

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0007903		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Alaska Housing Finance Corp P.O. Box 101020 Anchorage, AK 995101020		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. DOE	81.042	\$ 0.00		\$ 2,283,222.00		\$ 2,283,222.00
2. STATE			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 2,283,222.00	\$ 0.00	\$ 2,283,222.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRA TION	(2) SUBGRANTE E ADMINISTRA	(3) GRANTEE T&TA	(4) SUBGRANTE E T&TA	
a. Personnel	\$ 45,700.00	\$ 0.00	\$ 40,000.00	\$ 0.00	\$ 85,700.00
b. Fringe Benefits	\$ 36,560.00	\$ 0.00	\$ 32,000.00	\$ 0.00	\$ 68,560.00
c. Travel	\$ 3,000.00	\$ 0.00	\$ 20,000.00	\$ 0.00	\$ 23,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 500.00	\$ 0.00	\$ 500.00
f. Contract	\$ 28,901.00	\$ 114,161.00	\$ 101,078.00	\$ 230,000.00	\$ 2,105,462.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 114,161.00	\$ 114,161.00	\$ 193,578.00	\$ 230,000.00	\$ 2,283,222.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 114,161.00	\$ 114,161.00	\$ 193,578.00	\$ 230,000.00	\$ 2,283,222.00
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		\$ 0.00	\$ 0.00	\$ 2,283,222.00	\$ 0.00	\$ 2,283,222.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) HEALTH AND SAFETY	(2) PROGRAM OPERATIONS	(3)	(4)	
a. Personnel	\$ 0.00	\$ 0.00			\$ 85,700.00
b. Fringe Benefits	\$ 0.00	\$ 0.00			\$ 68,560.00
c. Travel	\$ 0.00	\$ 0.00			\$ 23,000.00
d. Equipment	\$ 0.00	\$ 0.00			\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00			\$ 500.00
f. Contract	\$ 271,887.00	\$ 1,359,435.00			\$ 2,105,462.00
g. Construction	\$ 0.00	\$ 0.00			\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00			\$ 0.00
i. Total Direct Charges	\$ 271,887.00	\$ 1,359,435.00			\$ 2,283,222.00
j. Indirect Costs	\$ 0.00	\$ 0.00			\$ 0.00
k. Totals	\$ 271,887.00	\$ 1,359,435.00			\$ 2,283,222.00
7. Program Income	\$ 0.00	\$ 0.00			\$ 0.00

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**IV.1 Subgrantees**

Subgrantee (City)	Planned Funds/Units
Alaska Community Development Corp (Palmer)	\$678,464.00 61
Interior Weatherization (Fairbanks)	\$628,554.00 57
Rural Community Action Program (Anchorage)	\$668,465.00 60
<b>Total:</b>	<b>\$1,975,483.00</b> <b>178</b>

**IV.2 WAP Production Schedule**

Weatherization Plans	Units
Total Units (excluding reweatherized)	148
Rewatherized Units	30

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	148
C	Total Units Reweatherized	30
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	178
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	\$1,359,435.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	178
H	Average Program Operations Costs per Unit (F divided by G)	\$7,637.28
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$7,637.28

**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	178	29.3	5215
Prior Year Estimate	169	29.3	4952
Prior Year Actual	13	29.3	381
Method used to calculate savings description:			

**IV.4 DOE-Funded Leveraging Activities**

N/A
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**IV.5 Policy Advisory Council Members**

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

Anesha Wallace	Type of organization: Non-profit (not a financial institution) Contact Name: Anesha Wallace Phone: 9077297262 Email: <a href="mailto:awallace@southcentralfoundation.com">awallace@southcentralfoundation.com</a>
Marquam George	Type of organization: Other Contact Name: Trainer and Consultant-retired UAS.. Phone: 9072094444 Email: <a href="mailto:marquam.george@gmail.com">marquam.george@gmail.com</a>
Mr. Todd Hoener	Type of organization: Other Contact Name: Consultant on Home Performance and Baseload Phone: 9073889960 Email: <a href="mailto:tmhoener@gmail.com">tmhoener@gmail.com</a>
Phil Kaluza	Type of organization: Contact Name: Energy Professionals and At Large Phone: (907)360-6337 Email: <a href="mailto:pkaluza@g-mail.com">pkaluza@g-mail.com</a>
Richard Green	Type of organization: Contact Name: Building Supplier Rep and Homebuilders Association Phone: 9074525050 Email: <a href="mailto:rgreen@sbsalaska.com">rgreen@sbsalaska.com</a>
Toy Owen	Type of organization: Contact Name: WX network rep. Phone: (907)694-4413 Email: <a href="mailto:toyjr@gci.net">toyjr@gci.net</a>

**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
01/22/2020	The Public hearing was advertised in compliance with procedure. Changes to the Plan were read into the record which was professionally transcribed. Testimony was recorded by the transcriber. Subgrantee agency representatives attended the Public Hearing in person or by teleconference. The plan was approved in a vote taken following the public hearing. The plan was advertised in the statewide Anchorage Daily News January 8-22, 2020 and was available on the on the AHFC website for the same period of time.

**IV.7 Miscellaneous**

2020 BUDGET- The budget is based on the 2020 allocation.

DOE has also identified funds for innovative or pilot projects with the 2020 allocation. If so, AHFC may choose to apply for those funds working directly or in conjunction with subgrantee agencies and submit eligible project/s for consideration. No further public hearing will be needed. If a vote of the PAC is required it will be conducted electronically through email.

The Alaska Weatherization Operations Manual (WOM) can be accessed at [www.ahfc.us](http://www.ahfc.us) (see below for instructions). The existing WOM is the 2019 version. The updated 2020 WOM will be loaded to the website prior to April 1, 2020. There are minor changes this year to the WOM and some formatting updates are also being applied.

**CHANGES TO THE PLAN:** If further directives are issued from DOE regarding new requirements that must be included to receive a grant from DOE, and unless the change is so substantive that implementation would really differ from the what is proposed, then these changes will be adopted without further public hearing or PAC approval. AHFC is also in progress on many compliance and technical issues within the Standards and the WOM and final outcomes will be ready at the time of the release of grants on April 1, 2020. No further public hearings shall be convened to approve any of these changes, unless there is a major change that significantly impacts the program, all documents will be finalized prior to the start of the program year.

If funding changes prior to or during the course of the PY, adjustments to the budget distribution will be made without further public hearing. Due to the relatively small number of units estimated, units have been distributed more or less evenly to the subgrantees in this plan. In reality the DOE units may be distributed to areas where the need is greater or the presence of qualifying families is larger. AHFC reserves the right to distribute DOE funds as is most effective for the operation of the program. Funding to all areas follows the historical distribution based on a number of factors including climate data, household need, population, etc.

Notable Changes for 2020:

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1. Matt Stangley replaced Susan Marshall on the PAC.
2. QCI recertification this year
3. AkWarm-working on recertification-due October of 2020
4. Staff change-Michael Carlson has left and a new ESII will be hired.
5. Updated WOM 2020 to be provided on website.
6. AHFC will negotiate a new SHPO agreement when DOE agreement is complete.
7. The Combustion Safety Form and the Daily Test Out Form are in process of update and review. The final forms will be attached to plan prior to April 1, 2020.

**KEY PERSONNEL:**

Recipient Business Officer-**Michael** John Anderson, Director Research and Rural Development Division, AHFC. 907-330-8155 janderson@ahfc.us

Recipient Principal Investigator-Mimi Burbage, Program Manager Wx, AHFC. 907-330-8192. mburbage@ahfc.us

**DEFINITIONS:**

1. SWS-Standard Work Specifications-Standard created by NREL (National Renewable Energy Laboratory) to guide all measures undertaken with federal weatherization dollars.
2. QCI-Quality Control Inspectors-The Certification required of all inspectors who inspect DOE completed units, both from the agencies and from the state.
3. WOM-Weatherization Operations Manual from the State of Alaska.
4. EOW-Energy OutWest. EOW western region peer exchange network. EOW operates independently as a non-profit and is focused on training and technical issues in the delivery of weatherization services.
5. HPC-Home Performance Coalition, now known as BPA
6. Building Performance Association
7. BPC-Building Performance Center Bellingham

**ATTACHMENTS TO SF424:** Besides the documents that were included in the Public Hearing, Chapters 1,5 and 9 of the Weatherization Operations Manual (WOM) will be included in the attachments. The WOM is available in entirety on the AHFC website but there have been some minor changes made to these three chapters for the current update that might be relevant to DOE. Section 1 is overall operations using both state and DOE funds, Chapter 5 are our technical standards, and Chapter 9 is the DOE rules and regulations. On April 1, 2020 the WOM 2020 will be available on the AHFC website.

**HEALTH AND SAFETY:** The updated Health and Safety Plan (H&SP) is attached this document. We are requesting 20% for H&S in 2020.

**COMPETITIVE BID EVALUATION PROCESS FOR SUBGRANTEES:** In the summer of 2020 we will issue a Solicitation of Qualification (SOQ) that will be used to identify qualified agencies that will be eligible to receive funding in the 2021 Program Year though he 2026 Program Year. This SOQ will be used for selecting qualified agencies to receive all funds that are dedicated to weatherization and residential rehabilitation.

**QCI -We will continue training others at the agencies that receive DOE funds as part of education expansion to all field members, to ensure that assessors will be in line with QCI expectations and to provide backup in the event of turnover. Training for CEU's will continue in state or with BPC Bellingham, Minnesota, CHP or other sanctioned training center or for existing QCI inspectors. QCI inspectors will be utilized for large multifamily inspections and as training programs become available for QCI multifamily inspections we will incorporate them into our continuing training for QCI inspectors. The majority of QCI certified inspectors will be recertified in the fall of 2020. Normally we bring BPC Bellingham up to Alaska to provide training and proctoring for this event.**

**ALASKA FIELD GUIDE-We have an approved Alaska Field Guide for actual use in the field and with the crews. The guide continues to be a work in progress as we streamline formatting and will continue to make improvements to the individual specification pages, updating photos, and adding new ones when needed. The Alaska Field Guide could not be attached due to its size. Training is ongoing for the agencies in the specifics and the use of the field guide. All agencies have participated in review of the field Guide during development so there is a collaboration of effort that will ensure adoption and application in the field. The final Field Guide will be stored on the AHFC website with the Weatherization Operations Manual. Re-approval of the Field Guide is due in January 2022.**

**WEATHERIZATION OPERATIONS MANUAL (WOM):** The WOM could not be attached due to its size. It failed to load on the SF-424. The WOM is updated annual and reviewed by all agencies and released on April 1st each year. No changes will be issued during the course of the Program Year

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which coincides with the DOE Program Year. To access the WOM please go to the following"  
[www.ahfc.us](http://www.ahfc.us)  
Click on "For Partners"  
Click on "References (along top ribbon)"  
Go to the bottom "Other References" and find "Manuals and Workbooks"  
Go to the bottom of the list for the WOM-(2020 version April 1, 2020)

**SUBGRANTEE RESPONSIBILITY:** All DOE subgrantees shall comply with the requirements outlined within this plan as well as all Federal rules, regulations and guidance governing the DOE Weatherization Program. The technical requirements, including the Alaska Standards and the Alaska SWS document, will be included in any grants to the sub-grantee agencies. There are representatives from each of the agencies on the Alaska team that will be continuing to work on the Field Guide and SWS. The acceptance of the grant by the Subgrantee will indicate acceptance of all requirements, including the one to pass the technical standards onto the subcontractors.

