

Application for Federal Assistance (SF-424)

Federal Assistance (SF-424) File: Program Year: 2019

<b>Type of Submission: *</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>2. Type of Application: *</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>*If Revision select appropriate letter:</b>  <b>*Other (specify):</b>
--	---	--

<b>3. Date Received:</b>	<b>4. Applicant Identifier:</b>
<b>5a. Fed Entity Identifier:</b>	<b>5b. Federal Award Identifier:</b> DE-EE0007911
<b>State Use Only:</b>	
<b>6. Date Received by State:</b>	<b>7. State Application Identifier:</b> NDC-1834

**8. APPLICANT INFORMATION:**

**a. Legal Name:** District of Columbia  
**b. Employer Tax Identification Number:** 536001131 **c. DUNS:** 780986563  
**d. Address:**  
Street 1: 1200 First Street NE  
Street 2: 5th Floor  
City: Washington  
State: District of Columbia  
County: DISTRICT OF COLUMBIA  
Province:  
Country: USA  
Zip/Postal Code: 20002-0000  
**e. Organizational Unit:**  
Division Name: Affordability and Efficiency Division  
  
Department Name: Department of Energy and Environment

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

Prefix: Mrs

First Name: Kenley

Middle Name:

Last Name: Farmer

Suffix:

Title:

Organization Affiliation: Department of Energy and Environment

Telephone Number: (202)671-3314

Fax Number: (202)535-2881


Email: [Kenley.Farmer@dc.gov](mailto:Kenley.Farmer@dc.gov)

<b>9. Type of Applicant:</b>	State Government
Other (Specify):	
<b>10. Name of Federal Agency:</b>	Department of Energy
<b>11. Catalog of Federal Domestic Assistance Number:</b>	81.042 - Weatherization Assistance for Low-Income Persons
<b>12. Funding Opportunity Number:</b>	DE-WAP-0002019
Title:	2019 Weatherization Assistance Program Funding
<b>13. Competition Identification Number:</b>	
Title:	
<b>14. Areas Affected by Project (Cities, Counties, States, etc):</b>	District of Columbia
<b>15.</b>	<b>Descriptive Title of Applicant's Project:</b> The District has participated in the US Department of Energy's (DOE) Weatherization Assistance Program for over 30 years. The Department of Energy and Environment enables low-income families to permanently reduce their energy bills by making their homes more energy efficient.
<b>16.</b>	<b>Congressional Districts Of:</b>
a. Applicant	District of Columbia At-Large Congressional District
b. Program/Project	State: District of Columbia Congressional District: District of Columbia-Statewide
<b>17.</b>	<b>Proposed Project:</b>
a. Start Date	07/01/2019
b. End Date	04/30/2020

**18. Estimated Funding (\$):**

a. Federal	\$ 715,000.		
b. Applicant	\$ 0.00	0	0
c. State	\$ 0.00	0	0
d. Local	\$ 0.00	0	0
e. Other	\$ 0.00	0	0
f. Program Income	\$ 0.00	0	0
g. TOTAL	\$ 715,000.		

**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  1. 
- ☐ 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 in attachment.):**

- ☐ Yes ☒ No

If 'Yes', provide explanation and attach

- 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: Tommy

Middle Name:

Last Name: Wells

Suffix:

Title: Director

Telephone Number: (202)535-2615

Fax: (202)535-2881

Email: [Tommy.Wells@dc.gov](mailto:Tommy.Wells@dc.gov)

**Project/Performance Site Location(s):**

Signature of Authorized Representative:

Date Signed:

**Grant#:** EE0007911

**Grantee:** District of Columbia

**Status:** Active

### Budget

**Program:** Weatherization Assistance Program

**CFDA:** 81.042

**State:** DC

**Year:** 2019

07/01/2019

**Revision:** 0

**Period:** -

06/30/2020

### Budget - Personnel

Prime Applicant only (all other participant costs are listed under contracts and form SF-424A, Section B. Line 6.f. Contracts and Sub-Grants).

Identify by title each position to be supported under the proposed award. Briefly specify the duties of professionals.

Section B Total:\$132,480.00

Total:\$132,480.22

Title/Group Category	Description of Duties	Method	Time/Percent	Rate/Salary	Total	Action
Branch Chief	The Branch Chief oversees the energy efficiency programs managed by the Energy Efficiency and Conservation Branch. Responsible for locating and obtaining additional funding sources to leverage US DOE funds, conducting monitoring activities with federal funders and subgrantees, and providing technical and training assistance to subgrantees and internal personnel.	Percent	28.1285	\$123,178.30	\$34,648.21	
Auditor	The Energy Auditor identifies potential multifamily projects to secure leveraged funding, provides subgrantee(s) with technical guidance, and conducts Energy Audits for the District's weatherization program for single and multifamily dwellings.	Percent	44.0276	\$83,230.10	\$36,644.22	
Associate Director	The Associate Director provides oversight of all the Affordability and Efficiency Division's residential and commercial energy efficiency programs. Develops and implements necessary Memorandums of Understanding (MOU) to obtain additional funding for the Weatherization Assistance Program. Also, participates in higher level monitoring activities and programmatic training with federal funders, and for subgrantees, and internal personnel.	Percent	28.2160	\$135,700.00	\$38,289.11	
Budget Analyst	The Budget Analyst conducts the financial monitoring of the Weatherization Assistance Program ensuring that expenditures align with the approved WAP State Plan and federal requirements. Provides program staff with monthly reports to	Percent	15.0365	\$113,446.20	\$17,058.34	

	ensure they stay abreast of expenditures, obligations, and remaining balances. Also, provides guidance when program staff conducts monitoring visits with Subgrantee personnel.				
Program Manager	The Program Manager is responsible for the day-to-day operations of the Weatherization Assistance Program. Ensures all work performed is in compliance with all Federal, State and Agency regulations and guidelines. Also, collaborates with the Subgrantee to ensure they are on track with program deliverables and expenditures to ensure a productive monitoring visit with state and federal monitors.	Percent	7.0171	\$83,230.10	\$5,840.34
Quality Control Inspector	The Quality Control Inspector conducts Quality Control Inspections (QCI) for work completed under the Weatherization Assistance Program. Ensures the work is completed based on the approved Weatherization Operations Manual, SWS- Field Guide, and applicable state standards/regulations. Advises the Subgrantees of work failure, ensuring they addressed failed measures within the program-specific timeframe. Continually reviews internal program files to ensure compliance with the QCI file maintenance checklist.	Percent	50.0000	\$0.00	\$0.00
Program Assistant	The Program Assistant schedules the energy audit and Quality Control Inspections for appropriate personnel, vets client applications through the database to ensure program eligibility, ensures internal staff are up to date with certifications and prepare training packages as needed, maintains client files, and provides clients with application and weatherization work status.	Percent	50.0000	\$0.00	\$0.00

## Budget

Program: Weatherization Assistance Program	CFDA: 81.042
State: DC	Year: 2019
Revision: 0	Period: 07/01/2019 - 06/30/2020

### Budget - 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.

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.

Section B  
Total:\$4,826.00

Total:\$4,826.00

General Category	Cost	Justification of Need	Action
Office Supplies	\$4,826.00	To perform and carry out program activities per the grant requirements.	

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.

Item(s)	Rate	Cost
General office supplies	\$75/mo. x 9 mo.	\$675
Postage	\$37/mo. x 9 mo.	\$333
Desktop Computer	\$1200	\$1200
Copies	8000 copies x .10/copy	\$800
Transcriber for Public Hearing	\$1,818	\$1,818
	<b>TOTAL</b>	<b>\$4,826</b>

(1) Office supplies, copies, and postage are needed for general operation of the program to include pens, file folders, paper, etc.

(2) The desktop computer is needed for the Branch Chief of the program to perform activities under the grant.

(3) The transcriber is needed for Public Hearing. All costs were based on retail values at the time the application was written and if the cost exceeds price outlined leveraged funding will be used to cover the shortfall.

## Budget

Program: Weatherization Assistance Program

CFDA: 81.042

State: DC

Year: 2019

Revision: 0

Period: 07/01/2019 -  
06/30/2020

## Budget - Contract

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 IV.1).

