



**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: Bipartisan Infrastructure Law

**12. Funding Opportunity Number:**

DE-WBI-0002022

Title:

2022 WAP Bipartisan Infrastructure Law

**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 Department of Energy and Environment will provide low-income families with energy- efficient measures to permanently reduce their energy bills by making their homes more energy-efficient.

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**16. Congressional District Of:**

a. Applicant: District of Columbia At-Large Congressional District      b. Program/Project: DC-Statewide

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

**17. Proposed Project:**

a. Start Date: 07/01/2022      b. End Date: 06/30/2027

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

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

**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      06/15/2022
- 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**

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

**Authorized Representative:**

Prefix: Mr      First Name: Tommy  
Middle Name:  
Last Name: Wells  
Suffix:

Title: Director

Telephone Number: 2025352615      Fax Number: 2025352881

Email: Tommy.Wells@dc.gov

Signature of Authorized Representative: Signed Electronically      Date Signed: 02/08/2023

**U.S. DEPARTMENT OF ENERGY**



**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: District of Columbia  
Award number: EE0009979

Budget period: 07/01/2022 - 06/30/2027

**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>
Finance	Oversees the day-to-day financial operations of the grant. Responsible for ensuring staff are accurately charged against the grant-specific activities; assist with the establishment of the purchase orders for Subgrantee's to perform program activities.
Compliance Specialist	Prepares all subgrantee awards and amendments conducts, final monitoring visits; reviews Subgrantee monthly monitoring reports to ensure compliance with the 21-day work completion requirement and all other state and federal regulations.
Associate Director	The Associate Director oversees the energy efficiency programs managed by the Residential Services Division. 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 as needed.
Deputy Director	The Deputy Director provides oversight of the Utility Affordability Administration, which encompasses the US DOE, HHS, HUD, utility, and local funding. The Deputy Director develops and implements the necessary 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.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Finance	\$600,000.00	49.9998 % FT	\$299,998.80
Compliance Specialist	\$400,000.00	69.9998 % FT	\$279,999.20
Associate Director	\$732,050.00	26.7786 % FT	\$196,032.74
Deputy Director	\$825,000.00	24.9999 % FT	\$206,249.18
		Direct Pay Total	\$982,279.92

**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.

Fringe Benefit Rates

- FY 2010 – 18.80%
- FY 2011 – 20.30%
- FY 2012 – 22.70%
- FY 2013 – 24.78%
- FY 2014 – 25.50%
- FY 2015 – 25.00%
- FY 2016 – 24.00%
- FY 2017 – 23.50%
- FY 2018 – 23.10%
- FY 2019 – 22.80%
- FY 2020 – 23.00%
- FY 2021 – 23.00%
- FY 2022 – 23.90%
- FY 2023 – 23.70%

FY 2023 Fringe Benefits Estimated Allocation

Comp Source GroupComp ObjectPercentage allocation -for 23.70 % allocated

0014 (FRINGE BENEFITS - CURR PERSONNEL)	0141 (GROUP LIFE INSURANCE)	0.09%
0142 (HEALTH BENEFITS)		10.33%
0147 (MISC FRINGE BENEFITS)		0.00%
0148 (RETIREMENT CONTRIBUTION - FICA)		5.98%
0152 (RETIREMENT CONTRIBUTION - CIVIL SERVICE)		0.30%
0154 (OPTICAL PLAN)		0.08%
0155 (DENTAL PLAN)		0.23%
0157 (PREPAID LEGAL)		0.18%
0158 (MEDICARE CONTRIBUTION)		1.45%
0159 (RETIREMENT)		4.61%
0160 (DC METRO BENEFITS)		0.00%
0161 (DC HEALTH BENEFIT FEES)		0.45%
0014 (FRINGE BENEFITS - CURR PERSONNEL)	Total	23.70%

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.

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Finance	\$299,998.80	30.0000 %	\$89,999.64
Compliance Specialist	\$279,999.20	30.0000 %	\$83,999.76
Associate Director	\$196,032.74	30.0000 %	\$58,809.82
Deputy Director	\$206,249.18	30.0000 %	\$61,874.75
		Fringe Benefits Total	\$294,683.97

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>
Attend necessary training courses for 3 staff persons to maintain their current Building Performance Institute Quality Control Inspector Certification. The number of trips is based on 3 events * 5 years.	15	\$2,000.00	\$30,000.00

Attend necessary training courses for 2 staff persons to obtain their Building Performance Institute Site Supervisor Certification. The number of trips is based on 2 events * 5 years. This cost also includes exam fees and associated costs.	10	\$2,600.00	\$26,000.00
Attend necessary training courses for 5 staff persons to obtain their Building Performance Institute Healthy Home Evaluator Certification. The number of trips is based on 5 events * 5 years. This cost also includes exam fees and associated costs.	25	\$2,000.00	\$50,000.00
Attend necessary training courses for 5 staff persons to obtain their Building Performance Institute Healthy Homes Principles Certification. The number of trips is based on 5 events * 5 years. This cost also includes exam fees and associated costs.	25	\$2,600.00	\$65,000.00
Attend necessary training courses for 3 staff persons to maintain their current Building Performance Institute Energy Auditor Certification. The number of trips is based on 3 events * 5 years.	15	\$2,000.00	\$30,000.00
EECB obtains the necessary Six Sigma Certifications to ensure they have the necessary skill set to administer the Weatherization Assistance Programs. Depending on the staffs current duties, they will obtain their Yellow, Green, or Black Belt	1	\$8,819.00	\$8,819.00
		Travel Total	\$209,819.00

- 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.

**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.

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

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

**5. SUPPLIES** - Supplies are generally defined as an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance.

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

General Category	Cost	Justification of Need
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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.

**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 IV.1).

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
Fry Nonprofit	\$3,742,880.00	Identify missed opportunities during Subgrantee pre- inspection; identify and procure certified, licensed, and qualified contractors to install; identify energy efficiency and health & safety retrofits; manage and ensure the selected contractors complete the work in accordance to the established policies and procedures for the Energy Efficiency and Conservation Programs. Subgrantee is expected to complete 371 units
Contracts and Subgrants Total	\$3,742,880.00	

\*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.