Subgrantee agencies and vendors must comply and pass through to other contractors the approved energy audit procedures, the 10CFR 440 Appendix A, the Alaska Field Guide and WOM Standards in all the work that they do utilizing DOE funds.

**AVERAGE COST PER UNIT:** The average cost per unit is \$7669 according to DOE guidance. If the average cost per unit is changed during the course of the period of performance or at the start of the program year, Subgrantee funding may be recalculated to allow for a different average cost per unit and the number of completions required modified if necessary. No further public hearing will be required to change the average cost per unit. Subgrantees will be notified in writing of any change.

**RENEWABLES:** The renewable adjusted average (\$3762) is part of the total allowable average cost per unit. AHFC will allow expenditures on renewable within the guidelines established by DOE. Renewables are not a part of the current Alaska plan. Permission from the State Program Manager must be in place before proceeding with any projects involving renewables. No further public hearing will be required to change the average cost per unit for renewables. Subgrantees will be notified in writing of any change.

**PUBLIC HEARINGS:** the Public Hearing for weatherization is always held in January, allowing to be plan to be finalized and submitted in February. Everyone participating including the PAC members and the Executive Management by all Subgrantee agencies were notified that the plan depended on funding distribution to begin April 1, 2020. All members agreed that the Plan was approved without further need for public hearing. If a major problem is found by DOE in the final state plan submitted, it will be changed or adjusted by the AHFC Program Manager and if needed reviewed by the PAC either through e-mail or teleconference for final approval. If suggestions are made to the method of implementation, allocation, training, the budget, and/or logistics by DOE that are necessary to comply with Federal regulation, these changes will be instituted by the program manager without further public hearing. If for some reason, a second public hearing was absolutely necessary for final approval of the plan, the PAC would be contacted by teleconference or electronically for the final approval, if meeting in person as a group proved difficult. Many of our PAC members and agency directors have to travel significantly to attend meetings in Anchorage.

**POLICY ADVISORY COMMITTEE:** The PAC sometimes will meet twice a year, once in January to approve the state plan and possibly once in spring (February to May) in Juneau to focus on planning, collaboration, education and funding for the continuation of the program. The January meeting is mandatory for approval of the state plan and members will be allowed to travel to the meeting or participate by Webinar. The PAC includes:

1. Matthew Stangley(LIHEAP) is the director of the LIHEAP program for the state. He coordinates with agencies to serve those LIHEAP clients that are in the system. His office also works separately with many tribal groups statewide and has helped to coordinate those groups with the Wx. providers. He is replacing Susan marshall from the same office.
2. Marquam George (TRAINING) is recently retired from the University but still provides training and educational consultation with Southeast agencies, especially the Tlingit-Haida Regional Housing Corp. He has designed and implemented successful programs under the weatherization umbrella for crew training and apprenticeships in our Southeast Native villages.
3. Richard Green (SUPPLIER) represents Spenard Builders, a major weatherization supplier, that serves both urban and rural Alaska villages. He is instrumental in helping to bring in the most current new products and to assist the agencies in improving technical application.
4. Todd Hoener (UTILITIES).. He is a widely known trainer in lighting and baseload applications and has worked continuously for the last thirty years on projects in our Native Communities and on the remote road connected systems. He brings an expertise in the renewable industry while having a hands on knowledge of weatherization (former manager of the weatherization program for Tanana Chiefs Conference). He continues to work in the energy efficiency in residential housing field.
5. Phil Kaluza (RENEWABLES AND HEALTHY HOMES). He has worked with many native villages and Housing Authorities to improve ventilation options where the use of ventilation system is a challenge due to high electrical costs (up to \$.90/kwh real cost) and where the need for innovative client education is needed. Phil also has helped to design monitoring systems to assist us in measuring the effectiveness of our work in the homes.

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6. Anesha Wallace (HEALTH CORPORATION). She has worked for Southcentral Foundation which is the primary health organization that oversees public health concerns in all the remote communities as well as the cities, including the Alaska Native Medical Center (Anchorage hospital). Anesha grew up in Tanana, AK. and worked with the weatherization program at AHFC in the past so she is very familiar with the program.

7. Toy Owen (Retired State Program Manager/Agency Program Director). Toy spent many years involved in the establishment and implementation of the weatherization program. He has spent most of his life in Alaska and understands the unique conditions that are presented in working towards exemplary outcomes in weatherization and rehab.

RESOURCES: DOE rules and guidance are found on line at [www.waptac.org](http://www.waptac.org) and are part of the compliance with any grant that AHFC issues containing DOE funds. DOE funds are subject to compliance with all applicable DOE and Federal rules. DOE is maintaining the website for all guidance and updates at <http://energy.gov/eere/wipo/weatherization-program-guidance>.

SHPO: The SHPO agreement must be renewed by December 2020. We are waiting for an approved agreement to be issued by DOE so that we can go to our state SHPO office and sign an agreement with them that will carry us forward for the future. We have two agreements currently. One is for DOE funds and the other is for State funds. There is very little difference but we will negotiate both once the approved agreement is issued by DOE.

TECHNICAL DIAGNOSTIC TESTING REQUIREMENTS: For all DOE homes, we will be running the required diagnostic testing as defined by the Quality Control Inspection (QCI) process) with the exception of the duct pressurization testing. This test will not be required by the state of Alaska but is allowed if an agency wants to conduct one. For the most part the duct systems are either inside the building envelope or will be brought in side during the weatherization work. Duct sealing is considered a priority where needed and pressure pan testing remains a requirement.

All diagnostic testing, assessments, and inspections will be covered by DOE funds. For a full review of diagnostic testing, protocols will be found in the WOM-Section 5. If there is a need to add or exempt certain tests to stay in compliance or to make the program more effective, we reserve the right to make changes to the plan, through the Alaska Standards-Chapter 5.

ACSI (American Consumer Satisfaction Index)-Alaska ranked very well in almost every category of the ACSI the study. AHFC distributed the study to all Subgrantee agencies as soon as it was released. AHFC will be meeting with the Subgrantee agencies for a half day following the Public Hearing and a discussion of ACSI will be included in that meeting. All Subgrantee agencies will be questioned as to how further improvements can be made. We regularly conclude all of our Subgrantee meetings in all critical discussions regarding the development of technical documents and policies, distribution of funds, guidance and program changes, administrative updates and changes, etc. A follow-up meeting will be scheduled in the fall to continue this.

INSURANCE REQUIREMENTS: Below is a copy of the 2020-2020 PY attachment to the grants that specifies insurance. We do not choose to track insurance and audit costs separately. This is reviewed annually by Risk Management and updated as needed and attached to the grant agreements.

ARTICLE 7. INSURANCE The apparently successful Grantee must provide the required insurance certificates as described below within ten (10) working days of Notice of Intent to Award. AHFC will not sign a grant agreement or contract, issue a notice to proceed, or make any payment absent the required insurance certificates. Without limiting Grantee's indemnification, it is agreed that Grantee will purchase at its own expense and maintain in force at all times during the performance of services under this Grant, the following policies of insurance.

AHFC Risk Management reserves the right, but not the obligation, to review and revise any of the following insurance requirements, based on insurance market conditions which may affect the availability or affordability of coverage; or based on changes in the scope of work or specifications that apply to this Grant. In addition, AHFC Risk Management reserves the right, but not the obligation, to review and reject any insurance policies failing to either meet the necessary criteria or that have been provided by an insurer in poor financial condition or legal status.

The requirements contained herein, as well as AHFC Risk Management review or acceptance of insurance maintained by Grantee is not intended to, and shall not in any manner, limit or qualify the liabilities or obligations assumed by Grantee under this Grant.

Insurance policies required to be maintained by Grantee will name AHFC as additional insured for all coverage except Workers' Compensation and Professional Liability/E&O insurance.

The Grantee and its subcontractors/subgrantees agree to obtain a waiver, where applicable, of all subrogation rights against AHFC, its officers, officials, employees and volunteers for losses arising from work performed by the Grantee and its subcontractors/subgrantees for AHFC. However, this waiver shall be inoperative if its effect is to invalidate in any way the insurance coverage of either party.

Where specific limits are shown, it is understood that they will be the minimum acceptable limits. If the Grantee's policy contains higher limits, AHFC will be entitled to coverage to the extent of such higher limits. The coverages and/or limits required are intended to protect the primary interests of AHFC, and the Grantee agrees that in no way will the required coverages and/or limits be relied upon as a reflection of the appropriate types and limits of coverage to protect Grantee against any loss exposure whether a result of this Grant or otherwise.

Failure to furnish satisfactory evidence of insurance or lapse of any required insurance policy is a material breach and grounds for termination of the Grant.

A. Workers' Compensation Insurance: The Grantee will provide and maintain, for all employees of the Grantee engaged in work under the Grant,

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Workers' Compensation Insurance as required by AS 23.30.045. The Grantee shall be responsible for ensuring that any subcontractor/Subgrantee that directly or indirectly provides services under this Grant has Workers' Compensation Insurance for its employees. This coverage must include statutory coverage for all States in which employees are engaging in work and employer's liability protection for not less than \$100,000 per occurrence. Where applicable, coverage for all federal acts (i.e., USL & H and Jones Acts) must also be included.

B. Commercial General Liability Insurance: The Grantee will provide and maintain Commercial General Liability Insurance with not less than \$1,000,000 per occurrence limit, and will include premises-operation, products/completed operation, broad form property damage, blanket contractual and personal injury coverage. Coverage shall not contain any endorsement(s) excluding or limiting contractual liability nor providing for cross liability.

C. Automobile Liability Insurance: The Grantee will provide and maintain Automobile Liability Insurance covering all owned, hired and non-owned vehicles with coverage limits not less than \$1,000,000 per occurrence bodily injury and property damages. In the event Grantee does not own automobiles, Grantee agrees to maintain coverage for hired and non-owned liability which may be satisfied by endorsement to the CGL policy or by separate Business Auto Liability policy.

D. Umbrella or Excess Liability: Grantee may satisfy the minimum liability limits required above for CGL and Business Auto under an umbrella or excess Liability policy. There is no minimum per occurrence limit under the umbrella or excess policy; however, the annual aggregate limit shall not be less than the highest per occurrence limit stated above. Grantee agrees to endorse AHFC as an additional insured on the umbrella or excess policy unless the certificate of insurance states that the umbrella or excess policy provides coverage on a pure "true follow form" basis above the CGL and Business Auto policy.

E. Professional Liability Insurance: The Grantee will provide and maintain Professional Liability Insurance covering all errors, omissions or negligent acts of the Grantee, its subcontractors/sub grantees, or anyone directly or indirectly employed by them, made in the performance of this Grant which results in financial loss to the State. Limits required are \$1,000,000.

F. Contractors' Pollution Legal Liability (or equivalent) Insurance: The Grantee will provide and maintain Contractors' Pollution Legal Liability Insurance covering all errors, omissions or negligent acts of the Grantee, its contractors, or anyone directly or indirectly employed by them, made in the performance of this Agreement. Limits required are not less than \$1,000,000 per occurrence.

G. Certificates of Insurance: Grantee agrees to provide AHFC with certificates of insurance evidencing that all coverages, limits and endorsements as described above are in full force and effect and will remain in full force and effect as required by this Grant. Certificates shall include a minimum thirty (30) day notice to AHFC of cancellation or non-renewal.

