

Memorandum

DATE: March 27, 2018

WAP Memorandum 033

REPLY TO

ATTN OF: James Carlisle, Operations Supervisor 
Weatherization and Intergovernmental Program Office

SUBJECT: Program Year Changes for WAP Grantees with October 1st as Current Start Date

TO: Weatherization Assistance Program (WAP) Network

Weatherization Assistance Program (WAP) Grantees who currently operate Weatherization Programs that begin with October 1 as the first day of a new Program Year (PY) must adjust the PY start date to either April 1 or July 1, beginning with PY 2019. The purpose of this change is to ensure DOE executes all awards within the Federal fiscal year in which Congress appropriates funds. This change will minimize delays experienced due to carryover issues.

The eight (8) WAP Grantees affected by this Memorandum are: California, Hawaii, the District of Columbia, Puerto Rico, Virgin Islands, Guam, Northern Mariana Islands, and American Samoa. All WAP Grantees whose Program Year already starts on April 1 or July 1 do not need to take any action in response to this Memorandum.

The affected WAP Grantees must choose either April 1 or July 1 as their new annual Program Year start date to begin with PY 2019, and notify their DOE Project Officer of their choice by email no later than July 2, 2018.

Adjusted start dates will become effective for PY 2019. This means that PY 2018 awards will have a budget period of less than one full year, and the end date of the overall Project Period will be adjusted, as follows:

- For Grantees with a current PY start date of October 1 who choose April 1 as their new start date, the budget period for their PY 2018 WAP award will be October 1, 2018 – March 31, 2019. The budget period for their PY 2019 WAP award will be April 1, 2019 – March 31, 2020. The overall Project Period for their current WAP grant will become October 1, 2017 – March 31, 2020.
- For Grantees with a current PY start date of October 1 who choose July 1 as their new start date, the budget period for their PY 2018 WAP award will be October 1, 2018 – June 30, 2019. The budget period for their PY 2019 WAP award will be July 1, 2019 – June 30, 2020. The overall Project Period for their current WAP grant will become October 1, 2017 – June 30, 2020.

All WAP Grantees will be allowed to carry over any unspent PY 2017 and PY 2018 funds into their PY 2019 budgets (subject to any applicable limitations on administrative funds, T&TA funds, etc.).

DOE will make the necessary stipulations in PAGE on the SF-424 and internally through requisition.

Please contact your DOE Project Officer if you have any questions related to this Memorandum.