Section B

Total:\$519,533.00



Difference:\$0.00

Total:\$519,533.00

Name of Proposed Sub	Total Cost	Basis of Cost	Action
YACHAD, Inc	\$173,177.68	Installation of audit recommended energy efficiency measures in income-eligible District residences	
Fry Plumbing Inc.	\$173,177.66	Installation of audit recommended energy efficiency measures in income-eligible District residences	
Greater Washington Urban League	\$173,177.66	Installation of audit recommended energy efficiency measures in income-eligible District residences	

Contracts and Subgrants Total: \$519,533.00

## Budget

Program: Weatherization Assistance Program  
 State: DC  
 Revision: 0

CFDA: 81.042  
 Year: 2019  
 Period: 07/01/2018 - 06/30/2020

## Budget - 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.

Section B Total:\$26,887.00                      Difference: \$0.00                      Total:\$26,887.00

Purpose of travel	Est. Num. of Trips	Est. Cost per Trip	Total	Action
Home Performance National Conference will provide the Program Manager and Branch Chief an opportunity to join other residential energy efficiency professionals to discuss challenges, best practices, and opportunities for growth among other energy peers. Also, the trade show will allow staff to see technical advances in the energy efficiency environment.	2	\$1,233.36	\$2,466.72	
Building Performance Institute (BPI) Multi-Family Building Analyst Certification for DOEE Energy Auditors will provide them with the necessary training to examine the relationship between the building's various systems. Based on this information a comprehensive energy audit report can be developed.	3	\$1,756.00	\$5,268.00	
NASCSP State Managers Training (Winter Conference) will provide DOEE personnel working on the Weatherization Assistance Program an opportunity to network with their peers in the industry to determine possible program best practices.	7	\$538.00	\$3,766.00	
NASCSP Winter Conference Full Session will provide the Program Manager, Branch Chief, and Associate Director vital information as it pertains to the Weatherization Assistance Program to include new program guidance, best practices, leveraging opportunities, and implementation of renewable measures as an energy efficiency measure.	3	\$856.00	\$2,568.00	
NASCSP Annual Conference will provide the Program Manager, Branch Chief, and Associate Director vital information as it pertains to the Weatherization	3	\$1,554.00	\$4,662.00	



provide them with the necessary training to examine the relationship between the building's various systems. Based on this information a comprehensive energy audit report can be developed.

NASCSP State Managers Training (Winter Conference) will provide DOEE personnel working on the Weatherization Assistance Program an opportunity to network with their peers in the industry to determine possible program best practices.

NASCSP Winter Conference Full Session will provide the Program Manager, Branch Chief, and Associate Director vital information as it pertains to the Weatherization Assistance Program to include new program guidance, best practices, leveraging opportunities, and implementation of renewable measures as an energy efficiency measure.

NASCSP Annual Conference will provide the Program Manager, Branch Chief, and Associate Director vital information as it pertains to the Weatherization Assistance Program to include new program guidance, best practices, leveraging opportunities, and implementation of renewable measures as an energy efficiency measure. Also, it brings an opportunity for DOEE personnel to talk to US Department of Energy and US Department of Health and Human Services program administrators. In the past DOEE personnel have used this opportunity to obtain guidance on the development of our Subgrantee monitoring tools and production plans.

BPI Heating Professional- Topics include: Health and Safety; Heating System Science; Load and Sizing; Distribution Systems Design; Combustion Safety Science; Controls and Electrical Inspections; Ducted System Diagnostics; Combustion Appliance Vent Repair; Ventilation System Installation; Heating Appliance Clean & Tune; Gas Oven Clean & Tune; Post-Installation Inspection; Mechanical System Durability; and Tools and Equipment.

BPI Air Conditioning and Heat Pump Professional- This 2-day course provides participants with advanced training on air conditioning and heat pump systems in residential buildings. Parts of the course will take place in AEA's cooling lab, where students will gain valuable hands-on experience with HVAC equipment and tools. Students will learn about refrigerant properties, the refrigeration cycle, how to evaluate refrigerant charge (superheat and subcooling methods), air flow testing, and diagnostics. This course is essential for students seeking BPI's Air Conditioning and Heat Pump Professional certification.

#### **Travel related to monitoring:**

The subgrantee(s) are local, so budgeted funds are not required for monitoring purposes. DOEE will utilize District Government Fleet vehicles at no cost to the US DOE grant. The program staff that conducts the field monitoring is paid through another funding source. The programmatic and financial monitoring is conducted by other staff where a small portion of their salaries are funded through the US DOE grant.

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0007911		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address District of Columbia 1200 First Street NE Washington, DC 200020000		4. Program/Project Start Date 07/01/2019	
		5. Completion Date 06/30/2020	

**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		\$ 715,000.00		\$ 715,000.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 715,000.00	\$ 0.00	\$ 715,000.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRA TION	(2) SUBGRANTE E ADMINISTRA	(3) GRANTEE T&TA	(4) SUBGRANTE E T&TA	
a. Personnel	\$ 22,701.00	\$ 0.00	\$ 35,231.00	\$ 0.00	\$ 126,900.00
b. Fringe Benefits	\$ 8,222.00	\$ 0.00	\$ 8,032.00	\$ 0.00	\$ 36,854.00
c. Travel	\$ 0.00	\$ 0.00	\$ 26,887.00	\$ 0.00	\$ 26,887.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 4,826.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,826.00
f. Contract	\$ 0.00	\$ 35,750.00	\$ 0.00	\$ 79,896.00	\$ 519,533.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 35,750.00	\$ 35,750.00	\$ 70,150.00	\$ 79,896.00	\$ 715,000.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 35,750.00	\$ 35,750.00	\$ 70,150.00	\$ 79,896.00	\$ 715,000.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0007911		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address District of Columbia 1200 First Street NE Washington, DC 200020000		4. Program/Project Start Date 07/01/2019	
		5. Completion Date 06/30/2020	

**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	\$ 715,000.00	\$ 0.00	\$ 715,000.00

**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) LEVERAGIN	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 68,967.00	\$ 126,900.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,600.00	\$ 36,854.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 26,887.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,826.00
f. Contract	\$ 368,887.00	\$ 10,000.00	\$ 15,000.00	\$ 0.00	\$ 519,533.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 368,887.00	\$ 10,000.00	\$ 15,000.00	\$ 89,567.00	\$ 715,000.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 368,887.00	\$ 10,000.00	\$ 15,000.00	\$ 89,567.00	\$ 715,000.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0007911		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address District of Columbia 1200 First Street NE Washington, DC 200020000		4. Program/Project Start Date 07/01/2019	
		5. Completion Date 06/30/2020	

**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	\$ 715,000.00	\$ 0.00	\$ 715,000.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) FINANCIAL AUDITS	(2)	(3)	(4)	
a. Personnel	\$ 0.00				\$ 126,900.00
b. Fringe Benefits	\$ 0.00				\$ 36,854.00
c. Travel	\$ 0.00				\$ 26,887.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 4,826.00
f. Contract	\$ 21,000.00				\$ 519,533.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 0.00
i. Total Direct Charges	\$ 21,000.00				\$ 715,000.00
j. Indirect Costs	\$ 0.00				\$ 0.00
k. Totals	\$ 21,000.00				\$ 715,000.00
7. Program Income	\$ 0.00				\$ 0.00

## **WEATHERIZATION ASSISTANCE PROGRAM MASTER FILE**

### **V.1.1 Approach to Determining Client Eligibility**

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

The Department of Energy and Environment (DOEE) 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, whichever is higher, as determined under the WAP eligibility guidelines. Applicants who do not meet the income guidelines may receive weatherization assistance if they receive Supplemental Security Income or Temporary Assistance for Needy Families.

Applicants must provide proof of income for all household members, which may include: a 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); 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. These requirements are utilized for single and multifamily dwellings.

The program operates on a first-come, first served basis and will give priority to households with the following characteristics (per 10 CFR § 440.1):

- Applicants over 60 years of age,
- Families with one or more members with a disability,
- Families with children under age 18,
- High residential energy users, and
- Households with high energy burden

Additional documentation may be requested prior to the energy assessment to confirm priority status.

