

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:

- Preapplication
 Application
 Changed/Corrected Application

2. Type of Application:

- New
 Continuation
 Revision
- If Revision, select appropriate letter(s)
Other (specify):

3. Date Received

07/21/2013

4. Applicant Identifier:

5a. Fed Entity Identifier:

5b. Federal Award Identifier:

DE-EE0000154

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: Delaware Division of Energy and Climate

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

516000279

c. Organizational DUNS:

809855091

d. Address:

Street 1: 1203 College Park Drive
Street 2: Suite 101
City: Dover
County:
State: DE
Province:
Country: U.S.A.
Zip / Postal Code: 19904

e. Organizational Unit:

Department Name:

Nat. Res. & Environ. Control

Division Name:

Div of Energy and Climate

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

Prefix: Mr First Name: Philip
Middle Name: J
Last Name: Cherry
Suffix:

Title: Weatherization Program Administrator

Organizational Affiliation:

Telephone Number: 3027399068

Fax Number:

Email: philip.cherry@state.de.us

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance for Low-Income Persons

12. Funding Opportunity Number:

DE-FOA-0000835

Title:

Weatherization Assistance for Low-Income Persons

13. Competition Identification Number:

Title:

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

Statewide

15. Descriptive Title of Applicant's Project:

Delaware Weatherization Assistance Program

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16. Congressional District Of:

a. Applicant: Delaware-Statewide

b. Program/Project: DE-Statewide

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

17. Proposed Project:

a. Start Date: 04/01/2013

b. End Date: 03/31/2014

18. Estimated Funding (\$):

a. Federal	452,837.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	452,837.00

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

a. This application was made available to the State under the Executive Order 12372 Process for review on: 08/30/2013

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

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

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

No

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

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: Philip

Middle Name: J

Last Name: Cherry

Suffix:

Title: Weatherization Program Administrator

Telephone Number: 3027399068

Fax Number:

Email: philip.cherry@state.de.us

Signature of Authorized Representative: Signed Electronically

Date Signed: 07/22/2013

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0000154		2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.	
3. Name and Address Delaware Division of Energy and Climate 1203 College Park Drive Dover DE 19904		4. Program/Project Start Date 04/01/2013	
		5. Completion Date 03/31/2014	

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 0.00		\$ 452,837.00		\$ 452,837.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 452,837.00	\$ 0.00	\$ 452,837.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) DOE	(2) GRANTEE ADMINISTRATION	(3) SUBGRANTEE ADMINISTRATION	(4) GRANTEE T&TA	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,200.00	\$ 7,200.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 2,000.00
f. Contract	\$ 0.00	\$ 20,596.57	\$ 22,687.13	\$ 7,924.86	\$ 443,637.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 0.00	\$ 22,596.57	\$ 22,687.13	\$ 15,124.86	\$ 452,837.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 0.00	\$ 22,596.57	\$ 22,687.13	\$ 15,124.86	\$ 452,837.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0000154		2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.	
3. Name and Address Delaware Division of Energy and Climate 1203 College Park Drive Dover DE 19904		4. Program/Project Start Date 04/01/2013	5. Completion Date 03/31/2014

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 452,837.00	\$ 0.00	\$ 452,837.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1) SUBGRANTE E T&TA	(2) PROGRAM OPERATIONS	(3) HEALTH AND SAFETY	(4) FINANCIAL AUDITS		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,200.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	
f. Contract	\$ 30,159.14	\$ 301,408.05	\$ 60,725.40	\$ 135.85	\$ 443,637.00	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
i. Total Direct Charges	\$ 30,159.14	\$ 301,408.05	\$ 60,725.40	\$ 135.85	\$ 452,837.00	
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
k. Totals	\$ 30,159.14	\$ 301,408.05	\$ 60,725.40	\$ 135.85	\$ 452,837.00	
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

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(Grant Number: EE0000154, State: DE, Program Year: 2013)

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 State of Delaware defines eligibility for weatherization assistance as follows: A dwelling shall be eligible for weatherization assistance if it is occupied by a family whose income is at or below 200% of poverty level as determined and established by the Director of the Office of Management and Budget (OMB), and as specified in 10 CFR 440.22(a)1.

"Categorically eligible" Dwelling Units are defined as follows:

1. A dwelling unit which contains a member who has received cash assistance payments under Title IV or XVI of the Social Security, or applicable State or local law, at any time during the 12 month period preceding the determination of eligibility for weatherization assistance is "categorically eligible" to receive weatherization services (440.22(a)2).

