

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-0002018

Title:

2018 Weatherization Assistance Program Funding

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

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007910		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 04/01/2018		
	5. Completion Date 03/31/2019		

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 0.00		\$ 664,407.00		\$ 664,407.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 664,407.00	\$ 0.00	\$ 664,407.00

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. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
c. Travel	\$ 0.00	\$ 0.00	\$ 6,000.00	\$ 0.00	\$ 6,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 8,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,000.00
f. Contract	\$ 20,993.00	\$ 39,441.00	\$ 53,387.00	\$ 86,120.00	\$ 650,407.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 28,993.00	\$ 39,441.00	\$ 59,387.00	\$ 86,120.00	\$ 664,407.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 28,993.00	\$ 39,441.00	\$ 59,387.00	\$ 86,120.00	\$ 664,407.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007910		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 04/01/2018		
	5. Completion Date 03/31/2019		

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 664,407.00	\$ 0.00	\$ 664,407.00

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. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,000.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,000.00	
f. Contract	\$ 375,866.00	\$ 56,000.00	\$ 12,000.00	\$ 6,600.00	\$ 650,407.00	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
i. Total Direct Charges	\$ 375,866.00	\$ 56,000.00	\$ 12,000.00	\$ 6,600.00	\$ 664,407.00	
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
k. Totals	\$ 375,866.00	\$ 56,000.00	\$ 12,000.00	\$ 6,600.00	\$ 664,407.00	
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: EE0007910

Budget period: 04/01/2018 - 03/31/2019

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>
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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 (or other weatherization related conferences and courses), including DOE training and annual NASCSP conferences. Three persons to 5 conferences equaling 5 trips at estimated \$1200/pp/trip	5	\$1,200.00	\$6,000.00
		Travel Total	\$6,000.00

- 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 \$400
Airfare/Travel \$350
Hotels and per diem \$450
The amount for travel has been adjusted to show the \$1,500 carried over.

4. EQUIPMENT - Equipment is generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year.

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

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

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

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

General Category	Cost	Justification of Need
Misc supplies	\$8,000.00	Misc supplies for office work, including paper, printer ink, mailing materials, etc. This program year requires the Program to update the State Monitor's field supplies.
Materials and Supplies Total	\$8,000.00	

- 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 IV.1).

Name of Proposed Sub	Total Cost	Basis of Cost*
Energy Coordinating Agency (Subgrantee)	\$244,851.00	Program Operations (\$125,461), Health & Safety (\$24,250), T&TA (\$66,120), Subgrantee Admin (\$19,720), Liability Insurance (\$3,300), Audit Fees (\$6,000)
Training	\$3,000.00	Grantee T&TA - Expected costs for three Grantee staff to receive training and certification expenses.
Misc Contracts	\$4,993.00	Grantee Admin - costs for phones, court reporters, legal notices, copier maintenance, printing, legal support costs, state audit fees (1,993) etc.
Catholic Charities (Subgrantee)	\$331,176.00	Program operations (\$250,405), Health & Safety (\$31,750), T&TA (\$20,000), Subgrantee Admin (\$19,721), Liability Insurance (\$3,300), Audit fees (\$6,000)
Res State Street Com	\$16,000.00	Grantee Admin - Rent for Weatherization Office space
Hancock Software	\$15,387.00	Grantee T&TA - portion of the annual maintenance fee for the WAP database.
Contracted State Monitor Position	\$35,000.00	A portion of the total contract for the State Monitor (20%)
Contracts and Subgrants Total	\$650,407.00	

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

8. **INDIRECT COSTS**

- a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.
- b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

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

Name:

Phone Number:

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

(Grant Number: EE0007910, State: DE, Program Year: 2018)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Catholic Charities (Wilmington)	\$331,176.00 36
Energy Coordinating Agency (Philadelphia)	\$244,851.00 16
Total:	\$576,027.00 52

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	52
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	52
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	52
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	\$375,866.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	52
H	Average Program Operations Costs per Unit (F divided by G)	\$7,228.19
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$7,228.19

IV.3 Energy Savings

Method used to calculate savings: <input type="checkbox"/> WAP algorithm <input checked="" type="checkbox"/> Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	52		
Prior Year Estimate	50	N/A	927 *
Prior Year Actual	52	29.3	1465
		29.3	1524

* Energy Savings values were manually entered.

Method used to calculate savings description:

Delaware contracted for a third party consultant to utilize Delaware utility data of the weatherization clients to develop a methodology to calculate energy savings. As part of this methodology, the consultant looked at the Delaware-specific measures used in each of the homes and distinguished between fossil fuel-heated homes and electric-heated homes. The savings provided represent the projected savings in 2018 and for last year, 2017.