Once the client's information is forwarded to the subgrantee, the subgrantee may also give priority to clients who fall into the following categories:

- **Emergency:** a client is considered to be in an emergency situation 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.
- **State or Federal declaration of a disaster:** in an instance that warrants the designation of an area as a disaster area, clients identified in that area may be offered general or specific services on a priority basis.

**Describe what household eligibility basis will be used in the Program.**

DOEE will weatherize dwelling units whose occupants are at or below 200% of the Federal Poverty Level or 60% of the District median income level, whichever is higher, as determined under the WAP eligibility

guidelines. Applicants who do not meet the income guidelines may receive weatherization assistance if they receive Supplemental Security Income or Aid to Families with Dependent Children.

Once the applicant is approved for weatherization based on income and/or household demographics, home ownership is verified through the District's Office of the Chief Financial Officer (OCFO) Real Property Tax Database. If the applicant resides in a rental property, the owner is contacted to verify the signature on the application. The applicant's address is also researched to ensure that they have not received Weatherization Assistance since 1994 and to determine if the property is classified as historical through the District's Office of Planning Property Quest Database.

#### **Describe the process for ensuring qualified aliens are eligible for weatherization benefits.**

The process of determining eligibility for weatherization services begins with clients submitting the necessary documentation to confirm household composition, household income, and sources of income received. DOEE is in compliance with Federal requirements and ensures that services are provided only to U.S. citizens or qualified aliens.

"Qualified aliens" are defined in Section 431 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), commonly known as the welfare reform law. The PRWORA covers the larger groups of legal immigrants (legal permanent residents, refugees, asylees, individuals paroled into the U.S. for at least one 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, so long as they can provide the following documents: photo identification, Social Security card, proof of household income, and utility bills.

DOEE's services are in full compliance with Federal provisions related to verification of qualified alien status. DOEE's procedures for verifying applicants' U.S. citizenship or immigration status are in accordance with the United States Department of Justice's (U.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).

#### **V.1.2 Approach to Determining Building Eligibility**

##### **Procedures to determine that units weatherized have eligibility documentation.**

DOEE's process is consistent with United States Department of Energy (U.S. DOE) Regulations, which allow grantees to use LIHEAP eligibility criteria as the basis of eligibility under WAP, provided that the LIHEAP basis is at least 200% of the federal poverty level or 60% of the District's median income level. Because WAP and LIHEAP are housed in the same office at DOEE, DOEE can closely monitor the low-income households that have been certified as eligible by LIHEAP staff.

Verification of the household income and WAP eligibility are recorded as part of the client's file.

##### **Describe reweatherization compliance.**

The American Recovery and Reinvestment Act (PL 1115) amended the U.S. DOE weatherization requirements to allow for the re-weatherization of homes that were originally weatherized before September 30, 1994. This provision allows DOEE the flexibility to revisit homes weatherized before September 30, 1994, that may not have received the full complement of weatherization services, including the use of an advanced energy audit. It also allows DOEE to determine if the households have weatherization-related health and safety concerns.

Reweathering is also allowed under 10 CFR 44.18(e)(2)(ii) if a “dwelling unit has been damaged by fire, flood, or act of Nature and repair of the damage to weatherization materials is not paid for by insurance.”

**Describe what structures are eligible for weatherization.**

DOEE exercises caution in dealing with nontraditional type dwelling units such as shelters and apartments located over businesses to ensure that they meet program eligibility requirements. In a case in which DOEE determines that such a unit is eligible for weatherization, a request for approval will be sent to the U.S. DOE Project Officer before commencing weatherization activities.

In a case in which DOEE is aware of pending redevelopment, the dwelling(s) will not be weatherized. DOEE determines the payback timeline for each measure.

Only single and multifamily dwellings are eligible for weatherization assistance using U.S. DOE funding.

**Describe how rental units/multifamily buildings will be addressed.**

DOEE follows 10 CFR 440.22 when addressing rental units and multifamily buildings. Multifamily structures must contain, at a minimum, 66% low-income dwelling units. DOEE may provide an exemption to a large multifamily building if an initial energy assessment determines that the building offers significant energy savings and there is not a significant DOEE investment to be made. In these cases, as few as 50% of the total units need to be certified as eligible to proceed with weatherization services. Exemptions to the 66% rule will be considered on a case by case basis and sent to the U.S. DOE Project Officer for prior approval.

Multifamily buildings must also have an agreement in place that prevents management from raising rents based solely on the WAP improvements. Owners are required to contribute up to 10% of the total expected costs for the installation of audit recommended measures. If leveraged funding is not available owners are required to buy down any recommended measures to be installed from the audit that does not have savings to investment ratio of at least 1. The 10% contribution can be funds allocated for additional weatherization services or proof of significant weatherization investment within the past year.

Unoccupied multifamily buildings may only be weatherized if they will become eligible dwelling units within 30 days of the installation of weatherization improvements to the building. These owners are required to enter into an agreement with the District of Columbia thirty (30) days before the date the improvements are to be installed. Owners have 180 days from the date of execution of this agreement to obtain the low-income tenancy rate required. If the low-income tenancy has not been obtained by the 180-day deadline, owners must reimburse the District for the weatherization measures installed. Buildings with only 20% low-income eligible tenant occupancy will adhere to the same policies as an unoccupied multifamily dwelling.

In cases where single-family dwelling units are occupied by renters, the renter must meet the eligibility requirements before weatherization work can commence. The owner of the dwelling unit must enter into an agreement that prevents raising rents based solely on WAP improvements. Owners may be required to contribute up to 10% of the WAP allocation for weatherization services.

**Describe the deferral process.**

Per Weatherization Program Notice 17-7 (WPN 17-7), units are deferred on a case by case basis. Reasons for deferral are identified at the time of the energy audit, or before weatherization work commencing. If an item(s) listed on the "Weatherization Assistance Program Applicant Notification of Deferral" is noticed before work begins, the client is not allowed to receive any measures from the weatherization assistance program until the issue has been resolved. In addition to DOEE conducting the initial walk through subgrantees are required to perform an extensive walk through of each home to avoid work taking place in a dwelling with deferral concerns.

Deferred clients will receive the "Weatherization Assistance Program Applicant Notification of Deferral" (attached to SF424) which includes: an explanation of the nature of the deferral to include photographic documentation; the client's name and address; contact information for an appeal of the deferral decision; date of the audit/assessment; the date when the client was informed of the potential health and safety issues; and the signature of the Energy Auditor who conducted the audit. The client's signature is also required to indicate that the client understands his or her rights and options.

A copy of the deferral decision is given to the client, and a copy is placed in DOEE's client file. Once the client has resolved the deferral issues, they are eligible to reapply for the Weatherization Assistance Program and a second site visit is conducted to verify compliance.

In a case in which DOEE is aware of pending redevelopment, the dwelling(s) will not be weatherized. To determine the timeframe, DOEE will determine the payback for each measure. For example, if a measure has an SIR of 1 or more and the lifetime of the measure is eight years; we will not address the property if it is slated for redevelopment within that timeframe.

### **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.

The District of Columbia has no recognized tribal organizations.

### **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. DOEE competitively selects local 501(c)(3) nonprofits as subgrantees. General selection criteria include:

1. Each subgrantee is a Community Action Agency (CAA) or other public or nonprofit entity;
2. 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:



- a. The subgrantee's experience and performance in weatherization or housing renovation activities;
- b. The subgrantee's experience in assisting low income persons in the area to be served;
- c. The subgrantee's capacity to undertake a timely and effective weatherization program;
- d. In selecting a subgrantee, preference is given to any CAA or other public or nonprofit entity which has administered, or is currently administering, an effective program under the weatherization regulations 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:
  - i. The extent to which the past or current program achieved or is achieving weatherization goals in a timely fashion;
  - ii. The quality of work performed by the subgrantee;
  - iii. The number, qualifications, and experience of the staff members of the subgrantee;
  - iv. The ability of the subgrantee to secure volunteers, training participants, public service employment workers, and other Federal or State training programs;
  - v. DOEE 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 and that funds will be allocated on the basis of the need for a weatherization project by low income persons; and
  - vi. 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.

