

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0007945		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Oregon Housing & Community Services 725 Summer St. NE Suite B Salem, OR 973011266		4. Program/Project Start Date 07/01/2019	5. Completion Date 06/30/2021

**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 2019 & 2020 DOE WAP Formula Funds	81.042	\$ 2,519.00		\$ 7,033,363.00		\$ 7,035,882.00
2. STATE			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTAL		\$ 2,519.00	\$ 0.00	\$ 7,033,363.00	\$ 0.00	\$ 7,035,882.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTR ATION	(2) SUBGRANTE E ADMINISTRA	(3) GRANTEE T&TA	(4) PROGRAM OPERATIONS	
a. Personnel	\$ 221,430.00	\$ 0.00	\$ 141,837.00	\$ 0.00	\$ 363,267.00
b. Fringe Benefits	\$ 112,587.00	\$ 0.00	\$ 72,970.00	\$ 0.00	\$ 185,557.00
c. Travel	\$ 4,500.00	\$ 0.00	\$ 167,700.00	\$ 0.00	\$ 172,200.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 3,200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,200.00
f. Contract	\$ 0.00	\$ 506,572.00	\$ 289,749.00	\$ 4,214,425.00	\$ 6,283,695.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 9,949.00	\$ 0.00	\$ 18,014.00	\$ 0.00	\$ 27,963.00
i. Total Direct Charges	\$ 351,666.00	\$ 506,572.00	\$ 690,270.00	\$ 4,214,425.00	\$ 7,035,882.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 351,666.00	\$ 506,572.00	\$ 690,270.00	\$ 4,214,425.00	\$ 7,035,882.00
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		\$ 2,519.00	\$ 0.00	\$ 7,033,363.00	\$ 0.00	\$ 7,035,882.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) HEALTH AND SAFETY	(2) SUBGRANTE E T&TA	(3)	(4)	
a. Personnel	\$ 0.00	\$ 0.00			\$ 363,267.00
b. Fringe Benefits	\$ 0.00	\$ 0.00			\$ 185,557.00
c. Travel	\$ 0.00	\$ 0.00			\$ 172,200.00
d. Equipment	\$ 0.00	\$ 0.00			\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00			\$ 3,200.00
f. Contract	\$ 738,463.00	\$ 534,486.00			\$ 6,283,695.00
g. Construction	\$ 0.00	\$ 0.00			\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00			\$ 27,963.00
i. Total Direct Charges	\$ 738,463.00	\$ 534,486.00			\$ 7,035,882.00
j. Indirect Costs	\$ 0.00	\$ 0.00			\$ 0.00
k. Totals	\$ 738,463.00	\$ 534,486.00			\$ 7,035,882.00
7. Program Income	\$ 0.00	\$ 0.00			\$ 0.00

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

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**IV.1 Subgrantees**

Subgrantee (City)	Planned Funds/Units
ACCESS Inc. (Medford)	\$308,583.00 36
Clackamas County Social Services Division (Oregon City)	\$405,876.00 48
Community Action Organization (Hillsboro)	\$541,572.00 65
Community Action Programs of East Central Oregon (Pendleton)	\$211,092.00 25
Community Action Team (St. Helens)	\$190,653.00 22
Community Connection of Northeast Oregon (LaGrande)	\$189,533.00 22
Community in Action (Ontario)	\$226,721.00 27
Community Services Consortium (Corvallis)	\$389,453.00 46
Lane County -Housing Authority Community Services Agency (Eugene)	\$547,950.00 65
Mid-Columbia Community Action Agency (The Dalles)	\$178,241.00 21
Mid-Willamette Valley Community Action Agency (Salem)	\$575,957.00 69
Multnomah Department of County Human Services (Portland)	\$863,297.00 109
Native America Allocation (Oregon)	\$163,708.00 23
Neighbor Impact (Bend)	\$295,886.00 35
Oregon Coast Community Action Agency (Coos Bay)	\$178,503.00 21
Oregon Human Development Corp (Portland)	\$212,252.00 25
United Community Action Network (Roseburg)	\$364,641.00 43
Yamhill County Community Action Progs (McMinnville)	\$150,028.00 17
<b>Total:</b>	<b>\$5,993,946.00</b> <b>719</b>

**IV.2 WAP Production Schedule**

Weatherization Plans	Units
Total Units (excluding reweatherized)	719
Rewatherized Units	0
Note: Planned units by quarter or category are no longer required, no information required for persons.	

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Average Unit Costs, Units subject to DOE Project Rules		
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	719
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	719
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
<b>AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
F	Total Funds for Program Operations	\$4,214,425.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	719
H	Average Program Operations Costs per Unit (F divided by G)	\$5,861.51
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$5,861.51

**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	719	29.3	21067
Prior Year Estimate	326	29.3	9552
Prior Year Actual	308	29.3	9024
Method used to calculate savings description:			

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

Historically, DOE funds have not been used to create leverage opportunities. However, subgrantees are encouraged to use all available funding (including DOE) to perform energy audits and related activities on homes that will be weatherized under Energy Conservation Helping Oregonians (ECHO), Northwest Natural Gas Low Income Energy Efficiency program (OLIEE), Cascade Natural Gas Low Income Energy Conservation Program, Bonneville Power Administration, SHOW, and AVISTA program. DOE funds used in any part of a completed weatherization project (single family, multifamily, and shelters) are considered a DOE completion, regardless of the amount of DOE funds actually spent.

**IV.5 Policy Advisory Council Members**

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

Adolph Valfre, Jr.	Type of organization: Unit of Local Government Contact Name: Phone: 5038464794 Email: <a href="mailto:Val_Valfre@co.washington.or.us">Val_Valfre@co.washington.or.us</a>
Anna Geller	Type of organization: For-profit or Corporate (not a financial institution or utility) Contact Name: Phone: 5032970307 Email: <a href="mailto:ageller@gellersilvis.com">ageller@gellersilvis.com</a>
Barb Higinbotham	Type of organization: Local agency Contact Name: Phone: 5418891060101 Email: <a href="mailto:Barb@cina.team">Barb@cina.team</a>
Charles Wilhoite	Type of organization: For-profit or Corporate (not a financial institution or utility) Contact Name: Phone: 5032437500 Email: <a href="mailto:cawilhoite@willamette.com">cawilhoite@willamette.com</a>
	Type of organization: Unit of Local Government

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Claire Hall	Contact Name: Phone: 5412654100 Email: <a href="mailto:cehall@co.lincoln.or.us">cehall@co.lincoln.or.us</a>
Geraldo Sandoval	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 5413468432 Email: <a href="mailto:gsando@uoregon.edu">gsando@uoregon.edu</a>
Mary Li	Type of organization: Unit of Local Government Contact Name: Phone: 5039887497 Email: <a href="mailto:mary.li@multco.us">mary.li@multco.us</a>
Sami Jo Difuntorum	Type of organization: Indian Tribe Contact Name: Phone: 5414448312 Email: <a href="mailto:SamiJoD@ctsi.nsn.us">SamiJoD@ctsi.nsn.us</a>
Sarah DeVries	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 5039841956 Email: <a href="mailto:sd@ahgroup.com">sd@ahgroup.com</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
04/16/2020	OHCS Website 3/3/20 -4/16/20, Constant contact technical advisory 3/3/20-4/16/20, Due to COVID virus Constant contact technical advisory updated to allow for virtual participation 4/1/20-4/16/20.

**IV.7 Miscellaneous**

Principal Investigator: Steve Divan, (503)986-0979 [steven.divan@oregon.gov](mailto:steven.divan@oregon.gov)  
Business Officer: Carol Wagner, (503)986-2121 [carol.wagner@oregon.gov](mailto:carol.wagner@oregon.gov)

The Housing Stability Council provides policy direction and oversight to Oregon Housing and Community Services. Previously named the State Housing Council, legislation passed in 2015 (HB 2442) expands the membership of the Council from seven to nine and increases the scope of their oversight. The Housing Stability Council now reviews all program areas of the agency and provides direction and guidance. The Council meets monthly and includes a range of expertise and geographic representation. For more information related to the Housing Stability Council, see OHCS website: <http://www.oregon.gov/ohcs/OSHC/Pages/index.aspx>

The State Plan Public Hearing was held on April 16, 2020. There were no attendees from the general public. Written comments were accepted, via e-mail or regular mail, from March 9, 2020 to April 17, 2020. The State Plan transcript and public hearing notice are uploaded to the SF 424 in PAGE. There were no written comments.

