

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0009975		2. Program/Project Title Weatherization Assistance Program: Bipartisan Infrastructure Law	
3. Name and Address State of California 2389 Gateway Oaks Sacramento, CA 958120000	4. Program/Project Start Date 07/01/2022		
	5. Completion Date 06/30/2027		

**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. Federal	81.042	\$ 0.00		\$ 125,309,027.00		\$ 125,309,027.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 125,309,027.00	\$ 0.00	\$ 125,309,027.00

**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	\$ 2,568,012.00	\$ 0.00	\$ 993,047.00	\$ 0.00	\$ 3,561,059.00
b. Fringe Benefits	\$ 1,132,083.00	\$ 0.00	\$ 475,437.00	\$ 0.00	\$ 1,607,520.00
c. Travel	\$ 40,760.00	\$ 0.00	\$ 28,550.00	\$ 0.00	\$ 69,310.00
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	\$ 4,082,514.00	\$ 9,398,177.00	\$ 3,926,479.00	\$ 15,315,240.00	\$ 117,356,169.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 8,445.00	\$ 0.00	\$ 46,215.00	\$ 0.00	\$ 54,660.00
i. Total Direct Charges	\$ 7,831,814.00	\$ 9,398,177.00	\$ 5,469,728.00	\$ 15,315,240.00	\$ 122,648,718.00
j. Indirect Costs	\$ 1,566,363.00	\$ 0.00	\$ 1,093,946.00	\$ 0.00	\$ 2,660,309.00
k. Totals	\$ 9,398,177.00	\$ 9,398,177.00	\$ 6,563,674.00	\$ 15,315,240.00	\$ 125,309,027.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 125,309,027.00	\$ 0.00	\$ 125,309,027.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4)	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 3,561,059.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00		\$ 1,607,520.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 69,310.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
f. Contract	\$ 68,222,841.00	\$ 15,781,918.00	\$ 629,000.00		\$ 117,356,169.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 54,660.00
i. Total Direct Charges	\$ 68,222,841.00	\$ 15,781,918.00	\$ 629,000.00		\$ 122,648,718.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 2,660,309.00
k. Totals	\$ 68,222,841.00	\$ 15,781,918.00	\$ 629,000.00		\$ 125,309,027.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00

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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

Income is defined as cash receipts earned and/or received by the dwelling occupant(s) before taxes within six weeks of the application intake date and must comply with the stated acceptable forms of income documentation referenced in Attachment F: CSD Eligibility and Verification Guide. Certain types of income are excluded from total household income including but not limited to capital gains, non-cash benefits, employee fringe benefits, reverse mortgage, child support, and money received from the sale of a property, house, or tax refunds.

Describe what household eligibility basis will be used in the Program

Eligibility is based on the household's total monthly gross income, which cannot exceed the DOE income guidelines. CSD uses the federal poverty level of 200 percent as determined by the Office of Management and Budget as follows:

<b>Household Size</b>	<b>DOE Monthly Income 200% Federal Poverty Effective 7/1/22</b>
1	\$2,265.00
2	\$3,051.67
3	\$3,838.33
4	\$4,625.00
5	\$5,411.67
6	\$6,198.33
7	\$6,985.00
8	\$7,771.67
9	\$8,528.33
10	\$9,285.00
11	\$10,041.67
12	\$10,798.33
13	\$11,555.00
14	\$12,311.67
15	\$13,068.33
16	\$13,825.00
17	\$14,581.67
18	\$15,338.33
19	\$16,095.00
20	\$16,851.67
21	\$17,608.33
22	\$18,365.00
23	\$19,121.67
24	\$19,878.33
25	\$20,635.00

Priority is given to identifying and providing weatherization assistance to elderly persons, persons with disabilities, families with children under 19, and households with high energy burden. Subgrantees will be required to develop a service priority plan that includes energy burden (refer to Attachment U: DOE Weatherization Priority Plan Narrative). CSD will review and approve service priority plans as part of the contract execution process. Refer to Attachment F: CSD Eligibility and Verification Guide.

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

The Welfare Reform Act, officially referred to as the Personal Responsibility and Work Opportunity Act of 1996, H.R. 3734, placed specific restrictions on the eligibility of aliens for “federal means-tested public benefits” for a period of five years. As defined in a Federal Register notice dated August 26, 1997 (62 FR 45256) the Department of Health and Human Services (HHS) is interpreting “federal means-tested public benefits” to include only those benefits provided under Federal means-tested, mandatory spending programs. HHS Information Memorandum LIHEAP-IM-25 dated August 28, 1997, states that all qualified clients, regardless of when they entered the U.S., continue to be eligible to receive assistance and services under the Low-Income Home Energy Assistance Program (LIHEAP) if they meet other program requirements.

To ensure program continuity between LIHEAP and DOE weatherization for all Subgrantees operating both programs, the DOE Weatherization Assistance Program will follow the interpretation as adopted by HHS.

The DOE and LIHEAP weatherization are in compliance with LIHEAP-IM-99-10, issued June 15, 1999, which states that weatherization in a multifamily building is not a covered activity for status verification.

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

Procedures to determine that units weatherized have eligibility documentation

Subgrantees utilize intake forms that include procedures to ensure units weatherized have eligibility documentation in accordance with CSD’s Eligibility & Verification Guide (Attachment F). Subgrantees also maintain a client file for each unit weatherized, including documented proof that the dwelling unit is an eligible dwelling unit as defined in 10 CFR Section 440.22. This documented proof ensures a dwelling and its owner(s) meet eligibility requirements.

CSD is in the process of creating a Client File Checklist. Beginning with the BIL DOE WAP, Subgrantees will be required to include this completed checklist in every client file. This procedure will assist with ensuring units weatherized have sufficient eligibility and other documentation required by CSD-administered energy programs.

Describe Reweathering compliance

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

- A dwelling unit has been damaged by fire, flood, or act of nature and qualifies for disaster relief services in accordance with an approved DOE Disaster Relief Plan; or
- A dwelling unit has not been weatherized using Federal funds (BILDOE WAP, DOE ARRA, LIHEAP, HUD, or USDA) within fifteen years of the date such previous weatherization was completed.

Each dwelling must receive a new assessment, diagnostic testing and energy audit which will consider any previous energy conservation improvements to the dwelling. Only those energy conservation measures at or above a savings-to-investment ratio (SIR) of 1.0 are allowable.

To confirm a dwelling’s eligibility for BIL DOE WAP, Subgrantees must check their historical dwelling service records to confirm there is no prior history of DOE WAP (either BIL or Annual) or other federal program weatherization services for the dwelling during the previous 15 years and verify the household’s income is within the program income eligibility guidelines, before committing to provide weatherization services under BIL DOE WAP. CSD also maintains dwelling service records in a weatherization database dating from 2009.

As of 2022, CSD is determining how to update its database system to both streamline and automate dwelling eligibility verification performed by Subgrantees.

Describe what structures are eligible for weatherization

The following structures are eligible for weatherization services:

Mobile or Manufactured Home – A manufactured home regulated by the California Department of Housing and Community Development (HCD) that is built

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on a trailer chassis and designed for highway delivery to a permanent location, and it can be a single-, double-, or triple-wide home. A mobile home must be a permanent, full-time residential dwelling with a floor area of at least 330 square feet.

Multi-Family Dwelling Unit – A dwelling structure containing two or more dwelling units.

Shelter – A dwelling unit or units whose principal purpose is to house individuals on a temporary basis who may or may not be related to one another and who are not living in nursing homes, prisons, or similar institutional care facilities.

Single Family Dwellings – A dwelling structure containing no more than one dwelling unit.

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

To ensure that the benefits of weatherization to occupants of rental units are protected, CSD's contracts require Subgrantees to assure that owners and renters receive equitable treatment under this program and no undue enhancements to the dwelling occur.

Language is included on all energy service agreement forms that prohibits property owners from raising rents within two years as a result of building improvements from weatherization work, discloses tenant complaint procedures and property resale restrictions, and stipulates permission to enter the property for purposes of this program. The agreements are signed by owner/occupants, tenants and rental property owners prior to the dwelling receiving weatherization services.

CSD has adequate procedures in place to process tenant complaints regarding any property-owner violation of weatherization service agreement terms and conditions.

CSD will abide by 10 CFR Section 440.22, ensuring that not less than 66 percent of the units in multi-family buildings (50 percent for duplexes and four-unit buildings) are eligible units or will become eligible dwelling units within 180 days under a Federal, State, or local government program prior to rehabilitating the building or making similar improvements.

CSD follows guidance offered in WPN 22-5 that streamlines the qualification of certain HUD multi-family properties for weatherization work, including streamlining income eligibility determination and ensuring that benefits accrue primarily to the low-income residents.

In addition, CSD will strive to adhere to all Davis-Bacon requirements as outlined in Weatherization Memorandum 095: Davis-Bacon and Related Acts as It Relates to the Weatherization Assistance Program. Thus, if a dwelling contains eight or more units Davis-Bacon will apply.

**Describe the deferral Process**

Deferral takes place upon discovery of circumstances giving rise to the feasibility of a given measure or other issue causing the installation of weatherization measures to be deferred or omitted. This can be a full deferral of all services or partial deferral of one or more measures if a condition exists that presents a hazard or unsafe condition affecting the health and safety of workers or clients/occupants, and the condition is unable to be resolved within the service scope of WAP. If a condition is outside the service scope of WAP, the Weatherization Deferral Form (CSD 542), signed by the client, provides an area for Subgrantees to document the deferral condition and refer the client to other programs, agencies or outside assistance, if the Subgrantee can identify appropriate contractors and/or other entities to assist the client. Only after the issues identified on the deferral form have been corrected to the satisfaction of the Subgrantee shall weatherization work begin. Further detail of deferral conditions is provided in:

- Attachment G: CSD Weatherization Health and Safety Plan
- Attachment R: CSD Technical Reference Manual, Appendix E Health and Safety Requirements, Section 11.3 Deferral and Referral Policy

CSD currently collects data on units that have been provided only assessment and diagnostic services, however, the deferral condition, though captured on the CSD Weatherization Deferral Form, is not uploaded into CSD's current reporting system. Through new system enhancements CSD is planning on data collection expansion, deferral form updates and deferral process review to work towards a deferral tracking process that will allow for improved access to program services.

**V.1.3 Definition of Children**

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

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**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.

The State ensures that low-income members of the American Indian population receive services equivalent to the assistance provided other low-income persons within the State. CSD recommends that a tribal organization not be treated as a local Subgrantee applicant due to the difficulty in establishing a weatherization program. Based on CSD's allocation formula, DOE WAP BIL grant would not provide enough resources to fully implement a full-service program from the ground up. The annual DOE grant funding would be too low to sustain an ongoing localized program.

