OMB Number: 4040-004
Expiration Date: 03/31/2012

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

2. Type of Application:
- [x] New
- [ ] Continuation
- [ ] Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received
06/21/2013

4. Applicant Identifier:

5a. Fed Entity Identifier:

5b. Federal Award Identifier:
DE-EE0006145

State Use Only:

6. Date Received by State: 06/21/2013

7. State Application Identifier: DCG-2376-2013

8. APPLICANT INFORMATION:

a. Legal Name: District of Columbia

b. Employer/Taxpayer Identification Number (EIN/TIN):
536001131

c. Organizational DUNS:
780986563

d. Address:

Street 1: 1200 First Street NE
Street 2: 5th Floor
City: Washington
County:
State: DC
Province:
Country: U.S.A.
Zip / Postal Code: 20002

e. Organizational Unit:

Department Name:
District Department of the Environment

Division Name:
Energy Efficiency and Conservation Division

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms
First Name: Ismenda
Middle Name:
Last Name: Richardson
Suffix:

Title: Branch Chief

Organizational Affiliation: District Department of the Environment

Telephone Number: 2026736738
Fax Number: 2025352881

Email: ismenda.richardson@dc.gov

DRAFT

OMB Number: 4040-004
Expiration Date: 03/31/2012

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance for Low-Income Persons

12. Funding Opportunity Number:

DE-FOA-0000835

Title:

Weatherization Assistance for Low-Income Persons

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

District of Columbia

15. Descriptive Title of Applicant's Project:

The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the past 33 years, the U.S. Department of Energy (DOE) has provided weatherization services to more than 6.4 million low-income households.

OMB Number: 4040-004
Expiration Date: 03/31/2012

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16.Congressional District Of:

a. Applicant:

b. Program/Project: DC-Statewide

Attach an additional list of Program/Project Congressional Districts if needed:

17. Proposed Project:

a. Start Date: 10/01/2013

b. End Date: 09/30/2014

18. Estimated Funding ($):

a. Federal	511,519.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	511,519.00

19. Is Application subject to Review By State Under Executive Order 12372 Process?:

[X] a. This application was made available to the State under the Executive Order 12372 Process for review on: 07/30/2013

[ ] b. Program is subject to E.O. 12372 but has not been selected by the State for review.

[ ] c. Program is not covered by E.O. 12372

20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)

No

21. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code Title 218, Section 1001)**

[X] I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:	Mr	First Name:	Keith
Middle Name:	A		
Last Name:	Anderson		
Suffix:			
Title:	Director		
Telephone Number:	2025352615	Fax Number:	2025352881
Email:	keith.anderson@dc.gov		

Signature of Authorized Representative: Signed Electronically **Date Signed:** 07/11/2013

OMB Approval No. 0348-0044

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0006145	2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy 's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.
3. Name and Address District of Columbia 1200 First Street NE Washington DC 20002	4. Program/Project Start Date 10/01/2013 5. Completion Date 09/30/2014

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	$ 0.00		$ 511,519.00		$ 511,519.00
2.						
3.						
4.						
5. TOTAL		$ 0.00	$ 0.00	$ 511,519.00	$ 0.00	$ 511,519.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity					Total (5)
	(1) GRANTEE ADMINISTRATION	(2) SUBGRANTEE ADMINISTR	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA		
a. Personnel	$ 20,379.28	$ 0.00	$ 20,838.24	$ 0.00		$ 102,355.25
b. Benefits	$ 5,196.72	$ 0.00	$ 5,313.76	$ 0.00		$ 26,100.60
c. Travel	$ 0.00	$ 0.00	$ 10,000.00	$ 0.00		$ 10,000.00
d. Equipment	$ 0.00	$ 0.00	$ 0.00	$ 0.00		$ 0.00
e. Supplies	$ 0.00	$ 0.00	$ 0.00	$ 0.00		$ 0.00
f. Contract	$ 0.00	$ 30,575.95	$ 0.00	$ 15,000.00		$ 370,063.15
g. Construction	$ 0.00	$ 0.00	$ 0.00	$ 0.00		$ 0.00
h. Other	$ 0.00	$ 0.00	$ 0.00	$ 0.00		$ 3,000.00
i. Total Direct Charges	$ 25,576.00	$ 30,575.95	$ 36,152.00	$ 15,000.00		$ 511,519.00
j. Indirect	$ 0.00	$ 0.00	$ 0.00	$ 0.00		$ 0.00
k. Totals	$ 25,576.00	$ 30,575.95	$ 36,152.00	$ 15,000.00		$ 511,519.00
7. Program Income	$ 0.00	$ 0.00	$ 0.00	$ 0.00		$ 0.00

OMB Approval No. 0348-0044

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No.	2. Program/Project Title
EE0006145	The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy 's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.

3. Name and Address	District of Columbia 1200 First Street NE Washington DC 20002	4. Program/Project Start Date	10/01/2013
		5. Completion Date	09/30/2014

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		$ 0.00	$ 0.00	$ 511,519.00	$ 0.00	$ 511,519.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity					Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) LEVERAGING		
a. Personnel	$ 0.00	$ 0.00	$ 0.00	$ 61,137.73		$ 102,355.25
b. Benefits	$ 0.00	$ 0.00	$ 0.00	$ 15,590.12		$ 26,100.60
c. Travel	$ 0.00	$ 0.00	$ 0.00	$ 0.00		$ 10,000.00
d. Equipment	$ 0.00	$ 0.00	$ 0.00	$ 0.00		$ 0.00
e. Supplies	$ 0.00	$ 0.00	$ 0.00	$ 0.00		$ 0.00
f. Contract	$ 294,487.20	$ 10,000.00	$ 20,000.00	$ 0.00		$ 370,063.15
g. Construction	$ 0.00	$ 0.00	$ 0.00	$ 0.00		$ 0.00
h. Other	$ 3,000.00	$ 0.00	$ 0.00	$ 0.00		$ 3,000.00
i. Total Direct Charges	$ 297,487.20	$ 10,000.00	$ 20,000.00	$ 76,727.85		$ 511,519.00
j. Indirect	$ 0.00	$ 0.00	$ 0.00	$ 0.00		$ 0.00
k. Totals	$ 297,487.20	$ 10,000.00	$ 20,000.00	$ 76,727.85		$ 511,519.00
7. Program Income	$ 0.00	$ 0.00	$ 0.00	$ 0.00		$ 0.00

U.S. DEPARTMENT OF ENERGY

BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: District of Columbia
Award number: EE0006145

Budget period: 10/01/2013 - 09/30/2014

1. **PERSONNEL** - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B. Line 6.f. Contracts and Sub-Grants).