DOEE may terminate or reduce the grant award to a subgrantee if it determines that the subgrantee is not likely to implement the weatherization program fully, which includes the completion of all assigned dwelling units prior to the end of the grant period. Subgrantee awards that have not reported dwelling unit assignments as complete within three months of may be terminated and their financial assistance will be allocated to other subgrantees. A subgrantee that fails to implement and abide by the subgrantee award or seeks 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 appeal is to be made to the DOEE Director or the Director's designee.

Applicants for the Weatherization Assistance Program are vetted by DOEE to ensure that inappropriate reweatherization does not happen. When the customer is contacted to schedule an energy audit: (a) they are asked if they have ever received services from DOEE or any other government entity; and (b) their address is matched in the DOEE weatherization database.

### **V.3 Priorities for Service Delivery**

DOEE operates on a first come, first served basis. In the event that a waiting list arises, DOEE gives preference to any one of the following:

- Applicants over 60 years of age,
- Households with one or more members with a disability,
- Household with children under age 18,
- High residential energy households, and
- Households with high energy burden.

Additional documentation may be requested prior to the energy assessment to confirm preference. The average amount of WAP assistance per unit can be up to \$7,105 as of October 1, 2015.

### **V.4 Climatic Conditions**

On average, the District of Columbia's weather ranges from approximately 11 degrees Fahrenheit in the winter months to 88 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 11 degrees Fahrenheit to maintain a minimal interior comfort level of 65 degrees Fahrenheit. The 30-year average for the District is 5409 degree days, made up of 3742 heating degree days and 1667 cooling degree.

Washington DC Weather data

[https://www.wunderground.com/history/airport/KDCA/2017/1/1/CustomHistory.html?dayend=31&monthend=12&yearend=2017&req\\_city=&req\\_state=&req\\_stsename=&reqdb.zip=&reqdb.magic=&reqdb.wn](https://www.wunderground.com/history/airport/KDCA/2017/1/1/CustomHistory.html?dayend=31&monthend=12&yearend=2017&req_city=&req_state=&req_stsename=&reqdb.zip=&reqdb.magic=&reqdb.wn)

### **V.5 Type of Weatherization Work to Be Done**

#### **V.5.1 Technical Guides and Materials**

DOEE will conduct energy audits using a U.S. DOE-approved audit tool in eligible dwellings participating in the Weatherization Assistance Program. After the audit is completed, DOEE prepares and assigns the work order to the subgrantee. The subgrantee begins the Quality Control Inspection Process by conducting a visual inspection to ensure conformity with the work order. The subgrantee reviews the work order, and in collaboration with DOEE Quality Control Inspector (QCI), they monitor work in progress ensuring OSHA, lead-safe, and other requirements are being met. Once the work is completed, the subgrantee conducts an inspection and submits supporting documentation to DOEE (uploaded to SF-424) stating the property is ready for QCI inspection. DOEE QCI will conduct the inspection and document whether it is a PASS or FAIL based on the Standard Work Specification (SWS) guidance. This information is submitted to the subgrantee for re-work or approval to bill based on the outcome of the QCI. At the end of each quarter, an assessment will be made by the Program Manager and QCI if additional training is needed based on the failure rate.

Some of the primary measures to be considered are:

1. Air sealing infiltration reduction – infiltration reduction addresses air and heat movement between heated and unheated areas by applying such measures as caulking, foam sealant,

- insulation, weatherstripping to primary doors and windows, sealing of baseboards, correction of leaks in HVAC duct systems, and other materials as necessary to seal the envelope penetrations of the dwelling.
2. 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 DOEE 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.
  3. Attic insulation and venting - attics will be insulated to R49 if the SIR is equal to or greater than 1. Attics that are insulated must have a dam installed and be vented according to the District's Weatherization Field Guide.
  4. Insulation of domestic water heater - domestic hot water heaters will be insulated if required, and the hot water pipes extending from the water heater will be wrapped for a distance of at least six feet from the water heater, or, if exposed, the entire hot water line.
  5. Basement/floor/crawl space insulation - unheated basements will be insulated to R19. A vapor barrier will be installed where needed. Adequate ventilation will be provided for insulated basements and crawl spaces. For insulated basements within the building envelope, ventilation should be to the interior of the structure and not outside the envelope.
  6. Pipe and duct wrap - hot water pipes and hot air heating ducts located in unconditioned areas will be insulated.
  7. Storm windows – the installation of storm windows on primary windows between heated and unheated areas will be considered.
  8. Refrigerators - the National Energy Audit Tool (NEAT) includes a refrigerator replacement measure. NEAT can evaluate the potential savings obtained from replacing an existing refrigerator with a newer, more efficient unit. DOEE will use the NEAT as the auditing tool and the U.S. Environmental Protection Agency (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 standalone freezers is considered.
  9. Central air conditioners – Air conditioners rated at 16 SEER or higher may be installed. New air conditioners use 30-50% less energy to produce the same amount of cooling as do air conditioners made in the 1970s. Even if the air conditioner is only ten years old, a customer could save 20-40% of cooling energy cost with a newer, more efficient model. This measure may also be considered under Health & Safety measures.
  10. Water heater replacement - the NEAT will evaluate the cost-effectiveness of replacing an existing water heater with a higher efficiency model. This measure may also be considered under Health & Safety measures.
  11. Lighting – new lighting systems will be considered. The use of new lighting technology 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 some cases, extreme conditions exist (such as roof deterioration or plumbing related failures in heating distribution systems) which must be corrected before the U.S. DOE funded measures can be justified.

Per 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 subgrantees.

All completed work will comply with: DOEE's U.S. DOE-approved energy audit tool, Appendix A, DOEE's weatherization field guide, the SWS and any/all other applicable federal or state requirements. All subgrantees will receive a copy of the DOEE Field Guide titled Standard Work Specifications Field Guide for Single-Family Homes (Guide) during the annual Energy Kickoff Meeting. Subgrantees must follow the Guide's weatherization standards when installing an energy efficiency measure which incorporates the SWS of U.S. DOE's Weatherization Program Notice (WPN) 15-4, Section 2. Subgrantees will acknowledge the Field Guide and agree to provide a copy to their subcontractors and in-house crews before they begin any weatherization work.

During the monitoring visit, subgrantees are required to submit to DOEE a copy of their subcontractors and vendor agreements to ensure contractors are aware and in compliance with U.S. DOE technical requirements and specifications of work. Work orders for the single and multifamily dwellings incorporate the particular SWS for each measure.

DOEE provides subgrantees with the technical requirements for field work including audits and testing; installation of energy conservation, health and safety and incidental repair measures; and final inspections. The subgrantee confirms receipt of those requirements and provides follow-up and clarification upon request. The subgrantee provides the same documentation to all contractors, subcontractors, and in-house personnel performing tasks in the Weatherization Assistance Program.

DOEE verifies that the technical requirements are communicated, and the specifications for work to be inspected will be referenced in subgrantee contracts. Contractors hired by the subgrantee will have agreements that include the same technical requirements referenced above. The work of the subgrantee and contractor are required to be consistent with the DOEE and U.S. DOE standards and field guides.

The signed contracts must be submitted to DOEE during or before DOEE management's yearly monitoring visit to each subgrantee to ensure DOEE's continued compliance with the U.S. DOE's Program Year 2016 requirements.

The DOEE Field Guide for Multifamily Dwellings (attached to SF-424) was approved on May 10, 2018. The DC Field Guide for single-family dwellings was approved on May 29, 2018, and the document can be reviewed using the link below:  
<https://www.dropbox.com/l/scl/AACKKtF9r8IBN4phZNwOSXOzVS0VDRlaTUA>. The field guide is approved per U.S. DOE guidance for the next three fiscal years.

DOEE submitted a request to the US DOE Project Officer to include solar PV as an approved measure under our program. DOEE is in the process of developing a detailed description of the proposal to deploy solar which demonstrates the cost-effectiveness of solar PV. DC implemented a Solar Pilot Program in Program Year 2017 using 100% leveraged funds. DOEE is preparing the necessary paperwork to obtain U.S. DOE approval for solar as an energy efficiency measure under the WAP program.

