

## APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:		2. Type of Application:		If Revision, select appropriate letter(s)	
<input type="checkbox"/> Preapplication		<input type="checkbox"/> New		<b>Increase Award</b>	
<input checked="" type="checkbox"/> Application		<input checked="" type="checkbox"/> Continuation		Other (specify):	
<input type="checkbox"/> Changed/Corrected Application		<input type="checkbox"/> Revision			
3. Date Received 05/03/2024			4. Applicant Identifier:		
5a. Federal Entity Identifier:			5b. Federal Award Identifier: DE-EE0009924		
<b>State Use Only:</b>					
6. Date Received by State:			7. State Application Identifier:		
<b>8. APPLICANT INFORMATION:</b>					
a. Legal Name: STATE OF OHIO					
b. Employer/Taxpayer Identification Number (EIN/TIN): 311334820			c. UEI: K1PKP3JWWQJ4		
<b>d. Address:</b>					
Street 1: P.O. BOX 1001					
Street 2:					
City: COLUMBUS					
County: FRANKLIN County					
State: OH					
Province:					
Country: U.S.A.					
Zip / Postal Code: 432161001					
<b>e. Organizational Unit:</b>					
Department Name: Ohio Department of Development			Division Name: Community Services Division		
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>					
Prefix:		First Name: Talia			
Middle Name:					
Last Name: Givens-Gore					
Suffix:					
Title: Deputy Chief, Office of Community Enhancements					
Organizational Affiliation:					
Telephone Number: 6147288140			Fax Number:		
Email: Talia.Givens-Gore@development.ohio.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.):**

All 88 Counties in Ohio.

**15. Descriptive Title of Applicant's Project:**

2024 Ohio Home Weatherization Assistance Program (HWAP)

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**16. Congressional District Of:**

a. Applicant: Ohio Congressional District 03

b. Program/Project: OH-Statewide

**Attach an additional list of Program/Project Congressional Districts if needed:****17. Proposed Project:**

a. Start Date: 07/01/2024

b. End Date: 06/30/2025

**18. Estimated Funding (\$):**

a. Federal	19,365,932.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	19,365,932.00

**19. Is Application subject to Review By State Under Executive Order 12372 Process?:**

- a. This application was made available to the State under the Executive Order 12372 Process for review
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372

**20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)**

No

**21. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to**

 I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency

**Authorized Representative:**

Prefix: First Name: Patrick

Middle Name:

Last Name: Smith

Suffix:

Title: Chief, Community Services Division

Telephone Number: 6147280961

Fax Number:

Email: Patrick.Smith@development.ohio.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 07/17/2024