Positions to be supported under the proposed award and brief description of the duties of professionals:

Position	Description of Duties of Professionals
Associate Director	Oversight of the Energy Assistance Branch, the Energy Conservation Programs Branch, and other commercial energy efficiency programs.
Auditor	Conducts NEAT and EQUIP audits for DC weatherization program.
Budget Analyst	Assist in the financial monitoring of WAP
RCAP Division Branch Chief	Oversees the weatherization programs operated by DC.
Auditor and Inspector	Conducts NEAT and EQUIP audits and inspections for DC weatherization program.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Associate Director	$105,578.09	15.0000 % FT	$15,836.71
Auditor	$68,932.75	50.0000 % FT	$34,466.38
Budget Analyst	$89,499.79	15.0000 % FT	$13,424.97
RCAP Division Branch Chief	$91,201.35	11.8400 % FT	$10,798.24
Auditor and Inspector	$55,660.17	49.9980 % FT	$27,828.97
		Direct Pay Total	$102,355.27

2. **FRINGE BENEFITS**

a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.

b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

See Attachment on SF-424

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Associate Director	$15,836.71	25.5000 %	$4,038.36
Auditor	$34,466.38	25.5000 %	$8,788.93
Budget Analyst	$13,424.97	25.5000 %	$3,423.37
RCAP Division Branch Chief	$10,798.24	25.5000 %	$2,753.55
Auditor and Inspector	$27,828.97	25.5000 %	$7,096.39
		Fringe Benefits Total	$26,100.60

3. **TRAVEL**

a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
Annual Low Income Home Energy Assistance Program National Meeting	1	$3,000.00	$3,000.00
NASCAP Annual Conference	1	$2,500.00	$2,500.00
Affordable Comfort Conference	1	$2,500.00	$2,500.00
Quality Assurance Training	1	$2,000.00	$2,000.00
		Travel Total	$10,000.00

b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

The basis for computation of travel expenses (e.g. current airline quotes, past trips, federal or organization travel policy, etc.). Travel is consistent with the District of Columbia travel policy.
1.) Annual Low Income Home Energy Assistance Program National Meeting - 2 persons - 4 days- air transportation, lodging, subsistence **2.) NASCAP Annual Conference - 4 persons - 4 days - local travel3.) Affordable Comfort Conference - 6 persons - 4 days - air transportation, lodging, subsistence **4.) Quality Assurance Training - 5 persons awaiting for US Department of Energy to provide actual costs - location of training has not been identified as of yet **
**The costs will be partially covered with United States Health and Human Services (US HHS) and District of Columbia general fund. DDOE staff uses DC government car fleet for monitoring and T&TA travel. Due to the nature of DC's geography, no overnight stays are required for monitoring and T&TA travel.

4. EQUIPMENT - Equipment is generally defined as an item with an acquisition cost greater than $5,000 and a useful life expectancy of more than one year. Further definitions can be found in 10 CFR 600.

a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

Equipment	Unit Cost	Number	Total Cost	Justification of Need
N/A	$0.00	0	$0.00	
			$0.00	

b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.

5. SUPPLIES - Supplies are generally defined as an item with an acquisition cost of $5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance. Further definitions can be found in 10 CFR 600.

a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

General Category	Cost	Justification of Need
N/A	$0.00	
	$0.00	

b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

6. CONTRACTS AND SUBGRANTS - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e weatherization subgrants, Annual File section II.3).

Name of Proposed Sub	Total Cost	Basis of Cost*
United Planning Organization	$370,063.15	Provide for the ipurchase and nstallation of energy efficient measures
Contracts and Subgrants Total	$370,063.15	

*For example, Competitive, Historical, Quote, Catalog

7. OTHER DIRECT COSTS - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

a. Please provide a General Description, Cost and Justification of Need.

General Description	Cost	Justification of Need
Calibration and Maintenance of Auditing Equipment	$1,500.00	Equipment needed to conduct a weatherization audit (i.e. efficiency tester, blower door)
DUES	$1,500.00	Dues for the organization which provides technical support to the Wx network such as NASEO & NASCAP & Resnet, etc
Other Direct Costs Total	$3,000.00	

b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

8. INDIRECT COSTS

a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.

b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

There are no indirect cost and no basis for computation rates.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name: Olga Provotorova Phone Number: 2026712302

DOE F 540.2
(08/05)

OMB Control No: 1910-5127
Expiration Date: 09/30/2013

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0006145, State: DC, Program Year: 2013)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
United Planning Organization (Washington)	$370,063.15 44
Total:	**$370,063.15** **44**

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	44
Reweatherized Units	0

Note: Planned units by quarter or category are no longer required, no information required for persons.

Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment ($5,000 or more) Budget	$0.00
B	Total Units Weatherized	44
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	44
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	$297,487.20
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	44
H	Average Program Operations Costs per Unit (F divided by G)	$6,761.07
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	$0.00
J	Total Average Cost per Dwelling (H plus I)	$6,761.07

IV.3 Energy Savings

Method used to calculate savings: ☑ WAP algorithm ☐ Other (describe below)

Method used to calculate savings description:

The total number of units to completed with the operations funds from DOE WAP funds multiplied by 30.5MBTU.

This year estimated energy savings (MBtus): 1,301

Prior year estimated energy savings (MBtus): 1,312 **Actual:** .

IV.4 DOE-Funded Leveraging Activities

According to DOE program regulations, Grantees are permitted to spend up to 15 percent of their annual WAP grant to undertake leveraging activities. DDOE intends to leverage the allotted 15 percent of its WAP grant to seek additional funds from non-federal sources, such as the Sustainable Energy Trust Fund (SETF) and local District Funds, to supplement WAP which will increase the number of low-income homes to be weatherized.

SETF and District local leveraged funds will be used to pay personnel expenses for DDOE staff, supplies and other expenses associated with the leveraging activities to be performed during the program year. Leveraging activities involve collaboration and coordination with the SETF Low-Income Multifamily Direct Install Program that is administered by DDOE, the District of Columbia Sustainable Energy Utility (DC SEU), and the locally funded Heating System Replacement, Repair and Tune-up Program (G2).