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

Name:

Phone Number:

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0009979		2. Program/Project Title Weatherization Assistance Program: Bipartisan Infrastructure Law	
3. Name and Address District of Columbia 1200 First Street NE Washington, DC 200020000	4. Program/Project Start Date 07/01/2022		
	5. Completion Date 06/30/2027		

**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		\$ 5,229,663.00		\$ 5,229,663.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 5,229,663.00	\$ 0.00	\$ 5,229,663.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) SUBGRANTEE ADMINISTRATI ON	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 300,000.00	\$ 0.00	\$ 280,000.00	\$ 0.00	\$ 982,280.00
b. Fringe Benefits	\$ 90,000.00	\$ 0.00	\$ 84,000.00	\$ 0.00	\$ 294,684.00
c. Travel	\$ 2,224.00	\$ 0.00	\$ 207,595.00	\$ 0.00	\$ 209,819.00
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	\$ 392,224.00	\$ 0.00	\$ 381,066.00	\$ 3,742,880.00
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	\$ 392,224.00	\$ 392,224.00	\$ 571,595.00	\$ 381,066.00	\$ 5,229,663.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 392,224.00	\$ 392,224.00	\$ 571,595.00	\$ 381,066.00	\$ 5,229,663.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00



**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0009979		2. Program/Project Title Weatherization Assistance Program: Bipartisan Infrastructure Law	
3. Name and Address District of Columbia 1200 First Street NE Washington, DC 200020000	4. Program/Project Start Date 07/01/2022		
	5. Completion Date 06/30/2027		

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	\$ 5,229,663.00	\$ 0.00	\$ 5,229,663.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) LEVERAGING	(3)	(4)	
a. Personnel	\$ 0.00	\$ 402,280.00			\$ 982,280.00
b. Fringe Benefits	\$ 0.00	\$ 120,684.00			\$ 294,684.00
c. Travel	\$ 0.00	\$ 0.00			\$ 209,819.00
d. Equipment	\$ 0.00	\$ 0.00			\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00			\$ 0.00
f. Contract	\$ 2,969,590.00	\$ 0.00			\$ 3,742,880.00
g. Construction	\$ 0.00	\$ 0.00			\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00			\$ 0.00
i. Total Direct Charges	\$ 2,969,590.00	\$ 522,964.00			\$ 5,229,663.00
j. Indirect Costs	\$ 0.00	\$ 0.00			\$ 0.00
k. Totals	\$ 2,969,590.00	\$ 522,964.00			\$ 5,229,663.00
7. Program Income	\$ 0.00	\$ 0.00			\$ 0.00

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: DC Grant Number: EE0009979 Program Year: 2022

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Name: **Fry Plumbing and Heating Non Profit**

Contact: Melissa Fry

UEI: V9F4NW2ELL87

DUNS: 116923825

Address: 327 L Street NE

Phone: (717) 471-2253

Washington, DC, DC 20002-0000

Fax: (202) 546-9641

Email: fryplumbingnp@gmail.com

Counties served: DISTRICT OF COLUMBIA

Tentative allocation: \$ 3,742,880.00

Congressional

CD

Planned units: 371

districts served:

DC-00

Type of organization: Non-profit organization

Source of labor: Contractors

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

**(Grant Number: EE0009979, State: DC, Program Year: 2022)**

**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
Fry Plumbing and Heating Non Profit (Washington, DC)	\$3,742,880.00 371
<b>Total:</b>	<b>\$3,742,880.00</b> <b>371</b>

**IV.2 WAP Production Schedule**

Weatherization Plans		Units
Total Units (excluding reweatherized)		303
Reweatherized Units		68
Average Unit Costs, Units subject to DOE Project Rules		
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	303
C	Total Units Reweatherized	68
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	371
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
<b>AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
F	Total Funds for Program Operations	\$2,969,590.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	371
H	Average Program Operations Costs per Unit (F divided by G)	\$8,004.29
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,004.29

**IV.3 Energy Savings**

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)				
		Units	Savings Calculator (MBtus)	Energy Savings
	This Year Estimate	371	29.3	10870
	Prior Year Estimate	194	29.3	5684
	Prior Year Actual	157	29.3	4600
<b>Method used to calculate savings description:</b>				

**IV.4 DOE-Funded Leveraging Activities**

The Department of Energy and Environment (DOEE) is requesting 10% of leverage funding (\$522,964.00 for personnel and fringe benefits). These funds will be used to cover a portion of the salaries of program personnel who work on partnerships, and agreements, and to identify other funding streams to leverage U.S. Department of Energy (US DOE) funds. DOEE has established partnerships with the DC Sustainable Energy Utility (DC SEU) to supplement costs for the mechanical systems in multifamily buildings; the DC Department of Housing and Community Development (DHCD) to address roof repair issues, and the U.S. Department of Housing and Urban Development (HUD) to assist with installing healthy housing measures. As the leveraged projects are completed, they will be reported on the QPR in the comments section. The budget does not include funding for measures not associated with a Savings to Investment Ratio (SIR).

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

**(Grant Number: EE0009979, State: DC, Program Year: 2022)**

For the past two decades, the US DOE has strongly encouraged subgrantees administering WAP to be innovative in attracting other resources into the program. The goal of the leveraging initiative is to maximize the number of low-income households that can be served and/or install additional cost-effective measures. Like many WAP programs, DOEE uses a combination of federal funds (e.g., WAP funds, Low-Income Home Energy Assistance Program (LIHEAP) funds, and Community Development Block Grant Program (CDBG)) and nonfederal funds (e.g., utility investments from systems benefit charges or efficiency programs, state funds from special set-asides, other rehabilitation funds, private funds from landlord contributions or foundations, and other private sources) to accomplish the scope of work on a building.

DOEE is aware of the limited amount of funding we receive from US DOE; however, we have made every attempt to maximize those funds by obtaining funds from other resources.

