

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
QUARTERLY PROGRAM REPORT

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.

State: _____ Budget Period: _____ Grant Number: _____

I. GRANT OUTLAYS – FUNDS SUBJECT TO DOE PROGRAM RULES (rounded to the nearest dollar)

Reporting Period Quarter					Total to Date
	Q1	Q2	Q3	Q4	
A. OUTLAYS BY FUND SOURCE					
DOE					
Other funds included in grant budget, section A					
Total Grant Outlays					
B. OUTLAYS BY FUNCTION					
Grantee Administration					
Subgrantee Administration					
Grantee T&TA					
Subgrantee T&TA					
Program Operations Total					
Health and Safety					
Vehicles and Equipment – Acquisition Cost *					
Liability Insurance					
Leveraging					
Financial Audits					
Weatherization Readiness					
Total Grant Outlays					
Vehicles and Equipment – Amortized Cost *					

Notes: Total grant outlays must equal outlays reported on the Federal Financial Report, line 10 e.
 * Acquisition (actual cost to purchase) vehicle and equipment costs must be included on this form and are used to match net outlays on the FFR. Amortized vehicle and equipment costs are used to calculate the average cost per unit.

II. GRANT PRODUCTION

Quarter	Q1	Q2	Q3	Q4	Total to Date
A. TOTAL ANNUAL ENERGY SAVINGS (final report only)					
B. DOE UNITS* (includes other funds if included in DOE budget)					
1. UNITS BY SUBGRANTEE					
<i>Populate list of Subgrantees from Annual File</i>					
2. MULTIFAMILY BUILDINGS (5 or more units per building)					
3. UNITS BY WEATHERIZATION READINESS FUNDS					
Owner-Occupied Single Family					
Renter-Occupied Single Family					
Owner-Occupied 2-4 units					
Renter-Occupied 2-4 units					
Multifamily, 5 or more units					
Owner-Occupied Mobile Home					
Renter-Occupied Mobile Home					
4. UNITS BY TYPE					
Owner-Occupied Single Family					
Renter-Occupied Single Family					
Owner-Occupied 2-4 units					
Renter-Occupied 2-4 units					
Multifamily, 5 or more units					
Owner-Occupied Mobile Home					
Renter-Occupied Mobile Home					
Shelter					
5. UNITS BY PRIMARY HEATING FUEL **					
Natural Gas					
Fuel Oil					
Electricity					
Propane/LPG					
Kerosene					
Wood					
Other Fuel					
No Heating System					
6. UNITS BY OCCUPANCY					
Elderly-Occupied					
Disabled-Occupied					
Native American-Occupied					
Children-Occupied					
High Residential Energy User					
Household with a High Energy Burden					
7. OTHER UNIT CATEGORIES					
Reweatherized Total					
Window Replacements in Support of the Reduction of Lead-Based Paint Hazards					
C. TOTAL PEOPLE ASSISTED WITH GRANT FUNDS* (includes other funds if included in DOE budget)					
Elderly					
Persons with Disabilities					

Native Americans					
Children					
D. Leveraged Units (units completed where no DOE funding has been used, but the unit reported had a DOE-approved energy audit or priority list and the work is completed)					
E. RENEWABLE ENERGY – Total Installed Capacity					
1. Kilowatts					
2. BTUs per hour					

* Do not include reweatherized units in sections B.1, B.2, B.3, B.4, B.5, B.6.

** "Primary Heating Fuel" is the fuel that provides the most space heat in the home post weatherization.

III. COMMENTS

Submitted by: _____

Date: _____

Type Name: _____

Title: _____

INSTRUCTIONS

The Quarterly Program Report format is designed to gather production and expenditure data. This report is to be submitted quarterly to the applicable Department of Energy 30 days after the end of the reporting period.

I. GRANT OUTLAYS - FUNDS SUBJECT TO DOE PROGRAM RULES

- A. By fund source: Outlays this quarter and program year to date for
 - 1. DOE funds
 - 2. All other funds listed in the grant budget, Section A, including PVE (Exxon, Stripper-Well, etc.), LIHEAP, state, local, and private funds that are *part of the approved DOE grant budget*.
- B. By function: Outlays this quarter and program year to date for each function in the DOE grant budget, section B. *Total must equal total in A.2 above.*
 - 1. Acquisition (actual) vehicle and equipment costs are used to match net outlays in FFR. Amortized vehicle and equipment costs are used to calculate the average cost per unit.

II. GRANT PRODUCTION

Enter figures only for the quarter being reported except to correct previous quarter information. Include reweatherized and low cost/no cost units only in section B.4.

- A. Estimated Total Annual Energy Savings Estimate of total annual energy saved as a result of weatherization work. *Include in final report only.*
- B. DOE units completed *this quarter* with all funds included in the approved DOE grant budget, all sources.
 - 1. Units by Subgrantee. Complete the number of units by Subgrantee completed this quarter. The sum should equal total units completed with funds in the approved DOE budget.
 - 2. Multifamily Buildings. Enter the total number of multifamily buildings (5 or more units per building) completed this quarter.
 - 3. Units by Weatherization Readiness Funds. Enter the number of units completed this quarter that also benefited from DOE Weatherization Readiness Funds. The sum will be less than or equal to the total units completed with funds in the approved DOE budget.
 - 4. Units by type: Number completed this quarter by type specified. The sum should equal total units completed with funds in the approved DOE budget. A completed unit in a building containing five or more units should be reported as a multifamily unit. A completed unit in a building containing four units or less should be reported under one of the two Single-Family categories.
 - 5. Units by Primary Heating Fuel: Number of units completed by category of primary heating fuel. Primary heating fuel is the fuel that provides the most space heat in the home.
 - 6. Units by occupancy: Number of units completed by category of occupant. The sum will not equal total units completed.
 - 7. Other unit categories: Enter total number of units reweatherized and the total number of units that received window replacements in support of the reduction of lead-based paint hazards.
- C. Persons assisted with funds included in the DOE grant budget, all sources: Total and by category. Sum of persons by category will not equal total persons assisted.
- D. Leveraged units completed where no DOE funding has been used, but the unit reported had a DOE-approved energy audit or priority list applied and the work is completed.
- E. Renewable Energy – Installed Capacity. For all completed units reported this quarter, enter the sum of installed renewable energy system capacity in Kilowatts (e.g., solar photovoltaic systems) and BTUs per hour (e.g., solar thermal systems).

III. COMMENTS

Include here any additional information needed to clarify grant outlays and production reported this quarter.

Submitted by: Signature of the person submitting the report.

Date signed.

Typed name and title of the submitter.