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

(Grant Number: EE0007910, State: DE, Program Year: 2018)

IV.4 DOE-Funded Leveraging Activities

IV.5 Policy Advisory Council Members

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

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
Chrystal DiGiore	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: (302)472-0764 Email: Chrystal.Kirby@USE.SalvationArmy.Org
Cynthia Ventresca	Type of organization: Utility Contact Name: Phone: 3024544015 Email: Cindy.Ventresca@pepcoholdings.com
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
01/11/2017	The Public Hearing was held on 1/11/18 and the transcript of the hearing is attached to the SF-424. The addition of the new Subgrantee, Energy Coordinating Agency, was announced as part of the at the Public Hearing.

IV.7 Miscellaneous

There are no carryover 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
BUDGET INFORMATION REMARKS

(Grant Number: EE0007910)

Remarks

Personnel and Fringe are budgeted at zero in this grant. No travel is budgeted for the required monitoring because the state is small and does not require overnight stays. This Program Year, the Delaware WAP has hired a State Monitor through an RFP process and the amount of \$35,000 has been allocated to pay a portion of the overall contract cost. The State of Delaware pays the entire salaries of the WAP Manager, Management Analyst, Fiscal Support, and Administrative Support with other state funds.

The State of Delaware A-133 single audit is located at:http://accounting.delaware.gov/singleaudit/fy_2106_single_audit_report.pdf

Congress was deliberating a Continuing Resolution for the federal Fiscal Year (FFY) 2018 at the time of planning for this next grant cycle. Until a final full year FY 2018 budget is passed and signed by the President, Grantees are instructed to develop their State Plans using the same funding level as the DOE 2016 Appropriated Funds outlined in WPN 16-2a. In using these 2016 appropriations for planning, DOE will adjust the allocations to Grantees based on the final FY 2018 appropriations, and likewise, make the required adjustments to the State Plan. The new 2018 grant application requests approval to use \$572,294.00 of the new FFY 2018 funds.

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

(Grant Number: EE0007910, State: DE, Program Year: 2018)

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). The application eligibility expires 12 months from the certification date if work on the dwelling unit (energy audit) has not been initiated. 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.

- Owner documentation - website de.gov/wap under Required Documentation
- Income documentation for renters - website de.gov/wap
 - Landlord Agreement is provided as an attachment

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 as per 10 CFR 6865(c)(2). DNREC maintains the database of previously weatherized units and has made it available to the subgrantee, this list is referred to as the "Legacy List".

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

(Grant Number: EE0007910, State: DE, Program Year: 2018)

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 non-traditional housing stock (shelters, apartments over businesses, non-stationary dwellings, etc.), 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) as per 65 Fed. Reg. 77210, Dec. 8,2000. Delaware may also weatherize multi-family buildings preapproved by HUD and DOE as eligible projects under HUD DOE MOU executed in 2010.

In such circumstances where a dwelling unit is located in a disaster area, the Grantee will refer to the procedures contained in WPN 12-7.

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:

https://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 Agreement form. The Delaware WAP Manual contains the policy for renters and the Landlord Agreement form as an appendix to the manual (which is in adherence to 440.22 (b)(3) and 440.22 (c)-(e)). The Landlord Agreement is provided as an attachment. The policy for renters is located in the Delaware WAP Manual, Section 2.2.9 at de.gov/wap under Resources for Professionals.

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 or adequate funding is available to secure qualified, contracted services. 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. When addressing "significant energy improvement" in multifamily dwellings, WAP will contact the DOE Project Officer and refer to the WPN 16-5 Multifamily Weatherization and WPN 16-6 Weatherization of Rental Units.

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 unless the applicant has made the recommendation provided in 10 CFR 440.12 (b)(5).

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

(Grant Number: EE0007910, State: DE, Program Year: 2018)

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. Beginning in PY 2018, DNREC will be under a new state contract for weatherization subgrantee(s). The contract award date is estimated as 12/31/17 as per the competitive process documents.

We ensure equal distribution of all WAP funds across all of Delaware's three counties (New Castle, Kent andSussex) through contract provisions 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 as required by 10 CFR 440.16(b). 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.

Re-application into the WAP is required if the dwelling unit has not begun services within 12 months of the certification date.

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: www.de.gov/wap

DNREC ensures adherence to federal and state requirements through our contracts with subgrantee(s) which require that "...VENDOR shall comply with 42

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

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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 subgrantee 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. Beginning in PY16, contractors were required to sign acknowledgements that they received the Delaware SWS and the WAP Manual (which contains the Delaware Field Guide at Section 3.0). 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. Contractor acknowledgements are provided as an attachment.

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.

As per the guidance in WPN 17-1, the WAP Manual lists the exempt activities and requires the Environmental Questionnaire (EQ-1) to be submitted for review.

