

**E-mail MEMO:
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MEMO

WX-2015-1

TO: Agency Directors, Fiscal Officers and Weatherization Coordinators
FROM: Chris Shoopman, Weatherization Program Coordinator
RE: Waiting List Criteria
DATE: 01/13/2015

Greetings,

The enabling legislation for the United States Department of Energy Weatherization Assistance Program (USDOE WAP) outlines the waitlist priorities that are to be used when prioritizing households for services utilizing Weatherization Assistance Program (WAP) funds.

Sub-Grantees must have a procedure to ensure that the following properties are prioritized in identifying and providing weatherization services. Sub-Grantees have the flexibility to determine how to prioritize these areas. The priority criteria when determining priority for OHCS funded weatherization projects are as follows:

- elderly persons (60 years of age and older),
- persons with disabilities,
- families with children six (6) years of age and under,
- high residential energy users (i.e. energy usage is above average as a result of household composition or unusual needs for energy as defined by the sub-grantee),
- households with a high energy burden (i.e. when 11.6 percent or more of the household income is going towards energy. This can be calculated monthly, quarterly or annually depending on what is in the best interest of the household)

Sub-grantees may choose to add additional factors to their priority list such as, but not limited to:

- Ability to leverage funds.
- Native Americans.
- Households with a member on active military duty.

The priority criteria used for determining applicant priority must be in writing and on file with the sub-grantee. Sub-Grantee agencies must not give more “weight” to additional priorities other than those outlined in CFR 440.16(b). The criteria must be used

consistently for all applicants unless the sub-grantee is involved in an OHCS sanctioned special project. OHCS special projects are defined as those projects initiated by OHCS.

If you have any questions, please contact me at (503) 986-0972.

Best Regards,

Chris Shoopman
Weatherization Coordinator