Brief Description of the Program and Funding Sources

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0006145, State: DC, Program Year: 2013)

The DC SEU is a private entity that was contracted by DDOE to design and implement energy efficiency and renewable energy programs in the District. Funding for the DC SEU is provided by the SETF on an annual basis and the DC SEU contract with the District subject to the approval of the DC Council. The work done with the leveraged resources from the DC SEU is consistent with WAP objectives. The DC SEU is charged with providing detailed financial and programmatic quarterly reports that must be submitted to the DC Council thirty days after the end of each quarter. SEU staff will inform DDOE of possible leveraging opportunities especially in their auditing and energy efficiency products related programs. DDOE staff will report leveraging activities on the WAP Annual Training, Technical Assistance, Monitoring and Leveraging Report.

For instance, the DC SEU's Low-Income Multifamily Direct Install Program provides low-cost energy retrofits in income-qualified multifamily rental properties throughout the District. Typical measures installed include: energy efficient lighting upgrades, refrigerator and window air-conditioner replacements, water heater tank wraps, faucet aerators, and low-flow showerheads. Program eligibility is based on federal low-income guidelines.

In FY14 the District of Columbia local funds will be used to fund the Heating System Replacement, Repair and Tune-up Program (G2) that was previously under the SETF portfolio. Collaboration with this program will allow us to install Heating/Cooling System(s) and additional audit recommended energy retrofits. G2 - provides energy audits and natural gas-fired heating system tune-ups, repairs, and replacements in low-income dwellings. The program also replaces inefficient gas hot water heaters and provides programmable thermostats. Participants receive an assessment of their heating system as part of the general weatherization audit. Program eligibility is based on federal low-income guidelines.

The following is a brief description of a previously funded leverage program that DDOE is currently seeking funds for:

Weatherization Plus Program (D4) - this program expands DDOE's Weatherization Assistance Program (WAP) to focus on the installation of energy efficient measures that save electricity. The program performs energy audits and install audit-identified measures to help reduce electric bills in low-income households. Typical measures installed may include: energy efficient lighting upgrades, insulation, weather stripping, windows/door replacement, heat pump repair/replacement, hot water heater replacements/wraps, faucet aerators, shower heads, and programmable thermostats. Program eligibility is based on the federal low-income guidelines.

IV.5 Policy Advisory Council Members

☐ Check if an existing state council or commision serves in this category and add name below

Abigail Johnson	Type of organization: Other Contact Name: Phone: (415)307-7771 Email: abby@abacusprop.com
Carolyn Witherspoon	Type of organization: Other Contact Name: Phone: (202)658-0502 Email:
Cherry Gillis	Type of organization: Other Contact Name: Phone: (202)889-0829 Email: cherryv@mindspring.com
Jospeh Asamoah	Type of organization: Other Contact Name: Phone: (240)582-9136 Email:
Lisa Terry	Type of organization: Other Contact Name: Phone: (202)281-2927 Email:
Melissa Pullins	Type of organization: Other Contact Name: Phone: (202)797-7157 Email:
Robert Traina	Type of organization: Other Contact Name: Phone: (202)540-8370 Email:

IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)

Date Held	Newspapers that publicized the hearings and the dates the notice ran
11/26/2013	Public Hearing will be held on November 26, 2013 at 10:00 am to announce UPO was selected as a Sub Grantee for Program Year (PY) 2013. DDOE will also share with the public information on additional funding due to carryover from PY12. Some of the carryover funds will be added

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0006145, State: DC, Program Year: 2013)

	to UPO's total award.
08/13/2013	The District Department of the Environment (DDOE) held a public hearing on the State Plan for the Weatherization Assistance Program (WAP) and the Low-Income Home Energy Assistance Program (LIHEAP). The hearing was held on Tuesday, August 13, 2013 at 4:00 pm at DDOE's headquarters, 1200 First Street, NE, Washington, DC 20002; Conference Room 718.

IV.7 Miscellaneous

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0006145, State: DC, Program Year: 2013)

This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

V.1 Eligiblility

V.1.1 Approach to Determining Client Eligibility

Provide a description of the definition of income used to determine eligibility

The District of Columbia has determined that it will weatherize dwelling units whose occupants are at or below 200% of the Federal Poverty Level or 60% of the median income level as determined under the WAP eligibility guidelines.
Applicants for the Weatherization Assistance Program must first be approved for the Low Income Home Energy Assistance Program (LIHEAP). Applicant LIHEAP approval is based on the annual gross income and the size of the household. Applicants must provide proof of income for all household members which include: recent payroll stub or other proof that shows current gross income for the last 30 days and is valid within the last 90 days; documentation showing income from Social Security, Unemployment Insurance, Pension Funds, disability, etc.; proof of present address (e.g., rent receipt, lease or deed, property tax bill); Proof of total members living in the household (e.g., birth certificates, school records, etc.); Social Security cards (or documents with Social Security number such as a pay stub or birth certificate) for all persons living in the household; Proof of US citizenship or permanent residence; and Valid photo identification.
This procedure is utilized for single and multi-family dwellings.

Describe what household Eligibility basis will be used in the Program

Applicant must be approved for LIHEAP, home ownership is verified through the Real Property Tax Database for owner occupied dwellings, and addresses are researched to ensure they have not received Weatherization Assistance within the past ten years.

Describe the process for ensuring qualified aliens are eligible for weatherization benefits

N/A

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

Applicants for the Weatherization Assistance Program must first be approved for the Low Income Home Energy Assistance Program (LIHEAP). Applicant's LIHEAP approval is based on the annual gross income and the size of the household. Applicants must provide proof of income for all household members which include: recent payroll stub or other proof that shows current gross income for the last 30 days and is valid within the last 90 days; documentation showing income from social security, unemployment insurance, pension funds, disability, etc.; proof of present address (e.g., rent receipt, lease or deed, property tax bill); proof of total members living in the household (e.g., birth certificates, school records, etc.); social security cards (or documents with social security number such as a pay stub or birth certificate) for all persons living in the household; proof of U.S. citizenship or permanent residence; and valid photo identification.

All multi-family projects supported by WAP must contain 66 percent tenancy eligibility each fiscal year. If the property fails to meet the 66 percent requirement the weatherization work will not continue and funding will be redirected to other projects. DDOE will not re-weatherize any multi-family dwelling under any circumstances as per US DOE.

