

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:

- Preapplication
 Application
 Changed/Corrected Application

2. Type of Application:

- New
 Continuation
 Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received

02/26/2014

4. Applicant Identifier:

5a. Fed Entity Identifier:

5b. Federal Award Identifier:

DE-EE0006145

State Use Only:

6. Date Received by State: 02/26/2014

7. State Application Identifier: DCG-2568-2014

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

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 Program

12. Funding Opportunity Number:

DE-WAP-0002014

Title:

2014 Weatherization Assistance Funding Opportunity

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.

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: 10/01/2014 b. End Date: 09/30/2015

18. Estimated Funding (\$):

a. Federal	510,866.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	510,866.00

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

a. This application was made available to the State under the Executive Order 12372 Process for review on: 07/09/2014

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)**

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: 05/21/2014

Authorized for Local Reproduction Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0006145		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address District of Columbia 1200 First Street NE Washington, DC 20002	4. Program/Project Start Date		10/01/2014
	5. Completion Date		09/30/2015

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		\$ 510,866.00		\$ 510,866.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 510,866.00	\$ 0.00	\$ 510,866.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTR ATION	(2) SUBGRANTE E ADMINISTR	(3) GRANTEE T&TA	(4) SUBGRANT EE T&TA	
a. Personnel	\$ 20,434.64	\$ 0.00	\$ 33,564.80	\$ 0.00	\$ 115,303.36
b. Benefits	\$ 5,108.66	\$ 0.00	\$ 8,391.20	\$ 0.00	\$ 28,825.84
c. Travel	\$ 0.00	\$ 0.00	\$ 20,000.00	\$ 0.00	\$ 20,000.00
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	\$ 42,880.14	\$ 0.00	\$ 30,000.00	\$ 346,736.80
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 25,543.30	\$ 42,880.14	\$ 61,956.00	\$ 30,000.00	\$ 510,866.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 25,543.30	\$ 42,880.14	\$ 61,956.00	\$ 30,000.00	\$ 510,866.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0006145		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address District of Columbia 1200 First Street NE Washington, DC 20002	4. Program/Project Start Date 10/01/2014		
	5. Completion Date 09/30/2015		

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	\$ 510,866.00	\$ 0.00	\$ 510,866.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATION S	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) LEVERAGIN G	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 61,303.92	\$ 115,303.36
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,325.98	\$ 28,825.84
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,000.00
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	\$ 251,856.66	\$ 10,000.00	\$ 12,000.00	\$ 0.00	\$ 346,736.80
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 251,856.66	\$ 10,000.00	\$ 12,000.00	\$ 76,629.90	\$ 510,866.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 251,856.66	\$ 10,000.00	\$ 12,000.00	\$ 76,629.90	\$ 510,866.00
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: 10/01/2014 - 09/30/2015

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:

<u>Position</u>	<u>Description of Duties of Professionals</u>
Auditor/Inspector	Conducts NEAT and TREAT audits and inspections for DC weatherization program.
Budget Analyst	Assist in the financial monitoring of WAP
Branch Chief	Oversees the energy efficiency programs managed by the Energy Efficiency and Conservation Branch
Associate Director	Oversight of the Energy Efficiency and Conservation, Energy Affordability Branches, and other residential and commercial energy efficiency programs.
Auditor/Inspector	Conducts NEAT and TREAT audits and inspections for DC weatherization program.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Auditor/Inspector	\$66,867.24	51.2360 % FT	\$34,260.10
Budget Analyst	\$94,732.20	15.0000 % FT	\$14,209.83
Branch Chief	\$93,937.00	15.0000 % FT	\$14,090.55
Associate Director	\$108,735.00	15.0000 % FT	\$16,310.25
Auditor/Inspector	\$72,865.28	50.0000 % FT	\$36,432.64
		Direct Pay Total	\$115,303.37

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.

Comp Source Group
 Comp Object
 Percentage allocation -% for 25.00 %
 0014 (FRINGE BENEFITS - CURR PERSONNEL)
 0141 (GROUP LIFE INSURANCE)
 0.07%

0142 (HEALTH BENEFITS)
 11.11%

0147 (MISC FRINGE BENEFITS)
 0.00%

0148 (RETIREMENT CONTRIBUTION - FICA)
 5.97%

0152 (RETIREMENT CONTRIBUTION - CIVIL SERVICE)
 0.68%

0154 (OPTICAL PLAN)
 0.09%

0155 (DENTAL PLAN)
 0.33%

0157 (PREPAID LEGAL)
 0.12%

0158 (MEDICARE CONTRIBUTION)
 1.44%

0159 (RETIREMENT)
 4.53%

0160 (DC METRO BENEFITS)
 0.13%

0161 (DC HEALTH BENEFIT FEES)
 0.53%

Grand Total
 25.00%

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Auditor/Inspector	\$34,260.10	25.0000 %	\$8,565.02
Budget Analyst	\$14,209.83	25.0000 %	\$3,552.46
Branch Chief	\$14,090.55	25.0000 %	\$3,522.64
Associate Director	\$16,310.25	25.0000 %	\$4,077.56
Auditor/Inspector	\$36,432.64	25.0000 %	\$9,108.16
		Fringe Benefits Total	\$28,825.84

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.

