DOE F 540.3
(08/05)

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
QUARTERLY PROGRAM REPORT

OMB Control No. 1910-5127
Expiration Date: 6/30/08

State: _____ Budget period: / / - / / Grant Number: _____

I. GRANT OUTLAYS – FUNDS SUBJECT TO DOE PROGRAM RULES (rounded to the nearest dollar)

Reporting Period / Quarter	/ - / Q1	/ - / Q2	/ - / Q3	/ - / Q4	Total To Date
A. OUTLAYS BY FUND SOURCE					
DOE					
Other funds included in grant budget, section A					
Total Grant Outlays					
B. OUTLAYS BY FUNCTION					
Grantee Administration					
Subgrantee Administration					
Grantee T&TA					
Subgrantee T&TA					
Program Operations Total					
Health and Safety					
Vehicles and Equipment – Acquisition Cost*					
Liability Insurance					
Leveraging					
Financial Audits					
Total Grant Outlays					
Vehicles and Equipment – Amortized Cost*					

Notes: Total grant outlays must equal outlays reported on the Financial Status Report, line 10.d.
* Acquisition (actual cost to purchase) vehicle and equipment costs must be included on this form and are used to match net outlays on the FSR. Amortized vehicle and equipment costs are used to calculate the average cost per unit.

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State: _____ **Budget period:** / / - / / **Grant Number:** _____

II. GRANT PRODUCTION

Quarter	Q1	Q2	Q3	Q4	Total To Date
A. TOTAL ANNUAL ENERGY SAVINGS (final report only)					
B. DOE UNITS* (includes other funds if included in DOE budget)					
1. UNITS BY TYPE					
Owner-Occupied Single Family Site Built					
Single-Family Rental Site Built					
Multi-Family (5 or more units per building)					
Owner-Occupied Mobile Home					
Renter-Occupied Mobile Home					
Shelter					
2. UNITS BY PRIMARY HEATING FUEL**					
Natural Gas					
Fuel Oil					
Electricity					
Propane/LPG					
Kerosene					
Wood					
Other					
3. UNITS BY OCCUPANCY					
Elderly-Occupied					
Disabled-Occupied					
Native American-Occupied					
Children-Occupied					
High Residential Energy User					
Household with a High Energy Burden					
4. OTHER UNIT CATEGORIES					
Reweatherized Total					
C. TOTAL PEOPLE ASSISTED WITH GRANT FUNDS* (includes other funds if included in DOE budget)					
Elderly					
Persons with Disabilities					
Native Americans					
Children					
D. Leveraged Units (units completed with other funds that are not included in DOE budget, any part of the definition of a DOE unit has been met)					

* Do not include reweatherized units in sections B.1, B.2, B.3 and C.

** "Primary Heating Fuel" is the fuel that provides the most space heat in the home.

III. COMMENTS

Submitted by _____ Date _____

Typed name _____

Title _____

OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of the Chief Information Officer, Records Management Division, IM-11, Paperwork Reduction Project (1910-5127), U.S. Department of Energy, 19901 Germantown Road, Germantown, MD 20874 and to the Office of Management and Budget, OIRA, Paperwork Reduction Project (1910-5127), Washington, DC 20503.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
QUARTERLY PROGRAM REPORT
INSTRUCTIONS

The Quarterly Program Report format is designed to gather production and expenditure data. This report is to be submitted quarterly to the applicable Department of Energy Regional Office 30 days after the end of the reporting period.

State: Name of state or tribal organization submitting the report.
Budget period: The starting and ending dates (mm/dd/yy)for the budget period for the WAP program year.
Grant number: The seven-digit Federal identification number assigned to the grant (R999999).
Reporting period: The beginning and ending dates (mm/dd) for the quarter reported.

I. GRANT OUTLAYS – FUNDS SUBJECT TO DOE PROGRAM RULES

A. By fund source: Outlays this quarter and program year to date for
1. DOE funds
2. All other funds listed in the grant budget, Section A, including PVE (Exxon, Stripper-Well, etc.), LIHEAP, state, local, and private funds that are part of the approved DOE grant budget.

B. By function: Outlays this quarter and program year to date for each function in the DOE grant budget, section B. *Total must equal total in A.2 above.*
1. Acquisition (actual) vehicle and equipment costs are used to match net outlays in FSR. Authorized vehicle and equipment costs are used to calculate the average cost per unit.

II. GRANT PRODUCTION

Enter figures only for the quarter being reported except to correct previous quarter information. Include reweatherized and low cost/no cost units only in section B.4.

A. Estimated Total Annual Energy Savings Estimate of total annual energy saved as a result of weatherization work. *Include in final report only.*

B. DOE units completed *this quarter* with all funds included in the approved DOE grant budget, all sources.
1. Units by type: Number completed this quarter by type specified. The sum should equal total units completed with funds in the approved DOE budget. A completed unit in a building containing five or more units should be reported as a Multi-Family unit. A completed unit in a building containing four units or less should be reported under one of two Single-Family categories. For example, if both units in a renter-occupied duplex are weatherized, they should be reported as two Single-Family Rental Site Built completions.
2. Units by primary heating fuel. Number of units completed by category of primary heating fuel. Primary heating fuel is the fuel that provides the most space heat in the home.
3. Units by occupant: Number of units completed by category of occupant. The sum will not equal total units completed.
4. Other categories: Units reweatherized.

C. Persons assisted with funds included in the DOE grant budget, all sources: Total and by category. Sum of persons by category will not equal total persons assisted.

D. Leveraged units completed with other funds not included in the DOE budget provided any part of the definition of a DOE unit has been met.

III. COMMENTS

Include here any additional information needed to clarify grant outlays and production reported this quarter.

Submitted by Signature of the person submitting the report.

Date signed.

Typed name and title of the submitter.