

Weatherization Assistance Program

Annual Base Grant

U.S. Department of Energy

Federal Program Year 2012

April 1, 2012 – March 31, 2013



Grant Application

by

Department of Natural Resources and Environmental Control

Division of Energy and Climate

Public Hearing Draft

April 27, 2012

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Overview: Delaware Weatherization Assistance Program Program Year 2012 Base Grant

Introduction

The Weatherization Assistance Program (WAP) of the U.S. Department of Energy (DOE) reduces the energy costs for low-income households by increasing the energy efficiency of their homes. In addition, the program makes people's homes healthier, safer, and more comfortable. The DOE estimates that the average household saves \$437 per year on their energy costs after receiving weatherization services. WAP provides an opportunity to significantly reduce the fuel assistance needed by low-income households, who spend over 14% of their total annual income on energy costs alone. Weatherization is a highly cost-effective investment: for every \$1 invested in the program, WAP returns an estimated \$2.5 to the household and society.

New Program Direction

During Program Years 2010, 2011 and now 2012, WAP has been in the process of transitioning from the Department of Health and Social Services (DHSS) to the Department of Natural Resources and Environmental Control's (DNREC). This transition has been a long one, and full of significant program developments, changes and enhancements as noted below.

- **New Policies And Procedures** - During the course of the last year, DNREC developed all new policies and procedures for all aspects of the WAP.
- **New Contractors** – During late 2010 and early 2011, DNREC, on behalf of Neighborhood House and First State Community Action Agency (our local agency subgrantees), conducted a thorough Request for Proposal Process looking for contractors to work in the new Delaware program. Dozens of local and regional contractors have been working for over a year now in the new WAP program, weatherizing homes across Delaware.
- **Extensive Training** – Following selection of the new contractors, DNREC brought in training contractors from DOE approved regional Weatherization Training Centers and provided extensive hands on training to weatherization auditors, installation contractors and crew chiefs, HVAC technicians and specialized training in mobile home weatherization tactics and lead safe work practices. Over the course of the last year, training has continued in the field and classroom, and our contractors are now at full performance.
- **Robust Oversight** –DNREC is monitoring both the subgrantees and contractors to ensure adherence to all program policies and procedures. Robust oversight and tracking of field activities and invoices and financials is now standard practice.
- **Resolved Past problems** – Over the course of the last year, DNREC's new WAP program has been monitored and inspected by the federal Department of Energy and found to be fully compliant with all federal rules and regulations.

The Program Year 2012 Grant in Perspective

This grant application is Delaware's "Base Grant" Program Year 2012 application. DNREC received final word from DOE on the amount of federal funds to be expected this fiscal year on February 8, 2012 and we have subsequently prepared this grant application to actually apply for the funds and allow us to expend them.

This grant, however, contains no new federal DOE WAP funds. All funds shown in this grant are federal “carryover” funds from last year. Delaware is one of over 20 states across the country in the similar situation of receiving no new federal 2012 funds. This is because, like so many other states, we had a surplus of “base” funds because we were instead focusing on expenditures of “stimulus” funds as authorized by the American Recovery and Reinvestment Act (ARRA). It is also a direct reflection of the cut in federal appropriation to weatherization in the federal FY 12 budget. The WAP appropriation nationwide went from an average of \$200,000,000/yr. to \$68,000,000 this year – a significant cut predicated largely on Congress’ knowledge of large carryover balances in the states and the need for federal budget cuts generally.

This current 2012 base grant application, however needs to be considered in light of two other facts. The first is that we are still administering the federal WAP ARRA funds, and will continue to do so until September 30, 2012, at which time that grant will close. Delaware also has other funding sources upon which to draw for weatherization services. All other funds, coming from the federal LIHEAP appropriation administered by our sister state agency the Department of Health and Social Services, utility funds and funds from the Regional Greenhouse Gas Initiative (RGGI) are all directed to our WAP effort under our program rules and will result in weatherization services for a total of approximately 350 homes statewide during the program year.

Our primary focus for this program year will be to continue to build and refine our new program, and to ensure the funds coming to the Delaware WAP through the American Recovery and Reinvestment Act (ARRA) and other funding sources are spent correctly and completely, in that order, and that we maximize program benefits for our customers.