A copy of the most recent Statewide Single Audit has been provided in the SF-424.

ASCII Action Plan: Based on results from the 2019 Survey, Oregon WAP staff will set up a series of face to face meeting at each agency to gain input into how we can improve the program and make it easier for our sub-grantees to serve low-income Oregonians. We plan releasing the draft 2020 state plan earlier than it has been historically released, thus allowing for more time for comment and review. Additionally, the annual State/sub-grantee weatherization meeting has been scheduled to allow for direct comment from sub-grantees. For 2020 and moving forward, OHCS will convene a work group to review the draft DOE State Plan annually. The work group consists of six representatives from Subgrantee Community Action Agencies. In addition to reviewing the plan for areas of improvement, we will be discussing with workgroup members to best way to engage clients with lived experience. This will be an effort to build the framework to directly receive feedback from program participants and to learn from their experience to inform future program design enhancements.

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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

Eligibility under DOE-WAP is valid for a period of twelve months. Applicants whose most recent DOE-WAP application is older than twelve months or who have not applied can qualify using the following criteria.

Income is defined by the Department of Health and Human Services as a household's countable cash receipts, before taxes. To be eligible for assistance, a household's gross income must be in accordance with the LIHEAP Income Guidelines provided by OHCS each program year.

Eligibility for DOE WAP is based on the following:

For households that fall at or under 200% of Federal Poverty Level:

- All household income before any deductions (gross income).
- Number of household members.

Households must provide documentation of their gross income for the eligibility period determined by their local agency (in compliance with the timelines expressed in the LIHEAP manual). State-approved, agency-developed Declaration of Household Income Forms (DHI) must be used for the households or household members claiming zero income (local agencies may require that applicants and/or households claiming zero income to submit additional information).

"Income" refers to total cash receipts, before taxes, from all sources for all people living in the dwelling unit (defined as household). This includes wages and salaries before any deductions but do not include food or rent in lieu of wages. Receipts also include net receipt from non-farm or farm self-employed (e.g., receipts from own business or farm after deductions for business or farm expenses). Other such receipts would include: public assistance, social security or railroad retirement, unemployment and workers' compensation, strike benefits from union funds, veterans' benefits, training stipends, regular foster parent grants or payments, alimony, child support, and military family allocations or other regular support from an absent family member or someone not living in the household; private pensions, government employee pensions, and regular insurance or annuity payments; grants, scholarships and work study; and income from dividends, interest, rents, royalties, or periodic receipts from estates or trust and lottery earnings if paid monthly or annually.

For eligibility purposes, "income" does not refer to the following money receipts: capital gains; any assets drawn down as withdrawals from a bank, sale of property, house, or car; tax refunds, gifts, lump-sum inheritances, one-time insurance payments, or compensation for injury. Also excluded are non-cash benefits, food or rent received in lieu of wages, energy grants, student loans, bank loans, the value of food and fuel produced and consumed on farms, and the imputed value of rent from owner occupied non-farm or farm housing. Households receiving funds from a private energy supplier's assistance programs shall not have those funds counted as income.

The period for determining income eligibility will be based on the same standards, protocols, and guidelines for LIHEAP. Income must be reverified when the eligibility determination exceeds 12 months. In multi-family buildings and geographical multi-family, application must be made by each household in order to qualify for assistance. Both renters and homeowners will be eligible and those households in similar circumstances will receive similar benefits. Applications older than one (1) year must have the household income verified again. Subgrantees are not required to re-verify income eligibility once the project is started. The project start is defined as the date the energy audit is completed. Subgrantees are strongly encouraged to coordinate with the local LIHEAP provider to obtain eligible LIHEAP/DOE applicants who have requested weatherization.

Describe what household eligibility basis will be used in the Program

In determining the level of eligibility, the State shall use the DOE criteria of 200% percent of federal poverty level. This must be applied throughout an agency's entire service territory. Persons who have applied for and have been found eligible for the Low Income Home Energy Assistance Program Act of 1981 (LIHEAP) will be eligible for DOE-WAP. The state of Oregon will use the current statewide Energy Assistance Manual established for LIHEAP, as established by the U.S. Office of Management and Budget in determining eligibility.

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

When determining eligibility of qualified aliens, Oregon will follow the policies outlined in "Summary of Immigrant Eligibility Restrictions Under Current Law as of 2/25/2009" in the HHS guidelines, located at <http://aspe.hhs.gov/hsp/immigration/restrictions-sum.shtml>

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

Procedures to determine that units weatherized have eligibility documentation

**Eligibility Documentation** – Households must provide documentation of their gross income for the eligibility period determined by their local agency (in compliance with the timelines expressed in the LIHEAP manual). State-approved, agency-developed Declaration of Household Income Forms (DHI) must be used for the households or household members claiming zero income.

- **Prior to Audit** – Prior to an audit of a prospective dwelling, the subgrantee must have a completed application and all necessary paper work, including proof of income eligibility, owner's name and address/contact information as well as utility supplier(s).
- **Permission to Proceed** – Prior to any work being done on a dwelling (including baseload measures), and prior to a subcontractor visiting the dwelling for purposes of evaluating job costs, the subgrantee **must** have a signed statement from the owner or their agent that permission has been granted to perform weatherization and baseload measures on and at the dwelling. At a minimum, the statement **must** include:
  - A list of possible measures that may be installed.
  - If walls are to be blown with insulation, it must indicate the owner or their agent has seen pictures of what a wall blown with insulation in includes, and how the dwelling will look when completed.
  - The residence is not currently for sale by owner of property, nor is it designated for acquisition or clearance (foreclosure) by federal, state or local programs.
- **SHPO-Oregon** has a Programmatic Agreement (PA) with our Oregon State SHPO office. OHCS is currently working through the process of adopting a DOE executed Programmatic Agreement. Oregon expects the DOE executed PA to be in place before July 1, 2020.
- **Appeals Procedures** – Subgrantees must have procedures in place that allows for receipt of tenant complaints and owners can appeal should rental increases occur.

Describe Reweatherization compliance

**Reweatherization** - housing units that were weatherized prior to September 30, 1994 may be "reweatherized" using DOE funds. No unit weatherized after September 30, 1994 can be reweatherized using DOE funds at this time. **DOE funds may not be used for call-backs or missed opportunities. Once a DOE funded project is reported as complete, only funds other than DOE funding can be utilized for this type of activity.**

Describe what structures are eligible for weatherization

**Eligible Structures** – In addition to weatherizing "traditional" building types including single-family site built homes, manufactured homes, and multifamily buildings. Oregon will allow provision of services to shelters and travel trailers under the following circumstances.

- **Shelter** –
  - Property is managed by non-profit organization
  - Property is utilized as transitional housing
  - Property is utilized as overnight shelter
  - Project is approved by OHCS before proceeding with weatherization activities
- **Travel Trailer** –
  - Unit is a permanent residence; **AND**
  - The unit has an address; **AND**
  - The occupant has a utility bill in their name or can demonstrate an energy burden; **AND**

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- o The occupant has a legal lease or contract to live in the unit and park the unit at said location; **AND**
- o There must be cost-effective (SIR of 1.0 or greater) weatherization improvements to be completed on the structure; **AND**

Health and safety improvements are only related to weatherization and do not address mechanical, other than Heating, Ventilation, and Air Conditioning (HVAC).

Describe how Rental Units/Multifamily Buildings will be addressed

**Rental Units –**

The following guidelines are to be followed when rental units are weatherized. Specifically, these regulations say when a Subgrantee weatherizes rental dwellings:

- a. No dwelling unit shall be weatherized without first obtaining the written permission of the owner or the owner's authorized agent.
  - b. The Subgrantee shall establish procedures to be approved by OHCS to ensure that:
    - The benefits of weatherization assistance shall accrue primarily to the low income tenants;
    - Rents shall not be raised because of the increased value of the dwelling unit(s) due solely to weatherization assistance provided under this part;
    - Subgrantee can receive tenant complaints and owners can appeal should rental increases occur;
    - No undue or excessive enhancement shall occur to the value of the dwelling unit(s).
    - The residence is not currently for sale by owner of property, nor is it designated for acquisition or clearance (foreclosure) by federal, state or local programs
  - c. Weatherization services will not be provided to eligible clients who pay their energy cost as part of their rent unless landlord agrees to do at least one of the following:
    - Make reductions in rent to reflect in some equitable way the reductions achieved in fuel cost due to weatherization;
    - Long term preservation of the property as affordable housing;
    - Investment of energy savings in facilities or services that offer measurable direct benefits to the tenants;
    - Additional improvements to heat, hot water distribution and ventilation systems to improve the comfort of the residents.
1. Lien on Property – As stated in 10 CFR Part 440.22 (c) : "In order to secure the Federal investment made under this part and address the issues of eviction from and sale of property receiving weatherization materials, States may seek landlord agreement to placement of a lien or to other contractual restrictions."
- At the current time, OHCS encourages but does not require any subgrantee to include lien or contractual restrictions on property owners.
1. **Multifamily Weatherization** – Prior to weatherizing multi-family housing units, not less than 66 percent (50 percent for duplexes and four plexes) must be occupied by income eligible households in order for the entire building to qualify for weatherization assistance.
- **Landlord Contribution Clause –**
    - o Some large multi-family buildings with less than 66% eligible units, (but at least 50%) may be weatherized if agencies can demonstrate the investment of DOE funds would result in significant energy-efficiency improvements, **AND**
    - o Additional funds are leveraged from landlords, utilities, or other sources; **AND**
    - o Leveraged funds must equal at least 10 percent of the total job cost to be eligible for reduced unit eligibility percentage.
    - o **Flexibility within the Multifamily Weatherization Provisions** – In the final rule, DOE offered flexibility by adding certain eligible types of large multi-family buildings to the list of dwellings that are exempt from the requirement that at least 66 percent of the units **must** be occupied by income-eligible persons. In these large multi-family buildings, as few as 50 percent of the units would have to be certified as eligible before weatherization services can be offered. This exception would apply only to those large multi-family buildings where an investment of DOE funds would result in significant energy-efficiency improvement because of the upgrades to equipment, energy systems, common space, or the building shell. By providing this flexibility, local agencies will be better able to select the most cost-effective investments and enhance their partnership efforts in attracting leveraged funds and/or landlord contributions. This flexibility does not apply to any other type of multi-family unit. **Note: Agencies should exercise caution when utilizing flexibility in this area. The key is the investment of DOE funds coupled with leveraged resources which result in significant energy savings. Absent this investment, lowering the eligibility to 50 percent may lead to disallowed costs. Local agencies uncertain on a given multifamily project should seek approval through OHCS Weatherization Program Manager.**



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Describe the deferral Process

**Deferral** – In the event that issues are identified that do not fall under the scope of the DOE WAP, other, more flexible, funding sources may be utilized to complete H&S measures that do not fall under the DOE WAP criteria. If neither of these options is possible, every effort must be made to refer the client to sources that may be able to mitigate the issue. If after all of these options are exhausted and documented, then deferral may be required until the problems are resolved.

**Deferral Standards –**

The decision to defer work on a dwelling without providing weatherization services is difficult, but necessary in some cases. Many problems encountered in low income housing are beyond the scope of the Weatherization Assistance Program. Deferring weatherization work does not mean that assistance will never be available, but that any work must be postponed until the problems can be resolved, and alternative sources of assistance are found as necessary.

1. Agencies (subgrantees) should develop guidelines and a standardized form. The form should include:
  1. Client's name and address.
  2. Date of the audit/assessment.
  3. Date the client was informed of deferring weatherization.
  4. A clear description of the problem, conditions under which weatherization could continue, the responsibility of all parties involved, and the client(s) signature(s) indicating that they understand and have been informed of their rights and options.
2. Deferral Conditions May Include:
  1. The client has known health conditions that prohibit the installation of insulation and other weatherization materials.
  2. The building structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that failure is imminent and the conditions *cannot* be resolved in a cost-effective manner.
  3. The house has sewage or other sanitary problems that would further endanger the client and the weatherization installers if weatherization work were performed.
  4. The house has been condemned or electrical, heating, plumbing, or other equipment has been "red tagged" by local or state building official or utilities.
  5. Moisture problems are so severe they cannot be resolved under existing health and safety measures and minor repairs.
  6. Dangerous conditions exist due to high carbon monoxide levels in combustion appliances, and cannot be resolved under existing health and safety measures.
  7. The client is uncooperative, abusive, or threatening to crew, subcontractors, auditors, inspectors, or others who must work on or visit the house.
  8. The extent and condition of lead-based paint in the house would potentially create further health and safety hazards.
  9. In the judgment of the energy auditor, any condition exists which may endanger the health and/or safety of the work crew or subcontractor, the work should not proceed until the condition is corrected.

Agencies (subgrantees) are expected to actively pursue all alternative options on behalf of the client, including referrals, and use good judgment in dealing with difficult situations. Once the reasons for deferral have been addressed, the home can be reconsidered for the weatherization program. If the eligibility has not been determined within the last year, it must be updated to determine whether the home is still eligible and has the same priority for weatherization services.

**V.1.3 Definition of Children**

Definition of children (below age): **19**

**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.

To ensure adequate services are provided to Native Americans, a 3% set aside has been established.

Native American set aside funds are based on population information of Oregon's tribes. Subgrantees with recognized reservations located within their service area receive a percentage of the set aside based on the percent that tribe represents of the total tribal population in Oregon.

**Option 1:**

New DOE funds set aside for Native American's are being proposed to be used in total for weatherization projects directed at Native Americans. These funds will be available to any weatherization subgrantee who proposes a Native American weatherization project. Weatherization subgrantees are encouraged to work with Tribes to coordinate these projects. Projects will be evaluated based on a first come first serve basis and on potential leveraging.

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**Option 2:**

Allocate Native American funds in the traditional fashion to the six subgrantees with Tribal Reservation lands within their service areas. A breakout of this allocation can be found in the Annual Plan.

Due to proposals being submitted, Native American allocation is listed as an additional sub-grantee in the annual file. Once the funds are received, the NA funds are allocated either by option 1 and/or 2 depending on proposals submitted.

**V.2 Selection of Areas to Be Served**

OHCS currently contracts with (17) subgrantees. Each of these subgrantees currently manage effective Weatherization Programs. All subgrantees have received comprehensive program reviews and demonstrated ability to administer programs in compliance with State and Federal Rules.

The service area of the (17) subgrantees covers the entire State of Oregon. Each county within a subgrantee service area receives weatherization services proportional to the ratio of its low-income residents relative to the population of low-income residents in the service area.

Oregon Low-Income Weatherization Assistance Program is required to comply with the requirements of Sections 440.14 State Plans and 440.15 Sub-grantees of the weatherization rules DOE 10CFR Part 440.

Subgrantees must comply with Oregon Revised Statute ORS 458.505.

(1) The community action agency network, established initially under the federal Economic Opportunity Act of 1964, shall be the delivery system for federal antipoverty programs in Oregon, including the Community Services Block Grant, Low Income Energy Assistance Program, State Department of Energy Weatherization Program and such others as may become available.

(2) Funds for such programs shall be distributed to the community action agencies by the Housing and Community Services Department with the advice of the Community Action Partnership of Oregon.

(3) In areas not served by a community action agency, funds other than federal community services funds may be distributed to and administered by organizations that are found by the Housing and Community Services Department to serve the antipoverty purpose of the community action agency network.

The low-income weatherization sub-grantees will be selected on the basis of public comment received during a public hearing which will include program monitoring results of each agency appropriate findings and concerns will include:

- the sub-grantees experience and performance in weatherization or housing renovation activities;
- the sub-grantees experience in assisting low-income persons; and
- the sub-grantees capacity to undertake a timely and effective weatherization program.
- Preference will be given to any CAA or other public or non-profit entity which has, or is currently administering an effective program.
- the extent to which the past or current program achieved or is achieving weatherization goals in a timely manner;
- the quality of work performed by the sub-grantee;
- the number, qualifications, and experience of the staff members of the sub-grantee; and
- the ability of the sub-grantee to secure volunteers, training participants, public service employment workers, and other Federal and State training programs.

Fiscal review and Program monitoring of agencies will include but not be limited to the following reporting categories:

- Administration;
- Program; which includes Liability Insurance labor, tools and equipment, transportation/travel, installer's labor, materials, and space.
- Health and Safety; which includes combustion appliances, electrical inspections, lead inspections and heating system repairs.
- Training and Technical Assistance(T/TA);
- Weatherization Program Rebates;
- Internal Controls;

In general business objectives will be reviewed within the following three categories: *operations, financial reporting and compliance.*

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Rating of these agencies will be scored objectively using the *OHCS Weatherization Program Agency Monitoring Plan*. Agencies will be scored and rated within program evaluation categories as **exemplary**, **stable**, **vulnerable** or **at-risk**. Numerical scores are associated with these categories and will assist in ranking and rating agencies as to their past, present and potential performance.

**If grant funds are not obligated for reimbursement by Subgrantee in a timely manner as determined by OHCS, OHCS may at its sole discretion, reduce Subgrantee funding and redistribute such funds to other Subgrantees. OHCS may implement adjustments by modifying the applicable Notice of Allocation. This remedy is in addition to any other remedies available to OHCS under the Master Grant Agreement or otherwise.**

### V.3 Priorities

An actual waiting list to determine who is next to receive weatherization services must be developed with priority given to: elderly persons (60 years of age and older), persons with disabilities, and families with children eighteen (18) years of age and under, high residential energy users (i.e. energy usage is above average as a result of household composition or unusual needs for energy), and households with a high energy burden (i.e. when 11.6 percent or more of the household income is going towards energy). Other criteria may be used as long as it does not have greater weight than the five above that are listed in the enabling legislation for the DOE WAP program.

The priority criteria used for determining applicant priority **must** be approved by OHCS in writing and on file with the subgrantee. The criteria must be used consistently for all applicants unless the subgrantee is involved in an OHCS sanctioned special project. Subgrantees must notify OHCS of changes and additions to their priority criteria.

Subgrantees shall ensure that weatherization services are being provided to low-income persons that live in all types of housing (i.e. single family, rentals, manufactured housing units, and multi-family buildings). Housing type is not a recognized priority.

#### **Equity and Racial Justice**

OHCS has committed to advance equity and racial justice by identifying and addressing institutional and systematic barriers that have created and perpetuated patterns of disparity in housing and economic prosperity. Towards that goal, OHCS will be evaluating equity and racial justice of populations served by the Oregon WAP.

#### **Implementation Strategies**

- Create and maintain a system to analyze the WAP program delivery for equity and racial justice.
- Evaluate the Oregon WAP to identify barriers to access the program to ensure equitable outcomes.
- Establish intentional outreach and educational strategies to engage culturally specific and culturally responsive organizations to ensure communities of color are aware of and have the ability to access weatherization services.
- Collaborate with USDOE to find pathways within the confines of the program to prioritize and provide services to underserved populations.

### V.4 Climatic Conditions

Climatic Conditions - The State of Oregon is comprised of two basic climatic regions. Western Oregon (west of the Cascade mountains) experiences a wet climate and has an average of approximately 4,700 heating degree days. Eastern Oregon (east of the Cascade Mountains) experiences a dry, colder climate and averages close to 6,500 heating degree days.

#### **Oregon Heating Degree Days**

Base 65 HDD by county as used for the computerized audit tool.

County	Degree Days	County	Degree Days
Baker	7024	Lake	6746
Benton	4978	Lane	4803
Clackamas	4693	Lincoln	5250
Clatsop	5250	Linn	4978
Columbia	5250	Malheur	7024

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Coos	4664	Marion	4978
Crook	6746	Morrow	5275
Curry	4664	Multnomah	4693
Deschutes	6746	Polk	4978
Douglas	4803	Sherman	6746
Gilliam	5275	Tillamook	5250
Grant	6746	Umatilla	5275
Hamey	7024	Union	6746
Hood River	6746	Wallowa	6746
Jackson	4803	Wasco	6746
Jefferson	6746	Washington	4693
Josephine	4803	Wheeler	5275
Klamath	6746	Yamhill	4693

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

**V.5.1 Technical Guides and Materials**

Activities included in the weatherization of qualified homes will include: general heat waste, insulation, and health and safety/energy related repairs. These activities will be guided by a DOE approved computerized audit and in accordance with the provisions "Oregon Weatherization Assistance program Site Built Housing and Manufactured Home Field Guide and Standards". The actual installation of weatherization materials is specified in the above referenced document. Oregon Housing and Community Services provides links to the technical requirements and specifies in our subgrantee contracts that they provide the requirements to their contractors. They must get a receipt from the contractor that they received the requirements and keep it in the contractor file. They also have the option to include in their contract that the contractor acknowledges that they have received the requirements and signature verifies this. Whichever way a subgrantee agency chooses is allowable and verified through the subgrantee monitoring process for compliance.

Below is the Language from that Master grant Agreement that pertains to conforming to field guide requirements.

"Sub grantee shall, and shall cause and shall require its Sub recipients by contract to provide Sub recipients and/or contractors with technical requirements for field work including: audits/testing; installation of energy conservation, health and safety and incidental repair measures; and final inspections. The Sub grantee must confirm receipt of those requirements and provide follow-up and clarification upon request. A signature on a contract can serve as proof of receipt. The technical requirements must be clearly communicated and the specifications for work to be inspected must be referenced in Sub recipient contracts. Contractors hired by the Sub grantee and Sub recipient must have agreements that include the same technical requirements referenced above. The work of the contractor must meet the quality specifications outlined by OHCS."

Only energy conservation materials which meet or exceed standards prescribed in Appendix A to 10 CFR, Part 440 will be purchased and installed utilizing DOE program funds.

***National Environmental Policy Act Information (NEPA)***

The following activities are categorically excluded from further NEPA review, absent extraordinary circumstances, cumulative impacts, or connected actions that may lead to significant impacts on the environment, or any inconsistency with "integral elements" (as contained in 10 CFR Part 1021, Appendix B) as they relate to a particular project, and adhere to the applicable State's programmatic agreement with the cognizant State Historic Preservation Office (SHPO).

- a. Administrative activities associated with management of the designated Weatherization Office and management of programs and strategies in support of weatherization activities.
- b. Development and implementation of training programs and strategies for weatherization effort, including initial home audits, final inspections and client education.
- c. Purchase of vehicles and equipment needed for weatherization audits.
- d. Weatherization activities provided that projects apply the restrictions of each state's programmatic agreement with SHPO, and are limited to:
  1. Building shell measures:
    - a. Installation of insulation where needed;
    - b. Air sealing (caulk, door sweeps, weather-stripping, etc.);
    - c. Repair and replace windows.

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2. Mechanical Measures:
  - a. Clean, tune, repair or replace heating and/or cooling systems;
  - b. Install duct and heating pipe insulation;
  - c. Repair leaks in heating/cooling ducts;
  - d. Install programmable thermostats;
  - e. Repair/replace water heaters;
  - f. Install water heater tank insulation.
3. Electric and Water Measures:
  - a. Install efficient light sources;
  - b. Install low-flow showerheads;
  - c. Replace inefficient refrigerators with energy-efficient models.
4. Energy-related health and safety measures including:
  - a. Combustion appliance safety inspections;
  - b. Air quality assessment and limited removal of formaldehyde, volatile organic compounds, flammable liquids and other air pollutants;
  - c. Gas and bulk fuel leak inspections;
  - d. Limited testing and/or containment, removal and disposal of lead, asbestos, refrigerant, mercury and other materials generated during the course of WAP activities;
  - e. Cleaning of mold limited to surface preparation for WAP activities;
  - f. Conduct radon testing and precautionary measures;
  - g. Inspect and install carbon monoxide and smoke alarms;
  - h. Install ventilation as required by the American Society of Heating and Air Conditioning Engineers (ASHRAE) 62.2 – 2016 standard. Including blower door testing addressing infiltration, ventilation and exhaust.
5. Incidental and necessary energy related repairs and replacements:
  - a. Repair and replace damaged windows and doors;
  - b. Minor electrical and plumbing repairs.
6. Installation of Solar photovoltaic (PV) and solar hot water heating systems on buildings with 1-4 units' subject to the following restrictions:
  - a. PV Systems would be appropriately sized would not exceed 15kW and/or;
  - b. Solar hot water heating systems would be appropriately sized and would not exceed 200,000 BTU/HR;
  - c. Systems would be roof mounted and attached to structure;
  - d. Battery storage, if applicable, would be mounted to the structure.

**Activities/projects not listed above are subject to additional NEPA review and approval by DOE, whether the intention is to use WAP formula or Petroleum Violation (PVE) funds to fund the project. For activities requiring additional review, Oregon will complete and submit an Environmental Questionnaire (EQ)-1 to DOE for approval.**

Field guide types approval dates

Single-Family: 4/26/2018
Manufactured Housing: 4/26/2018
Multi-Family:

**V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family

Audit Name: Other (specify)

Rem Design 7/5/2019 approval

Approval Date: 7/2/2019

Audit Procedure: Manufactured Housing

Audit Name: Other (specify)

Rem Design 7/5/2019 approval.

Approval Date: 7/2/2019

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Audit Procedure: Multi-Family

Audit Name: Other (specify)

NA- Large Multi-family projects will be submitted to USDOE for approval. Small Multi-family Protocol 7/5/2019 approval

Approval Date:

**Comments**

One energy modeling software platform has been approved by DOE for use in the OR WAP program. REM/Design™ (Architectural Energy Corporation) is approved for single family homes, mobile homes and small multifamily dwellings.

**REM/Design™ Dwelling Criteria**

As defined in the policy, REM/Design™ audit is to be used for the following building types:

- Single-family dwellings up to 4-plexes,
- Mobile homes, and
- Low-rise multifamily buildings:
  - Containing five to 25 dwelling units,
  - Having 3 stories or fewer,
  - Individually metered,
  - Where the unit is heated and cooled independently.

The REM/Design™ energy audit process requires a physical inspection of the home, specific diagnostic tests, and proper data input into the software program. An energy profile of the existing home is compared to a set of improvements recommended for installation. Each measure is then evaluated and a report is generated with the cost-effectiveness of each measure listed by SIR (Savings to Investment Ratio).

Subgrantees are required to have one (1) staff member certified in the use of the REM/Design™ software. It is recommended that agencies have additional staff certified to ensure continuity in the case of loss of staff. Non-certified REM/Design™ users must have REM/Design™ models reviewed by a certified user before certification is obtained.

Continuing Education Units: All REM/design™ Operators are required to complete 4 hours of training in the use of REM/Design™ during each calendar year. Documentation of CEU's must be submitted to OHCS.

Large Multi-family buildings utilizing USDOE funds will be submitted to USDOE for approval before any work may commence.

**Large Multi-family dwelling criteria:**

- Multi-Family residential buildings 4 stories and above.
- Multi-Family residential buildings 3 stories or fewer with shared HVAC Systems.
- Multi-family residential buildings containing 5 or more units with shared HVAC systems.
- Multi-Family residential buildings containing 26 or more units.
- Multi-Family residential buildings not meeting the REM/Design™ criteria.

**Fuel Switching**

Fuel switching is allowable when the site-specific energy audit demonstrates the cost effectiveness of the fuel switch over the life of the measure as indicated by the Savings to Investment Ratio (SIR). OHCS will approve each fuel switch request based on the protocol first approved by USDOE on February 1, 2017 and subsequently approved with our 2019 audit protocol submission.

**Solar PV**

Oregon would like to implement a Solar Pilot Program into the Oregon WAP. Oregon is not prepared to submit a Solar PV audit protocol at this time. When Oregon is ready to proceed all necessary documentation required to approve solar PV for the program will be submitted to our DOE project officer.

**Client Education**

Client education is a valuable component of Oregon's weatherization program, both by creating additional initial savings and by extending the persistence of savings achieved by other measures.

The educational component has been designed to enhance program participants' understanding of home energy efficiency improvements, to increase energy savings, and to contribute to the ongoing effectiveness of installed weatherization measures.

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OHCS has developed an energy education handbook to assist agencies in setting up their energy education program. Educational materials have been prepared and training provided to our subgrantees that provide client education.

Oregon's client education program has proven to be an effective way of maximizing the impact of the energy efficiency measures installed by the WAP by providing information concerning energy efficiency practices to WAP recipients as well as an assortment of low cost/no cost conservation devices. Participants may receive client education through in-home visits or in a classroom environment.

WAP providers are encouraged to provide comprehensive consumer education to the eligible tenant or homeowner in each weatherized unit.

### V.5.3 Final Inspection

Only energy conservation materials which meet or exceed standards prescribed in Appendix A to 10 CFR, Part 440 will be purchased with program funds. To determine which weatherization measures are the most cost effective, subgrantees will use REM Design rating software. With the exception of energy conservation related repairs and measures designed to protect the health and safety of the occupants of an eligible dwelling, subgrantees will install only measures demonstrating a savings to investment ratio no less than 1.0. All measures except those designed to protect the health and safety of the occupants of an eligible dwelling must meet the savings to investment ratio criteria, those showing the highest savings to investment ratio will be installed before less effective measures.

A DOE Weatherized unit is: A dwelling unit on which a DOE-approved energy audit has been applied. As funds allow, the DOE measures installed on this unit have an SIR of 1.0 or greater, but also may include any necessary incidental and health and safety repairs. The use of DOE funds on this unit may include, but are not limited to: auditing; testing; measure installation; inspection; use of DOE equipment; vehicles; or DOE provided training and/or administration. Therefore, a dwelling unit that meets both the definition of a DOE weatherized unit, and has DOE funds used directly, must be counted as a DOE completed unit.

All dwelling units (100 percent of jobs weatherized or where baseload measures were installed) that are being reported as completed for the purpose of obtaining DOE funds, must have a final inspection performed by a Certified Quality Control Inspector and must have in the job file a Final Inspection Certification form legibly signed by a designated subgrantee staff person (staff person other than those that performed the installation). The inspection form must have information that indicates that all measures designated to be installed, including mechanical work, were installed in a workman like manner and in compliance with weatherization specifications. *If a designated measure is not installed, then a written explanation shall be included in the file and noted on the inspection form.*

Furthermore, a copy of a Final Inspection Certification form legibly signed by a designated subgrantee staff person shall remain with the owner/occupant. This inspection form must indicate:

- All of the measures were installed in a workman like manner and according to specifications.
- The measures installed should under reasonable conditions save energy and make the dwelling more comfortable for the inhabitants.
- All of the weatherization measures installed are guaranteed for material and workmanship defect for a period of one year (365 days) from the date signed.

OHCS will allow two options for meeting the QCI inspection requirement. Subgrantees must state in their work plan their intended method of inspection.

- Independent QCI: The QCI is an individual that has no involvement in the prior work on the home either as the auditor or as a member of the crew. If this method is utilized, OHCS will monitor a minimum of 5% of USDOE completions.

- Independent auditor/QCI: The auditor performs the audit, creates the work order, and performs the final quality control inspection. The auditor is not involved in any of the actual work on the home. Because this model does not allow for an independent review of the audit on every home, OHCS will increase the percentage of quality assurance reviews to ensure that audits are being performed consistently and correctly. OHCS will monitor a minimum of 10% of USDOE completions.

QCI Compliance Policy: As part of the QCI program, OHCS QCI monitors will review a percentage of agency QCI inspections for compliance with program rules and field standards at minimum annually. When QCIs are found to be out of compliance, efforts will be made to discover the source of the noncompliance issue. Depending on the source of the non-compliance issue, remedial training may be required for the QCI and/or the installation contractor. Remedial training may be provided by OHCS staff at the time of the monitoring.

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Alternatively, OTI or OHCS staff may provide more comprehensive training at a later date. Repeated non-compliance issues after remedial training may result in the QCI being put on probation, possible disallowed costs, and an increased level of monitoring.

**DOE funds may not be used for call-backs or missed opportunities. Once a DOE funded project is reported as complete, only funds other than DOE funding can be utilized for this type of activity.**

#### V.6 Weatherization Analysis of Effectiveness

Analysis of subgrantee weatherization productivity and effectiveness is conducted using a combination of the following methods:

- Annual program monitoring of all subgrantees to ensure production goals are effectively reached and training and technical assistance activities are appropriately designed and delivered.
- Comparisons of productivity and predicted energy savings between individual agencies. Trends indicating extremes in production and/or predicted energy savings measures will be noted and tracked for appropriate T&TA follow-up.
- Monthly desk reviews of subgrantee program status reports to ensure subgrantee production and expenditures are on schedule and within budget;
- Annual survey of subgrantees to assess training and technical assistance activities and ensure training and technical assistance needs are addressed;
- Distribution of client surveys to recipients of weatherization services to ensure customer satisfaction; and On-going energy savings evaluations to assess the effectiveness of energy conservation measures, energy audit calculations and procedures, and training and technical assistance activities.

#### V.7 Health and Safety

A primary concern of the grantee is the health and safety of low-income clients, local agency staff, and subcontractors. It is important that subgrantees be aware of potential hazards associated with the weatherization process. Health and safety standards developed by the Oregon Weatherization Assistance Program are contained in the Health and Safety. Oregon's Health and Safety Plan is detailed below. Oregon OSHA requires a Hazard Communication Plan and ensures compliance with this requirement. (29 CFR 1910.1200) Oregon OSHA ensures compliance with all worker health and safety requirements found in the OSHA Safety and Health Standards.(29 CFR 1926\1910)

This is an issue that concerns everyone involved in the delivery of weatherization services. As our understanding of the systems within a house expands, attention **must** be given to health and safety of the occupants and workers. All subgrantees have the equipment and skill to identify the major energy related health and safety/ incidental repair problems found in dwellings. To support subgrantees in the identification and reduction of health and safety repair problems, a maximum of 15 percent of the Average Cost Per Home (ACPH) may be used to mitigate problems identified (ACPH = \$7,541 x .15 = \$1131). Funds dedicated for health and safety repairs **cannot** exceed 15 percent of a subgrantees allocated program dollars. OHCS program coordinator and T&TA coordinator regularly review expenditures to ensure that subgrantees are not exceeding their allowable H&S average.

A health & Safety repair is defined as those actions necessary to maintain the physical well-being of both the occupants and/or weatherization workers where:

- Costs are reasonable and do not exceed 15% of the sub-grantees total allocated program dollars ; AND
- The actions must be taken to effectively perform weatherization work; OR
- The actions are necessary as a result of weatherization work.

Health and safety repairs do have to be included in the overall job cost. But do not have to be included in SIR calculations.

An incidental repair is a repair necessary for the effective performance or preservation of weatherization materials. Incidental repair costs must be included in the job cost and SIR calculations.



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The following information is based on Oregon's PY 2019-2020 program allocation of \$4,950,369 with an estimated 719 units weatherized at an average cost of \$5,850 per unit. Approximately 14.9% of the total program funds awarded to Oregon's Sub-grantees will be budgeted for Health and Safety activities. Listed below are the historical costs provided through Oregon's WAP:

H&S Calculator			
	Average	Installation	H&S
Activity	Cost	Frequency	ACPU
LSW & Testing	\$150	81.00%	\$121.50
Carbon Monoxide Alarms	\$50	94.74%	\$47.37
Heating System R&R	\$2,200	11.10%	\$244.20
Heating System Repair	\$300	8.00%	\$24.00
ASHRAE 62.2 Compliance	\$500	95.00%	\$475.00
Electrical Repairs	\$300	10.00%	\$30.00
Plumbing Repairs	\$250	14.00%	\$35.00
Structural Repairs	\$550	10.00%	\$55.00
		Total	\$1,027.07
Estimated Units	719		
Estimated H&S Budget (H&S ACPU x # units):		\$738,463	

The above are not all of the potential health and safety activities that may be encountered; however, they are the ones which occur most frequently.

Historically, over 11% of the heating systems are replaced as a result of being unsafe or inoperative. Typically the heating systems are over 20 years old and cost of repairing them is more than 50% of the cost of replacing them. The estimates above for HVAC are based on heating climate households.

It is estimated over 95% of all of the homes being weatherized will require retrofits such as exhaust fans to bring them into compliance with the ASHRAE 62.2 Standards. These numbers are based on experience with ASHRAE compliance and will be adjusted in future years based on historical data.

Expenses charged as health and safety measures do not require cost justification (meeting  $SIR \geq 1$ ) and are not to be included as part of the overall job average. In cases where a health and safety measure can also be an energy efficiency measure, the measure must first be cost tested through the energy audit software and, when qualified, must be reported as an energy efficiency measure. For example, replacing a combustion atmospheric water heater with an unacceptable draft with a sealed combustion high efficiency unit produces an SIR of 1.3. This replacement qualifies as either a health and safety expense or as an energy conservation measure, but must be charged as an energy saving measure.

There are instances where necessary health and safety concerns cannot be adequately addressed due to lack of accessibility, client refusal, budgetary constraints, inappropriate use of DOE weatherization funds and/or lack of other available funding. When such instances occur, deferral is required. Once the reasons for deferral have been addressed, the home can be reconsidered for the weatherization program. If the eligibility has not been determined within the last year, it must be updated to determine whether the home is still eligible and has the same priority for weatherization services

.See Section XIII of Appendix D - Oregon PY 2019 Health and Safety Plan attached to the SF-424.

## V.8 Program Management

### V.8.1 Overview and Organization

Oregon Housing and Community Services is Oregon's housing finance agency, providing financial and program support to create and preserve opportunities for quality, affordable housing for Oregonians of lower and moderate income.

The current agency was created in 1991, when the legislature merged the Oregon Housing Agency with State Community Services. The coordination between

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housing and services creates a continuum of programs that can assist and empower lower-income individuals and families in their efforts to become self-reliant.

OHCS administers federal and state antipoverty, homeless and energy and weatherization assistance, and community service programs.

OHCS also assists in the financing of single-family homes, the new construction or rehabilitation of multifamily affordable housing developments, as well as grants and tax credits to promote affordable housing.

The weatherization assistance program is housed in the Housing Stabilization Division which also houses the LIHEAP program. The two programs work closely together and whenever possible use the same guidelines and criteria in an effort to save administrative burden and expenses. In all but one county we use the same service delivery agent. The compliance monitors for both programs are in the unit as well but duties do not overlap. While we do not administer the state energy program at OHCS we do work together with Oregon Department of Energy when appropriate to ensure Low-Income are represented.

Claire Seguin is the Assistant Director of the Housing Stabilization Division which includes the Energy Services Section, Homeless Services Section, and HUD Contract Administration Section. Tim Zimmer manages the Energy Services Section. Energy Services includes two suites of programs, Energy Assistance and Weatherization. Weatherization staff includes Steve Divan - Program Manager, Dan Elliot - Senior Policy Analyst overseeing our Public Purpose multi-family weatherization program, Kurt Pugh - Compliance Specialist, Danielle Safford - Compliance Specialist, Sarah Mentzer - Energy Programs Specialist, and Michael Figueredo in the T&TA Coordinator position.

**V.8.2 Administrative Expenditure Limits**

**10 CFR Part 440.18 (d)**

Clearly defines the amount of allowable Administration funds as up to 10%, where subgrantees receive less than \$350,000. All of OHCS' weatherization subgrantees with the exception of Multnomah County fall below the above threshold and therefore all agencies except Multnomah county are allotted the full 10% Administration funding level under DOE rule. Multnomah County is allocated 5% administration funding. OHCS however is limited to 5% Administration for their part in the DOE-WAP.

**Special Populations - Allocation of weatherization funds to subgrantees will correspond to the following formula:**

a. OHCS will calculate from the total grant received an amount equal to 10% which will be allocated to subgrantees based on the percent of farm worker population measured in the state as a whole. HCS will utilize the best information available from all sources, including but not limited to, the State Employment Division using peak season population figures and U.S. Census data.

b. OHCS will calculate from the total grant received an amount equal to 3% which will be allocated to subgrantees with recognized Native American populations.

**Funding Formula - Funds remaining, after Administration, T&TA, and Native American allocations have been removed from the grant and will be allocated to subgrantees using the following formula:**

a. Households below the poverty level as established by the Federal Office of Management and Budget and the most current U.S. Census, will account for 85% of the funds allocated to subgrantees.

b. Heating degree days squared, (averaged for subgrantees with multi-county service areas) will account for 15% of funds allocated.

**Floor Funding - A weatherization funding floor of \$100,000 has been established to assist subgrantees. When the allocation, based on factors 2.95. a. b. & 2.96 a. b. does not provide \$100,000 to a subgrantee (based on a combination of weatherization funding from the U.S. DOE, HHS, and BPA.), OHCS will backfill with other weatherization-specific funds if available. However, due to cuts in federal program funding, OHCS reserves the right to require local match for subgrantees whose combined DOE, HHS, and BPA funding is below \$100,000. Local match can be any funds that the subgrantee is able to secure for any weatherization or energy conservation type activity including in-kind contributions. Floor funding is only available to subgrantees if OHCS has access to funds in excess of the grant allocation formula.**

**4. Initial Funding/Start-Up Funds - OHCS, as a part of the Master Grant Agreement contact process, shall negotiate with all subgrantees a contract to transfer to the subgrantees an amount not to exceed 10% of the subgrantees allocation. These funds shall be available within the first fifteen days after the approval of the agreement for delegation of funds.**

**5. Expenditure Reports - On a quarterly basis, all subgrantees shall submit to OHCS reports of expenditures and completions towards**

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program goals. These quarterly reports shall be considered adaptable allowing for revisions or amendments. Any revisions or amendments to submitted reports shall be noted in the following quarter.

6.Expenditure Reimbursements - All reimbursements are subject to approval by OHCS and may be denied on the basis of lack of funds; improper documentation; improper expenditures; or other reasons deemed necessary by OHCS. It is the responsibility of the subgrantee to reimburse OHCS for any expenditures determined improper by OHCS.

**If grant funds are not obligated for reimbursement by Subgrantee in a timely manner as determined by OHCS, OHCS may at its sole discretion, reduce Subgrantee funding and redistribute such funds to other Subgrantees. OHCS may implement adjustments by modifying the applicable Notice of Allocation. This remedy is in addition to any other remedies available to OHCS under the Master Grant Agreement or otherwise.**

### V.8.3 Monitoring Activities

OHCS employs four types of monitoring activities to ensure the quality of work and the adequate financial management controls at the subgrantee level. OHCS will have two Quality Assurance Monitors in the field and will inspect no less than 5% of each subgrantee's DOE funded completed units that are audited and inspected by different individuals or 10% that are audited and inspected by the same Quality Control Inspector under this annual award. OHCS shall monitor Subgrantees in accordance with WPN 20-4. **Approximately 30% of T&TA budget is set aside for monitoring activities.**

- a. Weatherization Field Monitor schedules a yearly visit to each subgrantee. During these visits, the Monitor reviews subgrantee policy, procedures, client files and field operations.
- b. Financial Services Section will monitor the financial/administrative activities of subgrantees annually. (Position is currently vacant and no schedule is yet available)
- c. The weatherization Program Manager may conduct spot visits of subgrantees at random. During these visits all aspects of the program may be reviewed. These visits are scheduled as needed and none are currently scheduled.
- d. Peer Exchange is used as both a monitoring tool and as a training opportunity. Peer exchange is mandatory for "at risk " agencies and voluntary for stable agencies. At risk agencies are assigned an agency to conduct peer exchange with by OHCS. Stable agencies decide for themselves who they will conduct peer exchange with. There are currently no at risk agencies and there is no set schedule for these visits to occur.

#### **Monitoring Staff**

#### **Weatherization Field Monitoring**

17-20 Visits

Utilizes both T&TA and admin funds

Monitoring related travel costs charged to DOE – Approximately \$12,000

Kurt Pugh – Quality Assurance field Inspector

- Credentials
  - QCI
  - BPI Building Analyst
  - BPI Envelope
  - Oregon Inspector Certificate
  - Oregon Manufactured dwelling inspector (IPIA)
  - Oregon manufactured dwelling setup inspector

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- Oregon RV Inspector

Danielle Safford- Quality Assurance Field Inspector

- QCI

**Financial /Administrative Monitoring**

17 Visits

Utilizes admin funds

Monitoring related travel costs charged to DOE - Approximately \$200

Monika Peterson- Fiscal Monitor

Cherry Daniels- Fiscal Monitor

**Spot Visits**

2-4 Visits as needed.

Utilizes admin funds

Spot visit related traveling costs charged to DOE - Approximately \$500

Steve Divan – Weatherization Program Manager

- Credentials
  - Residential Energy Auditor Program (REAP) Energy Analyst
  - REAP Diagnostic technician
  - REAP Shell Technician
  - REAP Senior Energy Analyst Lead (SEAL)

Michael Figueredo- Weatherization T&TA Coordinator

- Credentials
  - QCI
  - BPI Bulding Analyst
  - BPI Envelope Professional

**Peer Exchange**

8-10 visits per year

Utilizes Sub-grantee T&TA Funds

- Completed by various sub-grantee staff

**Financial and Administrative monitoring will include:**

- Review of Financial Records to ensure compliance with federal grant requirements.
- At a minimum, review a sample of each subgrantee' s request for funds to determine if requested amounts are adequately supported.
- Review a sample of expenditures to test for compliance with DOE grant requirements.

**When Deficiencies are noted during a Financial and Administrative Monitoring, they will be detailed and sent to the agency.**

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**Deficiencies fall into two categories:**

Observations and Recommendations: During the course of the review, areas were identified that raised some measure of concern or there are suggestions to improve operations or internal controls. A response may or may not be required.

Finding: A violation of state or federal rules and regulations, terms and conditions of the grant agreement, program handbook, or other issuances and that require corrective actions. Corrective actions are steps necessary to correct the violation and include a written response to OHCS within 30 days from the date of the draft monitoring report describing the action(s) taken and the timeline for the actions taken, who will take the action, and any relevant documentation to support the action; including but not limited to the accounting records showing the re-classification of expenditures to unrestricted funds.

**The State of Oregon and OHCS will review all subgrantee financial audits annually in accordance with the following documents:**

<http://www.oregon.gov/DAS/CFO/SARS/policies/oam/30.40.00.po.pdf>

<http://www.oregon.gov/DAS/CFO/SARS/policies/oam/30.40.00.pr.pdf>

**On-site program monitoring will include 10 file reviews and of those, 8 are reviewed in the field. Details reviewed include:**

- Inventory Systems - Including but not limited to purchasing system, controls, perpetual inventory, financial records and other records deemed necessary by the reviewer.
- Client Files - For accuracy, completeness, demographic information and proper reflections of work needed/work completed, client eligibility and inspection of work.
- Work Completed - Homes shall be reviewed to determine quality of work, completeness of work; conservation measures installed follow a computerized methodology to determine cost effectiveness, geographic distribution, proper documentation in client files, client satisfaction and other information deemed necessary by the reviewer.
- Health and Safety requirements and subgrantee implementation - OHCS monitoring staff will review a sample of subgrantee records including project files, contractor files, and staff certifications to ensure compliance with all Health and Safety requirements including but not limited to:
  - LSW procedures including photo documentation and client receipt of lead pamphlet
  - Certified Renovator Responsibilities - Certification - Signed project Renovator Checklist
  - Confirm Certified Firm status for subgrantees and contractors
  - Mold and Mildew - confirm receipt of Moisture pamphlet and completed/signed mold and mildew checklist
- Subgrantee Post-Installation QCI Inspection - Each weatherized unit must be inspected by the subgrantee's QCI Inspector to ensure that the work is in compliance with required specifications before the unit is reported to OHCS as completed. A complete inspection signed by the subgrantees' QCI inspector shall be placed in each job file.
- Training and Technical Assistance - T&TA activities are intended to maintain or increase the efficiency, quality, and effectiveness of the Weatherization Assistance Program at all levels. Such activities are designed to maximize energy savings, minimize production cost, improve program management, and/or reduce the potential for waste, fraud and abuse.
- Training needs of subgrantees will be identified through State Quality Assurance QCI visits, Peer Review Monitoring, the OECA T&TA Committee and OHCS.