## **V.5.2 Energy Audit Procedures**

### **Audit Procedures and Dates Most Recently Approved by DOE**

**Single-Family:** NEAT audit approved by U.S. DOE on January 12, 2016.

**Manufactured Housing:** Does Not Apply (DNA)

**Multi-Family:** TREAT audit approved by U.S. DOE on January 12, 2016.

**Comments:** A U.S. DOE-approved audit will be conducted on each eligible dwelling by a qualified energy auditor. DOE's Weatherization Request for Applications (RFA) and Subgrantee Award Notices state that the subgrantee may be requested to perform an energy audit at a cost not to exceed \$450 per unit, if needed. National Energy Auditing Tool (NEAT) audits are completed for all single family dwellings. Audit recommended measures are prioritized according to Savings to Investment Ratio (SIR) rankings.

The audit process includes a pre- and post-blower door reading and ensures that every participating home is given the best possible recommendations for energy conservation. DOE ensures that each energy audit meets US DOE guidelines and is performed by a qualified energy auditor. The purpose of the audit is to determine the most cost effective energy saving measures for each dwelling unit. Targeted Retrofit Energy Analysis Tool (TREAT) audits are completed for all multifamily buildings with five or more units. Audit-recommended measures are prioritized according to SIR rankings.

## **V.5.3 Final Inspection**

U.S. DOE requires that every dwelling unit receives a final inspection before being reported as a completed unit. U.S. DOE also requests (per Weatherization Program Notice 15-4) that by the beginning of the U.S. DOE 2015 Program Year, all units reported to U.S. DOE as completed will have been inspected to ensure compliance with the specifications outlined in the SWS, and all quality control inspections, including final inspections and monitoring inspections, must be conducted and signed off on by certified Quality Control Inspectors (QCI).

QCIs are individuals who have no involvement in the prior work as the energy auditor /assessor or as a member of the crew. All work orders are generated to include the specific corresponding SWS as an extra assurance that the subgrantee, subcontractor, and in-house crews install measures and perform work according to the standard. Also, each report includes the following language "All contractors must perform lead-safe work practices and adhere to OSHA health and safety requirements. All weatherization work should be installed per DC Construction Code, U.S. DOE SWS, and DOE's Field Guide. The QCI is solely responsible for monitoring and ensuring compliance of the work in progress to ensure all Occupational Safety and Health Administration (OSHA) and Lead Safe Work Practices. DOE has taken on the role as the sole QCI.

Subgrantees conduct final inspections on 100% of all dwelling units and DOE conducts the official QCI inspection before reporting units as completed. DOE's internal QCI Inspector is required to certify that work for reported units was completed per the requirements of the 10 CFR 440 standards, DOE's Field Guide, and applicable state codes. In addition, the QCI conducts in-progress inspections for all work performed under the Weatherization Assistance Program.

DOE and subgrantee quality checks are prerequisites to payment to the subgrantee. For each job, the subgrantee must also undertake a review that includes a signed Client Satisfaction Survey and a passed

final inspection, using the subgrantee's Final Inspection Form. The Final Inspection Form addresses each installed measure. The customer and the inspector signatures are required.

The subgrantee is also charged with client education and submits documentation to ensure compliance.

Subgrantees must provide DOEE with a work schedule to ensure that the following quality control objectives and job tasks are accomplished during DOEE's in-progress inspections:

### **Domain 1: Conducting Quality Checks In Process Visual/Sensory Inspections**

Task 1: Verify worker compliance with safety rules

Task 2: Assure employee professionalism

Task 3: Address work problems

Task 4: Evaluate client satisfaction regarding the in-process work

### **Domain II: Conducting Quality Checks Post Work Visual/Sensory Inspection**

Task 1: Review client file and the work scope

Task 2: Perform an exterior and interior visual/sensory inspection

Task 3: Evaluate customer satisfaction

Task 4: Determine pass/fail of the work

### **Domain III: Conducting Quality Checks Post Work Diagnostic Inspections**

Task 1: Conduct health and safety tests

Task 2: Conduct diagnostic tests

Task 3: Identify work problems

### **Domain IV: Ensuring Worker Professionalism**

Task 1: Perform spot checks

Task 2: Provide feedback regarding professionalism

## **Domain V: Ensuring Program or Project Compliance**

**Task 1: Maintain professional credentials**

**Task 2: Confirm the allocation of public/private funds**

**Task 3: Evaluate installed measures against the field guide, SWS, and state/local codes**

**Task 4: Close out the project**

**Task 5: Maintain files and records**

All subgrantee contracts must include the following language to ensure compliance with WPN15-4:

"All measures and incidental repairs performed on client homes must meet the specifications, objectives and desired outcomes outlined in the Standard Work Specifications for Home Energy Upgrades (SWS).

These field standards must comply with or exceed the minimum standards described in the SWS including audits/testing; installation of energy conservation, health and safety and incidental repair measures; and final inspections. The contractor must confirm receipt of those requirements and provide follow-up and clarification upon request. A signature on a contract/award can serve as proof of receipt.

### **Dwelling Specific Requirements Below:**

Also as part of DOEE's agreement with the subgrantee, they are required to ensure their contractors adhere to the guidance as outlined in the U.S. DOE approved Field Guide and SWS Alignment and attend required training as outlined on the training plan uploaded to the SF-424.

## **V.6 Weatherization Analysis of Effectiveness**

Since the inception of the Weatherization Assistance Program, DOEE has utilized subgrantees to weatherize over 10,000 dwelling units in the District of Columbia. Subgrantees have played an integral part in the success of the weatherization program due to their many years of experience in residential energy efficiency improvement.

To keep an updated evaluation of each subgrantee, DOEE utilizes Quickbase to monitor the following:

1. Number of homes completed,
2. Number of applications pending,
3. Number of homes in progress,
4. Contract amount,

5. Total funds expended,
6. Balance of funds, and
7. Special comments.

DOEE currently maintains the monitoring files, which include all the subcontracts and related information from which staff can obtain a current and complete financial picture.

Subgrantee performance is reviewed both periodically and at the end of the program year. In addition, DOEE conducts weekly conference calls beginning in the third quarter to ensure program timelines are met.

DOEE, through the Energy Efficiency and Conservation Branch (EECB), places great emphasis on ensuring that the Weatherization Assistance Program is effective and efficient at all levels. DOEE conducts training and monitoring activities on an ongoing basis to evaluate subgrantees' procedures, quality of work, and overall program management. Through this process, DOEE can adequately assess the training needs of subgrantees' staff and subcontractors.

DOEE will require the subgrantee and its contractors to attend U.S. DOE conferences and trainings, and WAP-run management and customer education training. The subgrantee must prove and maintain the supporting documentation that all field workers have successfully completed the following training courses prior to performing weatherization services:

**Inspector:**

- BPI Building Analyst Certification
- Quality Control Inspection Certificate of Completion from an IREC Accredited Facility
- Moisture and Mold Awareness
- Envelope and Duct Leakage
- Lead Safe Work Practices
- 10 Hour OSHA
- ASHRAE 62.2-2016

**Installer:**

- Retrofit Installer Technician Certificate of Completion from an IREC Accredited Facility
- HVAC Fundamentals Certificate of Completion from an IREC Accredited Facility
- HVAC Duct Sizing Certificate of Completion from an IREC Accredited Facility
- Moisture and Mold Awareness
- Envelope and Duct Leakage
- Lead Safe Work Practices
- 10 Hour OSHA
- ASHRAE 62.2-2016

**Crew Chief:**

- BPI Building Analyst Certification
- Crew Leader Certificate of Completion from an IREC Accredited Facility
- 30 Hour OSHA



- Moisture and Mold Awareness
- Envelope and Duct Leakage
- Lead Safe Work Practices
- ASHRAE 62.2-2016

The subgrantee(s) are local, so there are no U.S. DOE funds budgeted for monitoring purposes. DOEE will utilize District Government Fleet vehicles at no cost to U.S. DOE. The program staff that conducts the field, programmatic, and financial monitoring are currently being paid through other funding sources.

