

Grant #: _____ **Amendment:** _____ **State:** _____ **Program Year:** _____

Budget Period: _____

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Hearing Date:	Newspapers that publicized the hearings and the dates that the notice ran.
If desired, hearing notes or transcripts may be cut and pasted into this space.	

OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 3 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, Maryland, 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
ANNUAL FILE WORKSHEET
INSTRUCTIONS

The Annual File Worksheet is designed to gather specific detail related to the expenditures of the Weatherization grant.

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

Item	Explanation
II.3 Subgrantees	
■ Grantee	Identify each intended subgrantee by name
■ City	Identify the city in which the agency resides
■ Funding	Identify the tentative funding each agency will receive
■ Units	Identify the tentative total of completed units anticipated by the agency with this funding
II.4 Production Schedule	
■ Total Units	Calculate the total units expected to be weatherized for this program year, excluding reweatherized units
■ Reweatherized Units	Calculate the number of reweatherized units to be completed this program year
■ Average Unit Costs, including Reweatherization, Subject to DOE Program/Rules	Enter data for and add and subtract, as specified to determine the average unit costs for units subject to DOE Program/Rules
II.5 Energy Savings	Identify whether the states will use the WAP Algorithm or Other method to calculate the estimated energy savings; if other method, description must be entered
	Identify the actual estimated energy savings in Mbtus attributed to this funding and program year
II.6 Training, Technical Assistance and Monitoring Activities	State weatherization training, technical assistance, and monitoring activities anticipated during this program year, including any publications or materials planned
II.7 DOE-Funded Leveraging Activities	State weatherization leveraging activities anticipated during this program year using DOE funding

(08/05)

II.8 Policy Advisory Committee Members	Provide the names, groups, organizations, or agencies represented by the PAC members and a list of the PAC meeting(s) attendees
II.9 State Plan Hearings	Identify the hearing date(s); a list of the newspapers that publicized the hearings including the dates the notices ran (notes, minutes, or transcripts should be sent to the appropriate Regional Office)
II.10 Adjustments to On-File Information	Identify any items that have changed since the previous year to the on-file information stored at the state
II.11 Miscellaneous	Identify and anticipated activities that are not routinely administered as part of the Weatherization Assistance Program (e.g. disaster relief, energy crisis response)
