

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

2. Type of Application:

- New
- Continuation Other (specify):
- Revision

If Revision, select appropriate letter(s)

3. Date Received

02/08/2016

4. Applicant Identifier:

5a. Fed Entity Identifier:

5b. Federal Award Identifier:

DE-EE0006144

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: 89 Kings Highway

Street 2:

City: Dover

County: KENT County

State: DE

Province:

Country: U.S.A.

Zip / Postal Code: 199010000

e. Organizational Unit:

Department Name:

Natural Resources & Environmental Control

Division Name:

Division of Energy and Climate

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

Middle Name: J

Last Name: Zimmerman

Suffix:

Title: Chief Operating Officer

Organizational Affiliation: Dept. of Natural Resources and Environmental Control

Telephone Number: 3027399908

Fax Number:

Email: Robert.Zimmerman@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 Program

12. Funding Opportunity Number:

DE-WAP-0002016

Title:

2016 Weatherization Assistance Funding Opportunity

13. Competition Identification Number:

Title:

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

State of Delaware (Statewide)

15. Descriptive Title of Applicant's Project:

Delaware Weatherization Assistance Program

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16. Congressional District Of:

a. Applicant: Delaware At-Large Congressional District

b. Program/Project: DE-Statewide

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

17. Proposed Project:

a. Start Date: 04/01/2016

b. End Date: 03/31/2017

18. Estimated Funding (\$):

| | |
|-------------------|------------|
| a. Federal | 572,294.00 |
| b. Applicant | 0.00 |
| c. State | 0.00 |
| d. Local | 0.00 |
| e. Other | 0.00 |
| f. Program Income | 0.00 |
| g. TOTAL | 572,294.00 |

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: 02/11/2016

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: Robert

Middle Name: J

Last Name: Zimmerman

Suffix:

Title: Chief Operating Officer

Telephone Number: 3027399908

Fax Number:

Email: Robert.Zimmerman@state.de.us

Signature of Authorized Representative: Signed Electronically

Date Signed: 04/12/2016

BUDGET INFORMATION - Non-Construction Programs

| | | | |
|---|---|---|--|
| 1. Program/Project Identification No. EE0006144 | | 2. Program/Project Title Weatherization Assistance Program | |
| 3. Name and Address Delaware Division of Energy and Climate 89 Kings Highway Dover, DE 199010000 | 4. Program/Project Start Date 04/01/2016 | | |
| | 5. Completion Date 03/31/2017 | | |

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 | \$ 6,400.00 | | \$ 572,294.00 | | \$ 578,694.00 |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. TOTAL | | \$ 6,400.00 | \$ 0.00 | \$ 572,294.00 | \$ 0.00 | \$ 578,694.00 |

SECTION B - BUDGET CATEGORIES

| 6. Object Class Categories | Grant Program, Function or Activity | | | | Total (5) |
|----------------------------|-------------------------------------|---------------------------------|---------------------|-------------------------|---------------|
| | (1) GRANTEE ADMINISTR ATION | (2) SUBGRANTE E ADMINISTR | (3) GRANTEE T&TA | (4) SUBGRANT EE T&TA | |
| a. Personnel | \$ 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 | \$ 7,500.00 | \$ 0.00 | \$ 7,500.00 |
| d. Equipment | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| e. Supplies | \$ 1,000.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 1,000.00 |
| f. Contract | \$ 27,877.00 | \$ 34,229.00 | \$ 51,887.00 | \$ 70,000.00 | \$ 575,431.00 |
| 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 | \$ 28,877.00 | \$ 34,229.00 | \$ 59,387.00 | \$ 70,000.00 | \$ 583,931.00 |
| j. Indirect | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| k. Totals | \$ 28,877.00 | \$ 34,229.00 | \$ 59,387.00 | \$ 70,000.00 | \$ 583,931.00 |
| 7. Program Income | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |

BUDGET INFORMATION - Non-Construction Programs

| | | | |
|---|---|---|--|
| 1. Program/Project Identification No. EE0006144 | | 2. Program/Project Title Weatherization Assistance Program | |
| 3. Name and Address Delaware Division of Energy and Climate 89 Kings Highway Dover, DE 199010000 | 4. Program/Project Start Date 04/01/2016 | | |
| | 5. Completion Date 03/31/2017 | | |

| 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 | | \$ 6,400.00 | \$ 0.00 | \$ 572,294.00 | \$ 0.00 | \$ 578,694.00 |

