

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007902		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Alabama 401 Adams Avenue - Suite 560 Montgomery, AL 361035690		4. Program/Project Start Date 04/01/2020	5. Completion Date 03/31/2021

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. 2020 WAP Formula Funds	81.042	\$ 260,000.00		\$ 3,443,053.00		\$ 3,703,053.00
2. STATE			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTAL		\$ 260,000.00	\$ 0.00	\$ 3,443,053.00	\$ 0.00	\$ 3,703,053.00

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	\$ 19,237.00	\$ 0.00	\$ 110,293.00	\$ 0.00	\$ 129,530.00
b. Fringe Benefits	\$ 7,971.00	\$ 0.00	\$ 43,432.00	\$ 0.00	\$ 51,403.00
c. Travel	\$ 0.00	\$ 0.00	\$ 29,525.00	\$ 0.00	\$ 29,525.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 2,500.00	\$ 0.00	\$ 2,500.00
f. Contract	\$ 0.00	\$ 172,276.00	\$ 52,189.00	\$ 156,000.00	\$ 3,309,248.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 1,026.00	\$ 0.00	\$ 36,026.00
i. Total Direct Charges	\$ 27,208.00	\$ 172,276.00	\$ 238,965.00	\$ 156,000.00	\$ 3,558,232.00
j. Indirect Costs	\$ 144,821.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 144,821.00
k. Totals	\$ 172,029.00	\$ 172,276.00	\$ 238,965.00	\$ 156,000.00	\$ 3,703,053.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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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		\$ 260,000.00	\$ 0.00	\$ 3,443,053.00	\$ 0.00	\$ 3,703,053.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 129,530.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 51,403.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 29,525.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,500.00
f. Contract	\$ 2,366,383.00	\$ 495,000.00	\$ 34,600.00	\$ 32,800.00	\$ 3,309,248.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 35,000.00	\$ 0.00	\$ 36,026.00
i. Total Direct Charges	\$ 2,366,383.00	\$ 495,000.00	\$ 69,600.00	\$ 32,800.00	\$ 3,558,232.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 144,821.00
k. Totals	\$ 2,366,383.00	\$ 495,000.00	\$ 69,600.00	\$ 32,800.00	\$ 3,703,053.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET**

(Grant Number: EE0007902, State: AL, Program Year: 2020)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Alabama Council on Human Relations, Inc. (Auburn)	\$124,675.00 16
Central Alabama Regional Planning and Development Commission (CARPDC) (Montgomery)	\$291,917.00 42
Community Action Agency of Northeast Alabama, Inc (Rainsville)	\$325,655.00 46
Community Action Agency of Northwest Alabama, Inc. (Florence)	\$128,255.00 17
Community Action Agency of South Alabama, Inc. (Daphne)	\$218,125.00 30
Community Action Agency of Talladega, Clay, Randolph, Calhoun and Cleburne Counties (Talladega)	\$197,793.00 26
Community Action Committee, Inc. of Chambers-Tallapoosa-Coosa (Dadeville)	\$78,418.00 10
Community Action Partnership of Huntsville/ Madison and Limestone Counties, Inc. (Huntsville)	\$196,939.00 26
Community Action Partnership of North Alabama, Inc. (Decatur)	\$244,123.00 34
Community Service Programs of West Alabama, Inc (Tuscaloosa)	\$229,705.00 32
Jefferson County Committee for Economic Opportunity (Birmingham)	\$421,578.00 60
Mobile Community Action, Inc. (Mobile)	\$326,697.00 46
Montgomery County Commission, c/o Central Alabama Regional Planning and Development Commission (Montgomery)	\$175,434.00 24
Organized Community Action Program, Inc. (Troy)	\$297,745.00 41
Total:	\$3,257,059.00 450

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	450
Rewatherized Units	0
Note: Planned units by quarter or category are no longer required, no information required for persons.	

Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	450
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	450
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		

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F	Total Funds for Program Operations	\$2,366,383.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	450
H	Average Program Operations Costs per Unit (F divided by G)	\$5,258.63
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$5,258.63

IV.3 Energy Savings

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	450	29.3	13185
Prior Year Estimate	480	29.3	14064
Prior Year Actual	217	29.3	6358
Method used to calculate savings description: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			

IV.4 DOE-Funded Leveraging Activities

<u>LEVERAGING ACTIVITIES</u>
<p>Low-Income Home Energy Assistance Program (LIHEAP) funds are provided through the U.S. Department of Health and Human Services. LIHEAP funds can be used in conjunction with DOE funds. LIHEAP funds will be available for weatherization activities in Program Year 2019.</p> <p>In accordance with 440.14 (b)(9)(xiv), The State of Alabama encourages subgrantees to utilize private resources to increase the amount of assistance to eligible clients. No State funds are available for weatherization projects and since all subgrantees are public or nonprofit entities they must rely solely on Federal Funds (LIHEAP and DOE).</p>

IV.5 Policy Advisory Council Members

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

Jennifer Young	Type of organization: Unit of State Government Contact Name: Jennifer Young Phone: 3343533006 Email: jennifer.young@adeca.alabama.gov
Mr. Donny Barber	Type of organization: Non-profit (not a financial institution) Contact Name: Donny Barber Phone: 3342624300 Email: dbarber@carpdc.com
Mr. Kevin Abbott	Type of organization: Non-profit (not a financial institution) Contact Name: Kevin Abbot Phone: 2566384430 Email: kevinab@farmerstel.com
Mr. Kris Rowe	Type of organization: Non-profit (not a financial institution) Contact Name: Kris Rowe Phone: 2512622646 Email: kris.rowe@caaofsa.org
Ms. Deloris Mastin	Type of organization: Non-profit (not a financial institution) Contact Name: Ms. Deloris Mastin Phone: 2568519800 Email: dmastin@caa-htsval.org
Ms. Jennifer Lee	Type of organization: Unit of State Government Contact Name: Jennifer Lee Phone: 3343533005 Email: jennifer.lee@adeca.alabama.gov