H. Information for Insurance Agents/Brokers. The Grantee is strongly encouraged to provide its insurance agent/broker with a copy of the insurance provisions of this Grant in order that the Grantee may timely obtain and maintain the required insurance and/or bonding.



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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

AHFC can determine each program year whether to base household eligibility on median income as determined by the Low Income Heating Assistance Program or the Department of Energy Percent of Poverty or other DOE approved methodology. The 2020 PY AHFC will base income on 200% of Poverty.

Eligibility is determined by subgrantees when a client applies to the program. Clients are assisted in the application process. Calculating income and considering proof of income for DOE eligible clients meets 10 CFR 440 requirements and is detailed further in the Alaska WOM. The system of priorities that is required by DOE comprises the first four levels of the state program so those that are the highest priority with the lowest of income are served first. AHFC through the Alaska Weatherization Operations Manual (WOM) includes a detailed set of instructions and many template forms for determining income and eligibility, for verifying ownership and income, and, for verifying number of household residents.

The Alaska Program also works with the Department of Health and Social Services to obtain the list of eligible LIHEAP clients and Social Security for SSI recipients to help identify those that are automatically eligible, to streamline their application process, but to also verify that they are recipients of either of those programs.

Describe what household eligibility basis will be used in the Program

Alaska uses 200% poverty and the income determination methods are documented thoroughly in the WOM (Sec. 1)

Alaska uses the DOE definitions and priorities for its top tier clients.

1. The household includes a resident who is elderly, disabled, or a child under 6 years old, and the total household unit income is less than or equal to the income limits published by the U.S. Department of Energy (DOE) that are current as of April 1st of the program year.

2. The household includes a child who is 6-18 years old, and the total household unit income is less than or equal to the income limits published by the U.S. Department of Energy (DOE) that are current as of April 1st of the program year.

3. Other households with total household unit income that is less than or equal to the income limits published by the U.S. Department of Energy (DOE) that are current as of April 1st of the program year.

The eligibility process follows the DOE regulations and is outlined in great detail in the WOM (Sec. 1)

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

Grantees are directed to review guidance provided by Health and Human Services (HHS) under the Low Income Home Energy Assistance Program (LIHEAP).

**V.1.2 Approach to Determining Building Eligibility**

Procedures to determine that units weatherized have eligibility documentation

A dwelling unit is eligible for DOE funds if it has never been weatherized, or, if it was weatherized under the federal WAP, after September 30, 1979, but prior to September 30, 1994 (reweatherized unit). Existing priorities will be utilized for selection of clients in dwellings that are to be re-weatherized. Households with elderly, handicapped, and children under six years will be given priority. No weatherization agency shall attempt to recruit clients who have been previously weatherized, and funding for reweatherization shall not exceed the allowed number of units of the total grant allocation noted in the Annual File. Subgrantees have the option of adopting a policy for further priority ranking, subject to approval, in writing, by AHFC. WOM Section 1.

Eligible buildings must comply with 10 CFR 440. Must be a residential unit (owned or rented) that is currently lived in; and, the household must comply by income or be automatically eligible with LIHEAP or SSI. Multifamily buildings of any size must follow the requirements for owner authorization and contributions ( if any). May be a shelter and comply with 10 CFR 440.

If a building incorporates mixed use (i.e. commercial and residential), no DOE funds will be used to address issues in common areas or commercial areas. To consider a mixed use building for eligibility under state weatherization, the building must comply as described in the WOM Section 1-page 33.

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HISTORIC PRESERVATION: The Programmatic Agreement (PA) between DOE, AHFC and SHPO specifies exempt activities and structures from having to meet the requirements of the Historic Preservation office prior to commencing work. The SHPO PA will be attached to the WOM. All homes outside of those exempted must meet SHPO requirements. WOM Section 4.

**Describe Reweatherization compliance**

No unit can receive DOE weatherization funding if it was weatherized after Sept. 30, 1994. Annually a (not to exceed) percentage of units are selected that could be completed as re-weatherized units. Re-weatherization includes any unit that had been weatherized with DOE funds after 9/30/79 and before 9/30/94. They were completed prior to Sept. 30, 1994 under the DOE weatherization program.

AHFC allocates a percentage of its budget to re-weatherization due to the fact that the severe climate and the condition of the housing stock for low income high priority clients often needs to be reconsidered if work was done over 25 years ago (1994). These are some of the older housing stock and have experienced severe deterioration as well as are in great need of current advanced energy savings retrofit measures. Often the poorest clients reside in these units. The technology utilized in the assessment, installation and inspection processes has dramatically changed over the past two decades which really helps to target high priority areas of heat loss and health and safety.

**Describe what structures are eligible for weatherization**

The WOM and the 10 CFR 440 detail eligible dwelling units but they include single family rentals and owner occupied, mobile homes, large and small multifamily buildings, and shelters. WOM Section 1.

**Describe how Rental Units/Multifamily Buildings will be addressed**

The extensive policy on Rental Units in the WOM is covered in Section 1. AHFC has detailed Landlord Tenant Agreements that can be found in Section 2 Administrative and Eligibility Forms. Any changes to DOE compliance with rental policies will be incorporated without further public hearing.

**Describe the deferral Process**

If a unit is declared to be unsafe for work, it will be deferred until the appropriate improvements to health and safety hazards can be completed by the owner or other funding. Once that is done, the unit will be reconsidered for work. WOM Section 1.

**V.1.3 Definition of Children**

Definition of children (below age): 6

**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.

Historically the State of Alaska has exceeded service to Native Americans on a population basis

The State of Alaska selects service grantees based on a competitive process and to date no tribes have applied. This current year DOE funds equal less than 20% percent of overall funds allocated to weatherization services. Other funds (with more flexibility) are distributed to the DOE grantees and to other agencies most of which are Native Regional Housing Authorities serving in their designated areas. Other funds are issued to agencies on April 1st at the start of the construction season and most of the rural projects are winding down by fall.

The situation is very different in Alaska from the reservation status that most tribes have in the rest of the states. The Native population in rural Alaska is concentrated in 200+ very small remote communities and then a large share of the Native population has migrated to the urban centers, particularly Anchorage, where they are served equally by the appropriate agencies.

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All low income people in Alaska are equally eligible for weatherization services. Four of the regions served comprise all of the area not connected by road and are primarily populated by Native American people. Remote communities are served one or two at a time per region to provide cost effective services in those areas. The weatherization services will be made available to all residents of a targeted community and priority clients will be served first. All eligible residents of a targeted community, who apply and are qualified at the time of the initial intake, must be served before moving on to another community.

Under the state program, some regional native housing authorities receive weatherization grants to work in their areas. They are required to serve all eligible applicants in their areas regardless of race or tribal affiliation by date of application and priority status. All were vetted through a competitive five-year process, the weatherization SOQ process. If a client is not a high priority, he/she may eventually be served but only after other higher priority clients. Subgrantee agencies differ slightly with their individual policies but all follow the overall State and Federal guidelines. Grantees with DOE funds must follow Section 9 of the WOM which is DOE only rules.

## V.2 Selection of Areas to Be Served

**SERVICE AREAS FOR 2020-2021:** Three agencies with long histories of service to the DOE weatherization program will be allocated funds to serve in those areas where they are working with AHFC state funds. This includes some if not all of the road connected areas of the state including Fairbanks, Anchorage, Matanuska Valley, Richardson Highway, Cordova, Valdez, rotating communities in Southeast Alaska, and possible units in Northern, Western, and Bristol Bay where logistics have those grantees serving at this time. Funds will be allocated to areas where they can best be expended within the allowable time frame and with the best use of the funds in mind. All units must meet the standards of the Alaska Field Guide and the WOM Standards.

**REGIONS TO BE SERVED a)** The WAP (Alaska uses this to reference the road connected program) which serves five designated regions which compose 88 percent of the population and 90 percent of the dwelling units in the state. The Enhanced Weatherization program serves four other regions comprising 12 percent of the population and 10 percent of the dwelling units, in an area over 400,000 square miles in size. The regions are:

**ROAD CONNECTED REGIONS WAP:**

Fairbanks North Star Borough and adjoining road system;  
Southcentral Alaska  
Municipality of Anchorage  
Southeast Alaska  
Juneau

**ENHANCED WEATHERIZATION (EWX) PROGRAM REGIONS (This is the rural remote program)**

Northern  
Western  
Interior  
Bristol Bay/Aleutians)

The state uses an allocation formula that establishes the basic funding per region based on a variety of factors and updated with census information renewal. The State reserves the right to reallocate the funds in this plan or any new funds or reductions in funds based on the following criteria:

1. demonstrated need in a planned service area,
2. ability of the subgrantee to perform under the terms of the grant; or
3. other extenuating circumstances (i.e. natural disaster or other delaying work in an area)

With written approval of the Program Manager, a given area of the state maybe served on a one time basis ( for a specific number of units) by an AHFC DOE weatherization subgrantee, working outside of their service district area under the following circumstances without further public process:

1. A MOA is established between the two subgrantees, and
2. The regular subgrantee has no funding available or remaining; or
3. The regular subgrantee is rendered out of service on a temporary or permanent basis; or
4. An emergency situation arises and cannot be dealt with by the regular subgrantee; or
5. Any circumstance that is deemed appropriate by AHFC for a one time approval of change to service district area;

Any long term reallocation of service district must go through the standard public process.

## V.3 Priorities

Priority one clients include elderly, disabled, and families with children under six. Priority 2 clients should include families with children from the age of six and not exceeding nineteen years of age. Priority 3 are all other eligible by income clients. WOM Section 1. This process is reviewed at the time of Annual Program Monitoring.

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#### V.4 Climatic Conditions

##### CLIMATIC CONDITIONS IN ALASKA

The state of Alaska is so huge geographically that there exist many microclimates each with its own set of challenges for weatherization.

The primary driving forces are temperature, Heating Degree Days (HDD), precipitation and wind. In the regions served by the WAP, the average annual heating degree days range from 7,000 to 15,381. The temperatures by communities range from +104 to -80 degrees Fahrenheit. Cooling degree days are not a consideration in the WAP. In the regions to be served by the Enhanced Weatherization EWX (remote rural), the average annual heating degree days range up to 20,297 and the lowest recorded temperature is -72 degrees Fahrenheit. Some areas in the state experience hurricane strength winds regularly (including parts of Anchorage.)

Rain and Snow. The Gulf of Alaska has heavy rains with some areas having over 100 inches a year. Snow accumulation can be ten feet or more in colder parts of the Gulf. Most of coastal Alaska has heavy winds and blowing snow in the winter. Interior and western Alaska have from 10 to 20 inches of rain per year. They may have up to 10 or more feet of snowfall per year.

Delivering weatherization services to rural Alaska remote villages is on a timing cycle that starts the year prior. Assessments must be done in the winter, materials consolidated and ordered by early spring, shipment by barge from Seattle to the remote villages begins in late spring and goes until August. Once the materials are in place, the work starts in a very intense and concentrated manner in an effort to complete the village over several months before the hardest weather conditions set in.

Urban/road connected areas are served over a longer period but there are areas which cannot be worked in from about November until April because of the climate conditions. These areas include the Richardson and Parks Highway, road connected areas out of Fairbanks, and parts of the Kenai Peninsula will be inaccessible due to snow and ice. The Anchorage and outlying area is served almost year around, but Fairbanks itself shut down for close to six weeks last year due to bitterly cold temperatures.