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 DNREC is continuing to use the approved Priority List while moving to the Hancock full home audit modeling. Delaware's version of Hancock is currently under review by DOE.
Manufactured Housing :	MHEA – October 17, 2012 Manufactured Home Priority List - October 17, 2012 DNREC is continuing to use the approved Priority List while moving to the Hancock full home audit modeling. Delaware's version of Hancock is currently under review by DOE.
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.

Delaware has been engaging DOE and Hancock Software since the end of PY16 to move toward the Hancock Software approval for the full home energy audit for single family and manufactured homes. DNREC is anticipating full approval and implementation by 01/30/18 for the single family and manufactured home audit software. DNREC is anticipating full approval and implementation upon approval of the manufactured home audit software by DOE (pending). At the time of approval from DOE for the Hancock Software, the NEAT/MHEA software will not be used by 10/17/17.

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. Currently Delaware does not have a certified auditor for multifamily. In pursuing multifamily weatherization, Delaware will contract for the auditing services (initial audit and final inspection). In addition, as Delaware transitions into new contracts with subgrantee(s), T&TA funds will be used to train auditors in multifamily auditing. DNREC will submit all multifamily projects to the DOE Project Officer for approval in the absence of a multifamily audit.

V.5.3 Final Inspection

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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.

Currently Delaware has two QCI certified inspectors working in the Delaware WAP program. The two individuals work at Catholic Charities who is the current subgrantee. Two QCI inspectors working at Catholic Charities is sufficient resources to ensure compliance with WPN 15-4. Delaware is using a competitive process to hire a State Monitor. QCI certification will be a requirement of the contract. All subgrantee final inspections for completions are performed by a certified QCI as outlined in WPN 15-4 and as stated in the DOE approved written Grantee Quality Control Inspection Policy.

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 or 3rd party contractor) 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, provided as an attachment, is used in concert with the Work Order that lists all of the measures installed. The QCI verifies on the Work Order that all measures have been installed and notes if there are any missed opportunities. The policy and procedures that govern QCI inspection and enforcement are located at de.gov/wap under Resources for Professionals - WAP Manual Sections 5.2.1, 5.2.6, and 5.2.8.4.3.

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 two QCI certified inspectors in the state; both are employed at the current Subgrantee. 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(s). 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 currently. As Delaware moves into PY 2018 with new contracts, subgrantees may be compared. 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, crawlspaces, an ASHRAE refresher, and Health & Safety updates.

Continuous Program improvement is being achieved through the Annual Administrative Review (AAR), ATR, 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

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monthly meeting with all of the Subgrantee and DNREC staff. In addition, DNREC had a third party consultant conduct a program review of the WAP. Report recommendations will be used to develop a Program Improvement Plan in January 2018. 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. This addition was verified during the AAR in October 2016. 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. The State Monitor stays abreast of new products and includes them on the revised Delaware Price List which is reviewed twice a year.

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. In addition, Delaware removes H&S from calculating the average cost per unit because we elect to have a separate H&S cost category. When the new H&S guidelines were provided to the WAP network, training for the auditors was provided and all the WPN information was sent to the subgrantee. 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 conducted formal ASHRAE 62.2 training for the new auditors. 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 implements a program that provides home repairs for the sole purpose of having deferred WAP 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. The synergy of the Pre-WAP and WAP programs is proving to be tremendously successful in weatherizing more homes that may have remained in a deferral status indefinitely.

V.8 Program Management

V.8.1 Overview and Organization

At the time of this Grant application, Congress was operating under a Continuing Resolution for Fiscal Year (FY) 2018. For planning purposes, until a final full year FY 2018 budget is passed and signed by the President, the WAP Grantees were instructed to develop their State Plans using the same funding level as appropriated in FY 2016. When the FY 2018 allocations are released, it will require states to make the required amendments to the submitted grant applications.

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. The role of Subgrantee has been fulfilled by Catholic Charities Incorporated. Since the three-year contract has been completed as of March 31, 2017, the Subgrantee was awarded a contract extension for PY17 with the intent to competitively bid for a new local weatherization provider beginning in PY18. The competitive bid process will be in compliance with all state of Delaware requirements for a Request for Proposal. The posting of the RFP was in Aug 2017 with an award date of December 31, 2017. The new contract will be negotiated and executed for a start time coinciding with April 1, 2018. Selecting a Subgrantee(s) will be supported by the third party study to determine the effectiveness of the current Subgrantee services.

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 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 WAP is a sub-section within the Division of Energy and Climate which also administers the SEP program.

As part of the Program Management, DNREC immediately implemented an Improvement Plan to increase communication with the Subgrantee based on the results of the American Consumer Satisfaction Index survey. The Grantee holds monthly meetings via conference call with the Subgrantee. The conference calls were converted to face-to-face meetings for 6 months. At each meeting during the 6 months, a different topic was discussed that directly related to the ACSI survey results.

