice (WPN) 02-6, Weatherization Activities and Federal Lead Based Paint Regulations.

WPN 09-7 Weatherization Assistance Program National Recognition Awards and Richard M. Saul Lifetime Achievement Award

Effective: May 4, 2009 - To provide criteria and guidelines for the Weatherization Assistance Program's (WAP) National Recognition Awards and Richard M. Saul Lifetime Achievement Award being presented at the 2009 National Weatherization Training Conference in Indianapolis, Indiana. The Recognition Awards acknowledge outstanding contributions that advance the goals of WAP through individual or group achievement, inspiration or innovation. The Lifetime Achievement Award recognizes an individual who has gone beyond the call of duty to believe in, and advocate for the Program.

WPN 09-8 Upgraded Version of the Weatherization Assistant Energy Audit Software

Effective: June 10, 2009 - To provide States with information on how to obtain the latest version of the Weatherization Assistant (Version 8.5), which includes revisions to the National Energy Audit Tool (NEAT) that allow storm windows installed as retrofits to be described as low-e.

WPN 09-9 Guidance on Implementation of the Davis-Bacon Act Prevailing Wage Requirements in the American Recovery and Reinvestment Act of 2009

Effective: July 21, 2009 - To issue guidance to Weatherization Assistance Program participants, on implementing Davis-Bacon Act (DBA) requirements associated with the expenditure of American Recovery and Reinvestment Act of 2009 (Recovery Act) funds. The Department of Labor (DOL), Employment Standards Administration, Wage and Hour Division (WHD) has issued guidance on applicability of DBA requirements to all agencies engaged in funding projects for construction, alteration, and/or repair funded in whole or in part by funds appropriated under the Recovery Act, and has issued guidance to the Department of Energy's (DOE) Weatherization Assistance Program in particular. Those DOL documents are attached hereto for your convenience. The instant memorandum is intended to provide you with the DOL guidance and to amplify that information as may be appropriate for our circumstances. It does not modify or replace the DOL guidance or any requirements or terms and conditions contained in the grant instrument.

WPN 09-10 Weatherization Assistance Program Data Collection

Effective: October 6, 2009 - To inform Grantees that, over the course of the next few days, representatives from the Department of Energy (DOE) will be conducting a one-time data collection to provide real-time information and ensure program transparency.

WPN 08-1 Program Year 2008 Weatherization Grant Guidance

Effective: Effective November 1, 2007 - To issue grant guidance and management information for the Low-Income Weatherization Assistance Program (Weatherization) for Program Year (PY) 2008.

WPN 08-2 Program Year 2008 State Allocations

Effective: January 9, 2008 – To provide final state allocations for preparation and submission of applications for funding of the Low-Income Weatherization Assistance Program for Program Year (PY) 2008.

WPN 08-3 Poverty Income Guidelines and Definition of Income

Effective: February 25, 2008 - To provide States with the 2008 Poverty Income Guidelines and Definition of Income for use in the Low-Income Weatherization Assistance Program (Weatherization).

WPN 08-4 Space Heater Policy

Effective: March 3, 2008 - To update the policy relating to space heaters for the Low-Income Weatherization Assistance Program (Weatherization). This policy supersedes the previous space heater policy issued by memoranda on March 18, 1992.

WPN 08-5 Disaster Guidance Planning and Relief

Effective: September 22, 2008 - To provide guidance on allowable activities using the Department of Energy (DOE) Weatherization Assistance Program in the event of a disaster.

WPN 08-6 Interim Lead-Safe Weatherization (LSW) Guidance

Effective: September 22, 2008 - To provide additional guidance for an LSW component of a Health and Safety Plan. This guidance builds on the foundation provided in Weatherization Program Notice (WPN) 02-6, Weatherization Activities and Federal Lead Based Paint Regulations.

WPN 07-1 Program Year 2007 Weatherization Grant Guidance

Effective: December 1, 2006- To issue grant guidance and management information for the Low Income Weatherization Assistance Program (Weatherization) for Program Year (PY) 2007.

Attachment: Flexibility in the Treatment of Administrative Costs for the Weatherization Assistance Program

WPN 07-2 Program Year 2007 State Allocations

Effective: March 20, 2007 - To provide final State allocations for preparation and submission of applications for funding of the Low-Income Weatherization Assistance Program for Program Year (PY) 2007.

WPN 07-3 Poverty Income Guidelines and Definition of Income

Effective: February 9, 2007 - To provide States with the 2006 Poverty Income Guidelines and Definition of Income for use in the Low-Income Weatherization Assistance Program (Weatherization).