#### V.5 Type of Weatherization Work to Be Done

##### V.5.1 Technical Guides and Materials

**STANDARDS OF WORK SPECIFICATIONS (SWS):** The Field Guide and the Alaska SWS are a work in progress and we will be updating annually just as we do our Standards of Work (Chapter 5-WOM). 2019 Field Guide and Variances were approved by DOE on January 23, 2019 for a three year period.

Chapter 5 of the Weatherization Operations Manual (WOM) is a detailed set of standards governing all measures to be implemented regardless of the funding used. All DOE work will first reference the Alaska Field Guide that illustrates the appropriate SWS. Both the Standards and the SWS are working on a cross walk to provide further consistency in implementation. All users will be updated in the Field Guide and SWS annually.

The Weatherization Operations Manual 2020 (WOM) will be available at the AHFC website for subgrantee agencies April 1, 2019 although we have reviewed the changes to the document with all agencies in January 2019. The Alaska Field Guide is also available on the AHFC website as well.

To access both the WOM and the Alaska field Guide go to [www.ahfc.us](http://www.ahfc.us).  
Search "Manuals"  
Scroll down to see the current WOM and the Field Guide, for 2020.

We will continue to provide any helpful publications, forms and charts to the QCI inspectors and either offer specific training for credit under contract or allow travel and registration to eligible training in Bellingham at the BPC or other accredited training center.

**DOE APPROVED MEASURES:** DOE funds must be expended on energy conservation measures that meet or exceed an SIR of one or above as determined by AkWarm and adhered to Appendix A. At least one ECM (Energy Conservation Measure) must be installed prior to expending on H&S items when using DOE funds. We continue to work with providing technical assistance manuals and training in the technical side of measure determination, AkWarm use, and the use of audit and inspection tools. The WAP uses an Alaska specific home energy assessment (AkWarm) as it's computerized audit tool. AkWarm determines those measures which will be implemented to specifically save energy. AkWarm is required to be used on all dwellings weatherized. Section 5 of the Ak. WOM details the state standards for implementation of measures. The Ak Field Guide is the reference needed for the implementation of measures using DOE funds in the field. Each DOE job must have at least one Energy conservation measure with an SIR of one or above.

**APPENDIX A MATERIALS:** Appendix A is an part of the DOE requirements. It lists all of the approved materials that are allowed to be implemented under DOE weatherization. Appendix A is included in the Alaska WOM that all subgrantees use as guidance in implementation of the program.

**APPROVED WEATHERIZATION MATERIALS NOT LISTED IN APPENDIX A (WPN 16-7):** The following materials have been approved for use in the program and are to be included in the Alaska WAP. The measures that are already a part of AkWarm are indicated below. The baseload measures of lighting and refrigeration currently use separate cost effective calculators but they will be incorporated into AkWarm on the current upgrade that is in progress. I have include an explanation below on the situation. State funds can be used for all of the measures listed below but DOE funds can only be used once the measure is incorporated into AkWarm.

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1. *Wet Spray Applied Cellulose Thermal Insulation (approved 10/22/1997, WPN 97-6) Self-Supporting Spray Applied Cellulosic Insulation ASTM C1149-11 (Currently an option in AkWarm).*
2. *Fluorescent Lamps and Fixtures (approved 7/29/1994, WPN 94-5)  
Compact fluorescent lamps UL 542, Edition 9 (2005); UL 1993, Edition 4 (2012); Energy Star – Lifetime Requirement. Fluorescent lighting fixtures UL 1598, Edition 3 (2008) (R2012); NFPA 70-2014; Energy Star – Lifetime Requirement. (This is automatically eligible when using state funds. (Pending inclusion in AkWarm for calculation when using DOE funds. Do not use DOE funds until this process is complete.)*
3. *LED Lamps and Fixtures (first approved for OR 5/14/2014) Portable Electric Luminaires UL 153, Edition 13 (3/3/2014)/ Light Emitting Diode (LED) Equipment for Use in Lighting Products/UL 8750, Edition 1 (R3/3/2014) /Lamp holders UL 496, Edition 13 (R 11/25/2013) (Pending inclusion in AkWarm for calculation when using DOE funds. Do not use DOE funds until this process is complete.)*
4. *Refrigerators (approved 10/6/2000, WPN 00-5)/Refrigerator/freezers (does not include freezer-only units) AHAM HRF-1-2008; UL 250-1993(R2013)/Replaced units must be disposed of properly per Section 8, Clean Air Act 1990, as amended . **NOT ELIGIBLE FOR USE WITH DOE FUNDS.***
5. *Replacement Electric Water Heaters (approved 10/6/2000, WPN 00-5)/Electric (resistance) storage tank water heaters 10 CFR 430, Appendix E to Subpart B/UL 174, 11th Edition (2004)(R2015). (Currently an option in AkWarm).*
6. *Replacement Water Heaters (approved 4-11-2001, WPN 01-11)/Heat pump water heaters 10 CFR 430, Appendix E to Subpart B; UL 1995, Edition 4 (2014)/Gas fueled water heaters:Rated = 75 kBtu/hr ANSI Z21.10.1-2014/CSA 4.1-2014; 1 CFR 430, Appendix E to Subpart B. Rated > 75 kBtu/hr ANSI Z21.10.1-2014/CSA 4.3-2014; 10 CFR 430, Appendix E to Subpart B. Oil fueled water heaters UL 732, Edition 5 (1995) (R2013) (Currently an option in AkWarm)*

The following is the status of our current efforts for baseload analysis in AkWarm:

**Current Lighting Analysis:** AkWarm has the capacity to allow users to identify electrical components for replacement assessment; currently, users must itemize all electrical loads in the dwelling to calculate an accurate energy reduction level, savings to investment ratio, and breakeven costs. As a result of decreased purchase cost for LED bulbs, replacement of existing incandescent bulbs has been determined cost effective in nearly all scenarios; historically, lighting upgrades have been focused on primary use fixtures and areas identified as potential hazards due to poor lighting, from both a dwelling and occupant perspective. LED replacement lights for both incandescent and end of life CFL are allowed without calculating SIR.

**Current Refrigerator Analysis:** AkWarm has the capacity to allow users to identify electrical components for replacement assessment; currently, users must itemize all electrical loads in the dwelling to calculate an accurate energy reduction level, savings to investment ratio, and breakeven costs. As this practice can be labor intensive, an external analysis tool has been used to determine replacement eligibility outside of the AkWarm Home Energy Rating calculation; the tool is available at <http://www.energytools.com>. **NOT ELIBIBLE FOR USE WITH DOE FUNDS.**

**Analysis of Electrical Loads:** AHFC's contractor for the AkWarm software completed an enhancement project to allow the software to accept partial electrical load itemization. Based on these entered loads and basic information concerning proportion, overall usage level, and occupancy load, the software will be upgraded to allow a user to enter only the loads that are to be included in the energy reduction analysis. Data from the Regulatory Commission of Alaska concerning average usage in varying communities is intended to be incorporated to account for geographic disparities. This allows for calculation of electrical retrofits to align with the current methodology for shell and mechanical system retrofit; loads identified for retrofit will be included in the Improvement Options Report, showing all data currently included for other proposed improvements. This feature is especially important for commercial audits and may be used for residential as well.

**Acronyms:**

AHAM – Association of Home Appliance Manufacturers  
ANSI – American National Standards Institute  
ASTM – ASTM International (formerly American Society for Testing and Materials)  
IEEE – Institute of Electrical and Electronics Engineers  
NFPA – National Fire Protection Association  
SRCC – Solar Rating and Certification Corporation  
UL – UL (formerly Underwriters Laboratories)

**DOE REQUIREMENTS AND PASS THROUGH:** For specific measures see the State of Alaska Weatherization Operations Manual at [www.ahfc.us](http://www.ahfc.us) and the Alaska Field Guide. Common measures include air sealing, attic insulation, floor insulation, heating system clean and tunes and replacements, moisture control and ventilation, and energy efficient lighting. There are literally hundreds of details in the WOM Section 5 and the Field Guide about these measures and others. The actual grants that are signed by the agencies have all required materials for DOE compliance referenced or attached. Agencies must pass these onto their subcontractors and maintain verification that each subcontractor has received and is implementing the Standards and the Field Guide. All subgrantee agreements and vendor contracts will contain language which clearly documents the SWS specifications for work quality. Field and file monitoring by AHFC will check to see that the language is included in subcontractor agreements and that they are being used. The weatherization grants list these documents and their location in the attachments for access by the subgrantees which are signed by the authorized signatories for each agency.

All subgrantees are required to use blower doors, heating system analyzers during the analysis of each home, whenever applicable; and are encouraged to use infrared cameras, monoxers, Duct Blasters and other testing equipment where applicable, while performing home energy assessments. The QCI protocols must be followed for interim and final inspections. Heating system diagnostic test procedures and improvements are performed as outlined in the WOM Sec. 5.

The average cost per dwelling unit for materials and program support expenditures will not exceed the prescribed average cost per home when utilizing Department of Energy weatherization program funds. Subgrantees will determine the amount of money spent per unit using AHFC resources (remaining within the average established by AHFC), after determining a cost effective weatherization plan for each home. (This average cost is determined statewide. The number of required units for each subgrantee is determined by the Program Manager based on the average cost per unit.)

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All homes declared as complete under the DOE WAP program need to receive a minimum investment of at least one major measure (with an SIR of 1 or more). Justification must be provided in the file if this is not achieved. The AHFC Program Manager determines if justification is allowable and how it needs to be documented.

Costs of providing manuals and reference materials for all of the following (plus other related skill and certification programs and licensing will be allowed under the DOE weatherization program.

CERTIFICATION: The following requires certification:

QCI-(Quality Control Inspectors)-for final inspection of all DOE funded units

Energy Auditor for QCI inspectors compliance at renewal

RRP (Renovation Repair and Painting)-All workers on site or at least one supervisor where part time crews are hired. Checked on site inspections and at annual file review.

Lead Firm-Required for all subgrantees. Checked at time of Annual Program Monitoring and on-site monitoring.

OSHA 10 and 30-for appropriate crew and field supervisors.

Asbestos informational

Mold informational

INFORMATIONAL AND AWARENESS: (AHFC is constantly updating access to informational materials concerning the following (not limited to):

ASHRAE 62.2 2016

Mold and Asbestos Awareness: All workers within 6 months of hire. On-line or taught in house.

Radon-A Citizens Guide to Radon

Healthy Homes

OSHA 10-for all permanent crew.-recommended

OSHA HCP-all requirements on SDS

OSHA Hazardous Communication Standard-required

OSHA Confined Space

OSHA Lockout Tagout

Other relevant OSHA

CERTIFICATION OF USE OF AK WOM AND THE AK FIELD GUIDE. The signed grant with the subgrantee agencies is certification that they will utilize these references and other pertinent DOE and state documents and that they will be passed to the subcontractors as well. The WOM and the field guide are distributed by email and accessible on line to be downloaded by the subgrantees. During the annual Program Monitoring, we check to see that the current WOM is in the office and that the agencies are utilizing the current rules and regulations in the operations of their programs. We also check to see that the subgrantee contracts have included the pass through language concerning the use of the AK Field Guide and the WOM. In the field we check to see that the Field Guide is being referenced. We bring the Field Guide with us for reference during the inspections as well.