Describe Reweatherization compliance

An applicant can only receive weatherization services one time every ten years

Describe what structures are eligible for weatherization

Single and Multi-Family Dwellings occupied by LIHEAP approved occupants

Describe how Rental Units/Multifamily Buildings will be addressed

DDOE follows the guidelines as outlined in 10 CFR 440.22. Multi-family structures must contain, at a minimum, 66% low-income dwelling units. An exemption would be granted to large multi-family buildings if an initial assessment determines that the building possesses significant energy savings, and there is not a significant DDOE investment to be made. In these cases, as few as 50% of the total units would need to be certified as eligible prior to receiving weatherization services. Exemptions to the 66% rule will be considered on a case-by-case basis. Multi-family buildings must fall under an agreement that prevents management from raising rents based solely on WAP improvements. Landlords may be required to contribute up to 25% of the WAP allocation for weatherization. Landlords are also required to buy down any recommended measures to be installed from the audit that do not have a savings to investment ratio of at least 1. The 25% contribution can be funds allocated for additional weatherization services or proof of significant weatherization services completed within the past three years. The benefits of weatherization to occupants of rental units are protected.

Owners of vacant buildings who want their buildings eligible to receive weatherization measures have 180 days to obtain the required low-income tenancy. These owners should enter into an agreement with the District of Columbia within thirty (30) days before the weatherization measures are to be installed in the buildings. Owners have 180 days from the

date of execution of said agreement to obtain the low-income tenancy rate required for their buildings within the same Fiscal Year (FY) of the weatherization measures being installed. If the low-income tenancy has not been obtained by the deadline, owners must reimburse the District for the weatherization measures installed.

Describe the deferral Process

When the initial energy audit is conducted and the auditor detects a pre-existing hazard in the home that cannot be covered under existing weatherization guidelines that creates a health and safety condition, this client is considered a deferral.

In some cases the housing structure could have changed since the initial audit was performed and the sub-grantee detected hazard(s) in the home. Clients receive a deferral notice and the sub-grantee notifies DDOE of the hazard and submits a signed deferral form with pictures.

DDOE policies state that all deferrals must complete the "Weatherization Assistance Program Applicant Notification of Deferral" which explains the nature of the hazard, the client's name and address, program contact information for the Department of Housing and Community Development (DHCD), contact information for the Weatherization Assistance Program Administrator to appeal the deferral decision, dates of the audit/assessment, and when the client was informed of the potential health and safety issues. The client's signature(s) is also required to indicate that they understand their rights and options.

A copy of the deferral is given to the client, and a copy is placed in the DDOE's client file; the client's contact information is forwarded to the DHCD Single Family Rehabilitation Program.

Once the client has addressed the hazardous or health and safety conditions, they are eligible to re-apply for the Weatherization Assistance Program and a second site visit is conducted to verify the aforementioned conditions have been resolved.

V.1.3 Definition of Children

Definition of children (below age): **18**

V.1.4 Approach to Tribal Organizations

☐ Recommend tribal organization(s) be treated as local applicant?

If YES, Recommendation. If NO, Statement that assistance to low-income tribe members and other low-income persons is equal.

Native American tribes do not exist in the District of Columbia. However, individual Native Americans in the District of Columbia are in a position to receive assistance by setting an appointment through DDOE hotline to see an intake processor for eligibility determination.

V.2 Selection of Areas to Be Served

The entire District of Columbia will be served. Eligible properties and residents will receive assistance regardless of location within the District of Columbia.

Sub-grantees are to be selected in accordance with 10 CFR 440.15

- Sub-grantees are to be a Community Action Agency or other public or non-profit entity. All District of Columbia sub-grantees will be non-profit organizations. The local Community Action Agency will also be considered.
- The District of Columbia will determine program Sub-grantees based upon rating factors identified in its request for grant applications from non-profit organizations and comments received as a result of a public hearing on the WAP State Plan.
- In selecting a sub-grantee, preference is to be given to any Community Action Agency or other public or non-profit entity which has or is currently administering an effective weatherization program. The District of Columbia will give preference to organizations meeting the above criteria.
- The District of Columbia may terminate financial assistance under a sub-grant agreement for a period in accordance with established state procedures that provide to the sub-grantees appropriate notice of the state's reason(s) for termination and afford the sub-grantees an opportunity to be heard (to appeal).

The District of Columbia will terminate financial assistance to a sub-grantee if it is determined that the sub-grantee is violating provisions under 10 CFR 440 and 10 CFR 600 or other applicable laws and regulations. The District of Columbia may terminate or reduce financial assistance if it is determined that the sub-

grantee is not likely to implement its agreement fully and complete all assigned dwelling units prior to the end of the grant period. Sub-grantee awards that have not reported complete work within three months of dwelling unit assignments may be terminated and their financial assistance will be allocated to other sub-grantees. A sub-grantee failing to implement and abide by the sub-grantee agreement or seeking to circumvent established procedures may be terminated. All sub-grantees receiving a notice of impending agreement termination will receive written notice during which time they will have an opportunity to appeal the decision against termination.This presentation is to be made to the director of DDOE or the Director's designee.

V.3 Priorities for Service Delivery

Applicants are addressed on a priority scale with elderly persons, persons with disabilities, families with children, high residential energy users, and households with high energy burden being addressed first. This will be followed by multi-family dwelling units occupied by eligible homeowners or renters and other energy consuming residences. The average amount of WAP assistance per unit will be $6,904 as of October 1, 2013. Vacant units will be addressed on a case-by-case basis.

V.4 Climatic Conditions

On a average, the District of Columbia's weather ranges from approximately 28 degrees Fahrenheit in the winter months and 90 degrees Fahrenheit in late summer months. Temperature extremes range from below 10 degrees Fahrenheit to 100 degrees Fahrenheit. During the coldest months (December - March), the average temperature differential to overcome is 28 degrees Fahrenheit in order to maintain a minimal interior comfort level of 65 degrees Fahrenheit. The 30-year normal for the District is 5586 degree days, made up of 4055 heating degree days and 1531 cooling degree days.