<u>Purpose of Trip</u>	<u>Number of Trips</u>	<u>Cost Per Trip</u>	<u>Total</u>
Affordable Comfort Conference	1	\$5,000.00	\$5,000.00
NASCAP Annual Conference	1	\$7,950.00	\$7,950.00
Quality Assurance Training	1	\$5,600.00	\$5,600.00
The National Energy and Utility Affordability Conference (NEUAC)	1	\$1,450.00	\$1,450.00
		Travel Total	\$20,000.00

- 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.
 Affordable Comfort Conference - 6 persons - 4 days - air transportation, lodging, subsistence **
 NASCAP Annual Conference - 4 persons - 4 days - local travel
 Quality Assurance Training - 5 persons - 1 week - ground transportation, lodging, subsistence
 The National Energy and Utility Affordability Conference (NEUAC) - 2 persons - 4 days- air transportation, lodging, subsistence **

**A portion of the travel will be covered under the United States Health and Human Services (US HHS) program. DOE funds are expected to be a small portion because the total cost for this travel is expected to be 3,000 per person. 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.

<u>Equipment</u>	<u>Unit Cost</u>	<u>Number</u>	<u>Total Cost</u>	<u>Justification of Need</u>
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.

N/A

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.

<u>General Category</u>	<u>Cost</u>	<u>Justification of Need</u>
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- 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.

N/A

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).

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
TBD August 1, 2014	\$346,736.80	Provide for the purchase and installation of energy efficient measures
Contracts and Subgrants Total	\$346,736.80	

*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.

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
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- 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

U.S. Department of Energy
BUDGET INFORMATION REMARKS

(Grant Number: EE0006145)

Remarks

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 grant recipient will require additional funds to effectively implement the administrative requirements as established by DOE. The WAP subgrantee will be receiving a grant less than \$350,000 of DOE funds which qualifies them to receive an additional 5 percent for administrative purposes.

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

(Grant Number: EE0006145, State: DC, Program Year: 2014)

IV.1 Subgrantees

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	80
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		
<i>VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</i>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	80
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	80
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
<i>AVERAGE COST PER DWELLING UNIT (DOE RULES)</i>		
F	Total Funds for Program Operations	\$251,856.66
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	80
H	Average Program Operations Costs per Unit (F divided by G)	\$3,148.21
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$3,148.21

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):

Prior year estimated energy savings (MBtus): **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 District of Columbia Sustainable Energy Utility (DC SEU) and local District General Funds, to supplement WAP which will increase the number of low-income homes to be weatherized.

DC SEU and District General 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 DC SEU and locally funded Energy Efficiency and Conservation Programs.

Brief Description of the Program and Funding Sources

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 Sustainable Energy Trust Fund (SETF) on an annual basis. The DC SEU contract with the District is 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 forty-five days after the end of each quarter. DC 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.

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.

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

(Grant Number: EE0006145, State: DC, Program Year: 2014)

The following is a brief description of a previously administered successful leveraged program that DDOE is currently seeking funds that will provide a leveraging opportunity if funding is received:

Weatherization Plus Program (D4) - will expand DDOE's Weatherization Assistance Program (WAP) to focus on the installation of energy efficient measures that save electricity. Energy audits are performed and audit-identified measures are installed 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.

Program Year 2013 Leveraging Activities

District of Columbia General funds are used to fund the Heating System Replacement, Repair and Tune-up Program (G2). Collaboration with this program allowed us to install Heating/Cooling System(s) and additional audit recommended energy retrofits. G2 - provided energy audits and natural gas-fired heating system tune-ups, repairs, and replacements in low-income dwellings. The program also replaced inefficient gas hot water heaters and provided programmable thermostats. Participants received an assessment of their heating system as part of the general weatherization audit. Program eligibility was based on federal low-income guidelines

Clients from the Heating System Repair or Replacement Program either have a Red Tag or an Estimate from an HVAC technician prior to them receiving weatherization or their Heating System is deemed inoperable during the energy audit conducted on their home.

Lead and Healthy Homes Division refer clients to WAP once they have addressed the hazardous conditions in their homes.