WPN 07-4 Weatherization Assistance Program National Recognition Awards and Richard M. Saul Lifetime Achievement Award

Effective: September 28, 2007 - To provide criteria and guidelines for the Weatherization Assistance Program's (WAP) National Recognition Awards and Richard M. Saul Lifetime Achievement Award being presented at the 2007 National Weatherization Training Conference in Orlando, Florida.

WPN 06-1 2006 Grant Guidance

Effective: November 21, 2005 - Provides grant guidance and management information for the WAP for Program Year 2006.

WPN 06-2A Program Year 2006 Final State Allocations

Effective: January 19, 2005 - Provides final state allocations to the States for their preparation and submission of applications for funding of the WAP for Program Year 2006.

WPN 06-3 Revised Weatherization Assistance Program Application Instructions and Forms Application Instructions and Forms

Effective: November 21, 2005 - To issue the revised application package and planned reporting format for the WAP for use by the states.

WPN 06-4 Mold Awareness Training CD

Effective: May 18, 2006- To issue the Mold Awareness Training CD to all grantees, with copies for their local agencies, for use in the Weatherization Assistance Program.

WPN 06-5 Poverty Income Guidelines and Definition of Income

Effective: February 1, 2006 - To provide States with the 2006 Poverty Income Guidelines and Definition of Income for use in the Low-Income Weatherization Assistance Program.

WPN 06-6 Weatherization Whole House Assessment Training Live Feed DVD

Effective: August 11, 2006 - To issue the Weatherization Whole-House Training Assessment Training Live Feed DVD to all grantees for use in the Weatherization Assistance Program (WAP).

Official Notice of the Realignment & Consolidation of the DOE's Regional Offices

This document describes the reorganization and consolidation of the Department of Energy's six regional offices into the Golden Field Office (GO) in Golden, CO and National Energy Technology Laboratory (NETL) in Morgantown, WV and Pittsburgh, PA.

WPN 06-7 Delegation of Authority

Effective: July 17, 2006 - To delegate the authority formerly given to either Regional Office Director, Regional Support Office Director and/or Support Office Director under Low-Income Weatherization Assistance Program (Weatherization) to either the Manager, Golden Field Office or to the Director, Project Management Center.

WPN 06-8 Dun and Bradstreet Universal Numbering System (DUNS) and Central Contractor Registration (CCR) and Grants.gov Reminder

Effective: September 14, 2006- To remind applicants of the need for a DUNS number, CCR, and Grants.gov registration for implementation of Grants.gov application submission. 2005 Program Guidance Documents - 2005

WPN 05-1 Program Year 2005 WEATHERIZATION GRANT GUIDANCE

Effective: November 12, 2004 - Provides grant guidance and management information for the WAP for Program Year 2005.

WPN 05-2 Program Year 2005 State Allocations

Effective: December 15, 2004 - Provides allocations to the States for their preparation and submission of applications for funding of the WAP for Program Year 2005.

WPN 05-3 Revised Weatherization Assistance Program Application Instructions and Forms (formerly called Application Package and Reporting Format)

Effective: December 17, 2004 - To issue the revised application package and planned reporting format for the WAP for use by the states.

WPN 05-4A 2005 Poverty Income Guidelines and Definition of Income to Exclude Combat Zone Pay

WPN 05-5 DOE-Approved Energy Audits For The Weatherization Assistance Program

Effective: June 29, 2005 - To inform the network which States have had their energy audit procedures and priority lists re-approved by DOE as required every five years. This notice also advises States of DOE-reviewed energy audit software that simplify the DOE approval process for States that wish to adopt them. DOE has approved the energy estimating and measure economics methodology of these software tools that have been developed by States or created by commercial software developers.

WPN 05-7 WEATHERIZATION ASSISTANT [National Energy Audit (NEAT) and Manufactured Home Energy Audit (MHEA)] Software Upgrade Availability

Effective: August 26, 2005- Provides States with instructions for obtaining the Weatherization Assistance Program's 2005 upgraded audit software package.

Flexibility in the Treatment of Administrative Costs for the Weatherization Assistance Program

This information will serve to remind the Weatherization network on how certain administrative costs may be treated, particularly by local agencies, in assigning these costs.

WPN 04-1 Program Year 2004 Weatherization Grant

Effective: November 10, 2003 - Provides grant guidance and management information for the WAP for Program Year 2004.