In an effort to monitor the work being completed by the subcontractors EECB staff conduct in-progress inspections for all program participants ensuring work is completed by certified/qualified staff, work is completed in sequential order, and clients are aware of the weatherization measures received.

Through field monitoring, DOEE conducts an analysis of the subcontractor/subgrantee's success in achieving or exceeding air infiltration target rates and addressing health and safety concerns.

This is also an opportunity for DOEE to determine if Tier 2 training is needed.

DOEE will strengthen the monitoring process by requiring subgrantees to respond to monitoring reports with findings or numerous or repetitive observations that require not only documentation of correction of work deficiencies but also the actions that were taken or planned to ensure that similar deficiencies are not repeated in future weatherization work.

DOEE continues to guide subgrantee weatherization programs in the implementation of the revised procurement policies to ensure subgrantee's procurement is open and competitive. DOEE obtains weatherization pricing for the contractors at a fair market rate based on the current year's market analysis.

DOEE is continuing a comprehensive program evaluation to determine average energy savings of weatherized homes and its program effectiveness. Subgrantees are monitored for their production status on a monthly basis utilizing an online application called Quickbase.

## **V.7 Health and Safety**

U.S. DOE has mandated that states develop, publish, and implement procedures to allow the usage of WAP funds 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 U.S. DOE funds. Measures and costs are defined in the grant award documents to avoid seriously impeding the realization of the primary energy conservation purpose of the program. DOEE will continue to be prudent in our oversight of the funds used by subgrantees for health and safety mitigation on homes weatherized.

DOEE has currently budgeted \$10,000 for health and safety costs and will expend an average of \$58.47 per unit using U.S. DOE funding. If the total health and safety costs exceed \$10,000, other funding sources will be used. DOEE will carefully monitor subgrantee expenditures to ensure that the amount allocated to address energy-related Health and Safety with an average cost of \$58.47 per unit. U.S. DOE will always be the second source of funding to address Health & Safety concerns.

Subgrantees must comply with Occupational Safety and Health Administration (OSHA) and Safety Data Sheets (SDS) requirements in all weatherization activities under the revised Hazard Communication Standard (HCS) 29 CFR 1910, 1200 (attached in SF 424), and take precautions to ensure the health and safety of themselves and others. Wherever workers or residents may be exposed to hazardous materials subgrantees, contractors, and subcontractors will develop and maintain a written hazard communication program conforming to the HCS 29 CFR 1910, 1200. Subgrantee shall ensure that:

- All hazardous chemicals in the workplace are listed,
- All containers of hazardous chemicals are labeled;
- Safety data sheets are maintained for all hazardous chemicals, and
- Workers are informed and trained on program elements, hazards, and protective measures.

Also, subgrantees must adhere to the standards in DOEE's Health and Safety Plan. This is an additional check to ensure that expenditures are allocated appropriately.

#### **A. Grantee Health and Safety (DOEE Staff)**

Funds provided under 10 CFR 440.18 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.

#### **B. Contractor and Crew Health and Safety (Subgrantees and Contractors)**

Subgrantees must comply with Occupational Safety and Health Administration (OSHA) requirements for all weatherization activities. Subcontractors, contractors and in-house crews employed by subgrantees are expected to comply with OSHA. This requirement is a part of the subcontractor's bidding 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**

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

#### **D. Remediation Materials**

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

These include:

1. Replacement furnace;
2. Combustion device vent connector when original is rusted out or unable to safely vent the products of combustion from a combustion device;
3. Materials necessary to repair a downspout leaking into a basement and causing moisture, mold and rotting wood problem;
4. Materials necessary to repair the section of a gutter causing a moisture, mold and wood rotting problem;
5. Materials are necessary to address electrical hazards when the problem prevents adequate weatherization.

#### **Allowed Measure and Estimated Cost**

- Installation/repair of exhaust fans in kitchens and bathrooms by ASHRAE 62.2 protocol \$650.00
- Correcting/repairing improper or ineffective HVAC venting (such as installing a chimney liner) \$290.00
- Repairing/replacing HVAC units in homes where at risk, medically certified/necessitated occupants dwell \$600.00
- Remediation of conditions that may lead to or promote biological concerns and unsanitary conditions \$100.00
- Minor correction of moisture and mold creating conditions when necessary to ensure the long-term stability and durability of the weatherization measures and the clients' long-term health and safety \$100.00
- Minor electrical repairs/upgrades necessary for weatherization measures and where the health and safety of the occupant is at risk \$300.00
- Gutter or downspout work when necessary to keep rainwater out of the dwelling to stop or prevent moisture/mold mildew conditions per DOE Standard Work Specifications \$100.00

---

#### **E. Remediation Costs**

The maximum allowable expenditure for remediation of health and safety hazards in the District of Columbia may not exceed an average cost of \$58.47 per residence. This cost is a part of maximum expenditure allowance. U.S. DOE funds are to be used for energy-related health and safety remediation only. Subgrantees should seek other funding to remediate nonenergy related health and safety hazards.

#### **F. Reporting Requirements**

Related costs for subgrantees 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.

#### **G. Incidental Repair**

Those repairs necessary for the effective performance or preservation of weatherization materials will be addressed. Such repairs include framing or repairing windows and doors that could not otherwise be caulked or weather-stripped, and providing protective materials, such as paint, to seal materials installed under this program. Program policies strictly prohibit roof replacements, structural repairs, or other nonenergy related rehabilitation work. Units requiring this type of repair will be deferred to the District's Department of Housing and Community Development (DHCD) Single Family Residential Rehabilitation Program (SFRRP). All incidental repairs (listing is attached to the SF-424) will be justified in the client file along with an explanation for their need and relationship to a specific energy conservation measure (ECM).

## **H. Subgrantee Health & Safety Allocation**

Historically, DOEE has not had to use the allotted 15% percent in health and safety funds due to the leveraging programs (LIHEAP and non-federal funds) for which health and safety measures can be covered under program operations. All homes are addressed in a holistic manner and cases of an SIR greater than 1, the heating or cooling appliances are covered under WAP Program Operations. When the SIR test is not met, DOEE has covered these measures through LIHEAP and non-federal funds.

## **I. ASHRAE 62.2**

Implementation of ASHRAE 62.2 is required. Client refusal of mechanical ventilation when evaluated and called for according to the standard must be a deferral. DOEE will utilize the ASHRAE 62.2 2016 standard to the fullest extent possible to meet the minimum requirements for mechanical and natural ventilation intended to provide acceptable indoor air quality in all homes weatherized. The ventilation system may consist of continuously operating bathroom and kitchen exhaust fans, a supply-only system or a balanced system. The required airflow is measured following installation of the ventilation system to assure the desired airflow has been achieved.

DOEE used the 62.2-2016 Residential Energy Dynamics (RED) ASHRAE Ventilation calculation found here:

<http://www.residentialenergydynamics.com/REDCalcFree/Tools/ASHRAE6222016>

A copy of the ASHRAE calculation is included in each file and sent to the subgrantee.

### **Ventilation for Multifamily Buildings**

1. Whole building ventilation rates are applied on per unit basis;
2. No infiltration credit on multifamily buildings;
3. Corridor ventilation of 6 cfm per 100 sq. ft.;

4. All envelope components must be sealed between units;
5. Bathroom or kitchen exhaust fans may also serve as the whole building ventilation fan as long as the fan satisfies the minimum requirements for both the local and whole building ventilation;
6. A single supply fan may serve multiple units if it is continuously operated or if a backdraft damper is included at each unit to prevent cross-contamination;
7. An exhaust rate of 4 CFM per 100 sq. ft. is required for attached common garages with an exemption if two or more walls are open to the outside; and
8. All units must have CO & smoke combination units in the following areas.
  - a. Outside of each separated dwelling unit's sleeping area in the immediate vicinity of the bedroom(s); and
  - b. On every level of a dwelling unit, including the basement.

DOEE has implemented a comprehensive Health and Safety Plan to include allowed incidental repairs. Please refer to the Attachment in the SF-424.

DOEE does not approve partial weatherization nor does the organization reimburse subgrantees until all measures are installed and pass DOEE's QCI inspection. Once the subgrantees submit the reimbursement documentation, it is cross-referenced with the Funding Source Allocation (FSA) (see SF 424 upload) to ensure funding is allocated correctly prior to payment.