| SECTION B - BUDGET CATEGORIES | | | | | | |
|-------------------------------|-------------------------------------|-----------------------------|-------------------------|----------------------------|---------------|--|
| 6. Object Class Categories | Grant Program, Function or Activity | | | | Total (5) | |
| | (1) PROGRAM OPERATION S | (2) HEALTH AND SAFETY | (3) FINANCIAL AUDITS | (4) LIABILITY INSURANCE | | |
| 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 | \$ 7,500.00 | |
| d. Equipment | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| e. Supplies | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 1,000.00 | |
| f. Contract | \$ 336,005.00 | \$ 50,000.00 | \$ 4,433.00 | \$ 1,000.00 | \$ 575,431.00 | |
| 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 | \$ 336,005.00 | \$ 50,000.00 | \$ 4,433.00 | \$ 1,000.00 | \$ 583,931.00 | |
| j. Indirect | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | |
| k. Totals | \$ 336,005.00 | \$ 50,000.00 | \$ 4,433.00 | \$ 1,000.00 | \$ 583,931.00 | |
| 7. Program Income | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | |

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: Delaware Division of Energy and Climate
 Award number: EE0006144

Budget period: 04/01/2016 - 03/31/2017

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> |
|-----------------|---|
|-----------------|---|

Direct Personnel Compensation:

| <u>Position</u> | <u>Salary/Rate</u> | <u>Time</u> | <u>Direct Pay</u> |
|-----------------|--------------------|-------------|-------------------|
| | \$0.00 | | |

2. FRINGE BENEFITS

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

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

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> |
|--|------------------------|----------------------|--------------|
| To attend DOE sponsored and or other weatherization related conferences and course, including DOE training and annual NASCSP conferences. Three persons each, two conferences each (one DOE and one ACI) equaling 6 trips at estimated \$1250/pp/trip The DNREC has a policy that is very restrictive to all out-of-state travel, policy dated 5/2015. | 6 | \$1,250.00 | \$7,500.00 |
| | | Travel Total | \$7,500.00 |

- 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.

Conference registration \$450 Airfare/Travel \$350 Hotels and per diem \$450

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.

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

- 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.

| <u>General Category</u> | <u>Cost</u> | <u>Justification of Need</u> |
|------------------------------|-------------|---|
| Misc supplies | \$1,000.00 | Misc supplies for office work, including paper, printer ink, mailing materials, etc.. |
| Materials and Supplies Total | \$1,000.00 | |

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

All supplies are purchased off state contract - negotiated by the division of Government Support Services. All costs and contracts are available on their website at delaware.gov

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

| <u>Name of Proposed Sub</u> | <u>Total Cost</u> | <u>Basis of Cost*</u> |
|------------------------------------|-------------------|--|
| Delaware Attorney General's office | \$3,000.00 | Grantee Admin - Hourly billings for assistance in oversight. Previous year's expenses used as guide for estimation this year. |
| Office of Management and Budget | \$1,933.00 | State Audit fee |
| Catholic Charities | \$493,734.00 | Program operations (\$336,005), health and safety (\$50,000), T&TA (\$70,000), Subgrantee Admin (\$34,229), Liability Insurance (\$1,000), Audit fees (\$2500) |
| Misc Contracts | \$3,640.00 | Grantee Admin - costs for phones, court reporters, legal notices, copier maintenance, printing, etc. |
| Hancock Software | \$12,887.00 | Grantee T&TA - 21% of annual maintenance fee for WAP database |
| Fleet Services - State of Delaware | \$4,000.00 | Grantee T&TA - Car rental for WAP staff. |
| Kent Conservation District | \$25,000.00 | Grantee T&TA - 25% of state monitor's salary, benefits and OEC's |
| Onix | \$16,000.00 | Grantee Admin - Rent for Weatherization Office space |
| Training | \$10,000.00 | Grantee T&TA - Expected costs for three grantee staff to receive required JTA training and certification expenses. |
| Contracts and Subgrants Total | \$570,194.00 | |

*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> |
|----------------------------|-------------|------------------------------|
|----------------------------|-------------|------------------------------|

- 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:

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

(Grant Number: EE0006144, State: DE, Program Year: 2016)

IV.1 Subgrantees

| Subgrantee (City) | Planned Funds/Units |
|---------------------------------|----------------------------------|
| Catholic Charities (Wilmington) | \$493,734.00 48 |
| Total: | \$493,734.00 48 |

IV.2 WAP Production Schedule

| Weatherization Plans | Units |
|---------------------------------------|--------------|
| Total Units (excluding reweatherized) | 48 |
| 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 | 48 |
| C | Total Units Reweatherized | 00 |
| D | Total Dwelling Units to be Weatherized and Reweatherized (B + C) | 48 |
| 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 | \$336,005.00 |
| G | Total Dwelling Units to be Weatherized and Reweatherized (from line D) | 48 |
| H | Average Program Operations Costs per Unit (F divided by G) | \$7,000.10 |
| I | Average Vehicles & Equipment Acquisition Cost per Unit (from line E) | \$0.00 |
| J | Total Average Cost per Dwelling (H plus I) | \$7,000.10 |