Field guide types approval dates

Single-Family: 1/23/2019

Manufactured Housing: 1/23/2019

Multi-Family:

## V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family

Audit Name: AKWarm (Alaska)

Approval Date: 10/9/2015

Audit Procedure: Manufactured Housing

Audit Name: AKWarm (Alaska)

Approval Date: 10/9/2015

Audit Procedure: Multi-Family

Audit Name: AKWarm (Alaska)

Approval Date: 10/9/2015

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Comments

Computerized Energy Audit Software (AKWarm)

Alaska Housing Finance Corporation has developed a combination Weatherization/Home Energy Rating Software known as AKWarm. The software has been reviewed by the Department of Energy in accordance with 10 CFR 440.21(g). All energy conservation measures will have a savings-to-investment ratio of one or greater, proving cost effectiveness as measured by AKWarm.

Airsealing measures could include the addition of weatherstrip and door sweep, caulks and foams used specifically, drywall applied to seal a wall or ceiling to establish a pressure boundary or encapsulate insulation, and other measures designed to reduce air leakage.

The WAP uses AkWarm as its computerized analysis tool for all residential assessments. AkWarm determines those measures which will be implemented to specifically save energy. All homes must receive an AkWarm pre and post energy analysis. All DOE units will be inspected as proscribed by DOE Rule.

AHFC developed the ARIS data base over the past eight years and to date there are a total of 85000 unique identifiers (housing units) in the data base. Since 2008 we have completed through energy rebates and weatherization approximately 45,000 units that we have a pre and post rating for in this data base. We also have another several thousand new units that were given a rebate if they met the 5 star plus rating.

AkWarm itself has been continually improved as a tool for housing analysis and currently is being considered for use as a marketing tool for an energy efficiency determination for homes that are being sold.

Currently every DOE job must have at least one energy conservation measure of an SIR of one or above. All energy conservation measures installed using DOE funds must meet the SIR of one or above. Eligible funds may be used to buy down the cost of the measures. See WOM, Sec 9.

AkWarm is being reviewed for approval under the five year process in place when using DOE funds. We are currently working with SMS on the review and expect approval in the spring.

**V.5.3 Final Inspection**

All homes completed with DOE funds must receive a QCI inspection from the agency inspector. Each client file must include a form that certifies that the unit had a final inspection and that all work met the required standards. This form must be signed by the QCI inspector. The final QCI will include an assessment of the original audit and confirm that the measures called for on the work order were appropriate and in accordance with the AKWarm audit procedures and protocols approved by DOE. Missed opportunities or deviations from the original audit shall be documented in the final QCI report.

The final inspector from the agency on the job must be someone other than the job supervisor and or the assessor. The final inspector must also be QCI certified (unless extenuating circumstances allow a waiver in writing by the AHFC Program Manager). If the supervisor/crew chief and the final inspector are one and the same, a separate request must be filed with the AHFC Program Manager to allow this and increase the number of units inspected by the state. This may be the issue in remote and rural areas of Alaska where travel costs prohibit multiple people going into an area to do a separate inspections.

AHFC has provided training and certification to inspectors from each agency. AHFC will continue to monitor the credentials of QCI inspectors and track the continuing education for all its QCI inspectors. AHFC will provide the appropriate continuing education QCI classes and or authorize agencies to utilize T&TA funds to complete this task through attendance at qualified conferences and/or training.

AHFC will provide follow-up inspections and review and/or verification of diagnostic testing and submitted data on a minimum of five percent (5%) of DOE units that are inspected by a QCI agency inspector. If anomalies or problems are found, AHFC will meet with the subgrantee agency to determine a solution. Since each agency has had multiple QCI inspectors trained, there will be other options for the agencies if one inspector is found to be doing non-compliant inspections. If the QCI inspector does not meet the requirements of the SWS and QCI, AHFC will not accept any inspections from that inspector and will discuss a course of action with the subgrantee agency to ensure compliance on all inspections.

In some cases, the agency assessor may need to perform the final QCI inspection. If that scenario happens, the agency must contact AHFC to let them know that the assessor and the QCI inspector are the same person in specific service district areas of the state due to logistics, costs or other extenuating circumstances. Once approved by AHFC, the state will conduct a total of ten percent (10%) of QCI follow up inspections in this area.

Upon the final inspection, any deficiencies are reported to the subgrantee and must be addressed by the agency. If an agency continues to demonstrate problems, more site visits will be scheduled increasing the overall percentage of units inspected. The final inspection by the subgrantee also must include client education instruction on the long term maintenance of any given installed measure if it appears that the client needs further education.

Continued training may be provided. BPC in Bellingham Washington may be providing that training and certification. They are the closest IREC certified training entity. Continued QCI certification will be provided by them as well.

No dwelling unit is reported to DOE as completed until all feasible, affordable and practical weatherization measures have been installed and the Subgrantee or its authorized representative has performed a final inspection (s) including any mechanical work performed and certified that the work has been completed in a

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workmanlike manner and in accordance with the priority determined by the audit procedures required by 10 CFR 440.21.

## V.6 Weatherization Analysis of Effectiveness

### ANALYSIS OF CURRENT PROJECTS

The active subgrantees are Interior Weatherization, Alaska Community Development Corporation, and RuralCAP. Long term AHFC monitoring of each of these subgrantees shows that the weatherization work has been of high quality and has met program requirements. Alaska uses client satisfaction forms to evaluate quality of work. Client feedback is examined and used for program improvement.

Effectiveness of subgrantee: Site monitoring includes at least five but usually ten percent (or more) of completed homes and include a thorough client interview to determine outcomes, crew behavior, energy use reduction, overall impressions.

Energy savings vs. productivity: The range of climate and logistic situations in Alaska make comparisons between agencies impossible. Each agency is dealing with a set of unique circumstances. For example, the climate in Southeast is moderate marine with high outdoor humidity much of the year. The far north is extreme cold and hot (-60 degrees to plus 90 degrees) and extremely dry. Field inspectors do review to see the number and cost of measures with the two inspectors able to make some on site comparisons with other agencies under similar circumstances. AHFC is working also with ARIS database development to collect and compare pre and post projected savings on all homes as well as to sample with actual savings. Subgrantees may use T&TA funds to monitor energy savings, air quality, etc. on weatherization projects..

TTA activities: A majority of training that is provided by AHFC (primarily funded by state funds) is from identification of problems and issues in the field and in interviews with the crew and supervisors. Also, at the Annual Summit for all the weatherization providers- training needs are discussed and a plan for the year produced from input of grantee and subgrantees.

Grantee Continuous Improvement: AHFC continues to be the major provider of all weatherization training in collaboration with other entities including: Alaska Works, Building Performance Center, Alaska Craftsman Home Program, etc. AHFC is widely known for its successful implementation of energy efficiency programs that include the weatherization program serving very low income to 100% of area median to the Rebate program for over-income people. DOE constitutes a fraction of the money expended over the past five years but provides a good foundation for all the programs. We are constantly exploring ways to make the program more accountable and to adopt systems that improve service delivery.

Grantee tracking of subgrantee: Subgrantees are subject to one Fiscal and one Program Monitoring where findings and concerns must be addressed in writing with plans of action back to AHFC. Site reviews are scheduled throughout the year so that we can monitor quality over the long term. Each agency is given a specific time period (usually 60 days) for responses to concerns found in the field and if the problem is more significant, a follow up site visit will be done. None of the current subgrantees have had any uncorrected concerns or findings over the years.

Costing measures accurately. The projected costs of fuel in the AKWarm program is updated contractually twice a year for all regions keeping it very current.

Further data evaluation: AHFC is continuing to add to data collection activities for evaluation purposes in an effort to continually provide relevant information back to the grantees and to others about the real benefit of the program.

## V.7 Health and Safety

The Health and Safety Plan is attached and designates 20% to H&S expenditures in the budget. Because of the condition of many of the homes that are lived in by DOE eligible clients, Health and Safety improvements crucial to the implementation of energy efficiency work often exceeds 20% of the average cost per unit. The Health and Safety Plan details the eligible costs for DOE H&S exponders. Those costs that exceed the allowable H&S amount will be covered by other funds.

All subgrantees receiving DOE funds must adhere to all DOE requirements. See attached H&S Plan. If a job is shut down for health and safety reasons, it cannot be reported or receive DOE dollars until the deficiency is corrected. WOM Chapter 5 Standards also addresses some H&S issues. All measures completed with DOE funds will show an SIR of 1 or above and be considered eligible conservation (ECM) measures. Health and Safety items will be charged to the H&S category (see eligible H&S measures listed in the H&S plan). If an item qualifies as ECM and H&S, it must first be charged to the ECM category. If H&S and/or major repairs must be done to allow an ECM to be installed, then those costs can be borne by state funds if they cannot be charged to DOE H&S.

ASHRAE 62.2-2016 is required for determining ventilation. Continued training on ASHRAE 62.2 2016 are always considered an eligible expense. When innovative products or measures surface regarding ventilation or ventilation related client education or H&S, AHFC will often organize an instate training for subgrantees. All owner manuals will be provided and explained to the client for all H&S equipment installed.



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TTA: Training in all aspects of Health and Safety from crews to clients is always an ongoing part of annual AHFC training. The H&S plan references specific H&S training. We allow agencies to conduct their own annual trainings in all things related to crew and client safety with local providers. I have the agencies report on any training that they have taken advantage of during that program year.

## **V.8 Program Management**

### **V.8.1 Overview and Organization**

#### **INTRODUCTION**

a) The Alaska Housing Finance Corporation (AHFC) has administered the Low-Income Weatherization Assistance Program (WAP) since July, 1992. The State of Alaska administered the program from 1977 to 1992. Alaska Housing Finance Corporation is a quasi state entity that generates revenue for the State of Alaska and serves as the key entity in the state responsible for all housing issues that residents face including but not limited to: homelessness prevention programs, public housing, Section 8 Vouchers, teacher housing, Low income Housing Tax Credits, HOME rehab program, Supplemental to Native Housing Authorities, and the primary mission to underwrite mortgages. AHFC has many innovative loan programs to assist all elements of the general population, including low income assistance programs, education for first time home buyers, non conforming structure loans, etc. The agency is also in charge of the Low Income Weatherization and the Energy Rebate Programs.

b) This State Plan provides the information required by the federal regulation 10 CFR 440, Weatherization Assistance for Low-Income Persons.

c) This Plan will continue to be administered with the use of the Weatherization Operations Manual for the WAP. This manual is updated on an as-needed basis and changes posted annually. The Alaska Field Guide has been created by AHFC and is the guide for DOE compliant implantation of measures under the weatherization program and is the implementation document for the SWS.

d) The Alaska Energy Authority administers the State Energy Program (SEP) and the Department of Health and Social Services administers the LIHEAP Program. Both agencies work in tandem with AHFC in the administration of these programs.

### **V.8.2 Administrative Expenditure Limits**

Grants that exceed \$350,000.00 in DOE funds are restricted to a maximum of five percent admin in the DOE funding category. Grants that do not exceed \$350,000 in DOE funds may be allowed up to 10% admin on DOE funds as approved by AHFC.

### **V.8.3 Monitoring Activities**

**MONITORING APPROACH:** The most important function of the TTA funds is monitoring and direct training and technical assistance to the agencies regarding monitoring and compliance with DOE regulation. T&TA funds are used to provide travel money to monitor weatherization subgrantees. As the Alaska Housing Finance Corporation provides the majority of the total weatherization funding for Alaska, and the Enhanced Weatherization (Residential Rehabilitation) portion of the overall Weatherization Program provides weatherization coverage for the smallest communities scattered across the largest land mass and most sparsely populated areas of the state, T&TA funds may be used to cover monitoring expenses of these projects.