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET

Identification Number: EE0000154, State: DE, Program Year: 2012

III.1 Eligible Population

III.1.1 General Description

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 modified by the American Reinvestment and Recovery Act Section 407 (440.22(a)1).

"Categorically eligible" Dwelling Units are defined as follows:

1. A dwelling unit which contains a member who has received cash assistance payments under Title IV or XVI of the Social Security, or applicable State or local law, at any time during the 12 month period preceding the determination of eligibility for weatherization assistance is "categorically eligible" to receive weatherization services (440.22(a)2).
2. The State elects to make dwelling units eligible under the Low-Income Home Energy Assistance Act of 1981 (LIHEAP) "categorically eligible" for weatherization assistance (440.22(a)3). Delaware's eligibility for LIHEAP is determined at 200% of the OMB poverty income guidelines.

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

Interested persons wishing to apply for the program must apply in person to one of the subgrantees, who conduct the intake process to determine categorical or general eligibility. Categorically eligible persons must provide written proof of categorical eligibility. Intake procedures are detailed in the State's WAP Manual.

Procedures to determine that units weatherized have eligibility documentation:

DNREC requires that all subgrantees maintain client files in our new Hancock 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 Fuel Assistance Program indicating they are "categorically eligible." 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. 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. Each agency is required to verify that the clients receiving weatherization services are income eligible and were income eligible during the time in which they received weatherization services. The agency is required to document services provided to the client and all costs associated with the completion of those services. To ensure that dwelling units are in fact eligible for weatherization services, subgrantees receive written procedures, policy updates, and information for ensuring compliance with 10 CFR 440.22 Eligible Dwelling Units. All documentation will be scanned or otherwise uploaded into the new web-based Hancock database that will be implemented during the program year.

Definition of children: Below age 18

Recommend tribal organization(s) be treated as local applicant? No

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.

III.1.2 Selection of Areas to Be Served

III.1.3 Priorities

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

III.2 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.

III.3 Weatherization Work

III.3.1 Type of Work to Be Done

DNREC ensures homes weatherized in Delaware receive the highest quality of work to maximize energy savings and long-term efficiency. The Delaware Weatherization Program accomplishes this by maintaining a well-trained staff to monitor work completed, as well as providing trainings for all weatherization staff, contractors, and their employees. To ensure that procedures are being properly applied, subgrantees receive administrative and technical training, along with field visits and enhanced training at the field site. State staff, subgrantees, and contractors are trained to strictly adhere to the priority list and the State Field Guide. To assist staff in accomplishing their work, DNREC and the subgrantees use up-to-date equipment such as new blower doors, digital gauges, and carbon monoxide detectors for their State and local staff. Homes being weatherized, first receive extensive testing of combustion appliances to ensure family health and safety. Work is then assigned to the unit based on the specific recommendations from a rigorous energy audit performed on the unit. The subgrantees select contractors to complete the weatherization work based on the energy audit recommendations and Delaware's approved priority list.

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

III.3.2 Energy Audit Procedures

DNREC is currently in the process of finalizing new priority lists based on NEAT and MHEA runs. We expect the new priority lists to be available in late spring, and will immediately transition to them once approved by DOE. Delaware has also applied to DOE to move away from the NEAT and MHEA audit tools and to instead rely on the HEAT tool which can then interface with our new Hancock WAP data system. If and when our application is approved by DOE, and HEAT is approved for use as an auditing tool, this new computerized system will increase documentation, standardization, quality control, and objectivity in the program and foster a totally computer based auditing and monitoring system.

As we wait for approval of our new priority lists and/or the HEAT auditing tool, Delaware will continue to use our existing priority lists as well as NEAT and MHEA.

