

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

**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.

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 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, Information Collection Management Program 1910-5127, U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC 20585; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project 1910-5127, Washington, DC 20503.

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*Submission of this data is required.*

**Grant #:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Program Year:** \_\_\_\_\_

**Budget Period:** \_\_\_\_\_

**IV.1 Subgrantees**

Grantee	City	Tentative	
		Funding*	Units*
<b>TOTAL</b>			

\* 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**

<b>Number of Units</b> (Excluding reweatherized)	
<b>Reweatherized Units</b>	

<b>Average Unit Costs, including Reweathering, Subject to DOE Program Rules*</b>	
<b>VEHICLES &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>	
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)	
<b>AVERAGE COST PER DWELLING UNIT (DOE RULES*)</b>	
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: \_\_\_\_\_

**IV.4 DOE-Funded Leveraging Activities**

**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**

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	
<ul style="list-style-type: none"> <li>■ Grantee</li> <li>■ City</li> <li>■ Funding</li> <li>■ Units</li> </ul>	<p>Identify each intended subgrantee by name</p> <p>Identify the city in which the agency resides</p> <p>Identify the tentative funding each agency will receive</p> <p>Identify the tentative total of completed units anticipated by the agency with this funding</p>
IV.2 Production Schedule	
<ul style="list-style-type: none"> <li>■ Total Units</li> <li>■ Reweatherized Units</li> <li>■ Average Unit Costs, including Reweatherization, Subject to DOE Program /Rules</li> </ul>	<p>Calculate the total units expected to be weatherized for this program year, excluding reweatherized units</p> <p>Calculate the number of reweatherized units to be completed this program year.</p> <p>Enter data for and add and subtract, as specified to determine the average unit costs for units subject to DOE Program/Rules</p>
IV.3 Energy Savings	<p>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</p> <p>Identify the actual estimated energy savings in MBtus attributed to this funding and program year</p>
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)