**U.S. DEPARTMENT OF ENERGY**



**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: STATE OF OHIO  
Award number: EE0009924

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>
Deputy Chief - TG	Oversees the Office of Community Enhancements. 15% DOE funds, the other 85% is from other funding including HHS, and state funds.
Manager - Program Operations - NF	Oversees program fiscal operations within the Office of Energy and Environment. 10% DOE funds, the other 90% is from other funding including HHS, and state funds.
Special Projects Manager - CO	Coordinates Communication for the Office of Division Support. 10% DOE funds, the other 90% is from other funding including HHS, and state funds.
Weatherization Manager	HWAP Manager oversees the Home Weatherization Assistance Program. 50% DOE funds, the other 50% is from other funding including HHS, and state funds.
Community Development Analyst - JV	Monitors providers, offers T/TA, supports HWAP Manager. 10% DOE funds, the other 90% is from other funding including HHS, and state funds.
Community Development Analyst - BC	Monitors providers, offers T/TA, supports HWAP Manager. 80% DOE funds, the other 20% is from other funding including HHS, and state funds.
Senior Financial Analyst - MT	Completes tasks related to fiscal operations. 15% DOE funds, the other 85% is from other funding including HHS, and state funds.
Energy Analyst - AE	Monitors providers, offers TA, supports HWAP manager. 80% DOE funds, the other 20% is from other funding including HHS, and state funds.
Energy Program Developer - SK	Monitors providers, offers TA, supports HWAP manager. 80% DOE funds, the other 20% is from other funding including HHS, and state funds.
Community Development Analyst - ES	Administrative Monitor/Procurement Specialist. 80% DOE funds, the other 20% is from other funding including HHS, and state funds.
Community Development Analyst - PS	Administrative Monitor/Procurement Specialist. 50% DOE funds, the other 50% is from other funding including HHS, and state funds.
Financial Program Manager (Budget Officer) - RH	Assists Fiscal Section Manager in the Program Operations Unit within the Office of Energy and Environment. 10% DOE funds, the other 90% is from other funding including HHS, and state funds.
Energy Research Analyst 2 - BJ	Monitors providers, offers T/TA, supports HWAP Manager. 80% DOE funds, the other 20% is from other funding including HHS, and state funds.
Office Professional 2 - TK	Supports Staff. 15% DOE funds, the other 85% is from other funding including HHS, and state funds.
Energy Analyst - LB	Monitors providers, offers TA, supports HWAP manager. 80% DOE funds, the other 20% is from other funding including HHS, and state funds.
Intermittant Financial Analyst - ET	Completes tasks related to fiscal operations. 20% DOE funds, the other 80% is from other funding including HHS, and state funds.

Grant Lead - AS	Facilitates communication and organization within the department. 30% DOE funds, the other 70% is from other funding including HHS, and state funds.
Energy Analyst	Monitors providers, offers TA, supports HWAP manager. 80% DOE funds, the other 20% is from other funding including HHS, and state funds.
Energy Analyst	Monitors providers, offers TA, supports HWAP manager. 80% DOE funds, the other 20% is from other funding including HHS, and state funds.
SPC (Communications)	Communications personnel that is responsible for communication with the vendor network: sending updates, information rollouts, etc.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Deputy Chief - TG	\$92,908.77	14.9992 % FT	\$13,935.57
Manager - Program Operations - NF	\$84,903.31	9.9991 % FT	\$8,489.57
Special Projects Manager - CO	\$80,340.00	9.9991 % FT	\$8,033.28
Weatherization Manager	\$92,809.00	49.9992 % FT	\$46,403.76
Community Development Analyst - JV	\$93,302.00	9.9992 % FT	\$9,329.45
Community Development Analyst - BC	\$86,489.00	79.9991 % FT	\$69,190.42
Senior Financial Analyst - MT	\$93,302.00	14.9992 % FT	\$13,994.55
Energy Analyst - AE	\$91,523.00	79.9992 % FT	\$73,217.67
Energy Program Developer - SK	\$102,235.00	79.9993 % FT	\$81,787.28
Community Development Analyst - ES	\$90,024.00	79.9992 % FT	\$72,018.48
Community Development Analyst - PS	\$91,223.00	49.9992 % FT	\$45,610.77
Financial Program Manager (Budget Officer) - RH	\$95,637.00	9.9992 % FT	\$9,562.93
Energy Research Analyst 2 - BJ	\$91,523.00	79.9992 % FT	\$73,217.67
Office Professional 2 - TK	\$49,168.00	14.9985 % FT	\$7,374.46
Energy Analyst - LB	\$76,227.00	49.9990 % FT	\$38,112.74
Intermittant Financial Analyst - ET	\$51,418.00	19.9986 % FT	\$10,282.88
Grant Lead - AS	\$76,934.00	29.9990 % FT	\$23,079.43
Energy Analyst	\$86,489.00	79.9991 % FT	\$69,190.42
Energy Analyst	\$86,489.00	79.9991 % FT	\$69,190.42
SPC (Communications)	\$66,950.00	9.9989 % FT	\$6,694.26
		Direct Pay Total	\$748,716.01

**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.

Fringe benefits for the State of Ohio employees include medical, dental, and vision; contributions to the Public Employees Retirement Systems; Workers' Compensation coverage; and disability coverage. Individual rates vary depending upon the type of insurance coverage chosen by the employee during program year. Fringe will average 46.04% of total salary. A document of Fringe Rate Calculation Per Employee is also attached.