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Ms. Marquita Lennon	Type of organization: Unit of State Government Contact Name: Ms. Marquita Lennon Phone: 3342422698 Email: marquita.lennon@psc.alabama.gov
Ms. Misty Barnes	Type of organization: Unit of State Government Contact Name: Misty Barnes Phone: 3343538712 Email: misty.barnes@adss.alabama.gov
Ms. Monica Eubanks	Type of organization: Non-profit (not a financial institution) Contact Name: Monica Eubanks Phone: 2054697076 Email: meubanks@cspwal.com
Tanganyika Grayson	Type of organization: Utility Contact Name: Tanganyika Grayson Phone: 2052572357 Email: tgrayso@southernco.com

IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)

Date Held	Newspapers that publicized the hearings and the dates the notice ran
01/24/2020	Sub-grantees were notified by mail of a public hearing on January 3, 2020.
01/24/2020	The Mobile Press Register and the Birmingham News ran ad for public hearing on January 10, 2020. The Montgomery Independent ran ad for public hearing on January 9, 2020. Hearing is to take place on January 24, 2020
01/24/2020	Notice was posted on the Secretary Of State Website as required by the Alabama Open Meetings Act on December 23, 2019. Public hearing was held January 24, 2020.

IV.7 Miscellaneous

Alabama entered into a Programmatic Agreement with the State Historic Preservation Office on April 6, 2010.

Notices for Public Hearings are posted on the Secretary of State Website as required by the Open Meetings Act
https://www.openmeetings.alabama.gov/generalpublic/display_notices.aspx
Notice of Public Hearing is also posted in newspapers throughout the State. Notices are attached.

Additionally subgrantees are notified of a public hearing by email and standard mail.

Notices are posted to give required 10 days notice.

America Customer Satisfaction Index(ACSI)

In reviewing current scores with previous scores most areas improved or remained consistent, while two areas decreased.

Training provided by Third Parties

In particular the cost of training took the largest drop, but training was lower over all as well.

The grantee is working with the subgrantees to determine what training is needed and how to best provide that training. In the coming year we plan to release an RFP to procure Comprehensive Training for the WAP network in Alabama.

Monitoring and Corrective Action

This section fell as well but only by two points overall. The two areas with the most significant drop were Timeliness and Clarity. It seems these may have been a little bit of an anomaly because the monitoring process has not really changed and when given the opportunity to provide suggestions for improvement there were either no responses or the response was favorable. We will however continue to complete and provide feedback in a timely manner.

Both of these topics will be discussed and reviewed with subgrantees during the quarterly meeting in May.

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During the discussion we will clarify the subgrantees concerns develop steps to address the issues.

The ACSI survey provided helpful information indicating areas we do well and areas that need improvement, we look forward to the planned follow up to see if we have maintained and/or improved our level of satisfaction.

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Phone: 334-242-5373

Recipient Business Officer: Kenneth W. Boswell, Director
E-mail: kenneth.boswell@adeca.alabama.gov
Phone: 334-242-5594

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

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

Provide a description of the definition of income used to determine eligibility

General Description

Income data for the 12 months preceding the date of application is used. The State provides subgrantees with an "Application for Weatherization Assistance Form" containing information that must be obtained from prospective program participants before a decision can be made on their eligibility for weatherization assistance. All applicants are required to identify the amount and source of income for their household. In addition, they have to indicate whether they rent or own their home. All applicants are required to sign their application, testifying to the correctness of their statements. Falsification of an application is subject to prosecution. Income is defined as the items listed in Weatherization Program Notices (WPN) that dictate Poverty Income Guidelines.

To be eligible for WAP services, an applicant must have a gross annual household income at or below 200 percent of the poverty level as published by the U.S. Department of Health and Human Services.

Describe what household eligibility basis will be used in the Program

No dwelling unit may be weatherized without documentation that the dwelling unit is an eligible unit. A standard weatherization application is used by local Community Action Agencies (CAAs). This application requires that all household income be calculated, per DOE requirements. It also requires that income and home ownership is verified by Agency staff. Income Eligibility Limits will follow the 200% of poverty guidelines updated yearly in DOE Program Notices.

CAAs are required to maintain a signed weatherization program application in the clients file.

A record of previously weatherized dwelling units by address is maintained in FACSPRO. The address is checked prior to scheduling a household for service to see whether that the house has been previously weatherized. If the house has been previously weatherized before 9/30/1994 with DOE funds then it is eligible for reweatherization, as defined 10 CFR 440.18. If the house is eligible for reweatherization, the subgrantee makes a determination whether or not to reweatherize the house based on a number of factors.

If weatherization services do not begin within 12 months of the eligibility determination date, the household's eligibility must be redetermined.

Priorities are described in Section V.5.

Describe the process for ensuring qualified aliens are eligible for weatherization benefits

Alabama will follow the policies outlined in "Summary of Immigrant Eligibility Restrictions Under Current Law as of 2/25/2009" in the HHS Guidelines, when determining eligibility of qualified and non qualified aliens.