2. The State elects to make dwelling units eligible under the Low-Income Home Energy Assistance Act of 1981 (LIHEAP) "categorically eligible" for weatherization assistance (440.22(a)3). Delaware's eligibility for LIHEAP is determined at 200% of the OMB poverty income guidelines.

Native Americans are served in the general population and will be eligible to receive benefits equivalent to assistance provided to other low-income persons within the State.

Interested persons wishing to apply for the program must apply in person to one of the subgrantees, who conduct the intake process to determine categorical or general eligibility. Categorically eligible persons must provide written proof of categorical eligibility. Intake procedures and a description of the documents necessary to prove eligibility, and the process used to make that determination, are included in the WAP Manual available at <http://www.dnrec.delaware.gov/energy/services/Documents/Weatherization%20Assistance%20Program/Delaware%20WAP%20Manual%20-%20PJC%2010-24-11.pdf>.

Verification of eligibility is monitored by the State through field inspection of client files at subgrantee offices and on-line review of documentation in the State's WAP On-line system

Describe what household Eligibility basis will be used in the Program

See above eligibility requirements

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

Delaware's eligibility criteria are in compliance with Federal requirements. Services are provided only to U.S. citizens or qualified aliens, as defined in section 431 of Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA). Qualified aliens are eligible to receive assistance and services under the WAP program so long as they meet all other WAP program requirements.

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

DNREC requires that all subgrantees maintain client files in our WAP On-Line database and tracking system that document eligibility. Client files are available electronically to DNREC for program evaluation and monitoring purposes. LIHEAP Fuel Assistance clients and TANF clients that are "categorically eligible" need to have a signed copy of the application from the LIHEAP or TANF Programs indicating they are "categorically eligible" or must have the required documentation to prove eligibility outside of those Public Benefit Programs. State staff will monitor files and check application dates to ensure that clients received services during the period of eligibility within one year of their application.

Describe Reweathering compliance

The subgrantees are responsible for cross-checking all eligible households with the updated database of units that have been weatherized after September 30, 1994 so that no units weatherized after September 30, 1994 receive additional services. DNREC maintains the database of previously weatherized units and

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has made it available to subgrantees.

Describe what structures are eligible for weatherization

Single family residential (stick built and mobile homes) are eligible, as are duplexes or other structures with four or less units per building structure. Included in this definition are rowhomes and townhouses and other similar structures.

Describe how Rental Units/Multifamily Buildings will be addressed

Rental units are eligible providing subgrantees have obtained written authorization from landlords/building owners and said landlords agree to the stipulation regarding rent increases in the landlord authorization form.

Beginning in Program year 2013, Delaware will consider weatherizing multi-family dwellings providing we have a multi-family audit tool authorized by DOE and providing state and subgrantee staff are adequately trained in multi-family WAP techniques.

Describe the deferral Process

The deferral Process is defined in our Deferral policy which has been attached to this application with the 424 form

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.

In accordance with 440.16(f) the State requires that low-income members of an Indian tribe receive benefits equivalent to the assistance provided to other low-income persons within the state.

V.2 Selection of Areas to Be Served

The entire State of Delaware is served by our Weatherization Assistance program as described in this application.

V.3 Priorities for Service Delivery

The State of Delaware's waiting list is comprised of eligible clients who have applied for the WAP program as described previously and is prioritized for families to receive weatherization services and to maximize energy saved. Prioritized categories are the elderly and/or disabled, households with children and households with high energy use and burden. DNREC coordinates a single database of eligible clients and a single, transparent, and objective process is used for prioritizing the client priority list. DNREC closely monitors the subgrantees for adherence to the client priority list, which is integrated into our WAP On-Line database system. Additionally, DNREC monitors for compliance of intake procedures and client eligibility. Owner occupied and renter occupied dwelling units have equal priority.

In support of healthy home initiatives in Delaware, if a unit is otherwise eligible for WAP services, and is also receiving home services from other social service agencies, DNREC may elect to prioritize services to those units where interagency coordination may be advantageous in leveraging funding sources, and providing more comprehensive solutions to owners.

V.4 Climatic Conditions

Delaware's climatic data is based on a formula calculation found in the Statistical Abstract of the United States, published by the U.S. Bureau of the Census. The average number of annual heating and cooling degree-days in the State of Delaware is 4,937 and 1,046 respectively, which indicates relatively mild climatic

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conditions. There are only slight variations in the number of heating and cooling degree-days among the three counties of the State.