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Deputy Chief - TG	\$13,935.57	51.1798 %	\$7,132.20
Manager - Program Operations - NF	\$8,489.57	53.4897 %	\$4,541.05
Special Projects Manager - CO	\$8,033.28	36.8496 %	\$2,960.23
Weatherization Manager	\$46,403.76	51.1799 %	\$23,749.40
Community Development Analyst - JV	\$9,329.45	26.0497 %	\$2,430.29
Community Development Analyst - BC	\$69,190.42	52.8899 %	\$36,594.74
Senior Financial Analyst - MT	\$13,994.55	50.9397 %	\$7,128.78
Energy Analyst - AE	\$73,217.67	51.3899 %	\$37,626.49
Energy Program Developer - SK	\$81,787.28	48.6899 %	\$39,822.14
Community Development Analyst - ES	\$72,018.48	51.8299 %	\$37,327.11
Community Development Analyst - PS	\$45,610.77	51.5699 %	\$23,521.43
Financial Program Manager (Budget Officer) - RH	\$9,562.93	50.4195 %	\$4,821.58
Energy Research Analyst 2 - BJ	\$73,217.67	50.4299 %	\$36,923.60
Office Professional 2 - TK	\$7,374.46	73.6293 %	\$5,429.76
Energy Analyst - LB	\$38,112.74	37.2399 %	\$14,193.15
Intermittant Financial Analyst - ET	\$10,282.88	21.6695 %	\$2,228.25
Grant Lead - AS	\$23,079.43	26.3198 %	\$6,074.46
Energy Analyst	\$69,190.42	52.8899 %	\$36,594.74
Energy Analyst	\$69,190.42	52.8899 %	\$36,594.74
SPC (Communications)	\$6,694.26	37.1493 %	\$2,486.87
		Fringe Benefits Total	\$368,181.01

**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>
Training at Ohio Weatherization Training Center	15	\$1,000.00	\$15,000.00
Training and Technical Assistance to local grantees	30	\$1,000.00	\$30,000.00
Compliance monitoring visits throughout the state.	25	\$1,000.00	\$25,000.00
Attending required national conferences	5	\$1,000.00	\$5,000.00
		Travel Total	\$75,000.00

- 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.

Travel was allocated based on historic expenditures and developed as an average cost per trip. This cost includes: mileage reimbursement; per diem, and lodging costs when necessary. The limits are set by statewide policies governing travel reimbursements. Ohio is aware that each sub-grantee must be visited at least once per program year with a minimum of 5% of completed units monitored. The remaining cost to complete this task will be paid by another funding source.

**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.

Equipment	Unit Cost	Number	Total Cost	Justification of Need
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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.

N/A

**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
Consumer Education materials	\$14,400.00	Prior year experience for ordering materials for local provider consumer education
Personnel Protective Equipment & Uniform	\$3,700.00	State HWAP staff only
Office Supplies / Software Licenses / Hardware Replacement	\$6,900.00	* Prior year experience for office supply items for State HWAP staff \$800 * Desktop/laptop replacement, \$600 x 4 = \$2,400 * Annual software/network/user licenses for State HWAP staff \$3,300 * HWAP related activities including state meetings/events \$400 The above costs are NOT duplicative or included in the indirect pool.
Materials and Supplies Total	\$25,000.00	

- 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*
SERC Award	\$2,000,000.00	This line is for the SERC Grant.

