

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

2. Type of Application:

- New
- Continuation
- Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

DE-EE0009890

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: State of California

b. Employer/Taxpayer Identification Number (EIN/TIN):
680283471c. UEI:
F4LGDJEVBFK4

d. Address:

Street 1: 2389 Gateway Oaks

Street 2:

City: Sacramento

County: SACRAMENTO County

State: CA

Province:

Country: U.S.A.

Zip / Postal Code: 958120000

e. Organizational Unit:

Department Name:
Department of Community Services and DevelopmentDivision Name:
Energy and Environmental Services

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr First Name: Jason

Middle Name:

Last Name: Wimbley

Suffix:

Title: Chief Deputy Director

Organizational Affiliation: California Department of Community Services and Development

Telephone Number: 9168266006

Fax Number:

Email: jason.wimbley@csd.ca.gov

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance Program

12. Funding Opportunity Number:

DE-WAP-0002024

Title:

2024 Weatherization Assistance Program (WAP)

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

State of California

15. Descriptive Title of Applicant's Project:

The Weatherization Assistance for Low Income Persons enables low-income families to permanently reduce their energy bills by making their homes more energy efficient.

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: State of California
Award number: EE0009890

Budget period: 07/01/2024 - 06/30/2025

1. PERSONNEL - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B. Line 6.f. Contracts and Sub-Grants).

Positions to be supported under the proposed award and brief description of the duties of professionals:

<u>Position</u>	<u>Description of Duties of Professionals</u>
Energy and Environmental Services Division - Staff Services Manager III	Manager provides staff supervision and oversees the Energy Division
Weatherization & Technical Support and Climate Investment Units - Staff Services Manager II	Manager provides staff supervision and oversees the Weatherization & Technical Support and Climate Investment Units.
Weatherization & Technical Support and Climate Investment Units - Staff Services Manager I Specialist	Manager Specialist provides analysis, staff support, and staff training for DOE program.
Weatherization & Technical Support and Climate Investment Units - Research Program Specialist I	Specialist provides higher level technical and analytical support and training to Subgrantees and departmental staff.
DOE WAP Unit - Staff Services Manager I	Manager provides staff supervision and administers departmental policies and programs. Oversees all DOE grants, manages energy audit processes, and ongoing implementation and maintenance of LMS. Primary liaison to DOE.
DOE WAP Unit - Research Analyst II	Analyst provides higher level technical and analytical support to departmental staff. Helps in the development of policies, standards, contracts, and DOE program guidance. Prepares DOE State Plan(s).
DOE WAP Unit - Assoc. Govt. Program Analysts (2 Positions)	Analyst provides technical and analytical support to departmental staff. Helps in the development of policies, standards, contracts, and DOE program guidance and LMS maintenance.
DOE WAP Unit - Assoc. Govt. Program Analysts (Ltd Term -2 Positions)	Analyst provides technical and analytical support to departmental staff. Helps in the development of policies, standards, contracts, and DOE program guidance and database upgrades.
DOE WAP Unit - Assoc. Govt. Program Analyst - Davis-Bacon (Retired Annuitant)	Analyst tracks and prepares Davis-Bacon reports, provides assistance to Subgrantees and other supportive duties as assigned.
Energy Technical Unit - Staff Services Manager I	Manager performs oversight of the QA monitoring provided by third-party inspection contractor, oversees separate QA inspections performed by Grantee staff, oversight of energy audit reviews and technical standards development.
Energy Technical Unit - Assoc. Govt. Program Analyst	Analyst provides technical and analytical support and training to Subgrantees and departmental staff and oversight of weatherization customer complaints.
Energy Technical Unit - Assoc. Govt. Program Analysts (2 Positions)	Analyst performs field monitoring of the third-party inspection contractor and separate QA inspections of Subgrantees, support of technical hotline and development of technical manuals.
Climate Investment/Energy Reporting Unit - Staff Services Manager I	Manager performs oversight of complex technical and IT coordination services in support of weatherization and utility assistance programs.
Climate Investment/Energy Reporting Unit - Research Analyst II	Analyst provides complex technical and IT coordination services in support of weatherization and utility assistance programs.
Climate Investment/Energy Reporting Unit - Assoc. Govt. Program Analysts (2 Positions)	Analyst provides complex technical and IT coordination services in support of weatherization and utility assistance programs.
Field & Weatherization Services and Consumer Provider Assistance Units - Staff Services Manager II	Manager provides staff supervision and oversees the Consumer Provider Assistance and Field & Weatherization Services Units.

Field & Weatherization Services and Consumer Provider Assistance Units - Assoc. Govt. Prog Analyst	Analyst develops contracts for all programs in the Division, oversees the historic preservation tracking website and other projects as assigned for the weatherization programs.
Field & Weatherization Services and Consumer Provider Assistance Units - Staff Services Analyst	Analyst performs DOE contracts, provide weatherization database support, and conduct Subgrantee payment reconciliation.
Field & Weatherization Services Unit - Staff Services Manager I	Manager provides staff supervision and oversight of the monitoring of Subgrantees.
Field & Weatherization Services Unit - Assoc. Govt. Program Analysts (6 Positions)	Analyst performs day-to-day program administration, reviews fiscal and programmatic data reports, conducts annual monitoring activities and program analysis for monitoring purposes.
Field & Weatherization Services Unit - Staff Services Analyst	Analyst provides administrative and programmatic support to the Field & Weatherization Services Unit.
Consumer Provider Assistance Unit - Staff Services Manager I	Manager provides staff supervision and oversight of the support services for CSD staff and Subgrantees.
Consumer Provider Assistance Unit - Assoc. Govt. Program Analysts (4 Positions)	Analyst performs review of DOE contracts, provides weatherization database support, and conducts Subgrantee payment reconciliation.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Energy and Environmental Services Division - Staff Services Manager III	\$122,916.00	4.0000 % FT	\$4,916.64
Weatherization & Technical Support and Climate Investment Units - Staff Services Manager II	\$110,628.00	10.0000 % FT	\$11,062.80
Weatherization & Technical Support and Climate Investment Units - Staff Services Manager I Specialis	\$24,084.00	24.0000 % FT	\$5,780.16
Weatherization & Technical Support and Climate Investment Units - Research Program Specialist I	\$98,472.00	2.0000 % FT	\$1,969.44
DOE WAP Unit - Staff Services Manager I	\$100,776.00	24.0000 % FT	\$24,186.24
DOE WAP Unit - Research Analyst II	\$94,176.00	24.0000 % FT	\$22,602.24
DOE WAP Unit - Assoc. Govt. Program Analysts (2 Positions)	\$160,548.00	24.0000 % FT	\$38,531.52
DOE WAP Unit - Assoc. Govt. Program Analysts (Ltd Term -2 Positions)	\$150,360.00	24.0000 % FT	\$36,086.40
DOE WAP Unit - Assoc. Govt. Program Analyst - Davis-Bacon (Retired Annuitant)	\$40,224.00	24.0000 % FT	\$9,653.76
Energy Technical Unit - Staff Services Manager I	\$100,776.00	2.0000 % FT	\$2,015.52
Energy Technical Unit - Assoc. Govt. Program Analyst	\$85,368.00	2.0000 % FT	\$1,707.36
Energy Technical Unit - Assoc. Govt. Program Analysts (2 Positions)	\$154,128.00	2.0000 % FT	\$3,082.56
Climate Investment/Energy Reporting Unit - Staff Services Manager I	\$98,592.00	5.0000 % FT	\$4,929.60
Climate Investment/Energy Reporting Unit - Research Analyst II	\$94,176.00	1.0000 % FT	\$941.76
Climate Investment/Energy Reporting Unit - Assoc. Govt. Program Analysts (2 Positions)	\$150,360.00	1.0000 % FT	\$1,503.60
Field & Weatherization Services and Consumer Provider Assistance Units - Staff Services Manager II	\$110,628.00	2.0000 % FT	\$2,212.56
Field & Weatherization Services and Consumer Provider Assistance Units - Assoc. Govt. Prog Analyst	\$75,180.00	10.0000 % FT	\$7,518.00
Field & Weatherization Services and Consumer Provider Assistance Units - Staff Services Analyst	\$85,368.00	5.0000 % FT	\$4,268.40
Field & Weatherization Services Unit - Staff Services Manager I	\$94,116.00	2.0000 % FT	\$1,882.32
Field & Weatherization Services Unit - Assoc. Govt. Program Analysts (6 Positions)	\$464,868.00	2.0000 % FT	\$9,297.36
Field & Weatherization Services Unit - Staff Services Analyst	\$56,712.00	2.0000 % FT	\$1,134.24

Consumer Provider Assistance Unit - Staff Services Manager I	\$89,640.00	2.0000 % FT	\$1,792.80
Consumer Provider Assistance Unit - Assoc. Govt. Program Analysts (4 Positions)	\$273,996.00	3.0000 % FT	\$8,219.88
		Direct Pay Total	\$205,295.16

2. FRINGE BENEFITS

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.