- In FY17, DOEE was able to secure \$1.7M to address remaining measures at a DC Housing Authority property that focused on baseload measures (window air conditioning units, straps for the units to address egress requirements, and window replacement). DOEE was also able to leverage \$1M in local renewable energy development funding (REDF) to prepare the roof at a DC Housing Authority property for solar PV installation.
- In FY18, DOEE was able to offset the costs for heating systems by receiving \$6,000 in rebates from DC SEU, \$1,000 in donations from Community Forklift to address measures not funded by US DOE and LIHEAP, \$100,000 from DHCD to address health and safety measures in two clients' homes, \$400,000 in local REDF to install a solar PV system at a District of Columbia Housing Authority property, and \$1,000 in plumbing work from a local plumber.
- In FY19, through our partnership with Community Forklift, DOEE was able to address clients that previously would have been deferred due to clutter and missing drywall. DOEE created partnerships with local nonprofits that provided the following services to weatherization clients at no cost to the program: clutter removal, mold remediation, stormwater management, and lead abatement.
- In FY20, DOEE continued its partnership with DC SEU, DHCD, Community Forklift's Home Essentials Program, and Yachad's Single Family Home Repair Program. DOEE has leveraged over \$200,000 in heating system installations in four multifamily buildings; addressed health and safety measures in a multifamily building, and leveraged over \$60,000 to address rehab work and materials for clients that would have been deferred otherwise.
- In FY20, through a partnership with the Department of Aging and Community Living (DACL) DOEE expended over \$250,000.00 installing window air conditioning units in single family dwellings occupied by seniors (60 and older).
- In FY20, DOEE received over \$3 million in funding to address lead-based hazards in households occupied with children under 5 and expectant mothers. These funds will also be used to address previously deferred weatherization clients that meet program requirements so we can address the lead hazards while installing audit-recommended energy efficiency measures.
- In FY21, DOEE has leveraged \$189,033.00 from Washington Gas Light Company to install higher efficiency gas appliances in low income residences receiving weatherization service and \$600,000.00 from the District's Sustainable Energy Trust Fund (SETF) to address audit-recommended baseload measures in single family dwellings and as part of the District's Clean Energy Omnibus Act which requires that a certain amount of funding be set aside for low-to-moderate income households. Through DOEE's partnership last fiscal year with DACL we will be entering into a MOU with DACL to receive \$36K to conduct energy audits in senior occupied dwellings where DACL will address health and safety measures while we address energy efficiency improvements if their HUD grant application is approved.
- In FY22, DOEE leveraged \$446,000.000; \$3.7 million in ARP - Dept. of Treasury funding to enhance weatherization services provided to clients (roof replacement, gutters, integrated pest management, and other health and safety work); \$4 million in ARP Dept. of Treasury funding to address lead, mold, and asbestos; and \$980K in LIHEAP-ARP funding to address additional health and safety measures in low income dwellings.

**IV.5 Policy Advisory Council Members**

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

Arison Norman	Type of organization: Contact Name: Phone: 2022639091 Email: <a href="mailto:arison.l.norman@outlook.com">arison.l.norman@outlook.com</a>
Delmonica Glaze	Type of organization: Other Contact Name: Phone: 7034021435 Email: <a href="mailto:steaks.n.donuts@gmail.com">steaks.n.donuts@gmail.com</a>
Gene Solon	Type of organization: Other Contact Name: Phone: 2024841184 Email: <a href="mailto:genesolon@comcast.net">genesolon@comcast.net</a>
Henry Presente	Type of organization: Other Contact Name: Phone: 2025671531 Email: <a href="mailto:hhy1@yahoo.com">hhy1@yahoo.com</a>
Jason Reott	Type of organization: Other Contact Name: Phone: 3048909545 Email: <a href="mailto:jasonreott@gmail.com">jasonreott@gmail.com</a>

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

**(Grant Number: EE0009979, State: DC, Program Year: 2022)**

Laura O'Connell	Type of organization: Other Contact Name: Phone: 9415442091 Email: <a href="mailto:laura.r.oconnell7@gmail.com">laura.r.oconnell7@gmail.com</a>
Margaret Moskowitz	Type of organization: Local agency Contact Name: Phone: 2406060682 Email: <a href="mailto:mmoskowitz@psc.dc.gov">mmoskowitz@psc.dc.gov</a>

**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
04/01/2022	Virtual Public Hearing through Webex on April 1st and April 9th. State Plan was also made available on our agency website for the public to view and provide comment. <a href="https://doee.dc.gov/service/wap">https://doee.dc.gov/service/wap</a>
12/02/2022	Virtual Public Hearing through Webex on 12/02/2022. State Plan was also made available on our agency website for the public to view and provide comment. <a href="https://doee.dc.gov/service/wap">https://doee.dc.gov/service/wap</a> . This public hearing was advertised via the agency's social media platform

**IV.7 Miscellaneous**

**Recipient Business Officer**  
 Richard Jackson, Interim Director  
 1200 First Street NE, 5th Floor  
 Washington, DC 20002  
 (202) 535-2600 Office  
 (202) 535-2881 Fax  
 Richard.Jackson2@dc.gov

**Principal Investigator**  
 LaWanda Jones, Associate Director  
 1200 First Street NE, 5th Floor  
 Washington, DC 20002  
 (202) 671-1757 Office  
 (202) 535-2881 Fax  
 lawanda.jones@dc.gov

Based on our interpretation of the original American Customer Satisfaction Index, DOEE implemented changes to key areas of improvement, such as requiring 100% in progress inspections, not only to check the quality of the work performed, but to analyze if contractor personnel have the equipment and certifications to perform the work based on the DOEE-approved Field Guide, which incorporates the SWS.

The most recent annual T&TA was approved on 11/08/2021

The Annual Historic Preservation Report was approved on 9/14/2021

Weatherization Assistance Program, Weatherization Readiness Fund Work Plan

Beginning July 1, 2022 DOEE will utilize the Deferral Classification Guide and Tracker Template to track deferrals and report to US DOE as part of our PY 2022 T & TA, Monitoring and Leveraging Report.

DOEE will utilize the readiness funds to offset some of the costs to make the homes Weatherization Ready not to exceed an average cost of \$502.77 per unit.

DOEE will ensure their Subgrantee(s) and Associated Contractors will adhere to

§ 200.322 Domestic preferences for procurements.

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

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

**(Grant Number: EE0009979, State: DC, Program Year: 2022)**

- |  |
|--|
| <p>(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.</p> <p>(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.</p> |
|--|

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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

The Department of Energy and Environment (DOEE) defines low-income households as those whose occupants have a current gross income at or below the Federal Poverty Guidelines. Intake staff are required to collect documentation from each assisted household to confirm income and must keep documentation on file (in Quickbase) to verify income. Pursuant to 10 CFR 440.22 (2), some households are deemed categorically eligible if they contain a member who has received cash assistance payments. Additionally, WPN 22-5 Expansion of Client Eligibility in the Weatherization Program was issued on December 8, 2021. This program notice is specific to:

- households that contain a member who has received cash assistance payments (i.e. TANF or SSI) at any time during the 12-month period preceding the application date
- households that receive energy assistance
- households that participate in HUD's means-tested programs. Income eligibility is verified using one of three methods, depending upon the type of building:
  - 1) households that reside in buildings that have received assistance from certain HUD programs are considered eligible for Program assistance
  - 2) households residing in any other building that claim categorical eligibility by participation in another assistance program that has eligibility requirements are eligible for Program assistance
  - 3) all other households must provide third-party documentation of income (i.e., pay stubs, statements from income providers) to support income verification.