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

DNREC ensures homes weatherized in Delaware receive the highest quality of work to maximize energy savings and long-term efficiency. The Delaware Weatherization Program accomplishes this by maintaining a well-trained staff to monitor work completed, as well as providing trainings for all weatherization staff, contractors, and their employees. To ensure that procedures are being properly applied, subgrantees receive administrative and technical training, along with field visits and enhanced training at the field site. State staff, subgrantees, and contractors are trained to strictly adhere to the priority list and the State Field Guide. To assist staff in accomplishing their work, DNREC and the subgrantees use up-to-date equipment such as new blower doors, digital gauges, and carbon monoxide detectors for their State and local staff.

Homes being weatherized, first receive extensive testing of combustion appliances to ensure family health and safety. Work is then assigned to the unit based on the specific recommendations from a rigorous energy audit performed on the unit. The subgrantees select contractors to complete the weatherization work based on the energy audit recommendations and Delaware's approved priority list. The types of work to be done include general air sealing (blower door directed), insulation (attics, crawl spaces/basements/walls/ducts), DHW insulations and some mechanical equipment efficiency or health and safety work.

All work done is in compliance with Delaware's WAP Manual, available to the general public, clients, subgrantees, contractors and others on line at: http://www.dnrec.delaware.gov/energy/services/otherservices/Pages/WAP-Docs_F.aspx

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Single-Family : NEAT - February 24, 2004

Manufactured Housing : MHEA – February 24, 2004

Housing :

Multi-Family : N/A

Comments

Delaware recently received DOE approval of our priority lists and NEAT and MHEA audit tools. As a "priority list state", we utilize auditing experts in the field who are familiar with our priority list and who develop work orders based on ECM's included in our priority list. Where housing stock is atypical or where condition warrant, auditors may elect to run specific NEAT or MHEA audits and include such reports in the client file.

For Multi-family situations, DE will treat such situations on a case by case basis using EA-Quip with DOE Approval as needed.

V.5.3 Final Inspection

Each subgrantee is required to complete a final inspection of each unit weatherized. Final inspections are conducted by agency auditors (contract or staff) that are BPI certified and have completed the required State-sponsored auditor courses or, if employed as subgrantee staff have exhibited equivalent training and expertise in weatherization. The auditors must use State-approved procedures for energy audits and final inspections. Final inspections evaluate the work completed by the contractors to ensure that: a proper energy audit was completed; the measures recommended were contracted for; the work charged for was completed; and that all work was performed according to quality standards in the field. Additionally, the final inspection ensures that all health and safety issues were addressed in a manner which protects the client. Final Inspections include: post blower door readings at CFM 50; health and safety checks including Worst Case CAZ; checks of accuracy of measures charged against measures installed; and evaluations of the appropriateness of all work completed, including air sealing, insulation, client education, duct insulation, pressure differentials, and costs. A dwelling unit may not be reported as completed until a final inspection has been performed and it has been certified that the work is high quality, all materials have been properly installed, and approved procedures have been followed. Standardized forms are used to document the results of the final inspection, and are recorded and maintained in the client file in WAP On-Line. Only completed dwelling units with successful final inspections are reimbursed by the State and DOE.

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V.6 Weatherization Analysis of Effectiveness

DNREC implements several levels of oversight to ensure the effectiveness and quality of the program. All final inspections will be completed by a different inspector than did the energy audit. This enables the final inspector to perform quality control assessments on both the work done on the unit as well as the energy audit itself. The findings from the final inspections are included in an ongoing evaluation of quality of the sub-contractors that feed directly into the procurement and selection process. Contractors found to have sub-quality work do not continue in the program, the goal being to create specialized experts in weatherization. The next level of oversight comes from the quality assurance inspections performed by the DNREC staff. The quality assurance inspections assess all the elements as the final inspectors, as well as detailed inspections of the energy audit itself. The quality assurance inspections also include detailed review of the full documentation of the client file, the procedures followed by the subgrantee, the procurement, the documentation, and the invoicing. DNREC staff performs quality assurance inspection on 10% of completed units, with a target of 5% being inspected while installation work is in progress to ensure that policies and procedures are followed at the work sites.