<u>Unit Types</u>	<u>Audit Procedures and Dates Most Recently Approved by DOE</u>
Single-family	NEAT - February 24, 2004
Multi-family	N/A
Mobile Home	MHEA – February 24, 2004

III.3.3 Final Inspection

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

III.3.4 Assessment of Effectiveness

DNREC implements several levels of oversight to ensure the effectiveness and quality of the program. The final inspections are normally completed by a different auditor than did the energy audit. This enables the final inspector to perform quality control assessments on both the work done on the unit as well as the energy audit itself. Delaware may move to a model where the same individual who conducted the audit is

the person doing the final inspection, but only if program monitoring efforts by state monitors can document that the efficiency gained through familiarity with the unit by the original auditor saves time and money and yields superior overall program results. The findings from the final inspections are included in an ongoing evaluation of quality of the sub-contractors that feed directly into the procurement and selection process. Contractors found to have sub-quality work do not continue in the program, the goal being to create specialized experts in weatherization. The next level of oversight comes from the quality assurance inspections performed by the DNREC staff. The quality assurance inspections assess all the elements as the final inspectors, as well as detailed inspections of the energy audit itself. The quality assurance inspections also include detailed review of the full documentation of the client file, the procedures followed by the subgrantee, the procurement, the documentation, and the invoicing. DNREC staff performs quality assurance inspection on 10% of completed units, with a target of 5% being inspected while installation work is in progress to ensure that policies and procedures are followed at the work sites.

III.4 Health and Safety

Please see attached Health and Safety Plan

III.5 Rental Procedures

To assist subgrantees with addressing landlord/tenant rental procedures, the State has developed a written agreement that requires signature of the landlord and the Contractor Agency. This agreement authorizes the agency staff and/or their contractors to: conduct inspections as required; install energy efficiency improvements to the property; and receive statements from fuel suppliers for evaluation. The agreement also prohibits rent increase due to weatherization work and requires landlord to pay back within one year cost of the weatherization work should the rent be increased, dwelling be sold, or mobile home moved. The agreement prohibits the landlord and/or contractor agency from charging anyone for labor or materials. Landlord forms must be included in all weatherized rental units as documentation of eligibility before any work commences.

As part of the Delaware WAP Manual, the state includes landlord procedures that address landlord contribution, and appeals to resolve disputes. The manual addresses: subgrantee's requirements to ensure that no undue enhancement occurs to the value of the dwelling units. Undue enhancement is defined as any improvement to the property that goes beyond the scope of energy conservation work. In addition, the manual states that subgrantees are required to use all landlord contributions as part of the agreed upon weatherization work per 440.22(d); and to require that all landlord contributions not required as part of the work must be counted as leveraged funds and used to enhance the program. An active landlord contribution program, including financial contributions, will be considered in the Policies and Procedures Manual in accordance with DOE requirements. Subgrantees are required to establish their own written procedures for addressing rental properties in their programs. These policies include requirements that subgrantees have written procedures for addressing landlord contributions in accordance with the Policies and Procedures Manual and with DOE regulations. DNREC will assess future opportunities with multi-family dwelling units and follow DOE guidance as appropriate. Benefits from rental property projects must accrue primarily to low income occupants.

Delaware will not allow weatherization of rental properties where the cost of electricity and primary heating fuel is borne by the landlord. The financial benefits of the program must accrue to the renter.

III.6 Program Management

III.6.1 Overview

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

III.6.2 Administrative Expenditure Limits

DNREC allows for maximum administrative expenditures of 5% of the subgrantees total expenditures. The state does not exercise the option of providing additional administrative funds from the State administrative portion to the subgrantees.

III.6.3 Monitoring Approach

The purpose of this monitoring approach is to assist the subgrantees in providing high quality energy conservation weatherization services to low-income individuals. In addition, monitoring ensures that high quality comprehensive services are consistently applied throughout the state. The State has hired new program staff, outlined in the Budget narrative, to enable the newly expanded monitoring, quality assurance, and training. Additional monitoring will ensure adherence to new program policies and procedures at the State level and effective implementation of the program at the local level.

The goal of the monitoring approach is for constant communication, coordination, assistance, and constructive evaluation between DNREC and the subgrantees. DNREC staff monitors the subgrantees regularly. On-site monitoring of the subgrantees includes the following: client file review; the audit file (A-133 audit for each subgrantee); procurement procedures review; fiscal review; review of Liability & Pollution Occurrence Insurance (POI); review of compliance with all DOE and State regulations and procedures; and production management review. DNREC staff review the client files for completeness, accuracy, and appropriateness of forms and signatures. Monitoring staff also review timelines of vendor payments as well as evaluation of appropriateness of cost for services.