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V.8.2 Administrative Expenditure Limits

Delaware has traditionally received relatively small federal WAP appropriations, so allocating the full 10% of allowable administrative dollars often 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 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. The Grantee also pays for staff time to monitor the Subgrantee on the administrative and financial portions as well. Our State Monitor position which is currently under RFP is required to be QCI and BPI certified and have a minimum of 5 years 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 is BPI Building Analyst certified and has significant experience in building science, 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. If the Subgrantee has deficiencies, a Corrective Action Plan is created with deadlines for the deficiencies to be corrected. If the Subgrantee fails to correct the deficiencies as outlined in the Plan, the language in the State Professional Services contract and the WAP Manual provide the vehicle through which to terminate the Subgrantee from the Program.

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 (5 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 5 formal monitorings in PY 2018; these will be scheduled at one monitoring every other month. 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 (referred to as informal monitorings) 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, mechanical ventilation review, 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. In the event a unit has a weatherization issue after being deemed complete, the Subgrantee auditor is responsible to conduct an investigation of the issue. If the issue is not resolved, the State Monitor will investigate the issue and make a determination of whether the contractor must return to rectify the work performed.

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 (DNREC receives electronic notifications when credentials are ready to expire). 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 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.

The State Monitor position is currently under RFP and a contract award is expected by Feb 2018.

Fifty nine percent (59%) of the Grantee's T&TA funds are spent directly on monitoring the Subgrantee. The remaining T&TA funds are used for training, data management and related activities and equipment.

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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.

A third party consultant reviewed the subgrantee in detail and provided a report in Nov 2017. A Program Improvement Plan will be developed to implement the report recommendations in Jan 2018.

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 to the WAP team, the Delaware WAP saw the need to ensure that Crew Leader training was provided in PY 16. Three sessions in PY 16 (September, December, and January) were provided by the Pennsylvania College of Technology to meet the 90 hours of instruction; seven Crew Leaders completed the training.

The 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. The training schedule in PY 18 is focused on training for all new Program participants, single-family home weatherization, H&S and conferences.

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. In addition, at the beginning of each program year the Subgrantee requires all credentials (company and all individuals) to be submitted as part of their contracting process. 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 to pursue refresher courses and/or re-certifications.

Training Plan

The training plan will continue in 2018 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 for Tier 1, as required by DOE. Delaware's program currently employs two staff at the Grantee and seven staff at the Subgrantee level. In addition, the Delaware Program employs approximately 30 weatherization workers statewide, 5-7 of whom are Crew Leaders, with 3 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. Un-utilized T&TA funds will be moved to Program Operations to weatherize more homes.

Tier 1

The current Subgrantee has two QCI auditors on staff who perform all final inspections. As part of the Crew Leader training conducted in PY 16, the weatherization installers attended the Weatherization Tactics course in Williamport, PA in September 2016. At this time, 80% of all of the Crew Leaders and installers have met their JTA IREC-accredited training objectives. All Tier 1 trainings will comply with WPN 15-4, Section 4.

Tier 2

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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. Hancock Software training for using the HEAT Tool and software essentials for all users will continue, especially as WAP moves forward with the full home energy audits.

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. This new training approach will begin under the new State Monitor and be conducted quarterly.

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 has been fully revised as of January 2017 and the Delaware WAP Update 16-03 for Training Requirements has been 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 issues 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 DNREC a scanned copy of the certificate. In anticipation of new weatherization workers through awarding subgrantee contracts, the Training Plan will allocate for this.

Training courses slated for PY18 include:

Projected Date	Training Name	Number Trained	Budgeted Amount
	Quarterly 2018 Tool Box Talks	35	\$200
Apr 2018	HPC Conference	6	\$6,000
Apr 2018	Health & Safety Training	7	\$100
Apr 2018	Auditor Training for Full Audit Hancock/HEAT	2	\$1,000
Apr 2018	Delaware RRP Course	3	\$700
May 2018	Energy OutWest Conference	7	\$12,000
May 2018	Multifamily Certification	4	\$2,000
Jun 2018	Crew Leader BPI Certification	2	\$5,000
Jun 2018	Single Family Weatherization	10	\$20,000
Aug 2018	Weatherization Basics	6	\$20,000
Sep 2018	NASCSP Conference	2	\$3,000

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 settings. These Talks will be given in the field and be a 15-20 minute discussion.

The Subgrantee has incorporated a retention agreement into all of their 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. Outreach and education is included as a performance parameter in the state contracts with subgrantees. Where shortcomings in client education capabilities are discovered the Grantee will provide targeted remedial training to address the need.

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V.9 Energy Crisis and Disaster Plan

Delaware does not include any disaster or energy crisis plans in our WAP application. If the circumstance arises in Delaware, WAP will follow the appropriate procedures defined in WPN 12-7.