V.7 Health and Safety

Please see attached Health and Safety Plan

V.8 Program Management

V.8.1 Overview and Organization

The Delaware Weatherization Assistance Program is administered by the Delaware Department of Natural Resources and Environmental Control's (DNREC) Division of Energy and Climate. The Division includes other key energy and climate policy staff for DNREC. Two subgrantees administer the Weatherization Program at the local level: First State Community Action Agency for Kent and Sussex Counties, and Neighborhood House, Inc. for New Castle County. As noted above, the role of subgrantee will be re-bid during the program year, which may result in a change in subgrantees from those identified herein.

V.8.2 Administrative Expenditure Limits

Delaware has traditionally received relatively small federal WAP appropriations, so allocating the full 10% of allowable administrative dollars oftentimes fails to meet the administrative expenses of both the subgrantees and the grantee, especially with two subgrantees statewide. In addition, as the State (grantee) is prohibited from using program operations funds to meet salary or other operating expenses, our ability to meet administrative operating expenses is limited even further. Delaware normally splits the allowable 10% for administrative expenses 51/49, with the grantee receiving 49% and the subgrantees receiving the remaining 51%.

V.8.3 Monitoring Activities

The purpose of this monitoring approach is to assist the subgrantees in providing high quality energy conservation weatherization services to low-income individuals and to comply with Program Guidance 12-5. In addition, monitoring ensures that high quality comprehensive services are consistently applied throughout the state. The State has one statewide program monitor. Monitoring will ensure adherence to new program policies and procedures at the State level and effective implementation of the program at the local level.

The goal of the monitoring approach is for constant communication, coordination, assistance, and constructive evaluation between DNREC and the subgrantees. DNREC staff monitors the subgrantees regularly. On-site monitoring of the subgrantees includes the following: client file review; the audit file (A-133 audit for each subgrantee); procurement procedures review; fiscal review; review of Liability & Pollution Occurrence Insurance (POI); review of compliance with all DOE and State regulations and procedures; and production management review. DNREC staff review the client files for completeness, accuracy, and appropriateness of forms and signatures. Monitoring staff also review timelines of vendor payments as well as evaluation of appropriateness of cost for services. Delaware utilizes a monitoring checklist that is based upon Program Guidance 12-5 and which includes all provisions in the Subgrantee checklist and applicable programmatic and financial checklists found on WAPTAC.

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DNREC will conduct random quality assurance evaluations of 10% of all completed dwelling units weatherized for compliance, 5% of which are "in process" to ensure that policies and procedures are followed on the work site. The purpose of site visits is to ensure that weatherization services are provided in a professional and workmanlike manner in compliance with all standards, regulations and policies set forth by DNREC in the Weatherization Field Guide and the cost-effectiveness tests from the energy audit. The field inspection includes: base load measures installed, air sealing, insulation, CAZ testing etc. The monitor must verify that the work being performed is appropriate and effective, and in compliance with all DOE and State regulations. Monitoring staff also gather feedback from sub-contractors and program participants to better understand strengths, weaknesses and opportunities for improvement, training and technical assistance.

Programmatic monitoring occurs at least annually. DNREC uses such monitoring to determine whether agencies are deficient in their procedures. Agencies found deficient will be required to remedy all deficiencies and will be offered training specific to the agencies' needs as per WPN 12-5. Deficient subgrantees will also be subject to increased monitoring frequency. Within thirty (30) days of each visit, the State prepares a written report on its findings and sends it to the subgrantee for corrective action. The subgrantee has thirty (30) days to respond in writing with a "corrective action plan" in response to state monitoring reports. Failure to respond in writing to the monitoring report during the thirty-day period will result in claims being held at DNREC. Noncompliance findings, unresolved within forty-five days, are then reported to DOE. Sensitive or significant noncompliance findings are also reported to DOE immediately. The State tracks major findings from the subgrantee visits and prescribes a timeline for final resolution. Failure to comply with the timeline and specific corrective action goals jeopardizes the ability of the agency to maintain its status as a subgrantee. Evaluations of subgrantees will also be used in rankings for future competitive selection processes for the sub-grantees themselves.

V.8.4 Training and Technical Assistance Approach and Activities

The State of Delaware's Training and Technical Assistance (T&TA) is intended to increase the efficiency and effectiveness of the weatherization program at all levels. T&TA activities are also designed to help maximize energy savings; minimize production costs; improve the quality of workmanship; and reduce the potential for waste, fraud and mismanagement. All stakeholders in the program including the state, the subgrantees, and the weatherization contractors and sub-contractors receive T&TA. Each stakeholder engages in training and/or receives technical assistance to replicate best practices and adhere to DOE standards of excellence throughout the entire project. Agencies receive T&TA consultations from the DNREC staff as appropriate. These visits assist local agency staff with issues relating to program operations, fiscal management, procurement procedures, and the technical aspects of the program.

Assessment of Training Needs

The State assesses the training needs of the subgrantees and contractors through quality assurance monitoring in the field, observations of performance, discussions, regularly scheduled management meetings, and monitoring visits. Through close monitoring of contractors' work, the subgrantees are able to further assess areas for improvement and provide robust feedback to the State for additional training needs of their contractors.

Types of Training Provided

The State provides the following types of training to state, subgrantee staff, and local sub-contractors: Management Training: This includes training in production management; subcontract management and financial management. Attendance at training sessions is mandatory for program management personnel working in the weatherization program. In addition to subgrantee management training, technical assistance is provided for the state office by working with national experts in the weatherization field to ensure that Delaware incorporates best practices into program administration and field operations.

Technical Training: This includes training in energy auditing procedures, air sealing and construction techniques, heating systems, and quality control techniques. Attendance at these sessions is mandatory for the program management and quality control personnel. The subgrantees are also required to have their private weatherization subcontractors attend work specific and relevant training sessions on an annual basis. Contract auditors or final inspectors must maintain BPI building analyst certifications. In addition, DOE and EPA certification is required for all lead safe work practices.

Subgrantee staff are encouraged to attend management and technical workshops offered at the regional and national weatherization conferences to gain further insights on best practices and to build relationships with other weatherization professionals. Ongoing trainings will be provided throughout the next year as funds allow, and will continue to emphasize the need for targeted quality energy conservation work. Comparative Productivity: The State contracts with two subgrantees for the administration of the weatherization program. Monthly production reports submitted by the subgrantees are used to compare productivity. Assessment of T&TA Activities: Continuous monitoring of work completed in the field, and of subgrantee files and operations assist the State with determining future training needs. In addition, the State continues to conduct meetings with its partners to better understand their training needs and to assess the effectiveness of their current training.

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V.9 Energy Crisis and Disaster Plan

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WEATHERIZATION ANNUAL FILE WORKSHEET**

(Grant Number: EE0000154, State: DE, Program Year: 2013)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
First State Community Action Agency, Inc. (Georgetown)	\$207,489.86 23
Neighborhood House, Inc. (Wilmington)	\$207,489.86 23
Total:	\$414,979.72 46

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	46
Reweatherized Units	0

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

Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	46
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	46
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$301,408.05
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	46
H	Average Program Operations Costs per Unit (F divided by G)	\$6,552.35
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$6,552.35

IV.3 Energy Savings

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

Method used to calculate savings description: _____

This year estimated energy savings (MBtus):

Prior year estimated energy savings (MBtus): Actual:

IV.4 DOE-Funded Leveraging Activities

IV.5 Policy Advisory Council Members

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

Type of organization: Unit of State Government

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Bill Lietzinger	Contact Name: Phone: (302)744-4811 Email: Type of organization: Unit of Local Government
Brad Whaley	Contact Name: Phone: (302)855-7777 Email: Type of organization: Utility
Bridget A. Shelton	Contact Name: Phone: (302)283-5808 Email: Type of organization: Non-profit (not a financial institution)
Chrystal DiGiore	Contact Name: Phone: (302)472-0764 Email: Type of organization: Utility
Darell Wilson	Contact Name: Phone: (302)000-0000 Email: dwilson@chpk.com Type of organization: Non-profit (not a financial institution)
Fritz Jones	Contact Name: Phone: (302)655-9624 Email: Type of organization: Non-profit (not a financial institution)
Kevin Smith	Contact Name: Phone: (302)652-0365 Email: Type of organization: Non-profit (not a financial institution)
Paul Calistro	Contact Name: Phone: (302)658-4171 Email:

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

Date Held	Newspapers that publicized the hearings and the dates the notice ran
08/20/2013	Hearing is tentatively scheduled for August 20, 2013, however that date may need to be adjusted pending DOE review and whether any substantive changes are needed following federal review.

IV.7 Miscellaneous

This program year we will also re-establish formal subgrantee organizations through a competitive Request for Qualifications process to solicit one or more subgrantees to continue the program through the next 5 years. Our existing subgrantees, identified above, will continue in their role as subgrantees until at least March 31, 2014, at which time one or both of them may be chosen to continue, or DNREC may select one or more other entities to take over the subgrantee role for Delaware. The RFQ process should be complete by the end of January, 2014 and the subgrantee selection process complete by the beginning of the 2014 Program year.