

Ralph M. Perrey, Executive Director



MEMORANDUM: Wx 24-02

TO: Weatherization Program Subgrantees

FROM: Felisha Nichols, Weatherization Program Manager *FN*

DATE: November 21, 2024

SUBJECT: WAPez Priority Points Recalculation – Effective December 1st, 2024

Purpose: This Memo is to provide guidance regarding priority point calculation for WAP-24 applicants. An update has been made to the dropdown Federal Poverty Level option in WAPez. All applications for Program Year 2024 must use 2024-1. The update to WAPez was made to align with the Priority Point assignments in the State Plan and in the WAP Manual.

Guidance: This update is not automatically applied to open jobs and will require a manual effort to apply this update. This update is live in WAPez and will be required for all applications that have not yet been audited as of December 1, 2024.

All new applications will need to be processed under the Federal Poverty Level labeled 2024-1 in WAPez. All waitlisted applications will need to have their priority points recalculated before moving forward. If an applicant has already received an energy audit, recalculating points is not required.

Priority points are only permitted for the following categories and cannot exceed 75 points per household.

Vulnerable Household Members (50 Points Max)	
Household Includes a Member with Following Characteristic	Points
Elderly (age 75+)	20
Elderly (age 60-74)	15
Disabled (as defined in Section 1.6.6)	15
Child under 6 years of age	15
Energy Burden (15 Points Max)	
% of Income Used for Home Energy Costs*	Points
19.01% or higher	15
15.01% - 19%	10
8.01% - 15%	5
8% or less	0
High Residential Energy User (10 Points Max)	
Household Annual Energy Costs**	Points
\$3,000 or more	10
\$1,900 or \$2,999	5
\$1,899 or less	0

Points for **elderly** can only be applied for the eldest member of the household.

Example: If two persons ages 61 and 89 reside in a home. The home will receive 20 points, as it applies to the 89-year-old resident.

Example:

dit		Accounting	Contractors	Agencies	Reports	Tools	System	Search	Help
Elderly (Age 60-74)	0								
(Points)	0								
Disabled	0								
(Points)	0								
Child under age 6	0								
(Points)	0								
Total Illegal Aliens in Household	0								
Total Annual Household Income	0								
% of Poverty	0								
(Points)	25								
APS Referral	Select One								
Annual Energy Cost	2126								
% of Energy Burden	100								
High Energy Burden	Yes								
(Points)	15								
High Residential Energy User	Yes								
(Points)	5								
Categorically Eligible	Select One								
Disaster Priority	Select One								
(Points)	0								
Total Annual Household Energy Costs Determined	Select One								
(Points)	0								
TOTAL POINTS	45								

Step 1: Select Federal Poverty Level 2024-1 → Federal Poverty Level 2024-1

Please click on Recalculate and then Save button to save the recalculated Priority Points.

Step 2: Recalculate AND Save → [Recalculate](#) [Save](#) [Print](#)