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

DNREC uses monitoring to determine whether agencies are deficient in their procedures. Agencies found deficient will be required to remedy all deficiencies and will be offered training specific to the agencies' needs. The subgrantee is briefed on all observations and findings generated by the monitoring visit,

through an exit interview. 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. Failure to respond in writing to the monitoring report during the thirty-day period will result in claims being held at DNREC. Noncompliance findings, unresolved within forty-five days, are then reported to DOE. Sensitive or significant noncompliance findings are also reported to DOE immediately. The State tracks major findings from the subgrantee visits and prescribes a timeline for final resolution. Failure to comply with the timeline and specific corrective action goals jeopardizes the ability of the agency to maintain its status as a subgrantee. Evaluations of subgrantees will also be used in rankings for future competitive selection processes for the sub-grantees themselves.

III.6.4 Training and Technical Assistance Approach

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

Assessment of Training Needs

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

Types of Training Provided

The State provides the following types of training to state, subgrantee staff, and local sub-contractors (see Section II.6. "Training, Technical Assistance, and Monitoring Activities" for more details.): Management Training: This includes training in production management; subcontract management and financial management. Attendance at training sessions is mandatory for program management personnel working in the weatherization program. In addition to subgrantee management training, technical assistance is provided for the state office by working with national experts in the weatherization field to ensure that Delaware incorporates best practices into program administration and field operations. Technical Training: This includes training in energy auditing procedures, air sealing and construction techniques, heating systems, and quality control techniques. Attendance at these sessions is mandatory for the program management and quality control personnel. The subgrantees are also required to have their private weatherization subcontractors attend work specific and relevant training sessions on an annual basis. Subgrantee staff are encouraged to attend management and technical workshops offered at the regional and national weatherization conferences to gain further insights on best practices and to build relationships with other weatherization professionals. Ongoing trainings will be provided throughout the next year as funds allow, and will continue to emphasize the need for targeted quality energy conservation work. Comparative Productivity: The State contracts with two subgrantees for the administration of the weatherization program. Monthly production reports submitted by the subgrantees are used to compare productivity. Assessment of T&TA Activities: Continuous monitoring of work completed in the field, and of subgrantee files and operations assist the State with determining future training needs. In addition, the State continues to conduct meetings with its partners to better understand their training needs and to assess the effectiveness of their current training.

III.6.5 Energy Crisis Plan

**U.S. Department of Energy
WEATHERIZATION ANNUAL FILE WORKSHEET**

Identification: EE0000154

State: DE

Program year: 2012

Budget period: 04/01/2012 - 03/31/2013

II.3 Subgrantees

Grantee	City	Tentative	
		Funding	Units
First State Community Action Agency, Inc.	Georgetown	408,298.90	40
Neighborhood House, Inc.	Wilmington	408,298.90	40
TOTALS		816,597.80	80

II.4 WAP Production Schedule

Total Units (excluding reweatherized)	80
Rewatherized Units	0

**U.S. Department of Energy
WEATHERIZATION ANNUAL FILE WORKSHEET (cont.)**

Identification: EE0000154

State: DE

Program year: 2012

Budget period: 04/01/2012 - 03/31/2013

Average Unit Costs, including Reweathering, Subject to DOE Program 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	80
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	80
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	\$491,334.19
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	80
H	Average Program Operations Costs per Unit (F divided by G)	\$6,141.68
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$6,141.68

II.5 Energy Savings

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

Estimated energy savings: 1,488.00 (MBtu)

Estimated prior year savings: Actual:

If variance is large, explain:

II.6 Training, Technical Assistance, and Monitoring Activities

Delaware's Weatherization Assistance Program is housed in the State's Department of Natural Resources and Environmental Control (DNREC) in the Division of Energy and Climate. The goals of the program are to ensure that the right services are delivered to the appropriate customers, using the best trained work force, and maximizing the value of energy efficiency services implemented for the dollar spent. Training, technical assistance and monitoring are essential to achieving the goals of the program. Throughout the next year, focus will be given to continuing and enhancing the comprehensive training, technical assistance, and education for all weatherization staff, subgrantee staff, contractors, and auditors that was commenced during program year 2010 and 2011. Monitoring of all aspects of the program will be robust and designed to ensure effective and efficient program delivery which ensures that all activities strictly adhere to DOE and State requirements.

The training proposed for PY 2012 is of two general categories: 1) Continued "on-the-job mentoring my program monitors, focusing on best practices, and 2) continued formal training for all program staff.