WPN 04-2A Program Year 2004 Final Allocations

Effective: January 29, 2004 - Provides final allocations to the States for their preparation and submission of applications for funding of the WAP for Program Year 2004. This notice supersedes WPN 04-2.

WPN 04-3 DOE-Approved Energy Audits for the Weatherization Assistance Program

Effective: December 23, 2003 - To inform the network which States have had their energy audit procedures and priority lists re-approved by DOE as required every five years. This notice also advises States of DOE-reviewed energy audit software that simplify the DOE approval process for States that wish to adopt them. DOE has approved the energy estimating and measure economics methodology of these software tools that have been developed by States or created by commercial software developers.

WPN 03-4 DOE-Approved Energy Audits for the Weatherization Assistance Program

Effective: March 21, 2003 - To inform the network which States have had their energy audit procedures and priority lists re-approved by DOE as required every five years.

WPN 03-6 Manufactured Home Energy Audit (MHEA) Software Upgrade Availability and Licensing Requirements

Effective: September 26, 2003 - To provide States instructions for obtaining the Weatherization Assistance Program's upgraded audit software package for manufactured/mobile homes.

WPN 03-7 Grants.Gov: Dun and Bradstreet Universal Numbering System (Duns) and Central Contractor Registration (CCR)

Effective: September 28, 2003 - To remind States of the need to obtain a DUNS number and to register in the CCR for grant applications and recipients in preparation for Grants.gov implementation. It is anticipated that the Weatherization Program will be transitioned to Grants.gov by October 2004.

WPN 02-5 Health and Safety Guidance

Effective: July 12, 2002 - Replaces interim policy WPN 93-13A issued September 13, 1994 and provides information about the types of hazards, abatement materials, and costs that should be considered when developing health and safety procedures.

WPN 02-6 Weatherization Activities and Federal Lead-Based Paint Regulations

Effective: July 12, 2002 - Replaces policy WPN 01-10 issued May 10, 2001 and provides updated guidance to Regional Offices and States relative to Weatherization health and safety matters associated with lead-based paint in homes.

WPN 01-3 Increase in the Average Cost Per Home and the Elimination of the Separate Capital Intensive Category in the Weatherization Program

Effective: November 9, 2000 - Provides guidance to States that would like to take advantage of the increase to the average cost per home and eliminate the need for a separate capital intensive average for the WAP.

WPN 01-4 Revised Weatherization Program Energy Audit Approval Procedures

Effective: December 5, 2000 - Provides energy audit approval criteria used by DOE to determine compliance with rule 10 CFR Part 440 and to establish procedures by which states can submit energy audits to DOE for approval.

WPN 01-6 Updated Weatherization Assistance Program Monitoring Policies

Effective: January 3, 2001 - Provides the updated monitoring policy for the WAP for use by the states.

WPN 01-7 Energy Crisis Relief

Effective: January 18, 2001 - Provides guidance to Regional Offices and States relative to procedures in handling major energy crisis relief affecting WAP activities.

MEMO: Lead Paint Hazard Control and Weatherization

Issued: February 1, 2001 - Advises grantees of ways to coordinate and safely carry out Weatherization activities in homes with lead paint hazards.

WPN 00-5 Approval of Replacement Refrigerators and Electric Water Heaters as Allowable Weatherization Measures

Effective: October 6, 2000 - Provides states with the approval to include refrigerator and electric water heater replacements as an allowable measure.

WPN 99-7 WAP Eligibility Criteria

Effective: August 27, 1999 - To provide States with guidance on the interpretation of certain eligibility criteria.

WPN 97-6 Approval of Wet-Spray Cellulose Insulation as an Allowable Weatherization Material

Effective: October 22, 1997 - Provide states with information about the approved use of wet-spray cellulose.

WPN 96-4 Subgrantee Consolidating/Downsizing

Effective: January 26, 1996 - Provides guidance to states addressing strategies to consolidate/downsize local weatherization programs as a result of the anticipated substantial funding reductions in the WAP.

WPN 94-5 Approval to Use Fluorescent Light Sources in the Weatherization Assistance Program

Effective: July 29, 1994 - Provides approval for the use of fluorescent light sources in the WAP.

WPN 94-6 Approval to Use Solar Water Heaters in the Weatherization Assistance Program

Effective: July 29, 1994 - Provides approval for the use of solar water heaters in the WAP.

WPN 94-7 Authorized Use of Training and Technical Assistance (T&TA) Funds for Weatherization-Related Events

Effective: December 19, 1994 - Clarifies the allowable use of T&TA funds for attending Weatherization-related events.