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

A DOE approved NEAT audit will be conducted on each eligible dwelling up to a cost of $450 for units to be weatherized. This audit process ensures that every participating home will be given the best possible recommendations of energy conservation measures. Some of the primary measures to be considered are:

- Air Sealing Infiltration Reduction - the reduction of air and heat movement between heated and unheated areas by applying such measures as caulking, foam sealant, insulation, the weather-stripping of primary doors and windows, the seal-up of baseboards, correction of leaks in HVAC duct systems, and other materials as necessary to seal penetrations through the envelope of the dwelling.
- Heating System Efficiency Improvements - HVAC systems are to be tuned up, as needed, to improve efficiency and indoor air quality. Should a dangerous health or safety condition exist as determined by a DDOE inspector with HVAC expertise, replacement rather than repair may be deemed necessary. In other cases, if age and condition of the system warrant, replacement rather than repair will be considered via a cost/benefit analysis.
- Attic Insulation and Venting - attics will be insulated to R-49 if existing insulation is below R-15; if existing insulation is above R-16, it will be the option of the auditor as to whether or not to order additional insulation. Attics that are insulated must have a dam installed and vented as appropriate.
- Insulation of Domestic Hot Water Heater - the domestic hot water heater will be insulated and the hot water pipes extending from the hot water heater will be wrapped for a distance from the hot water heater of at least six feet, and the entire hot water line if exposed.
- Basement/Floor/Crawl Space Insulation - unheated basements will be insulated to R-19. A vapor barrier will be installed where needed. Adequate ventilation will be provided for basements and crawl spaces, which are insulated.
- Pipe and Duct Wrap - hot water pipes and hot air heating ducts located in unconditioned areas will be insulated.
- Storm Windows - installation of storm windows on primary windows between heated and unheated areas will occur.
- Refrigerators - the National Energy Audit Version 8.6 includes a refrigerator replacement measure. The NEAT has the ability to evaluate the potential savings obtained from replacing and existing refrigerator with a newer, more efficient unit. We will use the NEAT as our auditing tool and EPA guidelines for Energy Star Appliances to recommend refrigerator replacement. When refrigerators are replaced, subgrantees must provide a decommissioning certificate as evidence of proper disposal of the existing refrigerator. Replacement of through-the-door ice maker refrigerators or stand alone freezers are allowed.
- Air Conditioners - 13 SEER or higher will be installed. New air conditioners use 30% - 50% less energy to produce the same amount of cooling air conditioners made in the 1970s. Even if the air conditioner is only ten (10) years old, a customer could save 20% - 40% of cooling energy cost with a newer, more efficient model. This measure can also be covered under Health & Safety (see Health & Safety guidance).
- Water Heater Replacement - the NEAT will evaluate the cost-effectiveness of replacing an existing water heater with a higher efficiency model. This measure can also be covered under Health & Safety (see Health & Safety guidance).
- Lighting - Use of new lighting technologies can reduce the lighting energy use in homes by 50% - 75%.

The work covered by WAP will be performed as needed in homes which are otherwise in sound repair. In many cases, extreme conditions exist (such as roof

deterioration or plumbing related failures in heating distribution systems) which must be corrected before the DOE funded measures can be justified.

In accordance with 10 CFR 440.18 C(II) and 440.20, low-cost/no-cost weatherization materials may be distributed to eligible clients. These measures are intended to be installed by clients and serve them until such time that regular WAP weatherization measures can be installed by sub-grantees. The cost of these measures will not exceed $450 per dwelling unit and a maximum of 10 percent of the amount allocated for WAP may be expended to purchase the DDOE kits. The kit may include a CD/DVD which demonstrates the technique on how to install the measures contained in the kit. WAP funds will not be expended on kit materials this program year.

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Single-Family :	NEAT Audit to be used, waiver submitted in June, 2002 and approved in October 2002. DDOE is currently working on approval of priority audit procedures and the use of JAI through LIBERA software. The approval request will be submitted by September 1, 2013
Manufactured Housing :	Does Not Apply (DNA)
Multi-Family :	Using the EA-Quip audit. Submitted waiver request in June, 2002. DDOE is currently working on approval of priority audit procedures and the use of JAI though LIBERA software or TREAT. The approval request will be submitted by September 1, 2013

Comments

A DOE approved NEAT audit will be conducted on each eligible dwelling at a cost of up to $450 for units to be weatherized. This audit process, which consists of a pre and post blower door reading, ensures that every participating home will be given the best possible recommendations for energy conservation. Through its own team of energy auditors, DDOE will conduct an energy audit in each participating home. The audit will determine the most cost effective energy-saving measures for each dwelling unit. The Program will conduct EA-Quip Audits on all multi-family buildings five units or more. Audit-recommended measures are prioritized according to SIR rankings.

The request for audit approval will be submitted by September 1, 2013. The request will include the use of a National Energy Audit Tool (NEAT), Energy Audit using Queens Information Package (EA-Quip),Targeted Retrofit Energy Analysis Tool (TREAT) and JAI thru LIBERA software.

V.5.3 Final Inspection

No dwelling unit may be reported to DOE as completed until all weatherization materials have been installed and the sub-grantee or its authorized representative has performed final inspection(s), including any certified mechanical work performed and completed in a workmanlike manner in accordance with priority determined by approved WAP audit procedures.

Sub-grantees will conduct final inspections on 100% of all dwelling units weatherized before reporting them as "completed units." A signature by a sub-grantee staff member is required to certify that work for reported units was completed in accordance with the requirements of the 10 CFR 440 standards.

DDOE will inspect at least 10% per year of completed units to ensure that reported completions are in compliance with these standards. A signed Client Satisfaction Survey is required from the sub-grantee before seeking reimbursement. The sub-grantee will use the Final Inspection Form (see attached) for their inspections to determine if each measure installed pass or fail. The customer and the inspector will sign this inspection form. Only a passing inspection may be submitted along with other documentation for completion and payment.

V.6 Weatherization Analysis of Effectiveness

Since 1985 under the US Department of Health and Human Services (HHS) LIHEAP and since 1994 also the US Department of Energy (DOE) WAP, DDOE has utilized sub-grantees to weatherize over 10,000 housing dwelling units in the District of Columbia. The sub-grantees have played an integral part in the success of the weatherization program through their many years of experience in energy efficiency improvement in dwelling units.

DDOE, through the WAP Management Team, will place a strong emphasis on ensuring that the Weatherization Program is effective and efficient at all levels. DDOE will conduct training and monitoring activities on an ongoing basis to evaluate subgrantees' procedures, timeliness, quality of work, and overall program management. Through this process, DDOE is able to effectively assess the training needs of subgrantees staff and subcontractors. DDOE requires that subcontractors and sub-grantee staff attend WAP Training Conferences such as the National Weatherization Conference, Affordable Comfort Inc. Conference, NASCSP Annual National Conference, and the Mid-Atlantic Regional Conference (if applicable).

