OMB Number: 4040-004
Expiration Date: 08/31/2016

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

2. Type of Application:
- [ ] New
- [ ] Continuation
- [X] Revision

If Revision, select appropriate letter(s)
Increase award and change date
Other (specify):

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:
State: DE
Province:
Country: U.S.A.
Zip / Postal Code: 19904-7305

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: Ms First Name: Cheryl
Middle Name: L
Last Name: Gmuer
Suffix:

Title: Weatherization Program Manager

Organizational Affiliation:

Telephone Number: 3027353361 Fax Number:

Email: Cheryl.Gmuer@state.de.us

OMB Number: 4040-004
Expiration Date: 08/31/2016

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: N/A

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

State of Delaware (Statewide)

15. Descriptive Title of Applicant's Project:

Delaware Weatherization Assistance Program

OMB Number: 4040-004
Expiration Date: 08/31/2016

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?:

[X] 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)**

[X] 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: 2/26/2016

Authorized for Local Reproduction

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

OMB Approval No. 0348-0044

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 ADMINISTRATION	(2) SUBGRANTEE ADMINISTR	(3) GRANTEE T&TA	(4) SUBGRANTEE 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	$ 22,640.00	$ 34,229.00	$ 51,887.00	$ 70,000.00	$ 570,194.00
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	$ 23,640.00	$ 34,229.00	$ 59,387.00	$ 70,000.00	$ 578,694.00
j. Indirect	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
k. Totals	$ 23,640.00	$ 34,229.00	$ 59,387.00	$ 70,000.00	$ 578,694.00
7. Program Income	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

OMB Approval No. 0348-0044

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 OPERATIONS	(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	$ 570,194.00
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	$ 578,694.00
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	$ 578,694.00
7. Program Income	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

OMB Approval No. 0348-0044

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 Dover, DE 19904	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		$ 71,800.00	$ 0.00	$ 572,294.00	$ 0.00	$ 644,094.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) LIABILITY INSURANCE	(2)	(3)	(4)	
a. Personnel	$ 0.00				$ 0.00
b. Benefits	$ 0.00				$ 0.00
c. Travel	$ 0.00				$ 7,500.00
d. Equipment	$ 0.00				$ 0.00
e. Supplies	$ 0.00				$ 1,500.00
f. Contract	$ 999.00				$ 635,094.00
g. Construction	$ 0.00				$ 0.00
h. Other	$ 0.00				$ 0.00
i. Total Direct Charges	$ 999.00				$ 644,094.00
j. Indirect	$ 0.00				$ 0.00
k. Totals	$ 999.00				$ 644,094.00
7. Program Income	$ 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: 04/01/2015 - 03/31/2016

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:

Position	Description of Duties of Professionals

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
	$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.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
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	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 $450Airfare/Travel $350Hotels 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. Further definitions can be found in 10 CFR 600.

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

Equipment	Unit Cost	Number	Total Cost	Justification of Need

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. Further definitions can be found in 10 CFR 600.

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

General Category	Cost	Justification of Need
Misc supplies	$1,500.00	Misc suplies for office work, including paper, printer ink, mailing materials, etc..
Materials and Supplies Total	$1,500.00	

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).

Name of Proposed Sub	Total Cost	Basis of Cost*
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	$550,634.00	Program operations ($387,200), health and safety ($57,700), T&TA ($70,000), Subgrantee Admin ($32,269), Liability Insurance ($999), Audit fees ($2466)
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	$24,000.00	Grantee Admin - Rent for Weatherization Office space
Training	$10,000.00	Grantee T&TA - Expected costs for three grantee staff to recieve required JTA training and certification expenses.
Contracts and Subgrants Total	$635,094.00	

*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.

General Description	Cost	Justification of Need

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:

DOE F 540.2
(08/05)

OMB Control No: 1910-5127
Expiration Date: 11/30/2016

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)	$550,634.00 60
Total:	**$550,634.00** **60**

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	60
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	60
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	60
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	$387,200.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	60
H	Average Program Operations Costs per Unit (F divided by G)	$6,453.33
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	$0.00
J	Total Average Cost per Dwelling (H plus I)	$6,453.33

IV.3 Energy Savings

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

	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	60	29.3	1758
Prior Year Estimate	110	30.5	3355
Prior Year Actual	94	30.5	2867

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 forsees having actual data by first quarter 2017.

IV.4 DOE-Funded Leveraging Activities

IV.5 Policy Advisory Council Members

OMB Control No: 1910-5127
Expiration Date: 11/30/2016

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 commision serves in this category and add name below

Bill Lietzinger	Type of organization: Unit of State Government Contact Name: Phone: 3027444811 Email: William.Leitzinger@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: lisa.locke@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: susan@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.