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

CSD subcontracts with Subgrantees to provide DOE services throughout the state in their designated service area. A service area may be a portion of a county, an individual county, or a group of counties. The projected funding, goals, and other information for each service area are set forth in Subgrantee Information in the Annual File.

It should be noted that all WAP Subgrantees currently receive funding under CSD's Low-Income Home Energy Assistance Program (LIHEAP), which provides an array of energy assistance services including weatherization and emergency repairs to heating and cooling appliances. These services are provided throughout the state in every county and at levels significantly higher than WAP on an annual basis.

**V.3 Priorities**

Weatherization services performed must align with the DOE rules and regulations, CSD Technical Reference Manual (TRM), CSD's Eligibility & Verification Guide and meet the criteria outlined in 10 CRF 440.16. CSD ensures by contract participating Subgrantees develop service priority plans which include:

- No dwelling unit may be weatherized without documentation the dwelling unit is an eligible unit for weatherization services.
- Priority is given to identifying units/dwellings owned or occupied by low-income persons who are particularly vulnerable to include: elderly persons, persons with disabilities, families with children under age 19, and households with high energy burden. Subgrantees indicate how units/dwellings meet these criteria in a detailed narrative on Form CSD 793 – DOE Weatherization Priority Plan Narrative. (Attachment U)
- Subgrantees are required to have written policies in place outlining how DOE weatherization services are provided meeting the criteria of 10 CRF 440.16.

Waiting lists may be maintained by Subgrantees when demand for services exceeds capacity. Each Subgrantee determines how they draw applications from their waiting lists in accordance with service priority requirements. Any applications not meeting CSD's eligibility timelines must be recertified before services can be provided.

CSD's Weatherization Assistance Program does not have specific objectives regarding Justice40. CSD will work to develop policy towards integrating this initiative into program operations. CSD will evaluate and add goals into the program upon further guidance from DOE.

**V.4 Climatic Conditions**

California experiences a wide range of climatic conditions ranging from a Mediterranean-like climate with warm, dry summers and mild, wet winters to temperature extremes in the Central Valley, Mountain and Desert areas. CSD currently uses the U.S. Climate Zone Map provided by the California Energy Commission (CEC) which consists of sixteen climate zones. To be more consistent with the applicability of California Title 24 requirements and to remove the subjectivity related to using weather stations, the CEC climate zones replaced the DOE climate zone map. Priority lists were developed for those site-built dwellings, mobile home and multi-family buildings existing in all climate zones.

The Subgrantees use the data included in the Priority List Policy or Single-Family/Small Multi-Family Energy Audit Protocol to customize the energy audit for

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dwelling to be weatherized. Much of California requires heating and cooling to achieve comfort standards. Refer to Attachment S: California Energy Commission Climate Zones by County and City and Attachment T: California Building Climate Zone Map.

With such diverse housing stock spanning the whole of California's 16 climate zones, CSD currently does not track energy savings differences between Subgrantees. CSD does, however, take note of Subgrantees that demonstrate improved effectiveness in the installation of weatherization measures and measure cost efficiencies. These components effectively allow CSD to continue to hone training and technical assistance (T&TA) activities and priorities.

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

**V.5.1 Technical Guides and Materials**

All weatherization work is performed in accordance with DOE-approved audit procedures and 10 CFR 440 Appendix A. CSD has developed manuals in compliance with WPN 22-4 to guide Subgrantees in the proper delivery of weatherization services. The primary field guidance is the Technical Reference Manual (TRM), which serves as the benchmark for quality workmanship and as a tool for measuring quality performance. The TRM incorporates the Standard Work Specifications (SWS) for Home Energy Upgrades pertaining to material and installation specifications, provides guidance on key work procedures, and outlines the field policies for the Subgrantees. The TRM is available electronically for Subgrantees and their contractors on CSD's Local Agency Portal. CSD regularly updates the TRM to reflect recent DOE guidance and releases to Subgrantees prior to contract

CSD issues energy focused Program Notices (CPN-E) to introduce new policies related to subjects such as asbestos removal, callbacks, and audit protocols. Energy focused CSD Program Advisories (CPA-E) are issued to provide clarity on the TRM and other policies, as needed. In addition, CSD has a technical assistance hotline manned by CSD technical staff.

CSD contracts contain language requiring Subgrantees to adhere to the latest version of the TRM, Energy Program Notices, Office of Management and Budget (OMB), and other federal and state guidelines and regulations. When subcontracting, Subgrantees are required to include all program requirements in their subcontractor contracts.

A signature on the contract is confirmation by the Subgrantees and their subcontractors that they understand the work expectations and standards required when utilizing WAP funds. Full detail of these requirements can be obtained by referring to Attachment I: WPN 22-4 Quality Work Plan.

All technical guides and materials are located on CSD's secure Local Agency Portal (LAP) website. The LAP is only accessible to Subgrantees and CSD staff via a login.

Field guide types approval dates

Single-Family:
Manufactured Housing:
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)
Approved 10/8/20 - REM/Design and Priority List
Approval Date:

Audit Procedure: Manufactured Housing
Audit Name: Other (specify)
Approved 10/8/20 - REM/Design and Priority List
Approval Date:

Audit Procedure: Multi-Family
Audit Name: Other (specify)

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Approved 10/8/20 - REM/Design and Priority List for MFD of 25 or less units, 3 stories or fewer, individually metered, independently space heated/cooled and water heated; TREAT for all MFD of more than 25 units that do not meet smaller MFD criteria
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Approval Date:

Comments

CSD released the Energy Single-Family/Small Multi-Family Energy Audit Protocol, Priority List Policy and Multi-Family Energy Audit Protocol offering further detail about specific measures and their installation hierarchy. DOE approved CSD's protocols on October 8, 2020. The protocols will remain in effect until April 20, 2026, upon which CSD will submit updated protocols to DOE for approval.

The CSD Priority Lists, which incorporate utility rates for natural gas and electricity, are updated on an annual basis. CSD utilizes REM/Design auditing software for single-family dwellings, mobile homes, and multifamily buildings with 24 or fewer dwelling units, where each unit is independently heated and cooled, and has its own domestic hot water heater. The Targeted Retrofit Energy Analysis Tool (TREAT) will continue to be used for all multifamily buildings; however, REM/Design may be used for those multifamily buildings of 25 or fewer units when there are common heating appliances. All larger multifamily projects with common heating appliances will be submitted to DOE for approval prior to commencement of work. Large multifamily buildings where the TREAT energy audit is applicable are 100 percent energy audit driven. Audit protocols coincide with the release of the updated TRM.

For detailed procedures on Energy Audit Requirements for Ancillary Items, Duct Sealing, Heating, Cooling, and Water Heating, Infiltration Reduction, Insulation, Incidental Repairs, and Windows and Doors, consult the TRM and specifically Attachment R: Technical Reference Manual, Appendix D, Energy Audit/Priority List Protocol.

**V.5.3 Final Inspection**

Subgrantees are required to review and inspect all dwellings weatherized. A statement on the CSD Post Weatherization Inspection Report certifies that all required measures were installed in accordance with contract and program requirements and shall be signed and dated by the Certified Quality Control Inspector including the QCI's Certification Number.

Subgrantees are required to have 100 percent of their completed units inspected by a Certified Quality Control Inspector who has not performed any of the weatherization work on the inspected unit and has met CSD training and DOE certification requirements. CSD will conduct a minimum of 5-10 percent third-party quality assurance inspections for all Subgrantees.

It may not be feasible to have a separation of duties between a weatherization installer and inspector. Exemptions are granted on a case-by-case basis when the Subgrantee is a small rural agency with a very small number of staff or has temporary staffing shortages due to medical leave, turnover of critical staff, or difficulties in finding qualified personnel. When these exemptions occur, inspections will be increased to at least 10 percent. Additionally, when the Subgrantee has opted to use the QCI mentorship option or has experienced a break from services in the formula grant, a higher percentage of inspections will also be applied.

If there is not a Certified Quality Control Inspector on staff, the Subgrantee is required to contract with a neighboring Subgrantee or another qualified technical consultant to perform the required inspections. All diagnostic tests are required to be re-performed to ensure that the tests are being properly conducted.

CSD third-party inspections of assessments, energy audits, diagnostics, post inspections, and installed weatherization measures are performed by a contracted third party and CSD QC inspectors. These inspections are comprised of a sampling of weatherized homes. All diagnostic tests will be re-performed to confirm test results. Statewide standards for the installation of weatherization measures and inspections of homes weatherized by Subgrantees will help assure that weatherization measures are being installed properly.

If it is determined during the CSD third-party inspections that work performed by the Subgrantee including QCI inspections is not in accordance with program policy and work quality requirements, then corrective action and special conditions may be applied to address identified work deficiencies. Special conditions may include: obtaining training and/or technical assistance; the imposition of special or additional reporting requirements; special or conditional cost reimbursement requirements and procedures; the provision of documentation by Subgrantee; and/or the requirement to amend or modify systems, procedures, and/or policies.

**V.6 Weatherization Analysis of Effectiveness**



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**Has the Grantee/Subgrantee effectively integrated diversity, equity, and inclusion objectives into the Program? If so, how? (e.g., fostering a welcoming and inclusive environment, support people from underrepresented groups in weatherization, advance equity, and encourage the inclusion of individuals from these groups as part of the workforce).**

California's network of WAP Subgrantees is made up of nonprofit community-based organizations and public agencies that primarily target services to low-income Californians that have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. All WAP Subgrantees have a longstanding presence in their respective communities and administer LIHEAP services and, in many cases, CSBG services to low-income households and communities. Because BIL DOE WAP Subgrantees offer more than BIL DOE WAP services, Subgrantees embrace and utilize integrated and inclusionary practices to provide the most comprehensive forms of energy and non-energy assistance and service to low-income families and individuals that they serve to deliver the greatest service impact to clients. LIHEAP also encourages utility assistance recipients be prioritized to receive weatherization services to provide the greatest impact on reducing home energy burden. BIL DOE WAP Subgrantees often seek to leverage use of Annual DOE WAP funds to comply with this requirement and ensure clients receive services that help reduce the financial burden over both the short- and long-term. CSD does not require reporting from Subgrantees that tracks workforce demographics.

For CSD staff, the California Department of Human Resources strives to make employment with the State of California a diverse and equitable working environment that is free from discrimination and retaliation.

