



**Department of Energy**  
Washington, DC 20585

**WEATHERIZATION PROGRAM NOTICE 10-10**  
**EFFECTIVE DATE: May 25, 2010**

**SUBJECT: REPROGRAMMING TRAINING AND TECHNICAL ASSISTANCE FUNDS TO PROGRAM OPERATIONS**

**PURPOSE:** To provide guidance to Grantees when requesting to reprogram Training and Technical Assistance (T&TA) funds to the Program Operations line item.

**SCOPE:** The provisions of this guidance apply to States or other entities named in the Notification of Grant Award as the recipients of financial assistance under the Department of Energy's (DOE) Weatherization Assistance Program (WAP), including the Territories.

**LEGAL AUTHORITY:** Title IV, Energy Conservation and Production Act, as amended, authorizes the Department of Energy to administer the Weatherization Assistance Program. All grant awards made under this Program shall comply with applicable law including regulations contained in 10 CFR Part 440 (issued February 1, 2002), the Energy Policy Act of 2005, the Energy Independence and Security Act of 2007, the American Recovery and Reinvestment Act of 2009 (Recovery Act) and other procedures applicable to this regulation.

**BACKGROUND:** The WAP received \$5 Billion under the Recovery Act. The Recovery Act significantly increased the DOE portion of funding for this Program. With the additional funds, it is expected that each Grantee will ramp up to meet the goals and expectations laid out for this Program. To assist with this ramp-up Project Management Center (PMC) Project Officers and other DOE staff and contractors will assist Grantees throughout the ramp up process. In recent years, several Grantees have received large funding increases for weatherization from non-DOE sources, and thus have gone through a major ramp-up process similar to what will be required of all Grantees with the Recovery Act funding.

The Recovery Act increased the T&TA funds from a maximum of 10 percent to up to 20 percent of the appropriation. With the \$5 Billion of Recovery Act funds, DOE used the full 20 percent allowable for T&TA. Seventeen (17) percent was provided to Grantees for their use. The DOE elected to keep 3 percent at Headquarters to address the needs of all Grantees and subgrantees.

As we begin year two of the Recovery Act, many Grantees feel they have ramped up sufficiently and have expressed an interest in reprogramming T&TA funds into the Program Operations budget category.

**GUIDANCE:** Before any Grantee decides to reprogram T&TA funds to Program Operations the following considerations should be made:

1. Based on the statewide average cost per home at which the Grantee is currently operating, the Grantee has enough labor trained to meet the production indicated;
2. The Grantee has reviewed and made certain that the capacity to expand current production levels of homes weatherized can be attained;
3. In adjusting production schedules, Grantees are reminded that all ARRA funds are expected to be expended by March 2012;
4. That the Grantee has given consideration to using a portion of their T&TA funds for necessary national evaluation support as Grantees will likely need to hire a local person to conduct activities to help gather information data needed to support the national evaluation effort;
5. That the Grantee has sufficient T&TA funds to assist subgrantees in responding to the regular and ARRA program evaluations; and
6. There are sufficient funds to conduct monitoring visits if a Grantee uses T&TA funds to accomplish monitoring requirements.

If after these considerations, a Grantee would like to re-program more than ten percent of their T&TA funds to Program Operations, they will need to do an amendment to their ARRA State plan. This amendment should address the issues outlined above and would require a new production schedule. Additionally, Grantees should be aware that once T&TA funds are re-programmed into the Program Operations budget category they cannot be re-programmed back into T&TA funds at a later date. For additional information on the process needed to request reprogramming funds, please contact your respective Project Officer.

**CONCLUSION:** The Weatherization Network continues to make progress in meeting the intent of the Recovery Act. It is critically important that we continue to put processes and procedures in place to ensure that the Recovery Act and all funds are expended according to rules and regulations and that only the most cost-effective measures are installed. We appreciate the efforts of the entire Weatherization network.



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