U.S. Department of Energy

Weatherization Assistance Program for Low-Income Persons

GRANTEE APPLICATION INSTRUCTIONS

U.S. Department of Energy
Office of State and Community Energy Programs
1000 Independence Avenue, SW
Washington, DC 20585

July 9, 2026

task forces, and other scheduled and related meetings. Travel must also be budgeted for in-state meetings, administrative, financial, and technical monitoring of Subgrantees, etc.

Grantee Annual Plans must detail the number of travelers, estimated cost per traveler, duration of trip, and total cost per trip. Costs related to attending conferences and training (i.e., National Association for State Community Services Programs (NASCSP), National Community Action Partnership (NCAP), Energy OutWest (EOW), and National Home Performance Conference & Trade Show (HPC) that have weatherization-specific tracks) are allowable as a WAP T&TA expense.

Proposed travel costs in the Grantee Plan must:

- Identify proposed activities and reflect sufficient resources.
- State the number of staff attending and provide reason.
- Cite appropriate law, regulation, or policy governing Grantee travel, and if an appropriate Grantee web link indicates per diems and process, indicate that in the narrative description.
- In the absence of an acceptable, written policy regarding travel costs, Grantees and Subgrantees must comply with 2 C.F.R. § 200.475(d).
- Indicate that the travel is for DOE WAP purposes only, and if it is not solely for DOE WAP, then indicate what other funds are being used to support the travel.

IMPORTANT: DOE-approved Grantee Plans reflect authorization to participate in events and activities identified in the plan.

Equipment

The Equipment budget category only covers equipment purchases at the Grantee level, not Subgrantee/contractor level.

Vehicles and equipment mean tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of the capitalization level of the recipient or subrecipient or $10,000 or more per unit. A Grantee may use its own definition of vehicles and equipment provided that such definition would at least include all the equipment defined above. Further definitions can be found in 2 C.F.R. § 200.1.

Materials and Supplies

Materials and supplies are generally defined as an item with an acquisition cost below the lesser of the capitalization level established by the recipient or subrecipient or $10,000, and in many, but not all situations, supplies have a useful life expectancy of less than one year.