## **V.8 Program Management**

### **V.8.1 Overview and Organization**

In Program Year 1994, the District of Columbia's Weatherization Assistance Program (WAP) for low income households was transferred from the Department of Housing and Community Development (DHCD) to the DC Energy Office. In 2006, under the authority of DC Law 16-51, the Department of Energy and Environment (DOEE) was formed 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 DOEE's Energy Efficiency and Conservation Branch (EECB) of DOEE. This agency has accumulated a wealth of experience in operating LIHEAP and WAP weatherization programs. DOEE has utilized proven and effective methods in performing energy audits and has enlisted several subgrantees to implement weatherization activities. Moving forward, DOEE intends to continue to utilize auditing tools (NEAT and TREAT) to enhance program capabilities.

A copy of the A-133 is uploaded to the SF -424.

## **V.8.2 Administrative Expenditure Limits**

DOEE adheres to 10 CFR 440 §440.18 (e) which 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 US DOE pursuant to this part."

DOEE has determined that the District's subgrantees are not eligible to receive the additional 5%. Each subgrantee will receive \$11,560.00 in administrative funding. Administrative allowable expenditures are defined as expenditures incurred by the subgrantee that are necessary to fulfill the requirements of this grant, excluding the direct costs to weatherize dwelling units. Administrative costs must not exceed 10% of the total grant award and must be actual and allowable under applicable federal regulation(s). Administrative costs include expenses incurred to provide the services required under the terms of the grant. These include telephone costs; salary and fringe benefits of professional, administrative, fiscal and inventory staff; copying; office space; telephones; equipment; and supplies.

## **V.8.3 Monitoring Activities**

As stated in the U.S. DOE Weatherization Program Notice (WPN) 16-4, (Subject: Updated Weatherization Assistance Program Monitoring Guidance), the goal of the monitoring process is to: (1) ensure the proper and timely use of funds and the realization of expected benefits, (2) provide transparency and accountability, (3) provide quality control, and (4) provide technical assistance and training.

The goals for DOEE's monitoring activities include:

- Conducting monitoring with consistency, fairness, respect, and timeliness in a constructive and professional manner;
- Fostering positive, open, and constructive working relationships and provide an educational experience that promotes interaction, feedback, and improvement for both the District and the subgrantees of the Weatherization Assistance Program;
- Optimizing program funds and resources to best serve the District's low-income population, striving for program improvement, and providing the most cost-effective and best quality program services possible;
- Providing programmatic and technical assistance, reinforcing strengths, and sharing successes, innovations, best practices, and experiences encountered by other subgrantees; and
- Providing reporting that is consistent with, and based upon, adopted program policies, procedures, and standards from U.S. DOE.

## **Annual Monitoring**

DOEE is required to monitor all subgrantees at least once per year in accordance with 10 CFR Part 440. Prior to the monitoring visit, DOEE's On-Site Monitoring Checklist (checklist) is shared with the subgrantee. During the visit, the Checklist is used to verify the various documents and materials provided by the subgrantee. Both programmatic and fiscal documents and materials are reviewed. A written report is issued to the subgrantee within thirty (30) days of the monitoring visit. The report includes the following categories: findings, concerns, recommendations, and best practices.

*A finding may be an observation of non-compliance with a federal regulation, or a repeated or previously identified non-addressed correction or concern. Examples include the misuse of funds, inadequate inventory control, illegal procurement or insufficient insurance.*

*A concern is either a violation of guidance that is not a regulation, or a correction of a minor problem. Examples include file omissions, failing to follow the State Plan, policies and procedures, or improper training of staff.*

*Recommendations are suggestions to improve the merits of the program or the identification of opportunities for training and technical assistance (T&TA) or guidance. Improvements or commendations may be noted under recommendations if corrections have been made since the last monitoring visit.*

*The best practices category notes unique ideas and implementation practices that could potentially be shared with other network partners.*

If there are findings, the relevant federal regulation, weatherization program notice (WPN) guidance or the grantee's award documents are cited. The subgrantee has 30 days to provide a written Corrective Action Plan (CAP) to DOEE. Corrective actions may also be requested for any concerns identified. For subgrantees with findings, additional monitoring visits may be scheduled. Files are maintained for all monitoring visits and are available for review by U.S. DOE.

The monitoring visit will include, but not be limited to, the review and verification of documentation, implemented procedures, and EECB program operations to help eliminate fraud, waste, and abuse in the following areas:

- Reported expenditures by comparing periodic expenditure reports to a subgrantee's books and records;
  - Reporting and documentation of program income and leveraged funds;
  - Subgrantee financial statements;
  - Source documentation for the purchase of any items charged against DOEE-provided funds;
  - Distribution of costs charged to more than one program;
  - Payroll costs for consistency with the latest approved budgets;
  - Records to trace material purchases from invoices to inventory, or to specified jobs and to programmatic reports;
  - Bid procedures and records;
  - Subgrantee agreements, analyzing payment schedules to verify payments made to contractors, subcontractors, and vendors;
  - Contractors' cash balances;
  - Subgrantee's internal control structure;
  - Subgrantee's compliance with insurance requirements; and
  - Subgrantee's safeguarding of fixed assets.



Each Subgrantee must provide the EEC Program Manager or Weatherization Branch Chief with copies of the following weatherization documents five (5) days prior to the monitoring visit:

- Contractor, subcontractor, and vendor agreements;
- Lease agreements;
- Bids, solicitations for bids, notifications of bid awards, and vendor lists; and
- Books of account, including:
  - Cash disbursement;
  - Cash receipts;
  - Payroll sheets or ledgers;
  - General ledgers;
  - General journals;
  - Monthly general ledger trial balances;
  - Monthly reconciliation to budget;
  - Checking account reconciliations;
  - Bank account authorization signature cards;
- List of all unpaid bills tied to the appropriate budget line item for which the cost was incurred; and
- Invoices for purchases made with grant funds, program income, and leveraged funds, if applicable.

### **Periodic Monitoring**

In addition to the Annual Monitoring, the subgrantee and subcontractors review production, identify obstacles and challenges and develop solutions, identify best practices to meet timelines, and make everyone aware of new mandates and program protocols.

As deemed necessary, DOEE will perform periodic in-person monitoring reviews of the subgrantee's programmatic and field operations. Any and all findings from periodic monitoring reviews will be reported to appropriate DOEE staff and the funding project officer on a monthly basis unless the findings need to be reported immediately to U.S. DOE due to their egregious nature.

The EEC Program Manager will inform the subgrantees of program findings and will require corrective responses in writing. 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. Severe problems will be reported to appropriate DOEE staff and to the U.S. DOE funding project officer. Work may be terminated based on consultations with DOEE and U.S. DOE.

### **Field Monitoring**

Field Monitoring is conducted by DOEE's Quality Control Inspector throughout the year for each subgrantee. Individual job inspections are performed and recorded using the Post Installation Inspection Form. Jobs will be inspected for overall effectiveness, workmanship, appearance, and compliance with DOEE's Field Guide. An overall assessment of the subgrantees field practices are performed using the Standard Work Specification (SWS) Guidelines developed by the National Renewable Energy Laboratory (NREL) and U.S. DOE.



## **Subgrantee Inspection Responsibilities**

Subgrantees are required to inspect 100% of all completed dwelling units to determine compliance with the EEC Programs' quality standards and to ensure proper documentation of client information, job measures and costs, and other appropriate information as needed. The post-installation inspection must be performed by a person who did not perform the actual work on the job.

Although, the subgrantee is required to inspect 100% of the completed projects, DOEE will be the one responsible for conducting 100% in progress and QCI inspections. The QCI inspections are conducted by a DOEE QCI who was not involved in the audit preparation or implementation of audit recommended measures. Since DOEE's program manager also carries the BPI QCI certification he will periodically review the QCI reports to ensure accuracy.

