

# Memorandum

DATE: Issued April 15, 2025

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SMITH

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WAP Memorandum 131 Revised

REPLY TO

ATTN OF: Carrie Smith, Retrofit and Readiness Program Manager, Weatherization Assistance Program

SUBJECT: Requirements to Request Remaining 50% of Obligated Funds Under the Infrastructure Investment and Jobs Act

TO: Weatherization Assistance Program IIJA Grantees

INTENDED

AUDIENCE: Grantee Program Managers

*Update: References to the Bipartisan Infrastructure Law have been replaced with Infrastructure Investment and Jobs Act.*

The U.S. Department of Energy (DOE) Weatherization Assistance Program (WAP) issued [Weatherization Program Notice IIJA 1: Infrastructure Investment and Jobs Act \(IIJA\) Grants for the Weatherization Assistance Program](#) on March 30, 2022, which included a framework for the release of IIJA funds. This Memorandum details the Grantee submission, assessment criteria, and approval process for DOE to release the remaining 50% of obligated IIJA funds.

## SUBMISSION PROCESS:

Once the Grantee has determined all IIJA milestones are met, the Grantee can make a request to DOE to release the remaining 50% of IIJA obligated funding through the following process:

1. Resubmit your SF-424 by following the "Budget Revision Instructions" described in DOE's reporting system - Performance and Accountability for Grants in Energy (PAGE).
  - a. If changes are needed to the SF-424, Annual File, Budget or Master File update the appropriate sections. Add a summary of changes to the Annual File-IV.7 Miscellaneous section and resubmit the application for review.
2. Email your Programmatic Project Officer (PPO) and Technical Project Officer (TPO) using the following criteria:
  - a. Subject line: "[Grantee Name] Request for Remaining 50% of Obligated IIJA Funds."
  - b. State which section of the application in PAGE has been updated, if any.
  - c. Acknowledge that each of the milestones are met.
  - d. Submit any Additional Materials listed under the milestone(s) if these materials will be needed for the Project Officers (PO) to review.

***Please note: Grantees may submit this request before receiving a DOE monitoring visit, but all other milestones must be met in order for DOE to release the remaining 50% of IIJA funding.***

## **APPROVAL PROCESS:**

To verify compliance with each milestone in IIJA-1, DOE will review the information submitted in the Grantee's IIJA Plan and award reports submitted via PAGE. Upon review of the documentation, DOE will:

1. Approve the request;
2. Require Grantee to submit additional documentation for review and approval; or
3. Provide Grantee with additional actions to be taken to release the remaining funding.

## **IIJA 50% MILESTONES AND ASSESSMENT CRITERIA:**

Please examine the supporting materials and assessment criteria for each milestone and Attachment 1: *IIJA 50% Budget Modification Program Assessment* to understand how the Project Officers will assess the achievement of each milestone.

**Milestone 1: 30% of all IIJA units are weatherized based on the Grantee's approved IIJA Plan.**

### **Supporting PAGE Information**

IIJA Quarterly Performance Reports (QPR) IIJA Annual Plan-planned production

### **Assessment Criteria**

DOE will compare QPRs to the estimated production approved in the IIJA Grantee Plan, ensuring Grantee has reported a minimum of 30% IIJA production as complete.

Note: If the Grantee meets production mid-quarter and would like to initiate this process, Grantees can enter data into the QPR in PAGE and request this data be validated by their Programmatic Project Officer as part of this review process.

**Milestone 2: Grantee is able to demonstrate that it has fulfilled monitoring and inspection protocol as part of the approved IIJA Grantee Plan.**

**Milestone 3: Grantee monitors each local agency at least once each year to determine compliance with administrative, fiscal, and Grantee field policies and guidelines.**

*Based on the materials being reviewed to determine compliance the assessment of Milestones 2 and 3 are combined.*

### **Supporting PAGE Information**

IIJA Annual T&TA, Monitoring and Leveraging Reports

### **Additional Materials, if needed**

Current program year's monitoring tracking and results.

**Assessment Criteria**

DOE will review the most recent IJJA Annual T&TA, Monitoring and Leveraging Report to determine if each Subgrantee has been monitored for WAP IJJA, in the last year per [WPN 24-4](#) Monitoring Procedures. Monitoring results from PY22 and PY23 may be combined since Grantees were encouraged to utilize the first year for planning and setup purposes.