**How is the effectiveness of Subgrantee weatherization assessed?**

In evaluating the effectiveness of Subgrantees, the following criteria is evaluated:

- The number and type of program compliance findings
- The number and types of measures applied to completed units
- The number and types of inspection findings
- Final contract expenditure and completed units
- Compliance with contract expenditure and completed unit goals and other key performance requirements
- Subgrantee staff turnover

CSD's Field Representatives, perform programmatic evaluations. As part of the programmatic evaluations process and monitoring scope, Subgrantees are required to submit various internal policies and procedures, but not limited to, effective internal controls, subcontractor oversight (when applicable) and others pertaining to areas of contractual compliance. The department currently collects individual dwelling data electronically from each Subgrantee in a central database repository maintained at CSD. Information contained in the database repository is used to evaluate the following:

- Cost allowances
- Reasonableness of costs
- Tracking of homes weatherized
- Program compliance

Development of automatic comprehensive analysis and reporting of the data and enhanced reporting is continuing. All changes with respect to CSD's monitoring and inspection protocols, field and programmatic policies and weatherization contracts, are discussed and reviewed with a representative group of Subgrantees before enactment. To help ensure these changes are effectively communicated and implemented, training may be required depending upon the nature of the change(s).

**How are training needs being assessed and how are the comparisons used in the development of T&TA activities and priorities?**

Training needs are assessed through programmatic monitoring and field inspection visits. Thus, when training needs are identified, one or more of the following actions are taken:

- The issue is discussed with Subgrantees as part of their exit interviews and/or communicated via formal monitoring and inspection reports.
- As needed, a training referral may be issued and training (field-related or programmatic training, or mentoring) will be coordinated accordingly.

More severe training-related problems can result in multiple visits by CSD's field and QA staff to assess improvement, the need for additional training, or conduct comprehensive investigations.

Comparisons between Subgrantees are used in the development of T&TA activities and priorities in the following ways:

- To foster discussion with field staff and, if necessary, executive management concerning barriers whether programmatic or operational.
- To discuss solution options including but not limited to, mentoring and training.
- Assist the identification of best practices supporting strong and effective program administration and service delivery.

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Additionally, any deficiencies identified through on-site programmatic and inspection visits could result in training referrals. If issues are widespread, webinars and/or online trainings are developed and delivered on a statewide basis.

CSD's new Training Portal, was onboarded in January 2023. It will greatly assist with training needs assessments, Subgrantee training and certification tracking, training registration, access to online training and videos, and a variety of other training related applications.

To fulfill the ramp-up needs of the BIL CSD is doing the following:

- CSD has held sessions with Subgrantees for them to provide input on BIL program design and implementation considerations. Progress reports on BIL implementation was disseminated.
- These meetings started weekly in April 2022 and shifted to monthly starting in June 2022. Meetings will continue to be held on either a monthly or bi-monthly basis during ramp-up and throughout the contract term as needed.
- Each Subgrantee will provide a ramp-up plan including a T&TA needs plan that CSD will review and approve.

**How is the Grantee incorporating monitoring feedback?**

Monitoring feedback is incorporated in the following ways (as applicable):

- Programmatic changes.
- Development and future updates of the department's new field standards (TRM)
- Supplemental trainings, as needed.
- Development of resource material that is archived electronically on the Local Agency Portal website.

**What is the Grantee doing to be on a path of continuous improvement?**

Every year the field monitoring and quality assurance inspection tools are reviewed and updated as required to improve their effectiveness and to incorporate changes addressing new issues identified throughout the previous year. These tools include:

- Improved data transfer rules have been developed and implemented at the local level to ensure improved data collection.
- Diagnostic forms are provided in two formats: hardcopy and automated (Excel with formulated fields). As another option, the Subgrantees' software vendors have developed electronic versions of CSD's assessment form compatible with their local systems. Subgrantees are encouraged to implement the automated or electronic applications for field use. These forms will help with standardization of data collection and provide added value in the field.
- CSD conducted an electronic forms (eForms) pilot with several Subgrantees. The eForms pilot sought to ascertain how to overcome obstacles in replacing paper forms with virtual forms. The pilot concluded by Summer 2022. Most field forms are available electronically from RHA using the FastField platform. The front-end vendors were also provided schemas for approximately one-third of the developed forms for integration into their platforms.
- Between 2019 and 2020, CSD convened a Weatherization Improvement Project, whose sole purpose was to update the WIS and Field Guide. Subgrantees provided valuable input that CSD incorporated into the new TRM, which went into effect on February 1, 2021.
- Online training was developed in lieu of the planned regional trainings for the new TRM. Virtual Q&A sessions were held, and a FAQ was created as a result of these session and posted to CSD's Local Agencies Portal.
- CSD will alter its methods for allocating T&TA funds to Subgrantees. Under this new approach CSD will incorporate the use of a Planning Template to solicit detailed organization and workforce ramp-up plans and proposed budgets from subgrantees. Using subgrantee ramp-up plan submissions, CSD can make better assessment of subgrantee training needs, provide a better training response to meeting subgrantee training needs, and ensure a better distribution of T&TA funds to support successful completion of subgrantee ramp-up plans.

**How is the Grantee tracking Subgrantee performance reviews?**

Findings by CSD's Field Representatives and QA team are tracked in spreadsheets to ensure that action plans are completed, and inspection findings are rectified and closed. Significant findings can lead to added compliance monitoring, special contract conditions, or a high-risk designation where more stringent special conditions can be applied and where additional on-site visits and/or desk reviews will occur.

**If a Subgrantee has failed final inspections, how are things improving?**

COVID-19 continued to have a significant impact on production in 2021 which limited the number of completed units available for inspection by CSD's third-party QA inspector. Inspections performed on completed units did not reveal and significant findings or workmanship issues. While noting final inspections confirm satisfactory workmanship by Subgrantees, CSD will continue to track findings associated with assessments, measure installation, and overall workmanship.

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**If a Subgrantee has management findings or concerns cited as a result of Grantee monitoring or audit proceedings, how are things improving?**

In the past, CSD has placed Subgrantees on high-risk status, and when necessary, removed the Subgrantee temporarily or permanently from the program. CSD monitoring tools have continuously improved, and as a result, CSD is better able to identify and address issues sooner. Significant improvements can be made to enable a return to normal status in some cases. These improvements are due in part to several site visits, consultations, and field training.

**What are the management mechanisms being put in place this year to affect improvement?**

As part of CSD's reimbursement process, Subgrantees continue to upload data into a centralized weatherization repository system monthly. The weatherization project file uploads are subjected to additional validations which improve the overall quality of electronically reported project records from Subgrantees to CSD. CSD continues to design specific reports to identify compliance issues and provide statistical feedback for administrative purposes. In 2023, CSD launched its new CSD Training Portal, which will assist in identifying training non-compliance.

Due to the COVID-19 pandemic CSD's field representatives incorporated virtual monitoring to maintain proper and effective oversight of Subgrantees to great success. CSD plans to maintain virtual desktop monitoring to complement regular on-site visits.

CSD is also working closely with subgrantees to help them develop a better understanding of average investment per unit contract provisions and Average Cost Per Unit (ACPU) grant requirements. Efforts in this area will include:

- CSD will provide increased training and communication to subgrantees to help them better understand average investment per unit contract requirements and grant ACPU.
- CSD will require that subgrantees monitor their contract expenditure investments in completed units on a monthly basis.
- CSD will provide regular updates to subgrantees to confirm that their average investment unit investment is consistent with the contractual target .
- Increased monitoring of subgrantees by CSD to ensure adherence to contract average unit investment target.

**Are there technical and financial systems that have been reviewed?**

CSD provides data transfer rules to the two software vendors who offer reporting software at the Subgrantee network's local level. From a review perspective, the systems must incorporate these rules to validate uploaded data successfully. CSD continues to expand and enhance data transfer rules to validate additional programmatic requirements.

**What has the Grantee done in the area of market analysis to ensure particular measures are being costed accurately?**

During field monitoring, Subgrantees are asked to provide backup documentation to support specific line items from their summary expenditure reports. Bid documents and subcontracts are also reviewed particularly when costs do not appear to be reasonable. When necessary, an auditor will make an on-site visit to investigate any costs that are deemed inappropriate or inaccurate. Any discrepancies that cannot be explained become a finding and a possible disallowance.

The COVID-19 pandemic severely impacted the supply and cost of weatherization materials. Supply chain disruptions not only caused higher prices and shortages of material goods and appliances used by Subgrantees to deliver DOE WAP services but impacted the ability of Subgrantees to complete the delivery of weatherization services to eligible clients. To mitigate service impacts on clients, CSD works closely with Subgrantees on a case-by-case basis to ensure eligible low-income clients received comprehensive weatherization services.

This evaluation of cost data will be ongoing throughout the BIL DOE WAP grant period to ensure timely necessary adjustments.

**V.7 Health and Safety**

Subgrantees will be authorized to mitigate health and safety hazards within the scope of the weatherization program pursuant to the CSD Health & Safety Plan, CSD Policies and Procedures, and CSD TRM. Subgrantees shall correct all safety hazards resulting from weatherization measure installation and relating to heating/cooling sources such as combustion appliances (carbon monoxide, back-drafting, etc.) and indoor air quality (adding mechanical ventilation and installing carbon monoxide alarms). A combustion appliance safety check shall be performed on all dwelling units that contain gas appliances. Clients are informed in writing on the CSD 542 Weatherization Deferral Form of any health and safety issues that are found in the dwelling that cannot be remediated within the parameters of the weatherization program and are referred to other available resources. Other full deferral conditions related to health and safety include a client with a health condition that can be exacerbated by weatherization activities, sewage or sanitation problems, severe moisture issues, and extensive lead-based paint deterioration. The full deferral policy can be found in the TRM and Attachment R: Technical Reference Manual, Appendix E Health and Safety Requirements, Section 11.3 Deferral and Referral Policy.

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In a situation where circumstances dictate that some decisions must be made separately, the facts of the particular situation are used to make those decisions on a case-by-case basis within allowable program guidelines. As required by contract, Subgrantees are to refer clients to the local Housing and Community Development Department, U.S. Farmers Home Administration Housing Loan Program or other similar organizations or programs when the dwelling unit is ineligible because of the need for extensive repair.

Subgrantees are required to establish a written appeal process to enable clients who are denied any services the right to appeal the decision or performance of the Subgrantee. Subgrantees are required to make a good faith effort to resolve each appeal. If the appeal is denied, the client may request a Fair Hearing with CSD.

