



Department of Energy
Washington, DC 20585

WEATHERIZATION PROGRAM NOTICE 05-3
EFFECTIVE DATE: December 17, 2004

SUBJECT: REVISED WEATHERIZATION ASSISTANCE PROGRAM APPLICATION INSTRUCTIONS AND FORMS (FORMERLY CALLED THE APPLICATION PACKAGE AND REPORTING FORMAT)

PURPOSE: To issue the revised Application Instructions and Forms (formerly called the Application Package and Reporting Format) for the Weatherization Assistance Program for Low-Income Persons (Weatherization) for use by the States.

SCOPE: The provisions of this guidance apply to all grantees applying for financial assistance under the Department of Energy's (DOE) Weatherization Assistance Program for Low-Income Persons.

BACKGROUND: Title IV, Energy Conservation and Production Act, as amended, authorizes the Department of Energy to administer the Weatherization Assistance Program for Low-Income Persons. All grant awards made under this program shall comply with applicable law, including regulations contained in 10 CFR Part 440, (issued February 1, 2002), and other procedures applicable to this regulation as DOE may, from time-to-time, prescribe for the administration of financial assistance.

The President's Management Agenda states: "Agencies will allow applicants for Federal grants to apply for and ultimately manage grant funds online through a common website, simplifying grants management and eliminating redundancies in the same way as the single procurement portal will simplify purchasing." The Grants.gov program will produce a simple, unified "storefront" for all customers of Federal grants to electronically find opportunities, apply for and manage grants. It will facilitate the quality, coordination, effectiveness and efficiency of operations for grant makers and grant recipients. It is now expected that Grants.gov will be available for Weatherization grantees to submit applications for the Program Year 2006 funding cycle. Grants.gov was the subject of sessions at the National Association for State Community Services Programs Fall Training Conference/2004 Weatherization State Managers' Meeting in Biloxi, Mississippi, in September 2004. DOE and its Regional Offices will continue to keep the States informed of the status of the system, seek input from the network, as appropriate, and provide training as it becomes available.

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The proposed reporting revisions were published for comment in the September 2, 2004, Federal Register. The closing date for comments was November 1, 2004. No comments were submitted. A copy of the Federal Register Notice was provided to participants at the Biloxi meeting during the Applications and Reporting Sessions.

These reporting forms must now be reviewed and approved by the Office of Management and Budget (OMB) prior to implementation. However, in the interim, we will continue to allow States to take advantage of the further streamlined application package by issuing this version.

PROCEDURES: This application instructions and forms package is to be used by all State agencies applying for grants administered by the Department of Energy's Office of Weatherization and Intergovernmental Program through DOE's Regional Offices, under the Weatherization Assistance Program for Low-Income Persons.

Formerly, since many of the items included in a State's grant application do not change from year-to-year, the grant application components were divided into two "files." The "Annual File" contained all the grant application components that change annually (e.g., budget, production schedule, training and technical assistance activities, etc.). The "Master File" contained the application components that were generally unchanged from the previous year (e.g., the state's climatic conditions, the extent to which priority will be given to the weatherization of single-family or other high energy consuming dwelling units, etc.). However, to streamline the application package, States will no longer be required to prepare a Master File. States must maintain up-to-date information, consistent with the program guidance, on file at the State office that demonstrates how the State continues to meet the minimum program requirements. With publication of Weatherization Program Notice (WPN) 04-4, Revised Weatherization Assistance Program Application Package and Reporting Format, dated December 19, 2003, the information formerly contained in the Master File became known as "On-File Information." If no changes occur, the On-File Information will remain at the state and be monitored by Regional Office staff during routine monitoring visits. **However, if a state initiates changes to items that are part of the On-File Information, those changes must be captured in the Annual File under section II-10 "Adjustments to On-File Information."**

A checklist, which applicants should use to cross-reference 10 CFR 440 rules sections to grant application components, is provided in Section 1.3, Location of Grant Application Components, of the application package. This checklist can also be used to determine if a particular grant application component belongs in the Annual File or in the On-File Information maintained at the State.

The On-File Information will remain at the state level and will be monitored by the applicable Regional Office during routine monitoring visits. Again, if a State initiates changes to items that are part of the On-File Information, those changes must be captured in the Annual File under the new section II.10, Adjustments to On-File Information. Following are specific changes made to the On-File Information.

CHANGES TO THE APPLICATION INSTRUCTIONS AND FORMS

Following are the changes made, by category, since issuance of WPN-04-4.

Changes To The Cover

- The title changed from “Application Package” to “Application Instructions and Forms”.

Changes To The Introduction

- **Page I-3, Section 1.3, Location of Grant Application Components** – The requirement to provide the sources of labor that subgrantees use was reinstated because it is a regulatory requirement.