Describe what household eligibility basis will be used in the Program

DOEE will weatherize dwelling units whose occupants are income eligible as described above. Applicants who do not meet the income guidelines may receive weatherization assistance through the Department of Housing and Urban Development (HUD) Lead Hazard Reduction Program the dwelling unit is also eligible for the Weatherization Assistance Program in accordance with WPN 225. Program 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 (before taxes and deductions); proof of total members living in the household (e.g., birth certificates, school records); Social Security Card (or documents with Social Security Number, such as a driver's license); and other documentation as required. Application requirements are utilized for single and multifamily dwellings. Application eligibility expires 12 months from the certification date if work on the dwelling unit (energy audit or weatherization) is not completed. Subgrantees must effectively conduct outreach to promote public awareness of the program and the application process.

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 citizenship status. "Qualified aliens" are defined in Section 431 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) (8 U.S.C. §1641(b)), which includes 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 meet the income and household size requirements. 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 status are in accordance with 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

Once the applicant is certified income or categorically eligible, home ownership is verified through the District of Columbia's Office of the Chief Financial Officer's (OCFO) records. Before DOEE conducts an energy audit, the property owner is contacted to execute a landlord agreement for multifamily dwellings and for single family dwellings they must provide a copy of the agreement. Prior to the energy audit, weatherization staff will verify if the household received weatherization in the past 15 years. In those instances, DOEE counts those households as weatherized. Verification of household income and WAP eligibility are recorded as part of the client's file, with application eligibility expiring 12 months from the certification date if work on the dwelling unit (energy audit or weatherization) is not completed.

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Falsification of an application is subject to prosecution.

Describe Reweatherization compliance

The Consolidated Appropriations Act, 2021 amended 42 USC 6865(c)(2) to remove the re-weatherization date of September 30, 1994, to create a 'rollin assistance for weatherization under this part until the date that is 15 years after the date such previous weatherization was completed.

This paragraph does not preclude dwelling units that have received previous weatherization from receiving assistance and services (including the provis receiving non-Federal assistance for weatherization. This provision gives Grantees the flexibility to revisit those homes weatherized for 15 years that ma

Reweatherization is also allowed under 10 CFR §440.18(f)(2)(ii) if a "dwelling unit has been damaged by fire, flood, or act of Nature and repair of the da

Applicants for the Weatherization Assistance Program are vetted by DOEE to ensure that inappropriate reweatherization does not happen, to be expans and (b) their address is matched in the DOEE weatherization database. All units to be reweatherized must have income and building eligibility before an

DOEE retains records that allow them to determine which dwellings have been previously weatherized, including the date weatherization activities were If a residence is not in the database, DOEE's energy auditor shall visually identify a previously weatherized unit upon audit.

Examples of evidence of previously weatherized homes would include but are not limited to: ? Cellulose in the attic at R30 or better (check the attic accc baffles. ? Hot water tank wraps. ? Air sealing in the rim/band areas. Also, evidence of fiberglass batts in the rim and band areas. All units that are eligible

Homes not eligible for weatherization may become eligible if the home has been damaged from an act of God and/or a federally declared natural disast

**Disaster Planning and Relief:** In of weatherization materials. the event of a natural disaster (i.e., flood, tornado, or fire) and by DOE guidelines issued

Describe what structures are eligible for weatherization

Only single and multifamily dwellings are eligible for weatherization assistance using U.S. DOE funding. DOEE exercises caution in dealing with nontraditional type dwelling units such as shelters, and apartm

In a case in which DOEE is aware of pending redevelopment, potential foreclosure, probate issues, or sell of property, the dwelling(s) will not be weatherized. To determine the timeframe, we will determine th

DOEE will adhere to the restrictions of the Historic Preservation Programmatic Agreement (PA) with the DC State Historic Preservation and US DOE executed on November 6, 2020. (See Attachments)

Describe how Rental Units/Multifamily Buildings will be addressed

DOEE follows 10 CFR §440.22 when addressing rental units and multifamily buildings. DOEE strictly follows U.S. DOE requirements of WPN 22-5 and

Multifamily buildings must also have an agreement in place that prevents management from raising rents for at least two years based solely on the incre measures. If leveraged funding is not available, owners are required to buy down any recommended measures to be installed from the audit that do not will be applied when applicable.

In cases where single family dwelling units are occupied by renters, the renter must meet the eligibility requirements before weatherization work can cor

Eligibility for multi-unit projects is determined using the 50%/66% rule per CFR 440.22(2). Not less than 66 percent (50 percent for duplexes and four-un December 8, 2021. This program notice is specific to expanding categorical income eligibility to include HUD's means-tested programs' income qualific

? households that contain a member who has received cash assistance payments (i.e. TANF or SSI) at any time during the 12 month period preceding

? households that receive energy assistance

? households that participate in HUD programs Customer participation in HUD programs must be verified.

The method of verification of eligibility must be included in each client file (ex. client application, interagency list of recipients, shared systems database,

? Only those properties owned, operated and managed by HUD Public Housing Agencies (PHAs) and referenced in the notice on the HUD Web page at

? All other privately owned multifamily buildings (not owned/managed by HUD PHAs) receiving project-based assistance:



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DOEE intake staff must determine the percentage of units in each building that are income eligible.

? All other privately-owned multifamily buildings (not owned/managed by HUD PHAs) that house residents receiving tenant-based assistance: DOEE int such vouchers.

If a client or applicant contacts DOEE directly to appeal their application denial the following procedures will take place. DOEE will:

- Log the client complaint on a client complaint form; and
- Schedule a site visit and/or obtain necessary documentation pertaining to the complaint from the client

If DOEE personnel cannot resolve the client complaint, the applicant is provided with the following information to start a secondary appeal process:

If you disagree with DDOE's decision on your WAP application, you may appeal the decision by requesting a fair hearing at "OAH", the District's Office c

1. Call 311 and ask for a fair hearing at the Office of Administrative Hearings, OAH.
2. Write the following address to ask for a fair hearing: OAH LIHEAP Appeal, 441 4th Street, N.W., Suite 450 North, Washington, D.C. 20001.
3. Visit OAH's office at: 441 4th Street, N.W., Suite 450 North, Washington, D.C. 2000, in person and fill out a form requesting a fair hearing.

Hearings: You have the right to be represented by legal counsel or by a lay person who is not an employee of the District at your hearing. You can ask for

Interpreter: If you or a witness are deaf or have problems reading, writing or understanding English, you can ask OAH to provide an interpreter.

Reasons to appeal your WAP decision: You might appeal for one or more of these reasons: (1) DOEE denied your application without providing a reason to notify you of the date and time that you must appear for the hearing.

