



## VA WEATHERIZATION ASSISTANCE PROGRAM Information Notice 3-2024

**TO:** ALL WEATHERIZATION SUB-GRANTEES  
**FROM:** Tim Pettit, Associate Director for Energy Efficiency *TP*  
**DATE:** 5/23/24  
**SUBJECT:** DRAFT Program Year 2024 State Plan Changes

**Effective Date:** Immediately

### **Purpose:**

This Information Notice is to notify Weatherization Assistance Program (WAP) subgrantees about changes in the 2024 Department of Energy (DOE) State Plan and address hierarchal documentation for administering Weatherization Services.

### **Background:**

**Weatherization Program Notice (WPN) 24-1 outlines the program expectations for administering the Weatherization Assistance Program (WAP) for this program year.** DHCD's DRAFT State Plan can be found on its [website](#). To align with DOE regulations, Program Notices and Memorandums, DHCD has made several clarifications and changes. Included in these changes and updates, we have requested a revision to our Weatherization Readiness Fund (WRF) plans to allow more flexibility. These updates are listed below.

### **New Requirements:**

- Weatherization services, including QCI and final invoice, will be completed within a 12-month period from initial client income certification. All clients are required to be re-income certified and re-audited should the 12-month period be exceeded as required by [WPN 24-3](#).<sup>1</sup>
- Quality Control Inspections must be conducted within 30 days of weatherization completion. Subgrantees may request an extension with properly documented reasons of why a delay is needed. These requests will be reviewed by DHCD on a case-by-case basis.<sup>2</sup>

<sup>1</sup> Draft 2024 WAP Plan, Master File Worksheet, Page 1/19 (Updated 5/1/2024).

<sup>2</sup> Draft 2024 WAP Plan, Master File Worksheet, Page 7/19 (Updated 5/1/2024).

## **Hierarchy of Information for Weatherization**<sup>3</sup>

When reviewing regulations, policies, etc., the hierarchy of information is as follows:

1. DOE WPNs and Memorandums provide the current active information to the program. All 'active' program notices and memorandums should be followed. All programmatic changes are laid out in the instruction documents which is always the first WPN of the year (e.g. WPN 24-1). Often DOE will make policy changes using WPNs/ Program Memo's that don't require congressional action.  
<https://www.energy.gov/scep/wap/weatherization-program-notices-and-memorandums>
2. Other weatherization-specific regulations located in 10 CFR 440.  
<https://www.ecfr.gov/current/title-10/chapter-II/subchapter-D/part-440?toc=1>  
This includes the Code of Federal Regulations for uniform guidance for federal awards can be located in 2 CFR 200.  
<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>
3. The Department of Housing and Community Development's DOE Annual State Plan. This is the application document required every year to receive funding from DOE for the Weatherization Assistance Program. The State Plan includes the budget breakdown for subgrantees and unit completion requirements. Additionally, the Master File of the State Plan contains all the required policies for implementing the state Weatherization Assistance Program.
4. The DHCD Operations Manual. The current version of DHCD's operations manual is on our [website](#). DHCD is working on updating the manual to address updates made from DOE and DHCD in implementing the program. This process will include input from Stakeholders and Subgrantees beginning in November 2024.

When trying to determine if a measure, policy, or other issue is eligible for Weatherization, please refer to these documents in the order they were presented for the most up-to-date requirements.

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<sup>3</sup> Draft 2024 WAP Plan, Master File Worksheet, Page 6/19 (Updated 5/1/2024).

**WRF Rule Update:**

- For the 2024 DOE State Plan, we submitted an ACPU of \$15,000 for use of WRF funds.<sup>4</sup>
- Similarly, DHCD submitted an amendment to our previous years' grants to change the financial cap of \$8,250 to an ACPU format of \$15,000. We are awaiting the DOE Grant Officer's Approval.

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<sup>4</sup> Draft 2024 WAP Plan, Annual File Worksheet, Page 4/5 (Updated 5/1/2024).