The monitoring of sub-grantees is performed by DDOE staff and employs current "best practices" on how to effectively manage the Weatherization Assistance Program. The monitoring activities will consist of on-site visit of each Sub-grantee at least once during the program year. The monitoring visit is designed to improve sub-grantee's quality of work and to reduce waste, fraud and mismanagement of grant funds. The findings of the monitoring visit will be tracked by DDOE to final resolution. In addition, DDOE will review all monthly completions and expenditures reports to ensure that Sub-grantees remain in compliance with program guidelines. The monitoring instruments used by DDOE are on file with DOE. An annual report on the findings of the WAP monitoring visits will be submitted on the WAP Annual Training, Technical Assistance, Monitoring and Leveraging Report.

No dwelling unit may be reported to DOE as completed until all weatherization materials have been installed and the subgrantee or its authorized representative has performed final inspection(s), including any certified mechanical work performed, and completed in a workmanlike manner in accordance with the priority determined by approved WAP audit procedures.

Sub-grantees will conduct final inspections on 100% of all dwelling units weatherized before reporting them as "completed units." A signature by a Sub-grantee staff member is required to certify that work for reported units was completed in accordance with the requirements of the 10 CFR 440 standards. DDOE will inspect at least 10% of completed units to ensure that reported completions are in compliance with these standards. A signed Client Satisfaction Survey (see attached) is required by the Sub-grantee before seeking reimbursement.

V.7 Health and Safety

DOE has mandated that states develop, publish, and implement procedures to allow WAP funds to be used for health and safety risk mitigation. Energy-related health and safety concerns are those hazards that are necessary to be abated before, or because of, the installation of weatherization measures. Therefore, health and safety hazards associated with weatherization activities are allowed to be abated or prevented with DOE funds. Measures and costs identified in this policy have been chosen so as not to seriously impede the primary energy conservation purpose of the program. DDOE will continue to be prudent in our oversight of the funds used by sub-grantees for health and safety mitigation on homes weatherized.

A. GRANTEE HEALTH AND SAFETY (DDOE STAFF)

Funds provided under 10 CFR 440.18(c)(h) of the WAP regulations are to eliminate health and safety hazards, elimination of which is necessary before, or because of, installation of weatherization material. These funds are to be expended by Sub-grantees for direct weatherization activities. Sub-grantee health and safety-related costs will be charged to either the administrative, training & technical assistance, or to health and safety cost category, whichever is applicable.

B. CONTRACTOR AND CREW HEALTH AND SAFETY (COMMUNITY BASED ORGANIZATIONS AND CONTRACTORS)

Sub-grantees must comply with Occupational Safety and Health Administration (OSHA) requirements in all weatherization activities which involve staff personnel. Contractors employed by Sub-grantees are expected to comply with OSHA, as applicable, and this requirement is a part of the bid process. Related costs for Sub-grantees to comply with OSHA requirements are to be charged under a separate health and safety budget category.

C. CLIENT HEALTH AND SAFETY

DDOE has considered the need to mitigate potential energy-related health and safety hazards occurring in client homes. A list of the more common hazards and the preferred approach is discussed in Sections below. Other energy- related hazards may be considered on a case-by-case basis. The single most threatening and potentially serious hazard relates to combustion appliances. To address this potential hazard, DDOE will ask the energy auditors to test the combustion appliances in any home pre and post air-tightening. This procedure will consist of testing carbon monoxide levels in the flue/vent and near the exhaust of unvented appliances, draft ability of flues, start-up spillage at flues, adequacy of combustion air, and testing for fuel leaks.

D. TYPES OF HAZARDS AND PREFERRED DOE APPROACH

DOE has the authority to decide on the types of hazards, abatement materials and costs allowed under 10 CFR 440.18(c) (15) for DOE weatherization funding. DDOE will follow the general guidelines below:

- Asbestos - General asbestos removal is not approved as a health and safety weatherization cost. Sub-grantees are to ensure that their contractors do not disturb asbestos and potential asbestos situations. Where asbestos is discovered or suspected by their contractors, Sub-grantees are to notify DDOE and the D.C. Department of Consumer and Regulatory Affairs (DCRA). DDOE will in turn notify the property owner.
- Biological - Removal of mold, odors, viruses, bacteria, unsanitary conditions and rotting wood is not a weatherization responsibility, however, these conditions may be encountered. DOE funds may be used if these conditions must be mitigated to allow for effective weatherization work and/or to assure the immediate or future health of workers and clients.
- Combustion Appliances and Combustion Gases - Devices needed for testing to find dangerous concentrations of products of combustion gases in the living space may be purchased under the health and safety cost category. The occupant and DDOE will be informed of problems identified; DDOE, in turn, will inform the property owner if other than the occupant. To the extent allowable, incidental problems will be mitigated with DOE monies. Problems that cannot be mitigated with DOE monies after discovery will be treated with leveraged funds whenever possible; otherwise, the problem will be referred to DCRA.
- Formaldehyde and Volatile Organic Compounds (VOCs) - Curing existing formaldehyde and VOC problems is not a weatherization responsibility, but Sub-grantees should avoid excessive air tightening in such homes so as to exacerbate the existing problem. Formaldehyde vapors may be slowly released by some new carpets, wafer board, plywood, etc. VOC's are emitted by some household cleaning agents.
- Existing Occupant Health Problems - DDOE is currently implementing and obtaining pre-audit information which will identify existing health issues in a home as well as the possible hazards and/or causes. A newly developed partnership with two divisions (Lead & Healthy Housing and Energy Efficiency & Conservation) within DDOE allows a home to be addressed in the best possible way by considering the efficiency and health of the clients. DOE monies may not be used to address a health problem directly.
- Lead Paints - Lead paint abatement is not an allowable activity under the weatherization program. However, lead safe weatherization is an approved weatherization activity. DDOE has budgeted $10,000 in its health and safety budget to provide for health and safety measures and the training and equipment purchase for the lead safe work practices.
    - Lead-Safe Work Practices - Lead safe work practices are ways to contain lead hazards inside a work area when disturbing lead-based paint or presumed lead-based paints and coatings. These practices include things that should not be done - "THE DON'Ts", and things that should be done- "THE DOs", whenever disturbing paint on buildings built before 1978. Our Sub-grantees were instructed to have all WAP contractors attend the U.S. Department of Housing and Urban Development's Lead-Safe Work Practices Training. All contractors providing weatherization services for WAP in the District of Columbia are required to implement safe work practices. If they have not attended the HUD Lead Safe Practices Training, they are required to attend a pre-approved Lead Safe Practice Training approved by the DDOE WAP Program Manager.
- When homes are discovered to have lead paint, DDOE will refer the homes to the Lead Paint Abatement Program. All Sub-grantees are required to have WAP contractors provide the WAP client with a lead paint education booklet, "Protect Your Family From Lead in Your Home" and a signed statement of notification from the client of receipt of the booklet.
- Radon - Where there is an existing radon problem, work that would exacerbate this problem should be limited. Major radon problems should be referred to DCRA by the Sub-grantee. The Sub-grantee may utilize DOE funds to identify potential radon problems and appropriate testing where the potential is high. Similarly, if an energy audit indicates weatherization techniques that help in radon abatement, these costs are allowable. DOE funds cannot be used for radon abatement.
- Building Structure - It is the responsibility of the Sub-grantee to ensure that their contractor perform weatherization-related work in conformance with the District of Columbia building code.
    - One energy-related health and safety building structure concern is insulating homes which contain knob-and-tube wiring (KTW). At issue is a potential fire hazard.
    - Serious electrical hazards exist when gross overloads are present. Sub-grantees are to inform their contractors to be on the lookout for such problems and should notify the owner and note the problem in the client's file. To the extent that these problems prevent adequate weatherization, they should be considered for repair by the Sub-grantee on a case-by-case basis.
    - Older electric wiring located in a wall cavity or exposes on an attic floor may have been intended by code to have free air movement around it for cooling the wire when it is carrying an electric current. Laboratory tests have shown that retrofitting thermal insulation around electric wiring can cause the wiring to overheat above acceptable levels.
- Diagnostic Equipment - Equipment such as blower doors should not be used on units where such equipment could exacerbate existing problems. If there are other problems with the dwelling unit that have no connection with weatherization activities, they should be addressed with funding from other sources.
- Air Conditioning and Heating System -Repair, replacement or installation of "Red Tagged", inoperable, or nonexistent heating system(s) is allowed where climate conditions warrant, unless prevented by other guidance herein. Air conditioning system replacement, repair, or installation is allowed in homes of at-risk occupants were climate conditions warrant. DDOE will ensure that systems are present, operable, and performing. DDOE will also determine the presence of at-risk occupants. During the initial client scheduling, a pre-assessment questionnaire will be completed to determine the at-risk clients who are eligible for AC/Heating system replacement.

E. ABATEMENT MATERIALS

Abatement materials are defined as materials, measures and/or equipment necessary to abate existing or potential health and safety hazards. These include:

- Replacement furnace. This may be an abatement material.
- Combustion device vent connector. A replacement vent connector for one that is rusted out or unable to safely vent the products of combustion on a combustion device may be an abatement material.
- Downspout leaking into a basement and causing a moisture, mold and wood rotting problem. A replacement downspout may be an abatement material. Likewise, a section of a gutter causing a similar problem might be replaced.
- Replacement space heaters may be an abatement material. DDOE approval is needed.
- Materials necessary to abate electrical hazards when the problem prevents adequate weatherization.

F. ABATEMENT COSTS

The maximum allowable expenditure for abatement of health and safety hazards in the District of Columbia may not exceed 10% of the allowable weatherization costs per residence. This cost is a part of maximum expenditure allowance. For example, in Program Year 2012 the average per residence weatherization expenditure level was $6,572, of which up to 10%, or $657, could be used to abate approved health and safety hazards using allowable abatement materials. DOE funds are to be used for energy-related health and safety abatement only. Sub-grantee should seek other funding to abate non energy-related health and safety hazards.

G. REPORTING REQUIREMENTS

Related costs for Sub-grantee to comply with OSHA requirements are to be charged under a separate health and safety budget category. This policy is issued with the knowledge that as experience is gained in health and safety hazard identification, modifications and improvements to abatement methods will be made.

H. INCIDENTAL REPAIR

Those repairs necessary for the effecting performance or preservation of weatherization materials will be addressed. Such repairs include but are not limited to, framing or repairing windows and doors which could not otherwise be caulked or weatherstripped and providing protective materials, such as paint, used to seal materials installed under this program. Program policies strictly prohibit roof replacements, structural repairs, or other non-energy related rehabilitation work. Units requiring this type of repair will be deferred to the Department of Housing and Community Development (DHCD) Rehabilitation Program. All incidental repairs will be justified in the client file along with an explanation for their need and relationship to a specific energy conservation measures (ECM).

I . Sub-grantee Health & Safety Allocation

Historically, DDOE has not had to use the allotted 15% percent in health and safety funds due to the leveraging programs (LIHEAP and SETF Programs) where health and safety measures can be covered under program operations. All homes are addressed in an holistic approach and in cases were there is an SIR of 1 or more, the Heating/Cooling and/or Appliances are covered under WAP Program Operations. In cases where the SIR is not met we have covered these measures under the SETF and LIHEAP Programs.

J. Deferral Clients

DDOE conducts energy audits on each client home that is eligible for the Weatherization Assistance Program. When an energy audit is conducted, if the auditor detects a pre-existing hazard in the home that cannot be covered under weatherization, health and safety or any other DDOE program(s), this client is considered an deferral. DDOE policies states that ALL deferrals must complete the "Weatherization Assistance Program Applicant Notification of Deferral" which explains the hazard, the client's name and address, program contact information for agency that will assist them, and contact information for Weatherization Assistance Program Administrator if they would like to appeal the decision, dates of the audit/assessment and when the client was informed of a potential health and safety issue, and the client(s) signature(s) indicating that they understand and have been informed of their rights and options

Once the client has addressed the hazardous conditions, they are eligible to re-apply for weatherization and a secondary site visit is conducted to verify that the conditions have been resolved.

K. ASHRAE 62.2

DDOE will comply with ASHRAE 62.2 There is two options for complying with the kitchen and bathroom ventilation requirements. Both bathroom and kitchen requirements may be met by dedicated exhaust fans and/or a central ventilation system.

Option 1: Specify that each bathroom receives a minimum of 50 CFM of intermittent exhaust (with appropriate controls), or 20 CFM of continuous exhaust. Also specify that each kitchen receives a minimum of 100 CFM of intermittent exhaust or 5 air changes per hour (ACH) of continuous exhaust based on kitchen volume. When computing these airflow rates, count an open window in a kitchen or bathroom as 20 CFM.