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 | 48 | 29.3 | 1406 |
| Prior Year Estimate | 110 | 30.5 | 3355 |
| Prior Year Actual | 113 | 30.5 | 3446 |
| Method used to calculate savings description: | | | |
| Delaware is using the algorithm calculation as outlined in the application instructions. | | | |
| Currently DNREC does not have a way to calculate actual energy savings from actual data. DNREC is actively working on a utility project and foresees having actual data by first quarter 2017. | | | |

IV.4 DOE-Funded Leveraging Activities

IV.5 Policy Advisory Council Members

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

(Grant Number: EE0006144, State: DE, Program Year: 2016)

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

| | |
|--------------------|--|
| Bill Lietzinger | Type of organization: Unit of State Government Contact Name: Phone: 3027444811 Email: William.Lietzinger@state.de.us |
| Brad Whaley | Type of organization: Unit of Local Government Contact Name: Phone: 3028557777 Email: bwhaley@sussexcountyde.gov |
| Bridget A. Shelton | Type of organization: Utility Contact Name: Phone: 3022835808 Email: bridget.shelton@pepcoholdings.com |
| Chrystal DiGiore | Type of organization: Non-profit (not a financial institution) Contact Name: Phone: (302)472-0764 Email: Chrystal.Kirby@USE.SalvationArmy.Org |
| Darrell Wilson | Type of organization: Utility Contact Name: Phone: 4105485515 Email: dwilson@chpk.com |
| Liosa Locke | Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 3025819007 Email: llocke@delawareipl.org |
| Paul Calistro | Type of organization: Non-profit (not a financial institution) Contact Name: Phone: (302)658-4171 Email: pcalistro@westendnh.org |
| Susan Eliason | Type of organization: Unit of State Government Contact Name: Phone: 3027394263 Email: susane@destatehousing.com |

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 |
|------------|--|
| 02/26/2016 | The hearing was held on 2/26/16. The 2/26/16 transcript is attached to the 424 form in PAGE. |

IV.7 Miscellaneous

This continuation provides carryover of the unutilized PY2015 funds and adds the new PY2016 funds.

Robert J. Zimmerman will serve as the Business Officer and Principal Investigator for this grant. He can be reached at (302) 739-9008 or Robert.Zimmerman@state.de.us

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

(Grant Number: EE0006144, State: DE, Program Year: 2016)

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). DNREC does not recognize clients as being "categorically eligible" for weatherization. The Subgrantee provides intake services for the LIHEAP Fuel Assistance and recommends clients to continue to process their information for eligibility in the WAP.

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 the Subgrantee, who conducts the intake process to determine eligibility.

Verification of eligibility is monitored by the State through field inspection of client files at Subgrantee offices and online review of documentation in the State's WAP Online 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 the Subgrantee maintain client files in our WAP OnLine database and tracking system that document client and building eligibility. Client files are available electronically to DNREC for program evaluation and monitoring purposes. The Subgrantee auditors review client files and the building upon the initial home energy audit to ensure that the structure complies with the WAP federal guidelines. 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 has made it available to subgrantee, this list is referred to as the "Legacy List".

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.

Delaware will be cautious with respect to shelters or other non-traditional housing stock, making sure that all units weatherized meet eligibility requirements. Where any question on eligibility arises, we will consult with our DOE Project Officer.

Multi-family structures are eligible under the Delaware program for WAP services where 66% or more of the multi-family unit residents are eligible for services (50% for duplex's and units with four or fewer units). Delaware may also weatherize multi-family buildings preapproved by HUD and DOE as eligible projects under HUD DOE MOU executed in 2010.

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

(Grant Number: EE0006144, State: DE, Program Year: 2016)

For Historic Structures, DNREC has an executed agreement with the Delaware State Historic Preservation Office dated August 2010 located at the Department of Energy's website:
http://energy.gov/sites/prod/files/2014/01/f7/state_historic_preservation_programmatic_agreement_de.pdf

Describe how Rental Units/Multifamily Buildings will be addressed

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

In situations where we weatherize rental units, the Subgrantee is required to ensure that the benefits of the weatherization assistance accrue primarily to the low income tenants. No undue enhancement to the property should occur beyond the scope of energy conservation. Owners may not increase rent for a period of two years after completion of the unit's weatherization. Unless increases are demonstrably related to matters other than the weatherization work performed, the owner will have to repay the full cost of weatherization if rent is increased. Any dispute of the circumstances for a rent increase will be reviewed by the subgrantee. The determination may also be reviewed by DNREC, if requested by the subgrantee, landlord or tenant.

