

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance for Low-Income Persons

12. Funding Opportunity Number:

DE-FOA-0000216

Title:

Program Year 2010 Weatherization Formula Grants

13. Competition Identification Number:

Title:

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

State of Delaware

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.

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16. Congressional District Of:

a. Applicant:

b. Program/Project:

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

17. Proposed Project:

a. Start Date: 04/01/2010

b. End Date: 03/31/2011

18. Estimated Funding (\$):

a. Federal	644,853.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	644,853.00

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

- a. This application was made available to the State under the Executive Order 12372 Process for review on: 03/31/2010
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372

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

No

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

I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Ms First Name: Mary
Middle Name: Kruger
Last Name: Dupont
Suffix:

Title: Division Director

Telephone Number: 3022559695 Fax Number: 3022554472

Email: mary.dupont@state.de.us

Signature of Authorized Representative: Signed Electronically Date Signed: 02/12/2010

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0000154		2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.	
3. Name and Address Delaware, State of 1901 N. DuPont Hwy. New Castle DE 19720		4. Program/Project Start Date 04/01/2010	5. Completion Date 03/31/2011

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. DOE	81.042	\$ 184,425.00		\$ 460,428.00		\$ 644,853.00
2. STATE			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTAL		\$ 184,425.00	\$ 0.00	\$ 460,428.00	\$ 0.00	\$ 644,853.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATION	(2) SUBGRANTEE ADMINISTRATION	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 8,469.07	\$ 0.00	\$ 22,876.28	\$ 0.00	\$ 31,345.35
b. Benefits	\$ 3,839.03	\$ 0.00	\$ 10,369.82	\$ 0.00	\$ 14,208.85
c. Travel	\$ 0.00	\$ 0.00	\$ 4,014.46	\$ 0.00	\$ 4,014.46
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 0.00	\$ 23,022.00	\$ 0.00	\$ 0.00	\$ 501,264.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 7,883.29	\$ 0.00	\$ 75,664.16	\$ 0.00	\$ 83,547.45
i. Total Direct Charges	\$ 20,191.39	\$ 23,022.00	\$ 112,924.72	\$ 0.00	\$ 634,380.11
j. Indirect	\$ 2,829.61	\$ 0.00	\$ 7,643.28	\$ 0.00	\$ 10,472.89
k. Totals	\$ 23,021.00	\$ 23,022.00	\$ 120,568.00	\$ 0.00	\$ 644,853.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0000154		2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.	
3. Name and Address Delaware, State of 1901 N. DuPont Hwy. New Castle DE 19720		4. Program/Project Start Date 04/01/2010	5. Completion Date 03/31/2011

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		\$ 184,425.00	\$ 0.00	\$ 460,428.00	\$ 0.00	\$ 644,853.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1) PROGRAM OPERATION S	(2) Health and Safety	(3) Liability & IPO Ins.	(4)		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 31,345.35	
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00		\$ 14,208.85	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 4,014.46	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	
f. Contract	\$ 425,419.00	\$ 47,823.00	\$ 5,000.00		\$ 501,264.00	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	
h. Other	\$ 0.00	\$ 0.00	\$ 0.00		\$ 83,547.45	
i. Total Direct Charges	\$ 425,419.00	\$ 47,823.00	\$ 5,000.00		\$ 634,380.11	
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00		\$ 10,472.89	
k. Totals	\$ 425,419.00	\$ 47,823.00	\$ 5,000.00		\$ 644,853.00	
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	

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



BUDGET EXPLANATION FOR FORMULA GRANTS

Applicant: Delaware, State of
Award number: EE0000154

Budget period: 04/01/2010 - 03/31/2011

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>
Social Service Administrator (SSA)	State Admin - Retired Weatherization Program Manager From 4/1/2010 to 3/31/2011 - Managed daily operations of the Weatherization Program, conducted training and technical assistance for sub-grantees, auditors and the network.
Social Service Administrator	State T&TA DOE Base - Retired Weatherization Program Manager. Spent large percent of time working with agencies, auditors and contractors in the field providing T&TA.
Social Service Administrator	State Admin - Vacant Position being hired effective September 2010. This individual administers the program operations of the Weatherization Assistance Program for the State of Delaware. Supervisory responsibility for Technical monitor and Administra support personnel. 12 months at 55,000 X5% of Salary is being charged to DOE Base Program.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Social Service Administrator (SSA)	\$57,190.70	10.0000 % FT	\$5,719.07
Social Service Administrator	\$57,190.70	40.0000 % FT	\$22,876.28
Social Service Administrator	\$55,000.00	5.0000 % FT	\$2,750.00
		Direct Pay Total	\$31,345.35

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.

Fringe Benefits for merit employees are determined as follows: FICA is based on earnings of \$106,800 at a rate of 6.2%, Medicare 1.45%, Pension 17%, Workman's Comp 1.95%, Unemployment Insurance 0.17%, Health Insurance 1,330.86 a month X12 = 15,970.32 a year.

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Social Service Administrator (SSA)	\$5,719.07	45.3300 %	\$2,592.45
Social Service Administrator	\$22,876.28	45.3300 %	\$10,369.82
Social Service Administrator	\$2,750.00	45.3300 %	\$1,246.58
		Fringe Benefits Total	\$14,208.85

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

a. Proposed travel:

Purpose of Trip	Number of Trips	Cost Per Trip	Total
NASCSP National Training Conference (two trip, two person, out-of-state)	2	\$1,500.00	\$3,000.00
Contractor Training & Monitoring Meetings (one person, various trips, in-state travel)	1	\$1,014.46	\$1,014.46
		Travel Total	\$4,014.46

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

Cost consumptions are based on past trips of similar nature.

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.):

N/A

b. Equipment to be purchased and justification of need:

Equipment	Unit Cost	Number	Total Cost	Justification of Need
N/A				

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.):

N/A

b. Supplies to be purchased and justification of need:

General Category	Cost	Justification of Need
N/A		

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.

Name of Proposed Sub	Total Cost	Basis of Cost*
Neighborhood House, Inc.	\$210,279.30	23 units weatherized.
First State Community Action Agency, Inc.	\$210,279.30	23 units weatherized.
Contracts and Subgrants Total	\$420,558.60	

*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.):

Above costs are based on historical information.

b. Other direct costs and justification of need:

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
For administrative costs	\$7,883.29	The program is going through major revisions and will reserve these funds to cover costs for personnel, audits and other unforeseen administrative costs.
Training and Technical Assistance	\$75,664.16	The Weatherization Program is going through major revisions and will be hiring all new staff as well as new local agency staff. In addition, all contractors and their staff will need to be trained to address Weatherization work based on the priority list and best practices. These funds are being held to address future training and other needs as the program evolves.
Other Direct Costs Total	\$83,547.45	

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.
 Health and Human Services. Last approved July 1, 2010.

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: Robert Bubacz

Phone Number: 3022559247

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
State Service Centers	\$33,246.10	22.9900 %	\$7,643.28
State Service Center	\$12,308.00	22.9900 %	\$2,829.61
		Indirect Costs Total	\$10,472.89

U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET

Identification: EE0000154

State: DE

Program year: 2010

Budget period: 04/01/2010 - 03/31/2011

II.3 Subgrantees

Grantee	City	Tentative	
		Funding	Units
First State Community Action Agency, Inc.	Georgetown	250,632.00	33
Neighborhood House, Inc.	Wilmington	250,632.00	33
TOTALS		501,264.00	66

II.4 WAP Production Schedule

Total Units (excluding reweatherized)	66

Units by type (excluding reweatherized):	
Owner-occupied single-family site-built	
Single-family rental site-built	
Multi-family	
Owner-occupied mobile home	
Renter-occupied mobile home	
Shelter	
Units by occupancy:	
Elderly	
Persons with disabilities	
Native American	
Children	
High residential energy user	
Household with a high energy burden	
Other unit types:	
Rewatherized Units	0

U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

Identification: EE0000154

State: DE

Program year: 2010

Budget period: 04/01/2010 - 03/31/2011

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	66
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B+C)	66
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	\$425,419.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	66
H	Average Program Operations Costs per Unit (F divided by G)	\$6,445.74
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$6,445.74

II.5 Energy Savings

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

Estimated energy savings: 1,460.00 (MBtu)

Estimated prior year savings: Actual:

If variance is large, explain:

II.6 Training, Technical Assistance, and Monitoring Activities

The State of Delaware Weatherization office will be hiring a new Program Administrator and a new Technical Monitor for the administration of the Delaware Weatherization Program. The sub-grantees' program operations will be monitored for quality program management and financial management compliance by the state Program Administrator and the Program Monitor on an on-going basis. State staff will also provide on-going training/technical assistance to local staff and contractors weatherizing homes. To accommodate the additional work load, DSSC is hiring a new program administrative assistant to assist with the day-to-day: correspondence; processing of claims; and to manage the training/technical assistance provided by the State.

Sub-grantee and contractors' work will be monitored on an on-going basis. The Weatherization Administrator and Technical Monitor will conduct ongoing T&TA consultations to ensure that all work is being completed to best standards. These site visits are intended to assist local agency staff and their contractors with issues relating to program operations, fiscal management, procurement procedures, and the technical aspects of the program.

The state will conduct a file review of at least five (5) per cent of all homes weatherized for compliance and a field review of at least ten (10) per cent of all homes weatherized for quality assurance. In addition, monitoring and technical assistance will be provided on an on-going basis to ensure that high quality comprehensive weatherization

U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

Identification: EE0000154

State: DE

Program year: 2010

Budget period: 04/01/2010 - 03/31/2011

services reflecting DOE and State of Delaware guidance, standards and regulations, are consistently applied throughout the state.

Monitoring by state staff will include the following practices to verify compliance:

Administrative Review – The weatherization program administrator will conduct at a minimum of one (1) administrative review for each program year. This review will include a review of:

- o Audit Review
- o Liability & Pollution Occurrence Insurance (POI) Review
- o Procurement Procedures Review
- o Fiscal Review
- o Production Management Review
- o Client file Review

Files will be reviewed for completeness, accuracy, and appropriateness of forms and signatures. A review of timelines of vendor payments as well as evaluation of appropriateness of cost for services will be conducted as part of the review. Compliance with Davis Bacon wage requirements will be reviewed through audits of timecards and wage rates for local contractors.

Field Inspections – The DSSC Technical Monitor will conduct on-site inspections of 10% of all dwellings weatherized including a field review of those files reviewed for the purpose of quality assurance. The purpose of this review will be to ensure that weatherization services are provided in a professional and workmanlike manner in compliance with all standards, regulations and policies set forth by DSSC in the Weatherization Field Guide and the Priority List. If current staff is insufficient to complete this work, an additional staff person will be hired through contract to assist with the administrative and technical review of the program.

DSSC Administrative and Monitoring Staff

Division Director – The individual in this position is paid by State funds and will provide oversight of the Senior Social Service Administrator and of all weatherization related activities. Currently, the Division Director is devoting 100% of her time on the Weatherization Program Operations and will do so through July and August. This position will devote approximately .3 FTE to the administration of the Weatherization Program for the next year.

Senior Social Service Administrator – The individual in this position is paid by State funds but will provide oversight of all Weatherization staff and weatherization related activities. The position will devote approximately .3 FTE to the administration of the Weatherization Program activities.

Fiscal Manager – The individual in this position is paid by State funds and will devote a portion of her time to maintaining and processing all Weatherization invoices to the sub-grantees and the sub-contractors who are directly contracted by the State. This individual will ensure that all proper documentation is submitted with the invoices and will track expenditures against budgets and contracts.

The Weatherization Program Administrator (1FTE 95% charged to ARRA Admin. and 5% charged to DOE Base Admin.) – The individual in this position will be responsible for setting program guidance, correspondence with federal grant sources, creating and maintaining program budgets, developing training, developing and managing contractual agreements, interacting with sub-grantees, as well as handling all inquiries, client appeals, and managing the program Technical Monitor and the administrative assistant. The Program Administrator will also coordinate the processing of claims, tracking of budget submissions, working with the fiscal directors to ensure that appropriate paperwork is received and backup documentation is appropriate and sufficient.

The Weatherization Technical Monitor/Technical Assistance (1 FTE – 100% Charged to ARRA T&TA) – The individual in this position will be hired in response to additional work brought on by the ARRA funding. The Technical Monitor will monitor all technical aspects of work including the training components being provided to strengthen core competencies of State, local and agency staff. This individual will be responsible for inspecting 10% of all units weatherized and will provide feedback to sub-grantees and contractors for corrective actions and best practices. Furthermore, this individual will review and submit for approval equipment requests, training of sub-grantees, tracking of training requirements and/or certifications, and will assist with monthly reports, quarterly

U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

Identification: EE0000154

State: DE

Program year: 2010

Budget period: 04/01/2010 - 03/31/2011

reports, and state plans.

Weatherization Auditor – (.75 FTE – charged to ARRA Admin) The individual in this position will devote 75% of his time to addressing the fiscal needs of the program, including the justifying of expenses and assisting with the recoding of expenses from DOE and ARRA to the appropriate programs.

2 Contracted - Fiscal Assistants – (1 FTE each – charged to ARRA Admin) The individuals in this position will assist with the recoding and revising to charges to both the ARRA and DOE weatherization Program. These individuals will assist the Fiscal Manager and Weatherization Auditor in the work required to bring the Delaware program back into compliance with DOE Base Program and ARRA requirements for expenditures charged in the Weatherization Program

1 Contracted - Weatherization Administrative Assistant – (1FTE – 100% charged to ARRA admin) – The individual in this position will be hired in response to the additional work brought on by the ARRA funding. The Administrative Assistant will provide administrative support for the Weatherization staff, including but not limited to, ordering supplies, setting up meetings, tracking training and technical assistance, assisting with procurement for State related expenditures, maintaining all required forms in a central location easily accessible to all staff when needed, etc.

Training and Technical Assistance

Training and Technical Assistance (T&TA) will be the core of the Delaware Weatherization Program. In the coming year, the State is committed to enhancing the knowledge base of all State and local agency staff, as well as of all contractors and their staff. In addition Training and Technical Assistance is considered an essential part of all monitoring visits and will be provided on an on-gong basis to the sub-grantees and to their contractors.

In response to DOE guidance, and to current issues with the quality of work with the program, the State has taken a pro-active approach to addressing the training requirements of all its partners. Requirements will include training requirements for State and agency staff, and for all agency sub-contractors and their staff that are working on dwelling units.

- At a minimum, all staff and contractors and their staff will be required to participate in the NCERT training within one year of hire in the coming year.
- All Auditors conducting Initial and Final inspections must be BPI certified and must maintain this certification. Auditors must also attend a State sponsored training that will ensure adherence to State regulations, the priority list, and the technical manual. Agency staff have one year to obtain this certification.
- All staff, contractors and/or staff working on DOE or ARRA dwelling units must attend the approved Lead Safe Work (LSW) training and must provide verification to the sub-grantee of meeting this requirement. The exception may be furnace replacement contractors that are not disturbing paint in the home. However, if ductwork is being replaced and/or other painted areas are disturbed in dwellings built prior to 1978, this exception no longer applies.
- Sub-contractors must comply with the Renovation, Repair and Painting (RRP) rule requiring that certain types of work be conducted by an EPA Certified Renovator Firm. Where required under the regulation, the firm must assign a Certified Renovator for weatherization work in target housing with the responsibility to train non-certified workers and conduct lead swab testing in appropriate areas. Sub-contractors must provide verification of current certification where appropriate.
- Given the continuous evolution of Weatherization practices it is important for all working on Weatherization to maintain their knowledge and awareness of current best practices in the Weatherization industry. Therefore, the requirement will be that all State and sub-grantee staff and their contractors and staff will be required to attend at least two days of training and/or professional skills development every year hereafter on an ongoing basis. The Audit and Final Inspection are crucial to an effective program and to the work that the contractors will be conducting. Therefore, all individuals conducting Audits and Final Inspections will be required to become BPI certified, to attend State sponsored training on policies and procedures, the priority list and the technical manual, and on specific areas that affect the Health and Safety of a unit being weatherized. All contractors and staff working on dwellings weatherized by the State of Delaware Weatherization Program will be required to attend training provided by the State that will include the Federal and State regulations and best practices,

U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

Identification: EE0000154

State: DE

Program year: 2010

Budget period: 04/01/2010 - 03/31/2011

priority list, program technical manual, and all policies and procedures that affect the program. Training will be tailored to the specific work of the contractors.

TRAINING & TECHNICAL ASSISTANCE

In the ARRA budget under Sub-grantee T&TA - Attendance at DOE National and Regional meetings and other related conferences such as Affordable Comfort serve to advance the base knowledge of staff and in some cases provide a different training perspective. Sub-grantees are encouraged to send staff, and their contractors and staff, to attend these conferences and training. The state will include funding for T&TA in the ARRA budget of each of the two sub-grantees to allow the sub-grantee to provide additional opportunity for training to their staff and to their sub contractors and their staff.

Contracted 2 Consultants under ARRA T&TA - The State is working with the two (2) consultants to develop State and local capacity and to assist with the State's process for decentralizing the program operation. The consultants will develop State Plans, State and local contracts, the training approach, Policies and Procedures, Procurement Policies, and other processes and documents necessary for administering the Weatherization Program.

Contracted under ARRA T&TA - The State has contracted with the Indiana Community Action Agency (INCAA) to conduct training for Auditors completing final inspections for the approximate 600 dwelling units that were completed but had no final inspections completed. Therefore, the State contracted with four (4) Auditor firms that supplied six (6) BPI certified Auditors to conduct the final inspections. These Auditors are receiving training and will continue to be trained and to receive Technical Assistance in the coming months. INCAA will return to Delaware for a follow-up visit to conduct quality assurance of the work being done by these Auditors.

Contracted under ARRA T&TA - The State has contracted with NCERT to conduct training for 72 state and local staff, and for contractors and their staff. Contractors will be identified as being part of the Weatherization network. This training is geared toward contractors that work on the shell of the home, including pressure diagnostics, insulations, basic core competencies and Delaware's priority list and technical manual. This training is a 2 week course that includes one week in the classroom and lab allowing the trainees to take what they learned back to the field. Several weeks later the trainees will return for hands-on training on actual homes with the assistance of a trainer. The sessions will be for 6 to 12 individuals at a time and will continue throughout the coming year. NCERT has provided scholarship funding to support the costs of the training program as well as additional financial assistance to offset the cost of this training to the State. This was made possible through a Grant that NCERT received from DOE to increase technical capacity in their service area and other States.

In the ARRA budget under "Other" - The State has set aside funding and will be issuing an RFP to provide ongoing local training to the Weatherization Network for the next two years. This training will enable the Delaware weatherization network to strive for continual upgrades and improvement. It will focus on the following topics: lead-safe- work practices, lead renovator training, weatherization core competencies, and BPI certification. The intent is that all State and Local stakeholders, including their contractors and staff, will have training available to them for new and existing staff, and to ensure that everyone maintains up to date information on all best practices. This RFP will allow the training center to draw down on a per person cost for those individuals attending the training. Trainees must be individuals either working directly as State or sub-grantee staff, or contractors and their staff that are working for the sub-grantees. In addition, the sub-grantees will be allocated T&TA funding to reimburse trainees for per-diem and travel costs.

In the ARRA budget under "Other" - The State has set aside funding in the ARRA budget for a yearly state-wide training of the weatherization network for the two remaining years of ARRA. This training will include: special speakers from DOE and the State; training on a special subject (i.e. Mobile homes); updates to the program, and feedback from all parties. The purpose of this event is to support the program's goal of continual improvements based on national best practices.

In the ARRA budget under "Other" - The State has set aside funding in the ARRA budget for additional training on administration of the Weatherization Program. The State will be working with experts to provide training to State and local staff on: developing a sound financial system; cost allocation; understanding the Federal and State requirements

U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

Identification: EE0000154

State: DE

Program year: 2010

Budget period: 04/01/2010 - 03/31/2011

as they pertain to Federal funds; reporting; rules and regulations for the Weatherization Program; etc. These trainings will be offered throughout the coming year to assist local agencies and the state in implementing a sound Weatherization Program model.

In the ARRA budget under -"Other" (This will be a contract when the mentors are found). - Funds have been designated for the State or Sub-grantees to hire a mentor/consultant for each of the sub-grantees to assist them with the implementation of the program at the local level. The consultant/mentor will assist the subgrantee in developing the systems necessary to run the program based on all Federal and State regulations.

The State will continue to refine its training approach in the coming year to ensure that the State of Delaware maintains local capacity and sustainability for training of all the Weatherization network.

Non-Compliance

Sub-grantees will be required to monitor the contractors and their staff for compliance with training and certification requirements. Sub-grantees that fail to have their staff or contractors and staff obtain the proper training will be required to pay back any funds utilized on units in which that contractor or their staff worked, and may be subject to contract termination.

II.7 DOE-Funded Leveraging Activities

Not applicable.

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

Table with 2 columns: Name/Title, Agency. Rows include Katrina Eichler / Fuel Assistance Program Manager, Catholic Charities Inc; Dr. John Byrne / University of Delaware; Senator Harris B. McDowell (Ex-Officio Member); J.R. Blevins (Ex-Officio Member) / Private Contractor; William LeCates / Sussex County Department of Community Development & Housing; William E. Pelham / AIA Architect, PAC Chairman.

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

Table with 2 columns: Hearing Date, Newspapers that publicized the hearings and the dates that the notice ran.

II.10 Adjustments to On-File Information

The State of Delaware is restructuring the Weatherization Program from a centralized system of operations to a system which allows sub-grantee control of the budgets as well as of program operations. The program restructuring will realign State and local responsibilities.

Beginning in August 2010, sub-grantee staff will be responsible for all activities involved in running the Weatherization Assistance Program (WAP) including: maintaining client files; taking eligibility applications where appropriate; tracking expenditures; ensuring that the waiting list is maintained and followed; assigning costs to proper program budgets; audits and final inspections; procurement procedures; contracting for weatherization work; and evaluation for training needs of their contractors and staff. The State's role will consist of oversight responsibility

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Other revisions to the State Plan include:

Requiring that the sub-grantees have written procedures for: procurement; landlord contributions; and leveraged funds.

Allowing for sub-grantee to claim under Program Operations, Health and Safety, Audits, and Liability & IPO Insurance.

Allowing for sub-grantee to claim under Program Operations, Health and Safety, Audits, and Liability & IPO Insurance.

Defining Weatherization work as those measures required to reduce energy to include only work allowed by the Priority list.

Limiting additional necessary repairs to \$400 total per unit with prior approval of the sub-grantee.

Allowing for up to \$50 in small base-load measures such as replacement bulbs, aerators and shower heads.

Requiring pre and post blower door readings.

Requiring Worse Case CAZ testing after all work is completed on the dwelling, during the Audit and the final inspection.

Enhancing the training being provided to the Delaware network by bringing National Training Centers to Delaware to provide training as well as sending the network to other training facilities.

Requiring that all State and local staff attend training.

Requiring that all Auditors must be BPI certified, and that they attend additional training as prescribed by the State.

Requiring training of all contractors to ensure consistent and appropriate application of Weatherization measures.

Prohibiting use of Weatherization funding to conduct lead remediation, mold and moisture remediation, asbestos removal, and other environmental types of remediation.

Rather, sub-grantees are to partner with other programs funded for those types of work.

Purchasing equipment to conduct appropriate quality assurance inspections and monitoring.

II.11 Miscellaneous

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1. The WAP Policy Advisory Committee meets at least once per year.
2. The state is in the process of updating its lead safe work practice policies and procedures to concur with the most recent DOE guidance on the subject.

Lead Safe Weatherization Program Procedures

The Delaware Weatherization Assistance Program will implement and enforce all rules for Lead Safe Weatherization. Lead safe weatherization methods are being updated in the Field Standards (and On-File Information.) Specific training and implementation plans include:

- sub-grantees will continue to give the booklet "Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools" to all owners and occupants of dwelling units built before 1978;
- training will be provided in the state during the year as needed.
- agency documentation that LSW practices were performed as required, including crew supervisor signature acknowledging the practices and photos of the worksite;
- thorough monitoring of agencies LSW practices and documentation;
- continued training and attention to EPA's LRRPP requirements, including:
 - o planned designation and testing of Certified Renovators for 2010;
 - o documentation by Certified Renovators in 2010 that all LSW standards were properly followed on each appropriate job site; and
 - o insure that all WAP sub-grantees have the necessary Certified Renovator qualifications and credentials.

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This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

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

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).

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.

There are two portals for application to the weatherization program:

1. LIHEAP clients are “categorically eligible” and the application taken for the LIHEAP program will include an option that clients may select to include weatherization services. A copy of this application must be printed and included in the client’s weatherization file.
2. Clients may also apply for weatherization services directly through the State Service Centers and the sub-grantees. In this case, the same LIHEAP application will be filled out and the required eligibility documentation will be collected at the time of intake and stapled to the application for inclusion in the client file, to verify eligibility.

Procedures to determine that units weatherized have eligibility documentation:

DSSC/OCS will require that all sub-grantees maintain client files, documenting eligibility and weatherization procedures. Client files will be available to DSSC/OCS for program evaluation and monitoring purposes. Files containing applications taken by the State Service Centers and the sub-grantees must include the corresponding income documentation. LIHEAP Fuel Assistance clients that are “categorically eligible” need only have a photo-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.

Furthermore, DSSC/OCS staff will be required to review files for completeness of documentation, accuracy of calculation, and compliance with DOE regulations.

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To ensure that dwelling units are in fact eligible for weatherization services, sub-grantees will receive written procedures, policy updates, and information for ensuring compliance with 10 CFR 440.22 Eligible Dwelling Units.

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

Sub-grantee selection was based on comment received at a public hearing pursuant to 10CFR 440.14 (a), and appropriate findings as outlined in 10 CFR 440.15 for prospective sub-grantees.

III.1.3 Priorities

The State of Delaware's waiting list will be comprised of eligible clients who have applied for the Low Income Home Energy Assistance Program (LIHEAP).

The State of Delaware waiting list will be prioritized for families to receive weatherization services as follows:

1. Elderly and/or disabled
2. Households with children
3. All other eligible dwelling units

Sub-grantees will be responsible for maintaining files and will be monitored for adherence to the priority list. DSSC/OCS will assist the sub-grantees to develop policies and procedures emphasizing the priority points assigned to households and the selection processes for program participants. DSSC will monitor for compliance of intake procedures and client eligibility. DOE requires that priority be given to elderly and/or disabled. In addition, DOE allows States to prioritize households with children. The state has decided to add children to the priority list. Owner occupied and renter occupied dwelling units will have equal priority.

III.2 Climatic Conditions

Delaware's climatic data are 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

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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

DSSC/OCS will ensure homes weatherized in Delaware receive the highest quality of work to maximize energy savings. The Delaware Weatherization Program will accomplish this by maintaining well trained staff to monitor all work completed as well as by providing training for all weatherization staff, contractors, and their employees. To ensure that procedures are being properly applied, sub-grantees will receive administrative and technical training, along with field visits and enhanced training at the field site. State staff, sub-grantees and contractors will be trained and will adhere to the priority list and the State Technical Manual. To assist staff in accomplishing their work, DSSC/OCS and the sub-grantees will purchase up-to-date equipment such as new blower doors, digital gauges, and carbon monoxide detectors for their State and local staff.

Specific weatherization measures are tailored to each housing type using DOE-approved priority lists for site-built and mobile home units. Homes being weatherized under the audit will first receive extensive testing of combustion appliances to ensure family health and safety. After that work will be completed by contractors who will complete the weatherization work based on Audit recommendations that are based on the priority list. Typical work completed onsite built homes include:

* Health and Safety testing and measures

~Conduct visual test of the exterior and the interior. ~Install smoke detector and CO detector if applicable.

~Conduct Combustion Appliance testing before, during and after the work is completed.

~Interview the household regarding health and safety issues.

~Conduct Worse case CAZ testing after all mayor work is completed on the dwelling.

*Energy Audit

~Inspect the home exterior & interior to determine condition of home for weatherization

~Interview client regarding Health & Safety, comfort, heating & relevant problems

~Test heating systems – Measure CO, Conduct Worst Case test, inspect Venting Systems; evaluate efficiency, measure heat rise.

~Inspect home interior for: health & safety & moisture problems; large air leaks; & insulation levels.

~Evaluate base-load levels: Measure hot water temperature, count incandescent lights, and evaluate shower flow.

~Measure air leakage – measure pressures with blower door at CFM 50 and record readings.

~Evaluate Ducts – conduct pressure pan tests and need for duct insulation using blower door and pressure diagnostics with blower door at CFM 50.

* Client education

~Provide education throughout the weatherization process

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* General heat waste including:

- ~Blower door directed air sealing
- ~Duct Sealing as directed by blower door and pressure diagnostics
- ~Insulate Ducts in Unconditioned Spaces
- ~Insulate Open Attic Ceilings to R 38 (currently R30 in Priority List)
- ~Insulate Closed Floor Cavities in Unconditioned Spaces
- ~Insulate Open knee Wall Cavities in Unconditioned Spaces
- ~Insulate Closed Wall Cavities in Unconditioned Spaces
- ~Insulate Open Floor Ceilings in Unconditioned Spaces
- ~Insulate Floor Cavities in Conditioned Basements
- ~Sill Boot Areas in Conditioned Basement
- ~Water heater system treatment
- ~Furnace System tune up
- ~Lighting and base load measures (Limit of \$50 in materials per home)
- ~Refrigerator replacement
- ~Other necessary repairs (limited to \$400 total per home with approval from sub-grantee)
- ~Minor Air Sealing

*Final Inspections

- ~Post blower door readings at CFM 50.
- ~Health and Safety Checks including Worst Case CAZ detectors ~Check for Smoke Detectors and CO detectors
- ~Conduct Combustion Appliance tests
- ~Check for appropriateness of all work completed including
 - Insulation
 - Air sealing
 - Client education
 - Duct Insulation
 - Pressure Differentials – Were the ducts/basement treated correctly?
 - Costs
 - Measures charged against measures installed

Typical work on a mobile home includes:

- * Health and Safety testing and measures – Same process as with site built homes
- * Mobile Home Audit – The Auditor will use the Final Inspection Mobile Home form and the Same process as with site built homes
- * Client Education – Same process as with site built homes
- * General heat waste including:
 - ~Air sealing with the blower door
 - ~Insulate:
 - Floor systems (Belly Blow)
 - Ducts should be tested for air leakage and should be properly sealed and

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insulated.

Insulate Roofs

- ~Add interior storm windows to single pane glass primary primers or jalousie units.
- ~Water heater system treatment
- ~Furnace System tune up
- ~Lighting and base load measures (Limit of \$50 in materials per home)
- ~Refrigerator replacement
- ~Minor Air Sealing
- ~Other necessary repairs (limited to \$400 total per home with agency approval)
- ~Replace deteriorated primary door units if badly deteriorated

* Final Inspections - The auditor will use the Mobile home final inspection form and will use the same process as with site built homes.

The DSSC/OCS will allow for replacement of incandescent bulbs with compact fluorescent bulbs. They are replaced in areas where lights are left on for at least three hours a day. The projected 75% savings in electricity will justify the cost of the bulbs. Shower heads and aerators will also be replaced along with providing client education. These low cost measures will be limited to \$50 per home.

Incidental repairs will be performed in accordance with DOE guidelines, and prior approval will be required from DSSC for material and labor cost of over \$400.

III.3.2 Energy Audit Procedures

The State is in the process of updating the current priority list which is one year overdue for re-submittal to DOE. In the meantime, the State will use the current priority list which has been approved by DOE and is based on the National Energy Audit (NEAT) and the Mobile Home Energy Audit (MHEA) to guide the installation of energy efficiency improvements in single-family dwelling units and mobile homes.

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

III.3.3 Final Inspection

Each sub-grantee is required to complete a final inspection of each unit weatherized. Final inspections will be conducted by agency auditors that are BPI certified or by BPI certified contracted Auditors using State approved procedures for energy audits and final inspections. Final inspections will evaluate the work completed by the contractors to ensure that: the priority list was followed; that the work charged for was completed; and that all work was performed according to quality standards in the field. Additionally, the final inspection will ensure that all health and safety issues were addressed in a manner which protects the client.

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* Final Inspections will include:

- ~Post blower door readings at CFM 50.
- ~Health and Safety Checks including Worst Case CAZ
- ~Check for appropriateness of all work completed including:
 - General Heat Waste
 - Insulation
 - Duct Sealing & Insulation
 - Air Sealing
 - Smoke Detectors
 - CO Detectors
 - Client education
 - Pressure Differentials – Were the ducts/basement treated correctly?
 - Quality of work
 - Costs
 - Measures charged against measures installed

A dwelling unit may not be reported as completed until a final inspection has been performed and it has been certified that the work has been completed in a workmanlike manner and in accordance with approved procedures, and that all materials have been properly installed. A standardized form will be used to document the results of the inspection and will be maintained in the client file. Only completed dwelling units will be reimbursed by the State and by DOE.

III.3.4 Assessment of Effectiveness

The yearly monitoring review and field visits to conduct monitoring of the weatherization work provide an excellent process for assessing the effectiveness of the work completed. Monitoring results will be reviewed for both strength and weaknesses. In addition to the required annual administrative review of the sub-grantees program and fiscal operations, and the field visits to 10 per-cent (10%) of the completed homes, the state's Technical Monitor and Program Administrator will conduct regular monitoring visits to the offices of the sub-grantees and to selected properties that are both in progress and completed, to assess the effectiveness of ongoing operations.

DSSC will use a combination of monitoring and Training and Technical Assistance 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. Currently the State has not developed procedures for comparing energy savings between sub-grantees, however, it is the goal of the State to begin obtaining utility information for future evaluation with Princeton Score Keeping Method (PRISM) which will compare savings by calculating energy usage from a year before a home was weatherized through the program and a full year afterward. This information will be calculated by agency, by contractor, and by other measures as necessary for evaluating effectiveness of the program.

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III.4 Health and Safety

DSSC/DOS has prepared a Health and Safety Plan for the Weatherization Program in accordance DOE program regulations and guidance. Delaware's Health and Safety Plan is attached. The State recognizes that the primary goal of the Weatherization Assistance Program is energy efficiency and will ensure that this ultimate goal is met. Furthermore, the State will eliminate the cost of Health and Safety from the average-cost-per home and will include this as a separate category. Sub-grantees will be allowed to use up to ten per-cent (10%) of their budget for Health and Safety.

Lead Paint Hazard

Sub-grantees will be trained on lead-based paint risk and associated issues. DSSC will require that the sub-grantees have Pollution Occurrence Insurance (POI) and will include this along with the liability insurance as a separate category.

Sub-grantee must require subcontractors to comply with the Renovation, Repair and Painting (RRP) rule requiring that certain types of work be conducted by an EPA Certified Renovator Firm. Where required under the regulation, the firm must assign a Certified Renovator for weatherization work in target housing with the responsibility to train non-certified workers and conduct lead swab testing in appropriate areas. The CR must also oversee work practices to ensure the use of lead safe work practices including proper dust barriers, dust minimizing work methods, dust cleanup practices, clearance and record keeping.

All workers disturbing paint will be required to attend Lead Safe Work Practices (LSWP). The sub-grantees will monitor their sub-contractors for compliance with LSWP training requirements, and will maintain records in their files. A copy of the Environmental Protection Agency (EPA) "Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools" will be provided to all occupants residing in pre 1978 dwelling units. A signed receipt will be obtained prior to the start of the weatherization work and will be kept in the client file. Weatherization work will be deferred where significant lead-based paint hazards are found and where the weatherization work may result in increasing lead levels in the home or surrounding areas. Where a child is identified with an elevated blood lead level special care will be taken to not disturb paint, or weatherization work will be deferred until the home is lead-safe.

DOE Weatherization funding will not be used to test, remediate, or abate a dwelling with lead-based-paint. When possible, the sub-grantees will coordinate their efforts with other funding sources to assist the families living in the dwellings with their efforts to make these dwellings lead-safe. If the sub-grantee or contractor of the sub-grantee suspects that there are

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high levels of lead in the home, and children are living in the home, in particular children younger than 6 years of age, referrals will be made to the local health department for testing of the children's blood for lead.

Mold and Moisture

Sub-grantees will receive training to ensure that regular weatherization work is performed in a manner that does not contribute to mold problems. As part of the initial audit an assessment will be done to identify moisture related problems. Minor conditions that cause mold and moisture issues in a dwelling unit and which will affect the quality of the weatherization work will be addressed. DSSC has set a limit of \$400 per home (with prior approval, see "incidental cost") or such repairs that may be required to complete the weatherization work. In cases where significant remediation of toxic substances is required, DOE Weatherization funds will not be used as this is not an allowable Weatherization expense. DOE Weatherization funds will not be used to test, abate, remediate, purchase insurance, or alleviate existing mold conditions identified during the audit, the work performance period, or the quality control inspection. Weatherization services may need to be delayed until the existing mold problems can be referred to another agency for funding of remedial action.

Asbestos

Auditors will be trained to identify dwelling units that may have asbestos materials. These units will be assessed and weatherization work will be performed if possible and safe. Asbestos which is friable, is not permitted to be removed, covered, encapsulated, or disturbed during weatherization activities. These asbestos measures will not be charged to DOE Weatherization funding. If requested, a reasonable time for asbestos removal and clean-up will be given prior to weatherization. When possible, sub-grantees will work with other funding sources to remove or remediate asbestos.

The attached Health and Safety Plan further addresses:

- Crew and Contractor Health and Safety
- Client Health and Safety
- Combustion Appliances and Combustion Gasses
- Hazards of Fires
- Existing Occupant Health Problems
- Radon
- Formaldehyde and Volatile Organic Compounds
- Electrical Wiring
- Other Code Issues

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III.5 Rental Procedures

To assist sub-grantees 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; receive statements from fuel suppliers for evaluation; 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 sold, or mobile home moved. In addition, 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 part of the State weatherization Policies and Procedures Manual, the state will include landlord procedures that address landlord contribution, and appeals to resolve disputes (440.22(d)). The manual will address: sub-grantees requirement to ensure that no undue enhancement occur 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. The State will not require landlord contributions for weatherization of rental units.

In addition, in the manual Sub-grantees will be 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 This manual is being written and will be distributed to the sub-grantees.

Sub-grantees will be required to establish their own written procedures for addressing rental properties in their programs. These policies will include requirements that sub-grantees have written procedures for addressing landlord contributions.

III.6 Program Management

III.6.1 Overview

The Delaware Weatherization Assistance Program is administered by the Delaware Health and Social Services, Division of State Service Centers, Office of Community Services (DHSS/DSSC/OCS).

Two sub-grantees administer the Weatherization Program at the local level, First State Community Action Agency and Neighborhood House, Inc.

The attached organizational chart illustrates how weatherization activities are structured within the organization. The organizational chart also shows the relationship of the Weatherization Program to other units within the DSSC.

III.6.2 Administrative Expenditure Limits

DHSS/DSSC will allow for maximum administrative expenditure of 5 percent of the sub-grantees total expenditures.

The state will not exercise the option of providing additional administrative funds from the State administrative portion to the sub-grantees.

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III.6.3 Monitoring Approach

Based on the Department of Energy recommendations (DOE), and best practices, the State of Delaware has decentralized the Weatherization Program from direct administration by the state to local program administration by the two sub-grantees. The two sub-grantees are already under contract to implement the program. They have received training and are in the process of implementing changes to their operations which will allow for local control of program implementation, including fiscal control, with State oversight. These changes require written policies and procedures, training, and most importantly frequent monitoring and technical assistance.

To ensure adherence to new program policies and procedures at the state level, and to ensure effective monitoring of the implementation of the program at the local level, the State will be hiring a new program administrator and a technical monitor to provide continuous technical assistance and monitoring of the program for the remaining two years of the ARRA program. After ARRA, the State will re-evaluate staffing needs and adjust accordingly.

The sub-grantees' program operations will be monitored for quality program management and financial management compliance by the state program administrator and the program monitor on a continuous basis. In addition, state staff will provide ongoing training/technical assistance to local staff and contractors weatherizing homes.

The purpose of monitoring visits is to assist the sub-grantees in providing high quality energy conservation services to low-income individuals. In addition, monitoring and technical assistance ensures that high quality comprehensive services are consistently applied throughout the state. To ensure that this is happening, the state will conduct a file review on least five (5) per-cent of all dwelling units weatherized for compliance, and a field review of ten- percent (10%) of dwelling units weatherized for quality assurance. Monitoring by state staff will include the following practices to verify compliance:

* Administrative Review – The weatherization program administrator will conduct at a minimum of one administrative review for each program year. This review will include a review of:

-- Audit Review – The weatherization program administrator will conduct a thorough review of the A-133 audit for each sub-grantee.

-- Liability & Pollution Occurrence Insurance (POI) – The program administrator will review records to ensure that the agency has the appropriate liability and environmental insurance.

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-- Procurement Procedures – The monitor will review procurement records to ensure that procedures were followed for procurement of contractor labor and materials.

-- Fiscal Review – As part of the review, the monitor will randomly select files for fiscal testing. During this process fiscal staff from the Division of State Service Centers will check to ensure that contractors are paid within 30 days of submitting their invoices, costs were charged to various grants appropriately, and claim submissions have appropriate backup and charges are appropriate.

-- Production Management – The State staff will review agency personnel to ensure that sub-grantees have enough staff to complete the established production goals. Monitoring will include a review of agency staff and contractor training and qualification for the various jobs functions. The monitor will review for compliance with the priority list.

-- Client file Review- Each agency will be 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 will also be required to document services provided to the client and all costs associated with the completion of those services. Files will be pulled at random from agency records and the Client File Review worksheet will be completed for each file selected. The review will consist of job number, income documentation, application dates, job costs, dwelling type, technical reading from diagnostic tests performed, and the presence of all appropriate forms and signatures.

* Field Inspections – DSSC staff will also conduct on-site inspections of a ten per-cent (10%) of all dwellings weatherized, including the five per-cent (5%) pulled from the file review for the purpose of quality assurance. The purpose of this review will be to ensure that weatherization services are provided in a professional and workmanlike manner in compliance with all standards, regulations and policies set forth by DSSC in the Weatherization Field Guide and the Priority List. The sub-grantee will be responsible for quality control on all completed units and the final inspection, completed by qualified staff, will attest to the level of quality, professionalism, and appropriateness of the measures installed. The field inspection will include: base load measures installed, air sealing, insulation, CAZ testing etc. The monitor will verify that the work performed was appropriate and effective and that all work that was paid for was properly installed.

* The sub-grantee will be briefed on all observations and findings generated by the monitoring visit, through an exit interview. Within thirty (30) days of each visit, the State will prepare a written report on its findings and send it to the sub-grantee for corrective action. The sub-grantee will have 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 DSSC. Noncompliance findings, unresolved within forty-five days, will be reported to the DOE NETL. Sensitive or significant noncompliance findings will be reported to NETL immediately.

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* The State will track major findings from the sub-grantee visits and will prescribe a timeline for final resolution. Failure to comply with the timeline and specific corrective action goals will jeopardize the ability of the agency to maintain its status as a sub-grantee.

* DSSC will comply with all guidance issued by DOE regarding payment of prevailing wage for employees and subcontractors utilized on an ARRA-funded unit, as well as relevant provisions of the Buy-America Act. In addition, DSSC will use monitoring staff to ensure that sub-grantees are paying contractors prevailing wage as determined by the Secretary of Labor.

* Training and Technical Assistance (T&TA) is considered an essential part of all monitoring visits. Agencies will receive T&TA consultations from the technical staff person, and the weatherization program administrator. These visits will be to assist local agency staff with issues relating to program operations, fiscal management, procurement procedures, and the technical aspects of the program.

* The State will report its plans, milestones and current monitoring status on the DOE quarterly Program Report, which is submitted to NETL. The report will include: the number and type of monitoring visits scheduled and completed; significant finding; the status of finding; significant corrective actions; current management issues (e.g. special training and technical assistance, success stories and special projects etc.) Sub-grantee monitoring trip reports will be available for review by NETL during their monitoring of the state office.

III.6.4 Training and Technical Assistance Approach

The State's Training and Technical Assistance (T&TA) Plan is intended to maintain and 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 sub-grantees, and the weatherization contractors will receive T&TA. The T&TA plan illustrates how each stakeholder will engage in training and/or receive technical assistance to replicate best practices and adhere to DOE standards of excellence:

Assessment of Training Needs

The State will assess the training needs of the sub-grantees and sub-contractors through quality assurance monitoring in the field, observations of performance, discussions, regularly scheduled management meetings and monitoring visits. Through their monitoring of sub-contractors' work, the sub-grantees will further assess and provide feedback to the State for training needs of their private subcontractors.

Types of Training Provided

The State will provide the following types of training to state, sub-grantee staff, and local sub-contractors:

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* Management Training - including training in production management; subcontract management and financial management. Attendance at training sessions is mandatory for the program management personnel working in the weatherization program. In addition to sub-grantee management training, the state will obtain technical assistance for the state office by working with experts in the weatherization field to ensure that Delaware incorporates best practices into program administration and field operations.

* Technical Training - including 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 sub-grantees will also be required to have their private weatherization subcontractors attend work specific and relevant training sessions on an annual basis.

* Sub-grantee staff is encouraged to attend management and technical workshops offered at the regional and national weatherization conferences.

* The State is working with local and national training providers recognized by DOE and the weatherization network to provide additional training for the Delaware Weatherization contractor network. Ongoing training will be provided for the next year, and will continue to emphasize the need for targeted quality energy conservation work.

Comparative Productivity

The State will contract with two sub-grantees for the administration of the weatherization program. Monthly production reports submitted by the sub-grantees will be used to compare productivity.

Assessment of T&TA Activities

Continuous monitoring of work completed in the field, and monitoring of sub-grantee files and sub-grantee operations will assist the State with determining future training needs. In addition, the State will continue 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

The LIHEAP program has increased the eligibility for LIHEAP to 200% of poverty.

The sub-grantees for the Weatherization Program are required to purchase Pollution Occurrence Insurance (POI) and provide evidence of such insurance to the Office of Community Services.