The average expenditure for health and safety hazard mitigation for the BIL will be 23.1 percent of program operations. California's older housing stock requires a larger investment of health and safety measures to resolve carbon monoxide hazards and other health and safety concerns as required by California's state and local building codes. Over the last several years, CSD has deferred more of the health and safety services to its LIHEAP emergency heating and cooling program. Anticipating that health and safety services remain constant, CSD expects that the BIL DOE WAP grant will assume its share of health and safety costs consistent with expenditures levels. Additionally, although several Subgrantees leverage their Annual DOE WAP program with utility weatherization programs, the narrowly defined standards of these programs limit the replacement of combustion appliances to owner-occupied units only. Another contributing factor is the temperate climate zones in some parts of the state where the investment in standard weatherization measures is proportionately lower; however, health and safety services remain constant. These factors remain consistent with the BIL DOE WAP grant. If after the first year or two of the BIL DOE WAP grant period CSD notices a change in percent, it will promptly notify DOE to explore options for revising.

Health and safety costs will be tracked on a separate line item in the budget and the expenditure reports and will not be included in the average cost per dwelling. The rate calculations are included in the CSD Weatherization Health and Safety Plan (Attachment G).

Details related to lead safe weatherization and ASHRAE requirements are also found in Attachment G: CSD Weatherization Health and Safety Plan.

## **V.8 Program Management**

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

CSD is one of several departments under the umbrella of the California Health and Human Services Agency (CalHHS). CSD has been serving low-income communities for over 50 years. CSD has traditionally partnered with a network of non-profit and local government organizations, dedicated to reducing poverty by helping low-income individuals and families achieve and maintain self-sufficiency, meet their home energy needs, and reduce their utility costs through energy efficiency upgrades and access to clean renewable energy.

CSD administers the following federal programs intended to reduce poverty and improve the lives of low-income Californians:

- U.S. Department of Energy Weatherization Assistance Program (DOE)
- U.S. Department of Health & Human Services Low Income Household Water Assistance Program (LIHWAP)
- U.S. Department of Health & Human Services Low Income Home Energy Assistance Program (LIHEAP)
- U.S. Department of Health & Human Services Community Services Block Grant

CSD also administers several state-level programs that reduce poverty and improve the lives of low-income Californians. For example, the 2022 California Arrearage Payment Program (CAPP) offering financial assistance to California residential energy utility customers to help reduce past due energy bill balances that increased during the COVID-19 pandemic; and the California Low-Income Weatherization Program (LIWP) providing low-income households with integrated solar photovoltaic (PV) systems and energy efficiency upgrades reduce greenhouse gas emissions and lower household energy costs.

All weatherization programs administered by CSD are managed by a team that consists of Program Analysts, Field Representatives, internal QCI staff, Fiscal and Contracts Units, and through the assistance of services provided by third-party consultants for dwelling inspections and training and technical assistance.

CSD subcontracts with a network of Subgrantees that provide DOE and LIHEAP weatherization services. The network is comprised of community action agencies or public or nonprofit entities that have over 45 years of experience in providing public assistance programs to the low-income households in their respective service territories.

For the BIL DOE WAP grant cycle, local Subgrantees interested in administering the BIL DOE WAP grant funds completed an interest form. The form confirmed the Subgrantee's interest to administer BIL DOE WAP grant funds and required notifying CSD of such items as:

- Workforce Ramp-Up needs and plans
- Production Timeline Estimations

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- Meeting Buy American Provisions
- Meeting BIL performance benchmarks
- Types of Housing Served
- Single vs. Multi-Family estimates
- Fuel Switching interest and plan
- Leveraging Funds and Innovative Approaches
- T&TA Needs of Subgrantee
  - Current Staff
  - Hiring Needs
  - Plan for hiring/training during ramp-up period

The interest form process promotes understanding of policy updates associated with the upcoming grant policies that are in transition in regard to the BIL DOE WAP. This process enabled Subgrantees to make an informed decision on whether to submit an interest form and encouraged greater engagement in the development and review of the BIL DOE WAP State Plan.

CSD will administer the BIL DOE WAP program through its Subgrantee network. When CSD determines that an organization is not administering the program satisfactorily, it may take the following action:

- Correction of the problem(s) with training, technical assistance, and/or imposition of special contract conditions; or
- If Subgrantee does not fully expend its allocation by the end of the contract term, the Subgrantee's future allocations may be reduced, including capped budget items; or
- Re-assignment of the service area to an existing Subgrantee; or
- Solicitation or selection of a new or additional Subgrantee in accordance with 10 CFR Section 440.15 provisions.

### V.8.2 Administrative Expenditure Limits

CSD will retain one-half (7.5 percent) of the allowable fifteen percent (15 percent) administrative funds; Subgrantees will receive the remaining funds (7.5 percent), per DOE guidelines. Due to limited funding, Subgrantees allocated \$350,000 or less will not be provided the opportunity to apply to CSD for approval to use up to an additional five percent (5 percent) of their funding for administration.

### V.8.3 Monitoring Activities

#### Monitoring Approach

CSD conducts on-site inspections and desk reviews to ensure Subgrantees meet the performance goals, administrative standards, financial management requirement, and other requirements of the Annual DOE WAP program and CSD contracts and weatherization standards. These inspections and desk reviews will continue with BIL DOE WAP, if on an increased basis. In addition to the onsite visits by QA personnel (detailed below under the QA section), Field Representatives will conduct annual program and fiscal monitoring to determine the program and operational effectiveness of Subgrantees through desk reviews and onsite visits. Subgrantees determined to be at a higher risk will receive onsite program monitoring in addition to the onsite monitoring by QA. An annual comprehensive desk review will be conducted on all Subgrantees, and the scope will be the equivalent of an onsite visit. To facilitate this process, Subgrantees will be instructed to submit necessary documents and client files for review purposes. Findings based upon unauthorized measure installation, billing discrepancies, client and dwelling ineligibility may result in disallowed costs.

CSD has 15 full-time permanent staff positions within three Energy Division units who perform monitoring functions in various capacities: Energy Technical, Field Operations and DOE WAP. There are also three (3) staff with third-party independence who perform unit inspections. All staff who perform unit inspections are QCI certified as required by Annual DOE WAP and thus the BIL DOE WAP as well. Twenty-three percent (23%) of the Grantee T&TA allocation (or seven percent of the total T&TA allocation) is dedicated to field monitoring and inspection purposes including travel. These activities are leveraged with LIHEAP.

During the first year of the BIL DOE WAP, CSD will regularly evaluate the most effective approach to both programmatic and fiscal monitoring. This evaluation may result in an increase to CSD staffing levels, utilizing consultant contracts to assist with managing specific program elements, or contracting out the monitoring. Should significant changes be needed to CSD's programmatic and fiscal monitoring approach, the department will update its BIL DOE WAP State Plan and BIL Working Planning Workbook and notify DOE accordingly. Updates may include detailed monitoring schedules, frequency of desk reviews and

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on-site Subgrantee visits and other specific changes to CSD's monitoring approach.

CSD's monitoring program consists of the following strategies:

Programmatic and Management Monitoring:

- Subgrantee Review:
  - Monitoring tools are reviewed and updated annually. The tools address but are not limited to administrative review, conflict of interest, inventory management, record retention, complaint management and procurement; fiscal review (billing process, line-item reconciliation, expenditure status and benchmarks); and programmatic review (prior monitoring issues, eligibility, client file review, diagnostic testing, reweatherization, SHPO).
  - Field representatives conduct annual comprehensive desk reviews equivalent to an onsite visit. These reviews include but are not limited to an evaluation of the Subgrantee's expenditure performance, financial evaluation, adherence to budget restrictions, client file reviews, and operational deficiencies.
  - For Subgrantees, third-party quality assurance inspections will be limited to five percent of total completed projects; and client file reviews limited to five percent of client files or five client files (whichever is greater) associated with assisted households over the course of the BIL DOE WAP contract term. After the review to occur during the ramp-up period CSD may increase client file reviews on a case-by-case basis.
  - Noted concerns are brought to the attention of the Executive Director and/or Board Chair for resolution that may result in an onsite visit or increased reporting, such as additional comprehensive evaluations. Subgrantees determined to be at a higher risk will receive onsite visit.
  - CSD Quality Assurance Inspectors conduct inspections on a minimum of five percent and up to 10 percent of completed units. The inspection percentages may be increased when warranted.
  - All contracts, program notices, policies, audit protocols and installation standards are available electronically through the CSD provider website. Installation standards can be downloaded for easy access in the field.
  - There is a separate web-based system that tracks and facilitates approval of work to be performed on homes who meet the SHPO criteria.

Financial/Administrative:

- Accounting systems and weatherization reporting software are noted in the Subgrantee working files. A consolidated list is maintained of the software used for reporting weatherization activities and expenditures.
- Program notices have been issued for procurement, capped budgetary line items, program income and contract Implementation options (in-house crews vs. subcontractors) as guidelines for Subgrantees to meet OMB and contract requirements.
- Monthly and quarterly reviews are conducted to track expending of capped line items and other program requirements including inspections. CSD reviews for disproportionate spending to other activities or the proper number of inspections has not been completed annually during close-out procedures as part of a final inspection process. Subgrantees are required to submit proof of liability insurance before contract execution.

Eligibility:

- CSD issues an annual eligibility guide that outlines eligibility criteria, income verification, energy cost verification and appeal processes. An intake form (automated and/or hard copy) is completed by Subgrantees that includes all the necessary requirements to qualify clients.
- Client data maintained in CSD's repository includes client demographics, household income and energy costs for federal reporting and monitoring purposes.
- Costs are disallowed for any work performed for ineligible clients.

Rental:

- By contract, rental service agreements signed by occupants and property owners include language protecting occupants from rent increases because of the weatherization services provided.
- For large multi-unit projects, CSD staff evaluates whether any undue enhancement might occur in the value of the dwelling units and confirms that the benefits of weatherization accrue primarily to the residents.
- CSD Inspectors give special attention to inappropriate or unnecessary enhancements for any rental files and/or dwellings inspected. If there are reports of improprieties, the inspectors would do the follow-up investigation and address remedial action with the Subgrantee as deemed appropriate.

Energy Audits:

- CSD has established audit protocols for single family and multi-family dwellings.
- For new auditors (Tier 1), all electronic audit files and supporting pictures are required to be submitted to CSD for review and approval before work commences. Experienced auditors (Tier 2) are required to submit all audits for CSD review; however, work can commence before the auditor receives an approval. Audits are rejected when anomalies are found and Subgrantees are asked to correct and resubmit. Any serious misuse of audits can lead to disallowances and high-risk designation
- Although photos are not required from Tier 2 auditors, CSD reserves the right to request photos at any time.

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- For large multi-family building projects where the TREAT audit software is used, CSD and CSD's technical consultant review the projects before forwarding to DOE for approval.
- As part of the annual application process, CSD informs Subgrantees of mandatory energy audit protocols required by DOE. Auditors are required to take bridge and/or refresher REM Design training(s).