Landlords are not required to contribute toward the cost of weatherization. However, they may do so voluntarily. Work on the unit agreed to by the landlord does not affect any aspect of the unit cost or the program. Landlord financial contributions made to the Subgrantee for weatherization work performed are to be considered by the subgrantee to be program income and as such, used for weatherization work costs.

Beginning in Program Year 2017, Delaware will consider weatherizing multifamily dwellings as allowed under WPN 11-4 providing state and subgrantee staff are adequately trained in multifamily WAP techniques. Priority will be given to identifying and providing weatherization assistance to: elderly persons, persons with disabilities, families with children, high residential energy users, and households with high energy burden. Multi-family buildings, because of their size and character, may offer an opportunity to meet many of these priorities.

Describe the deferral Process

The deferral process is defined in our Deferral Policy which is provided as Section (5) in the Health and Safety Plan, the Health & Safety Plan is 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. Continuing into Program Year 2016, DNREC will utilize only one subgrantee that was chosen through a competitive procurement process in accordance with State of Delaware and DOE requirements. The RFP was published in November of 2013 and a selection was made in February, 2014, however it took until June of 2014 to execute the contract and begin work.

We ensure equal distribution of all WAP funds across all of Delaware's three counties (New Castle, Kent and Sussex) through a contract provision we have with Catholic Charities to ensure that we provide 50% of services to New Castle County (including the City of Wilmington) and 50% of services to Kent and Sussex counties, which is proportional to the distribution of the Delaware's population across the three counties.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET
(Grant Number: EE0006144, State: DE, Program Year: 2016)

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 include one or more of the following; elderly persons, disabled persons, households with children, households with high energy use and/or households with high energy 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 where selected units meet Delaware's and DOE's priorities for providing services to the disabled, elderly, households with children and households with high energy use and burden. These leveraged opportunities have the potential to provide 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 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, the Subgrantee receives administrative and technical training, along with field visits and enhanced training at the field site. State staff, Subgrantee staff, and contractors are trained to strictly adhere to the priority list and the State Field Guide and the Delaware Standard Work Specifications (SWS). To assist staff in accomplishing their work, DNREC and the Subgrantee 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 Subgrantee selects 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 is being performed in accordance to the DOE approved energy audit procedures and 10 CFR 440 Appendix A. In addition, all work done is in compliance with the Delaware WAP Manual, available to the general public, clients, the Subgrantee, contractors and others online at: <http://www.dnrec.delaware.gov/energy/services/Documents/Weatherization%20Assistance%20Program/Delaware%20WAP%20Manual%20-%20PJC%2010-24-11.pdf>

DNREC ensures adherence to federal and state requirements through our contract with Catholic Charities which requires that "...VENDOR shall comply with 42 U.S.C. § 6861 et seq.; and 10 C.F.R. Part 440 and 2 C.F.R. 200, the approved U.S. Department of Energy Weatherization Assistance Program State Plan for the State of Delaware, the Delaware Weatherization Field Guide, the Delaware Standard Work Specifications, the Delaware Weatherization Policy Manual (WAP Manual), and all other applicable state weatherization Program Updates or directives."

Besides the contractual agreement, regular monitoring of site activities by the Catholic Charities' auditors and the State Monitor assures that adherence is occurring daily. The Subgrantee provides the required documentation to each subcontractor at the time of entry into the WAP. The State Monitor visits the in-progress sites on a daily basis and reviews all of the WAP subcontractors work. At the time of an in-progress review, the subcontractor must verify that the SWS and Delaware Field Guide are on site and available for use. The State Monitor also accepts the digital access to the required documents, and the subcontractor must show the access digitally.

The approved Delaware SWS is made available to all workers in the program through the Subgrantee. All technical requirements and specifications are included in our SWS and the Delaware Field Guide, and every worker in the program has direct access to the SWS at every active weatherization site via the Crew Leader copy on site and digital access. Reference to the SWS is included in the contract between DNREC and the Subgrantee and the contract specifically calls for the Subgrantee and all contractors to follow the provision of the SWS and Delaware Field Guide. Upon signing the contract between the Subgrantee and the home performance contractor, the contractor is bound to adhere to the Delaware Weatherization Field Guide, the Delaware Standard Work Specifications, the Delaware Weatherization Policy Manual (WAP Manual), and all other applicable state weatherization Program Updates or directives.