Out of our Grantee TTA budget approximately 20% is spent on direct travel costs associated with monitoring visits to the agencies. Some of our time is also allocated to this activity. State funds also pick up a portion of the monitoring travel because we are often monitoring not only DOE units but also state units. That said, many of our TA activities are devoted to Quality Control and Quality Assurance. When we have peer type training where we visit an agency and go test new diagnostic tests or a new measure in the field and we all meet on site. Some of our training in state is directly aimed at reducing callbacks on inspection. We also use some of our grantee contractual money to continue improvements on AkWarm and on Weatherization On-line where we are able to collect more and more data that allows us to look at results prior to going into the field. All of this adds to increasing the quality of our final product.

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There are four types of monitoring visits that will occur throughout the year:

1. **Agency Program Monitoring**, includes a thorough review of agency policies and practices by the Program Manager once towards the end of the program year. Areas examined include: adherence to WOM and grant attachments; personnel policies; outreach and intake; in house inspection process; rental policies and landlord contributions; walk away and deferral incidents; prioritization of clients; inventory and warehouse control; equipment and vehicles; training and technical assistance activities; certifications of people and the agency. The Program Monitoring will also verify that all requirements of the SWS and technical requirements are passed through to the subcontractors. This is scheduled between December and March to ensure that as many records as possible are available and that we have a number of completed files to review. Conducted by Mimi Burbage, Program Manager with 36 years of experience in the weatherization field. Trained in Uniform Administrative Codes and Requirements, Federal CFR, State Regulations, QCI certified, OSHA trained, RRP certified, and is a trainer as well as attends Programmatic and Management training sessions.

2. **Client File Review**. At the program monitoring a minimum of five to ten percent of client files will be reviewed to verify that all required documentation is present, including: income verification; assessment; AkWarm files (including the Improvement Options Report); diagnostic testing; client signatures; scope of work; materials and labor costs; final inspection report; notes of anomalies on the job; required Lead certifications; and, SHPO documents. As the review is conducted diagnostic numbers are evaluated and reviewed for compliance with technical standards.

3. **Fiscal monitoring** that is conducted by the grant's administrators scheduled once each program year. That includes a review of financial audits; procurement practices; cost allocation; billings; eligible costs; and risk evaluation. This is performed by the Audit Department and Grant Management staff from AHFC Research and Rural Development Division (R2D2). Because this monitoring covers all programs administered by the agencies, it is scheduled to coincide with completions for all programs not just weatherization. For the three DOE subgrantees it is usually between January and March. At this time the fiscal monitoring is being assumed by the Internal Audit Department for all grants and contracts. Kristian Beckner is an Audit Officer at AHFC (CIA, CRMA). He has been working closely with our department for many years to assist our subgrantees in compliance. We are working closely with Kristian to make sure that the different monitoring activities cover all the elements that we need to examine.

**Corrective Action Plan:** For the fiscal and procurement monitoring, the subgrantee should be notified in the Monitoring Review Report of Findings and Concerns within 30 days of the monitoring review. The subgrantee should be given a reasonable timeframe to respond in writing and to implement the corrective actions and recommendations. In the report AHFC recommends a Corrective Action Plan to the Finding or Concern, the subgrantee then responds with their CAP which includes the steps they perform and the timeline for completion. After the Grant Specialist receives the grantee's response letter, a determination should be made by either the Grant Specialist and/or Program Manager as to whether further action is needed. The Grant Specialist will notify the grantee in writing when all Findings and Concerns have been resolved.

4. **Field Monitoring** is scheduled one-to-multiple times throughout the year by the Program Manager to inspect a minimum number of homes completed. QCI inspections will be performed on at least five to ten percent of the homes completed. These inspections are often scheduled to coincide with completions. QCI interim inspections will also be performed on a minimum of one or two units per subgrantee agency per year. We work closely with the agencies to do our QCI and our general state field inspections throughout the year so we can catch any problems before a large number of completions. We also choose to conduct inspections in as many different communities that the agencies are working in as possible. The purpose is to observe and inspect the work of different crews and contractors. Mimi Burbage is QCI certified and continues to participate regularly in technical training through workshops in state and regional and national conferences. She has exceed the required BPI credits for maintaining certification and will be retesting the field portion of QCI in 2018.

The QCI inspection form will be used for the field inspections this year. QCI inspections will be conducted on single family, small multifamily units and mobile homes. At the end of each field monitoring visit with a subgrantee, AHFC will brief the subgrantee on the observations and findings from the visit. Within 30 days after each visit, AHFC will prepare a written report on its findings and send a copy to the subgrantee. Corrective action necessary must be taken by the subgrantee within a designated time frame and reported back to AHFC. Subgrantees with deficiencies will be more closely monitored. Subgrantees needing more time to respond must request a waiver with justification in writing.

**Role:** To ensure the continuance of quality work and adequate financial management, AHFC will monitor each subgrantee at least once during the program year for compliance with WAP requirements. Additional site visits will be made to monitor at least 5% of all homes weatherized, making two or more visits likely to each subgrantee. Additional monitoring will include energy savings evaluation on selected homes, and monitoring for durability and effectiveness of measures installed. By the close of each year, AHFC will have completed a comprehensive review of each subgrantee including its most current audit.

**Visit:** AHFC has standard forms that they will be using for each type of monitoring visit. In fact if an agency demonstrates problems in any area of the program (fiscal, management, and/or actual field work), AHFC will increase visits to the agency to provide TTA and appropriate oversight until problems are corrected. Much of the training that is orchestrated by AHFC is in response to observations made during monitoring visits.

**Timelines for monitoring:**

1. Program Monitoring-usually conducted between January and April so that the majority of invoices and PO's are processed and completed. Most of the field jobs are completed by Nov/Dec in rural Alaska and by Feb. in the road connected areas, the work is more year round but agencies try to complete by December. We want the maximum amount of invoicing in and projects closed so that we can track selected jobs from start to finish.

2. Fiscal Monitoring: usually the auditors try to conduct this monitoring visit between January and March for much the same reasons as stated above. They are looking at multiple programs so the time frames are adjusted to accommodate that as well.

3. Client File Review: conducted on site at the time of the Program Monitoring.

4. Field Monitoring: We work closely with the subgrantee agencies to schedule an area for inspection when a number of jobs have been completed. This is difficult to chart at the beginning of the year. All rural Alaska jobs are dependent on barge and airfreight schedules. Generally speaking we travel to these area in the late summer, fall and early winter to conduct field inspections. Urban area are more year round but often work does not start until mid summer depending on the client sign up, RRP SHPO, etc. processes. Scheduling QCI has become more challenging due to the intensity and duration of the inspection. We don't always get client cooperation in cold weather for conducting the final blower door tests, etc.

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The following is a very rough estimate. There are many factors that enter in to timeframes. We are in constant communication with the subgrantees on their completions:

Interior Weatherization: 5-6 inspection trips for field throughout the year starting in June or July.  
RCAP-Anchorage-one day per month in Anchorage and 1-2 trips to Juneau (July, September, January).  
ACDC-One trip to the Bristol Bay region, 5-6 trips in Southcentral (4 -MatSu Valley, 2 Kenai) and 2 trips to Southeast communities.

**V.8.4 Training and Technical Assistance Approach and Activities**

**The following is training intended for the 2020 Program Year:**

**COMPREHENSIVE TRAINING-**

**1.ENERGY AUDITOR TRAINING AND CERTIFICATION-**

All QCI in the state due for renewal in 2021

Provided by BPC Training Center Bellingham Washington-IREC CERTIFIED

TENTATIVE DATE-October 2020 in Fairbanks Alaska

**2. QCI MICROCREDENTIAL TRAINING AND CERTIFICATION**

Details same as above

**3. CREW TRAINING COMPRESHENSIVE OVERVIEW**

Rural CAP Contractors and Crews

BPC Bellingham-scheduled in spring

Aligns with JTA with a focus on BPI 1200

**SPECIFIC TRAINING**

**1. HEALTHY HOMES EVALUATOR TRAINING AND CERTIFICATION**

All Weatherization personnel

Summer scheduling in Anchorage at the AHFC building (June/July)

BPC Bellingham and FSL Phoenix will provide trainers

**2. GENERAL HEALTH AND SAFETY TRAINING**

Usually provided in house at Subgrantee agencies

Utilizing local OSHA trainers or Alaska Works, Wisdom and Associates, or other

Training provided when re-certifications are needed or when available

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Possible uses of TTA funds to comply with new requirements and to sustain best practice:

Training will be provided in best practice associated with any of the following, especially when a deficiency is noted. Sometimes, this can be agency specific or could be statewide for all agencies:

1. Energy Efficiency (EE): Attic airsealing; attic insulation; wall insulation; floor/crawl airsealing and insulation; heating system clean and tune, repairs and

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replacement for efficiency only; blower door directed airsealing; and, window and door replacements for efficiency only. All DOE efficiency work must meet an SIR of one or above and is not restricted to those items listed above. Training to ensure the successful implementation of efficiency measures is an eligible TTA expense.

2. Health and Safety items include the following: ground vapor barrier, crawl space ventilation, whole house ventilation to ASHRAE requirement (including both bath and kitchen exhaust), heating system clean and tune, repair of replacement for health and safety reasons; stacks and vents for heating systems; hot water heater replacements when a health and safety condition exists; CO and smoke detectors; and lead safe work practice. Training as needed in the installation and product evaluation will be provided for H&S items and measures.

3. Alaska Field Guide. We will continue to work on adding to our Field Guide as needed. It will continue to be a work in progress as we want it to be as current and useful as possible. Most of the activity on the Field Guide is done in house with one of our subgrantee agencies and AHFC staff. We may use outside contractors if it is determined that it is needed. Appropriate time and other costs can be charged to TTA to continue that work.

4. QCI inspectors: Alaska will continue to work with the BPC in Bellingham on the training and certification of new QCI inspectors. BPC could provide continuing training at times. Recertification will most likely be done in partnership with the Building Performance Center in Bellingham. We could also access other approved training centers including Montana, Community Housing Partners (CHP), Southface and others for continuing education for inspectors, and other field members of the weatherization community. Salaries and wages and all costs associated with required compliance for all QCI training and implementation activities are eligible expenditures under TTA. CEU's for QCI are allowed costs for inspectors.

5. . Continue technical standards development, memberships, dues fees and sponsorships for Energy OutWest (EOW), National Association of Community Service Providers (NASCSP), North West Energy Coalition (NWECC), Northern Shelter, and other groups that work to sustain and perfect weatherization technology and trade. This would also include local supportive groups and collaborative efforts such as Renewable Energy Alaska Project (REAP) and the Rural Energy Conference.

6. Continued special training sessions for statewide participation (building science, quality control, ventilation, lead, etc.); training organized by Alaska Works Partnership, Wisdom and Associates, BPC and Opportunity Council and other training groups as approved by AHFC and for the purpose of compliance, certification and technical advancements; data collection system development; meeting coordination and logistics; and, continued WOM updated manual, pilot projects for tracking savings; and client education materials. This also includes an array of technical training for changing crews and staff, as well as costs for compliance with requirements of the grant including OSHA-HCP, etc. Costs could include salaries and stipends for participants if deemed necessary for participation in training or in state peer exchange. All subgrantee agencies will be submitting a TTA Plan for preapproved activities in the advancement of meeting the quality control goals required by DOE.

