



**Department of Energy**  
Washington, DC 20585

**WEATHERIZATION PROGRAM NOTICE 10-03**  
**EFFECTIVE DATE: October 30, 2009**

**SUBJECT:** PROCUREMENT TOOLKIT CD

**PURPOSE:** To issue the Procurement Toolkit CD to all Grantees, to share with their local agencies, for use in the Weatherization Assistance Program.

**SCOPE:** The provisions of the guidance apply to Grantees applying for financial assistance under the Department of Energy (DOE) Weatherization Assistance Program.

**BACKGROUND:** DOE aims to assist Grantees as much as possible in ramp up efforts for the Weatherization Assistance Program. With the additional funds received in both the American Recovery and Reinvestment Act (Recovery Act) of 2009 and the Supplemental Funding released during the prior Continuing Resolution, and the regular FY 09 funding the Program must expand proportionately.

Without question, to meet this challenge, the Weatherization Programs across the country will need more equipment and materials, a larger workforce consisting of crews and contractors, and more staff to manage the increased workload and to steer transparent, accurate reporting.

We recognize many agencies will bring in new staff to assist in this effort; other agencies will be moving into higher dollar thresholds that will require different or additional procurement requirements than previous years.

**PROCEDURES:** To aid in this endeavor, DOE has commissioned "*The Weatherization Procurement Toolkit*" to explain the steps to be followed in the procuring of materials and contractors. The toolkit provides examples for illustrative purposes to assist in developing your own solicitation documents as you work toward meeting the goals of the Recovery Act and the DOE Weatherization Program.

It is a pleasure to work with you on this important challenge. I look forward to the growth of this Program and our continued partnership to ensure *Weatherization Works!*

A handwritten signature in blue ink, reading "Claire Broido Johnson".

Claire Broido Johnson  
Acting Program Manager  
Office of Weatherization and Intergovernmental Program  
Energy Efficiency and Renewable Energy

Attachment