Option 2: If operating existing ventilation equipment with open windows does not fulfill Option 1's requirements, and existing local-ventilation equipment will remain the same, then airflow from the whole-house ventilation system must be increased to compensate for the insufficiency of local ventilation, according to ASHRAE 62.2-2010. When calculating the total deficits from the kitchen and bathroom(s) increase the whole-house ventilation system's airflow by one-quarter of that total CFM airflow.

V.8 Program Management

V.8.1 Overview and Organization

In Program Year 1994, the District of Columbia Weatherization Assistance Program (WAP) for low income persons was transferred from the Department of Housing and Community Development (DHCD) to the DC Energy Office. Under the authority of DC Law 16-51, the District Department of the Environment was formed in 2006 through a merger of the DC Government's Environmental Health Administration, the DC Energy Office, policy functions of the Tree Management Administration and policy functions of the Office of Recycling. This transfer consolidated all federally funded energy programs in the District of Columbia into one agency and eliminated a duplication of services because DDOE administers the Department of Health and Human Services Low Income Home Energy Assistance Program (LIHEAP) energy assistance and weatherization components. The weatherization component operates under DDOE's Energy Administration Energy Efficiency and Conservation Division. This agency has accumulated a wealth of experience in operating LIHEAP and WAP weatherization programs. Since the early 1980's, over 10,000 units have been weatherized by DDOE. DDOE has utilized proven and effective methods operating EECS based audits and the enlistment of several sub-grantees to implement weatherization activities. Moving forward DDOE intends to utilize additional auditing tools to enhance the program capabilities, to include Ea Quip, TREAT and JAI through the LIBERA software.

V.8.2 Administrative Expenditure Limits

10 CFR 440 §440.18 (e) States:

"Not more than 10 percent of any grant made to a State may be used by the grantee and subgrantees for administrative purposes in carrying out duties under this part, except that not more than 5 percent may be used by the State for such purposes, and not less than 5 percent must be made available to subgrantees by States. A State may provide in its annual plan for recipients of grants of less than $350,000 to use up to an additional 5 percent of such grants for administration if the State has determined that such recipient requires such additional amount to implement effectively the administrative requirements established by DOE pursuant to this part."

The District Department of the Environment's Energy Administration has determined that its sub-grant recipient's will require additional funds to effectively implement the administrative requirements as established by DOE. The WAP Sub-grantees will be receiving a grant less than $350,000 of DOE funds which qualifies them to receive an additional 5% for administrative purposes.

V.8.3 Monitoring Activities

The monitoring component of this plan is designed to ensure compliance with program requirements and quality workmanship, as well as to identify any administrative, management, service delivery or other problems which require prompt resolution. Monitoring activities will be performed by DDOE staff.

- Role: DDOE will monitor each Sub-grantee at least once during the program year. By the close of the program year, DDOE will complete a comprehensive review of each Sub-grantee, including its last financial audit in accordance with 10 CFR 600.412.
- Visits: Visits are to include program administration,financial, and technical reviews. DDOE will brief each Sub-grantee on the observation and findings generated by the visit. Within 30 days after each visit, DDOE will prepare a written report as applicable; non-compliance findings unresolved within forty-five days will be reported to DOE. Sensitive or significant noncompliance findings are expected to be reported to DOE immediately.
- Tracking: DDOE expects to track major findings from Sub-grantee monitoring and financial audits to final resolution. The tracking record will include findings, recommended corrective actions, deliverables, due dates, responsible parties, actions taken and final resolutions.
- Reporting: DDOE will report it plans, milestones and current monitoring status on the Management Summary Report (MSR) 459-E, which is to be submitted quarterly to DOE. This report will include the number and type of monitoring visits scheduled and completed significant findings, the status of the findings, significant corrective actions, and current management issues. These reports are to be available to DOE during its monitoring visits to the DDOE.
- Analysis: Each year DDOE will summarize and review the audit, strengths and weaknesses, and monitoring reports and findings for internal assessment of DDOE and Sub-grantee needs. The results of this annual assessment will be considered during yearly planning and will be available for review by DOE during its monitoring of the DDOE.
- Monitoring Instrument: DDOE monitoring instrument is located in Appendix B.

V.8.4 Training and Technical Assistance Approach and Activities

Basis: Training and Technical Assistance activities are designed to improve efficiency, quality and effectiveness of the program at all levels. The intent is to maximize energy savings, minimize production costs, improve program management and quality of work, and reduce the potential for waste, fraud, and mismanagement.

- Assessment of the training needs of Sub-grantees: DDOE will determine the training needs of Sub-grantees found in requirements set forth in 10 CFR 440 and 10 CFR 600 and the District of Columbia state plan that Sub-grantees must understand. An understanding is necessary to implement an efficient and quality effective program under a Sub-grantee agreement. DDOE will present these requirements to the Sub-grantees. Additional assessment of training needs of Sub-grantees will occur when DDOE performs monitoring visits.
- DDOE will provide mandatory training sessions to Sub-grantees on:
  - Program start-up
  - Weatherization administration
  - Reporting requirements
  - Record keeping
  - Allowable expenditures
  - Allowable weatherization materials and costs
  - Financial requirements
  - Multi-service roundtable
- Certification or training of Sub-grantee staff prior to hire or by date of hiring is required: DDOE takes the position that prior training or certification is an asset. In keeping with the desire to have more people trained in weatherization activities, DDOE also accepts on-the-job training as a positive reflection of the need to provide training for the unskilled workers wherever this can occur.
- Comparison of productivity among Sub-grantees: production figures from monthly reports and monitoring visit results will enable DDOE to compare Sub-grantees. The comparison will also help determine and develop additional training and technical assistance activities and associated priorities. The US DOE training and technical assistance funds will be allocated as follows:
  - DDOE and Sub-grantee staff salaries
  - DDOE and Sub-grantee attendance at conferences, training sessions, seminars and courses.
- Assessment of state training and technical assistance activities to ensure that funds are being spent effectively: DDOE will utilize its monitoring instrument as a means to determine that the funds are being spent effectively.

To the extent practicable, DDOE will secure no fee training or/and focus on a train-the-trainer approach.

V.9 Energy Crisis and Disaster Plan

DDOE utilizes the US Department of Energy weatherization program notice 12-07.