**Describe the deferral Process**

Per Weatherization Program Notice 227, units are deferred on a casebycase basis. Reasons for deferral are identified at the time of the energy audit, or before weatherization work commences. If an item(s) listed work taking place in a dwelling with deferral concerns.

Deferred clients will receive the DOEE Deferral Form which includes: an explanation of the nature of the deferral including photographic documentation when possible; the client's name and address; contact her rights and options.

A copy of the deferral decision is given to the client, and another copy is placed in DOEE's client file. Once the client has resolved the deferral issues, they are eligible to reapply for the Weatherization Assistar

In a case in which DOEE is aware of pending redevelopment, the dwelling(s) will not be weatherized. To determine the timeframe, we will determine the payback for each measure. For example, if a measure has a

Due to increased funding to address hazards in low income dwellings, DOEE believes the number of clients deferred will be decreased.

**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**

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

**V.3 Priorities**

At this time, DOEE operates on a firstcomefirstserved basis and has not had to resort to a prioritization list to be able to participate in WAP. If a waiting list arises, DOEE gives preference to households with ar

- Member(s) over 60 years of age,
- Member(s) with a disability,
- Child(ren) under age 18,
- High residential energy usage, and
- High energy burden.

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

DOEE identifies clients with the highest energy burden to participate in our LIHEAP Assurance 16 Program, where we provide hands on services to reduce their burden. By doing this, DOEE doesn't need to

Based on preliminary data from FY22, the ACPU for DOEE is \$1,732.78.

**V.4 Climatic Conditions**

In the District, temperature extremes range from 24+ degrees Fahrenheit to 97 degrees Fahrenheit. There were 5,375 degree days in the District, made up of 3,546 heating degree days and 1,829 cooling de

The source of this climate data is the National Oceanic and Atmospheric Administration. [\(See Attachments\)](#)

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

**V.5.1 Technical Guides and Materials**

DOEE conducts energy audits using a US DOE approved audit tool in eligible dwellings participating in WAP. After the audit is completed, DOEE prepares and assigns the work order to a subgrantee. The subgrantee are being met. Once the work is completed, the subgrantee conducts an inspection and submits supporting documentation to DOEE stating the property is ready for QCI inspection. The DOEE QCI conduct Manager and QCI determining if additional training is needed based on the failure rate.

Some of the primary measures to be considered are:

- 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
- 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 Manual
- 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 qualified professional, gas
- 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 c

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- Basement/floor/crawl space insulation unheated basements will be insulated to R19. A vapor barrier will be installed where needed. Adequate ventilation
- Pipe and duct wrap hot water pipes and hot air heating ducts located in unconditioned areas will be insulated.
- Storm windows – the installation of storm windows on primary windows between heated and unheated areas will be considered.
- Refrigerators the National Energy Audit Tool (NEAT) includes a refrigerator replacement measure. NEAT can evaluate the potential savings obtained subgrantees must provide a decommissioning certificate as evidence of proper disposal of the existing refrigerator. Replacement of through-the-door icemaker
- 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 under Health & Safety measures.
- Water heater replacement the NEAT will evaluate the cost-effectiveness of replacing an existing water heater with a higher efficiency model. This measure
- Lighting – new LED 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 that are otherwise in sound repair. In some cases, extreme conditions exist (such as roof deterioration). Per 10 CFR 440.18(f)(2)(i) and 440.20, low-cost/no-cost weatherization materials may be distributed to eligible clients. These measures are intended to be installed by

All completed work will comply with: DOE's U.S. DOE-approved energy audit tool; Appendix A, DOE's weatherization field guide, the Standard Work Specification Manual, and the Kickoff Meeting. Subgrantees must follow the Guide's weatherization standards when installing an energy efficiency measure which incorporates the SWS of U.S. DOE.

During the monitoring visit, subgrantees are required to submit to DOE a copy of their subcontractors and vendor agreements to ensure contractors are aware and informed of each measure.

DOEE provides subgrantees with the technical requirements for fieldwork including audits and testing; installation of energy conservation; incidental repair, and health and safety 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

The signed contracts must be submitted to DOE during or before DOE management's yearly monitoring visit to each subgrantee to ensure DOE's continued coordination.

DOEE energy audit tools and field guides do not expire until 01/12/2026.

Field guide types approval dates

Single-Family: 1/12/2021
Manufactured Housing:
Multi-Family: 1/12/2021

**V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family
Audit Name: NEAT
Approval Date: 1/12/2021

Audit Procedure: Manufactured Housing
Audit Name: Other (specify)
Does Not Apply (DNA)
Approval Date:

Audit Procedure: Multi-Family
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Audit Name: TREAT  
Approval Date: 1/12/2021

**Comments**

A U.S. DOE approved audit will be conducted on each eligible dwelling by a qualified DOEE energy auditor. National Energy Auditing Tool (NEAT) audits are completed for all singlefamily dwellings. The audit re

The audit process includes a pre and postblower door reading and ensures that every participating home is given the best possible recommendations for energy conservation. DOEE ensures that each energy audi

Audit recommended measures are prioritized according to SIR rankings.

Both NEAT and TREAT were approved on 01/12/2021.

**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 requires (per Weatherization inspections and monitoring inspections, must be conducted and signed off on by a Building Performance Institute (BPI) certified Quality Control Inspector (QC

DOEE program operates differently than other jurisdictions/states. A DOEE BPI-certified- Energy Auditor conducts the initial audit while the subgrantee conducts a The contractors notify the subgrantee of their work dates so that an in-progress inspection can be conducted. The purpose of the in progress inspection is to confirm

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 pro

Domain I: Conductin

- 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: Conductin

- 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

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Domain V: Ensuri

- 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

Once the project is completed in its entirety, the subgrantee conducts a Final Inspection and uploads all necessary documentation in QuickBase for DOEE to review. Once the inspection report is generated and the subgrantee receives an email approving payment to the contractor. Once the subgrantee has paid the contractor, they will upload the request is approved.

This fiscal year the following corrective action protocols are in place to ensure the Subgrantees are inspecting the work prior to requesting DOEE conducts the Final

**1st Offense - Warning and Corrective Action**

The first time a unit is determined to be complete by the Subgrantee and marked ready for the DOEE QCI inspection and the work is not in compliance, the QCI will

**2nd Offense - Additional Training and Field Mentor Shadow on Live Job (after training)**

The second time a unit is determined to be complete by the Subgrantee and marked ready for the DOEE QCI inspection and the work is not in compliance, the Subgrantee Practices, etc.). The Subgrantee will be required to cover the cost of the training at no cost to DOEE or US DOE.