Field Work:

- CSD contracts contain an extensive list of required documentation to be maintained in each client file.
- CSD contracts require that completed units can only be billed after they have been inspected. CSD staff review monthly activity reports to confirm that inspections have been performed. Per CSD's data transfer rules, Subgrantees must report if any measure is to be billed to DOE. Entering Subprogram Code "DOE" code triggers a business rule that ensures inspections are billed.
- Inspections are required to be performed by a Certified Quality Control Inspector and are confirmed through client file review. Quality Control Inspector certificates are required to be on file at CSD.
- All Subgrantees are required to use a standardized inspection form that includes the inspector's name and signature, BPI QCI certification number, inspection date and time, and client's signature.
- Subgrantees are required to correct any deficient work identified by their internal inspectors before the work is submitted for reimbursement. Because of CSD inspections, Subgrantees with incomplete work and workmanship issues are asked to rectify the problem before disallowances are levied. Subgrantees will be asked to reverse or repay costs that are determined to be unallowable. If questioned costs are significant, an investigation may be performed, and inspection percentages may increase.
- When necessary, communication between the Subgrantee and client may be overseen or initiated by CSD staff to help resolve the complaint. If not resolved, the client is made aware of the appeal and fair hearing processes.
- Policy changes are derived from input from the Subgrantee network, CSD staff, CSD's technical consultant and Federal partners.

Health & Safety:

- CSD's Health & Safety Plan is incorporated into the contract by reference and training is readily available to Subgrantees through CSD's Local Agency Portal.
- Subgrantees are required to maintain, and have available for review, all training records, and certifications. CSD technical staff maintains a list of certified firms, renovators, OSHA, contractors licensing, and completion of required training. Copies of certificates are required to be submitted to CSD.
- Field monitoring guidelines include the quarterly verification of the Injury and Illness Prevention Plans (IIPP), Respirator Programs and Safety Data Sheets (SDS) binders.

Equipment/Inventory/Materials:

- Subgrantees are required to have inventory policy and procedures that include processes to ensure adequate safeguards to prevent loss, damage and theft, and proper accounting. Records are to be maintained of all equipment purchased with Federal grant funds and utilization and continued need for the equipment.
- Subgrantees are required to have a written procurement policy in place that follows OMB requirements, demonstrates a competitive bid process is conducted when applicable, and that purchases over \$5,000 receive CSD and DOE approval prior to purchase.
- Subgrantees are required to have a written conflict of interest policy in place to prevent and deter any occurrence of organizational conflicts of interest or noncompetitive practices that may restrict or eliminate fair competitive advantage or otherwise restrain trade.
- Subgrantees are required to follow the vehicle and equipment disposition policies set forth in WPN 17-6: Property Acquired Under the Weatherization Assistance Program Including Vehicle and Equipment Purchases.

Quality Assurance:

- During annual monitoring, Field Representatives conduct client file reviews for inclusion of all required documentation including eligibility, completeness of forms, and adherence to other contract requirements.
- At a minimum, twice per year quality assurance of Subgrantees' field work is conducted by third-party inspectors, all of whom are QCI certified. Consolidated pass/fail inspection rates are maintained by CSD staff. Programmatic findings and resolution to findings are maintained for tracking purposes as well as identification of trends. CSD conducts on-site monitoring of the third-party inspectors. CSD QAI reviews all third-party QCI inspection reports each month for compliance and to monitor third-party QCI inspection performance, including review and approval of invoices from third-party QCI.
- CSD has developed a Quality Work Plan in accordance with WPN 22-4 Quality Work Plan Requirement. Refer to Attachment I: WPN 22-4 Quality Work Plan Requirements.

Training & Technical Assistance:

- Through monitoring and inspection processes, the need for training may be identified. When the need arises, a referral is made to the technical support

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unit to arrange for training through the CSD-approved training centers, CSD's technical consultant or CSD internal technical staff. Additionally, Subgrantees can initiate training themselves by submitting a request to the technical support unit.

- CSD's contract has specific training requirements that must be met within certain time frames for Subgrantee staff to continue working within the program. Training records for the required online, classroom and field training are maintained by the Subgrantee and CSD. CSD's new Training Portal (CTP) was onboarded in January 2023.

Feedback and Reporting:

- CSD holds quarterly meetings with the Subgrantee network. A subcommittee comprised of a representative group of Subgrantees generally meets once a month to discuss policy development for all CSD-administered energy programs.
- Subgrantees are required to submit monthly activities and expenditure reports. CSD Staff review the reports and contact Subgrantees about any anomalies found.
- All findings through monitoring and technical investigations culminate in reports provided to the Subgrantees and their respective Board of Directors. Inspection reports are provided to Subgrantees at the exit interview.
- As part of the BIL DOE WAP program CSD will continue to hold regular meetings with Subgrantees. These meetings started weekly in April 2022 and shift to monthly starting in June 2022. Meetings will continue to be held on either a monthly or bi-monthly basis during ramp-up and throughout the contract term as needed.

Required Follow-Up Procedures:

- Both Field Representatives and Quality Assurance Inspection teams issue reports following their visits/reviews. Field Representatives submit reports within 30 days of their monitoring. Third-party inspectors issue inspection reports at the completion of inspection visits. All findings are tracked and followed through resolution. Depending upon the severity of the finding, a return visit or review to verify resolution may be necessary and/or the frequency of inspections may increase.

**Subgrantee Monitoring**

Program Overview (Client File Review, Work Orders, etc.):

- Field Representatives confirm that Subgrantees have the necessary information and forms to administer the weatherization program effectively and meet program requirements.
- Through client file reviews, Field Representatives confirm all documentation is present as required by contract, including but not limited to: eligibility, SHPO reviews, priority list and energy audits, prioritization of services, completed work is documented and justified, and reweatherized dwellings handled appropriately.
- CSD Inspectors review the more technical aspects of the client file including combustion appliance safety testing, blower door, and duct leakage diagnostics. Assessments, energy audits, work orders, work justification, permits, Home Energy Rating System (HERS) ratings, file notes, and Subgrantee inspections are also reviewed.

Financial/Administration:

- The fiscal and performance review conducted by Field Representatives ensures that the Subgrantee is on track with their expenditures, and performance and benchmarks. This review includes validating claims submitted for reimbursement, line-item reconciliation, verification of the Subgrantee's billing process, and verification of internal controls, and verification of procurement procedures.

Inventory:

- Field Representatives ensure that Subgrantees have written inventory policy and procedures in place, review Subgrantees' tracking procedures, and review vehicle tracking logs.
- A third-party inspector reviews equipment and calibration tracking logs.

Energy Audits:

- Technical Support Unit and CSD's third-party technical consultant are responsible for evaluating the integrity of the energy audits for all dwelling types.
- Field Representatives and CSD Quality Assurance Inspectors review files for inclusion of the Priority List Checklist and energy audit reports. CSD Quality Assurance Inspectors verify the application of the priority list and energy audit.
- As part of its ramp-up period CSD will conduct an internal review of its Energy Audit capacity. The goal of this review is to ensure that CSD can meet the increased influx of Energy Audits during years two and onwards of the BIL DOE WAP grant.



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Qualifications & Training:

- Field Representatives and Technical Support staff follow up with Subgrantees when required training has not been taken, training discrepancies are found or Subgrantee staff is found to be working in areas they are not qualified to perform.
- The Technical Support Unit will verify any training referred by Field Representatives and CSD Quality Assurance Inspectors was completed.

Weatherization of Units:

- When CSD Quality Assurance Inspectors find work that needs to be addressed, an evaluation will take place to determine and document why it was not identified through the Subgrantee's own inspection process and if any trends are present. Subgrantee Inspectors, crews, and field supervisors may be referred for additional training or have disallowances levied.

Health & Safety:

- The implementation and continual application of health & safety guidelines are monitored through the quality assurance inspection and field monitoring processes, which includes client file reviews and client and Subgrantee staff interviews. Deficiencies are reported and must be addressed.
- Field Representatives and CSD Quality Assurance Inspectors review client files for the resolution of identified health and safety issues, required client education, and RRP documentation. A finding is issued and Subgrantees are required to resolve any issue left unresolved.
- CSD inspections currently include questions related to the application of lead-safe practices, the applied use of LSW during weatherization services and renovator records.

Final Inspections:

- CSD third-party inspectors and/or CSD Quality Assurance Inspectors will conduct inspections to monitor feasibility of weatherization measures, quality of workmanship, material standards, review of client files, proper application of the DOE Priority List, energy audit protocols and installation standards. Inspections are conducted at a rate of a minimum of five percent of all completed units for each Subgrantee, CSD Inspectors use a standardized form to record measures installed and billed, feasibility, and workmanship. This process ensures dwelling units reported to DOE have had all weatherization measures installed and a QCI has been completed.
- Any identified inspection findings and trends are discussed with the Subgrantee, and training may be recommended.

Required Follow-Up Procedures:

- Both Field Representatives and the Quality Assurance Inspection team issue reports following their visits. All findings are tracked and followed through resolution.

Corrective Action Plan:

Once CSD Monitoring Reports are finalized, Subgrantees have 30 calendar days to provide CSD with a Corrective Action Plan (CAP) for all Findings identified in the report. The following items must be included within their CAP:

- Detail the action(s) that will be taken to resolve the finding(s);
- Describe the internal control mechanism that will prevent and detect the issue(s) of noncompliance from future occurrence; and
- The implementation date of the CAP, which is to be no later than 90 calendar days from the date of the finalized report.

The CAP is reviewed to ensure Subgrantees have addressed all aspects and once confirmed, the monitoring report is closed. Follow-up is then conducted during the next monitoring cycle to determine if they are indeed following their CAP and if the issue can be considered fully resolved.

**Financial Monitoring**

Financial Management/Accounting Systems and Operations:

- Field Representatives review accounting operations by tracing a sampling of expenditures from source documentation through payment including bank statements.
- Enhanced monitoring and investigative audit visits will be conducted, as needed, to evaluate Subgrantees' accounting systems and fiscal integrity.
- Special investigations may be conducted by the CSD Technical Support Unit if deemed necessary.
- Field Representatives determine if internal controls are present with written policies in place. Audit staff will also review separation of duties and internal controls as part of their fiscal audit.

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Audits:

- Auditors perform annual reviews of Subgrantees' OMB Super-Circular audits for compliance with OMB requirements, follow up on findings identified in the Single Audit, and issue transmittal letters to Subgrantees that include findings.
- Investigative audits will be conducted, as needed, to evaluate Subgrantees' accounting systems and fiscal integrity.