## **Performance Standards**

The levels of performance standards include:

1. **High Performance Standard:** in order to meet the High Performance Standard, a subgrantee must demonstrate performance standards during the monitoring visit that meet or exceed those commonly observed in the following areas:
  - No more than one health and safety violation as identified in the previous monitoring report;
  - No more than one procedural finding related to program rules, policies, and procedures;
  - No annual program specific audit findings;
  - Accurate monthly reports are always submitted on time; and
  - Subgrantee provides comprehensive service in a cost-effective manner in accordance with U.S. DOE guidelines.
2. **Standard Performance:** In order to meet the Standard Performance threshold, subgrantees must meet the following Standard Performance requirements:
  - Comply with major program requirements (i.e., lead-based paint procedures, cost allocation plan/indirect rate, and required contractor information);
  - Receive no more than one specific program finding in the annual audit;
  - Ensure that staff is well trained in performance standards and specific job duties;
  - Maintain complete and organized files;
  - Complete all required scopes of work;
  - Ensure that all contractors, subcontractors, and vendors have demonstrated proficiency in technical applications including diagnostics;
  - Comply with all applicable safety rules;
  - Maintain a professional working relationship with DOEE;
  - Resolve all prior findings and report such corrections to DOEE in a timely manner; and
  - Verify that none of the elements identified in the At-Risk Performance category (below) are present.
3. **At-Risk Performance:** DOEE may categorize a subgrantee under At-Risk Performance for serious management and/or sub-standard field performance, including but not limited to the following findings:

- Unmet program goals;
- Misplaced or unaccounted-for program resources;
- Serious indications of misuse of funds, fraud, or theft;
- Non-compliance with program policies and procedures;
- Severely incomplete or disorganized files or records;
- Repeated major field findings with little to no improvement over a previous monitoring visit; and
- Delayed or unresponsive behavior in regards to DOEE requests and deadlines.

Once a subgrantee has been designated with an At-Risk Performance status, DOEE will provide specific improvements that must be made by the subgrantee. The 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 by DOEE.

If the specified improvements in management or field practices are not instituted by the subgrantee within a specified period of time, DOEE will consider suspension or termination of the subgrantee agreement. DOEE will report At Risk subgrantees to U.S. DOE immediately.

### **Appeals of Monitoring Reports**

A subgrantee may appeal the findings of a DOEE Monitoring Visit to the EEC Branch Chief. This appeal should be sent in writing within thirty (30) days of receipt of the inspection report.

A subgrantee may submit a subsequent appeal to the Affordability and Efficiency Division Associate Director.

Monitoring activities are performed by the Program Manager, Budget Analyst, and Branch Chief periodically throughout the year with a portion of their salary being paid utilizing U.S. DOE and other funding sources. The QCI inspector who conducts all field monitoring activities is paid 100% by another funding source. Since the subgrantees are local, there is a minimal transportation cost and vehicles were purchased done using leverage funding.

### **V.8.4 Training and Technical Assistance Approach and Activities**

Training and Technical Assistance (T&TA) activities are intended to maintain and increase the efficiency, quality, and effectiveness of the Weatherization Program at all levels. DOEE developed an internal Subgrantee Training Plan based on U.S. DOE recommendations, monitoring visits, and field inspections. The Training Plan ensures that all Tier 1 training paid for with T&TA funds for the subgrantee meets the requirements of the Weatherization Program Notice 15-4, Section 4.

DOEE 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), or emphasize a major program area, subgrantee attendance may be mandatory. When training is mandatory, all parties are expected to assign the most appropriate person to attend. If a subgrantee has any doubt regarding attendance, DOEE requires that it be consulted immediately.

The following training sessions are mandatory for the positions stated below. If a subgrantee hires a new employee into one of these positions or current employee transfer into one of these positions, it is

mandatory that the person receives this training within six months of their start date (unless they have already received it). These mandatory training sessions must be repeated every three years by subgrantee personnel who occupy these positions:

#### **Inspector**

- BPI Building Analyst Certification
- Quality Control Inspection Certificate of Completion from an IREC Accredited Facility
- Moisture and Mold Awareness
- Envelope and Duct Leakage
- Lead Safe Work Practices
- 10 Hour OSHA
- ASHRAE 62.2-2016

#### **Installer**

- Retrofit Installer Technical Certificate of Completion from an IREC Accredited Facility
- HVAC Fundamentals Certificate of Completion from an IREC Accredited Facility
- HVAC Duct Sizing Certificate of Completion from an IREC Accredited Facility
- Moisture and Mold Awareness
- Envelope and Duct Leakage
- Lead Safe Work Practices
- 10 Hour OSHA
- ASHRAE 62.2-2016

#### **Crew Leader**

- BPI Building Analyst Certification
- Crew Leader Certificate of Completion from an IREC Accredited Facility
- 30 Hour OSHA
- Moisture and Mold Awareness
- Envelope and Duct Leakage
- Lead Safe Work Practices
- 10 Hour OSHA
- ASHRAE 62.2-2016

Health and Safety courses, as outlined in the Training Plan (attached to SF424), will be conducted by DOEE personnel or subcontractors. The Training Plan requires certification to be submitted 120 Days after the Grant Award Notice. The certifications are tracked through our internal database system.

Based on performance, subgrantee and DOEE personnel may be required to take additional training courses prior to continuing weatherization activities. An analysis will be conducted to determine if the work performed did not meet the standard based on a “one-time” error or if a pattern of poor performance exists. In instances where poor performance is identified as a pattern, subgrantees are required to complete Tier 1 and 2 training activities within the next 60 days after being informed of the findings.

The selected subgrantee's in-house personnel and/or subcontractors will receive the necessary training to be in compliance with DOEE training plan once the funding becomes available. Community Housing Partners, an IREC accredited facility, will continue to provide subgrantees with the necessary training to stay abreast of any new program guidance and/or updates as needed. The current T&TA budget reflects the projected costs to train subcontractors and in-house personnel so they may be in compliance with DOEE standards. DOEE's Request for Applications (RFA) outlines the training requirements, and each subgrantee is required to adhere to this by signing their grant award. During the DOEE monitoring visit, DOEE requests the listing of all training their subcontractors and/or in-house crews attended and obtained certification for if they differ from the personnel on board at the time of their proposal submission.

DOEE's program staff will maintain their BPI certifications to ensure compliance. DOEE required all applicants for the FY19 program to have the above training completed before applying for funding. DOEE requires this in its RFA and the Training Plan attached to the SF-424. DOEE's internal staff currently includes five (5) BPI-certified QCIs.

Leveraged funds have been allotted to provide staff with the necessary training courses, and U.S. DOE's T&TA funds will be utilized to attend U.S. DOE-recommended conferences. T&TA funds may be used to train DOEE staff and subgrantee contractors except in cases where the employee has already failed the certification test. T&TA funds will not be used to retake the exam and the employee is required to cover the cost and obtain required certification within the same fiscal year of failed exam/test. In making the determination to pay for contractor training, subgrantees must formally agree with their contractors that, in exchange for training the contractors will work in the DOEE WAP Program for a minimum of one (1) additional program year after training is completed, to align with the cost of the T&TA provided. DOEE requires subgrantee(s) to submit training request(s) to the DOEE Program Manager for approval prior to spending U.S. DOE T&TA Funds (see the Training Request Form attached to SF424).

DOEE offers same training courses. When a subgrantee's staff is unable to attend, they must still meet the requirement for certification within 90 days of the Grant Award Notice.

DOEE determines the subgrantees' effectiveness, skills, and abilities through the field and programmatic monitoring activities. The goal is to determine whether U.S. DOE funds are being used to the maximum extent possible on energy efficiency and conservation measures. Also, the subgrantee is required to show adequate proof of client education and utilization of leveraging opportunities to address applicants in a holistic approach.

## **V.9 Energy Crisis and Disaster Plan**

The District's Energy Assurance Plan provides information on how the District and DOEE will respond in case of an energy emergency. The Energy Assurance Plan promotes the resilience of the District's energy systems in order to reduce the system's vulnerabilities. The Plan also outlines DOEE's role 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

4. Development related to critical infrastructure and promoting policies and program that enhance the resiliency of District energy systems.

The Energy Assurance Plan is attached to the SF424. If there are any changes or updates they will be sent to U.S. DOE's Project Officer for review.