- b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

BenefitRate
 Retirement 32.0000%
 Payroll Taxes – OASDI 6.2000%
 Payroll Taxes - Medicare 1.4500%
 Medical Insurances 14.4889%
 Total Fringe Benefits Rate 54.1389%
 Total Fringe Benefits Rate - Retired Annuitants (Medicare) 1.4500%

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Energy and Environmental Services Division - Staff Services Manager III	\$4,916.64	54.1389 %	\$2,661.81
Weatherization & Technical Support and Climate Investment Units - Staff Services Manager II	\$11,062.80	54.1389 %	\$5,989.28
Weatherization & Technical Support and Climate Investment Units - Staff Services Manager I Specialis	\$5,780.16	1.4490 %	\$83.75
Weatherization & Technical Support and Climate Investment Units - Research Program Specialist I	\$1,969.44	54.1389 %	\$1,066.23
DOE WAP Unit - Staff Services Manager I	\$24,186.24	54.1389 %	\$13,094.16
DOE WAP Unit - Research Analyst II	\$22,602.24	54.1389 %	\$12,236.60
DOE WAP Unit - Assoc. Govt. Program Analysts (2 Positions)	\$38,531.52	54.1389 %	\$20,860.54
DOE WAP Unit - Assoc. Govt. Program Analysts (Ltd Term -2 Positions)	\$36,086.40	54.1389 %	\$19,536.78
DOE WAP Unit - Assoc. Govt. Program Analyst - Davis-Bacon (Retired Annuitant)	\$9,653.76	1.4500 %	\$139.98
Energy Technical Unit - Staff Services Manager I	\$2,015.52	54.1389 %	\$1,091.18
Energy Technical Unit - Assoc. Govt. Program Analyst	\$1,707.36	54.1389 %	\$924.35
Energy Technical Unit - Assoc. Govt. Program Analysts (2 Positions)	\$3,082.56	54.1389 %	\$1,668.86
Climate Investment/Energy Reporting Unit - Staff Services Manager I	\$4,929.60	54.1389 %	\$2,668.83
Climate Investment/Energy Reporting Unit - Research Analyst II	\$941.76	54.1389 %	\$509.86
Climate Investment/Energy Reporting Unit - Assoc. Govt. Program Analysts (2 Positions)	\$1,503.60	54.1389 %	\$814.03
Field & Weatherization Services and Consumer Provider Assistance Units - Staff Services Manager II	\$2,212.56	54.1389 %	\$1,197.86

Field & Weatherization Services and Consumer Provider Assistance Units - Assoc. Govt. Prog Analyst	\$7,518.00	54.1389 %	\$4,070.16
Field & Weatherization Services and Consumer Provider Assistance Units - Staff Services Analyst	\$4,268.40	54.1389 %	\$2,310.86
Field & Weatherization Services Unit - Staff Services Manager I	\$1,882.32	54.1389 %	\$1,019.07
Field & Weatherization Services Unit - Assoc. Govt. Program Analysts (6 Positions)	\$9,297.36	54.1389 %	\$5,033.49
Field & Weatherization Services Unit - Staff Services Analyst	\$1,134.24	54.1389 %	\$614.07
Consumer Provider Assistance Unit - Staff Services Manager I	\$1,792.80	54.1389 %	\$970.60
Consumer Provider Assistance Unit - Assoc. Govt. Program Analysts (4 Positions)	\$8,219.88	54.1389 %	\$4,450.15
		Fringe Benefits Total	\$103,012.50

3. TRAVEL

a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

<u>Purpose of Trip</u>	<u>Number of Trips</u>	<u>Cost Per Trip</u>	<u>Total</u>
Third Party Inspector Monitoring (Ride Along) (Ground Travel)	4	\$30.00	\$120.00
Onsite Subgrantee Comprehensive Monitoring (Air Travel)	3	\$30.00	\$90.00
CSD Staff Training - Energy Training Center - Combustion Appliance Safety	4	\$250.00	\$1,000.00
Onsite Subgrantee Comprehensive Monitoring (Ground Travel)	5	\$20.00	\$100.00
CSD Staff Training - Energy Training Center - Duct/Shell Sealing	4	\$190.00	\$760.00
Third Party Inspector Monitoring (Ride Along) (Air Travel)	2	\$40.00	\$80.00
		Travel Total	\$2,150.00

b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

All budget estimations are based upon historical data incurred under previous grants. Travel costs for all monitoring and training are leveraged with the DOE BIL and LIHEAP weatherization programs. The NASCSP and Energy OutWest meetings and conferences are charged to DOE BIL.

4. EQUIPMENT - Equipment is generally defined as an item with an acquisition cost greater than \$10,000 and a useful life expectancy of more than one year.

a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

<u>Equipment</u>	<u>Unit Cost</u>	<u>Number</u>	<u>Total Cost</u>	<u>Justification of Need</u>
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b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.

5. SUPPLIES - Supplies are generally defined as an item with an acquisition cost of \$10,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance.

- a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

General Category	Cost	Justification of Need
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- b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

6. CONTRACTS AND SUBGRANTS - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e weatherization subgrants, Annual File section IV.1).

Name of Proposed Sub	Total Cost	Basis of Cost*
Administrative and Technical Assistance - RHA Inc.	\$667,987.00	Provide technical assistance and training to CSD and Subgrantees as assigned. Cost basis – Competitive bid contract Leveraged with DOE BIL, LIHEAP and other energy programs.
Third Party Inspections - ConSol	\$56,500.00	Conduct weatherized unit inspections on behalf of CSD Cost basis - Competitive bid contract Leveraged with DOE BIL, LIHEAP and other energy programs
Weatherization Service Providers	\$14,172,776.00	Net allocation after Grantee Admin and T&TA. Cost basis - Allocated by funding level requested by participating Subgrantees. Refer to Annual File Section IV.1 Subgrantees for allocation breakdown.
Learning Management System - S&P Technology Solutions/Latitude	\$14,200.00	Support of LMS system for CSD Training Program Cost basis - Initial competitive bid contract, month-to-month after implementation Leveraged with DOE BIL, LIHEAP and other energy programs
SHPO Reviews - ICF	\$7,100.00	Conduct full SHPO reviews of assessed dwellings. Cost basis – Competitive bid contract Leveraged with DOE BIL, LIHEAP and other energy programs
Contracts and Subgrants Total	\$14,918,563.00	

*For example, Competitive, Historical, Quote, Catalog

7. OTHER DIRECT COSTS - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

- a. Please provide a General Description, Cost and Justification of Need.

General Description	Cost	Justification of Need
Training Fees - PG&E Energy Training Center	\$50.00	CSD staff attendance at PG&E Energy Training Center for weatherization training - Combustion Appliance Safety and Duct and Shell Sealing. 4 attendees per training session.
Other Direct Costs Total	\$50.00	

- b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

Training fees are standardized rates established by the training provider. Costs are leveraged with DOE BIL, LIHEAP and other energy programs.

8. INDIRECT COSTS

- a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.

- b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.
 Refer to Attachment C Indirect Cost Rate.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name: _____ Phone Number: _____

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
Total DOE Expenditures	\$1,056,294.00	30.0000 %	\$316,888.20
		Indirect Costs Total	\$316,888.20

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009890	2. Program/Project Title Weatherization Assistance Program		
3. Name and Address State of California 2389 Gateway Oaks Sacramento, CA 958120000	4. Program/Project Start Date 07/01/2024	5. Completion Date 06/30/2025	

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	\$ 5,697,460.00		\$ 9,848,498.00		\$ 15,545,958.00
2.						
3.						
4.						
5. TOTAL		\$ 5,697,460.00	\$ 0.00	\$ 9,848,498.00	\$ 0.00	\$ 15,545,958.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) GRANTEE T&TA	(3) SUBGRANTEE ADMINISTRATI ON	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 127,409.00	\$ 77,886.00	\$ 0.00	\$ 0.00	\$ 205,295.00
b. Fringe Benefits	\$ 63,389.00	\$ 39,623.00	\$ 0.00	\$ 0.00	\$ 103,012.00
c. Travel	\$ 95.00	\$ 2,055.00	\$ 0.00	\$ 0.00	\$ 2,150.00
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	\$ 377,289.00	\$ 368,498.00	\$ 1,071,045.00	\$ 1,751,308.00	\$ 14,918,563.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 50.00	\$ 0.00	\$ 0.00	\$ 50.00
i. Total Direct Charges	\$ 568,182.00	\$ 488,112.00	\$ 1,071,045.00	\$ 1,751,308.00	\$ 15,229,070.00
j. Indirect Costs	\$ 170,455.00	\$ 146,433.00	\$ 0.00	\$ 0.00	\$ 316,888.00
k. Totals	\$ 738,637.00	\$ 634,545.00	\$ 1,071,045.00	\$ 1,751,308.00	\$ 15,545,958.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009890		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of California 2389 Gateway Oaks Sacramento, CA 958120000		4. Program/Project Start Date 07/01/2024	5. Completion Date 06/30/2025

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		\$ 5,697,460.00	\$ 0.00	\$ 9,848,498.00	\$ 0.00	\$ 15,545,958.00

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) WEATHERIZATI ON READINESS	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 205,295.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 103,012.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,150.00
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	\$ 7,597,292.00	\$ 1,519,719.00	\$ 105,000.00	\$ 2,128,412.00	\$ 14,918,563.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50.00
i. Total Direct Charges	\$ 7,597,292.00	\$ 1,519,719.00	\$ 105,000.00	\$ 2,128,412.00	\$ 15,229,070.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 316,888.00
k. Totals	\$ 7,597,292.00	\$ 1,519,719.00	\$ 105,000.00	\$ 2,128,412.00	\$ 15,545,958.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