7. Continue training operations, manual and standards updates, SHPO, new DOE directions, etc. Other things that may arise during the year falling under general admin or TTA categories that may be beneficial to the overall strength and efficiency of the Ak. Weatherization Program.

8. WOM updates and changes. Labor and other costs associated with the continued updates of the WOM to align with DOE and state regulation.

9. Continue support for the EE Now Conference or other Energy Efficiency meetings and conferences sponsored by AHFC when appropriate. This conference brings together energy efficiency folks from the commercial and residential arenas to plan strategy for Alaska's future in building efficiency. It includes weatherization providers, homebuilders, native housing authorities, architects, code inspectors, realtors in an intensive networking situation. It has been successful in communicating advances in each industry to a broad range of other experts. Also continue collaboration with other Northern states and circumpolar countries to exchange technical knowledge regarding cold climate building techniques and practices.

10. Client education materials, products and training costs for both classroom and individual consult. This could include newly introduced products that enhance the weatherization experience, including books, pamphlets, hygro-thermometers, led lights, refrigerator cleaning kits, timers for controlling electrical use on water heaters, block heaters, etc. and other products that will assist the client in long term energy savings. It could include the training provided at intake, or during the assessment or at the final inspection or for follow-up. It could also include the mandatory or informational pre-weatherization classes offered to individuals or to the community as a whole. Client education is a priority for DOE weatherization and all such activities are approved for use of TTA funds.

11. Sustain and assist the activities of Energy OutWest the regional organization or weatherization providers. Participate in the organizational planning, peer exchange, conference planning sessions, regional or local training and the biannual conference. Provide support and sponsorship for core and peer exchange activities. All costs associated are eligible under TTA.

12. Training and exchange in Quality Management Plan, the Core Competencies, and job task analysis. AHFC could contract for a trainer such as NASCSP, FSL in Phoenix, the Opportunity Council or BPC in Bellingham or other recognized agency to do the training associated with this.

13. AHFC annual training for administrators. All costs associated with this will be under TTA. This could include WOM updates, any OMB related training; other regulations as they apply to the weatherization program; implementation practices; intake; eligibility; client education; etc.

14. Personnel improvement classes for management and staff.

15. Annual technical training for all new updates and best practice policies and implementation.

16. Diagnostic supplies for compliance with QCI requirements.

17. All Tier II training for QCI inspectors and crew leads. Currently AHFC is submitting for credits with BPI for any training offered that covers the JTA for relevant weatherization positions and tasks. QCI inspectors and other trade certifications require approved and appropriate continuing education credits. AHFC is trying to help provide those in state as much as possible. All costs associated with this are eligible TTA expenses. Eligible conferences providing these credits could include but not limited to DOE, Home Performance Conference (HPC), Energy OutWest (EOW), Residential Energy Services Network (RESNET), EEBA (Energy Efficient Building Association), the National Homebuilders Association, and other housing and technical conferences.

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18. Healthy Homes Training and collaborative efforts. We will continue to work on the collaboration with other stakeholders and possibly sponsor more training in the future.

19. AkWarm and ARIS (data tracking system) will be continually updated to improve these systems for weatherization. Wx On line and the contractor RDI and/or CCHRC also will continue to be improved for use as a reporting and tracking tool. Training will be provided when needed.

20 AHFC could provide training with in-state providers for some subject matters or with BPC for the Quality Control Inspectors, QCI multifamily inspection and general technical training: NY State Weatherization Directors Association (NYSWDA) or BPC for some multifamily specific training; Community Housing Partners for advanced building sciences; the house of pressure, or supervisor in-field training; or SWBSTC in quality management training, critical details, and or job task analysis training. AHFC will review the upcoming requirements to provide training to other job categories in the future and determine a course of action. AHFC will continue to work to determine the most cost effective approach to delivering Tier I Training and Continuing Education Credits in specific job categories.

21. Tier I/II training as required and available for weatherization technicians. Because we are a remote state from the continental US as well as have large remote and rural districts within the state itself, and because we have no IREC certified training center, AHFC will continue to work on a plan to eventually provide some Tier I training in state and/or possibly to make it available through an outside training center. At this point in time, it is not feasible to promise that Tier one training will be available to anyone in Alaska for the foreseeable future. We will though continue to work towards trying to determine a way to provide Tier one training in the future for our subgrantees. Currently Alaska has provided top notch training using state as well as TTA funds to all weatherization providers in the technical sciences. We will continue to use utilize in-state trainers to keep technicians up to date on all technical and diagnostic procedures.

22. Training and meetings associated with DOE, NASCSP, NCAF HPC and NASEO.

**GENERAL COMMENTS:**

T&TA is split between Alaska Housing and the subgrantees. The T&TA total for AHFC is broken down in large categories as follows:

1. Personnel: Salaries of Program manager or Field inspector.
2. Travel (All Monitoring, Conferences, Training and Technical Assistance to agencies, etc)
3. Special Contracts (In state training, publications, sponsorships, peer exchange, compliance document development, etc.)
4. Supplies including office, resources, training, meeting, diagnostic tools, etc.

The monitoring process for AHFC is specifically designed to identify any problems in a subgrantee agency. By monitoring throughout the year with occasional on-site visits and overall looking at a minimum of 5% (10 or more percent when needed) of homes completed, actual implementation deficiencies will be observed early on. The client questionnaire, which goes to every house after the job is completed, are reviewed by AHFC and then forwarded to the subgrantee agencies for review. These are most helpful in pinpointing weaknesses in communication with the clients and in the quality of installation work. The annual agency monitoring is a time when subgrantee agency staff can discuss any of the bigger obstacles to successful delivery of the program to the client in the field with AHFC staff. The fact that the state has only three DOE subgrantees (when fully funded) makes problem identification much easier and helps us to target greatest need areas.

AHFC assesses each agency to determine their T&TA needs, which is reviewed and approved by the WAP Manager. This targets funding to what each agency needs for training purposes. Additionally, AHFC sponsors training sessions for individual agencies and for all weatherization providers each year. AHFC also contributes to the regional Energy Outwest Conference held every other year and a biannual building/weatherization conference held within the state. AHFC is a strong supporter of the Energy Outwest Peer Exchange group from which many trainers and training curriculum are developed and utilized within the region. AHFC provides training to keep agencies in compliance with mandatory requirements of DOE, EPA, OSHA etc. We check for RRP credentials.

One of the most effective training collaborations that we have had has been with the Bellingham Building Performance Center/Opportunity Council in particular with Chris Clay very hands on approach to assessor and installer training, Dave Finet on management, John Martin and others on LSWP certification, and John Davies on required ventilation (ASHRAE 62.2). We would continue this specific training when we see the need in specific areas of the state and utilizing Grantee or Subgrantee funding for this type of peer exchange training. BPC (or other certified training center) will provide all of the QCI associated training and certification that will take place in 2017 PY if needed.

All of our agencies are very current on advanced technical training and when new staff comes on, the first effort is to utilize peer mentoring to bring individuals through all of the basics. Once they are through the basics, they are enrolled in Building Science courses or some other specific technical training recognized by the State for weatherization technicians. Often they get additional advanced training at Energy Outwest. Alaska uses in state peer exchange as an effective training tool as well.

The individual agency budgets all include client education workshops, kits and individualized training. They also include training for crews and some administrative training on the grant tracking system for administrators. Each agency also requests travel dollars for peer exchange, participation in the regional Energy Outwest Conference, BPI certification and training, BPC hands-on training, QCI training and certification costs, in-state training, and national technical conferences (DOE, EOW, EEBA, and HPC, Thermal Envelope, etc.).

All training and implementation associated with QCI inspection and certification process and the application of the Alaska Field Guide are eligible expenses under TTA.

Other ongoing activities include regional and national peer to peer exchange, technical publications, memberships and sponsorships, etc. AHFC may approve training, special projects and/or sponsor technical conferences in conjunction with other financial supporters, such as Cold Climate Housing Research Center, Alaska Craftsman Home Program, Alaska Building Science Network, Wisdom and Associates, etc.

Travel costs for grantee and subgrantee agencies are eligible under this category, including travel to conferences, peer exchange, specific training opportunities and conferences.

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**Proposed training for 2020 (not limited to):**

QCI recertification under Building Analyst/and the micro credential QCI

Healthy Homes evaluator  
Multi-family QCI training-BPC Bellingham or NYSWDA

Crew Lead Training-BPC Bellingham  
Quality management plan-BPC or FSL or other

Technical compliance training for crews and supervisors on site

SHPO Training if needed for compliance

Asbestos basics and recognition-(including identification on site of asbestos containing products and appropriate work safe products.)

Radon informational training and client education approaches  
Job task analysis-BPC or FSL or other  
RRP lead based paint recertification-AK Works Partnership (AWP); Wisdom and Associates or other local provider  
OSHA 10 and 30 plus OSHA specific training including hazardous materials/confined space- AWP or other  
Certified training for shippers hazardous materials  
Advanced diagnostics-continuing  
AHFC target training and networking sessions:  
Annual technical summit for subgrantees  
Annual administrative summit for subgrantees  
Annual directors planning meeting

Financial and CFR compliance training.

BPI 1200

ASHRAE 62.2 2016

Cold Climate Building

Northern Shelter

Participation in National Committees for BPI, NREL, SWS, Technical Applications, Field Guide and Variances.

QCI Training and Proctoring needed for a majority of QCI certified people

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**1. CREW TRAINING COMPREHENSIVE OVERVIEW**

Rural CAP Contractors and Crews

BPC Bellingham-scheduled in spring

Not a credentialed training currently at BPC

**2. HEALTHY HOMES EVALUATOR TRAINING AND CERTIFICATION**

All Weatherization personnel

Summer scheduling in Anchorage at the AHFC building (June/July)

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BPC Bellingham and FSL Phoenix will provide trainers

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Utilizing local OSHA trainers or Alaska Works, Wisdom and Associates, or other

Training provided when re-certifications are needed or when available

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Possible uses of TTA funds to comply with new requirements and to sustain best practice:

Training will be provided in best practice associated with any of the following, especially when a deficiency is noted. Sometimes, this can be agency specific or could be statewide for all agencies:

1. Energy Efficiency (EE): Attic airsealing; attic insulation; wall insulation; floor/crawl airsealing and insulation; heating system clean and tune, repairs and replacement for efficiency only; blower door directed airsealing; and, window and door replacements for efficiency only. All DOE efficiency work must meet an SIR of one or above and is not restricted to those items listed above. Training to ensure the successful implementation of efficiency measures is an eligible TTA expense.
2. Health and Safety items include the following: ground vapor barrier, crawl space ventilation, whole house ventilation to ASHRAE requirement (including both bath and kitchen exhaust), heating system clean and tune, repair or replacement for health and safety reasons; stacks and vents for heating systems; hot water heater replacements when a health and safety condition exists; CO and smoke detectors; and lead safe work practice. Training as needed in the installation and product evaluation will be provided for H&S items and measures.
3. Alaska Field Guide. We will continue to work on adding to our Field Guide as needed. It will continue to be a work in progress as we want it to be as current and useful as possible. Most of the activity on the Field Guide is done in house with one of our subgrantee agencies and AHFC staff. We may use outside contractors if it is determined that it is needed. Appropriate time and other costs can be charged to TTA to continue that work.
4. QCI inspectors: Alaska will continue to work with the BPC in Bellingham on the training and certification of new QCI inspectors. BPC could provide continuing training at times. Recertification will most likely be done in partnership with the Building Performance Center in Bellingham. We could also access other approved training centers including Montana, Community Housing Partners (CHP), Southface and others for continuing education for inspectors, and other field members of the weatherization community. Salaries and wages and all costs associated with required compliance for all QCI training and implementation activities are eligible expenditures under TTA. CEU's for QCI are allowed costs for inspectors.
5. . Continue technical standards development, memberships, dues fees and sponsorships for Energy OutWest (EOW), National Association of Community Service Providers (NASCSP), North West Energy Coalition (NVEC), Northern Shelter, and other groups that work to sustain and perfect weatherization technology and trade. This would also include local supportive groups and collaborative efforts such as Renewable Energy Alaska Project (REAP) and the Rural Energy Conference.
6. Continued special training sessions for statewide participation (building science, quality control, ventilation, lead, etc.); training organized by Alaska Works Partnership, Wisdom and Associates, BPC and Opportunity Council and other training groups as approved by AHFC and for the purpose of compliance, certification and technical advancements; data collection system development; meeting coordination and logistics; and, continued WOM updated manual, pilot projects for tracking savings; and client education materials. This also includes an array of technical training for changing crews and staff, as well as costs for compliance with requirements of the grant including OSHA-HCP, etc. Costs could include salaries and stipends for participants if deemed necessary for participation in training or in state peer exchange. All subgrantee agencies will be submitting a TTA Plan for preapproved activities in the advancement of meeting the quality control goals required by DOE.
7. Continue training operations, manual and standards updates, SHPO, new DOE directions, etc. Other things that may arise during the year falling under general admin or TTA categories that may be beneficial to the overall strength and efficiency of the Ak. Weatherization Program.
8. WOM updates and changes. Labor and other costs associated with the continued updates of the WOM to align with DOE and state regulation.
9. Continue support for the EE Now Conference or other Energy Efficiency meetings and conferences sponsored by AHFC when appropriate. This conference brings together energy efficiency folks from the commercial and residential arenas to plan strategy for Alaska's future in building efficiency. It includes weatherization providers, homebuilders, native housing authorities, architects, code inspectors, realtors in an intensive networking situation. It has been successful in communicating advances in each industry to a broad range of other experts. Also continue collaboration with other Northern states and circumpolar countries to exchange technical knowledge regarding cold climate building techniques and practices.
10. Client education materials, products and training costs for both classroom and individual consult. This could include newly introduced products that enhance the weatherization experience, including books, pamphlets, hygro-thermometers, led lights, refrigerator cleaning kits, timers for controlling electrical use on water heaters, block heaters, etc. and other products that will assist the client in long term energy savings. It could include the training provided at intake, or during the assessment or at the final inspection or for follow-up. It could also include the mandatory or informational pre-weatherization classes offered to individuals or to the community as a whole. Client education is a priority for DOE weatherization and all such activities are approved for use of TTA funds.
11. Sustain and assist the activities of Energy OutWest the regional organization or weatherization providers. Participate in the organizational planning, peer exchange, conference planning sessions, regional or local training and the biannual conference. Provide support and sponsorship for core and peer exchange activities. All costs

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associated are eligible under TTA.

12. Training and exchange in Quality Management Plan, the Core Competencies, and job task analysis. AHFC could contract for a trainer such as NASCSP, FSL in Phoenix, the Opportunity Council or BPC in Bellingham or other recognized agency to do the training associated with this.

13 AHFC annual training for administrators. All costs associated with this will be under TTA. This could include WOM updates, any OMB related training; other regulations as they apply to the weatherization program; implementation practices; intake; eligibility; client education; etc.

14 Personnel improvement classes for management and staff.

15 Annual technical training for all new updates and best practice policies and implementation.

16 Diagnostic supplies for compliance with QCI requirements.

17. All Tier II training for QCI inspectors and crew leads. Currently AHFC is submitting for credits with BPI for any training offered that covers the JTA for relevant weatherization positions and tasks. QCI inspectors and other trade certifications require approved and appropriate continuing education credits. AHFC is trying to help provide those in state as much as possible. All costs associated with this are eligible TTA expenses. Eligible conferences providing these credits could include but not limited to DOE, Home Performance Conference (HPC), Energy OutWest (EOW), Residential Energy Services Network (RESNET), EEBA (Energy Efficient Building Association), the National Homebuilders Association, and other housing and technical conferences.

18. Healthy Homes Training and collaborative efforts. We will continue to work on the collaboration with other stakeholders and possibly sponsor more training in the future.

19. AkWarm and ARIS (data tracking system) will be continually updated to improve these systems for weatherization. Wx On line and the contractor RDI and/or CCHRC also will continue to be improved for use as a reporting and tracking tool. Training will be provided when needed.

20 AHFC could provide training with in-state providers for some subject matters or with BPC for the Quality Control Inspectors, QCI multifamily inspection and general technical training: NY State Weatherization Directors Association (NYSWDA0 or BPC for some multifamily specific training; Community Housing Partners for advanced building sciences; the house of pressure, or supervisor in-field training; or SWBSTC in quality management training, critical details, and or job task analysis training. AHFC will review the upcoming requirements to provide training to other job categories in the future and determine a course of action. AHFC will continue to work to determine the most cost effective approach to delivering Tier I Training and Continuing Education Credits in specific job categories.

21. Tier I/II training as required and available for weatherization technicians. Because we are a remote state from the continental US as well as have large remote and rural districts within the state itself, and because we have no IREC certified training center, AHFC will continue to work on a plan to eventually provide some Tier I training in state and/or possibly to make it available through an outside training center. At this point in time, it is not feasible to promise that Tier one training will be available to anyone in Alaska for the foreseeable future. We will though continue to work towards trying to determine a way to provide Tier one training in the future for our subgrantees. Currently Alaska has provided top notch training using state as well as TTA funds to all weatherization providers in the technical sciences. We will continue to use utilize in-state trainers to keep technicians up to date on all technical and diagnostic procedures.

22. Training and meetings associated with DOE, NASCSP, NCAF HPC and NASEO.

**GENERAL COMMENTS:**

T&TA is split between Alaska Housing and the subgrantees. The T&TA total for AHFC is broken down in large categories as follows:

1. Personnel: Salaries of Program manager or Field inspector.
2. Travel (All Monitoring, Conferences, Training and Technical Assistance to agencies, etc)
3. Special Contracts (In state training, publications, sponsorships, peer exchange, compliance document development, etc.)
4. Supplies including office, resources, training, meeting, diagnostic tools, etc.

The monitoring process for AHFC is specifically designed to identify any problems in a subgrantee agency. By monitoring throughout the year with occasional on-site visits and overall looking at a minimum of 5% (10 or more percent when needed) of homes completed, actual implementation deficiencies will be observed early on. The client questionnaire, which goes to every house after the job is completed, are reviewed by AHFC and then forwarded to the subgrantee agencies for review. These are most helpful in pinpointing weaknesses in communication with the clients and in the quality of installation work. The annual agency monitoring is a time when subgrantee agency staff can discuss any of the bigger obstacles to successful delivery of the program to the client in the field with AHFC staff. The fact that the state has only three DOE subgrantees (when fully funded) makes problem identification much easier and helps us to target greatest need areas.

AHFC assesses each agency to determine their T&TA needs, which is reviewed and approved by the WAP Manager. This targets funding to what each agency needs for training purposes. Additionally, AHFC sponsors training sessions for individual agencies and for all weatherization providers each year. AHFC also contributes to the regional Energy Outwest Conference held every other year and a biannual building/weatherization conference held within the state. AHFC is a strong supporter of the Energy Outwest Peer Exchange group from which many trainers and training curriculum are developed and utilized within the region. AHFC provides training to keep agencies in compliance with mandatory requirements of DOE, EPA, OSHA etc. We check for RRP credentials.

One of the most effective training collaborations that we have had has been with the Bellingham Building Performance Center/Opportunity Council in particular with Chris Clay very hands on approach to assessor and installer training, Dave Finet on management, John Martin and others on LSWP certification, and John Davies on required ventilation (ASHRAE 62.2). We would continue this specific training when we see the need in specific areas of the state and utilizing Grantee or Subgrantee funding for this type of peer exchange training. BPC (or other certified training center) will provide all of the QCI associated training and certification that will take place in 2017 PY if needed.



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All of our agencies are very current on advanced technical training and when new staff comes on, the first effort is to utilize peer mentoring to bring individuals through all of the basics. Once they are through the basics, they are enrolled in Building Science courses or some other specific technical training recognized by the State for weatherization technicians. Often they get additional advanced training at Energy Outwest. Alaska uses in state peer exchange as an effective training tool as well.

The individual agency budgets all include client education workshops, kits and individualized training. They also include training for crews and some administrative training on the grant tracking system for administrators. Each agency also requests travel dollars for peer exchange, participation in the regional Energy Outwest Conference, BPI certification and training, BPC hands-on training, QCI training and certification costs, in-state training, and national technical conferences (DOE, EOW, EEBA, and HPC, Thermal Envelope, etc.).

All training and implementation associated with QCI inspection and certification process and the application of the Alaska Field Guide are eligible expenses under TTA.

Other ongoing activities include regional and national peer to peer exchange, technical publications, memberships and sponsorships, etc. AHFC may approve training, special projects and/or sponsor technical conferences in conjunction with other financial supporters, such as Cold Climate Housing Research Center, Alaska Craftsman Home Program, Alaska Building Science Network, Wisdom and Associates, etc.

Travel costs for grantee and subgrantee agencies are eligible under this category, including travel to conferences, peer exchange, specific training opportunities and conferences.

**Proposed training for 2020 (not limited to):**

QCI recertification under Building Analyst/and the micro credential QCI

Healthy Homes evaluator  
Multi-family QCI training-BPC Bellingham or NYSWDA

Crew Lead Training-BPC Bellingham  
Quality management plan-BPC or FSL or other

Technical compliance training for crews and supervisors on site

SHPO Training if needed for compliance

Asbestos basics and recognition-(including identification on site of asbestos containing products and appropriate work safe products.)

Radon informational training and client education approaches  
Job task analysis-BPC or FSL or other  
RRP lead based paint recertification-AK Works Partnership (AWP); Wisdom and Associates or other local provider  
OSHA 10 and 30 plus OSHA specific training including hazardous materials/confined space- AWP or other  
Certified training for shippers hazardous materials  
Advanced diagnostics-continuing  
AHFC target training and networking sessions:  
Annual technical summit for subgrantees  
Annual administrative summit for subgrantees  
Annual directors planning meeting

Financial and CFR compliance training.

BPI 1200

ASHRAE 62.2 2016

Cold Climate Building

Northern Shelter

Participation in National Committees for BPI, NREL, SWS, Technical Applications, Field Guide and Variances.

QCI Training and Proctoring needed for a majority of QCI certified people

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Percent of overall trainings

Comprehensive Trainings:	50.0
Specific Trainings:	50.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	50.0
Percent of budget allocated to Crew/Installer trainings:	20.0
Percent of budget allocated to Management/Financial trainings:	30.0

V.9 Energy Crisis and Disaster Plan

DOE funds will not be used as disaster assistance. If a disaster occurs in an area where we are working, and it is not possible to work in that area, funds may be moved short term to another area to continue work within the program year.