**When deficiencies are noted during the monitoring process, they will be detailed in the performance evaluation report and a corrective action plan that will be sent to the agency within 30 days of the visit.**

**When significant deficiencies are found, OHCS reserves the right to increase the number of units monitored and/or more frequent visits.**

**DOE funds may not be used for call-backs or missed opportunities. Once a DOE funded project is reported as complete, only funds other than DOE funding can be utilized for this type of activity.**

**Deficiencies will fall into three categories:**

**Required improvement:** A required improvement is a minor issue or performance deficiency that may negatively affect the program if not corrected. No response is needed by the agency. At the next monitoring, the issue will be re-visited to ensure that it was corrected.

**Concern:** An issue or performance deficiency that will negatively affect the program if not corrected. A written response addressing the concern is required from the agency within 30 days of receipt of the monitoring report. Depending on the issue identified, a follow-up visit may be required. At the next monitoring, the issue will be re-visited to ensure the corrective actions have been implemented.

**Finding:** A violation of statutory, regulatory, handbook and other program issuances that requires corrective actions. Corrective actions are steps needed to

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correct the violations and the written responses must be received by OHCS within 30 days of receipt of the report. The agency response must describe the actions taken to correct the problem identified and what processes were put in place to prevent the issue from occurring again. Depending on the issue identified, a follow-up visit may be required. The issue will be re-visited at the next monitoring visit.

In addition to the above, if measure installation issues are identified that must be corrected; a corrective action plan is sent to the agency with the performance evaluation report. The corrective action plan details the project and corrective actions required. The agency must correct the issues within 30 days. The corrective action plan must be signed by the weatherization coordinator and the agency director as completed. Photo documentation may be required. OHCS reserves the right to re-inspect any of the identified projects either at the next monitoring visit or in a follow-up visit to ensure corrections were completed.

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

Training and Technical Assistance (T&TA) funds are allocated to support all levels of staff working within the weatherization program; this includes field/technical staff as well as staff responsible for supporting and/or managing the program. Training for field staff should be tied into an overall certification program (Residential Energy Analyst (REA) Program, Building Performance Institute (BPI) certification program or Home Energy Professional (HEP) certifications, which is designed to bring the skill and competence level of all weatherization subgrantee staff and contractors to a uniform standard.

The T&TA Plan identifies the type of training that is required and which certifications are required to perform work for the WAP program in each of the following four job categories:

- Auditor
- Inspector
- Crew Leader
- Field Installer

**Client Education**

During the site visit both auditors and inspectors will provide basic client education to the client. At the initial audit, the auditor provides the initial information and the Inspector must provide additional energy education to reinforce the information provided at the audit. Subgrantees are required to provide client education that encourages households to reduce their home energy needs. Each Subgrantee has the latitude to develop their own client education program but they must provide at least the following:

- Written information that describes energy saving behavioral adjustments that will decrease the energy consumption of the household;
- Discuss the importance of indoor air quality, the purpose and benefits of the ASHRAE 62.2 requirement and the importance of using and maintaining ventilation equipment.
- Information in the use and maintenance of any equipment installed including but not limited to, CO Alarms, furnaces and ventilation equipment. This must be provided verbally as well as any users/maintenance manuals must be provided to clients.
- Any health and safety issues identified must be discussed with the client and appropriate actions taken as stated in the Appendix D of the USDOE H&S plan.
- Discuss the benefits that can be expected of the weatherization measures to be installed and how to maximize the effect of each measure.

A detailed Training & Technical Assistance (T&TA) Plan has been developed by OHCS. See attachment in SF-424.

OHCS will allocate T&TA funds to subgrantees to meet their training and technical assistance needs. Subgrantees need not notify OHCS when they spend T&TA "Training" funds as long as they are spent on the following:

1. Registration costs for conferences, meetings, workshops and other related energy functions.
2. Travel, lodging, meals and parking to attend activities identified in a. above.
3. Salary and fringe costs for direct agency staff while attending approved training functions.
4. The purchase of materials and/or supplies for trainings.
5. The purchase of Energy Education materials.
6. Subscriptions to magazines, newsletters and memberships.
7. Other energy related functions, activities or events not mentioned above.

OHCS will determine the amount of T&TA funds to allocate to subgrantees based on availability of funding from DOE and the cost of

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planned trainings such as Energy Outwest and REA Program or BPI certification programs. OHCS will hold back (not allocate all available T&TA funds) and use T&TA funds to pay for subgrantees to attend trainings, conferences and workshops as prescribed within the T&TA Plan.

OHCS staff will provide technical assistance on DOE related matters to all weatherization programs. Technical assistance shall include but not be limited to the following:

1. Provide guidance in use of regulations.
2. Advise and assist in use of a computerized audit tool for determining the cost effectiveness of weatherization measures.
3. Provide information obtained from local programs on innovative and successful program methods that are readily adaptable to other projects.
4. Provide monitoring of local projects to assure improvement in quality and services.
5. Identify specific problem solving techniques in areas of labor, transportation, administration, management and financial control.
6. Provide information on new materials, procedures and processes for weatherization work.
7. Coordinate efforts among federal, state, local and private agencies to assure continued improvements in the effectiveness of weatherization projects.
8. OHCS shall address deficiencies that are identified by program review, audit, reports, regional or national reviewer or other sources.

OHCS staff will analyze a variety of financial, production and weatherization retrofit data points. Trends indicating extremes in production, costs, energy savings and/or completed weatherization measures will be noted and tracked for appropriate follow-up. This information is used to evaluate sub-grantee effectiveness and to develop targeted training.

Percent of overall trainings

Comprehensive Trainings:	32.0
Specific Trainings:	68.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	77.0
Percent of budget allocated to Crew/Installer trainings:	20.0
Percent of budget allocated to Management/Financial trainings:	3.0

## V.9 Energy Crisis and Disaster Plan

In the event of a declared natural or manmade disaster (those in which the President or the Governor of the state of Oregon has declared the event an Emergency), Oregon will allow subgrantees to assist their eligible clients with weatherization funds to the extent that the services are in support of eligible weatherization work. The allowable expenditures under the Weatherization Assistance Program (WAP) are limited to include the following:

- 1) The purchase, delivery and installation of weatherization materials and,
- 2) The cost of incidental repairs to an eligible dwelling unit if such repairs are necessary to make the installation of weatherization materials effective and,
- 3) The cost of eliminating health and safety hazards, elimination of which is necessary before the installation of weatherization materials.

All materials utilized **must** be listed in 10 CFR Part 440 Appendix A. To the extent that the services are in support of eligible weatherization (or permissible re-weatherization) work, such expenditure would be allowable. For example, debris removal at a dwelling unit so that the unit can be weatherized would be an allowable cost. Debris removal from a dwelling unit that is not to be weatherized would not be an allowable cost.

In a declared federal or state disaster, sub grantees may return to a unit previously reported as a completion to the Department of Energy that has been "damaged by fire, flood or act of God to be re-weatherized, without regard to date of previous weatherization", per 10 CFR 440.18(f)(2)(ii).

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Local authorities must deem the dwelling unit salvageable as well as habitable and the damage to the materials must not be covered by insurance or other form of compensation. In these cases, the work can be addressed without prior approval or any special reporting.

Please note that the \$7,669 per dwelling unit limit and the H&S budgetary maximum of 15% of the average cost per home for H&S continues to apply.