U.S. Department of Energy
Weatherization Assistance Program (WAP)
BUDGET INFORMATION REMARKS
Grant Number: EE0009890, **State:** CA
Recipient: State of California

Remarks

All budget estimations are based upon historical data incurred under previous grants. Annual LIHEAP grant, DOE BIL grant and other energy programs administered by CSD are leveraged to fund wages, benefits, and other program expenditures for the annual DOE grant.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
 State: CA Grant Number: EE0009890 Program Year: 2024

<p>Name: Amador-Tuolumne Community Action Agency</p> <p>Address: 427 N. Highway 49, Suite 202 Sonora, CA 95370-0000</p> <p>Counties served: CALAVERAS County AMADOR County</p>	<p>Contact: Craig Case UEI: C3ZZWMQNV37 DUNS: Phone: (209) 454-9228 Fax: () - Email: ccase@ateaa.org</p> <p>Tentative allocation: \$ 52,238.00 Planned units: 4 Type of organization: Local agency Source of labor: Agency and Contractors</p>	<p>Congressional districts served: <u>CD</u> CA-04</p>
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<p>Name: Campeños Unidos, Inc.</p> <p>Address: P.O. Box 39 Brawley, CA 92227-0000</p> <p>Counties served: SAN DIEGO County IMPERIAL County</p>	<p>Contact: Toni Carrillo, Program Manager UEI: GN32L2K6ZE88 DUNS: 073356909 Phone: (760) 344-4500 Fax: (760) 344-0322 Email: cuitonicarrillo@sbcglobal.net</p> <p>Tentative allocation: \$ 574,274.00 Planned units: 27 Type of organization: Local agency Source of labor: Agency and Contractors</p>	<p>Congressional districts served: <u>CD</u> CA-50 CA-51 CA-49 CA-53 CA-52</p>
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<p>Name: CAP of San Luis Obispo County, Inc</p> <p>Address: 1030 Southwood Drive San Luis Obispo, CA 93401-0000</p> <p>Counties served: SAN LUIS OBISPO County</p>	<p>Contact: Elizabeth Steinberg UEI: GBL8FWVWVCLC5 DUNS: Phone: (805) 544-4355 Fax: () - Email: esteinberg@capslo.org</p> <p>Tentative allocation: \$ 281,338.00 Planned units: 15 Type of organization: Local agency Source of labor: Agency</p>	<p>Congressional districts served: <u>CD</u> CA-24</p>
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U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: CA Grant Number: EE0009890 Program Year: 2024

Name: **Central Coast Energy Services, Inc.-PAC** Contact: Dennis Osmer, Executive Director
UEI: LRE2AK9ADFN6
DUNS: 143945041
Address: PO Box 2707 Phone: (831) 761-7081
Watsonville, CA 95077-2707 Fax: (831) 761-1747
Email: dennis@energyservices.org

Counties served: SANTA CLARA County Tentative allocation: \$ 2,632,685.00 Congressional districts served: CD
SAN MATEO County Planned units: 169 CA-20
SAN FRANCISCO County Type of organization: Local agency CA-18
SANTA CRUZ County CA-17
MONTEREY County CA-12
SAN BENITO County CA-19
MARIN County CA-13
CA-02
CA-14

Source of labor: Agency

Name: **Central Valley Opportunity Center, Inc.** Contact: Jean Warren, Program Manager
UEI: JQGNKHCA9P63
DUNS: 023079114
Address: P.O. Box 1389 Phone: (209) 357-0062
Winton, CA 95388-0000 Fax: (209) 357-0071
Email: jwarren@cvoc.org

Counties served: TUOLUMNE County Tentative allocation: \$ 460,843.00 Congressional districts served: CD
SANTA CLARA County Planned units: 34 CA-19
STANISLAUS County Type of organization: Local agency CA-04
SANTA CRUZ County CA-10
CA-20
CA-17
CA-18

Source of labor: Agency and Contractors

Name: **Community Action Agency of Butte Co., Inc.** Contact: Tim Hawkins, Chief Executive Officer
UEI: MN43L8UL2X81
DUNS: 147541270
Address: 2640 South Fifth Avenue Phone: (530) 712-2888
Oroville, CA 95965-0000 Fax: () -
Email: thawkins@buttecaa.com

Counties served: BUTTE County Tentative allocation: \$ 343,991.00 Congressional districts served: CD
PLUMAS County Planned units: 26 CA-01
SIERRA County Type of organization: Local agency
Source of labor: Agency and Contractors

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: CA Grant Number: EE0009890 Program Year: 2024

Name: **Community Action Partnership of Orange County** Contact: Christine Baginski, Director EES
UEI: KZHNGKVTDN56
DUNS: 039729835
Address: 7180 Lampson Avenue Phone: (714) 839-05955302
Garden Grove, CA 92841-0000 Fax: () -
Email: cbaginski@capoc.org

Counties served: ORANGE County Tentative allocation: \$ 795,513.00 Congressional districts served: CD
Planned units: 44 CA-39
Type of organization: Local agency CA-46
CA-38
CA-47
CA-40
CA-48
CA-45
CA-49

Source of labor: Agency and Contractors

Name: **Community Action Partnership of Riverside County** Contact: Wayne R. Harris, Energy Director
UEI: E4E9EB8KFC15
DUNS: 105920057
Address: 2038 Iowa Avenue, Suite B-102 Phone: (951) 955-9518
Riverside, CA 92507-0000 Fax: () -
Email: waharris@capriverside.org

Counties served: RIVERSIDE County Tentative allocation: \$ 352,479.00 Congressional districts served: CD
Planned units: 26 CA-41
Type of organization: Unit of local government
Source of labor: Agency

Name: **Community Action Partnership of San Bernardino County** Contact: Darryl Johnson, Program Director
UEI: CNBFNEYWHRP8
DUNS: 144663296
Address: 696 S. Tippecanoe Avenue Phone: (909) 723-1623
San Bernardino, CA 92415-0000 Fax: () -
Email: djonson@capsbc.org

Counties served: SAN BERNARDINO Coun Tentative allocation: \$ 301,005.00 Congressional districts served: CD
Planned units: 20 CA-35
Type of organization: Local agency CA-31
CA-08

Source of labor: Agency

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: CA Grant Number: EE0009890 Program Year: 2024

Name: Community Resource Project, Inc.		Contact: Aaron Cox, Contract/Training Manager
Address: 250 Harris Avenue, Suite 6 Sacramento, CA 95838-0000		UEI: HJY6AYNBPZR1
Counties served: YUBA County SACRAMENTO County SUTTER County		DUNS: 049560311
Tentative allocation: \$ 2,126,094.00		Phone: (916) 567-52202244
Planned units: 116		Fax: (916) 567-5208
Type of organization: Non-profit organization		Email: aaronc@communityresourceproject.org
Source of labor: Agency		Congressional districts served: <u>CD</u> CA-06 CA-03 CA-09 CA-07

Name: Community Services and Employment Training, Inc.		Contact: Nora Carrillo, Program Manager
Address: P.O. Box 1350 Visalia, CA 93279-1350		UEI: EVC4Z5EGN1C1
Counties served: TULARE County		DUNS: 091285288
Tentative allocation: \$ 284,409.00		Phone: (559) 754-2203
Planned units: 21		Fax: (559) 627-1674
Type of organization: Local agency		Email: Nora.Carrillo@cset.org
Source of labor: Agency and Contractors		Congressional districts served: <u>CD</u> CA-21 CA-22 CA-23

Name: Fresno Co. Economic Opportunities Commission		Contact: Hailey Brown, Project Analyst
Address: 1920 Mariposa Mall, Suite 300 Fresno, CA 93721-0000		UEI: QNDGXBBB63C5
Counties served: FRESNO County SAN BENITO County MONTEREY County		DUNS: 078788023
Tentative allocation: \$ 963,670.00		Phone: (559) 263-1581
Planned units: 66		Fax: (559) 263-1587
Type of organization: Local agency		Email: hailey.brown@fresnoeoc.org
Source of labor: Contractors		Congressional districts served: <u>CD</u> CA-04 CA-21 CA-22 CA-20 CA-16

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: CA Grant Number: EE0009890 Program Year: 2024

Name: **Glenn County Human Resource Agency** Contact: Steve Peirce, Community Action Manager
UEI: NV42JM87MBC3
DUNS: 797375367
Address: 420 East Laurel Street Phone: (530) 934-1528
Willows, CA 95988-0000 Fax: (530) 934-6650
Email: speirce@countyofglenn.net

Counties served: MENDOCINO County Tentative allocation: \$ 150,834.00 Congressional CD
TRINITY County Planned units: 11 districts served: CA-03
LAKE County Type of organization: Unit of local government CA-02
GLENN County
COLUSA County

Source of labor: Contractors

Name: **Great Northern Services** Contact: Nichole Smith, Program Manager
UEI: L931ECN9E6J1
DUNS: 131624751
Address: P.O. Box 20 Phone: (530) 938-4115
Weed, CA 96094-0000 Fax: (530) 938-1040
Email: nsmith@gnservices.org

Counties served: SISKIYOU County Tentative allocation: \$ 32,918.00 Congressional CD
Planned units: 2 districts served: CA-01
Type of organization: Non-profit organization
Source of labor: Agency and Contractors

Name: **Kings Community Action Org., Inc.** Contact: Jennifer Hoffmaster, Home & Energy Director
UEI: TL9CD2PTCSF2
DUNS: 095635413
Address: 1130 N 11th Ave Phone: (559) 415-72023002
Hanford, CA 93230-5998 Fax: (559) 415-7488
Email: jhoffmaster@kcao.org

Counties served: KINGS County Tentative allocation: \$ 230,763.00 Congressional CD
Planned units: 17 districts served: CA-22
Type of organization: Local agency CA-21
Source of labor: Agency and Contractors

Name: **Long Beach Community Action Partnership** Contact: Donald Jarrett, Weatherization Supervisor
UEI: JBFKZX9W8MB3
DUNS:
Address: 117 W Victoria Street Phone: (562) 205-3269
Long Beach, CA 90805-0000 Fax: () -
Email: djarrett@lbcap.org

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
 State: CA Grant Number: EE0009890 Program Year: 2024

Counties served: LOS ANGELES County	Tentative allocation: \$ 471,374.00	Congressional districts served:	<u>CD</u> CA-47
	Planned units: 29		
	Type of organization: Non-profit organization		
	Source of labor: Contractors		

Name: Maravilla Foundation	Contact: Lin Vong, Division Manager
	UEI: JN6NMW3EM1N6
	DUNS: 070637475
Address: 5729 East Union Pacific	Phone: (323) 869-4602
City of Commerce, CA 90022-0000	Fax: (323) 278-7788
	Email: lvong@maravilla.org

Counties served: LOS ANGELES County VENTURA County	Tentative allocation: \$ 1,080,305.00	Congressional districts served:	<u>CD</u> CA-25 CA-28 CA-39 CA-27 CA-24 CA-34 CA-26 CA-38 CA-32
	Planned units: 70		
	Type of organization: Non-profit organization		

Source of labor: Agency

Name: Merced County Community Action Agency	Contact: Armando Valenzuela, Program Director
	UEI: E4EKMGM64KM9
	DUNS: 132793340
Address: P.O. Box 2085	Phone: (209) 381-5230
Merced, CA 95344-0000	Fax: () -
	Email: avalenzuela@mercedcaa.org

Counties served: MERCED County MADERA County MARIPOSA County	Tentative allocation: \$ 1,252,837.00	Congressional districts served:	<u>CD</u> CA-16 CA-04
	Planned units: 78		
	Type of organization: Local agency		
	Source of labor: Agency and Contractors		

Name: Metropolitan Area Advisory Committee (MAAC)	Contact: Daniel Perez
	UEI: NWENKM2YL4A3
	DUNS: 020224135
Address: 1335 Third Street	Phone: (619) 646-1458
Chula Vista, CA 91911-0000	Fax: () -
	Email: dperez@maacproject.org

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: CA Grant Number: EE0009890 Program Year: 2024

Counties served:	SAN DIEGO County	Tentative allocation:	\$ 477,354.00	Congressional districts served:	<u>CD</u> CA-50 CA-49 CA-52 CA-53 CA-51
		Planned units:	32		
		Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		

Name:	Pacific Asian Consortium in Employment	Contact:	Celia Andrade, Director		
		UEI:	F9FNM8MD24F3		
		DUNS:	085921674		
Address:	1055 Wilshire Boulevard Suite 1475	Phone:	(213) 989-3189		
	Los Angeles, CA 90017-0000	Fax:	() -		
		Email:	candrade@pacela.org		
Counties served:	LOS ANGELES County	Tentative allocation:	\$ 450,697.00	Congressional districts served:	<u>CD</u> CA-30 CA-37 CA-28 CA-33 CA-29 CA-34
		Planned units:	27		
		Type of organization:	Local agency		
		Source of labor:	Agency and Contractors		

Name:	Redwood Community Action Agency	Contact:	Val Martinez, Executive Director		
		UEI:	C6J3JX17FBL9		
		DUNS:			
Address:	904 G Street	Phone:	(707) 269-2009		
	Eureka, CA 95501-0000	Fax:	() -		
		Email:	valmartinez@caa.org		
Counties served:	HUMBOLDT County MODOC County	Tentative allocation:	\$ 94,525.00	Congressional districts served:	<u>CD</u> CA-02
		Planned units:	6		
		Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		

Name:	San Joaquin County Department of Aging and Community Servic	Contact:	Kirsten Yeh, Program Manager
		UEI:	DZXSM6LBMM88
		DUNS:	084034540
Address:	P.O. Box 201056	Phone:	(209) 468-9455
	Stockton, CA 95201-0000	Fax:	(209) 932-2659
		Email:	kyeh@sjgov.org

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: CA Grant Number: EE0009890 Program Year: 2024

Counties served:	ALPINE County CALAVERAS County SAN JOAQUIN County	Tentative allocation: \$ 634,694.00 Planned units: 47 Type of organization: Unit of local government Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> CA-10 CA-09 CA-04
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Name: **Self-Help Home Improvement Project**

Contact: Scott Berg, Program Manager

UEI: WCC6TLQJ5WN1

DUNS: 088852603

Address: 3777 Meadow View Drive Unit 100
Redding, CA 96002-0000

Phone: (530) 510-0672

Fax: () -

Email: sberg@shhip.org

Counties served: SHASTA County
LASSEN County
TEHAMA County

Tentative allocation: \$ 127,936.00
Planned units: 8
Type of organization: Non-profit organization
Source of labor: Agency and Contractors

Congressional districts served: CD
CA-01

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: EE0009890, State: CA, Program Year: 2024
Recipient: State of California

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Amador-Tuolumne Community Action Agency (Sonora)	\$52,238.00 4
Campeños Unidos, Inc. (Brawley)	\$574,274.00 27
CAP of San Luis Obispo County, Inc (San Luis Obispo)	\$281,338.00 15
Central Coast Energy Services, Inc.-PAC (Watsonville)	\$2,632,685.00 169
Central Valley Opportunity Center, Inc. (Winton)	\$460,843.00 34
Community Action Agency of Butte Co., Inc. (Oroville)	\$343,991.00 26
Community Action Partnership of Orange County (Garden Grove)	\$795,513.00 44
Community Action Partnership of Riverside County (Riverside)	\$352,479.00 26
Community Action Partnership of San Bernardino County (San Bernardino)	\$301,005.00 20
Community Resource Project, Inc. (Sacramento)	\$2,126,094.00 116
Community Services and Employment Training, Inc. (Visalia)	\$284,409.00 21
Fresno Co. Economic Opportunities Commission (Fresno)	\$963,670.00 66
Glenn County Human Resource Agency (Willows)	\$150,834.00 11
Great Northern Services (Weed)	\$32,918.00 2
Kings Community Action Org., Inc. (Hanford)	\$230,763.00 17
Long Beach Community Action Partnership (Long Beach)	\$471,374.00 29
Maravilla Foundation (City of Commerce)	\$1,080,305.00 70
Merced County Community Action Agency (Merced)	\$1,252,837.00 78
Metropolitan Area Advisory Committee (MAAC) (Chula Vista)	\$477,354.00 32
Pacific Asian Consortium in Employment (Los Angeles)	\$450,697.00 27
Redwood Community Action Agency (Eureka)	\$94,525.00 6
San Joaquin County Department of Aging and Community Services (Stockton)	\$634,694.00 47
Self-Help Home Improvement Project (Redding)	\$127,936.00 8
Total:	\$14,172,776.00 895

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

IV.2 WAP Production Schedule

Weatherization Plans		Units
Total Units (excluding reweatherized)		895
Reweatherized Units		0
Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	895
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	895
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$7,597,292.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	895
H	Average Program Operations Costs per Unit (F divided by G)	\$8,488.59
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,488.59

IV.3 Energy Savings

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)				
		Units	Savings Calculator (MBtus)	Energy Savings
	This Year Estimate	895	29.3	26224
	Prior Year Estimate	828	29.3	24260
	Prior Year Actual	626	29.3	18342
Method used to calculate savings description:				

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: jbors@atcaa.org
CAB Santa Cruz - PAC	Type of organization: Local agency Contact Name: Maria De La Garza Phone: 8317632147 Email: mariaelena@cabinc.org
	Type of organization: Unit of Local Government

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: EE0009890, State: CA, Program Year: 2024
Recipient: State of California