If the IJJA Annual T&TA, Monitoring, and Leveraging Reports indicates a Subgrantee has not received administrative/fiscal or technical monitoring for their IJJA award, Grantees must provide their current program year's IJJA monitoring tracking and results (similar to monitoring section of the Annual T&TA, Monitoring and Leveraging Report, e.g. Subgrantees monitored, any major findings, trends, identified T&TA needs, etc.).

**Milestone 4: Local quality control efforts are in place.****Supporting PAGE Information**

DOE Monitoring Report, if applicable

**Additional Materials, if needed**

10% of Subgrantee monitoring reports

QCI certification records for staff and contractors

**Assessment Criteria**

DOE will evaluate whether the Grantee's Quality Control Inspector (QCI) staff (or QCI certified contractor) conducting the technical monitoring had an active QCI certification at the time of monitoring and if appropriate call-back procedures were followed when work quality was deemed insufficient.

This practice will be validated via DOE technical monitoring checklist ([WPN 24-4](#)) to ensure quality control measures are in place. If a Grantee has not received technical monitoring by DOE, the Grantee must provide: (1) 10% of Subgrantee monitoring reports to demonstrate appropriate call-back procedures are in place, and (2) Active Grantee QCI certification records at the time of monitoring matches the technical monitoring report for the units monitored and submitted to DOE for review.

**Milestone 5: At least 5% of the completed IJJA units are inspected by the Grantee's certified Quality Control Inspector (QCI) staff during the course of the year.****Supporting PAGE Information**

IJJA Annual T&TA, Monitoring and Leveraging Reports

**Additional Materials, if needed**

Current program year's IJJA monitoring tracking and results.

### **Assessment Criteria**

DOE will evaluate whether the Grantee's QCI-certified staff (or QCI-certified contractor) examined a minimum of 5% or 10% in situations where duties between Energy Auditor and QCI cannot be separated per [WPN 24-4](#). Monitoring results from PY22 and PY23 may be combined since Grantees were encouraged to utilize the first year for planning and setup purposes.

If IIJA T&TA, Monitoring, and Leveraging Reports indicate a Subgrantee has not undergone technical monitoring, Grantees must provide the current program year's IIJA monitoring, tracking, and results resembling the monitor section of the Annual T&TA, Monitoring and Leveraging Report (e.g. monitored Subgrantees, any major findings, trends, identified T&TA needs, etc.).

**Milestone 6: Grantee's quarterly progress and annual reports are current, accurate and approved by Project Officer in accordance with grant requirements.**

### **Supporting PAGE Information**

IIJA Quarterly Performance Reports (QPR) IIJA Federal Financial Report (FFR)  
IIJA Annual T&TA, Monitoring and Leveraging Report IIJA Historic Preservation Report  
Semi-Annual Davis-Bacon Enforcement Report

### **Assessment Criteria**

All IIJA quarterly and annual report submissions will be reviewed by DOE for accuracy. Incomplete or rejected reports must be resolved prior to the release of remaining IIJA funds.

**Milestone 7: Monitoring reviews by DOE confirm acceptable performance.**

### **Supporting Information**

DOE Monitoring Report, if applicable  
Action Items with Status Update Report, if applicable  
OIG reports, if applicable

### **Assessment Criteria**

IIJA Grantees must receive, at least, one DOE technical onsite monitoring of DOE IIJA units and one programmatic (onsite or virtual) monitoring prior to the release of remaining IIJA funding.

If any part of the Grantee monitoring requirements is unmet by the time of the Grantee's request, DOE will determine whether the progress of the PO's monitoring of the Grantee is sufficient for funding release.

Grantees that have been monitored and have a current Corrective Action Plan (CAP) must demonstrate adherence to established timelines. If there are any active OIG investigations or unresolved OIG findings, the release of funding may be postponed until the investigation is closed and identified issues have been resolved.

Should DOE's assessment reveal deficiencies (e.g. funds not disbursed, insufficient technical or programmatic monitoring, or failure to meet reporting requirements) DOE may, at its discretion, place a hold on federal funding for the project pending further supporting data as stated in the Administrative and Legal Requirements Document (ALRD).

**CONTACT INFORMATION:**

Grantees with questions regarding this memorandum should contact their DOE Programmatic Project Officer.

**ATTACHMENT:**

IIJA 50% Budget Modification Program Assessment