DOE F 540.8OMB Control No. 1910-5157

 Expiration date: XX/XX/2023

**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**

**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.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

 U.S. Department of Energy

WEATHERIZATION ASSISTANCE PROGRAM ENHANCEMENT AND INNOVATION (E&I)

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
* City
* Funding
* Units
 | Identify each intended subgrantee or contractor by nameIdentify the city in which the organization is locatedIdentify the tentative funding each organization will receiveIdentify 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
* Units in Underserved Communities
* Units Rehabilitated to be Weatherization-Ready
 | Enter the total units expected to receive E&I services during the Budget Period. 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.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
* Number of Workers Retained
 | Enter the total number of full-time equivalent weatherization workers (employees or contractors) that are expected to be hired during the budget period.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 STATEMENTPAPERWORK REDUCTION ACT BURDEN DISCLOSURE STATEMENTThis 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.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 this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Enterprise Policy Development & Implementation Office, IM-22, Paperwork Reduction Project 1910-5157, U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project 1910-5157, Washington, DC  20503.Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number. *Submission of this data is required.* |