Calaveras-Mariposa Community Action Agency	Contact Name: Kristen Brink Phone: 2097546452 Email: kbrink@co.calaveras.ca.us Type of organization: Non-profit (not a financial institution)
California Community Economic Development Association	Contact Name: Roberto Barragán Phone: 2136250105 Email: roberto@cceda.com Type of organization: Local agency
California Human Development - PAC	Contact Name: Thomas Stuebner Phone: 7075231155 Email: ts@cahumandevlopment.org Type of organization: Local agency
CAP of Kern - PAC	Contact Name: Jeremy Tobias Phone: 6613365236 Email: jtobias@capk.org Type of organization: Local agency
CAP of San Bernardino - PAC	Contact Name: Xiomara Henriquez-Ortega Phone: 9097231514 Email: ortega-henriquez@capsbc.org Type of organization: Local agency
CAP of San Luis Obispo County, Inc	Contact Name: Elizabeth Steinberg Phone: 8055444355 Email: esteinberg@capslo.org Type of organization: Local agency
CAP of Solano - PAC	Contact Name: Karen Craig Phone: 7074228810 Email: kcraig@suisun.com Type of organization: Unit of Local Government
CAP of Sonoma - PAC	Contact Name: Iliana Valenzuela Phone: 7075446911 Email: info@capsonoma.org Type of organization: Unit of Local Government
City of LA CDD - PAC	Contact Name: Jan Perry Phone: 2137447333 Email: Jan.Perry@lacity.org Type of organization: Unit of Local Government
City of Oakland DHS - PAC	Contact Name: Dwight Williams Phone: 5102382362 Email: dwilliams@oaklandnet.com Type of organization: Local agency
Community Action Commissiion of Santa Barbara - PAC	Contact Name: Patricia Keelean Phone: 805996488857 Email: pkeelea@CommUnifySB.org Type of organization: Local agency
Community Action Napa Valley - PAC	Contact Name: Drene Johnson Phone: 7072536100 Email: djohnson@can-v.org Type of organization: Local agency
Community Action of Ventura County, Inc. - PAC	Contact Name: Susana Lopez-Garcia Phone: 8054794235 Email: slopez@ca-vc.org Type of organization: Local agency
Community Action Partnership of Madera County	Contact Name: Ana Ibanez Phone: 55967557477 Email: aibanez@capmc.flywheelsites.com Type of organization: Local agency
Community Action Partnership of Orange County - PAC	Contact Name: Christine Baginski Phone: 71483961995302 Email: cbaginski@capoc.org

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

Community Services & Employment Training, Inc. -PAC	Type of organization: Non-profit (not a financial institution) Contact Name: Jeff Forbes Phone: 5597414661 Email: jeff.forbes@cset.org
Contra Costa EHSD - PAC	Type of organization: Unit of Local Government Contact Name: Mele Tupou Phone: 9256816311 Email: mtupou@ehsd.cccounty.us
County of LA Dept of PSS - PAC	Type of organization: Unit of Local Government Contact Name: Hugo Giron Phone: 5629086327 Email: hugogiron@dpss.lacounty.gov
CUI -PAC	Type of organization: Local agency Contact Name: Guadalupe Ponce Phone: 7603705129 Email: Gponce@campesinosunidos.org
CVOC - PAC	Type of organization: Local agency Contact Name: Jean Warren Phone: 2093570062 Email: jwarren@cvoc.org
Del Norte Senior Center - PAC	Type of organization: Local agency Contact Name: Charlaïne Mazzei Phone: 7074643069 Email: cmazzei@dnsc1.org
El Dorado County Health and Human Services Agency - PAC	Type of organization: Unit of Local Government Contact Name: Margaret Williams Phone: 5306427164 Email: margaret.williams@edcgov.us
Foothill Unity Center - PAC	Type of organization: Local agency Contact Name: Tashera Taylor Phone: 6263583486 Email: tashera@foothillunitycenter.org
Fresno Co. Economic Opportunities Commission - PAC	Type of organization: Local agency Contact Name: Antonio Aguilar Phone: 5592631569 Email: antonio.aguilar@fresnoecoc.org
IMACA - PAC	Type of organization: Local agency Contact Name: Charles Broten Phone: 7608738557112 Email: cbroten@imaca.net
Kings CAO - PAC	Type of organization: Local agency Contact Name: Jeff Garner Phone: 5594157202 Email: jgarner@kcao.org
Long Beach Community Action Partnership	Type of organization: Local agency Contact Name: Marisa Semense Phone: 5622164600 Email: msemense@lbcap.org
Nevada County Dept of HCV - PAC	Type of organization: Local agency Contact Name: Rob Choate Phone: 5302651645 Email: rob.choate@co.nevada.ca.us
North Coast Oppprtunities - PAC	Type of organization: Local agency Contact Name: Patty Bruder Phone: 7074621956 Email: pbruder@ncoinc.org
Northern California Indian DC	Type of organization: Indian Tribe Contact Name: Greg Gehr Phone: 7074458451

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

Project Go, Inc. - PAC	Email: greg@gehr.us Type of organization: Local agency Contact Name: Lynda Timbers, Executive Director Phone: 9167823443 Email: lynda@projectgoinc.org
Proteus Inc - PAC	Type of organization: Local agency Contact Name: Randi Espinoza Phone: 5597335423 Email: randi@proteusinc.org
Redwood CAA - PAC	Type of organization: Local agency Contact Name: Val Martinez Phone: 7072692009 Email: valmartinez@rcaa.org
Rural Community Assistance Corporation	Type of organization: Non-profit (not a financial institution) Contact Name: Eric O'Connor Phone: 9164472854 Email: eoconnor@rcac.org
Sacramento Employment and Training Agency - PAC	Type of organization: Local agency Contact Name: Julie Davis-Jaffe Phone: 9162634364 Email: julie@delpaso.seta.net
Sacred Heart Community Service - PAC	Type of organization: Local agency Contact Name: Poncho Guevara Phone: 4082782175 Email: poncho@sacredheartcs.org
San Benito Dept of CSWD - PAC	Type of organization: Local agency Contact Name: Andi Anderson Phone: 8316379293 Email: aanderson@cosb.us
San Mateo Co HSA - PAC	Type of organization: Local agency Contact Name: Iliana Rodriguez Phone: 6508023378 Email: irodriguez@mcgov.org
Shasta CAA - PAC	Type of organization: Local agency Contact Name: Hollie Zander Phone: 5302456438 Email: hzander@co.shasta.ca.us
Tehama Co CAA - PAC	Type of organization: Local agency Contact Name: David Madrigal Phone: 5305284046 Email: dmadrigal@tcdss.org
Urban Services YMCA	Type of organization: Local agency Contact Name: Cesnae Crawford Phone: 4155610631 Email: ccrawford@ymcasf.org
Yuba County CSC - PAC	Type of organization: Local agency Contact Name: Wendy Hartman Phone: 5307495470 Email: whartman@co.yuba.ca.us

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
03/29/2024	03/29/2024 - CSD Public website posting 03/25/2024 - CSD Local Agency Portal email communication 03/29/2024 - CSD Facebook posting 03/29/2024 - CSD Twitter posting

IV.7 Miscellaneous

Recipient Business Officer

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

Kathy Andry
Branch Chief, Energy and Environmental Services Division

California Department of Community Services and Development
Kathy.Andry@csd.ca.gov

Recipient Principal Investigator

Lizzie Adams
Unit Manager, Department of Energy Weatherization Unit

California Department of Community Services and Development
Lizzie.Adams@csd.ca.gov

State Plan Amendment

Due to unforeseen circumstances, there was not adequate time to finalize the program allocation to each Subgrantee before submitting the initial State Plan by May 1, 2024. The current PY 2024 Subgrantee allocations were estimated to meet submittal requirements and have not been finalized with each provider. An amendment to the State Plan will be submitted no later than July 31, 2024.

Buy American

The Build America Buy America Act (“Buy American Act”) establishes a domestic procurement preference by requiring agencies ensure applicable programs incorporate a Buy America preference in the terms and conditions of each award after May 14, 2022. The Buy America preference applies to federal financial assistance programs where funds are used for projects for “infrastructure”, absent an exception. Infrastructure is defined in Section 70912(5) of the Infrastructure Investment and Jobs Act (also known as the Bipartisan Infrastructure Law) to include “the structures, facilities, and equipment for, in the United States, buildings and real property”. As outlined in OMB M-22-11, which provides implementation guidance, the Buy America preference will not be a requirement on non-infrastructure projects. Non-infrastructure projects include projects consisting solely of the “construction, or improvement of a private home for personal use.” Although further guidance from the DOE on application of the Buy American Act is anticipated, the Buy America preference provisions requiring certain domestic procurement will likely apply. Therefore, for DOE WAP services, the Buy America preference will require purchases of iron, steel, manufactured products, and construction materials produced in the United States. In the event that such an infrastructure project is undertaken, CSD will plan activities, such as ensuring any supplies of iron, steel, manufactured goods, or construction materials can certify, in writing, that their products are manufactured domestically.

Redistribution of Funds

Funds may be reclaimed and redistributed to another Subgrantee(s) who has capacity to spend out for the following reasons:

- A Subgrantee cannot meet their production goals.
- A Subgrantee is not in compliance with program requirements or other extenuating circumstances.
- A Subgrantee has determined that DOE WAP funds are insufficient to administer and maintain WAP at the local level.
- A Subgrantee does not maintain the services of a certified Quality Control Inspector for the duration of the contract term.