24 Single Family Homes under the Heating System Repair or Replacement Program
1 Single Family Homes under the Lead and Healthy Homes Division

IV.5 Policy Advisory Council Members

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

Brenda Madison	Type of organization: Other Contact Name: Phone: 2024873325 Email: brmadison82@hotmail.com
Cherry Gillis	Type of organization: Other Contact Name: Phone: (202)889-0829 Email: cherryv@mindspring.com
Danny Brown	Type of organization: Other Contact Name: Phone: 2025441476 Email: moor191328@yahoo.com
Ettereteen Craven	Type of organization: Other Contact Name: Phone: 3017045214 Email: ettereteen@verizon.net
Jospeh Asamoah	Type of organization: Other Contact Name: Phone: 2405829136 Email: asamoah@comcast.net

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
07/29/2014	The Notice was posted in the DC Register (see attachment on SF-424) on July 18, 2014 for the Public Hearing being held on July 29, 2014 at 11:00 am. Copy of the Public Hearing Transcript will be sent to Project Officer on August 11, 2014.

IV.7 Miscellaneous

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

(Grant Number: EE0006145, State: DC, Program Year: 2014)

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

(Grant Number: EE0006145, State: DC, Program Year: 2014)

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

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

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

DDOE has determined that it will weatherize dwelling units whose occupants are at or below 200% of the Federal Poverty Level or 60% of the District 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).

LIHEAP approval is based on Health and Human Services (HHS) annually published gross income guidelines. 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.

Service to eligible weatherization applicants are provided on a first-come, first-serve basis in most cases. However, when there is an issue with budget constraints and a waiting list arises, applications are assessed with a number of priorities based on the household demographic information taken from the weatherization and LIHEAP application. Priority is given to the elderly, persons with disabilities, and families with children.

Once the client information is forwarded to the Subgrantee, they may also give priority to clients who fall into the following categories as well:

- Emergency: When a genuine emergency exists which poses an imminent threat to the life, health, or property of the client, and when that emergency situation can be corrected by WAP services, and when other options to correct or alleviate the threat are unavailable or impractical.
- Chronically Ill: A priority exists when the household includes a member(s) who are chronically ill. Chronically ill means a situation where a person is unable to perform at least two activities of daily living such as eating, toileting, transferring, bathing and dressing, or requires considerable supervision to protect from crisis relating to health and safety due to severe impairment concerning mind, or having a level of disability similar to that determined by the Secretary of Health and Human Services pursuant to 26 USCS § 7702B(2)(A).
- State or Federal declaration of a disaster: In such instances that warrant a designation of an area or areas as a disaster area, clients identified in these areas may be offered general or specific services on a priority basis.

Describe what household Eligibility basis will be used in the Program

DDOE has determined that it will weatherize dwelling units whose occupants are at or below 200% of the Federal Poverty Level or 60% of the District 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).

Once the applicant is approved for LIHEAP, home ownership is verified through the Chief Financial Office (CFO) Real Property Tax Database. If the applicant resides in a rental property the owner is contacted to verify signature on the application. In addition, the applicant's address is researched to ensure they have not received Weatherization Assistance since 1994; and to determine if it is Historic through the Office of Planning DC Property Quest Database.

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

The process of determining eligibility for Weatherization services is established by the approval of a LIHEAP application. DDOE is in compliance with Federal requirements for the LIHEAP program and ensures that services are provided only to U.S. citizens or qualified aliens.

"Qualified aliens" are defined in section 431 of Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), commonly known as the welfare reform law. The Act covers the larger groups of legal immigrants (legal permanent residents, refugees, asylees, individuals paroled into the U.S. for a period of at least 1 year, individuals whose deportation has been withheld, individuals granted conditional entry, and certain individuals who are victims of domestic abuse). Qualified aliens are eligible to receive assistance and services under the LIHEAP program so long as they are able to provide the following documents: Picture ID, Social Security Card, Proof of Household Income and Utility Bills.

DDOE is in full compliance with Federal provisions related to verification of qualified alien status in providing services. DDOE's procedures for verifying U.S. citizenship or immigration status of applicants are in accordance with the United States Department of Justice's (DOJ) Interim Guidance on Verification of Citizenship, Qualified Alien Status and Eligibility under Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, published November 17, 1997 (62 FR 61344). In addition, DDOE will refer to LIHEAP-IM-98-25, dated August 6, 1998, which discusses the DOJ Interim Guidance

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

(Grant Number: EE0006145, State: DC, Program Year: 2014)

and its applicability under the LIHEAP program.