**3rd Offense - Administrative Costs for personnel will not be reimbursed and Mandatory BPI certification required**

The third time a unit is determined to be complete by the Subgrantee and marked ready for the DOEE QCI inspection and the work is not in compliance the subgrantee will be required to attend a DOEE-mandated training session at no cost to DOEE or US DOE.

QCIs are individuals who were not involved in the work as the energy auditor /assessor or crew member. All work orders are generated to include the specific corrective actions.

In addition, all subgrantee contracts with their contractors must include the following language to ensure compliance with WPN 224: "All measures and incidental repair standards described in the SWS including audits/testing; installation of energy conservation, incidental repair, and health and safety measures; and final inspections. The

As part of DOEE's agreement with the subgrantee, they must ensure their contractors adhere to the guidance outlined in the U.S. DOE-approved Field Guide and SWS.

**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

To keep an updated evaluation of each subgrantee, DOEE utilizes QuickBase to monitor:

1. Number of homes completed,
2. Number of applications pending,
3. Number of homes in progress,
4. Expected/Final job cost,
5. Total funds expended,
6. Balance of funds, and
7. Special comments.

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

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Subgrantee performance is reviewed both periodically and at the end of the program year. In addition, we conduct 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

DOEE requires subgrantees and their contractors to attend U.S. DOE conferences and trainings, and WAPrun management and customer education training. The subgrantee must prove and maintain the support

In an effort to monitor the work being completed by the contractors, 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 contractor/subgrantee's success in achieving or exceeding air infiltration target rates and addressing health and safety concerns. This is also an opportunity

DOEE will strengthen the monitoring process by requiring subgrantees to respond to monitoring reports with findings or numerous or repetitive observations with not only documentation of correction of 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

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 monthly

The following DOEE personnel conduct monitoring activities and are currently charged against the grant: Terry Lewis Fiscal/Financial Monitoring

Dawit Affa Quality Control (Subgrantee and contractor monitoring)

Cara Wattanodom Subgrantee Monitoring (performance and compliance)

## V.7 Health and Safety

U.S. DOE has mandated that states develop, publish, and implement procedures to allow for the usage of WAP funds for health and safety risk mitigation. Weatherization activities can be removed or prevented with U.S. DOE funds. Measures and costs are defined in the grant award documents to avoid weatherization of weatherized homes.

Subgrantee personnel and their contractors are required to complete the following trainings prior to commencing work: 8 Hour OSHA Confined Space level of non-compliance. (See our training request form attached to the SF424).

DOEE has not budgeted any Health and Safety funds as part of the Infrastructure BILL State Plan because we have a vast amount of leveraged funds to

Please see below the policies we have in place to ensure our leverage funding is being spent utilizing some of US DOE recommended best practices.

Subgrantees and contractors working on homes built before 1978 must receive training to install measures in a leadsafe manner in accordance with the

Subgrantees must comply with Occupational Safety and Health Administration (OSHA) and Safety Data Sheets (SDS) requirements in all weatherization

Wherever workers or residents may be exposed to hazardous materials subgrantees, contractors, and subcontractors will develop and maintain a written

- I All hazardous chemicals in the workplace are listed,
- I All containers of hazardous chemicals are labeled,
- I Safety data sheets are maintained for all hazardous chemicals, and
- I Workers are informed and trained in 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

A. Subgrantee 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,

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

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Subgrantees must comply with Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) requirements costs for subgrantees to comply with OSHA and EPA 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 the client's homes. A list of the more common appliances. To address these hazards, DOEE requires energy auditors to test the combustion appliances in a home pre and postair tightening. The

**HEALTH AND SAFETY**

Health and Safety is referenced in the CFR 440 rule and WPN 227. Health and Safety repairs can only occur when weatherization measures are being

- Costs are reasonable; AND
- The actions must be taken to effectively perform weatherization work; OR
- The actions are necessary as a result of weatherization work

A Health and Safety inspection must be completed as part of the Energy Audit.

These inspections include, but are not limited to, the following:

- Air Conditioning and Heating Systems
- Asbestos Containing Materials (ACM)
- Biologicals and Unsanitary conditions
- Building Structure and its ability to accept WAP measures
- Code compliance
- Combustion gases
- Electrical safety
- Formaldehyde, VOCs, flammable liquids, and air pollutants
- Fuel leaks
- Gas ovens, stovetops, and ranges
- Hazardous materials or Leadbased paint
- Mold and moisture
- Pests
- Smoke and Carbon Monoxide alarms and fire extinguishers
- Occupant concerns and conditions
- Ventilation and Indoor Air Quality
- Window and door replacement

Clients must be informed in writing of hazards that are identified during the audit and installation. The document must be signed by the client.

**Leverage Health and Safety funds may be used for the following:**

- Replacement of appliances
- Asbestos abatement
- Lead abatement
- Major mold and moisture remediation

**Leverage Health and Safety funds may not be used for the following:**

- Bacteria and virus remediation
- Building rehabilitation
- Correction of preexisting code compliance issues (State and local codes must be followed while performing weatherization work)

**Client Education and Safety** Clients must be educated on any potential dangers existing in their homes. Some common client education topics include

Combustion- if a heating system is present that requires combustion air, the client must be educated on the importance of keeping combustion air intake clear. If the conditions cannot be corrected by Weatherization or Health and Safety funds, the house must be deferred.

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Smoke and Carbon Monoxide Detectors—clients should be shown how to test and replace the batteries.

Unvented Space Heaters—unvented space heaters should be removed whenever possible and never utilized as a primary source of heat. Clients sh

Lead—the EPA’s lead pamphlet should be given to each client living in houses built prior to 1978.

Asbestos materials testing positive or assumed to contain asbestos should be identified and revealed to the client.

Further instruction must be given on how to avoid disturbing such material, especially when it is friable.