Considerable efforts will be made to serve the affected service area, but it will be dependent upon the ability to secure an alternate Subgrantee for the remainder of the contract period.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

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 G: 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, car, 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 Weatherization Assistance Program (WAP) income guidelines. CSD uses the federal poverty level of 200 percent as determined by the Office of Management and Budget as follows:

Household Size	DOE Monthly Income 200% Federal Poverty Effective 7/1/24
1	\$2,510.00
2	\$3,406.67
3	\$4,303.33
4	\$5,200.00
5	\$6,096.67
6	\$6,993.33
7	\$7,890.00
8	\$8,786.67
9	\$9,683.33
10	\$10,580.00
11	\$11,476.67
12	\$12,373.33
13	\$13,270.00
14	\$14,166.67
15	\$15,063.33
16	\$15,960.00
17	\$16,856.67
18	\$17,753.33
19	\$18,650.00
20	\$19,546.67
21	\$20,443.33
22	\$21,340.00
23	\$22,236.67
24	\$23,133.33
25	\$24,030.00

Priority for providing weatherization assistance is given to elderly persons, persons with disabilities, families with children under 19, and

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

households with high energy burden. Subgrantees will be required to develop a service priority plan that includes energy burden (refer to Attachment V: CSD 793 DOE Weatherization Priority Plan Narrative). CSD will review and approve service priority plans as part of the contract execution process. Refer to Attachment G: CSD Eligibility and Verification Guide.

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

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996, H.R. 3734, also known as the Welfare Reform Act, placed specific restrictions on the eligibility of aliens for “federal public benefits”, including on qualified aliens for “federal means-tested public benefits” for a period of five years. LIHEAP is identified as providing a “federal public benefit” which non-qualified aliens may not receive. (63 FR 41657.) As defined in a Federal Register notice dated August 26, 1997 (62 FR 45256), the Department of Health and Human Services (HHS) interpreted “federal means-tested public benefits” to include only those benefits provided under Federal means-tested, mandatory spending programs (e.g., only Medicaid and TANF for HHS programs). Accordingly, HHS Information Memorandum LIHEAP-IM 98-25 dated August 6, 1998, states that all qualified aliens, 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 WAP will follow the interpretation as adopted by HHS. Therefore, U.S. citizens and qualified aliens are eligible to apply for DOE WAP so long as they meet other program requirements (e.g., household income levels per the chart above).

In addition, LIHEAP IM 99-10, issued June 15, 1999, further clarifies that use of LIHEAP funds to weatherize a multi-unit building is not a benefit which is a federal public benefit. Therefore, weatherization in a multi-unit building is not a covered activity for status verification, meaning providers do not need to verify qualified alien or citizen eligibility.

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 G). 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 created and provided an optional Client File Checklist to Subgrantees in July 2023, which assists Subgrantees with ensuring weatherized dwelling files contain all necessary eligibility and other documentation required by CSD-administered energy programs.

Describe Reweathering compliance

Weatherization services for a dwelling unit previously weatherized using DOE WAP funds are only allowable 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 (DOE WAP, DOE ARRA, BIL WAP, LIHEAP, HUD, or USDA) within fifteen years of the date such previous weatherization was completed.

Each dwelling must receive a new dwelling assessment, diagnostic testing, and a determination as to whether the dwelling qualifies as a Priority List dwelling or requires an energy audit, which will consider any previous energy conservation improvements to the dwelling. Only feasible health and safety measures and energy conservation measures that qualify under the Priority List or for a dwelling where an energy audit was conducted at or above a savings-to-investment ratio (SIR) of 1.0 are allowable.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

To confirm a dwelling's eligibility for DOE WAP, CSD has developed an automated system, the Address Verification and Earmarks System (AVES), that Subgrantees must check to ensure that the dwelling has not been weatherized using LIHEAP, DOE WAP, DOE ARRA, and/ or BIL WAP funding during the prior 15 years. AVES was implemented in October 2023 and includes data on federal programs that CSD administers but does not include HUD or USDA data. Subgrantees must check a dwelling's address in AVES and verify that the household's income is within the program income eligibility guidelines before committing to providing reweatherization services under DOE WAP.

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 on a trailer chassis and designed for highway delivery to a permanent location, and 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 five or more dwelling units in a single building.

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 detached dwelling structure containing no more than one dwelling unit, or two-to-four-unit buildings.

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 prohibit property owners from raising rental prices within two years after services are provided 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 receiving weatherization services for the dwelling.

CSD has adequate procedures 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-assisted multifamily properties for weatherization work, streamlines income eligibility determination, and ensures that benefits accrue primarily to the low-income residents.

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:

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

- Attachment H: 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.

Weatherization Readiness Funds (WRF)

To address deferral issues under the Annual 2024 DOE WAP, CSD will use the Weatherization Readiness Funds (WRF) as described below. These funds are to be used for DOE WAP jobs where deferral was initially required due to a condition beyond the regular weatherization program scope. These funds will allow the identified deferral condition to be corrected (within the limits of this guidance/plan) and for weatherization work to resume and result in a completed DOE WAP unit.

Through the DOE participation application process, Subgrantees request the amount of WRF funding they wish to receive and provide a per-unit estimate. Subgrantees are not required to accept WRF funding to participate in the annual DOE program.

WRF Maximum Average Cost Per Unit

The maximum WRF average cost per unit (WRF ACPU for Program Year 2024 is \$20,000. The maximum WRF ACPU is both separate and higher than the ACPU for weatherization services.

WRF Process

Homes that have been previously deferred and maintaining eligibility for program services will be prioritized for WAP services. For all other WRF needs, Subgrantees must follow the same priority and ranking used for weatherization. Once it has been determined that WRF money will be used on a dwelling, the Subgrantee must document the actions to be taken to make the dwelling ready for weatherization, the entity performing the actual work, and the cost of the work. Once the readiness work has been completed, the dwelling must immediately receive weatherization services and be documented as a DOE WAP unit.

Restrictions on WRF

Any dwelling that receives WRF money must result in a completed DOE unit. If WRF money is used on a dwelling and the dwelling does not result in a completed DOE unit, the cost will be disallowed. WRF money must be tracked separately from other DOE funding.

Repairs Eligible for WRF Money

The following is a non-comprehensive list of repairs that are eligible for WRF money. Items not on this list can be implemented based on the discretion of the Subgrantee after discussions with CSD.

- Asbestos remediation
- Ceiling repair
- Electrical upgrade or repair
- Exterior drainage repairs (e.g., landscaping or gutters, bulk moisture control)
- Floor repair
- Incidental Repairs that if included in the Savings-to-Investment Ratio (SIR) calculations, would cause a unit to not be cost effective
- ~~Insulation preparation~~ **
- Mold remediation
- Pest infestation
- Plumbing repair (including sewer/septic repair)
- Repairs not previously listed as incidental repair because of high cost or other reasons
- Roof repair/replacement
- Structure repair
- Wall repair (interior and exterior)
- Other (as needed to correct dwelling deferrals – must be pre-approved by CSD)

Units needing repairs beyond those supported by WRF, weatherization assistance, and other funding sources will be deferred under the regular deferral policy.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

WRF Tracking

For each client, Subgrantees are required to report WRF expenditures and repairs in CSD's online reporting system. The DOE WAP Unit will monitor the WRF ACPU throughout the program year to ensure compliance.

Client Files

Each unit that receives WRF funding will require photographic documentation of the conditions requiring the WRF work and any additional supporting documentation to validate the use of WRF funds. A copy of the contractor's license for all work performed by a third-party contactor must be saved and included in the client file. These photos and all other supporting documentation must be included in the client file of the completed unit to substantiate the use of WRF funds.

Due to the nature of this new funding, CSD will request a sampling of DOE WAP WRF jobs for monitoring purposes.

** - See below:

- CSD believes insulation preparation was originally intended to address repairs to insulation-specific structural issues, holes in the roof, or leaks that would prevent the installation of insulation or other equipment located in the attic.
- CSD will be removing the "installation preparation" item be struck out on the measure matrix.
- Furthermore, other types of work in the attic are already addressed in other WRF line items, specifically--vermiculite removal would be handled under the "Asbestos Abatement" line item, and knob-and-tube would be under the "Electrical Upgrade" item.
- Since WRF Ceiling Repair, WRF Roof Repair/Replacement and WRF Structural Repair are in place, then WRF Insulation Preparation should be removed altogether.
- Areas that require removal:
 - **WRF Fact Sheet – need to delete WRF Insulation Prep**
 - **DOE Measure Matrix – need to delete WRF Insulation Prep**
 - CSD WRF Client Consent Form – need to delete WRF Insulation Prep
 - CPN-E-23-04 – need to delete WRF Insulation Prep (2 instances) and Infiltration Reduction (2 instances)

V.1.3 Definition of Children

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

V.1.4 Approach to Tribal Organizations

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

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

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 and sustaining a weatherization program. Based on CSD's allocation formula, the grant allocation to the tribes would not provide enough resources to implement a full-service program from the ground up and would be too low to sustain an ongoing localized program.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

- CSD field monitors obtain updates on tribal interaction, outreach activities and service provision as part of the LIHEAP Local Plan that is reviewed during shared DOE / LIHEAP monitoring visits to Subgrantees. The Local Plan details the relationship and services that each Subgrantee has with Tribal members in their service area. Services may be delivered through individual interaction with Tribal members, and through more formal efforts such as working directly with the Tribal Housing Authority and Social Services office.

V.2 Selection of Areas to Be Served

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.

