

# Memorandum

DATE: **April 29, 2022**

WAP Memorandum 090

REPLY TO

ATTN OF:  **Erica Burrin, Weatherization Assistance Program, Program Manager**  
**Weatherization and Intergovernmental Program Office**

SUBJECT: **Bipartisan Infrastructure Law (BIL) Application Extension for WAP**

TO: **Weatherization Assistance Program Grantees, Weatherization Assistance Program Subgrantees**

The Department of Energy (DOE) Weatherization Assistance Program (WAP) issued [Weatherization Program Notice BIL 22-1, Bipartisan Infrastructure Law \(BIL\) Grants for the Weatherization Assistance Program](#) on March 30, 2022, with language outlining the intent to obligate the Bipartisan Infrastructure Law (BIL) funds, including an expectation that SF 424 and SF 424A must be submitted in PAGE within 30 days of DOE's issuance of the BIL Administrative Legal and Requirements Document (ALRD).

*15% of total allocation will be granted at time of initial award (after submission and approval of the SF-424 and SF-424A).*

DOE WAP recognizes the network's current staffing levels and need for additional time to prepare initial budgets. DOE aims to provide relief to WAP Grantees actively executing Fiscal Year 2022 grant application submissions and to align the WAP timelines for submission with the contracting office work flow requirements.

Therefore, the 30 day submission requirement for BIL grant applications has been removed and replaced with a **July 1, 2022**, submission requirement as the alternate date for Grantee initial submission of the SF-424 and SF-424A.

During this period, DOE will continue to work with the contracting office on terms and conditions and once completed, move to set up the new awards.

DOE intends to obligate the BIL funds based on the following **updated** milestones, pending that:

- Grantees must submit a Program Year (PY) 2022 WAP Annual Grant Application Package on time for negotiation and award. BIL Plans will not be reviewed until PY 2022 WAP Annual Grant Application Packages are submitted by Grantees.
- SF 424 and SF 424A must be submitted in PAGE by **July 1, 2022**.
- 15% of total allocation will be granted at time of initial award (after submission and approval of the SF-424 and SF-424A).
- 35% of total allocation will be granted upon DOE approval of the Grantee Plan that identifies the quarterly milestones over the 5-year period of performance (due by **October 1, 2022**).

Balance of total allocation (50%) is based on the Grantee demonstrating progress in meeting expenditures goals, production targets and reporting requirement compliance. Demonstrated progress is defined as:

1. 30% of all units estimated to be weatherized in approved Weatherization Plans are weatherized.
2. Each Grantee has been fulfilling its monitoring and inspection protocol as part of its approved annual Grantee plan.
3. Each Grantee is monitoring local agencies at least once each year to determine compliance with administrative, fiscal, and Grantee field policies and guidelines.
4. Local quality control efforts are in place.
5. At least 5% of the completed units are inspected by the Grantee Quality Control Inspection (QCI) staff during the course of the year.
6. Grantees progress reports are acceptable, submitted in accordance with grant requirements, including being on time and accurate.
7. Monitoring reviews by DOE confirm acceptable performance.

If DOE's review reveals deficiencies, such as funds not disbursed, insufficient technical monitoring, or failure to meet reporting requirements, DOE reserves the right to place a hold on current balances and withhold funding until deficiencies are corrected.

Grantees with specific questions related to this Memorandum should contact their respective DOE Project Officer.