Moisture and mold—clients should be instructed on how to remove excess moisture from the dwelling (e.g., exhaust fans when taking showers or r

Energy Auditor/Estimator/Inspectors are required to assess client households to determine if the clients are able to withstand the conditions that ma

Hazards identified during weatherization must be documented and the client must sign that they received this documentation. This documentation

Existing Client Health Problems—Subgrantees are required to ask clients if there are existing health problems that may impact the services that ca

**Beyond the Scope of Weatherization** Health and Safety measures should not exceed reasonable costs. Discretion must be given when consid

**DEFERRALS**

Deferral may be necessary in the following situations:

- The client has known health conditions that prohibit the installation of weatherization materials
- The building structure or components are in such a state of disrepair that failure is imminent, and the conditions cannot be resolved cost-effectively
- The house has sewage or other sanitary problems that would further endanger the client and installers if weatherization work is performed.
- The house has been condemned.
- Moisture problems are beyond the scope of this guidance.
- The client is uncooperative, abusive, or threatening.
- Any condition which may endanger the weatherization workers and is beyond the scope of this guidance.
- Cost prohibitive

The Subgrantee is required to adhere to DOEE's deferral policy. The client must be notified in writing regarding the deferral. The deferral policy sho

**ALLOWABLE COSTS**

Remediation Materials

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

I Replacement furnace;

I Combustion device vent connector when original is rusted out or unable to safely vent the products of combustion from combustion device;

I Materials necessary to repair a downspout leaking into a basement and causing moisture, mold, and woodrotting problems;

I Materials necessary to repair the section of a gutter causing moisture, mold, and woodrotting problems; and

I Materials necessary to address electrical hazards when the problem prevents adequate weatherization.

Allowed Measures and Estimated  
Cost:

	\$95.00
Co and smoke detector ten-year Battery life	
Install Bathroom Exhaust Fan	\$1,567.67
Install Bathroom Exhaust Fan/light	\$1,651.67
Replace Bathroom Exhaust Fan	\$920.00



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Replace Bathroom Exhaust Fan/light	\$1,165.00
Install Kitchen Range Exhaust Fan	\$1,505.00
Replace Kitchen Range Exhaust Fan	\$1,150.00
Round Duct 6" insulated Exhaust Fan/Dryer	\$165.50
Exhaust Termination Kit roof or Eave	\$290.50
Dryer vent to outside	\$315.00
pressure relief Valve discharge	\$200.22
Dryer vent kit 4" x 8 ft duct ( with roof cap)	\$732.50
Dryer vent kit 4" x 8 ft duct ( with wall damper)	\$712.50
Drill Hole to Masonry	\$334.00
Smart Switch	\$250.00
GFI Switch	\$65.00
Fire Extinguisher	\$100.00
Make up air ( CAZ) outside	\$231.00
Make up air ( CAZ) inside	\$231.00

I Remediation of conditions that may lead to or promote biological concerns and unsanitary conditions: \$100.00

I Minor correction of moisture and mold creating conditions when necessary to ensure the longterm stability and durability of the weatherization

I Minor electrical repairs/upgrades necessary for weatherization measures and where the health and safety of the occupant is at risk: \$300.00

I Gutter or downspout work when necessary to keep rainwater out of the dwelling to stop or prevent moisture/mold mildew conditions per DOE

**E. Remediation Costs**

U.S. DOE regular WAP grant funds can be used for energy related health and safety remediation only. DOEE will utilize other funding sources to re

**F. Reporting Requirements**

Related costs for subgrantees to comply with OSHA and EPA requirements are to be charged under a separate health and safety budget category made.

**A. Incidental Repair**

Those repairs necessary for the effective performance or preservation of weatherization materials will be addressed. Such repairs include framing replacements, structural repairs, or other non-energy related rehabilitation work. All incidental repairs will be justified in the client file along with an e

**B. Subgrantee Health & Safety Allocation**

Historically, DOEE has not had to use the allotted 15% percent in Regular WAP Grant health and safety funds due to the leveraging programs (ARF appliances are covered under WAP Program Operations. When the SIR test is not met, DOEE has covered these measures through LIHEAP and

**C. 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 I The ventilation system may consist of continuously operating bathroom and kitchen exhaust fans, a supply only system or a balanced system. The

DOEE uses the 62.22016 Residential Energy Dynamics (RED) ASHRAE Ventilation calculation found here: <http://www.residentialenergydynamics.com/>

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

Ventilation for Multifamily Buildings:

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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 if the fan satisfies the minimum requirements for both
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 outdoors
8. All units must have CO & smoke combination units in the following areas:
  - a. In each bedroom and 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 SF424.

DOEE does not approve partial authorization, however we do allow the Subgrantees to request startup costs not to exceed 50% of the total project cost.

## 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 Department of Energy and Environment (DEE). The 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 to enhance program capabilities.

A copy of the Single Audit A133 is uploaded to the SF424.

### V.8.2 Administrative Expenditure Limits

The Consolidated Appropriations Act of 2021 (P.L. 116260) amended 10 CFR 440.18(e) to require that "Not more than 10 percent of any grant made to a State may be used by the Grantee and Subgrantee 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 of the grant."

DOEE has determined that the District's subgrantees are not eligible to receive the additional 5%. The Budget for Administrative funding will be equally divided between all Subgrantees. Administrative allowable costs include regulation(s). Administration 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, and support personnel.

### V.8.3 Monitoring Activities

As stated in the U.S. DOE Weatherization Program Notice (WPN) 204: Weatherization Assistance Program Monitoring Procedures, the goal of the monitoring activities is to ensure that the program is implemented in accordance with the program requirements. 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.

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- | Optimizing program funds and resources to best serve the District's lowincome population, striving for program improvement, and providing the most co
- | Providing programmatic and technical assistance, reinforcing strengths, and sharing successes, innovations, best practices, and experiences encountered |
- | Providing reporting that is consistent with, and based upon, adopted program policies, procedures, and standards from U.S. DOE.

The salaries of personnel performing monitoring activities make up 35.5% of the total T & TA funding. Monitoring activities performed by the personnel are as follow

**Quality Control Inspector (funded by a portion of T & TA funds)** conduct QCI inspections of all units that the subgrantee reports as "QCI ready"; does 100% prepared by DOEE Energy Auditor to ensure all possible EEMs and Health and Safety measures are addressed; continually monitors equipment being used by DOI

**Compliance Specialist (funded by a portion of T & TA funds)** conducts final monitoring visits with Branch Chief to ensure Subgrantees adhered to the terms and conditions as outlined in their Su

**Budget Analyst (funded by a portion of T & TA funds)** conducts the financial monitoring of the WAP program ensuring that the expenditures align with the approved State Plan. Also plays a role

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 OnSite Monitoring C issued to the subgrantee within thirty (30) days of the monitoring visit. The report includes the following categories: findings, concerns, recommendations, and best pr

A finding may be an observation of noncompliance with federal regulation, or a repeated or previously identified unaddressed correction or concern. Example:

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

Recommendations are suggestions to improve the merits of the program or the identification of opportunities for training and technical assistance (T&TA) or guidanc

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 ha 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

Reported expenditures are monitored by comparing periodic expenditure report to a subgrantee's books and records, such as:

- | Reporting and documentation of program income and leveraged funds;
- | Subgrantee financial statements;
- | Source documentation for the purchase of any items charged against DOEEprovided 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.