Cheryl Gmuer will serve as the Business Officer and Principal Investigator for this grant. She can be reached at (302) 735-3361 or Cheryl.Gmuer@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 Eligiblility

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.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 the subgrantee, who conducts 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 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 subgrantee maintain client files in our WAP OnLine database and tracking system that document eligibility. Client files are available electronically to DNREC for program evaluation and monitoring purposes. LIHEAP Fuel Assistance clients that are "categorically eligible" need to have a signed copy of the application from the LIHEAP Program 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 Reweatherization 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 residental (stick built and mobile homes) are eligible, as are duplexes or other structures with four or less units per buildng 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 unitsd with four or fwewer units). Delaware may also weatherize multi-family buildings preapproved by HUD and DOE as eligible projects under HUD DOE MOU executed in 2010.

For Historic Strucrtures, we have an agreement with our SHPO office and that agreement is attached to the 424 form.

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 as a result of 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 2015, 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 priorites, including high residential energy users.

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.

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. 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 on line at:

http://www.dnrec.delaware.gov/energy/services/otherservices/Pages/WAPDocs_F.aspx

We ensure adherence to federal and state requirements through our contract with Catholic Charities requires that "...VENDOR shall comply with 42 U.S.C. §

6861 et seq.; and 10 C.F.R. Parts 440 and 600, 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.

The approved Delaware Standard Work Specifications (SWS) is made available to all workers in the program through the subgrantee and our own efforts to dessiminate the specifications. All technical requirements and specifications are included in our SWS, and every worker in the program has direct access to the SWS at every active weatherization work site via the Crew Leader copy on site. Reference to the SWS is included in the contract between DNREC and our subgrantee and the contract specifically calls for the subgrantee and all contractors to follow the provision of the SWS.

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Single-Family : NEAT - October 17, 2012

Manufactured Housing : MHEA – October 17, 2012

Multi-Family : N/A

Comments

Delaware received DOE approval of our priority lists and NEAT and MHEA audit tools in 2012. As a "priority list state", we utilize auditing experts in the 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 conditons warrant, auditors may elect to 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 Charites 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.

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.

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. 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 adminsiters 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 effciency 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 Transportation, the Division of Historical and Cultural Affairs, the Delaware State Housing Authority, the Division of Air Quality in DNREC and many affected electic and gas utilitites across the State. We also work closly 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 usi 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 remianing 51%.

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 side also. Our technical/field monitor is QCI, BPI and HERS certified and has over 20 years of experience in weatherization and home energy performance. Our WAP State Manager and Management Analyst are also BPI 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; the audit file (A133 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 12-5 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 inspectors to inspect units on which they conducted the intitial audit. We also conduct 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 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. Our 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 12-5. A deficient subgrantee will also be subject to increased frequency and monitoing by the State if deficiencies are not addressed in a timely fashion. 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.

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.

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 training provided by an IREC-accredited training facility, 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. All staff in the program will receive training. Delaware uses a two tier system of training as outlined in WPN 15-4.

Tier 1

DNREC accomplished the training goals for having QCI inspctors for performing all final inspections.The subgrantee has tow more 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 late PY16 to early PY17. Due to the anticipated size of the training sessions, the IREC institutions will travel to Delaware.

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. We will continue those Tier 2 training session when new staff are brought into the program and when a need may be evident based on inspections or other indications that additional training or refreshers are required. For PY 2016, DNREC is planning a specialized course on mobile home weatherization for all of the installing crews. Hancock software training for using HEAT Tool and software eseentials for all users will continue.
DNREC has set a goal of providing Tool BoxTalks 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

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 the upcoming program year include:

- Auditor training for using the HEAT Tool and Hancock "backend" for work order creation
- Crew Leader training from Philadelphia Training Center
- Mobile Home Weatherization
- Annual H&S half day seminar for all contractors and staff working in the program and follow-on Tool Box Talks
- Associated training opportunities at DOE and/or ACI conferences for all WAP staff as appropriate

All trainings are mandatory for the noted specialties. Failure to attend requires comparable outside training (with proof of passage) or termination from the program. Training plans are modified as necessary in response to monitoring reports from DOE or other state or federal monitoring findings or observed trends on as-needed basis.

Delaware's WAP manual specifies minimum qualifications and core competencies for each JTA working in the Delaware program.

Client education is one of the pillars of the Delaware WAP, DNREC and the subgrantee are ever vigilent to provide client education at intake, during moinitoring visits, during the initial audit, and at the final inspection and project completion. 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.