The need for additional training is constantly being assessed and training will be provided as needed for auditors, installation crews, HVAC technicians and others working in the program.

For the grant period, subgrantees will be assessed throughout the project period to ensure their contractors are properly trained and they are adhering to administrative and programmatic requirements of the program. Assessment will be based on quality assurance monitoring in the field, subgrantee monitoring visits as detailed on our State Master Plan, review of performance metrics, quality of financial and

**U.S. Department of Energy
WEATHERIZATION ANNUAL FILE WORKSHEET (cont.)**

Identification: EE0000154

State: DE

Program year: 2012

Budget period: 04/01/2012 - 03/31/2013

reimbursement submissions, financial audits and other tools and observations that are indicative of subgrantee performance.

Additional training classes will be held as necessary, dependent on identification of program weaknesses. In addition, the grantee will also be using production output comparisons between subgrantees to target training opportunities by subgrantee. Individual subgrantee productivity and energy savings results are not expected to differ considerably across subgrantees as there is overlap of contractors working for both subgrantees, and field monitoring and quality control activities are coordinated statewide, however, individual performance and customer service will be assessed across subgrantees to provide better, more uniform services statewide.

Where needs are evident, classes may be held using state or federal trainers and experts, in financial management and accounting, computer operations, program operations, Health and Safety issues, Hancock utilization or any other topic evident from the assessments. Where new subgrantee staff are hired and training needs are evident, training shall be provided by the subgrantees on relevant aspects of program operations within 90 days of hire.

Delaware will also be working towards a contractor certification program for weatherization installers, crew chiefs and auditors. Our goal is to have all certified contractors operating in the program by close of the program year, or on track for certification the following year.

II.7 DOE-Funded Leveraging Activities

II.8 Policy Advisory Council Members (names, groups, agencies)

Fritz Jones / Catholic Charities of DE	
Paul Calistro / West End Neighborhood House	
Darrell Wilson / Chesapeake Utilities	
Brad Whaley / Sussex County Community Development	
Chrystal DiGiore / Salvation Army	
Bill Lietzinger / Division of Public Health – Healthy Homes	
Kevin Smith / Habitat for Humanity	
Bridget A. Shelton / Delmarva Power	

II.9 State Plan Hearings (send notes, minutes, or transcript to the DOE office)

<u>Hearing Date</u>	<u>Newspapers that publicized the hearings and the dates that the notice ran.</u>
05/02/2012	Notice will run on May 2 in the News Journal and State News. Hearing to be on May 22, 2012

II.10 Adjustments to On-File Information

Delaware continues to transition our program into the Department of Natural Resources and Environmental Control (DNREC) and to improve our program. The shift has been lengthy and difficult, but has also provided an opportunity to rebuild the program from the ground up – by revising all policies and procedures, enlisting new contractors, robust training, and stringent monitoring and oversight. The transition is however, still a work in progress, and will remain so through this program year.

U.S. Department of Energy
WEATHERIZATION ANNUAL FILE WORKSHEET (cont.)

Identification: EE0000154

State: DE

Program year: 2012

Budget period: 04/01/2012 - 03/31/2013

One new addition for this program year may be the inclusion of one or more multi-family projects, if staff and subgrantees can quickly identify possible client sites, ensure suitable eligibility determinations and adherence to federal multi-family guidance and enlist the services of auditors and contractors qualified to conduct multi-family projects. DNREC will work with our State Housing Authority or other public or private housing entities providing services to the target client population to explore multi-family opportunities.

II.11 Miscellaneous

This program year we will also re-establish formal subgrantee organizations through a competitive Request for Qualifications process to solicit one or more subgrantees to continue the program through the next 5 years. Our existing subgrantees, identified above, will continue in their role as subgrantees until at least September 30, 2012, at which time one or both of them may be chosen to continue, or DNREC may select one or more other entities to take over the subgrantee role for Delaware. The RFQ process should be complete by the end of August, 2012.

If other subgrantees are chosen, this application will be amended to reflect those changes.