Requirements for Qualified Aliens

A Qualified Alien is defined in 8 U.S.C. § 1641 and is eligible for weatherization if all other points of eligibility are met.

Additional information can also be found in *LIHEAP IM HHS Guidance on the Use of Social Security Numbers (SSNs) and Citizenship Status Verification Published December 12, 2014*

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

FACSPRO, the intake system utilized by all subgrantees, will ask the intake worker to verify all members of a household to determine the number of priority points for the applicant (see below) and ages of members of the household. Household income documentation must be retained in the client file as well. Proof of ownership is required. If the unit is a rented unit, the owner/landlord must sign a rental release form which specifies that rent will not be raised solely due to the increased value because of weatherization and that no undue or excessive enhancement shall occur to the value of the dwelling. The FACSPRO system maintains weatherized

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addresses from 2002- present individual agencies may have additional records.

Describe Reweatherization compliance

Alabama will follow the requirements of CFR 440:

10 CFR Part 440.18(e)(2)(ii) states that a dwelling unit that has been previously weatherized under the Weatherization Assistance Program may receive additional weatherization services if such dwelling unit has been damaged by fire, flood, or act of God and repair of the damage to weatherization materials is not paid for by insurance.

10 CFR Part 440.18(e)(2)(iii) states that dwelling units partially weatherized under this part or under other Federal programs during the period of September 30, 1975 through September 30, 1994, may receive further financial assistance for weatherization under this part.

The state uses the Families, Agencies, Community Services Program (FACSPRO) System. This system will be used to insure that homes that have been weatherized after September 30, 1994 are not eligible for reweatherization. To ensure accurate records of weatherized homes are maintained the use of FACSPRO will be required by all agencies during the Program Year. The FACSPRO system maintains weatherized addresses from 2002- present individual agencies may have additional records.

Describe what structures are eligible for weatherization

Structures eligible for weatherization include single family and manufactured housing. All structures must be stationary and have a specific mailing (street) address. Campers and non-stationary trailers are not eligible.

Mobile Homes with pitched, bowstring, and flat roofs; with vented and unvented walls; lengthwise, and widthwise joists are common characteristics of typical mobile homes. If a mobile home does not fall within these categories it is not considered typical and a house specific MHEA will be required.

Single-family dwellings ranging from 500 to 2,000 sq. ft., wood or masonry framed on slab, crawl space, or pier foundation with unfinished and kneewall attics are eligible to be weatherized using the Priority Measures List. Dwellings that differ in construction, condition, or energy use from those listed above will require the site-specific application of NEAT

Multi family units that are 4 units or less may be weatherized using NEAT Energy Audit Tool. Multifamily units greater than 4 units must use a DOE approved Multi Family Energy Audit tool. The audit will be submitted to DOE for review and approval prior to work being performed.

Units located above shops or stores will be evaluated with input from DOE on a house by house basis.

A Programmatic agreement is chartered between DOE, the Advisory Council on Historic Preservation and the National Conference of State Historic Preservation Officers. The programmatic agreement works to eliminate a backlog of houses from unnecessary review and streamline the process of completing weatherization projects. Through this agreement DOE made the Advisory Council aware of what the specifics of the Weatherization Assistance Program are and that most measures do not alter the structure of homes. Based on the WAP Priority Measures list, this agreement exempts most of the measures performed through weatherization from Section 106 review. A list of these exempt measures was laid out in the appendices of the Programmatic Agreement. The list was compiled with the WAP Priority Measures list as guidance.

Describe how Rental Units/Multifamily Buildings will be addressed

In order to insure the benefits of weatherization accrue primarily to the low income tenants, subgrantees are required to have a Rental Release Form signed by the Client/Tenant and the Landlord/Owner.

This form allows the CAA to perform weatherization work on the home and also prohibits the landlord/owner from raising the rent for a period of one year based solely on the increased value of the dwelling because of weatherization.

No undue or excessive enhancement shall occur to the value of the dwelling unit. The weatherization program is primarily an energy efficiency program not a home repair and rehabilitation program. Extensive repair and rehabilitation measures outside the scope of weatherization such as roof and siding replacement, home improvement/beautification, etc. are not allowed with DOE funds.

Multi-family units may be weatherized. Multi family units are eligible if the following criteria are met. 66% of the units must be income eligible to weatherize a multi-family unit with 5 or more units; 50% must be income eligible to weatherize a multi-family dwelling of 4 units or less.

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Multi-Family units that are 4 units or less must use the Single Family Audit Tool (NEAT) .

Multi Family Units greater than 4 units must use a DOE approved Multi-Family Energy Audit. The audit will be submitted to the Grantee who will submit it to DOE for review and approval before any work may be done.

Additionally, (NEAT) can be used for individually heated and cooled units under 25 units, in addition to sending to DOE for prior approval.

Describe the deferral Process

See Deferral Policy which is part of Health and Safety Plan

V.1.3 Definition of Children

Definition of children (below age): **18**

V.1.4 Approach to Tribal Organizations

☐ Recommend tribal organization(s) be treated as local applicant?

If YES, Recommendation. If NO, Statement that assistance to low-income tribe members and other low-income persons is equal.

Low-Income Members of Indian Tribes

The State of Alabama will ensure that eligible members of Indian tribes will receive benefits equivalent to the assistance provided to other low income persons within the State of Alabama. ADECA stipulates that local program operators assure weatherization activities to include low-income Native Americans.