Payroll/Personnel:

- Annual monitoring by Field Representatives may include reviews of payroll records, timesheets, and organizational charts. During onsite visits, Subgrantee staff is interviewed to determine job responsibilities, work performed under CSD programs and any reporting irregularities.
- Testing of payroll records may be reviewed by Auditors dependent upon their audit work scope.

Vehicles and Equipment:

- Field Representatives determine if vehicles and equipment are properly tracked and maintained, are currently being utilized, costs are shared between programs (if applicable), and disposition.
- Testing of vehicle records may be reviewed by Auditors dependent upon their audit work scope.

Procurement:

- Field Representatives review Subgrantees' written procurement policies and procedures to verify that the policies have been followed, a competitive bid process is in place, items are cost allocated appropriately between different programs (if applicable), and that OMB requirements are being met.
- Testing of procurement processes may be reviewed by auditors dependent upon their audit work scope.

Invoicing:

- Field Representatives verify the Subgrantee's billing process from intake through inspection for accuracy, review submittal of budget line items (on-site and desk reviews), test reasonableness and conformity of billed measures and trace costs to the general ledger.
- The Technical Support Unit may conduct special investigations in this area when deemed necessary.
- Testing of invoices may be reviewed by Auditors dependent upon their audit work scope.

Records Retention:

- Subgrantees are required to retain records for a minimum of three years after the close of the audit review and resolution of any findings or disallowances. Data related to the weatherization of dwellings is uploaded and maintained in CSD's central repository. CSD Field Representatives confirm Subgrantees' retention policies are following these requirements.

Required Follow-Up Procedures:

- Both Field Representatives and Quality Assurance Inspection team issue reports following their visits and/or in-house reviews. All findings are tracked and followed through resolution. Depending upon the severity of the finding, a return visit or follow-up review to verify resolution may be necessary.
- CSD's Audit Unit issues an Audit Transmittal Report after a desk review of single audit reports submitted by Subgrantees. Reports are issued as a result of any standard or investigative audit. Disallowances identified through these processes that are not repaid to the department could delay execution of subsequent contracts.

Expanded Monitoring Scope – Automation:

- CSD required all Subgrantees to convert to fully automated data systems at the local level since the current reporting software originally provided by CSD has been abandoned. Subgrantees have the discretion of choosing the electronic solution that best fits their needs and meets the state's reporting requirements.
- CSD currently requires Subgrantees to transfer electronic client file data to CSD in a central depository monthly. It is currently limited to client information, demographics, and measure installation and related costs. The data can be accessed and evaluated for programmatic inconsistencies. For the current program year, Subgrantees will continue to enter summary level data for reimbursement purposes into CSD's web-based reporting system based upon reports generated from their databases.

**Monitoring Reports**

Monitoring reports are provided to the Subgrantee in the following manner:

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- Dwelling inspection reports are provided during exit conferences. If it is determined that training and technical assistance is necessary to resolve any workmanship and/or paperwork issues, the Subgrantee shall be referred to the third-party Technical Consultant or CSD Technical Support staff.
- Subgrantees are briefed on observations and potential findings generated by the monitoring visit and/or in-house review, usually through an exit conference. Within 30 calendar days after each visit and/or in-house review, the State will prepare a draft written report on its findings and/or observations; and send it to the Subgrantee to review. CSD addresses any findings, observations, and/or recommendations a Subgrantee may contest and/or need clarification on. After CSD finalizes the written report, it is provided to the Subgrantee. If corrective action is applicable, Subgrantees must submit a corrective action plan.

**Monitoring Schedule**

The monitoring season for Field Representatives typically runs from March through the end of October. CSD monitors all Subgrantees annually through on-site visits or comprehensive desk reviews. Subgrantees with programmatic concerns or at high-risk may receive a comprehensive desk review and an onsite visit.

CSD will conduct third-party quality assurance inspections on five percent of total completed dwellings; and perform client file reviews five percent of client files or review five client files (whichever is greater) associated with assisted households over the course of the BIL DOE WAP contract term.

If program compliance issues are identified through third-party inspections or client file reviews or where Subgrantee QCI is approving work not consistent with program standards, CSD reserves the right to impose additional QA inspections and client file reviews.

All Subgrantees will be visited at throughout the term of the grant by CSD Quality Assurance Inspectors and will need multiple visits to meet quotas for all energy programs. The same inspection criteria (excluding QCI certification) are applicable to the LIHEAP weatherization program.

During the first year of the BIL DOE WAP, CSD will regularly evaluate the most effective approach to both programmatic and fiscal monitoring. This evaluation may result in an increase to CSD staffing levels, utilizing consultant contracts to assist with managing specific program elements, or contracting out the monitoring. Should significant changes be needed to CSD's programmatic and fiscal monitoring approach, the department will update its state plan accordingly. A monitoring schedule for onsite visits, desk reviews and virtual evaluations is included in Attachment W: BIL DOE WAP Planning Workbook.

**Recordkeeping**

All records maintained by Subgrantees must meet the OMB Super Circular requirements contained in 2 CFR Chapter 1, and Chapter II, Parts 200, 215, 220, 225, and 230, "Uniform Administrative Requirements for Cost Principles, and Audit Requirements for Federal Awards." Subgrantees are required to maintain all records pertaining to this program for a minimum period of three years after submission of the close-out report. Subgrantees must maintain all applicable records until resolution of all related audit and monitoring findings are completed. Addresses and installed measures of all completed units are required to be submitted to CSD. Employee and applicant records are required to be maintained in a confidential manner to assure compliance with the Information Practices Act of 1977, as amended, and the Federal Privacy Act of 1974, as amended.

Regarding re-weatherization policy changes made by DOE in 2021, CSD directed Subgrantees to maintain historical data from dwellings receiving weatherization services from a federal weatherization program within the last 15-years, and to use this information to verify the eligibility of a dwelling for Annual DOE WAP services. Dwellings that received federal weatherization program services are prohibited from receiving additional Annual DOE WAP services. This method of eligibility verification is essential to meet Annual DOE WAP re-weatherization rules and will remain in effect until additional information regarding HUD and USDA weatherization data is provided by DOE. The information holds true for the BIL DOE WAP as well.

**Noncompliance**

If it has been determined that a Subgrantee cannot fulfill their contractual obligations, steps may be implemented to redistribute any remaining allocated funds to other Subgrantees. These funds will be redistributed to the nearest Subgrantee, if feasible, to provide services in the same general geographical area. For designated high-risk Subgrantees, an independent financial audit may be performed.

**Termination Procedures**

CSD may commence suspension or terminations proceedings based on non- performance or material breach of Subgrantee contract. CSD may impose sanctions as provided in 2 CFR 200.338 which may include temporarily withholding cash payments, disallowing payment, suspending, or terminating the federal award, recommending suspension or debarment proceedings, withholding further federal awards, or taking other remedies that may be legally available.

Should it become necessary to terminate any Subgrantee, or select new ones, the regulations governing such actions, i.e., sections Code of Federal Regulations sections 440.15 (c) and (d), will be followed. Should termination of a Subgrantee during the current grant cycle become necessary, CSD will redistribute the allocations and/or unexpended balances to Subgrantees operating efficient programs to ensure that the services continue in the areas served by the Subgrantee being terminated.

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

One of the goals of program monitoring and report and records evaluation is to assess the need for training. CSD QA Inspectors conduct inspections throughout the program year. CSD field representatives will conduct desk reviews and report evaluations on an ongoing basis in accordance with Section V.8.3 Monitoring Activities. Problems that qualify to be resolved through training and technical assistance will be addressed by the Field Representatives and/or other CSD staff, outside consultants, and occasionally by staff brought in from other Subgrantees.

CSD recognizes the increased training and technical assistance that the BIL requires both for CSD and its Subgrantees. This increased training and technical assistance is detailed in CSD’s Training and Technical Assistance Plan. After the first year of ramp-up, CSD will allocate T&TA accordingly.

To meet the long-term demand for a training facility in Southern California, RHA has updated an existing training facility at CAP of San Bernardino County (CAPSBC). Most of the updates are complete apart from the purchase of new technical equipment (e.g., blower doors, duct blasters, etc.). Once final approval has been attained, an MOU between CSD and CAPSBC will be executed.

For a full description of CSD’s training and technical assistance activities, including training activities over the entire BIL DOE WAP period of performance refer to Attachment P: BIL DOE WAP Training and Technical Assistance Plan and Attachment W: BIL DOE WAP Planning Workbook.

Percent of overall trainings

Comprehensive Trainings:	80.0
Specific Trainings:	20.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	45.0
Percent of budget allocated to Crew/Installer trainings:	50.0
Percent of budget allocated to Management/Financial trainings:	5.0

**V.9 Energy Crisis and Disaster Plan**

The purpose of California’s Department of Energy (DOE) disaster planning and relief is to provide emergency services to low-income individuals and families affected by a disaster as determined by a Presidential or Gubernatorial order declaring either a Federal or State Emergency. The Annual DOE WAP has a very limited role in any disaster response. Funds are limited to eligible weatherization activities and the purchase and delivery of weatherization materials. CSD anticipates this will also be the case with the BIL DOE WAP.

To the extent that services are in support of eligible weatherization (or permissible re-weatherization) work for eligible households, such expenditure is allowable. Allowable expenditures include:

- The cost of incidental repairs to an eligible dwelling unit if such repairs are necessary to make the installation of weatherization materials effective.
- The cost of eliminating health and safety hazards, elimination of which is necessary before the installation of weatherization materials.
- The cost to perform functions related to protecting the DOE investment such as: weatherization materials, tools, equipment, weatherization vehicles, or protection of local Subgrantee weatherization files, and records during the initial phase of the disaster response.
- The cost to use weatherization vehicles and/or equipment to help assist in the disaster relief provided DOE is reimbursed per 2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

The use of DOE funds for relief efforts is limited by the following:

- The total allowance for relief efforts is limited to a maximum allowance of \$8,009 per dwelling unit.
- The total allowance for incidental repairs in support of the installation of weatherization materials is limited to the current maximum reimbursement for limited home repairs per Subgrantee contract.
- The total allowance for the installation of each weatherization measure is limited to the current maximum reimbursement per Subgrantee contract.
- The cost to pay for weatherization personnel to perform relief work in the community because of a disaster is not allowable.

Prioritization of weatherization requests within disaster include:

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- Disaster relief services are only available to qualified low-income households directly affected by the declared disaster. DOE requires that priority be given to identifying and providing weatherization services to the elderly, disabled, families with children, high residential energy users, and households with high energy burdens.
- However, it is permissible to consider households located in the disaster area as a priority if the households are eligible and meet one of the priorities above and are free and clear of any insurance claim or other form of compensation resulting from damage incurred from the disaster.
- In the event of a declared Federal or State disaster, weatherization crews may return to a unit reported as a completion to CSD that has been “damaged by fire, flood or act of God to be re-weatherized, without regard to date of weatherization”. Local authorities must deem the dwelling unit(s) salvageable as well as habitable and if the damage to materials is not covered by insurance or other form of compensation.