APPLICATION FOR FEDERAL ASSISTANCE SF-424

1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

2. Type of Application:

- New
- Continuation
- Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received

04/22/2012

4. Applicant Identifier:

5a. Fed Entity Identifier:

5b. Federal Award Identifier:

DE-EE0000154

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: Delaware Division of Energy and Climate

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

516000279

c. Organizational DUNS:

809855091

d. Address:

Street 1: 1203 College Park Drive

Street 2: Suite 101

City: Dover

County:

State: DE

Province:

Country: U.S.A.

Zip / Postal Code: 19904

e. Organizational Unit:

Department Name:

Nat. Res. & Environ. Control

Division Name:

Div of Energy and Climate

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

Prefix: Mr First Name: Philip

Middle Name: J

Last Name: Cherry

Suffix:

Title: Weatherization Program Administrator

Organizational Affiliation:

Telephone Number: 3027399068

Fax Number:

Email: philip.cherry@state.de.us

APPLICATION FOR FEDERAL ASSISTANCE SF-424

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance for Low-Income Persons

12. Funding Opportunity Number:

DE-FOA-0000641

Title:

Program Year 2012 Weatherization Formula Grants

13. Competition Identification Number:

Title:

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

Statewide

15. Descriptive Title of Applicant's Project:

The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.

WAP Base 2012 Grant - BUDGET INFORMATION

1. Program/Project Identification No.
EE0000154

2. Program/Project Title

The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.

3. Name and Address Delaware Energy Office
1203 College Park Drive
Dover DE 19904

4. Program/Project Start Date 04/01/2012

5. Completion Date 03/31/2013

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	\$ 975,803.00		\$ 0.00		\$ 975,803.00
2.						
3.						
4.						
5. TOTAL		\$ 975,803.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 975,803.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity					Total (5)
	(1) DOE	(2) GRANTEE ADMINISTRA TION	(3) SUBGRANTE E ADMINISTR	(4) GRANTEE T&TA		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
d. Equipment	\$ 0.00	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,000.00
e. Supplies	\$ 0.00	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00
f. Contract	\$ 0.00	\$ 41,205.20	\$ 46,205.20	\$ 110,000.00		\$ 970,803.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 0.00	\$ 46,205.20	\$ 46,205.20	\$ 110,000.00		\$ 975,803.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 0.00	\$ 46,205.20	\$ 46,205.20	\$ 110,000.00		\$ 975,803.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

WAP Base 2012 Grant - BUDGET INFORMATION

1. Program/Project Identification No.
EE0000154

2. Program/Project Title

The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.

3. Name and Address Delaware Energy Office
1203 College Park Drive
Dover DE 19904

4. Program/Project Start Date 04/01/2012

5. Completion Date 03/31/2013

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		\$ 975,803.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 975,803.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) SUBGRANTE E T&TA	(2) PROGRAM OPERATIONS	(3) HEALTH AND SAFETY	(4) 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	\$ 0.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,000.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00
f. Contract	\$ 128,446.00	\$ 491,334.19	\$ 136,612.41	\$ 10,000.00	\$ 975,803.00
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	\$ 128,446.00	\$ 491,334.19	\$ 136,612.41	\$ 10,000.00	\$ 975,803.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 128,446.00	\$ 491,334.19	\$ 136,612.41	\$ 10,000.00	\$ 975,803.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

WAP Base 2012 Grant - BUDGET INFORMATION

1. Program/Project Identification No.
EE0000154

2. Program/Project Title

The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.

3. Name and Address Delaware Energy Office
1203 College Park Drive
Dover DE 19904

4. Program/Project Start Date 04/01/2012

5. Completion Date 03/31/2013

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		\$ 975,803.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 975,803.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) FINANCIAL AUDITS	(2)	(3)	(4)	
a. Personnel	\$ 0.00				\$ 0.00
b. Benefits	\$ 0.00				\$ 0.00
c. Travel	\$ 0.00				\$ 0.00
d. Equipment	\$ 0.00				\$ 3,000.00
e. Supplies	\$ 0.00				\$ 2,000.00
f. Contract	\$ 7,000.00				\$ 970,803.00
g. Construction	\$ 0.00				\$ 0.00
h. Other	\$ 0.00				\$ 0.00
i. Total Direct Charges	\$ 7,000.00				\$ 975,803.00
j. Indirect	\$ 0.00				\$ 0.00
k. Totals	\$ 7,000.00				\$ 975,803.00
7. Program Income	\$ 0.00				\$ 0.00

**U.S. DEPARTMENT OF ENERGY
GOLDEN FIELD OFFICE**



BUDGET EXPLANATION FOR FORMULA GRANTS

Applicant: Delaware Energy Office
Award number: EE0000154

Budget period: 04/01/2012 - 03/31/2013

1. PERSONNEL - Prime Applicant only (all other participant costs are listed in 6 below and form DOE F 4600.4, 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 include a copy of the rate agreement.