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

(Grant Number: EE0006144, State: DE, Program Year: 2016)

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

| | |
|-------------------------------|---|
| Single-Family : | NEAT - October 17, 2012 Single-Family Priority List - October 17, 2012 |
| Manufactured Housing : | MHEA – October 17, 2012 Manufactured Home Priority List - October 17, 2012 |
| Multi-Family : | N/A |

Comments

Delaware received DOE approval of the priority lists and NEAT and MHEA audit tools in 2012. 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 conditions warrant, auditors will run site specific NEAT or MHEA audits and include such reports in the client file.

All Delaware auditors and the State Monitor attended a three-day training on NEAT and MHEA in February 2016 provided by Oak Ridge National Laboratory.

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

Implemented in PY2015, DNREC required Quality Control Inspectors (QCI) working for, or contracted by, the WAP to possess the knowledge, skills and abilities in the National Renewable Energy Laboratory (NREL) Job Task Analysis for Quality Control Inspectors. Every DOE WAP unit reported as a "completed unit" has received a final inspection ensuring that all work meets the minimum specifications outlined in the Delaware SWS. In addition, every client file will contain verification that certifies that the unit had a final inspection and that all work met the required standards signed by a certified QCI. If a unit has received both a final inspection and has also been monitored by DNREC, there will be evidence in the file to that effect, in addition to the QCI report.

As of 3/25/15, Delaware has three QCI certified inspectors working in the Delaware WAP program. Two individuals work at Catholic Charities and one works with the Grantee as the State Monitor. Two QCI inspectors working at Catholic Charities is sufficient resources to ensure compliance with WPN 15-4. Similarly one State Monitor, who is QCI certified, is adequate to meet the monitoring objectives outlined in this Plan.

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 and compliance with ASHRAE 62.2; 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 OnLine. Only completed dwelling units with successful final inspections are reimbursed by the State and DOE.

Delaware will utilize an independent auditor/QCI protocol whereby the auditor (on-staff at the subgrantee) performs the audit, creates the work order, and performs the final quality control inspection. The auditor is not involved in any of the actual work on the home. Because this model does not allow for an independent review of the audit on every home, DNREC will perform quality assurance reviews of at least 10 percent of all completed DOE units. Given the high experience level of our contractors and our small technical staff, we believe a 10 percent target to be justifiable. We will however be measuring any failure rates or problem areas and may increase the quality assurance target if field work or the work of the auditor/inspector is unsatisfactory.

In the event that a QCI is found to have inadequate inspection practices and/or lacks adherence to the SWS, Delaware Field Guide, and WAP policies and procedures, DNREC will determine if the inadequacy is a training void or ethical concern. If the QCI requires additional training, the QCI will have a Corrective Action Plan (CAP) to address the training needs. If the QCI refuses training or does not adhere to the CAP, the QCI will be terminated from the Program. If DNREC identifies an ethical concern that is substantiated, the QCI will be terminated.

A copy of the final QCI inspection form will be provided upon request by DOE.

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

(Grant Number: EE0006144, State: DE, Program Year: 2016)

V.6 Weatherization Analysis of Effectiveness

The findings from the final inspections are included in an ongoing evaluation of quality of the subcontractors that feed directly into the procurement and selection process. Contractors found to have substandard 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 and adherence to the Standard Work Specifications. 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.

Currently there are three QCI certified inspectors in the state; two of which are employed at the Subgrantee and one as the State Monitor. The three inspectors employed in Delaware are meeting the program needs. DNREC and the Subgrantee are discussing how to expand the employment of QCI inspectors in Delaware by using contracted entities just for final inspections; as the need arises.

The Delaware WAP conducts an annual administrative and technical review of the one subgrantee. The review is complete with a formal report, requirements, and recommendations. The subgrantee has 30 days to respond to the report findings. In addition, the one-on-one interaction with the subgrantee auditors and installing crews proves to be effective in reviewing quality workmanship on a daily basis. Training needs are quickly identified and addressed by pertinent training.

The WAP does not perform comparisons with the Subgrantees, there is only one. The effectiveness of the weatherization is measured through the regular observations made in the field and the annual technical review (ATR). The State Monitor holds quarterly meetings with all of the Delaware auditors to improve Program consistency and he provides training at these meetings. Trainings have included troubleshooting issues in the CAZ, crawlspace nuisances, and using paint as an approved vapor barrier.

Continuous Program improvement is being achieved through the Annual Administrative Review (AAR), Annual Technical Review, monthly meetings with the subgrantee, formal field monitorings, training, formal corrective actions, and auditor quarterly meetings. Management mechanisms being used are quarterly meetings with the Program Managers to discuss production goals, any auditor shortfalls, staffing challenges, contractor retention, and contractor procurement. Another mechanism is the monthly meeting with all of the Subgrantee and DNREC staff.