V.2 Selection of Areas to Be Served

Selection of Areas to be served

The agencies operating the WAP in Alabama have service areas which the appropriate public officials designated when establishing the agencies. These service areas are recognized by ADECA in determining areas to be served by weatherization projects operated by either a Community Action Agency or local government entity. All of Alabama's 67 counties are served. Applicants are served based on the Priority Points received during application. Applicants with the highest points are served first. Occasionally, an agency will come across a dwelling that may not rank as high on the point system as others, yet be cause of some unusual circumstance, such as illness, storm damage or other, the need for weatherization services is great, and the dwelling may be weatherized. Also, the subgrantee may group dwellings having lower priority points with dwellings having higher priority points for program efficiency purposes. Any deviation from the usual procedure requires documentation be maintained in the client file.

In the event an agency cannot fulfill the terms of its contract for whatever reason the state will use a temporary alternate subgrantee to provide weatherization services for the area until a new subgrantee for that area can be selected through RFP process. This will help minimize the disruption for the service area until an new subgrantee is in place.

The formula used to allocate funds to each county in Alabama is based on the percentage of population in poverty in each county, each county received an amount of funds based on percentage in poverty. In turn each agency is allocated funds based on which counties they serve.

The State of Alabama ensures that in selecting WAP subgrantees, preference is given to Community Action Agencies or other public or nonprofit entities that have, or are currently administering, an effective program, with program effectiveness evaluated by consideration of factors including, but not necessarily limited to, the following:

The extent to which the past or current program achieved or is achieving weatherization goals in a timely fashion;

The quality of work performed by the subgrantee and;

The number, qualifications and experience of the staff members of the subgrantee.

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ADECA ensures that the funds received from the Department of Energy (DOE) for the WAP will be allocated in accordance with DOE's selection criteria for subgrantees. These funds will be allocated to areas on the basis of the relative need for a weatherization project by low-income persons. These allocations will be based entirely on the percentage of the State's poor persons in each county served by the subgrantees.

Funds are allocated based on the U. S. Census Poverty Percentage Factor Data. The percentage below poverty figure for each county is applied. This ensures that funds are allocated to all areas based on relative need.

Multi-county subgrantees will be required to adhere to each county's allocation of WAP funds by weatherizing a proportional number of units within each county of its service area in relation to its total WAP allocation.

V.3 Priorities

Priorities

In identifying and providing weatherization assistance, priority is given to elderly and disabled low-income persons, families with small children, and other high energy consuming dwelling units according to the following standard statewide prioritization procedures. These procedures are based upon a Priority Point System in which points are assigned as follows:

Priority Point System:

1. **If head of household is disabled - 10 points**
2. **If head of household is elderly (60 or over) - 10 points**
3. **Household with children under 18 years of age - 10 points**
4. **If one or more members of the household is elderly and/or disabled - 5 points**
5. **High Energy Consumers (utility bill \$200.00 or more) or LIHEAP Client- 5 points**
6. **High Energy Burden (residential energy burden exceeds median level of energy burden) - 5 points**

Applications with the highest number of points will be weatherized first. Occasionally an agency will come across a dwelling that may not rank as high on the point system as others, yet because of some unusual circumstance, such as illness, storm damage or other, the need for weatherization assistance is great. In such cases the agency may make an exception and weatherize that dwelling. The purpose of the Priority Points System is to assist subgrantees in identifying the dwelling units most in need of weatherization assistance according to the established priorities. If an agency has 70 applications on hand from one county and only enough funding to complete 40 dwelling units, obviously some applicants will not be served with funds currently available. The Priority Points System provides for a fair and consistent means of evaluating and selecting which clients can be served and in what order.

V.4 Climatic Conditions

The climatic conditions for the major urban areas of Alabama are included in each year's State Plan. This data was obtained from the National Weather Service. The climatic variances within the state influence certain procedures utilized in the WAP.

The State of Alabama falls into two major climactic zones.

The State is divided through the middle, the northern part of the state is considered a Mixed-Humid climate while the Southern part of the state is considered a Hot-Humid Climate.

Additionally, the southern-most area of the state is also part of a Coastal Climate.

See attachment for Heating and Cooling Degree Days

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

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Types of Work to be Performed

The State of Alabama's Priority Measures Lists were approved by DOE January 2016. The Priority Measures List for both Single Family and Mobile Homes will be utilized in conjunction with the National Energy Audit Tool (NEAT) or the Mobile Home Energy Audit (MHEA) as applicable. All work to be done will be consistent with a DOE-approved energy audit using materials meeting the requirements of Appendix A.

Priority Lists' are located in attachments.

Implementation of Weatherization Program Notice 15-4: Section 1

The Alabama WAP Field guides for Single Family Site Built and Mobile Homes were approved by DOE, December 2018 and will be incorporated into the 2019 Program Year.

The WAP network will be provided hard copies along with electronic versions. Signed receipts will be maintained to indicate receipt and agreement with standards outlined in filed guides.

Implementation of Weatherization Program Notice 15-4: Section 2

All subgrantee agreements and vendor contracts will contain language which clearly documents the specifications for field work. ADECA will include a certification document with the Subrecipient contract to document acknowledgment and receipt of these technical requirements.

Sample Contract language may include but is not limited to:

All weatherization work performed with DOE funds by the subgrantee or any of its contractors must meet the guidelines specifications outlined in the Standard Work Specifications (SWS) provided by the Department of Energy (DOE) and the National Renewable Energy Laboratory (NREL). The Alabama Weatherization Field Guide has been updated to include specifications and references to the Standard Work Specifications (SWS) and must be adhered to when performing weatherization work. Additional information regarding the Standard Work Specifications can be found at <https://sws.nrel.gov/>. All contracts and subcontracts entered into by the subgrantee and/or one of its contractors must include the language above.

Signed contracts will confirm receipt of and agreement to adhere to work quality expectations

Hard and digital (by CD and online) copies of the Field Guides were provided to subgrantees and contractors. Digital versions are always available to the network electronically.

Field guide types approval dates

Single-Family: 12/19/2018
Manufactured Housing: 12/19/2018
Multi-Family:

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family

Audit Name: Other (specify)

Single Family Site-Built Home Priority List - Approved January 2016.

Approval Date: 1/21/2016

Audit Procedure: Manufactured Housing

Audit Name: Other (specify)

Single Family Mobile Home Priority List - Approved January 2016.

Approval Date: 1/21/2016

Audit Procedure: Multi-Family

Audit Name: Other (specify)

Multi family dwellings with 4 or fewer units may use the Single Family Audit Tool (NEAT) Multi family dwellings with 5 or more units must use

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a DOE approved multifamily energy audit. The audit must be reviewed and approved by DOE prior to work commencing

Approval Date:

Comments

Alabama received approval for its Site Built Priority Measures List and Mobile Home Priority Measures List January 2016. The PML's will be used when applicable to determine the priority of measure performed on eligible homes. Homes that fall outside the parameters of the Priority Measures Lists will require an audit using either a National Energy Audit Tool (NEAT) or Mobile Home Energy Audit (MHEA) whichever is applicable.

V.5.3 Final Inspection

Final Inspections

Subgrantees are required to conduct and approve a final inspection of each dwelling weatherized before the job can be reported to ADECA-Energy as complete. Non-compliance to this program requirement is considered a serious offense and can jeopardize a subgrantee's funding. Both the Building Weatherization Report (BWR) and the Final Inspection form must be signed and dated by the individual(s) trained and authorized to complete the inspection. The Final Inspection form also requires the signature of the Head of Household which verifies all work was performed in a satisfactory manner. The Final Inspection forms are retained in the client's folder and inspected for compliance by ADECA-Energy's monitor(s) when a monitoring visit is conducted. At the beginning of each month, subgrantees send BWRs of all homes completed the previous month to ADECA-Energy for review by the monitors and/or the program manager to ensure program compliance.

ADECA-Energy staff also inspects each subgrantee's completed work during the monitoring visit on-site reviews. Weatherized homes are inspected to verify compliance with the Installation Standards. In the 2019 Program year the state will inspect at least 10% of completed units. ADECA-Energy staff selects which jobs will be monitored at random and/or during the course of a desk review which is conducted prior to each visit.

Implementation of Weatherization Program Notice 15-4: Section 3

Funds are regularly available for grantee and subgrantee staff to obtain Quality Control Inspector Certification through IREC accredited training centers. Subgrantees will have the option of obtaining the QCI certification and performing the quality control inspections at their agencies, or if subgrantee staff is unable to obtain certification the subgrantee will be required to subcontract a Quality Control Inspection by a Quality Control Inspector.

- All units reported to DOE as completed will be inspected to insure compliance with specifications outlined in the SWS.
- All quality control inspections, including final inspections and monitoring inspections, will be conducted and signed off by a certified QCI.

Due to the lack of available agency staff subgrantees may use the Independent Auditor/QCI which will allow the auditor/assessor to be the same individual. Because this model does not allow for an independent review the grantee will increase its monitoring efforts to include at least 10% of units completed by each subgrantee.

There are 14 Subgrantee agencies in the state of Alabama. Ideally each agency would have an individual on staff to provide QCI final inspections; with current agency staff it will not be possible to have a QCI at each agency. All Weatherization Coordinators will have the ability to attend QCI training, however, due to the prerequisites for testing not all Weatherization coordinators will be able to obtain certification. For subgrantee agencies that do not have staff certified, each will be required to contract QCI inspections either in partnership with other community action agencies or through other certified individuals. A Memorandum of Understanding (MOU) will be entered into by subgrantees wishing to partner with each other to perform Quality Control Inspections.

Two Quality Control Inspector Training's have taken place in Alabama through Southface Energy Institute. Currently 9 individuals hold QCI certifications in the State of Alabama, all of which currently work within the WAP Network. Other individuals within the WAP Network have completed the QCI Training.

Subgrantees are required to ensure that each completed unit will be inspected by a certified Quality Control Inspector. As part of the grantees regular monitoring final inspection forms and processes will be reviewed to ensure the inspections are being performed correctly and in a manner that meets expectations outlined in WPN 15-4. Failure to abide by the QCI process may result in questioned/unallowable cost. Multiple instances of poor QCI inspections will result in the subgrantee being placed on a Quality Improvement Plan at minimum and may result in the loss of the subgrantee's weatherization assistance program.

Final inspection forms have been updated to include language that attests that a final inspection has been performed by a Certified Quality Control Inspector and that all work has met the requirements set forth in the Standard Work Specification.

V.6 Weatherization Analysis of Effectiveness

ADECA-Energy continuously evaluates the effectiveness of subgrantee operations. Subgrantees are selected and retained pursuant to their experience and

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performance with low-income persons and its capacity to perform weatherization measures. The past or current program achievement is considered. They must have the capacity to perform quality measures in a timely and effective manner.

Subgrantees must report their activities each month, information containing the number of homes completed, the number of applicants on the waiting list, number of homes in progress, expenditure reports and balances, etc. is reviewed and compiled for analysis and reporting purposes.

Files are maintained for each of the subgrantees which contain contracts and related information, along with production documentation and monitoring reports. Additionally files are maintained for each subgrantee which contains fiscal information, expenditure reports, backup documentation etc. The information maintained in these files can be used to show how each subgrantee is meeting their contractual responsibilities.

Whenever there are findings during a monitoring visit the subgrantee is required to successfully complete corrective actions as instructed by the grantee. Future monitoring visits look closely at past issues to insure the agency has understood the corrective action and continues to perform said issues correctly.

Prior to monitoring visits agencies will be sent a self assessment tool which inquires about fiscal status, inventories, property and equipment, internal controls, etc. These can be used by the agency to locate areas for improvement as well as a tool for monitor to review specific aspects of an agencies day to day activities. These assessments are provided to the monitor during the monitoring visit and discussed with the subgrantee during the visit.

Effectiveness by Subgrantee

In an attempt to quantify more information regarding each individual subgrantee's effectiveness, the grantee intends to review actual energy savings to compare agencies which have similar budgets and similar unit production requirements. Actual energy savings produced between similar subgrantees can be compared so that if one agency is proving to be more effective in its weatherization as compared to another similar agency further inquiry into why this is happening may yield opportunities for improved Training and Technical Assistance. The desire would then be to bring the lagging agencies up to par with the higher performing ones.

Another way to identify issues one agency may be having that another agency is not, is to track client complaints both by nature of the actual complaint and which agency and/or contractor performed the work on that clients home. If one agency receives numerous complaints about a particular issue while a neighboring agency does not, it would stand to reason there is a teachable moment which harbors the ability to correct this recurring error. Having one agency mentor another on a particular incident has the potential to reduce the number of complaints received by the respective agency thus making them more efficient and effective in their weatherization.

Onsite Inspections of Weatherized and In-Progress Units

The grantee will monitor at least 10% of completed units. In addition to completed units, monitor(s) will inspect units in progress to identify best practices and/or shortfalls early in the process and to allow for onsite training and technical assistance opportunities in lieu of potential disallowed costs.

Program & Fiscal Monitoring

An annual monitoring visit is conducted with each subgrantee to conduct programmatic and fiscal monitoring visits. These visits focus on fiscal, administrative and programmatic compliance with all applicable federal and state WAP rules and regulations. If issues are discovered during monitoring visits they must be reconciled in the agency's response to the monitoring report and are reviewed during subsequent monitoring visit to ensure problems have been corrected.

Utility Usage Data

ADECA will strive to improve the process for collection of accurate utility usage data on homes weatherized in Alabama. Better collection and use of the data will provide greater evidence of the cost savings provided by the WAP.

V.7 Health and Safety

See Attachments for Health and Safety Plan
Total average Health and Safety Costs will not exceed 21% of Total Program Operations

Definitions:

Case by Case: separate and distinct from others of the same kind, individual judgment

Case by Case issues must be submitted to the grantee for review and approval

Major: Notable or conspicuous in effect or scope

Minor: inferior in importance, size, or degree: comparatively unimportant

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V.8 Program Management

V.8.1 Overview and Organization

Organization

Administration of the WAP at the local level is performed by subgrantees – local government and community action agencies. Information concerning these agencies follows on the next page.

The administration of the WAP is performed at the state level by the Alabama Department of Economic and Community Affairs, Energy Division (ADECA-Energy).

WAP Program consists of the Unit Chief, Program Manager, and Program Monitor. It is housed in the Energy Division of the Alabama Department of Economic and Community Affairs. The Energy Division is also home to the State Energy Program, the LIHEAP Program, and the CSBG Program.

Production information is submitted to the Program Manager for a cursory review then passed along to Program Monitor for additional review and data collection

Invoices are reviewed by Unit Chief and approved by Division Chief before being submitted to Financial Services for processing and payment.

V.8.2 Administrative Expenditure Limits

Administrative Expenditure Limits

Administrative funding will be no more than 10 percent of the PY allocation. The grantee ADECA-Energy receives 5% of the total for administrative purposes with the other 5% allocated to the subgrantees.

V.8.3 Monitoring Activities

In compliance with 10 CFR 440.12 (b) (6), the State of Alabama has established the following monitoring plan to ensure that all subgrantees adhere to contractual and Federal regulatory guidelines and instructions, have adequate programmatic and financial management control, and perform work on homes by acceptable standards.

All subgrantees will be monitored at least once each program year. Those agencies which have indicated weaknesses in any area necessary to ensure program and fiscal compliance may receive additional visits. A mid-year review of the subgrantee's home production will occur this program year. Unacceptable production can result in the deobligation of a subgrantee's Weatherization Funds and the reallocation of those funds to capable and productive subgrantees.

Previously, monitoring DOE units was somewhat unpredictable based on the fact that DOE and LIHEAP weatherization were conducted completely separately. Generally, LIHEAP weatherization production was the focus of the first half of the program year while DOE was the focus the last half; advanced scheduling was difficult due to the wait for completed units. The program now combines the DOE and LIHEAP weatherization which will even out production making scheduling easier.

There are 14 subgrantees to be monitored the grantee will schedule monitoring as follows:

Quarter 2 - Monitoring of at least 5 Subgrantees

Quarter 3 - Monitoring of at least 5 Subgrantees

Quarter 4 - Monitoring remaining 4 Subgrantees

At this time, the Energy Division has one program monitor who will complete the monitoring of case files and the quality review of completed work on homes. He has received training from a local agency and the State program manager as well as BPI building Analyst and Envelope Professional Certifications, and Quality Control Inspector Certification. The employee classified as a monitor will charge his time to T&TA while the Program Manager will charge his time to Admin and T&TA whichever is applicable. Additionally the Program Manager has a QCI certification as well and can assist if/when needed.

At least one ADECA employee will conduct fiscal and administrative procedures reviews of subgrantee agencies. During the program year, each subgrantee will be subjected to at least one (1) monitoring visit to ensure the providing of quality services. Alabama is using the independent Auditor/QCI option which requires at least 10 % of all completed homes to be monitored. A minimum of 10% of the house allocation per subgrantee will be visited by the monitor(s). Pervasive errors, omissions, or

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dissatisfaction may be investigated with on-site reviews. Monitoring includes approximately 10 Client File reviews (if that many are available) these reviews look at the application, required eligibility documentation, Priority Point calculations, Identification, signatures, and forms. Contractor files are reviewed to ensure they possess all required documentation such as business licenses, training certification, insurances, and contracts between the subgrantee and the contractor. Bid documentation is reviewed to ensure that the bidding was done according to any laws and policies and that the lowest responsible bidder is awarded the work. We also review subgrantee agency documentation including insurance, mileage logs, time sheets, invoices, and payments to contractors.

After a monitoring visit has taken place a monitoring report is generated and sent to the subgrantee within 30 days. This report contains an overview of the monitoring and any findings along with corrective actions, if applicable. The subgrantee then has 30 days to respond to the Grantee monitoring report with a corrective action plan, if applicable, that demonstrates the process and procedures that the Subgrantee will implement, including timelines, to address the deficiency observed by the Grantee during the monitoring visit. The grantee will review the corrective action plan to determine if all corrective actions have been adequately addressed, if corrective actions have not been adequately addressed to the satisfaction of the grantee the subgrantee is issued an additional letter explaining what needs to be done further. The subgrantee then has 15 days to respond. If the subgrantee does not complete the required corrective actions to the satisfaction of the grantee funding may be withheld until all corrective actions have been satisfactorily completed.

The Independent Auditors and State Examiners review subgrantee program operations on an annual basis. These internal audits will be conducted in accordance with the General Accounting Office's "Standards for Audits of Governmental Organizations, Programs, Activities, and Function" and generally accepted auditing standards established by the American Institute of Certified Public Accountants.

Monitoring findings by the Energy Division and the reviews by Independent Auditors and/or State Examiners will be reported to the subgrantee in writing in a timely manner. Any deficiencies in program operations which are not corrected in accordance with the instructions may result in funds being withheld from the subgrantee or in termination of that agency's program.

Each subgrantee is required to submit monthly Production Progress Reports to ADECA-Energy within ten (10) calendar days of the first of each month if the agency has a Weatherization Contract. This report compiles data such as the demographics of the homes weatherized for the previous month. The report also tracks the subgrantees' homes in-progress. The reports are reviewed and recorded to ensure that plan versus performance goals are being met. Failure to submit the report within the allotted time frame could delay the subgrantee's funding.

In addition to these monitoring efforts, each subgrantee, except local governments who are audited by the State Examiner, is required to contract with a private audit firm to conduct an independent audit, as required by the Common Rule. Audits are reviewed by grantee staff as part of the risk assessment each year.

V.8.4 Training and Technical Assistance Approach and Activities

Training & Technical Assistance (T&TA) funds will be assigned evenly to subgrantees each subgrantee will receive \$12,000.00 budgeted for T&TA. While this allocation is oftentimes used to pay for subgrantees' attendance at state and federal weatherization conferences, it can be used when the state office is training a single agency, the subgrantee is outsourcing training needs, or for use in peer-to-peer training.

Attached is the T&TA Planning Document

The grantee plans to issue an RFP during the coming year to procure Comprehensive Training for the WAP Network. The RFP will select an accredited training center to help develop and implement a comprehensive training plan. The RFP is expected to be developed and released by the end of the second quarter and implemented in the third quarter. Until this training is in place subgrantees are encouraged to explore other training opportunities on their own. When opportunities arise the subgrantee submits a request to attend said training and then it is either approved or denied by the State.

Currently certifications and licenses are maintained at the subgrantee level for contractors used by the subgrantee to perform weatherization work on homes. In that same way the grantee will begin to maintain copies of certifications and a database of certified individuals in the weatherization network with a current emphasis on Quality Control Inspector certifications.

There are nine individuals in the state who have QCI certification in the WAP network. While not all subgrantee staff will be able to sit for the test the QCI training will be available for subgrantee weatherization staff.

Subgrantees will be allowed to provide T&TA funds for contractors within the WAP this will be beneficial for contractors performing weatherization work to remain up to date on current methods, rules and regulations. T&TA funds will be made available for contractors who currently work in the Alabama WAP network with the stipulation that they will have to cover their costs initially but can then be reimbursed once the training is completed. Reimbursement will be limited to registration fees and lodging based on the location of the conference; if extensive travel is required travel costs may also be reimbursed. Contractors will also be required to sign a retention agreement stating they will continue to provide weatherization services to the Alabama WAP network for a minimum of six months.