- b. If a 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 as an attachment.

3. TRAVEL - Identify total foreign and domestic travel as separate items.

a. Proposed travel:

<u>Purpose of Trip</u>	<u>Number of Trips</u>	<u>Cost Per Trip</u>	<u>Total</u>
To attend DOE sponsored and or other weatherization related conferences and course, including DOE training and annual conferences. Three persons each to each of three conferences (two DOE and one ACI) equaling 9 trips at estimated \$1000/pp/trip	9	\$1,000.00	\$9,000.00
		Travel Total	\$9,000.00

b. Basis for computation of travel expenses (e.g., current airline quotes, past trips, federal or organization travel policy, etc.):

Conference registration \$250 Airfare/Travel \$250 Hotels and per diem \$500

4. EQUIPMENT - As defined in 10 CFR 660.202. Definitions are at http://www.access.gpo.gov/nara/cfr/waisidx_00/10cf

a. Basis of cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.):

b. Equipment to be purchased and justification of need:

<u>Equipment</u>	<u>Unit Cost</u>	<u>Number</u>	<u>Total Cost</u>	<u>Justification of Need</u>
Misc. equipment	\$1,000.00	3	\$3,000.00	two laptop computers and one desktop @1000 each
Equipment Total			\$3,000.00	

5. MATERIALS AND SUPPLIES - As defined in 10 CFR 660.202.

a. Basis cost estimates (e.g., vendor quotes, prior purchases of like items, etc.):

b. Supplies to be purchased and justification of need:

<u>General Category</u>	<u>Cost</u>	<u>Justification of Need</u>
Misc. supplies	\$2,000.00	Misc. supplies for office work, including paper, printer ink, mailing materials, etc..
Materials and Supplies Total		\$2,000.00

6. CONTRACTS AND SUBGRANTS - All other participant costs including subcontractor sub-grants, and consultants For ongoing subcontractors and sub recipients described elsewhere in the application, document and item number is listed.

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
Bay Developers, Inc.	\$30,000.00	Grantee Admin - Rent for Weatherization Office space
Hancock Software	\$5,000.00	Grantee T&TA - Half year - Annual maintenance fee for WAP database
Neighborhood House Inc.	\$408,298.90	Program operations (\$245,667.10) Health and safety (\$68,306.21) T&TA (\$64,223) Audit (\$2,000) Liability Ins (\$5,000) Subgrantee Admin (\$23,102.60)
Fleet Services - State of Delaware	\$10,000.00	Grantee T&TA - Car rental for State Monitors.
Kent Conservation District	\$80,000.00	Grantee T&TA - estimated costs for two employees for six months 10/1-12 thru 3/31/12
First State Community Action Agency, Inc.	\$408,298.90	Program operations (\$245,667.10) Health and safety (\$68,306.21) T&TA (\$64,223) Audit (\$2,000) Liability Ins (\$5,000) Subgrantee Admin (\$23,102.60)
Staff and contractor Training	\$15,000.00	Grantee T&TA - Training courses for staff in BPI, 62.2, auditor training, energy management, OSHA, LSW, RRP and other relevant courses
Misc. contractual expenses	\$10,205.20	Grantee Admin - Costs for state audit fees, Court reporters, legal advertisements for grants, cellphones for staff and miscellaneous other contractual obligations
Delaware Attorney General's office	\$4,000.00	Grantee Admin - Hourly billings for assistance in oversight. Previous year's expenses used as guide for estimation this year.
Contracts and Subgrants Total		\$970,803.00

*For example, Competitive, Historical, Quote, Catalog

7. OTHER DIRECT COSTS - All direct costs not included in above categories

a. Basis for cost estimates (e.g., vendor quotes, prior purchase of similar items, etc.):

b. Other direct costs and justification of need:

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
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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: