

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009932		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Tennessee Andrew Jackson Building Nashville, TN 372430900		4. Program/Project Start Date 07/01/2023	5. Completion Date 06/30/2024

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. PY2022-2023 WAP Allocation & Carryover	81.042	\$ 3,981,325.00		\$ 6,387,066.00		\$ 10,368,391.00
2.						
3.						
4.						
5. TOTAL		\$ 3,981,325.00	\$ 0.00	\$ 6,387,066.00	\$ 0.00	\$ 10,368,391.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) SUBGRANTEE ADMINISTRATI ON	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 203,750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 203,750.00
b. Fringe Benefits	\$ 50,937.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50,937.50
c. Travel	\$ 618.50	\$ 0.00	\$ 23,044.00	\$ 0.00	\$ 23,662.50
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 0.00	\$ 716,949.00	\$ 975,458.00	\$ 812,810.00	\$ 10,056,296.00
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	\$ 255,306.00	\$ 716,949.00	\$ 998,502.00	\$ 812,810.00	\$ 10,334,646.00
j. Indirect Costs	\$ 33,745.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 33,745.00
k. Totals	\$ 289,051.00	\$ 716,949.00	\$ 998,502.00	\$ 812,810.00	\$ 10,368,391.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009932		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Tennessee Andrew Jackson Building Nashville, TN 372430900		4. Program/Project Start Date 07/01/2023	5. Completion Date 06/30/2024

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		\$ 3,981,325.00	\$ 0.00	\$ 6,387,066.00	\$ 0.00	\$ 10,368,391.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity					Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) Weatherization Readiness	(4) FINANCIAL AUDITS		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 203,750.00	
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50,937.50	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 23,662.50	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
f. Contract	\$ 5,659,892.00	\$ 1,006,175.00	\$ 865,012.00	\$ 10,000.00	\$ 10,056,296.00	
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	\$ 5,659,892.00	\$ 1,006,175.00	\$ 865,012.00	\$ 10,000.00	\$ 10,334,646.00	
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 33,745.00	
k. Totals	\$ 5,659,892.00	\$ 1,006,175.00	\$ 865,012.00	\$ 10,000.00	\$ 10,368,391.00	
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009932		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Tennessee Andrew Jackson Building Nashville, TN 372430900		4. Program/Project Start Date 07/01/2023	5. Completion Date 06/30/2024

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		\$ 3,981,325.00	\$ 0.00	\$ 6,387,066.00	\$ 0.00	\$ 10,368,391.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) LIABILITY INSURANCE	(2)	(3)	(4)	
a. Personnel	\$ 0.00				\$ 203,750.00
b. Fringe Benefits	\$ 0.00				\$ 50,937.50
c. Travel	\$ 0.00				\$ 23,662.50
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 0.00
f. Contract	\$ 10,000.00				\$ 10,056,296.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 0.00
i. Total Direct Charges	\$ 10,000.00				\$ 10,334,646.00
j. Indirect Costs	\$ 0.00				\$ 33,745.00
k. Totals	\$ 10,000.00				\$ 10,368,391.00
7. Program Income	\$ 0.00				\$ 0.00

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET**

(Grant Number: EE0009932, State: TN, Program Year: 2023)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
City of Memphis (Memphis)	\$1,579,246.00 123
Clarksville/Montgomery County Community Action Agency (Clarksville)	\$227,067.00 18
Delta Human Resource Agency (Covington)	\$158,685.00 12
East Tennessee Human Resource Agency (Knoxville)	\$812,555.00 63
Highland Rim Economic Corporation (Erin)	\$109,491.00 10
International Center for Appropriate and Sustainable Technology (Denver)	\$250,000.00 1
Knoxville-Knox County Community Action Committee (Knoxville)	\$784,598.00 61
Metropolitan Development & Housing Agency (Nashville)	\$865,285.00 67
Mid-Cumberland Community Action Agency (Lebanon)	\$780,249.00 61
South Central Human Resource Agency (Fayetteville)	\$565,023.00 44
Southeast Tennessee Human Resource Agency (Dunlap)	\$856,915.00 67
Southwest Human Resource Agency (Henderson)	\$780,552.00 61
Upper Cumberland Human Resource Agency (Cookeville)	\$531,153.00 41
Upper East Tennessee Human Development Agency (Kingsport)	\$760,019.00 59
Total:	\$9,060,838.00 688

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	688
Reweatherized Units	0
Planned SERC Units *	0
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	688
C Total Units Reweatherized	0
D Total Dwelling Units to be Weatherized and Reweatherized (B + C)	688
E Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET**

(Grant Number: EE0009932, State: TN, Program Year: 2023)

AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$5,659,892.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	688
H	Average Program Operations Costs per Unit (F divided by G)	\$8,226.59
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,226.59

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	688	29.3	20158
	Prior Year Estimate	472	29.3	13830
	Prior Year Actual	155	29.3	4542
Method used to calculate savings description:				

IV.4 DOE-Funded Leveraging Activities

Conversations are in progress regarding leveraging utility funds in PY2023.

IV.5 Policy Advisory Council Members

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

e3 Innovate	Type of organization: For-profit or Corporate (not a financial institution or utility) Contact Name: Erik Daugherty Phone: 6158765479 Email: erik@E3Innovate.com
Habitat for Humanity	Type of organization: Non-profit (not a financial institution) Contact Name: Lucile Houseworth Phone: 6159421250 Email: lhouseworth@habitatnashville.org
Jackson Energy Authority	Type of organization: Utility Contact Name: Bruce Dorris Phone: 7314227294 Email: bdorris@jaxenergy.com
Knoxville-Knox Community Action Committee	Type of organization: Non-profit (not a financial institution) Contact Name: Jeffrey Vincent Phone: 8652443080 Email: jeffrey.vincent@cachousing.org
Nashville Electric Service	Type of organization: Utility Contact Name: Phone: 6122266893 Email: tvigliett@comcast.net
Penn Rose	Type of organization: Other Contact Name: Mark Straub Phone: 4236348955 Email: mstraub@penrose.com
Tennessee Department of Environment and Conservation	Type of organization: Unit of State Government Contact Name: Molly Cripps Phone: 8888918332 Email: molly.cripps@tn.gov
	Type of organization: Non-profit (not a financial institution)

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET**

(Grant Number: EE0009932, State: TN, Program Year: 2023)

Tennessee Manufactured Housing Association	Contact Name: Marla Jackson Phone: 6152564733 Email: marla@tmha.org
Tennessee Valley Authority	Type of organization: Unit of Federal Government Contact Name: Frank Rapley Phone: 6152326673 Email: fmrapley@tva.org
Three Cubed	Type of organization: Non-profit (not a financial institution) Contact Name: Erin Rose Phone: 8659633256 Email: erose@threecubed.org
Upper Cumberland Human Resource Agency	Type of organization: Non-profit (not a financial institution) Contact Name: Tommy Simcox Phone: 9318237323 Email: tsimcox@uchra.com

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

Date Held	Newspapers that publicized the hearings and the dates the notice ran
05/03/2022	Public notice of the PY2023 WAP Application was provided by posting the draft application on the THDA website, sent an email to the PAC and the WAP agencies with the draft application attached.

IV.7 Miscellaneous

<p>Recipient Business Officer: Ralph M. Perrey, RPerrey@thda.org, 615-815-2200 Recipient Principal Investigator: Cynthia Peraza CPeraza@thda.org, 615-815-2112</p> <p>Address for both: Tennessee Housing Development Agency 502 Deaderick Street, Third Floor Nashville, TN 37243</p>
<p>Policy Advisory Council (PAC):</p> <p>To the extent possible, THDA's PAC advocates for and provides a broad representation of 'At-Risk' and 'Low-income' populations such as but not limited to: children, elderly, Persons with Disabilities, and Native Americans.</p>
<p>MAXIMUM AVERAGE COST PER UNIT:</p> <p>THDA estimated the average cost per unit at the maximum allowed to ensure all the needed ECMs could be installed in each home and to ensure we set an attainable unit goal.</p> <p>In accordance with 2 CFR 200.425(a)(2), Only those Subgrantees expending \$750,000 or more in Total Federal Funding (Federal Awards) will receive FINANCIAL AUDITS funds identified in THDA's SF-424 Budget.</p>
<p>THE STATE OF TENNESSEE WEATHERIZATION READINESS PLAN:</p> <p>Weatherization Readiness Funds (WRF) are designated for use by Subgrantees in addressing structural and health and safety issues. Wx Readiness Funds are specifically targeted to reduce the frequency of deferred homes that require other services, outside the scope of weatherization, before the weatherization services can commence.</p> <p>THDA and Subgrantees will comply with the requirements of WPN 23-4 including but not limited to:</p> <ul style="list-style-type: none"> • DISTRIBUTION OF FUNDS: Tennessee was allocated \$578,913 dollars and it will be divided between the subgrantee agencies receiving 2023 Weatherization Program awards to use across the State of Tennessee, aligned with the other DOE funding.

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET**

(Grant Number: EE0009932, State: TN, Program Year: 2023)

TENNESSEE WRF Allocation \$578,913

City of Memphis Division of Housing	10 UNITS
Clarksville-Montgomery County CAA	1 UNITS
Delta HRA	2 UNITS
East Tennessee HRA	5 UNITS
Highland Rim EC	1 UNITS
Knoxville-Knox County CAC	5 UNITS
MDHA	6 UNITS
Mid-Cumberland CAA	5 UNITS
South Central HRA	4 UNITS
Southeast Tennessee HRA	6 UNITS
Southwest HRA	4 UNITS
Upper Cumberland HRA	3 UNITS
Upper East Tennessee HDA	5 UNITS

WRF AVERAGE COST PER UNIT: The average cost per unit for Readiness will be \$10,000.

MONITORING OF UNITS: Agencies will conduct 100% inspections on Readiness units and the state will conduct 5% minimum but will try to inspect more units. We will monitor these units as we do the regular weatherization units at 5 percent minimum field monitoring. We will add a section to the QCI checklist regarding whether readiness funds were used on this home or not.

REPORTING: Currently the subgrantees keep a list of deferred clients on spreadsheets that we view at the time of Program Monitoring. Those spread sheets can be expanded to include tracking the work performed under Readiness and the overall costs and submitted quarterly to our office. THDA could compile a list of all the units completed under Readiness and the total materials and labor costs for measures. Conversations are ongoing regarding adding a WRF tracker to our online system WAPez.

REPORTING CATEGORIES:

These clients will be qualified through the regular system so any separate reporting of readiness funds will include Readiness specific data only until it can be incorporated into our regular tracking:

- Client/Job # as if relates to the deferral and subsequent full weatherization
- Date of Application
- Dwelling type and year built
- Documented cause for deferral
- Cost of Remediation
- Date of Remediation
- Other funds utilized

ELIGIBLE MEASURES: NATURE OF REPAIRS NEEDED WHICH PROHIBIT WEATHERIZATION. Where applicable, identify multiple repairs or remediation reasons for a single building. These are some of the eligible categories include, but are not limit to:

- MAJOR ROOF REPAIR
- WALL REPAIR
- CEILING REPAIR
- FLOOR REPAIR
- FOUNDATION OR SUBSPACE REPAIR
- EXTERIOR DRAINAGE REPAIRS (GUTTER/LANDSCAPING)
- PLUMBING REPAIRS
- ELECTRICAL REPAIRS
- CLEANUP AND OR REMEDIATION BEYOND WAP
- LEAD PAINT/ASBESTOS/MOLD AND MOISTURE/BIOLOGICA/PESTS/ETC.
- FUEL TANK REMOVAL, REPAIR, OR INSTALLATION
- MAJOR REPAIR TO UNSAFE CHIMNEY AND STACKS
- WATER SOURCE REPAIR (WELLS/FILTRATION SYSTEM, ETC.)
- WINDOWS AND DOORS BEYOND SCOPE OF WX. H&S

PROCESS: Weatherization Readiness Funds can only be used on homes that will receive weatherization services following the deficit correction:

1. If the subgrantee has a wait list of deferred homes in a service area, these homes should be considered immediately for Weatherization Readiness funds to get

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0009932, State: TN, Program Year: 2023)

them in the queue for weatherization services. Client should be contacted and scheduled for assessment.

2. Normally, deferrals are identified at the time of the assessment when an energy auditor goes to the home. For a new client that is being assessed for weatherization services, if there are serious issues identified that are beyond the scope of eligible conservation and H&S recommendations utilizing the funds available, this home would be categorized as Deferred until the deficiency is corrected. These clients have been identified following the normal prioritization and wait list process so this should continue to be followed.
 3. In either case the subgrantee would create a scope, contract for services or engage with a crew to do the work so that the building would then be eligible for weatherization work. Readiness work needs to be identified by measure in the client file.
 4. Once the Readiness work is complete, the client needs to sign off on a detailed list of the measures installed and then should be scheduled as soon as possible for weatherization services. (If this occurs during a transition between program years, that is fine just keep the information from the Readiness work in the client file moving forward.
 5. The subgrantee agency will then report to THDA on a spreadsheet quarterly until we can create a category in our on line data base systems. Client files for each job are expected to contain the intake, measure, cost, and inspection information for Readiness.
- **BRAIDING FUNDS:** Tennessee will try to utilize funds from other sources to augment these funds.

Build America. Buy America Act Compliance

THDA is prepared to purchase domestically manufactured iron, steel, manufactured goods, or construction materials when Department of Energy guidelines become available.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009932, State: TN, Program Year: 2023)

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

Countable income and income exclusions will follow WPN 23-3, or the most current version.

For a dwelling to be eligible for weatherization services, it must be occupied by a household who meets one of the following criteria:

1. Income Eligible – Total annualized income of the household residing in the dwelling to be weatherized is at or below 200 percent of the poverty level determined by the U.S. Department of Commerce.
2. Categorically Eligible – The household has a member who has received cash assistance payments under one of the following state or federally funded programs:
 - Supplemental Nutrition Assistance Program (“SNAP”)
 - Low Income Home Energy Assistance Program (“LIHEAP”)
 - Tennessee Head Start
 - Social Security Disability Income (“SSDI”) – for head of household or single parent
 - Supplemental Social Income (“SSI”) – issued through the Title XVI of the Social Security Act
 - Families First/Temporary Assistance for Needy Families (“TANF”) – for head of household
 - Woman, Infants, and Children benefits (“WIC”) – for households with 3 or fewer members
 - Housing Choice Voucher/Section 8 Rental Assistance

An applicant will remain eligible for weatherization services for 12 months from the date of verified eligibility. If 12 months have passed from the date of verified eligibility, a re-audit is required.

The application and supporting documentation will be reviewed and verified by the program administrator.

Describe what household eligibility basis will be used in the Program

Any household meeting either income or categorical eligibility would be eligible to receive weatherization benefits by the Weatherization Assistance Program (WAP).

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

The applicant must be a U.S. citizen, or legal alien. Documentation of citizenship is required for every applicant, without regard to race, religion, gender, ethnicity, or marital status. When an applicant declares themselves an alien, agencies will utilize the Systemic Alien Verification for Entitlements (“SAVE”) database for verification and maintain records of the verification process.

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

The applicant must provide income documentation satisfactory to the Subgrantee outreach worker that demonstrates the household meets the eligibility requirements. Documentation must be verified for the one-year period prior to the certification month.

Describe Reweathering compliance

Weatherization services for a dwelling unit previously weatherized using DOE funds are not allowable except if:

- A dwelling unit is located in an area that has been declared a federal or state natural disaster area
- The dwelling unit has been damaged by fire, flood, or act of God and repair of the damage done to the weatherization materials is not paid for by insurance or other source

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009932, State: TN, Program Year: 2023)

- A dwelling unit has not been weatherized using Federal funds within fifteen years of the date such previous weatherization was completed.

Any applicants being considered for reweatherization are required to meet the income eligibility standards.

Describe what structures are eligible for weatherization

Structures eligible for weatherization include single family, mobile homes, manufactured housing, and with approval, small (1-4 unit) multifamily buildings. All structures

Describe how Rental Units/Multifamily Buildings will be addressed

Rental Units

If the applicant rents the home to be weatherized, the building owner or his agency must provide written permission before weatherization services can be provided. agent, and a copy maintained for documentation purposes. Separate permission from the renter is also required.

Multifamily Buildings

A building that has multiple (two or more) living units under a single roof is considered a multifamily building regardless if renter or owner occupied. A single unit with services.

Before services can be provided, the multifamily building must be determined to meet minimum eligibility standards regarding the number of unit with eligible applicant

Multifamily units with four or less units must have a minimum of 50 percent of all units occupied by an eligible household; multifamily units with five or more units must

Describe the deferral Process

THDA Subgrantees may elect to defer a home from receiving weatherization services where health and safety hazards exist for Subgrantee staff, contractors, clients or

It is the responsibility of the tenant and/or property owner to correct deferral condition(s) in order for weatherization services to proceed.

Subgrantees are encouraged to access Weatherization Readiness Funds (WRF) to address reasonable deferrals. Guidance on WRF processes, maximum expenditure Program Manual. If WRF funds are fully expended or otherwise not available, Subgrantees are encouraged to make referrals or collaborate with programs including

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET**

(Grant Number: EE0009932, State: TN, Program Year: 2023)

Existing conditions under which a dwelling unit should be determined as Deferred include, but may not be limited to, the following:

- Elevated carbon monoxide levels where abatement is not possible using WAP funds;
- Existing moisture problems that cannot be resolved within program guidelines;
- House with sewage or other sanitary problems that not only endanger the customers but the workers who will perform the weatherization work;
- Occupant’s health condition;
- Building structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that failure is imminent and these conditions cannot be resolved within the scope and funding restrictions of WAP;
- Mechanical systems that have been “red-tagged” and cannot be resolved within the scope and funding restrictions of WAP;
- Any existing condition that could endanger the health and/or safety of the work crew or subcontractor and cannot be safely abated;
- When toxic substances are discovered which cannot be addressed by the WAP, the coordinator should report the problems to the client and indicate that activities that would have to be disturbed during the installation process.
- Unlawful activities are occurring in the dwelling that could endanger the customers or the crews. Example: A home may have housed a methamphetamine lab. <http://www.justice.gov/dea/seizures/index.html>
- When structural, wiring or plumbing problems exist which make the project unfeasible, the client should be notified of the problem(s) and no further WAP activities should be performed until the condition has been remedied.
- When a dwelling is infested with insects, rodents, etc., activities should cease until the condition has been remedied.
- Condition of the home, and the contents within, prohibit the ability to weatherize the home.
- Homes using un-vented gas heaters as a primary heating source are not eligible for services until suitable measures have been accomplished to minimize the health and safety issues associated with the heaters.
- Health and Safety funding has been temporarily exhausted, and weatherization work cannot proceed without addressing the associated health and safety issues.
- Initiation of eviction or foreclosure proceedings for the property will require deferral of weatherization services. In the event the household is evicted, or foreclosure proceedings are initiated, weatherization services will be deferred until the property is no longer in foreclosure proceedings.

The following is a list of potential funding sources to help remedy situations in the home:

- LIHEAP Wx
- U.S. Department of Housing and Urban Development (HUD) - HOME Program
- HUD – Community Development Block Grant
- U.S. Department of Health and Human Services – Community Services Block Grant
- U.S. Department of Agriculture - Rural Economic Community Development
- State-funded housing and rehabilitation programs
- Low-income program funds provided by local utilities
- City-funded housing and rehabilitation programs
- Donations or financial participation from landlords
- Donations from local churches or community groups
- Donations from local businesses, non-profit organizations, or local associations

Deferrals are tracked in WAPez, and any referrals are maintained in the client file. Listing the referral agency will be an add-on to WAPez in PY2023.

V.1.3 Definition of Children

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

V.1.4 Approach to Tribal Organizations

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

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

Tennessee does not have any federally or state recognized tribes. Any client that is a member of a tribal organization will be treated the same as any other eligible applicant.

V.2 Selection of Areas to Be Served

All 95 counties in Tennessee will be served. Funding allocations will be provided based on the percentage of the State’s low income population that resides within a service area that will consist of one or more counties; and Subgrantee funding will be based on the county allocation(s) for their service area.

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET**

(Grant Number: EE0009932, State: TN, Program Year: 2023)

THDA reserves the right to reallocate funding amongst Subgrantees based on performance and need throughout the year.

In the event that an entity fails to enter into an agreement to service a Subgrantee, THDA will work to identify another organization to serve in this Subgrantee role. I covering the remaining counties in Tennessee.

V.3 Priorities

Priority will be given to households with one or more vulnerable household members, and/or with a high energy burden.

A vulnerable household member is defined as elderly, disabled, or with a child under the age of six (6).

A household with a high energy burden, based on the percentage of total household countable income and their energy costs, will be given priority in receiving weathe South Central Region according the Residential Energy Consumption Survey conducted by the Energy Information Administration.

Priority wait lists will be maintained on a county level.

An approved client may have a maximum of 100 points, exception to the maximum may occur after additional points are assigned due to disaster related damage.

Priority points will be assigned as follows:

Vulnerable Household Members (50 Points Maximum)

Includes a household member with following characteristic(s):

- Late Elderly (age 75+) 20
- Elderly (age 60-74) 15
- Disabled 15
- Child under age 6 years of age 15

If multiple elderly members reside in the unit, use the age of the oldest members to determine countable points. A client may be awarded points once per category b

Energy Burden (15 Points Maximum)

Percentage of income used for home energy costs, calculated by the total countable annualized income for dwelling:

- 19.01% or higher 15
- 15.01% - 19% 10
- 8.01% - 15% 5
- 8% or less 0

High Residential Energy User (10 Points Maximum)

Annual Energy Costs Points, per the Residential Energy Consumption Survey:

- \$3,000 or more 10
- \$1,900 or more 5
- \$1,899 or more 0

Average annual energy costs for a low-income household in the East South Central Region is \$1,907.00 (2015 Residential Energy Consumption Survey conducted b

V.4 Climatic Conditions

Tennessee has a generally temperate climate, with warm summers and mild winters. However, the state’s varied topography leads to a wide range of climatic conditi

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET**

(Grant Number: EE0009932, State: TN, Program Year: 2023)

up middle Tennessee, and lies between the Tennessee River to the west, the hilly Highland Rim to the north and the Cumberland Plateau to the east. The Cumberland Great Valley of East Tennessee. The Great Valley, which runs parallel to the Cumberland Plateau on the west and the Great Smokey Mountains on the east, is a fun ranging from 4,000 to 6,000 feet. Tennessee's topography contributes to the variance of temperature, with an average of three degrees Fahrenheit decrease per 1,000 feet. Tennessee state, have lower average temperatures than those found in other parts of the state. Across the state the average annual temperature ranges from 62 degrees in extra winter average of 39 degrees and a summer average of 76 degrees. Average annual precipitation in Tennessee is 53 inches, with the greatest rainfall occurring in the

The data is pasted below:

Heating Degree Days

Month starting	HDD
1/1/2021	859
2/1/2021	664
3/1/2021	462
4/1/2021	217
5/1/2021	56
6/1/2021	2
7/1/2021	0
8/1/2021	0
9/1/2021	24
10/1/2021	189
11/1/2021	460
12/1/2021	744
Total	3677

Cooling Degree Days

Month starting	CDD
1/1/2021	0
2/1/2021	4
3/1/2021	4
4/1/2021	19
5/1/2021	186
6/1/2021	255
7/1/2021	393
8/1/2021	370
9/1/2021	345
10/1/2021	52
11/1/2021	0
12/1/2021	0
Total	1,628

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

All work done is consistent with its DOE approved energy audit and Appendix A; Tennessee is approved to use LED's, replace Refrigerators, Lifetime changes and use of the Weatherization Assistance Program Audit tool ("NEAT, MHEA") with the exception of the measures that have been identified as low cost or no cost. He

All measures and incidental repairs performed on projects must meet the specifications, objectives and desired outcomes outlined in the Standard Work Technical C the form of technical assistance memorandums, technical assistance contractors, or through reference to DOE established guidance. The measures identified are the n current Tennessee Specific Standard Work Specifications will be available online and in digital form via the WAPez platform and linked here [Tennessee Housing De Guide](#) to the current version, the approved SWS has been uploaded as an attachment to the SF-424.

THDA contracted with Saturn Resource Management in PY18 to create a Tennessee specific field guide, this was updated in 2021. Tennessee's current SWS Field

Ensuring Quality Work from Quality Control Inspectors, Energy Auditors and Contractors

All units must receive a final inspection by a THDA approved Quality Control Inspector ("QCI"). A THDA approved QCI must have a current QCI certification from

QCIs are required to ensure weatherization work has been completed and meets the current technical guidance and SWS. QCIs must attend all mandatory weatheri

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009932, State: TN, Program Year: 2023)

the course within six (6) months they are no longer eligible to conduct QCI visits until they take the course. A QCI's performance is monitored by THDA or THDA'

If there are repeat findings from a QCI, additional training will be required. If after successfully passing additional training the QCI continues to have repeat findings,

Step 1: Technical Assistance THDA will set up technical assistance and training sessions with the QCI, THDA staff, and our T&TA provider.

Step 2: Additional training If the QCI continues to have findings after the technical assistance and training sessions, the QCI may be required to attend and

Step 3: Removal from the program If the QCI is unable or unwilling to perform to the standard set by THDA and DOE, they will be removed from WAP. An inspector may request to be reinstated into the program. The request to be reinstated must include the corrective action steps that were taken and justification

THDA reserves the right to reject work from a poor performing QCI, Energy Auditor or contractor.

The Subgrantee, contractors, and auditors are able to view and download the TN WAP Technical SWS within WAPez via their login credentials.

By signing the WAP Contract and the Weatherization Services Contract the agency and

contractor verifies that all weatherization work including audits/testing, installation of energy conservation measures, health and safety measures, incidental repair measures, Work Specifications, and State and Federal requirements.

All work must comply State and Federal WAP requirements and the THDA Standard Work Specifications.

If a contractor repeatedly fails to meet program expectations, they will be subject to the following corrective action:

Step 1: Counseling The Subgrantee will set up a counseling session with the contractor, local agency staff and THDA T&TA provider.

Step 2: Additional training as a result of counseling, the contractor must attend and pass mandatory additional training.

Step 3: Removal from the program If the contractor is unable or unwilling to perform to the standard set by THDA and DOE they will be removed from WAP

After the completion of the two-year period a contractor may request to be reinstated into the program. The request to be reinstated must include the corrective action

Air Sealing

Air sealing work will be guided by the use of a blower door and digital manometer. The most effective infiltration reduction efforts typically involve sealing leaks between units. The energy auditor may be required to perform necessary air infiltration measures until the unit is properly air sealed established using a CFM50 target based approach. The energy auditor may utilize blower door readings to identify air sealing opportunities, the Subgrantee has the flexibility to determine how they will specify it on the work order. The work order should include increased training for auditors and crews on air sealing techniques and CFM reduction, auditors and crews are better prepared to recognize areas to reduce air infiltration. A weatherization conservation measure that is not required to show a post weatherization individual SIR of 1.0 or greater. The package of weatherization measures, including costs are required to meet an individual 1.0 SIR as long as the cumulative SIR is 1.0 or higher for the entire project. All other Energy Conservation Measures must provide an individual cumulative SIR fall below 1.0 SIR, then the cost for the measure must be negotiated until the cumulative SIR is 1.0 or higher. American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) Ventilation standards are included in auditor training, the Tennessee Weatherization Field Guide and National Standard Work Specifications. ASHRAE standards, if not met, the door, it may be that the unit is deferred. Living conditions that prohibit the use of the blower door may require deferral until such conditions can be remedied.

Attic Insulation

Attic bypasses shall be sealed prior to the installation of attic insulation. The amount of attic insulation that can be cost effectively added depends on the level of existing insulation. Attics must comply with Tennessee state standards and codes. Attics with structural issues that are beyond the scope of the WAP may not be able to be insulated in full or at all. For more information regarding the proper procedures to follow for attic preparation and installation standards.

Floor Insulation

The Weatherization Assistant Audit Tool determines the appropriate R value and need for insulation for a specific unit. The Tennessee Weatherization Field Guide determines the amount of insulation that can be cost effectively added varies with existing levels of insulation, space heating fuel, and foundation type. Plastic sheeting may be installed as ground vapor barrier, following the barrier will preserve the integrity of the floor insulation by reducing the amount of moisture evaporating from the ground.

Wall Insulation

Walls shall be insulated if the cost to insulate is justified. Walls that are already fully insulated or solid masonry, concrete, concrete block or wood will not be insulated

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009932, State: TN, Program Year: 2023)

- Active knob and tube wiring is present in the wall cavity
- Wall cavity contains HVAC duct, wall furnace or heater
- Wall cavity is next to a fireplace or chimney without sufficient clearance
- Wall cavity space is connected to an unprotected pocket door cavity
- Wall repairs are needed and not able to be performed as part of the weatherization package

Other situations that may result in a hazardous situation or where the wall cannot be properly prepared due to unique structure of the home.

Other Insulation

Insulation of water heaters, water pipes, and HVAC ductwork are allowable weatherization measures.

Domestic Hot Water (DHW)

Replacement of the water heater is permitted, provided the replacement of the existing unit meets minimum SIR value of 1.0 or meet the definition for health and safety

- Either a standard tank or tankless (on demand) water heater.
- All replacement units must be similarly sized as the original unit that is being replaced. Justification must be submitted to THDA if the size varies significantly
- All gas and electric DHW replacements shall be Energy Star rated. However certain instances may occur where Energy Star water heaters cannot be installed

Solar water heaters are not approved as replacement units in Tennessee at this time.

Heating System Maintenance, Repair and Replacement

As part of the energy audit, all heating systems will be evaluated, including any ductwork present. A heating system may be solid fuel (wood or pellet stove heaters), gas, or electric. Heating system maintenance, limited repairs or replacement is allowed, provided the SIR value is equal to or greater than 1.0.

Replacement or repair may occur outside the SIR requirements provided the necessary replacement meets the definition of a health and safety measure as detailed in the weatherization manual.

Maintenance and repair will always be preferable to replacement of an existing unit, whenever possible.

All heating system replacements shall meet the current Energy Star specifications or equivalent. If the heating system is replaced, the original unit must be removed from the home.

Cooling System Maintenance, Repair and Replacement

Tennessee's hot, humid climate makes the use of air conditioning vital for many of our clients. All cooling systems will be evaluated, including any ductwork present.

Cooling system maintenance, limited repairs or replacement is allowed, provided the SIR value is equal to or greater than 1.0. Replacement or repair may occur outside the SIR requirements provided the necessary replacement meets the definition of a health and safety measure as detailed in the weatherization manual and safety plan and DOE's WPN 22-7. If the cooling system is replaced, the original unit must be removed from the home, and refrigerants disposed in accordance with applicable regulations.

Unvented Space Heaters

If the unit targeted for weatherization services has an unvented gas or liquid fuel space heater that serves as the primary heat source for the home, this unit must be removed. If the homeowner refuses the removal of the primary unvented space heating source or if funding is not available to remove and replace the unit. The unit is to be replaced with a vented space heater. If a vented space heater is not installed, it may remain in the home provided it complies with the International Residential Code (IRC) and the International Fuel Gas Code (IFGC). Removal is required for weatherization, but may remain until a replacement heating system is in place. DOE funds may not be used to replace any unvented space heater that serve as a secondary heat source.

Electric Baseload/Lighting

Refrigerator replacements are allowable as an ECM with a SIR of 1.0 or greater. Replacement refrigerators must be Energy Star Rated or equivalent. The existing refrigerator may be replaced with a TVA Energy Saver Kits which are not funded by DOE, but are provided to all WAP Clients.

Door and Window

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET**

(Grant Number: EE0009932, State: TN, Program Year: 2023)

All doors and windows will be evaluated as part of the energy audit. Only those doors and windows that are part of the building envelope can be repaired or replaced justified through the energy audit tool. In rare instances, doors and windows may be replaced as incidental repairs if associated with an energy conservation measure explanation.

General Heat Waste Measures

The Tennessee Weatherization Assistance Program will allow the installation of the following measures that are typically acknowledged to be cost effective.

- Water Flow Controllers, including low flow shower heads
- Furnace or Cooling Filters, up to a one year supply
- Weather stripping, caulking, plugging, glass patching and other similar measures primarily used to address air infiltration.

General Heat Waste measures are limited to \$50 of material cost per unit. Such measures may be installed by the energy auditor or the contractor. It is not necessary

Solar

THDA is requesting approval to include solar PV in the list of measures for qualifying households and properties.

THDA understands the solar PV projects might require a NEPA review, especially if they are ground mounted and disturb the ground.

The energy audit report will include solar as a measure and will demonstrate the SIR for the solar PV install, for it to be integrated into the approved package of measures families reduce their energy burden through WAP.

Incidental Repairs

The Weatherization Assistance Program is not a home rehabilitation program. Only limited incidental repairs will be permitted. An incidental repair is a repair that is roof membranes, minimal floor and wall repair, attic access and stairs, limited electrical repair, leaking pipes, etc. These repairs must be necessary to preserve the initial final cumulative SIR value of 1.0 or greater for the unit. Certain measures may meet the definition of an incidental repair OR the DOE WAP health and safety definition repair /health and safety measure flow chart is also a valuable tool. The chart can be found THDA's Health and Safety Plan. Items such as porch steps, landings, decks are not allowable costs under the Weatherization Assistance Program.

Permits and Code Compliance

It is the responsibility of the Subgrantee to ensure the contractor obtains all necessary permits and is in compliance with code for the area in which the work is being performed.

Bulk Purchases

THDA will consider Subgrantee request for the bulk purchase of WAP related materials and equipment. This consideration will serve in part to expedite completion to help control rising costs due to the state of the building industry in Tennessee. Purchasing in bulk should reduce per unit pricing. Subgrantees are required to follow Subgrantee/State average cost per unit, past and current Subgrantee performance, and local supply chain issues will be taken to ultimately approve or deny the purchase.

Field guide types approval dates

Single-Family: 11/9/2021
Manufactured Housing: 11/9/2021
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)
Tennessee is approved to use the Weatherization Assistant (NEAT/MHEA) audit tool by DOE. Approval dates are July 5, 2021 through July 5, 2021
Approval Date: 7/5/2021

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009932, State: TN, Program Year: 2023)

Audit Procedure: Manufactured Housing
Audit Name: Other (specify)
Tennessee is approved to use the Weatherization Assistant (NEAT/MHEA) audit tool by DOE on mobile homes. Approval dates are July 5, 2021
Approval Date: 7/5/2021

Audit Procedure: Multi-Family
Audit Name:
Approval Date:

Comments

Audit Tool Approval

THDA received audit tool approval on April 28, 2021. THDA received verification from DOE on 3/20/2018 to use WAPez developed by TVA which is integrated

The following is the contract clause to ensure the Tennessee Weatherization Field Guide is used:

The Grantee shall perform all WAP activities and carry out all fiscal responsibilities in accordance with THDA WAP policies and procedures; the Standard Work Spec applicable Office of Management and Budget (OMB) circulars (collectively, the "Program Requirements").

Energy Auditors

Energy audits will only be conducted by energy auditors that meet minimum qualification standards as defined by THDA. An energy auditor may be a Subgrantee empl provided in order to determine the appropriate measures for that specific unit. Subgrantees are encouraged to hire Energy Auditors that already have completed BPI Cer BPI Energy Auditor Certification and meet the other requirements of DOE and THDA WAP. All Quality Control Inspectors must have a BPI QCI Certification. Any in by a QCI certified auditor that meets all other DOE and THDA WAP requirements.

Single Family

The audit tool approved by DOE for use on single family units in Tennessee is the Weatherization Assistant (NEAT/MHEA). DOE approval of the tool was obtained Ju greater in order to be cost justified. Additional diagnostic tests will be conducted as necessary for the specific unit.

The energy audit recommended measures are used to build the work order for the unit. Based on DOE WPN 194, if *minor* measures must be removed from the work c reduction measures), along with any incidental repair that is tied to the deleted ECM from the work order. It is to be known, DOE WPN 194 defines *major* measures as they are determined costeffective as defined by the audit tool. Whenever measures are added or removed, the SIR value must be recalculated to ensure both individual l requirements continue to be met.

Manufactured Homes

The audit tool approved by DOE for use on mobile home units in Tennessee is the Weatherization Assistant (NEAT/MHEA). The audit tool approved by DOE for use o

Multifamily Buildings

Any multifamily building containing 5 or more units will be sent to the DOE PO before the work order is sent for bid. The Weatherization Assistant audit tool will be use the energy audit, and recommended cost effective measures for the entire building will be identified.

All multifamily units that do not meet the approved criteria must be submitted separately for approval prior to commencing work. If the multifamily building contains units for review and approval prior to commencement of weatherization work.

The multifamily building (to include all living units and common spaces) will have the weatherization work awarded following the single bid process, with the job to be aw

Weatherization Contractors

Weatherization work will be performed through a combination of contract or crew based workers. Most Tennessee Subgrantees contract weatherization work on a per j

All contractors and Subgrantee crews must meet the training and certification requirements listed in the THDA WAP Manual. All contractors and crews must be appro requirements listed in the WAP Manual may be allowed to bid. Licensed contractors who have three or more years of experience in weatherization work may be exemp employees are also in compliance with federal and state requirements, as applicable. All contractors must carry an active liability policy in an amount as approved by th

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009932, State: TN, Program Year: 2023)

Subgrantees have the option to impose additional contractor qualifications.

If the building to be weatherized includes five or more family units, or if the building exceeds three stories, only those contractors with an active Tennessee Commercial

Provided the contractor meets the above qualification, the Subgrantee has the authority to determine those contractors they wish to approve to bid on the weatherization

Contractors must sign the "Contract to Provide Services Under the Weatherization Assistance Program." This agreement is provided by the grantee to the Subgrantee a contractor performing the work is ensuring quality work and that all terms of the contract will be followed.

Weatherization Work Job Awards

Subgrantees using weatherization contractors will follow a THDA approved bid process, with the job being awarded to an agency approved contractor. All awards must exceeds the maximum amount permitted under the program, following the priority list (Recommended Measures Report) and procedures for removal of measures. The j unit.

In the event the qualified contractor withdraws their bid, the Subgrantee may award the contract to the next contractor, with the same policies and procedures to be appl reevaluate the work that remains to be performed and rebid the job.

Contractors who make an error in the submission of their bid have the option to honor the price as quoted, or to withdraw their bid. Under no circumstances will the bid c

Change Orders

Occasionally, there may be additional weatherization work identified as needed after the initial audit or after the work has been awarded to a contractor. Change orders prior to the additional work being performed by the contractor.

V.5.3 Final Inspection

Tennessee currently has 9 certified Quality Control Inspectors. There is a mix of staff and contracted QCIs in Tennessee. Some agencies do not have the capability to l least 10% of units. Tennessee allows Subgrantees to use QCI certified inspectors on a contract basis.

Once the contractor has notified the Subgrantee that all work on a unit has been completed, the Subgrantee will assign a qualified Quality Control Inspector to perform a state and national standard work specifications and in accordance with 10 CFR 440. The purpose of the inspection is to ensure that all required measures (ECMs, incider initial energy audit, work order, the awarded contract that specifies the work to be performed, and any change orders that have been approved for the job.

If the QCI determines that all required work has not been installed, or has not been installed in accordance with program standards, the contractor will be notified of the standards. Once corrected, another inspection will be conducted. All completed work must be inspected by a BPI certified, and agency approved, QCI and passed befor

Contractors will not be paid until work has passed inspection.

Every client file must have a final QCI inspection form that certifies that the unit had a final inspection and that all work met the required standards. The form must be s will be available in the client file one for each inspection.

Subgrantees have the option to incorporate contractor penalties related to failed inspections or a contractor's failure to complete the work by the timeframe outlined in tl will be invoiced to THDA, with the amount of the applied penalty defined.

If the final inspection cannot be performed due to the client's unwillingness to allow the auditor access to the home, or other circumstances beyond the agency's control, be counted as a completed unit for purposes of meeting production goals.

If there are repeat findings from the same QCI the Subgrantee will be notified and the QCI will be placed on a corrective action plan including increased training. Discip termination, and are strongly encouraged to do so. The provided Energy Auditor Contract Template in Chapter 19 can be modified to include any sub-grantee specific pe abuse will be reported to State Office.

V.6 Weatherization Analysis of Effectiveness

Every unit will have an energy audit performed utilizing the WAPez software which runs the Weatherization Assistant (NEAT/MHEA) tool to identify the most effectiv

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009932, State: TN, Program Year: 2023)

the impact the weatherization work had on the energy costs for the home. This partnership will require THDA to provide TVA with pre and post weatherization data for and the post weatherization energy costs. There will be no cost to the program for this evaluation.

THDA will also conduct a cost analysis across the state in order to provide updates to our measure cost library. The analysis will include obtaining contractors actual co

The results of the Quality Assurance Reviews are incorporated into training plans that are to be provided both statewide and on an agency basis. Continued monitoring c

V.7 Health and Safety

Tennessee will track and report health and safety expenditures separately, and these funds will not be considered in the average cost of the unit. Subgrantees will be permitted in Tennessee's health and safety plan. Funds may only be spent in homes where weatherization work is being performed, although there is not a limit per h
The Health and Safety Plan template is attached to SF-424. Subgrantees are also instructed to review policy in the WAP Manual and DOE WPN 22-5 which incl

Additionally, the Subgrantee must incorporate the Radon Requirements listed within WPN 22-7 and adhere to the Buildings Assessment of Radon Reduction Interv

The Subgrantees must also update their email notifications to use the Radon Informed Consent Form which provides documentation that the occupant(s) (and landlo

The form must minimally contain the following:

- #1 An explanation on the potential small risk of increasing radon levels when building tightness is improved.
- #2 A list of precautionary measures WAP will install based on EPA Healthy Indoor Environment Protocols.
- #3 Some of the benefits of Weatherization including energy savings, energy cost savings, improved home comfort, and increased safety; and
- #4 Confirmation that EPA's A Citizen's Guide to Radon was received and radon related risks were discussed with the client.

TN is defining the FY22 ACPU as \$8,250.

V.8 Program Management

V.8.1 Overview and Organization

The Tennessee Housing Development Agency (THDA) has been designated by the Governor as the State's administering agency for the Weatherization Assistance Pr
entities, will contract with THDA to provide weatherization assistance in each of Tennessee's ninety-five counties. THDA's intent is to provide weatherization services s

The Weatherization Assistance Program (WAP) was established under Title IV of the Energy Conservation and Production Act and amended by the National Energy C
Improvement Act of 1990. The program is administered and funded at the federal level by the U.S. Department of Energy (DOE). This program is designed to assist low
education. Weatherization measures provided by this program will reduce heat loss and energy costs by improving the thermal efficiency of dwelling units occupied by lc

All allocations to local agencies are subject to Congressional appropriation (and/or Federal Court orders) and subsequent allocations to the State by the DOE. In the ever
allocations accordingly. In no event shall funds be provided for reimbursement of WAP agencies where federal funds are not available for such purposes. Tennessee h
DOE rules.

Funding allocations to Subgrantees will be provided based on the percentage of low-income population within a county. This percentage will be determined using a three
recent three years' worth of data available at the time. THDA will monitor expenditures during the fiscal year. Subgrantees who are not on track to fully expend their a
year will be recaptured by the State, and reallocated at the THDA's discretion.

Subgrantees are expected to meet performance and quality standards, as defined by the State. Failure to meet these standards can result in termination of the Subgrante

Subgrantees may request advance payment to THDA in writing to meet the immediate cash needs of the program and requirements of 2 CFR 200.305. Subgrantee risk
needed and partly based on historical payments from previous program years.

All funds available to Tennessee's WAP will be administered in accordance with DOE rules and regulations and State policies and procedures. Local agencies will be re
published by the State of Tennessee's Comptroller of the Treasury; and the Tennessee Weatherization Assistance Program policies and procedures.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009932, State: TN, Program Year: 2023)

Pollution Occurrence Insurance (POI)

Tennessee does not require Subgrantees to purchase Pollution Occurrence Insurance (POI). However, it is an allowable expense if a Subgrantee opts to purchase this insurance.

Caps on Expenditures

Each single family home will be limited to \$8,250.00 in DOE funding to perform weatherization services (ECMs, Incidental Repairs, Health & Safety) on a single family home. THDA reserves the right to provide approval to exceed these caps on a case by case basis. The State average per unit will not exceed the maximum permitted by DOE.

Client Education

Client education will be provided to clients by the Subgrantees, auditors and contractors. The state will provide a basic client education review sheet that is to be covered during inspection. As standard health and safety issues are covered during the initial inspection by the Subgrantee, information will be provided on the measures that are scheduled for the Tennessee WAP Client Education Checklist. The Tennessee WAP Client Education Checklist must be retained by the Subgrantee in the client's file. If there are health and safety concerns, the Subgrantee's program manager. The Subgrantee will notify THDA if the client's concerns cannot be answered. THDA will seek guidance from the DOE Project Office.

The Tennessee Housing Development Agency partners with the TVA (Tennessee Valley Authority) to obtain client education kits that support energy conservation practices for clients of basic energy conservation practices to help them further reduce their energy costs. All Subgrantees will participate in client education activities.

THDA will also continue to explore best practices throughout the state, and nationally, on effective ways to deliver client education related to the WAP. There is growing interest in "client training" on the responsible use of energy and healthy home habits would be an allowable use of state T&TA Funds.

As stated in the previous deferral section, THDA is working towards implementing a more comprehensive prescreening process that will lend towards "house as a system" approach.

Policy Advisory Committee

The Policy Advisory Committee (PAC) serves to advise THDA not only on issues specifically related to the Weatherization Assistance Program but will also provide guidance on other energy efficiency programs. The PAC consists of members named by THDA, each of whom will serve time in limited terms. The Policy Advisory Committee (known as The Energy Efficiency and Weatherization Program Advisory Committee) includes representatives from utility providers, individuals involved in property development, and individuals who represent the low-income and elderly population served. A representative from the community will also be included.

V.8.2 Administrative Expenditure Limits

THDA will follow the rules for administrative expenditure limits outlined in 10 CFR 440.18 (e), which states that not more than 15 percent of any grant made to a state may be used by the state for such purposes, and not less than 7.5 percent must be made available to subgrantees by states. DOE includes the provision where a Grantee may request for such recipient requires the additional amount to implement effectively DOE's administrative requirements.

Subgrantees are authorized to budget up to 11% of their total fiscal year allocation for administrative costs subject to approval by THDA. The Tennessee Housing Development Agency may be permitted to allocate an additional 5% of their funds for administrative costs, subject to approval by THDA.

V.8.3 Monitoring Activities

The Community Programs Division of THDA is responsible for the administration of the WAP in Tennessee. Currently, the Community Programs Division has a Program Coordinator. THDA's Internal Audit Division will conduct the Fiscal Monitoring of the WAP. Housing Program Coordinators will monitor WAP invoices.

An estimated amount of 5% of the grantee admin funds are used for program monitoring, and about 40% of the T&TA funds are used for technical monitoring. THDA will continue to monitor and improve the monitoring process.

Monitoring is conducted through a combination of desk and onsite monitoring. Client cases selected for quality assurance inspections and file review may be selected by inspection selection process and the method will be applied uniformly across the state. The same clients selected for QA will also include file review of eligibility, procurement, and other program related documents.

Programmatic and Management Monitoring

Each Subgrantee weatherization program will be monitored annually and in accordance with 10 CFR 440.23 and DOE WPN 20-4. Subgrantees will be monitored for compliance with program requirements. A random or selected sample of closed case files will be reviewed. Through the use of THDA's WAP reporting platform, WAPez, Subgrantees upload required case documentation, including but not limited to audit and inspection related documents such as QCI forms, photos, and ASHRAE 62.2 calculations. Any questions related to the review or documents missing from the file will be addressed by THDA.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009932, State: TN, Program Year: 2023)

necessary. Areas of monitoring include, but not limited to:

- Correct determination of eligibility and notification provided, including the annual recertification where applicable
- Case documentation
- Identification of reweatherized units, and agency method for tracking homes that have been weatherized
- Compliance with rental property requirements and eligibility
- Compliance with multifamily building policies
- Correct determination of eligibility and notification provided, including the annual recertification where applicable
- Case documentation
- Identification of reweatherized units, and agency method for tracking homes that have been weatherized
- Compliance with rental property requirements and eligibility
- Compliance with multifamily building policies

In addition to the review of case files, the following information will also be reviewed:

- Conduct inventory of any equipment (original purchase price of \$5000 or more) purchased with DOE funds.
- Review staff and contractor qualifications and contracts, if applicable, to determine compliance with program requirements and Subgrantee's operational plan
- Review Subgrantee's process of tracking and addressing quality and workmanship concerns and findings for staff, auditors and contractors.
- Review process for contract payment
- Review the agency procedures for identification of staff performance and subsequent corrective action to address any deficiencies
- Using the Weatherization Manual / Operational Plan that each Subgrantee must sign and submit to the Grantee on an annual basis for review and approval, mc
- The Subgrantee's most recent annual audit
- Review findings from Grantee's technical inspections and corrective action plans that have been implemented to address any concerns
- Procurement process complies with federal and state requirements, and follows procedures outlined in the Subgrantee's operational plan
- Budget management of funds
- Compliance with production goals
- Contract compliance
- Timely and accurate submission of reports and invoices
- Identification of Training and Technical Assistance needs.

This list is not meant to be all inclusive and may be expanded as necessary to ensure compliance with both federal and state program guidelines.

Financial Monitoring

THDA will comply with the requirements of 2 CFR 200 Subpart F - Audit Requirements.

In addition to an annual financial monitoring visit to each Subgrantee, all invoices submitted for payment will undergo a fiscal desk review prior to any payment being authorized. Documentation will be reviewed and approved by multiple staff persons prior to submission to THDA's fiscal department for payment.

Invoices reviewed that lack sufficient backup documentation will not be paid until documentation is provided that justifies the amount invoiced. Additionally, any invoice

Every Subgrantee will have an annual onsite financial compliance review conducted by THDA Internal Audit staff. At minimum, this monitoring visit will review the following:

- Financial Management and Accounting Systems and Operations
- A review of the most recent annual audit conducted for the Subgrantee. Any additional audits related to WAP that have been conducted within the last twelve
- Payroll and personnel
- Equipment and/or vehicles defined as any item with an initial cost of \$5000 or more that were purchased with at least a percentage of DOE WAP funds.
- Procurement
- Invoicing (supported by fiscal desk reviews mentioned earlier)
- Record Retention
- Contract compliance
- Follow-up on issues from prior monitoring visits, reports, desk reviews and other sources

Subgrantees are required to submit their Annual Single Audit for THDA to review.

Technical Monitoring

THDA will conduct quality assurance inspections of at least five percent (5%) or more of all completed units per Subgrantee during the fiscal year. Subgrantees that do not meet the percentage of units being monitored for Subgrantees with significant deficiencies based on previous monitoring, in progress monitoring, desk reviews, multiple dwelling units, or units performed by a THDA employee or a contractor acting on behalf of the Grantee. Weatherization activities will be monitored to ensure compliance with the guidelines per

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009932, State: TN, Program Year: 2023)

memorandums and the WAP Policies and Procedures Manual.

Technical monitoring consists of desk review using WAPez as well as site visits to verify quality work practices and validity of the energy audit and inspection.

Quality assurance inspections will also serve as an opportunity to provide technical assistance as appropriate. THDA compensates contract workers who attend at a flat paid work for the day. Additional description to this is found in the T&TA section of the plan.

Subgrantees whose completed units require reworks or other corrective action cannot use DOE funds for the correction process. Findings related to technical assistance. These results will be used to identify training and technical assistance needs for our continuous quality improvement process.

Technical monitoring will review the work of the auditor, contractors, and the QCI. If there are repeat findings from the same QCI the local agency will be notified and

THDA will monitor for the training and certifications requirements of WAP contractors and auditors during the technical monitoring visit. This is a shared responsibility.

Monitoring Reports and Corrective Action Plans

Within thirty (30) days following every onsite program or financial monitoring visit, a report that details the findings of the visit, including any identified best practices will and an alternate timeframe when the report will be delivered. The Subgrantee will be required to provide a written Corrective Action Plan (CAP) that addresses all identified address and alleviate the concerns. If the Subgrantee disagrees with any findings in the monitoring report, they may provide rebuttal as part of their CAP. The CAP is not part of the monitoring visit, and these costs are not successfully resolved during the CAP process, these costs will be recovered from the next invoice. If they cannot be

Compliance with Corrective Action Plans will be monitored through desk reviews, communication with the Subgrantee, and subsequent monitoring visits. Subgrantees who that is not successfully addressed by corrective action may have funding reduced, be placed on probation or face termination and no longer be allowed to participate in the

Reporting

Within thirty (30) days from the end of the program year, THDA will create a report that provides a summary of each Subgrantee's financial reviews, program monitoring utilized as a planning document, and will be made available to DOE upon request.

As mandated by federal guidance, THDA will also provide to DOE a report that includes successes and significant problems identified through monitoring. This narrative (30) days from the end of the reporting period

In addition to DOE reporting requirements related to monitoring, State Policy 22 requires an annual report of Subrecipient Monitoring. THDA will provide a summary of

Technical and Programmatic Monitoring Schedule

Once production is underway, we plan on visiting 2 Subgrantees per month for programmatic and technical monitoring. Throughout the year we will monitor each Subgrantee annual fiscal monitoring visits for Subgrantees. Fiscal Monitoring is conducted by the THDA Internal Audit division and averages 12 Subgrantee visits per month. The T attached to the SF424.

First Quarter

None

Second Quarter

MCCAA, CMCCAA, DHRA,
UETHDA

Third Quarter

UCHRA, ETHRA, MHCD,
SWHRA, MDHA

Fourth Quarter

SETHRA, KKCCAC, SCHRA

V.8.4 Training and Technical Assistance Approach and Activities

Tennessee Housing Development Agency will ensure that all training paid for with WAP T&TA funds meet the requirements of WPN 22-4, Section 3: Workforce Training

The major objective of Training and Technical Assistance is to provide Subgrantees with the information and training required to administer and operate in compliance with

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009932, State: TN, Program Year: 2023)

THDA will utilize the following to identify training opportunities: DOE monitoring, internal state audits, Grantee monitoring of the Subgrantees, Inspector General (IG) requirements. THDA will review all Subgrantee monitoring reports with our T&TA provider and trainings will be developed based on the needs of the Subgrantee and/or

THDA is currently seeking a new training provider via RFP process to obtain an IREC-accredited Comprehensive (Tier 1) and Specific (Tier 2) training provider.

Programmatic/Administration Training

Programmatic trainings are conducted by THDA staff during monitoring visits as issues are identified and as requested by the Subgrantees. The trainings will focus on:

- Production goals and ACPU
- Client eligibility and application process
- Budgets and invoices
- WAPez data entry
- Review of 2 CFR 200

Additionally, THDA is partnering with Clearesult to offer WAPez training for new state and agency staff. Refresher courses are available upon request, and can be done

Fiscal Training

Fiscal trainings are conducted by THDA staff during monitoring visits as issues are identified and as requested by the Subgrantees. These trainings will address issues as expenditures are reviewed during monthly/bi-monthly meetings with Subgrantee staff and THDA coordinators to identify any possible concerns in advance of the monitoring

Technical Training

THDA's training plan will follow the Comprehensive (Tier 1) and Specific (Tier 2) training categories as outlined in the WPN 22-4 "Quality Work Plan", and will meet the

Subgrantees are encouraged to recertify their weatherization workers in accordance with this training plan, as needed, and at least 6 months prior to the expiration of the

Subgrantees are strongly encouraged to have at least one QCI person on staff but some may contract with an independent QCI contractor and still others may use shared technical positions.

THDA and the training partner will review the Subgrantee's energy audits to check for consistency across Subgrantees. If an agency's average recommended mean training on the audit tool. THDA will discuss the importance of consistent and accurate energy audits.

Comprehensive Training must be completed at least every 2 years.

Quality Control Inspector

Training for the Quality Control Inspector Job Task will take place Fall 2023 Spring 2024.

Continual QCI training will be conducted annually or, as needed, for new QCIs and for continuing education credits. QCI training is currently formatted as field mentoring

Energy Auditor

Training for the Energy Auditor Job Task will take place Fall 2023 Spring 2024. Energy Auditor training may be conducted in a classroom, as part of field mentoring, or Energy Auditor certification is similar to QCI field mentoring as outlined in the previous section.

Mandatory Training for all WAP Energy Auditors and Quality Control Inspectors:

- BPI EA and QCI certifications
- EPA Renovate, Repair, Painting – Certified Renovator
- OSHA 10
- Comprehensive Weatherization Assistant training

Workforce Credentials

All credentials and certifications obtained by Energy Auditors and QCIs are documented within WAPez and required to be maintained in good standing to be allowed to

THDA WAP staff approves all new users and recertification requests and monitors the statuses of credentials including Federal, State and local requirements such as, but not limited to, (certification) and Contractor licensing.

EA / QCI Training & Testing

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009932, State: TN, Program Year: 2023)

Certification training typically consists of weeklong review consisting of a combination classroom and field exercises to include all associated travel costs, regular staff seeking certification. If Subgrantee staff is unable to pass the exam on the first attempt, the Subgrantee can request that the grantee pay for the second attempt. Permits additional training. If the auditor is unable to pass the exam after the additional training, the individual will be responsible to pay for the exam using other funding sources

Retrofit Installer Technician Field Mentoring

Comprehensive RIT Training will continue to canvass across the state for all WAP approved contractors. THDA currently offers a modified version of Retrofit Installer interpretation and prep, material lists, etc. The remaining days are spent in the field at two actual client houses, preferably a site built and manufactured home. The train house will be an actual weatherization client and the job will be awarded to a single contractor, as normal. THDA and the Subgrantee will receive a list of those contrac

The RIT statewide training will be planned this upcoming program year for those contractors not receiving field mentoring in the past two program years. Subgrantees, c

As stated in the previous Technical Monitoring section, THDA compensates contract workers who attend at a flat rate of \$100/inspection using T&TA funds. The comp used to address specific needs in certain and included as part of a contractor's comprehensive training requirement.

THDA is also experimenting on the use of the DOE adapted RIT Badges Passport system. We currently have asked one crew based Subgrantee to experiment with the Weatherization Field Guide or as a component within the RIT comprehensive training curriculum.

Diagnostic training for contractors is also being developed in partnership with Tennessee Subgrantees and our T&TA provider, Community Housing Partners. The need is indispensable piece of the weatherization program. Diagnostic training may consist of onsite, classroom (training house), or webinar training through our T&TA provider.