LIHEAP IM 1999-10 on Federal Public Benefits Under the Welfare Reform Law--Revised Guidance, Published: June 15, 1999 has now determined that weatherization of multi-unit buildings is not a Federal public benefit because it does not meet the first part of the test, that is, it is not a benefit provided to an individual, household or family eligibility unit. Weatherization of a multi-unit building is a benefit conferred on a community of people, much in the same way as benefits provided under Title I, Part A of the Elementary and Secondary Education Act (ESEA) are benefits conferred on a student body at a school. Under Title I of ESEA, funds are provided directly to a school system which then uses those funds to improve services that are provided by the individual schools to individual students. The eligibility of a school to receive this benefit is based in part on the income eligibility of a portion of students attending the school. The Conference Report to PRWORA specifically stated that it was the intent of the conferees that Title I of ESEA not be considered a Federal public benefit "because the benefit is not provided to an individual, household, or family eligibility unit." (H.Rept. No. 104-725 at page 380 (1996)).

We believe this same reasoning should be applied to the use of LIHEAP funds for the weatherization of multi-unit buildings.

Based on the above analysis, we are withdrawing that portion of our LIHEAP Information Memorandum 98-25 that states that residents in 2/3 of the units must be qualified aliens before the building could be weatherized. As stated above, providers do not need to verify alienage or citizenship of any of the building residents, since LIHEAP funds for weatherization of a multi-unit building are not considered Federal public benefits.

This guidance, however, does not apply to single family dwelling units. Weatherization services performed on or provided to single-family dwelling units are considered to be Federal public benefits, because they are provided to an individual, household or family eligibility unit. Therefore, weatherization services performed on or provided to a single-family dwelling unit are subject to the alien verification requirements.

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

DDOE exercises caution in dealing with non-traditional type dwelling units such as shelters, apartments over businesses, and etc. to ensure they meet program regulations on whether the unit is, in fact, eligible. In cases where DDOE deems these units are eligible, a request for approval will be sent to the DOE Project Officer prior to weatherization.

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, per US DOE.

In cases where DDOE is aware of redevelopment, the dwelling(s) will not be weatherized.

Describe Reweathering compliance

The Recovery Act amended the DOE Weatherization Reweathering dates and now allows DDOE to weatherize homes previously weatherized from September 30, 1994, and earlier. This provision allows DDOE the flexibility to revisit those homes weatherized prior to 1994 that may not have received the full complement of Weatherization services, including the use of an advanced energy audit or addressing health and safety concerns.

Describe what structures are eligible for weatherization

DDOE exercises caution in dealing with non-traditional type dwelling units such as shelters, apartments over businesses, and etc. to ensure they meet program regulations on whether the unit is, in fact, eligible. In cases where DDOE deems these units are eligible, a request for approval will be sent to the DOE Project Officer prior to weatherization.

Single and Multi-Family Dwellings are not scheduled to receive an Energy Audit/Assessment until it is determined they are occupied by LIHEAP approved residents.

In cases where DDOE is aware of redevelopment, the dwelling(s) will not be weatherized.

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.

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

(Grant Number: EE0006145, State: DC, Program Year: 2014)

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.

In cases where the Single Family units are occupied by Renters, the renter must be approved for LIHEAP prior to weatherization. The owner must fall under an agreement that prevents them from raising rents based solely on WAP improvements. Owners may be required to contribute up to 25% of the WAP allocation for weatherization.

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 subgrantee detected hazard(s) in the home. Clients receive a deferral notice and the subgrantee 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" (attached to SF-424) 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 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.

In cases where DDOE is aware of redevelopment, the dwelling(s) will not be weatherized.

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.

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.

DDOE shall ensure that:

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

(Grant Number: EE0006145, State: DC, Program Year: 2014)

- Each subgrantee is a CAA or other public or nonprofit entity;
- Each subgrantee is selected on the basis of public comment received during a public hearing conducted pursuant to § 440.14(a) and other appropriate findings regarding:
 - The subgrantee's experience and performance in weatherization or housing renovation activities;
 - The subgrantee's experience in assisting low-income persons in the area to be served; and
 - The subgrantee's capacity to undertake a timely and effective weatherization program.
- In selecting a subgrantee, preference is given to any CAA or other public or nonprofit entity which has, or is currently administering, an effective program under this part or under title II of the Economic Opportunity Act of 1964, with program effectiveness evaluated by consideration of factors including, but not necessarily limited to, the following:
 - The extent to which the past or current program achieved or is achieving weatherization goals in a timely fashion;
 - The quality of work performed by the subgrantee;
 - The number, qualifications, and experience of the staff members of the subgrantee; and
 - The ability of the subgrantee to secure volunteers, training participants, public service employment workers, and other Federal or State training programs.
- DDOE shall ensure that the funds received under this part will be allocated to the entities selected in accordance with the 10 CFR 440 and 600, such that funds will be allocated to areas on the basis of the relative need for a weatherization project by low-income persons.
- Any new or additional subgrantee shall be selected at a hearing in accordance with §440.14(a) and upon the basis of the criteria in paragraph (a) of this section.

The District of Columbia may terminate or reduce financial assistance if it is determined that the subgrantee is not likely to implement its agreement fully and complete all assigned dwelling units prior to the end of the grant period. Subgrantee 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 subgrantees. A subgrantee failing to implement and abide by the subgrantee agreement or seeking to circumvent established procedures may be terminated. All subgrantees 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.

Applicants for the Weatherization Assistance Program are vetted to the best of our knowledge to ensure reweatherization does not happen. The address is checked in our Residential Conservation Assistance Program (RCAP) Database, the Hancock System (former tracking software), LIBERA, and the Energy Efficiency and Conservation Branch shared file folder. When the customer is contacted to schedule an Energy Audit they are asked if they have ever received services from DDOE or any other government entity.

V.3 Priorities for Service Delivery

Applicants are addressed on a first-come, first-serve basis in most cases. However, when there is an issue with budget constraints and a waiting list arises, applications are assessed with a number of priorities based on the household demographic information taken from the weatherization and LIHEAP application. Priority is given to the elderly, persons with disabilities, and families with children.

Once the client information is forwarded to the Subgrantee, they may also give priority to clients who are considered Emergency, Chronically Ill and/or a State or Federal declaration of a disaster arises.

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 can be up to \$6,904 as of October 1, 2014. Vacant units will be addressed on a case-by-case basis.

V.4 Climatic Conditions

On 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.

See attached table in SF-424

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

(Grant Number: EE0006145, State: DC, Program Year: 2014)

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 an 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 was submitted to DOE for approval on January 23, 2014. The approval of priority audit procedures and the use of the Energy Conservation Online System (ECOS) developed by JAI through the LIBERA software was submitted on June 3, 2014.

Manufactured Housing : Does Not Apply (DNA)

Multi-Family : TREAT audit was submitted to DOE for approval on January 23, 2014. The approval of priority audit procedures and the use of the Energy Conservation Online System (ECOS) developed by JAI through LIBERA software was submitted on June 3, 2014.

Comments

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

(Grant Number: EE0006145, State: DC, Program Year: 2014)

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 TREAT Audits on all multi-family buildings five units or more. Audit-recommended measures are prioritized according to SIR rankings.

The request for audit approval was submitted on January 23, 2014 for the use of a National Energy Audit Tool (NEAT) and Targeted Retrofit Energy Analysis Tool (TREAT). The request for the Energy Conservation Online System (ECOS) developed by JAI thru LIBERA software was submitted on June 3, 2014.

V.5.3 Final Inspection

Report all completed units in buildings containing 1 – 4 units as single-family completions. Report all completed units in multifamily buildings containing 5 or more units as multifamily completions. In eligible multifamily buildings that contain fewer than 100% income-eligible units, report all completed units – income-eligible and non-income-eligible – as completed units.

DOE requires that every unit receives final inspection prior to declaring it a completed unit. DOE also requires (per WPN 14-4) that by April 1, 2015 all units reported to DOE as completed will be inspected to ensure compliance with the specifications outlined in the Standard Work Specifications (SWS), and that by the beginning of Grantee's Program Year 2015 all quality control inspections, including final inspections and monitoring inspections, must be conducted and signed off by a certified Quality Control Inspector.

No dwelling unit may be reported to DDOE or 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 high quality and professional manner in accordance with priority determined by approved WAP audit procedures.

Subgrantees will conduct final inspections on 100% of all dwelling units weatherized before reporting them as "completed units." A signature by a subgrantee 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 subgrantee before seeking reimbursement. The subgrantee will use the Final Inspection Form (see attached) for inspections to determine if each measure installed passes or fails. The customer and the inspector will sign this inspection form. Only a passing inspection may be submitted along with other documentation for completion and reimbursement.

V.6 Weatherization Analysis of Effectiveness

Since the inception of the Weatherization Assistance Program, DDOE has utilized subgrantees to weatherize over 10,000 housing dwelling units in the District of Columbia. The subgrantees 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 Energy Efficiency and Conservation Branch, will place a strong emphasis on ensuring that the Weatherization Assistance 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 subgrantee staff attend WAP Training Conferences such as the Affordable Comfort Inc. Conference, NASCSP Annual National Conference, and the Mid-Atlantic Regional Conference (if applicable).

The monitoring of subgrantees 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 visits of each Subgrantee at least once during the program year. The monitoring visit is designed to improve the subgrantee'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 Subgrantees remain in compliance with

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

(Grant Number: EE0006145, State: DC, Program Year: 2014)

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.

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 removed before, or because of, the installation of weatherization measures. Therefore, health and safety hazards associated with weatherization activities are allowed to be removed 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 subgrantees for health and safety mitigation on homes weatherized.

DDOE will utilize Leveraged funds from other funding sources to purchase diagnostic equipment necessary to detect Health and Safety Concerns/Issues in Weatherization Applicant(s) dwelling.

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 Subgrantees for direct weatherization activities. Subgrantee 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 (SUBGRANTEES AND CONTRACTORS)

Subgrantees must comply with Occupational Safety and Health Administration (OSHA) requirements in all weatherization activities which involve staff personnel. Subcontractors, Contractors and in-house crews employed by Subgrantees are expected to comply with OSHA, as applicable, and this requirement is a part of the bid process. Related costs for Subgrantees 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 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. Subgrantees are to ensure that their contractors do not disturb asbestos and potential asbestos situations. Where asbestos is discovered or suspected by their contractors, Subgrantees 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 Subgrantees 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

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

(Grant Number: EE0006145, State: DC, Program Year: 2014)

home as well as the possible hazards and/or causes. Currently clients are referred to the Department of Housing and Community Development (DHCD) Single Family Rehabilitation Program to have the hazards addressed. Once the hazards are addressed the client is referred back to the Weatherization Assistance Program. DOE monies may not be used to address a health problem directly.

- Lead Paints - Lead paint removal 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 Subgrantees 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 DHCD- Lead Safe Washington Program. DDOE provides WAP clients with a lead paint education booklet titled, "Protect Your Family From Lead in Your Home" after their Weatherization audit is completed. DDOE requires clients to sign a statement verifying the receipt of the booklet. This information is in each client file.
- 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 Subgrantee. The Subgrantee 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 remediation, these costs are allowable. DOE funds cannot be used for radon remediation.
- Building Structure - It is the responsibility of the Subgrantee to ensure that their subcontractors, contractors, and in house crews 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). It is not inherently dangerous. The dangers from this system arise from its age, improper modifications, and situations where building insulation envelops the wires.
 - Serious electrical hazards exist when gross overloads are present. Subgrantees 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 Subgrantee on a case-by-case basis.
 - Older electric wiring located in a wall cavity or exposed 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 where 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. REMEDIATION MATERIALS

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

- Replacement furnace;
- Combustion device vent connector when original is rusted out or unable to safely vent the products of combustion from a combustion device;
- Downspout leaking into a basement and causing a moisture, mold and wood rotting problem;
- Section of a gutter causing a moisture, mold and wood rotting problem;
- Replacement space heaters; and
- Materials necessary to address electrical hazards when the problem prevents adequate weatherization.

F. REMEDIATION COSTS

The maximum allowable expenditure for remediation 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 2013 the average per residence weatherization expenditure level was \$6,904, of which up to 10%, or \$690, could be used to reduce and/or eliminate approved health and safety hazards using allowable remediation materials. DOE funds are to be used for energy-related health and safety remediation only. Subgrantees should seek other funding to remediate non energy-related health and safety hazards.

G. REPORTING REQUIREMENTS

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

(Grant Number: EE0006145, State: DC, Program Year: 2014)

Related costs for Subgrantee 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 remediation methods will be made.

H. INCIDENTAL REPAIR

Those repairs necessary for the effective 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 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. Subgrantee 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 District General Funds) where health and safety measures can be covered under program operations. All homes are addressed in a holistic approach and in cases where 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 District General Funds 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 a deferral. DDOE policies state that ALL deferrals must complete the "Weatherization Assistance Program Applicant Notification of Deferral" (see attachment in SF-424) 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 Administrators 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 are 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. The weatherization component operates under DDOE's Energy Administration Energy Efficiency and Conservation Branch (EECB). This agency has accumulated a wealth of experience in operating LIHEAP and WAP weatherization programs. Since the early 1980s, over 10,000 units have been weatherized by DDOE. DDOE has utilized proven and effective methods performing energy audits and the enlistment of several subgrantees to implement weatherization activities. Moving forward DDOE intends to utilize additional auditing tools to enhance program capabilities, to include NEAT, TREAT and the Energy Conservation Online System (ECOS) developed by JAI through the LIBERA

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

(Grant Number: EE0006145, State: DC, Program Year: 2014)

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 subgrant recipient will require additional funds to effectively implement the administrative requirements as established by DOE. The WAP Subgrantee 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

DDOE's monitoring activities are designed to confirm that accountability exists for the Weatherization Program resources and to identify processes to improve the program's operation and services. DDOE's monitoring goals of Subgrantees are to determine program compliance and accountability, analyze work performance and to determine the quality and effectiveness of the work on completed dwellings. Problems, deficiencies, and areas needing improvement that are identified through the monitoring process will be reported to the Subgrantee and the necessary assistance will be provided to improve their program operations and compliance regulations.

Goals of Monitoring Analyze whether the best possible program services are being delivered to the low-income population; Assess strengths and weaknesses of all aspects of the local program; Determine program compliance and accountability; Be a major tool for program improvement; Identify problems, deficiencies, and areas that need improvement within Subgrantee operations; Assist Subgrantee in their program operations and compliance with DOE and the District's Regulations; Advise Subgrantee on how to correct any weaknesses and deficiencies; and Assess the need for training and technical assistance to improve Subgrantee service delivery, cost-effectiveness, and accountability.

DDOE will perform periodic monitoring review of the fiscal, programmatic, and field functions of Subgrantees through a DDOE approved Monitoring Tool. Any and all findings, from periodic monitoring, will be reported to the appropriate funding project officer on a monthly basis, unless the findings are so egregious, they will be reported immediately

Desktop Reviews

Subgrantee audit reports will be reviewed annually by the Program Manager. The Program Manager will contact Subgrantees whose audit reports note program findings and will require responses and, if necessary, correction. Depending on the severity of any problems reported, a Subgrantee may receive a follow-up monitoring review that concentrates on prior deficiencies and required corrective actions.

The Program Manager will review agency Monthly Reports and track agency production and expenditures on a monthly basis through the weatherization tracking system. Additionally, weatherization staff will review monthly reports for accuracy and compliance criteria, including average costs per completed dwelling unit, percentage of production goals achieved, and percentage of grant and each line item expended, including health and safety expenditures.

Agency Monitoring Visits

Fiscal Monitoring will typically occur once per year per Subgrantee. The fiscal monitoring will be conducted by a designated Program Manager or Branch Chief. During the visit, the monitor will review all of the fiscal operations of the Programs. The fiscal monitoring will include but not be limited to review and verification to help eliminate fraud, waste, and abuse of the Subgrantee financials.

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

(Grant Number: EE0006145, State: DC, Program Year: 2014)

Program Management Monitoring will typically occur formally once per year as well as informally on a monthly basis per Subgrantee. Program Management Monitoring will be conducted by the designated Program Manager and will be program specific. The Program Management Monitoring will include review and verification of Subgrantee client information to include expenditures; crew/contractor safety policies and procedures, and compliance with DDOE standards as outlined in the Subgrantee Agreement and RFA.

Field Monitoring will occur throughout the year for each Subgrantee. Field monitoring will be conducted by DDOE Building Performance Institute (BPI) certified Quality Control Inspector (QCI). Individual job inspections will be performed and recorded using the Post Inspection Form. Jobs will be inspected for overall effectiveness, workmanship, appearance, and compliance with installation Weatherization Field Guide. An overall assessment of Subgrantees field practices will be performed using the Standard Work Specification Guideline (SWS). The SWS tool will identify major strengths, major field findings, and trends for concerns which will assist DDOE eliminate fraud, waste, and abuse.

Subgrantee Inspection Responsibilities

Subgrantees are required to have a Building Performance Institute (BPI) certified Quality Control Inspector (QCI) inspect 100% of all completed units to determine compliance with the Energy Programs' quality standards and to ensure proper documentation of client information, job measures and costs, and other appropriate information as needed. Inspections must be performed by a person who did not perform the actual work on the job. The thoroughness and effectiveness of Subgrantee inspections are considered important evaluation criteria and will be assessed during DDOE Field Monitoring visits.

Findings

Findings may result in the requirement of additional training for the Subgrantee, contractors, subcontractors, and vendors.

Major finding: Noncompliance issues of significant concern, such as health and safety, potential liability, misuse of funds, or consistently failing to follow program rules, standards, or specifications (e.g., such as Whole House Weatherization). DDOE will report any such findings to US DOE on a monthly basis, unless the findings are so egregious they will be reported immediately.

Minor finding: Noncompliance issues of secondary concern, such as small file omissions (e.g., no date on form), procedural items that can be quickly or easily corrected, or a finding in work quality that is easily corrected and does not significantly impact the overall quality of work performed (e.g., failure to insulate the first five feet of hot water pipe from the water heater).

At-Risk Performance – Subgrantees can be placed on At-Risk status for serious management and/or consistent sub-standard field performance, including but not limited to: Program goals are not being met; Program resources cannot be accounted for; Serious indications of misuse of funds, fraud, or theft; Subgrantee not in compliance with program policies and procedures; Subgrantee files and records are severely incomplete and disorganized; Repeated major field findings with no or minimal improvement from previous monitoring visit; and the Subgrantee is unresponsive to DDOE requests and deadlines.

When placing a Subgrantee on At-Risk status, DDOE will specify improvements that must be made by the Subgrantee. Subgrantee will be instructed to submit a plan to identify the steps and timelines to be taken to make the noted improvements. When appropriate, related training and technical assistance will be provided. DDOE will consider suspension or termination of the Subgrantee agreement unless the specified improvements in management and/or field practices are instituted by the Subgrantee in a specified period of time. DDOE will report any At Risk Subgrantee to US DOE immediately.

V.8.4 Training and Technical Assistance Approach and Activities

T&TA activities are intended to maintain and/or increase the efficiency, quality, and effectiveness of the Weatherization Program at all levels.

DDOE links Subgrantees to training resources throughout the year on a variety of energy related topics. When topics involve a change in existing policies and procedures (e.g., new database, changes to audit protocols, etc.), or emphasize an important program area, Subgrantee attendance may be mandatory. When training is mandatory, parties are expected to assign the most appropriate person to attend. If a Subgrantee has any doubt regarding attendance, DDOE should be consulted.

The following training sessions are mandatory for the positions stated below. If a Subgrantee hires a new employee into one of these positions, or a current employee transfers into one of these positions, it is mandatory that they receive this training within six months of their start date. These mandatory training sessions must be repeated every three years by Subgrantee personnel who occupy these positions:

- Single and Multi-Family Energy Auditor Course is mandatory for energy auditors, post inspectors, and crew personnel;
- Single Family Crew Leader Course is mandatory for weatherization directors and crew chiefs;

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

(Grant Number: EE0006145, State: DC, Program Year: 2014)

- Single Family Retrofit Installer Technician Course is mandatory for contractors, subcontractors, subgrantee vendors, and crew personnel;
- Single and Multi-Family Quality Control Inspector Course is mandatory for energy auditors, post inspectors, and contractors;
- Multifamily Retrofit Project Manager Course is mandatory for subgrantee weatherization directors, grantee branch chief and program managers; and
- Lead Safe Weatherization Practices Certification is mandatory for all employees who may come in contact with lead based paint while performing their duties.

DDOE and Subgrantee personnel must be certified by the Building Performance Institute (BPI) in professional positions. Subgrantees were advised to take steps during FY 2014 to set aside resources and arrange for staff training to ensure that staff will be prepared to meet all BPI certification requirements. Staff will be allowed two opportunities before October, 2014, to achieve certification.

The following certifications are required when performing weatherization work:

- Building auditors must be certified as a Building Analyst Professional;
- Crew chiefs must be certified as an Envelope Professional;
- Installers must be certified as an Air Sealing Professional; and
- Inspectors must be BPI-certified as a QCI, Heating, Envelope, and Building Analyst Professional.

T&TA funds may be used to train DDOE staff and Subgrantee contractors. In making the determination to pay for contractor training, Subgrantees should secure a retention agreement in exchange for training. The agreement should stipulate that contractors will work in the Program, at a minimum, for a specific amount of time and should align with the cost of the T&TA provided. Examples of contractor/agency agreements can be found at www.waptac.org.

The activities listed on the following table can be considered eligible T&TA costs, and can also be charged as either administrative costs or, in some cases, as program support costs.

Activity	Allowable Costs
Conferences	Registration and travel and lodging costs for conferences, seminars, workshops, and on-site training
Training	Costs incurred to provide training and professional certification for Grantee and Subgrantee staff
Weatherization Equipment	Purchase of weatherization equipment
Membership and Subscriptions	Membership fees for weatherization-related organizations Subscriptions to trade papers and magazines
Computer/Electronic	MediaPurchase of computer/electronic media equipment, cost of training subgrantee staff to operate this equipment
Data Gathering	Costs directly related to gathering, compiling, or copying information to be used in providing fuel usage and savings analysis data .Cost of inputting data for a historical database to track previously weatherized units
Client Education	Development and distribution of client education materials or other forms of client education, such as meetings, workshops, presentations, video tapes, etc.

V.9 Energy Crisis and Disaster Plan

The Energy Assurance Plan provides information on how the District in general, and DDOE in particular, will respond in case of an energy emergency, and promotes the resiliency of the District's energy systems to reduce vulnerabilities. The plan also provides DDOE's participation in promoting policies and programs that enhance the District's energy systems.

The plan addresses:

1. The types of energy emergencies that can occur in the District;
2. Who responds to an energy emergency;
3. Plan of action when an energy emergency occurs; and

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

(Grant Number: EE0006145, State: DC, Program Year: 2014)

4. Development related to critical infrastructure and promoting polices and program that enhance the resiliency of District Energy Systems.

The plan was emailed to Project Officer in PY13 and no updates have been made since.