The grantee has 2 staff members with the required QCI certification so that in case of one being unable to perform the monitoring/ inspections there will be a

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backup if needed.

The grantee has been in discussion with the Alabama Weatherization Association regarding a Statewide Weatherization Training. This will be Tier 2 training, a date has not been set for training to take place, it is projected to take place in 2nd or 3rd quarter of the program year. Topics of training will be decided based on feedback from subgrantees and as monitoring identifies needs. Notice will be provided to the Project Officer when Training has been scheduled. This statewide training will be mandatory for subgrantees.

The grantee plans to issue an RFP during the coming year to procure Comprehensive Training for the WAP Network. Since the network has QCIs in place and they are required to recertify on a set schedule (every three years) and that now include the Energy Auditor Certification, the focus of the comprehensive training for this year will be on Crew Leader. Once the Crew Leader Training has been completed focus will turn to Retrofit Installer.

Additionally, the grantee intended to procure training for NEAT/MHEA once the new versions are released and available.

The grantee also plans to continue unofficial monitoring visits with subgrantees. These visits will provide a cursory review of items that will be monitored in an effort to help monitoring visits be more successful, it will also provide an opportunity for one on one discussion to explore issues or ideas a subgrantee may have.

The grantee does not currently require certifications or training prior to hiring but training is required by 90 days after employment. This training could be peer to peer training with another agency, provided by an outside facility, or provided by the grantee. Each subgrantee understands that any completed unit must be inspected by a Certified QCI, this individual can be an agency employee or it could be contracted out by the subgrantee. If it is contracted out it is not a requirement that the subgrantee have the QCI certification.

The grantee will maintain copies of Quality Control Inspector certifications of certified individuals within the WAP Network along with a database to track expiration dates and Continuing Education Units (CEU) to ensure maintenance of certifications.

Upon monitoring a subgrantee's Weatherization Program, the state office may need to provide technical assistance to the subgrantee. This training is provided subsequent to the state's monitoring and is often provided at the conclusion of the monitoring visit. If, after monitoring a number of agencies, the state office finds that many agencies need further training in a certain area, then a portion of next required statewide weatherization meeting will be designated for training in that area.

Due to the number of subgrantees the state office monitors, and the length (usually 3 or 4 days) will be spent on monitoring. Again, it is important to note that during the monitoring visits some training may be provided if requested or needed.

In an attempt to quantify more information regarding each individual subgrantee's effectiveness, the grantee intends to review actual energy savings to compare agencies which have similar budgets and similar unit production requirements. Actual energy savings produced between similar subgrantees can be compared so that if one agency is proving to be more effective in its weatherization as compared to another similar agency further inquiry into why this is happening may yield opportunities for improved Training and Technical Assistance. The desire would then be to bring the lagging agencies up to par with the higher performing ones.

Another way to identify issues one agency may be having that another agency is not, is to track client complaints both by nature of the actual complaint and which agency and/or contractor performed the work on that client's home. If one agency receives numerous complaints about a particular issue while a neighboring agency does not, it would stand to reason there is a teachable moment which harbors the ability to correct this recurring error. Having one agency mentor another on a particular incident has the potential to reduce the number of complaints received by the respective agency thus making them more efficient and effective in their weatherization.

Implementation of Weatherization Program Notice 15-4: Section 4

Two Tier 1 trainings have been provided for QCI certification in the state of Alabama through Southface. Subgrantees that were unable to attend training provided in the state will have the option of traveling to receive training at IREC accredited Training centers. There is an IREC accredited training center in the state adjacent which logistically makes training easily accessible. To meet the needs of the state regarding Quality Control Inspection subgrantees are encouraged to seek and obtain QCI certification. Nine individuals within the Alabama WAP network have received QCI certification. With the use of subgrantee staff, contractors, and partnerships between subgrantees we should have enough available QCI inspectors to provide adequate services throughout the state.

The grantee is developing a plan to make Tier 1 trainings available on a yearly basis. While the trainings will be available each year trainees will be required to receive training every three years. The grantee will track to ensure training intervals are maintained.

If new staff members are employed by grantee or subgrantee Tier 1 training will be made available. As the new QCI Certification scheme becomes active, inspectors whose current QCI certifications expire will be required to obtain the Energy Auditor certification as a prerequisite for the QCI Certification.

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Tier 2 Training will be provided on an as needed basis. This may be accomplished in different ways; grantee staff will provide onsite training when needed or requested, subgrades may request to travel to trainings out of state, the grantee will work with the AWAY to provide trainings for subgrades.

Client Education

During assessment the assessor goes over what measures will be performed on the home and answers any questions the client may have. Grantee and subgrade are available to answer questions if an issue arises. Clients are also provided with booklets and pamphlets to aid in their understanding of energy saving and potential dangers.

The following booklets/pamphlets are provided to the client:

Energy Savers-Tips on Saving Energy and Money
Carbon Monoxide-Guard Against a Silent Killer
The Lead-Safe Certified Guide to Renovate Right
A Brief Guide to Mold, Moisture, and Your Home

Percent of overall trainings

Comprehensive Trainings:	<input type="text" value="5.0"/>
Specific Trainings:	<input type="text" value="95.0"/>

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	<input type="text" value="5.0"/>
Percent of budget allocated to Crew/Installer trainings:	<input type="text" value="0.0"/>
Percent of budget allocated to Management/Financial trainings:	<input type="text" value="95.0"/>

V.9 Energy Crisis and Disaster Plan

The State will not be implementing an Energy Crisis Plan.