Prior to initiating disaster relief services, Subgrantees are required to submit a written plan to the CSD for approval outlining the specific services to be provided and the estimated costs necessary to support each type of activity. Activities are required to be reported monthly describing all relief efforts, expenditures, and demographics. Approved plans will be in effect for a maximum of six months but could be extended dependent upon the anticipated recovery period and the type of disaster involved.

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**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
Amador-Tuolumne Community Action Agency (Sonora)	\$938,372.00 73
Campeños Unidos, Inc. (Brawley)	\$3,886,765.00 303
CAP of San Luis Obispo County, Inc (San Luis Obispo)	\$785,245.00 61
Central Coast Energy Services, Inc. -PAC (Watsonville)	\$9,134,714.00 712
Central Valley Opportunity Center, Inc. (Winton)	\$2,509,580.00 195
Community Action Agency of Butte Co., Inc. (Oroville)	\$1,694,660.00 132
Community Action Commission of Santa Barbara (Community) (Goleta)	\$1,277,792.00 100
Community Action Partnership of Kern (Bakersfield)	\$5,500,768.00 429
Community Action Partnership of Orange County (Garden Grove)	\$4,025,316.00 314
Community Action Partnership of Riverside County (Riverside)	\$6,312,214.00 492
Community Action Partnership of San Bernardino County (San Bernardino)	\$6,288,969.00 490
Community Resource Project, Inc. (Sacramento)	\$8,558,254.00 667
Contra Costa Employment and Human Services Department (Martinez)	\$2,614,954.00 204
Del Norte Senior Center (Crescent City)	\$515,431.00 40
Fresno Co. Economic Opportunities Commission (Fresno)	\$9,165,301.00 714
Glenn County Human Resource Agency (Willows)	\$372,674.00 29
Great Northern Services (Weed)	\$937,255.00 73
Kings Community Action Org., Inc. (Hanford)	\$745,652.00 58
Long Beach Community Action Partnership (Long Beach)	\$6,052,109.00 471
Maravilla Foundation (City of Commerce)	\$11,413,944.00 888
Merced County Community Action Agency (Merced)	\$2,631,750.00 205
Metropolitan Area Advisory Committee (MAAC) (Chula Vista)	\$1,547,576.00 121
North Coast Energy Services (Lake, Mendocino, Napa, Solano, Sonoma, Yolo) (Vacaville)	\$5,262,459.00 410
Pacific Asian Consortium in Employment (Los Angeles)	\$6,937,111.00 540

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Plumas County Community Development Commission (Quincy)	\$342,895.00 27
Project Go (Roseville)	\$3,574,023.00 278
Redwood Community Action Agency (Eureka)	\$1,406,692.00 110
Self-Help Home Improvement Project (Redding)	\$1,861,265.00 145
Spectrum Community Services (Hayward)	\$3,053,436.00 238
<b>Total:</b>	<b>\$109,347,176.00</b> <b>8,519</b>

**IV.2 WAP Production Schedule**

Weatherization Plans	Units
Total Units (excluding reweatherized)	8,519
Rewatherized Units	0
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	8,519
C Total Units Rewatherized	0
D Total Dwelling Units to be Weatherized and Rewatherized (B + C)	8,519
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	\$68,222,841.00
G Total Dwelling Units to be Weatherized and Rewatherized (from line D)	8,519
H Average Program Operations Costs per Unit (F divided by G)	\$8,008.32
I Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J Total Average Cost per Dwelling (H plus I)	\$8,008.32

**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	8519	29.3	249607
	Prior Year Estimate	1297	29.3	38002
	Prior Year Actual	663	29.3	19426
<b>Method used to calculate savings description:</b>				

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

CSD has no planned DOE-funded leveraging activities this year.

**IV.5 Policy Advisory Council Members**

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

Amador-Tuolumne CAA-PAC	Type of organization: Local agency Contact Name: Joe Bors, Program Manager Phone: 2099843684 Email: <a href="mailto:jbors@atcaa.org">jbors@atcaa.org</a>
Berkeley Community Action Agency - PAC	Type of organization: Local agency Contact Name: Mary-Claire Katz Phone: 5109815414 Email: <a href="mailto:Mkatz@cityofberkeley.info">Mkatz@cityofberkeley.info</a>
Calaveras-Mariposa Community Action Agency - PAC	Type of organization: Local agency Contact Name: Staci Johnson Phone: 2097546054 Email: <a href="mailto:sjohnston@co.calaveras.ca.us">sjohnston@co.calaveras.ca.us</a>
California Community Action Partnership Association - PAC	Type of organization: Non-profit (not a financial institution) Contact Name: David Knight Phone: 9164431721 Email: <a href="mailto:dknight@calcapa.org">dknight@calcapa.org</a>
California Community Economic Development Association - PAC	Type of organization: Non-profit (not a financial institution) Contact Name: Roberto Barragan Phone: 2136250105 Email: <a href="mailto:roberto@cceda.com">roberto@cceda.com</a>
California Human Development - PAC	Type of organization: Local agency Contact Name: Thomas Stuebner Phone: 7075231155 Email: <a href="mailto:ts@cahumandevlopment.org">ts@cahumandevlopment.org</a>
Center for Employment Training - PAC	Type of organization: Non-profit (not a financial institution) Contact Name: Hermelinda Sapien Phone: 4085345230 Email: <a href="mailto:hsapien@cet2000.org">hsapien@cet2000.org</a>
City of Los Angeles, Department of Community Investment for Families - PAC	Type of organization: Unit of Local Government Contact Name: Maribel Ulloa Phone: 2139229663 Email: <a href="mailto:maribel.ulloa@lacity.org">maribel.ulloa@lacity.org</a>
City of Oakland DHS - PAC	Type of organization: Unit of Local Government Contact Name: Dwight Williams Phone: 5102382362 Email: <a href="mailto:dwilliams@oaklandnet.com">dwilliams@oaklandnet.com</a>
CommUnify - PAC	Type of organization: Local agency Contact Name: Patricia Keelean Phone: 8059648857 Email: <a href="mailto:pkeelea@CommUnifySB.org">pkeelea@CommUnifySB.org</a>
Community Action Agency of Butte County - PAC	Type of organization: Local agency Contact Name: Tim Hawkins Phone: 5307122820 Email: <a href="mailto:THawkins@BUTTECAA.com">THawkins@BUTTECAA.com</a>
Community Action Board of Santa Cruz County - PAC	Type of organization: Local agency Contact Name: Maria De La Garza Phone: 8317632147 Email: <a href="mailto:mariaelena@cabinc.org">mariaelena@cabinc.org</a>
Community Action Marin - PAC	Type of organization: Local agency Contact Name: Chandra Alexandre Phone: 4155267511 Email: <a href="mailto:chandra@en.camarin.org">chandra@en.camarin.org</a>
	Type of organization: Local agency



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Community Action Napa Valley - PAC	Contact Name: Drene Johnson Phone: 7072536100 Email: <a href="mailto:djohnson@can-v.org">djohnson@can-v.org</a>
Community Action of Ventura County, Inc. - PAC	Type of organization: Local agency Contact Name: Susana Lopez-Garcia Phone: 8054794235 Email: <a href="mailto:slopez@ca-vc.org">slopez@ca-vc.org</a>
Community Action Partnership of Kern County - PAC	Type of organization: Local agency Contact Name: Jeremy Tobias Phone: 6613365236 Email: <a href="mailto:jtobias@capk.org">jtobias@capk.org</a>
Community Action Partnership of Madera County - PAC	Type of organization: Local agency Contact Name: Ana Ibanez Phone: 55967557477 Email: <a href="mailto:aibanez@capmc.flywheelsites.com">aibanez@capmc.flywheelsites.com</a>
Community Action Partnership of Orange County - PAC	Type of organization: Local agency Contact Name: Christine Baginski Phone: 71483961995302 Email: <a href="mailto:cbaginski@capoc.org">cbaginski@capoc.org</a>
Community Action Partnership of Riverside County - PAC	Type of organization: Local agency Contact Name: Karla Lopez Del Rio Phone: 9519556488 Email: <a href="mailto:Karlopez@rivco.org">Karlopez@rivco.org</a>
Community Action Partnership of San Bernardino - PAC	Type of organization: Local agency Contact Name: Xiomara Henriquez-Ortega Phone: 9097231514 Email: <a href="mailto:ortega-henriquez@capsbc.org">ortega-henriquez@capsbc.org</a>
Community Action Partnership of San Luis Obispo County - PAC	Type of organization: Local agency Contact Name: Elizabeth Steinberg Phone: 8055444355 Email: <a href="mailto:esteinberg@capslo.org">esteinberg@capslo.org</a>
Community Action Partnership of Solano - PAC	Type of organization: Local agency Contact Name: Karen Craig Phone: 7074228810 Email: <a href="mailto:kcraig@suisun.com">kcraig@suisun.com</a>
Community Action Partnership of Sonoma - PAC	Type of organization: Local agency Contact Name: Iliana Valenzuela Phone: 7075446911 Email: <a href="mailto:ivalenzuela@capsonoma.org">ivalenzuela@capsonoma.org</a>
Community Design Center - PAC	Type of organization: Non-profit (not a financial institution) Contact Name: Charles B. Turner, Jr. Phone: 4155861235 Email: <a href="mailto:charles.turner@communitydesigncentersf.com">charles.turner@communitydesigncentersf.com</a>
Community Services & Employment Training, Inc.-PAC	Type of organization: Non-profit (not a financial institution) Contact Name: Jeff Forbes Phone: 5597414661 Email: <a href="mailto:jeff.forbes@cset.org">jeff.forbes@cset.org</a>
Contra Costa EHSD - PAC	Type of organization: Unit of Local Government Contact Name: Mele Tupou Phone: 9256816311 Email: <a href="mailto:mtupou@ehsd.cccounty.us">mtupou@ehsd.cccounty.us</a>
County of LA Dept of PSS - PAC	Type of organization: Unit of Local Government Contact Name: Hugo Giron Phone: 5629086327 Email: <a href="mailto:hugogiron@dpss.lacounty.gov">hugogiron@dpss.lacounty.gov</a>
County of San Diego, Health and Human Services Agency - PAC	Type of organization: Unit of Local Government Contact Name: Deanna Zotalis-Ferreira Phone: 6195184442 Email: <a href="mailto:Deanna.Zotalis-Ferreira@sdcounty.ca.gov">Deanna.Zotalis-Ferreira@sdcounty.ca.gov</a>