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Each subgrantee must provide the EECB Program Manager or Branch Chief with copies of the following weatherization documents five (5) days prior to the monitor

- I Contractor, subcontractor, and vendor agreements;
- I Lease agreements;
- I Bids, solicitations for bids, notifications of bid awards, and vendor lists; and
- I Books of account, including:
  - ı Cash disbursement;
  - ı Cash receipts;
  - ı Payroll sheets or ledgers;
  - ı General ledgers;
  - ı General journals;
  - ı Monthly general ledger trial balances;
  - ı Monthly reconciliation to budget;
  - ı Checking account reconciliations;
  - ı Bank account authorization signature cards;
  - ı List of all unpaid bills tied to the appropriate budget line item for which the cost was incurred; and
  - ı 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 then develop solutions, identify best pr  
DOEE performs monthly in person or if necessary virtual monitoring reviews of the subgrantee's programmatic and field operations. All findings from periodic monito

The EECB Program Manager will inform the subgrantees of program findings and will require corrective responses in writing. Depending on the severity of any project officer. Work may be terminated based on consultations with DOEE and

S. DOE.

Field Monitoring

Field Monitoring is conducted by DOEE's Home Energy Professional (HEP) Certified Quality Control Inspector throughout the year for each subgrantee. Individual subgrantee's field practices is performed using the Standard Work Specification (SWS) Guidelines developed by the National Renewable Energy Laboratory (NRE

Subgrantee Inspection Responsibilities

Subgrantees are required to inspect 100% of all completed dwelling units to determine compliance with the EECB Programs' quality standards and to ensure proper  
Although the subgrantee is required to inspect 100% of the completed projects, DOEE will be the one responsible for conducting 100% of the in progress and QCI

Performance Standards

The levels of performance standards include:

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1. HighPerformance Standard: to meet the HighPerformance Standard, subgrantees must demonstrate performance standards during the monitoring
- ; 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 costeffective manner in accordance with U.S. DOE guidelines.

2. Standard Performance: to meet the Standard Performance threshold, subgrantees must meet the following Standard Performance requirements:
- ; Comply with major program requirements (i.e., leadbased 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 AtRisk Performance category (below) are present.

3. AtRisk Performance: DOEE may categorize a subgrantee under AtRisk Performance for serious management and/or substandard 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;
- ; Noncompliance 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 regarding DOEE requests and deadlines.

Once a subgrantee has been designated with an AtRisk Performance status, DOEE will provide specific improvements that must be made by the subgrantee. The subgrantee will be instructed to submit a plan to id

If the specified improvements in management or field practices are not instituted by the subgrantee within a specified period, DOEE will consider suspension or termination of the subgrantee agreement. DOE

DOEE will conduct in-person monitoring visits utilizing the approved monitoring checklist each year in March and September until the US DOE formula and BIL gr

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Appeals of Monitoring Reports

A subgrantee may appeal the findings of a DOEE Monitoring Visit to the EECB 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 Residential Services Division Associate Director.

**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

Plan ensures that all Tier 1 training paid for with T&TA funds for the subgrantee meets the requirements of WPN 224.

DOEE links subgrantees to training resources throughout the year on a variety of energyrelated topics. When topics involve a change in existing policies and procedure any doubt regarding attendance, DOEE requires that it be consulted immediately.

DOEE requires subgrantee staff in key positions to have or obtain the proper training and certifications as outlined in their grant award notice(s). If a subgrantee hires ; the employee receives this training within six months of their start date. These mandatory training sessions must be repeated every three years by subgrantee per

Based on performance, subgrantee and DOEE personnel may be required to take additional training courses prior to continuing weatherization activities. An analysis v complete Tier 1 and 2 training activities within the next 30 days after being informed of the findings.

The selected subgrantee's inhouse personnel and/or subcontractors will receive the necessary training to follow DOEE training requirements once the funding becomes ; projected costs to train subcontractors and inhouse subgrantee personnel, so they follow DOEE standards. DOEE's Request for Applications (RFA) outlines the training 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 FY22 request for applications to have the above

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 recommende 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 the T&TA provided. DOEE requires subgrantees to submit training requests (see Attachments) for approval prior to spending U.S. DOE T&TA Funds.

DOEE offers some training courses. When a subgrantee's staff is unable to attend, they must still meet the requirement for certification within 30 days of the Grant Aw

DOEE determines the subgrantees' effectiveness, skills, and abilities through monthly field and programmatic monitoring activities to compare subgrantee production and client education and utilization of leveraging opportunities to address applicants in a holistic approach.

DOEE outlines the training requirements for Subgrantees and their contractors in the grant awards issued. We have also including the training request form which is atta

DOEE conducted a survey to determine the training needs of agency personnel, Subgrantees, and contractors. Based on the survey results the following trainings will tal

DOEE will conduct intensive trainings with the following entities on the below subject matters:

Subgrantee personnel

1 Program Management

1 Federal and Local rules and regulations

1 Developing Training Plans

1 Conducting Quality PreInspection and Final Inspections HVAC and Weatherization Contractors

1 Hands on CAZ testing training

1 Hands on Air Sealing and Blower Door Guided

Based on the training outcomes of the above coursework DOEE will recommend whether or not more intensive training is needed. DOEE personnel working on

1 Solar Photovoltaic Training

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- 1 Grants Management Training
- 1 Home Inspection Training Course
- 1 Community and Customer Engagement
- Advanced HVAC

DOEE has implemented a more aggressive plan with complaint check points. After the first quarter of each fiscal year, DOEE personnel ensure the Subgrant they are not allowed to drawdown their administrative funding from their various grants.

DOEE is currently working with Fry NP to establish an IREC-accredited training facility in the District of Columbia that allow contractors to be trained/certified loc developed, DOEE will submit an amendment to the BIL State Plan to incorporate the activities and resources needed to establish the training facility.

Percent of overall trainings

Comprehensive Trainings:	75.0
Specific Trainings:	25.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	10.0
Percent of budget allocated to Crew/Installer trainings:	50.0
Percent of budget allocated to Management/Financial trainings:	40.0

**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

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 polices and program that enhance the resiliency of District energy systems.

Here is the link to the plan: <https://doee.dc.gov/sites/default/files/dc/sites/d DOE/publication/attachments/EAP%202018-2022-.pdf>

<https://doee.dc.gov/publication/energy-assurance-plan>