Specific diagnostic trainings to be planned for the upcoming program year include blower door diagnostic setup and results analysis, duct leakage analysis, tool calibration

T&TA funds can be used to compensate contractors during WAP training activities in the form of a stipend established in cooperation with the state and Subgrantee an compensation being made.

Specific Training

Single-issue, short-term, training to address acute deficiencies in the field such as dense packing, crawlspace, ASHRAE 62.22016, etc. Conference trainings are included are multiple repeat findings due to lack of experience or training.

In addition to IREC accredited training providers, several non-IREC accredited training providers are located throughout the state/country (i.e. State, regional and/or national) dependent upon the individual Training Providers' schedule. Subgrantees are reminded that any out of state training activities must be approved in advance by Tennessee

The following organizations, agencies, and companies offer Specific training:

- Statewide WAP Meetings/Conferences
- Home Performance Conference
- Energy OutWest Conference
- CHP Energy Solutions Research and Training Center
- Southface Energy Institute
- Everblue Energy Inc.
- Other for-profit and nonprofit Organizations Specific Training Courses including but not limited to:
 - ASHRAE 62.2 (2016) Residential Ventilation
 - Audit Assessment
 - Blower Door & Duct Testing
 - Building Science
 - CAZ Zone Pressure Diagnostics
 - Client Education
 - CPR & Standard First Aid
 - Crew Leader
 - Dense Pack Walls
 - Diagnostics Energy Auditor Testing Equipment
 - HVAC Fundamentals
 - Infrared Thermography
 - LeadSafe Weatherization
 - Manufactured Housing Fundamentals
 - NEAT/MHEA
 - OSHA 10 Construction
 - EPA Certified Renovator Initial Course

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET**

(Grant Number: EE0009932, State: TN, Program Year: 2023)

- Retrofit Installer Technician Online
- Weatherization Management

Specific Training that may be incorporated as part of a larger comprehensive training plan includes technical assistance provided to EAs, QCIs, and contractors while on comprehensive WAP related trainings.

The contracted T & TA provider will assist in the following: Implementation of a Quality Work Plan, assessment of readiness for QCI examination, and the development

Marketing and Training of New Technical Workers

Tennessee's weatherization program has experienced challenges of replenishing its technical worker base over the past three program years. Recognizing this challenge planning and program solutions towards the issue of technical staff capacity.

Based on these quarterly group discussions, THDA has outlined a skeleton draft of steps for new auditors, inspectors, and weatherization workers to begin working in th to build worker confidence and technical knowledge. The drafted outline consists of a balanced approach of check and balances. First being, the new technical worker n where they can become familiar with the system and how NEAT/MHEA inputs interact with one another. Assessments will be conducted along the way to determine pr

Marketing to weatherization contractors, or those interested in weatherization work, is another challenge. This is an issue raised within the advisory group, as well as at such as branding, one sheets, program statistics, to garner local industry interest to potentially bring on as approved weatherization contractors, crews, energy auditors, an

Client Education

Energy efficiency education occurs throughout weatherization services as described in previous sections. Energy auditors distribute Tennessee Valley Authority funded included EPA's Mold & Moisture in Your Home, Renovate Right: Lead Based Paint Activities, and the Citizen's Guide to Radon.

THDA also created a Client Education Checklist for the auditor and client to work through step by step prior to the audit as well as during the quality control inspection.

Energy Savings Comparison Analysis of Subgrantees

Analysis of energy savings is currently conducted by THDA on multiple levels. Through THDA's partnership with the Tennessee Valley Authority, an estimation of ene installed weatherization measures such as attic insulation and air sealing, as well as equipment such as HVAC systems and water heaters. THDA can use this informat

The program's reporting platform, WAPez, has also added greater accessibility to estimated energy savings pulled from the Recommended Measures report within the V Subgrantees and to national averages.

A number of variables influence energy savings from unit to unit, agency to agency. Considering size and dwelling type, auditor experience and accuracy, effectiveness of energy savings will help highlight training needs across the network.

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:	40.0
Percent of budget allocated to Crew/Installer trainings:	55.0
Percent of budget allocated to Management/Financial trainings:	5.0

V.9 Energy Crisis and Disaster Plan

THDA WAP is in compliance with WPN 12-07 in the event of a natural disaster that impacts the operations of the Weatherization Assistance Program, the following c

- Identify those current clients who reside in a disaster area. A current client is one who has applied for and been determined eligible for the Weatherization Ass
- If the client resides in a disaster area, the WAP agency must contact the client to determine if the home has sustained any damage. If the client states the home representative who spoke to the client. No further action is required, and standard WAP procedures will be followed.
- If the client states damage occurred, document the contact in the client file, and follow the disaster plan guidance based on the current job status for the home.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009932, State: TN, Program Year: 2023)

Job Not Yet Begun – Home Still on Wait List

The job is not considered to have begun if the applicant has been approved for the WAP, but is still on the wait list pending selection for service. Contact the applicant to determine if the home is destroyed or condemned, or if the applicant has moved without intending to return once repaired, terminate the WAP case.

If the home is damaged and requires repair, the home remains on the wait list. Determine if the home is eligible for extra priority points as a result of the disaster and adjust the priority points accordingly.

Jobs in Process

Identify those current clients who have a WAP job in process. A job is considered to be in process if any of the following actions have taken place:

- An energy audit has been completed;
- The job has been awarded to a contractor;
- Installation of weatherization measures has begun

However, there has not been a completed and passed QCI performed by the Subgrantee for these jobs, nor has the job been closed or marked as completed.

Home Damaged; Job Not Yet Awarded or Begun

If the home had an energy audit performed, but the job has not yet been awarded, do not award the job. If it is determined that the home was destroyed or condemned, (

If the home was not destroyed, conduct another energy audit to determine if the condition of the home permits the weatherization work to continue, and the weatherization work may be deferred pending repair. (disaster relief funds, personal funds or loans, funds from other programs, etc.) prior to the energy audit being performed.

The weatherization measures work may be deferred pending repair. Upon repair, the home may be audited, and the weatherization work may proceed based on the current condition of the home.

Home Damaged: Job Had Been Awarded, But Not Yet Completed with Final Inspection

If the installation of weatherization measures was in process (work had begun, but the quality control inspection had not been completed), and the contractor had not yet returned to the home at the time of the disaster. No post inspection is required, but the agency must confirm the home was destroyed and an audit is not possible due to damage. This home is not eligible for WAP funding.

If the home was not destroyed, and repairs are necessary due to damage, these repairs are to be completed utilizing other funding sources. Another energy audit will be required before the job can be awarded.

The job may need to be deferred until necessary renovations are completed prior to weatherization taking place. The contractor may be paid for all measures installed at the time of the disaster, but the job cannot be closed until all weatherization work is completed. Do not close the job until all weatherization work is completed. Dependent on the condition of the home.

Items that had been installed, but were subsequently destroyed due to the natural disaster and not covered by the homeowner's insurance or other funding sources, include the newly defined measures. Please note: Throughout this process, DOE funds may only be used for those energy related incidental repairs. WAP is not designed to be used for the replacement of destroyed weatherization measures.

Home Damaged: Reweathering of Previously Completed Units

A home that has been weatherized prior to the disaster, but which was damaged by a federal or state declared disaster, may reapply for re weatherization services with DOE funding as a reweatherization.

Additional Priority Provided

Current clients in a disaster area may be provided priority services, with 15 additional points provided to disaster victims. These points are added to the points already provided by FEMA assigned number for that client/residence for the specific disaster.

New applications for WAP following a disaster may also receive an additional 15 priority points as a disaster victim provided:

- The existing structure was damaged (not destroyed or condemned) in the disaster, and;
- The application is received within four (4) months from the date the disaster occurred, and;
- The applicant provided verification of an assigned FEMA number for the specific disaster.

Points to Remember

- If a weatherization job that was in process or completed was damaged in the natural disaster, the Subgrantee must determine if the homeowner has insurance or other funding sources. Weatherization funds may only be used to address eligible weatherization activities, as currently allowed in Tennessee's policies and procedures.
- If possible, local agencies will coordinate the weatherization work efforts for the home to gain efficiencies. This does not negate the requirement to perform an energy audit.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0009932, State: TN, Program Year: 2023)

- Personnel that are paid from DOE funds are not allowed to perform disaster relief work in the community. They are permitted to perform work related to protect disaster initially occurs.
- The maximum amount of funds that may be spent per unit is capped at \$8,250.00. This includes both pre-disaster and post-disaster work with the exception of job