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CUI -PAC	Type of organization: Local agency Contact Name: Guadalupe Ponce Phone: 7603705129 Email: <a href="mailto:Gponce@campesinosunidos.org">Gponce@campesinosunidos.org</a>
CVOC - PAC	Type of organization: Local agency Contact Name: Jean Warren Phone: 2093570062 Email: <a href="mailto:jwarren@cvoc.org">jwarren@cvoc.org</a>
Del Norte Senior Center - PAC	Type of organization: Local agency Contact Name: Charlene Mazzei Phone: 7074643812 Email: <a href="mailto:cmazzei@dnsc1.org">cmazzei@dnsc1.org</a>
El Dorado County Health and Human Services Agency - PAC	Type of organization: Unit of Local Government Contact Name: Margaret Williams Phone: 5306427164 Email: <a href="mailto:margaret.williams@edcgov.us">margaret.williams@edcgov.us</a>
Foothill Unity Center - PAC	Type of organization: Local agency Contact Name: Tashera Taylor Phone: 6263583486 Email: <a href="mailto:tashera@foothillunitycenter.org">tashera@foothillunitycenter.org</a>
Fresno Co. Economic Opportunities Commission - PAC	Type of organization: Local agency Contact Name: Antonio Aguilar Phone: 5592631569 Email: <a href="mailto:antonio.aguilar@fresnoec.org">antonio.aguilar@fresnoec.org</a>
Glenn County Community Action Partnership - PAC	Type of organization: Local agency Contact Name: Christine Zoppi Phone: 5309341414 Email: <a href="mailto:czoppi@countyofglenn.net">czoppi@countyofglenn.net</a>
Inyo Mono Advocates for Community Action - PAC	Type of organization: Contact Name: Anna Huston Phone: 76087385571018 Email: <a href="mailto:ahuston@imaca.net">ahuston@imaca.net</a>
Karuk Tribe - PAC	Type of organization: Indian Tribe Contact Name: Joshua Saxon Phone: 5302158192 Email: <a href="mailto:jsaxon@karuk.us">jsaxon@karuk.us</a>
Kings CAO - PAC	Type of organization: Local agency Contact Name: Jeff Garner Phone: 5594157202 Email: <a href="mailto:jgarner@kcao.org">jgarner@kcao.org</a>
La Cooperativa Campesina de California - PAC	Type of organization: Non-profit (not a financial institution) Contact Name: Marco Lizarraga Phone: 9167054909 Email: <a href="mailto:mlizarraga@lacooperativa.org">mlizarraga@lacooperativa.org</a>
Long Beach Community Action Partnership - PAC	Type of organization: Local agency Contact Name: Marisa Semense Phone: 5622164600 Email: <a href="mailto:msemense@lbcap.org">msemense@lbcap.org</a>
Los Angeles County, Department of Arts and Culture - PAC	Type of organization: Unit of Local Government Contact Name: Alexandra Valdes Ferguson Phone: 2137383241 Email: <a href="mailto:aferguson@lanaic.lacounty.gov">aferguson@lanaic.lacounty.gov</a>
Merced Community Action Agency - PAC	Type of organization: Local agency Contact Name: Brenda Callahan-Johnson Phone: 2097234565 Email: <a href="mailto:brenda@mercedcaa.org">brenda@mercedcaa.org</a>
Modoc-Siskiyou Community Action Agency - PAC	Type of organization: Contact Name: Carol Madison Phone: 5307080286

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Monterey County Community Action Partnership - PAC	Email: <a href="mailto:Cmadison@ModocSiskiyouCAA.org">Cmadison@ModocSiskiyouCAA.org</a> Type of organization: Local agency Contact Name: Denise Vienne Phone: 8317558492 Email: <a href="mailto:VienneD@co.monterey.ca.us">VienneD@co.monterey.ca.us</a>
Nevada County's Health and Human Services Agency - PAC	Type of organization: Unit of Local Government Contact Name: Rob Choate Phone: 5302651645 Email: <a href="mailto:rob.choate@co.nevada.ca.us">rob.choate@co.nevada.ca.us</a>
North Coast Opportunities - PAC	Type of organization: Local agency Contact Name: Patty Bruder Phone: 7074621956 Email: <a href="mailto:pbruder@ncoinc.org">pbruder@ncoinc.org</a>
Northern California Indian DC - PAC	Type of organization: Indian Tribe Contact Name: Greg Gehr Phone: 7074458451 Email: <a href="mailto:greg@gehr.us">greg@gehr.us</a>
Plumas County Community Development Commission - PAC	Type of organization: Local agency Contact Name: Roger Diefendorf Phone: 5302832466 Email: <a href="mailto:rdiefendorf@plumascdc.org">rdiefendorf@plumascdc.org</a>
Project Go, Inc. - PAC	Type of organization: Local agency Contact Name: Lynda Timbers, Executive Director Phone: 9167823443 Email: <a href="mailto:lynda@projectgoinc.org">lynda@projectgoinc.org</a>
Proteus Inc - PAC	Type of organization: Local agency Contact Name: Randi Espinoza Phone: 5597335423 Email: <a href="mailto:randi@proteusinc.org">randi@proteusinc.org</a>
Redwood Community Action Agency - PAC	Type of organization: Local agency Contact Name: Val Martinez Phone: 7072692009 Email: <a href="mailto:val@rcaa.org">val@rcaa.org</a>
Rural Community Assistance Corporation - PAC	Type of organization: Non-profit (not a financial institution) Contact Name: Eric O'Connor Phone: 9168245070 Email: <a href="mailto:EOConnor@rcac.org">EOConnor@rcac.org</a>
Sacramento Employment and Training Agency - PAC	Type of organization: Local agency Contact Name: Julie Davis-Jaffe Phone: 9162634364 Email: <a href="mailto:julie@delpaso.seta.net">julie@delpaso.seta.net</a>
Sacred Heart Community Service - PAC	Type of organization: Local agency Contact Name: Darren Seaton Phone: 4082782177 Email: <a href="mailto:darrens@sacredheartcs.org">darrens@sacredheartcs.org</a>
San Benito Dept of CSWD - PAC	Type of organization: Local agency Contact Name: Andi Anderson Phone: 8316379293 Email: <a href="mailto:aanderson@cosb.us">aanderson@cosb.us</a>
San Joaquin County Department of Aging and Community Services - PAC	Type of organization: Unit of Local Government Contact Name: Sheri Oneto Phone: 2098108974 Email: <a href="mailto:SheriOneto@yahoo.com">SheriOneto@yahoo.com</a>
San Mateo County Human Services Agency - PAC	Type of organization: Unit of Local Government Contact Name: Jessica Silverberg Phone: 6508023378 Email: <a href="mailto:jsilverberg@smcgov.org">jsilverberg@smcgov.org</a>
	Type of organization: Local agency

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Shasta CAA - PAC	Contact Name: Hollie Zander Phone: 5302456438 Email: <a href="mailto:hzander@co.shasta.ca.us">hzander@co.shasta.ca.us</a>
Tehama Co CAA - PAC	Type of organization: Local agency Contact Name: David Madrigal Phone: 5305284046 Email: <a href="mailto:dmadrigal@tcdss.org">dmadrigal@tcdss.org</a>
Urban Services YMCA	Type of organization: Local agency Contact Name: Cesnae Crawford Phone: 4155610631 Email: <a href="mailto:ccrawford@ymcasf.org">ccrawford@ymcasf.org</a>
Yolo County, Health and Human Services Agency - PAC	Type of organization: Unit of Local Government Contact Name: Nolan Sullivan Phone: 5306612945 Email: <a href="mailto:Nolan.Sullivan@yolocounty.org">Nolan.Sullivan@yolocounty.org</a>
Yuba-Sutter Economic Development Corporation - PAC	Type of organization: Non-profit (not a financial institution) Contact Name: Brynda Stranix Phone: 5305284078 Email: <a href="mailto:bstranix@ysedc.org">bstranix@ysedc.org</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
09/28/2022	9/16/22 - CSD Public website posting; 9/16/22 - CSD Twitter posting; 9/16/22 - CSD Facebook posting; 9/16/22 - Listserv emails through CSD public website

**IV.7 Miscellaneous**

<p><b>Recipient Business Officer</b></p> <p>Kathy Andry Deputy Director of Energy and Environmental Services Division <a href="mailto:Kathy.Andry@csd.ca.gov">Kathy.Andry@csd.ca.gov</a> 916-588-3732</p> <p><b>Recipient Principal Investigator</b></p> <p>Lizzie Adams Manager, Weatherization and Technical Support Unit <a href="mailto:Lizzie.Adams@csd.ca.gov">Lizzie.Adams@csd.ca.gov</a> 916-913-6686</p> <p><b>Redistribution of Funds</b></p> <p>Funds may be redistributed to another Subgrantee(s) who has capacity to spend out for the following reasons:</p> <ul style="list-style-type: none"> <li>• A Subgrantee cannot meet their production goals.</li> <li>• A Subgrantee is not in compliance with program requirement or other extenuating circumstances.</li> <li>• A Subgrantee has determined that DOE funds are insufficient to administer and maintain the DOE program at the local level.</li> <li>• A Subgrantee does not maintain the services of a certified Quality Control Inspector for the duration of the contract term.</li> </ul> <p>Considerable efforts will be made to serve the affected service area for the remainder of the BIL DOE WAP grant period.</p>
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**Davis-Bacon Act**

CSD will ensure compliance with the Davis-Bacon Act by monitoring and reviewing certified payroll submissions. Currently, CSD is actively working on developing a Davis- Bacon (prevailing wages) policy to incorporate federal requirements into program management and accounting/tracking systems. Davis-Bacon will only be required for work performed on multifamily buildings using DOE funding with no fewer than 5 units. Since the LIHEAP program has historically been used to weatherize most of these unit types, CSD anticipates a low manageable number. CSD will be hiring two limited term employees and one retired annuitant to support the provisions and will add additional staff if the need arises.

**Buy American**

As outlined in OMB M-22-11, the Buy American provision will not be a requirement on non-infrastructure projects as defined. Non-infrastructure projects include “construction or improvements of a private home for personal use”. The Buy American provision will be applicable to a public building or public work where the provisions will be implemented. Though requirements and applicability are still being internally determined by DOE, the provisions for iron, steel, manufactured products, and construction materials will most likely apply to DOE WAP work. CSD will begin planning activities, such as ensuring any supplies of iron, steel, manufactured goods, or construction materials can certify, in writing, that their products are manufactured domestically in the event an infrastructure project exists.