Changes To The Annual File

- **Page II-1, Section II.2.1, Standard Form 424A** – The section heading and references were changed to reflect the substitution of Standard Form 424A for DOE F 4600.4.
- **Page II-2, Section II.2.2, Budget Categories** – References were changed to reflect the substitution of Standard Form 424A for DOE F 4600.4.
- **Page II-6, Section II.2.3, Budget Justification** - References were changed to reflect the substitution of Standard Form 424A for DOE F 4600.4.
- **Page II-6, Section II.3, Subgrantees** – The requirement to provide the sources of labor that subgrantees use was reinstated because it is a regulatory requirement.
- **Page II-7, Section II.6, Training, Technical Assistance and Monitoring Activities** – References were changed to reflect the substitution of Standard Form 424A for DOE F 4600.4.
- **Page II-8, Section II.7, DOE-Funded Leveraging Activities** - References were changed to reflect the substitution of Standard Form 424A for DOE F 4600.4. The reference to the forms was changed from Section V to Section VI.
- **Page II-9, Section II.11, Miscellaneous** – Explanation of the activities that may be described in the miscellaneous category was clarified.
- **Page II-9, Section II.12, Assurances and Certifications** – Added requirements for assurances and certifications may be satisfied by submitting a Master Document File per the National Energy Technology Laboratory (NETL) guidelines.
- **Page II-9, Section II.12, Assurances and Certifications** – Standard Form LLL, Disclosure of Lobbying Activities, is no longer required.

Changes To Section IV – Federal Financial Regulations

- **Page IV-1, Section IV.1, DOE Financial Assistance Rules** – Written references to Office of Management and Budget (OMB) Circulars A-110, A-102, and A-133, as well as 10 CFR 600, were replaced by reference to <http://www.pr.doe.gov/f600toc.html>.
- **Page IV-1, Section IV.2, OMB Cost Principles** – Text edited to reflect that the most recent update of the *Subgrantee Weatherization Fiscal Management Manual* was funded by DOE Headquarters. Previously, the Boston Regional Office now, Northeast Regional Office, funded the development of the manual.
- **Page IV-1, Section IV.2.1, Basic Guidelines for Costs** – Minor wording changes were made to be consistent with the updated *Subgrantee Weatherization Fiscal Management Manual*.
- **Page IV-2, Section IV.2.2, Indirect Costs** – Minor wording changes were made to be consistent with the updated *Subgrantee Weatherization Fiscal Management Manual*.
- **Page IV-2, Section IV.2.3, Cost Allocation Plan** – Minor wording changes were made to be consistent with the updated *Subgrantee Weatherization Fiscal Management Manual*.
- **Page IV-2, Section IV.2.4, Allowability of Selected Costs** – Minor wording changes were made to be consistent with the updated *Subgrantee Weatherization Fiscal Management Manual*.
- **Page IV-2, Table: OMB Cost Principles, Selected Items of Cost** – Minor wording changes were made to be consistent with the updated *Subgrantee Weatherization Fiscal Management Manual*. Some cost categories were added and others were deleted.
- **Page IV-5, Section IV.3, Financial Audits** – The audit threshold dollar amount was increased from \$300,000 to \$500,000 to reflect updated OMB Circular A-133. The threshold for being assigned a cognizant agency increased from \$25 million to \$50 million to reflect updated OMB Circular A-133.
- **Page IV-6, Section IV.4, Reporting** – Revision date for the Quarterly Program Report was updated.
- **Page IV-6, Section IV.4, Reporting** – The text was revised to reflect that Standard Form 272, Federal Cash Transaction Report, is not required in all circumstances. The reference to the forms was changed from Section V to Section VI.

Changes To Section V – State Application Checklist

- Section title was changed from “Forms for Application and Reporting” to “State Application Checklist.”
- Reporting forms were deleted from Section V and moved to a new Section VI.
- The 9/03 version of SF-424 replaced the previous 7/03 version.
- DOE F4600.4 was deleted and replaced by Standard Form 424A.
- An Annual File Worksheet was added.
- The separate Production Schedule was deleted since it is now included in the new Annual File Worksheet.
- A Subgrantee Information form was added.

New Section VI – Reporting Checklist

- This new section was created for the reporting forms that were removed from Section V.

Changes To The Quarterly Program Report

- The Quarterly Program Report was revised to add the OMB Burden Disclosure Statement.
- Section II. Grant Production – Categories for reporting production were revised to clarify units completed with funds inside and outside the DOE budget.
- Row II.B was deleted and replaced by a new row II.D. The old Section II.D. became II.C.

Changes To The Annual Training And Technical Assistance, Monitoring And Leveraging Report

- The Training and Technical Assistance, Monitoring and Leveraging Report was revised to add the OMB Burden Disclosure Statement and instructions.

SUMMARY

This edition of the Application Instructions and Forms package is hereby issued for use in Program Year 2005. The various forms are currently at OMB for review and approval. The complete package and forms are available on the Golden Field Office Website at www.go.doe.gov and at the National Energy Technology Laboratory at www.netl.doe.gov.

The Grants.gov effort continues to be an on-going process. DOE will continue to provide updates to the States on Grants.gov as they become available. DOE Regional Office Weatherization Program Managers and Headquarters Weatherization staff will use opportunities, including the National Association for State Community Services Programs (NASCSPP) Mid-Winter Training Conference, February 14-15, 2005, in Washington, DC, and the 2005 National Weatherization Training Conference, September 25-28, 2005, in New Orleans, LA, to provide training on the application instructions and forms.

 for

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Enclosure: Application Instructions and Forms