

**U.S. Department of Energy
WEATHERIZATION ANNUAL FILE WORKSHEET**

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

Budget Period: _____

IV.1 Subgrantees

Grantee	City	Tentative	
		Funding*	Units*
TOTAL			

* 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 WAP Production Schedule

Number of Units (Excluding reweatherized)	
Reweatherized Units	

Average Unit Costs, including Reweathering, Subject to DOE Program Rules*	
VEHICLES & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)	
A Total Vehicles & Equipment (\$5,000 or more) Budget	
B Total Units Weatherized	
C Total Units Reweatherized	
D Total Dwelling Units to be Weatherized and Reweatherized (B+C)	
E Average Vehicle & Equipment Acquisition Cost per Unit (A divided by D)	
AVERAGE COST PER DWELLING UNIT (DOE RULES*)	
F Total Funds for Program Operations**	
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	
H Average Program Operations Cost per Unit (F divided by G)	
I Average Vehicle & Equipment Acquisition Cost per Unit (from line E)	
J Total Average Cost per Dwelling (H plus I)	

* 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.

** Funds for program operations include expenditures described by 440.18(c)(1) through (9).

IV.3 Energy Savings

Method used to calculate energy savings: WAP algorithm: Other (describe below):

Other Energy Savings Method Description

This year estimated energy savings (MBtus): _____

Prior year estimated energy savings (MBtus): _____ Actual: _____

**U.S. Department of Energy
WEATHERIZATION ANNUAL FILE WORKSHEET (continued)**

Grant #: _____ State: _____ Program Year: _____

Budget Period: _____

IV.4 DOE-Funded Leveraging Activities

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IV.5 Policy Advisory Committee Members

IV.6 State Plan Hearings (Note: attach notes and transcript to the SF-424)

Hearing Date:	Newspapers that publicized the hearings and the dates that the notice ran.

IV.7 Miscellaneous

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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 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
ANNUAL 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	
	■ 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
IV.2	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
IV.3	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
IV.4	DOE-Funded Leveraging Activities	State weatherization leveraging activities anticipated during this program year using DOE funding
IV.5	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
IV.6	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 attached to the SF-424)
IV.7	Miscellaneous	Identify any anticipated activities that are not routinely administered as part of the Weatherization Assistance Program (e.g., disaster relief, energy crisis response)

Paperwork Reduction Act Burden Disclosure Statement

This data is being collected to be used by program staff to track Weatherization Assistance Program (WAP) Formula and Bipartisan Infrastructure Law (BIL)/Infrastructure Investment and Jobs Act (IIJA) Funding recipients' activities, their progress in achieving scheduled milestones, and funds expended. The data you supply will be used for enabling program staff to provide required or requested information on program activities to OMB, Congress, and the public.

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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.