The Subgrantee was not tracking failed inspections and reasons. After the 2015 AAR/ATR, the Subgrantee was required to track all failed inspections, cite reasons for the failure, and resolutions.

The State Monitor performs regular market analyses (usually quarterly) that tracks weatherization prices in the region. He also compares the Delaware price list to other states in the region to ensure that Delaware pricing is fair and reasonable.

V.7 Health and Safety

The Health and Safety Plan is attached. Find on pages 22-23 the Health and Safety survey that is filled out by the client at intake. A second part of the survey is later filled out by the home energy auditor as part of the initial home energy audit of the home.

On page 2 of the Plan, there is an explanation of the maximum percent for the H&S costs of 14.9% per unit when figured across the total number of DOE units weatherized.

The subgrantee is currently training two new auditors. Each are being trained in the field by a QCI auditor and as part of that training, being provided with on-the-job ASHRAE 62.2 (2013) training. DNREC is currently planning for formal ASHRAE 62.2 training for the new auditors and the subgrantee Program Manager before May 2016.

The deferral checklist is provided at pages 20-21 in the H&S Plan. When a home is deferred at the time of the audit, the client is notified by mail, the reason(s) for deferral is cited, and the right to appeal information is provided. The subgrantee in Delaware acts as the program that provides home repairs for the sole purpose of having deferred homes placed back into the Weatherization Program; called the Pre-Weatherization Program. In implementing this program, a home that is deferred through WAP may be returned to the WAP to proceed with weatherization.

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. As noted above, the role of Subgrantee was re-bid in late 2013 and early 2014 and Catholic Charities Inc was chosen as the new subgrantee for all of Delaware.

The Division of Energy and Climate in DNREC also administers the State Energy Program (SEP) grant under DOE. The Division is the lead state agency in development of energy policy and plans related to renewable energy systems, energy efficiency and utility policies. We work in concert with the State Public Service Commission, the Sustainable Energy Utility and other state agencies having an interest in energy issues, including the Department of

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

(Grant Number: EE0006144, State: DE, Program Year: 2016)

Transportation, the Division of Historical and Cultural Affairs, the Delaware State Housing Authority, the Division of Air Quality in DNREC and many affected electric and gas utilities across the State. DNREC also works closely with the Department of Health and Social Services, the lead agency for the LIHEAP program in Delaware.

The Division's Organizational chart is attached to the 424 form. The weatherization program is a discreet unit in our Energy Section, which also administers the SEP program.

V.8.2 Administrative Expenditure Limits

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

DNREC has entered into a maintenance agreement with Hancock Software to supply 80 hours of professional services up-front to support software growth with DNREC's use as that moves from priority audits to full home energy audits. DNREC will utilize the State Monitor, along with minor assistance from a third party auditor, to conduct the necessary example runs for submission to DOE for Hancock approvals.

The WAP staff performs an annual revision of the WAP Manual and the Delaware SWS.

V.8.3 Monitoring Activities

The purpose of this monitoring approach is to assist the Subgrantee in providing high quality energy conservation weatherization services to low income individuals and to comply with all Program Rules and Guidance. In addition, monitoring ensures that high quality comprehensive services are consistently applied throughout the state. 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 State has one statewide technical monitor referred to as the State Monitor. Grantee T&TA funds allocated by DOE are insufficient to pay any substantial portion of the State Monitor's salary, and therefore only 25% of monitoring staff costs are paid for with federal funds as a contractual expense. The Grantee also pays for staff time to monitor the Subgrantee on the administrative and financial portions as well. Our State Monitor is QCI, BPI and HERS certified and has over 20 years of experience in weatherization and home energy performance. The WAP State Manager and a Management Analyst II are the other staff at the Grantee level which provides monitoring at the administrative and financial levels. They participate in the technical monitoring portion of the Annual Administrative/Technical Review yet yield to the technical expertise of the State Monitor. The DNREC WAP State Manager and Management Analyst II are BPI Building Analyst certified, which aids in program performance overall.

The goal of the Subgrantee monitoring approach is for constant communication, coordination, assistance, and constructive evaluation between DNREC and the Subgrantee. DNREC staff monitors the Subgrantee regularly. Onsite monitoring of the Subgrantee includes the following: client file review; most recent audit; 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 16-4 and which includes all provisions in the Subgrantee checklist and applicable programmatic and financial checklists found on WAPTAC. Delaware's monitoring checklist is attached to the SF424.