When a Subgrantee cannot serve their designated service area for DOE WAP, CSD will attempt to contract with a neighboring (in-network) Subgrantee until services can be resumed by the former Subgrantee. If the Subgrantee cannot resume services, it may be necessary to procure a new Subgrantee.

Funds may also be redistributed to an existing Subgrantee(s) who has capacity to provide DOE WAP services for the following reasons:

- A Subgrantee (i.e., the original recipient) cannot meet their production goals.
- A Subgrantee is not in compliance with program requirements or other extenuating circumstances.
- A Subgrantee has determined that DOE funds are insufficient to administer and maintain the DOE WAP at the local level.
- A Subgrantee does not maintain the services of a certified Quality Control Inspector for the duration of the contract term.

Due to supplemental funding awarded with the Bipartisan Infrastructure Law Department of Energy Weatherization Assistance Program Grant (BIL WAP) and reliance on leveraging Low-Income Home Energy Assistance Grant funds to facilitate the administration of DOE WAP at the local level, Subgrantees are having difficulty fully spending their annual DOE WAP allocation. With the recent decrease in Low Income Home Energy Assistance Program (LIHEAP) funding and a lower health and safety percentage maximum, many Subgrantees have expressed concerns about having enough LIHEAP leveraging dollars to match with both the Annual DOE WAP Grant and the BIL WAP Grant. However, through the BIL WAP, CSD is nearly able to achieve statewide coverage by providing services in almost all 58 counties.

It should be noted that all WAP Subgrantees currently receive funding under CSD's LIHEAP program, 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 the Annual DOE WAP. In any county not currently served by an active DOE WAP Subgrantee, should a resident specifically request DOE WAP services, CSD will coordinate with that Subgrantee to ensure that the eligible household receives other available weatherization services.

V.3 Priorities

Weatherization services performed must align with the DOE WAP rules and regulations, CSD Technical Reference Manual (TRM), CSD's Eligibility and Verification Guide, and 10 CFR Section 440.16. CSD contracts require participating Subgrantees to develop service priority plans, which require the following:

- No dwelling unit may be weatherized without documentation that the dwelling unit is an eligible unit for DOE WAP services.
- Priority is given to identifying units/dwellings owned or occupied by low-income persons that are particularly vulnerable, including elderly persons, persons with disabilities, families with children under age 19, high residential energy users, and households with high energy burdens. Subgrantees indicate how units/dwellings meet these criteria in a detailed narrative on Form CSD 793 – DOE Weatherization Priority Plan Narrative (Attachment U).

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

- Subgrantees are required to have written policies outlining how DOE weatherization services are provided meeting the criteria of 10 CFR Section 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. Applications that do not meet CSD's eligibility timelines must be recertified before services can be provided.

A high residential energy user is defined by contract as a low-income household whose residential energy expenditures exceed the median level of residential expenditures for all low-income households in the state. Subgrantees upload client income and utility data to CSD's online data collection system from which an energy burden is derived. On CSD's DOE Weatherization Priority Plan Narrative (CSD Form 793), Subgrantees provide their plans for prioritizing services to elderly persons, persons with disabilities, families with children, high residential energy users, and households with a high energy burden.

- The high energy user and energy burden clients are NOT reported on the QPRs, please explain. - CSD is working on updating our system to capture that data, we should have a better timeline developed by end of Summer 2024.

CSD's DOE WAP does not have specific objectives expressly regarding Justice40. However, due to the service emphasis of LIHEAP on serving elderly persons, persons with disabilities, families with children, and households with a high energy burden, for administrative ease, Subgrantees administer DOE WAP services in accordance with these service considerations thereby meeting the objectives set forth by Justice40.

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 using Region 1 (Hot) from the climate zone map as identified in WPN 22-8 for DOE-WAP Sponsored Priority List for Site-Built Single Family, Manufactured Homes, and Low-Rise Multifamily dwellings.

The Subgrantees use the data included in the Energy Audit/Priority List Protocol to customize the energy audit for dwellings 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 Zones 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 Section 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 subcontractors on CSD's Local Agencies Portal. CSD regularly updates the TRM to reflect recent DOE guidance and code changes, and once approved by DOE, the manual is released to Subgrantee network.

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

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

needed. In addition, CSD maintains a technical assistance hotline staffed by CSD technical unit employees.

CSD contracts require Subgrantees to adhere to the latest version of the TRM, Energy Program Notices, Office of Management and Budget (OMB), and other federal and state laws, regulations, and guidelines. 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 Agencies Portal (LAP) website. The LAP is only accessible to Subgrantees and CSD staff via a login.

The National Environmental Policy Act (NEPA) is a federal law requiring all federally funded projects to consider environmental impacts of work to be performed. Requirements for data tracking are defined based upon a DOE WAP determination by state. As it relates to eligible structures, CSD and its Subgrantees will comply with all National Environmental Policy Act (NEPA) requirements as documented by the NEPA Determination and WAP Guidance documents.

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 4/20/16 - REM/Design and Priority List
Approval Date: 4/20/2021

Audit Procedure: Manufactured Housing
Audit Name: Other (specify)
Approved 4/20/16 - REM/Design and Priority List
Approval Date: 4/20/2021

Audit Procedure: Multi-Family
Audit Name: Other (specify)
Approved 4/20/16 - 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
Approval Date: 4/20/2021

Comments

In June 2023, CSD released the 2023 Technical Reference Manual with an effective date of July 1, 2023, providing details of the DOE-approved energy audit and priority list methodologies and measure installation hierarchy. DOE approved CSD's protocols on February 22, 2023. The protocols will remain in effect until April 20, 2026. CSD will submit updated protocols to DOE for approval prior to that.
Each dwelling served under DOE WAP must follow either the Priority List (PL) path or Audit path based on an established set of criteria. When the Priority List path will be applied as determined by the CSD 710 Energy Audit/Priority List Checklist, a prescriptive list of measures must be installed based on building type and the approved dwelling criteria.
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. The Targeted Retrofit Energy Analysis Tool (TREAT) will be used

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

for all multifamily buildings and small multifamily buildings with common heating and/or cooling systems. REM/Design will be used for small multifamily buildings of 24 or fewer units with independent heating/cooling systems. All TREAT projects will be submitted to DOE for approval prior to commencement of work.

For detailed procedures on energy audit requirements and the priority list, consult 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 five to 10 percent of third-party quality assurance inspections on completed dwelling units 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, such as 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 CSD's QC 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: requiring 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

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, update allocation formulas, priority of service definitions, or other program policies and documents; etc.)?

CSD's network of WAP Subgrantees is made up of non-profit community-based organizations and public agencies that primarily provide 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, administer LIHEAP services and, in many cases, administer the Community Services Block Grant program to fund services to low-income communities. Because annual DOE WAP Subgrantees offer more than 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 to deliver the greatest service impact to clients. LIHEAP Subgrantees encourage utility assistance recipients to be prioritized to receive weatherization

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

services to reduce their home energy burden. Annual DOE WAP Subgrantees often seek to leverage the 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 free from discrimination and retaliation.

How is the effectiveness of Subgrantee weatherization assessed?

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

- 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, completed units and adherence to Average Cost Per Unit (ACPU).
- Regular monitoring to ensure compliance with other contractual programmatic 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, including 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 weatherized homes
- Program compliance.

The development of automatic comprehensive analysis, data reporting, and enhanced reporting continues. All changes 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. Depending on the nature of the change(s), training may be required to help ensure these changes are effectively communicated and implemented.

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 extensive training-related issues 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:

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

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

Additionally, deficiencies identified through on-site programmatic and inspection visits may 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 (a Learning Management System) was implemented in January 2023. It greatly assists 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.

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 available electronically on the Local Agencies 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 (i.e., Front-End Vendors) have developed electronic versions of CSD's assessment form compatible with their local systems. Subgrantees are encouraged to implement automated or electronic applications for field use. These forms will help standardize 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 in 2022. Many field forms are available electronically using the FastField platform. Front-end vendors were also provided schemas for approximately one-third of the developed forms for integration into their platforms.
- Online training was developed in lieu of the planned regional trainings for the new TRM. Virtual Q&A sessions were held, and a FAQ document was created as a result of these sessions and posted to CSD's Local Agencies Portal.
- On January 24, 2024, CSD issued an announcement regarding the formation of the Weatherization Training and Technical Committee (WTTC) to provide input on approaches to help LSPs overcome challenges in meeting on-the-job training requirements as outlined in the CSD Training Policies and Procedures manual and to provide further refinements to the weatherization training curriculum. The first meeting for the WTTC took place on February 29, 2024. After completing the initial work focus for on-the-job training, the WTTC will be tasked to direct its attention to other areas of the weatherization program, including the Learning Management System (LMS), training curriculum enhancements, and technical weatherization policies.

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U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

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?

CSD QA Inspections performed on completed DOE WAP units for other Agencies did not reveal significant findings or workmanship issues. CSD will continue to track findings associated with assessments, measure installation, and overall workmanship while noting final inspections to confirm satisfactory workmanship by Subgrantees. In addition, CSD will continue to track the implementation and execution of any Training Referrals and/or Corrective Action Plans issued, and evaluate whether improvements are being made as required, or if additional action will be required.

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 database 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 assists in identifying training non-compliance.

CSD works closely with Subgrantees to help them develop a better understanding of the Average Cost Per Unit (ACPU) grant requirements. Efforts in this area include:

- Increased training and communication to Subgrantees to help them better understand average investment per unit contract requirements and grant ACPU.
- Requirement that Subgrantees monitor their contract expenditure investments in completed units on a monthly basis.
- Providing regular updates to Subgrantees to confirm their current ACPU throughout the program year.
- Increased monitoring of Subgrantees to ensure adherence to contract average cost per unit.

Are there technical and financial systems that have been reviewed?

CSD provides data transfer rules to the two front-end vendors who offer reporting software to Subgrantee. From a review perspective, the systems must incorporate these data transfer rules to validate uploaded data. 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.

Subgrantee procurement standards must be in accordance with all federal and state rules and regulations governing DOE WAP grants pertaining to procurement, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements. Subgrantees must establish, maintain and follow written procurement procedures consistent with the procurement standards in 2CFR Section 200-317 through Section 200.326. Measure costs are also evaluated by CSD's third-party QCI during inspection visits. Weatherization measures not included in the energy audit are subject to cost maximums established by the Weatherization Measure Matrix.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

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.

This evaluation of cost data is ongoing and will be revisited annually to ascertain the need for any 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.

Details related to health and safety protocols are found in Attachment H: CSD Weatherization Health and Safety Plan.

V.8 Program Management

V.8.1 Overview and Organization

CSD is one of several departments under the auspices 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 economic security, 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-funded programs that reduce poverty and improve the lives of low-income Californians such as California Low-Income Weatherization Program (LIWP) and California Earned Income Tax Credit Education and Outreach Program.

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. For description of CSD staff duties and organizational structure, refer to Personnel Object Class in Budgets and Attachment L Organizational Chart.

CSD subcontracts with a network of Subgrantees that provide DOE and LIHEAP weatherization services. The network is comprised of Community Services Block Grant agencies and public or non-profit 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 DOE WAP grant cycle, Subgrantees interested in administering the annual DOE WAP grant program must complete a brief application outlining the Subgrantee's specific allocation request and plans for ensuring the successful expenditure of the allocation within the 12-month contract term. Upon receipt of all applications, CSD will allocate available funding after a review of past performance, allocation amount requested, and projected Subgrantee capacity to comply with grant objectives and requirements. The application process promotes understanding of policy updates associated with the upcoming grant policies that are in transition. This process enables Subgrantees to make an informed decision on whether to submit an application for new grant funds and encourages greater engagement in the development and review of the annual DOE WAP State Plan.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

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

- Correct the problem(s) with training, technical assistance, and/or imposition of special contract conditions; or
- Reduce a Subgrantee's future allocation(s), including capped budget items, if the Subgrantee does not fully expend its allocation by the end of the contract term; or
- Re-assign the service area to another existing Subgrantee; or
- Solicit or select a new or additional Subgrantee in accordance with 10 CFR Section 440.15 provisions.

CSD's WAP Org Chart has been included in the SF424 Uploads.

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. 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 onsite inspections, desk reviews, and quarterly reviews to ensure Subgrantees meet the performance goals, administrative standards, financial management requirements, and other requirements of the DOE WAP and CSD contracts and weatherization standards. 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 each Subgrantee, 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 electronically. Findings based upon unauthorized measure installation, billing discrepancies, client and dwelling ineligibility may result in disallowed costs. CSD has fifteen (15) full-time staff within three Energy Division units who perform monitoring functions in various capacities: DOE WAP, Field Operations, and Energy Technical Support. 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 DOE WAP. Nineteen percent of the Grantee T&TA allocation (or nine percent of the total T&TA allocation) is dedicated to field monitoring and inspection purposes including travel. These activities are leveraged with LIHEAP.

CSD's monitoring program consists of the following strategies:

Programmatic and Management Monitoring:

- Subgrantee Review:
 - Monitoring tools are reviewed and updated annually. The tool addresses but is 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, re-weatherization, 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 that received recent DOE WAP funding and exhibited no performance issues, client file reviews will be limited to five percent of client files or five client files (whichever is greater) associated with assisted households over the

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

course of the new DOE WAP contract term.

- For Subgrantees that have not received recent DOE WAP funding, client file reviews will be limited to a minimum of 10 percent of client files or 10 client files (whichever is greater) associated with assisted households over the course of the new DOE WAP contract term.
- Noted concerns are brought to the attention of the Subgrantee's Executive Director and/or Board Chair for resolution and may result in an onsite visit or increased reporting requirements, such as additional comprehensive evaluations. Subgrantees determined to be at a higher risk will receive onsite visits.
- All contracts, program notices, policies, audit protocols and installation standards are available electronically through CSD's Local Agencies Portal. 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 dwellings that 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 whether 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 and Verification 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 QC 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 conduct a follow-up investigation and address remedial action with the Subgrantee as deemed appropriate.

Energy Audits:

- CSD has established audit protocols for single family, mobile home, and multi-family dwellings.
- For new Energy 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 Energy 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.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

- Although photos are not required from Tier 2 auditors, CSD reserves the right to request photos at any time.
- 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, Subgrantees notify CSD of any local training needs. Existing Energy Auditors are required to take bridge and/or refresher REM Design training(s) when updates are made to the Energy Audit Protocol.

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 and Safety Plan is incorporated into the contract by reference and training is readily available to Subgrantees through CSD's Training 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, their 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.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

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. Programmatic findings and resolutions are maintained for tracking purposes as well as identification of trends. CSD conducts regular monitoring of the third-party inspectors. CSD QAIs review 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 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 or through the CSD Training Portal.
- 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 Training Portal (CTP) serves as the primary platform for training records.

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 reviews the reports and contacts 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 interviews.

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:

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

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

- CSD's 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 proper application of the priority list and energy audit.

Qualifications & Training:

- Field Representatives and Technical Support staff follow up with Subgrantees when required training is incomplete, training discrepancies are found, or Subgrantee staff is found to be working in areas for which they are not qualified.
- 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 Renovation, Repair, and Painting documentation. A finding is issued and Subgrantees are required to resolve any issues 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 up to 10 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.
- For Subgrantees that received previous DOE WAP funding and exhibited no performance issues, third-party quality assurance inspections will be limited to a minimum of five percent of completed projects or five inspections (whichever is greater) associated with assisted households over the course of the contract term.
- Subgrantees who meet the following criteria will be subject to third-party inspections of a minimum of 10 percent of completed

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

projects associated with assisted households over the course of the current DOE WAP contract term.

- Subgrantee has been granted a separation of duties waiver on a case-by-case basis. Typically, these Subgrantees are small rural agencies with a very small number of staff or have temporary staffing shortages due to medical leave, turnover of critical staff, or difficulties in finding qualified personnel.
- Subgrantee has opted to use the QCI mentorship option.
- Subgrantee has not administered an Annual DOE WAP contract since at least the 2020 Program Year.
- Any identified inspection findings and trends are discussed with the Subgrantee and training may be recommended.

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.

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.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

- 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 auditor's 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 the 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 requires all Subgrantees to convert to fully automated data systems at the local level. Subgrantees have the discretion to choose 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 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:

- 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.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

- 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, CSD will prepare a draft written report on its findings and/or observations and send it to the Subgrantee to review. CSD will address any findings, observations, and/or recommendations for which Subgrantee contests and/or needs clarification. 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.

Recordkeeping

All records maintained by Subgrantees must meet the 2 CFR Part 200, "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 must 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 for 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 DOE WAP services. Dwellings that received federal weatherization program services are prohibited from receiving additional DOE WAP services. This method of eligibility verification is essential to meet DOE WAP re-weatherization rules and will remain in effect until additional information regarding HUD and USDA weatherization data is provided by DOE.

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 service 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 Section 200.339 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., Title 10 of the Code of Federal Regulations Section 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.

V.8.4 Training and Technical Assistance Approach and Activities

Overview

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 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.

To meet the long-term demand for a training facility in Southern California, CSD is in discussions with a Subgrantee located in the area for consideration as a new training facility. Before the facility can be utilized, a number of updates will be needed to ensure that the facility meets the required standards of CSD's weatherization programs. Once final approval has been attained, an MOU between CSD

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

and the training facility provider will be executed.

For a full description of CSD’s training and technical assistance activities refer to Attachment P: DOE WAP Training and Technical Assistance Plan.

Percent of overall trainings

Comprehensive Trainings:	60.0
Specific Trainings:	40.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	38.0
Percent of budget allocated to Crew/Installer trainings:	52.0
Percent of budget allocated to Management/Financial trainings:	10.0

V.9 Energy Crisis and Disaster Plan

The purpose of California’s Department of Energy (DOE) disaster planning and relief response plan 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. DOE WAP provides limited support in a disaster response plan. Funds are limited to eligible weatherization activities and the purchase and delivery of weatherization materials.

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 Part 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 per dwelling unit allowed by the current program year.
- 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 a disaster relief plan requires consideration of the following factors:

- 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 prioritize households located in the disaster area if the households are eligible, meet one of the priorities above and are free and clear of any

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: EE0009890, **State:** CA, **Program Year:** 2024
Recipient: State of California

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.