

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM ENHANCEMENT AND INNOVATION (E&I)
GRANT FILE WORKSHEET

Grant #: _____ **Grantee:** _____

Budget Period: / / - / /

IV.1 Subgrantees and Contractors

Organization Name	City	Tentative	
		Funding*	Units*
Totals			

* Funding can include non-DOE sources if included in DOE budget. Units can include those completed with non-DOE funding if included in the DOE budget.

IV.2 E&I Topic Area (select one)

- Place-based Initiative
 Multifamily
 Single Family and Manufactured Homes
 Workforce Development
 Other

IV.3 E&I Planned Activities (select all that apply)

- Make Homes Weatherization-Ready
 Deploy Renewable Energy and New Technologies
 Enhance Indoor Environments
 Hire and Retain Workforce
 Disseminate New Methods and Best Practices
 Other

IV.4 Production Schedule

Unit Metrics	Planned # of Units
Total Units	
Units in Underserved Communities	
Units Rehabilitated to be Weatherization-Ready	

IV.5 Workforce Development Goals

Workforce Metrics	Planned # of Full Time Equivalent (FTE) Workers
Number of Workers Hired	
Number of Workers Retained	

IV.6 Miscellaneous

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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 Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

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GRANT FILE WORKSHEET
INSTRUCTIONS

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

	Item	Explanation
IV.1	Subgrantees and Contractors	
	■ Organization Name	Identify each intended subgrantee or contractor by name
	■ City	Identify the city in which the organization is located
	■ Funding	Identify the tentative funding each organization will receive
	■ Units	Identify the tentative total of completed units anticipated by the organization with this funding, if applicable
IV.2	E&I Topic Area	Select one topic area based on E&I award and SOPO
IV.3	E&I Planned Activities	Select all activities that apply based on E&I award and SOPO
IV.4	Production Schedule	
	■ Total Units	Enter the total units expected to receive E&I services during the Budget Period.
	■ Units in Underserved Communities	Enter the number of units in underserved communities expected to receive E&I services during the Budget Period. This should be at least 40% of the Total Units.
	■ Units Rehabilitated to be Weatherization-Ready	Enter the number of units expected to be made Weatherization-Ready. This must be less than or equal to the Total Units.
IV.5	Workforce Development Goals	
	■ Number of Workers Hired	Enter the total number of full-time equivalent weatherization workers (employees or contractors) that are expected to be hired during the budget period.
	■ Number of Workers Retained	Enter the total number of full-time equivalent weatherization workers (employees or contractors) that are expected to be retained during the budget period. This should be less than or equal to Number of Workers Hired.
IV.6	Miscellaneous	Identify any anticipated activities that are not routinely administered as part of the Enhancement and Innovation program.

PAPERWORK REDUCTION ACT BURDEN DISCLOSURE STATEMENT

This data is being collected to be used by program staff to track Community Scale recipients' activities, their progress in achieving scheduled milestones, and funds expended. The data you supply will be used to enable program staff to provide required or requested information on program activities to OMB, Congress, and the public.

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Submission of this data is required.