As noted above and elsewhere in this application, in compliance with the new Quality Work Plan and SWS goals, DNREC will conduct random quality assurance evaluations of 10% of all completed dwelling units (6 units). We use the 10% target (instead of the minimum 5% required) because we have opted to allow final QCI inspectors to inspect units on which they conducted the initial audit. The State Monitor is required to conduct 6 formal monitorings in PY 2016; these will be scheduled at one monitoring every other month starting with the first formal monitoring in April 2016. The unit being monitored has not received final payment and will not until all issues are completed as per the monitoring report. The travel necessary for the State Monitor is conducted within the standard work day, Delaware is quite small and special travel arrangements and budgets are not necessary. DNREC conducts multiple site visits during weatherization activities 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 Delaware Field Guide, Delaware SWS, and DOE rules and guidance. 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 subcontractors and program participants to better understand strengths, weaknesses and

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

(Grant Number: EE0006144, State: DE, Program Year: 2016)

opportunities for improvement, training and technical assistance.

The QCI final inspections will verify that the SWS have been followed for each measure installed in the home. QCI certifications will be monitored by the grantee and records kept on when each final inspector attains his QCI certification and its expiration. When our State Monitor discovers a lapse in a QCI's credentials or when inspectors are not following established SWS guidelines, such lapses will be brought to the Subgrantee's attention and an additional QCI inspector will be required to redo the inspection. Further, QCI inspectors found not following SWS or other programmatic guideline in a consistent fashion are subject to removal from the program. Similarly, our State Monitor, who is a quasi-contractor, if found to be disregarding standard work specifications or other standards under the program, or if he fails to maintain the proper credentials, will be subject to disciplinary action and/or dismissal provisions; the same as other QCI professionals.

As noted in our Budget, we do not pay any state staff salaries with grant funds. The State Monitor is paid for with Grantee T&TA funds under a contract to the Kent Conservation District.

52% of the Grantee's T&TA finds are spent directly on monitoring the Subgrantee. The remaining T&TA funds are used for training, data management and related activities and equipment.

Programmatic monitoring occurs at least annually. DNREC uses such monitoring to determine whether the Subgrantee is deficient in its procedures. If the Subgrantee is found deficient they will be required to remedy all deficiencies and will be offered training specific to the agency's needs as per WPN 16-4. A deficient Subgrantee will also be subject to increased frequency and monitoring by the State if deficiencies are not addressed in a timely fashion. Within thirty (30) days of each formal field monitoring, 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 each state monitoring report. Noncompliance findings, unresolved within forty five days, are then reported to DOE; sensitive or significant noncompliance findings are reported to DOE immediately. Deficiencies in the process of the formal monitorings and reporting will give reason for Subgrantee suspension or termination through the Delaware WAP Manual, Section 4.2.3 Failure to Meet Program Goals.

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 subgrantee, and the weatherization contractors and subcontractors 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. Through technical monitoring, the need for mobile home weatherization training was identified. With the addition of out-of-state contractors, the Delaware WAP saw the need to ensure that crew leader training was provided in PY2016.

The sole Subgrantee in Delaware receives 54% of the T&TA funds. DNREC arranges the majority of the training by handling professional training contracts, funding, participant registration, and hosting the training days. When the Grantee T&TA funds approach exhaustion, the Subgrantee will utilize their T&TA funds to ensure continuity of training for the Program Year.

Assessment of Training Needs

The State assesses the training needs of the Subgrantee 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 Subgrantee is able to further assess areas for improvement and provide robust feedback to the State for additional training needs of their contractors.

Maintaining Workforce Credentials

DNREC and the Subgrantee require all new weatherization contractors coming into the WAP provide all credentials for their crews as part of submitting their business documents. For contractors already in the Program, credentials were received. All credentials (with and without expirations) are scanned and maintained in a training database held at DNREC. The database provides monthly notifications of any expiring credentials contained within. DNREC informs the Subgrantee of expiring credentials and then Individuals are then notified by the Subgrantee.

Training Plan

The training plan will continue in 2016 and show that the implementation of the Tier 1 and Tier 2 levels are met. All WAP workers will be provided with JTA

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

(Grant Number: EE0006144, State: DE, Program Year: 2016)

training provided by an IREC-accredited training facility for Tier 1, as required by DOE. Delaware's program currently employs three staff at the Grantee and seven staff at the Subgrantee level; two of the Subgrantee auditors would benefit from QCI training. In addition, our Delaware program employs approximately 30 weatherization workers statewide, 5-7 of whom are crew leaders; 5 backup crew leaders. Delaware uses a two tier system of training as outlined in WPN 15-4. Below under **Training Plan Components** is a detailed training schedule and the budget planning to show how the Grantee will meet the needs.

Tier 1

DNREC accomplished the PY15 training requirement for having QCI inspectors performing all final inspections. The Subgrantee has two new auditors that will be groomed and prepared for the QCI training. In PY 2016, DNREC is scheduling all of the Crew Leaders to attend an IREC-accredited Crew Leader Course through the Philadelphia Training Center. WAP installers are slated to have the IREC-accredited training in early PY17. Depending on the anticipated size of the training sessions, the IREC institutions will travel to Delaware whenever possible. All Tier 1 trainings will comply with WPN 15-4, Section 4.

Tier 2

Specialized single issue training was conducted for all of the weatherization crews in July 2015 for OSHA-10, Delaware Lead Renovate/Repair/Paint and Lead-Safe Weatherization. DNREC will continue Tier 2 training sessions when new staff are brought into the program and when a need may be evident based on monitorings or other indications that additional training or refreshers are required. For PY 2016, DNREC is planning a specialized course on mobile home weatherization by a nationally renowned trainer for all of the installing crews. Hancock software training for using HEAT Tool and software essentials for all users will continue.

DNREC has set a goal of providing Tool Box Talks on various subjects to keep the installing crews abreast of any new program changes, basic safety, and new weatherization techniques and products.

Training Plan Components

Formal trainings are mandatory. Failure to attend formal training requires comparable outside training (with proof of passage) or termination from the program. Training prior to hire is not a requirement in Delaware, the individual must acquire training as prescribed in the Delaware WAP Update 16-03 (Training Requirements) for each core competency. The Training Plan contained herein is modified as necessary in response to monitoring reports from DOE, state monitoring findings, or observed technical deficiencies as noted by the State Monitor on an as-needed basis. Delaware's WAP manual is in the process of being revised and the Delaware WAP Update 16-03 for Training Requirements is being added. Delaware's WAP Manual specifies minimum qualifications and core competencies for each JTA working in the Delaware program.

DNREC maintains a spreadsheet of all training held by DNREC and attended by WAP workers presently working in Delaware. When DNREC requires training, DNREC records the names of attendees and issue certificates of completion. The scanned certificates and training name are kept on file digitally. All workers are tracked for maintaining certifications and DNREC will notify workers when they are set to expire. When training is obtained outside of DNREC's purview, the worker is required to supply a scanned copy of the certificate awarded to DNREC.

Training courses slated for PY16 and early PY17 include:

| Projected Date | Training Name | Number Trained | Budgeted Amount |
|----------------|--|----------------|-----------------|
| Apr 2016 | Mobile Home Weatherization (All Crews) | 35 | \$12,000 |
| Apr 2016 | ACI Conference | 6 | \$12,000 |
| May 2016 | Energy OutWest Conference | 7 | \$12,000 |
| Jun 2016 | Auditor Training Hancock/HEAT Tool | 5 | \$4,000 |
| Jun 2016 | Crawlspace Training | 35 | \$400 |
| Jul 2016 | Health & Safety Training | 30 | \$0 |
| Aug 2016 | Crew Leader Training (Philadelphia Training Ctr) | 12 | \$8,000 |
| Oct 2016 | NASCSP Conference | 1 | \$2,000 |
| Nov 2016 | Single Family Weatherization (IREC-accredited) | 35 | \$20,000 |
| Apr 2017 | Installer Training (Philadelphia Training Ctr) | 25 | \$15,000 |
| May 2017 | QCI Training for new Auditors hired in PY15 | 2 | \$10,000 |

DNREC has set a goal of providing ToolboxTalks on various subjects to keep the installing crews abreast of any new program changes, basic safety, confined space awareness, knob & tube wiring, and new weatherization techniques and products. Observed training needs by the auditors or State Monitor will also be addressed in these open, less formal

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

(Grant Number: EE0006144, State: DE, Program Year: 2016)

settings. These Talks will be given in the field and be a 10-15 minute discussion.

The Subgrantee will be incorporating a retention agreement into their PY 2016 subcontractor contracts.

Client education is one of the pillars of the Delaware WAP, DNREC and the subgrantee are ever vigilant to provide client education at intake, during monitoring visits, during the initial audit, and at the final inspection and project completion. The Delaware WAP has a display at the Delaware State Fair every year which provides education about weatherization and energy conservation with a hands-on tool and brochures. Where shortcomings in client education capabilities are discovered the Grantee will provide targeted remedial training to address the need.

V.9 Energy Crisis and Disaster Plan

Delaware does not include any disaster or energy crisis plans in our WAP application.