Local Weatherization Agency Providers	\$16,463,027.00	The amount for each sub-grantee is determined by the state allocation formula. (a) Administrative limits on these funds are determined by subtracting from the maximum of 15 percent of total Ohio Allocation (Program Operation Allocation + T/TA Allowance), not more than 7.5%, for state operations and allocating the remainder of the administrative funds to sub-grantees based on the formula. Of the total sub-grantee administrative funds of \$1,586,831; \$1,299,158 is from Program Allocation and \$287,674 is from T&TA Allocations. (b) Of total 28 sub-grantees, 12 which have their total allocation less than \$350,000, are eligible up to an additional 5% of their grant for administration. The total amount allocated for the additional 5% is \$134,385.74. (c) \$1,934,557 of T/TA Allowance, is allocated to sub-grantees for training activities based on the formula. Added to include SERC award.
Ohio Weatherization Training Center	\$750,000.00	Negotiated agreement between the Ohio Development Services Agency, Office of Community Assistance and the Corporation for Ohio Appalachian Development. A "sub grantee" relationship is appropriate with COAD for training center for \$750,000 is because funds were passes thru COAD to support the performance of the substantive training project for OH, such as technical training to the Ohio HWAP network and contractors. COAD is also monitored/audited annually. COAD is an IREC accredited Tier 1 training center. Please see Training and Technical Assistance section of the Master File for details regarding types of training, contact hours and other specific information.

Contracts and Subgrants Total                      \$19,213,027.00

\*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
IT Contracts, Legal, Memberships	\$205,000.00	This category is for any other expense that the State of Ohio incurs for Administration of the HWAP program, that doesn't have an existing category. Many of these costs are one-offs, such as IT fixing systems, or developing new ones.
Other Direct Costs Total	<u>                    </u> \$205,000.00	

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.

**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.



The latest Indirect Rate Agreement was approved by U.S. Department of Energy on 6/29/2023. Allocation Base is Direct Salaries/Wages & Fringe. The approved rate for the Community Services Division is 65.45%. Attached to SF424 are a copy of the latest Indirect Rate Agreement a copy of the latest single agency audit.

- 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.

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

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Indirect costs calculations:

<b>Indirect Cost Account</b>	<b>Direct Total</b>	<b>Indirect Rate</b>	<b>Total Indirect</b>
DOE Grantee (T & TA Base + Fringe Salary)	\$671,718.32	65.4500 %	\$439,639.64
DOE Grantee Administration (Program Base + Fringe Salary)	\$445,177.95	65.4499 %	\$291,368.52
		Indirect Costs Total	\$731,008.16

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0009924		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address STATE OF OHIO P.O. BOX 1001 COLUMBUS, OH 432161001		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	\$ 2,000,000.00		\$ 19,365,932.00		\$ 21,365,932.00
2.						
3.						
4.						
5. TOTAL		\$ 2,000,000.00	\$ 0.00	\$ 19,365,932.00	\$ 0.00	\$ 21,365,932.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) SUBGRANTEE ADMINISTRATI ON	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 303,587.00	\$ 0.00	\$ 445,129.00	\$ 0.00	\$ 748,716.00
b. Fringe Benefits	\$ 141,591.00	\$ 0.00	\$ 226,590.00	\$ 0.00	\$ 368,181.00
c. Travel	\$ 25,000.00	\$ 0.00	\$ 50,000.00	\$ 0.00	\$ 75,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 25,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25,000.00
f. Contract	\$ 0.00	\$ 2,047,597.00	\$ 0.00	\$ 1,083,894.00	\$ 19,213,027.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 200,000.00	\$ 0.00	\$ 5,000.00	\$ 0.00	\$ 205,000.00
i. Total Direct Charges	\$ 695,178.00	\$ 2,047,597.00	\$ 726,719.00	\$ 1,083,894.00	\$ 20,634,924.00
j. Indirect Costs	\$ 291,369.00	\$ 0.00	\$ 439,639.00	\$ 0.00	\$ 731,008.00
k. Totals	\$ 986,547.00	\$ 2,047,597.00	\$ 1,166,358.00	\$ 1,083,894.00	\$ 21,365,932.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0009924		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address STATE OF OHIO P.O. BOX 1001 COLUMBUS, OH 432161001		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		\$ 2,000,000.00	\$ 0.00	\$ 19,365,932.00	\$ 0.00	\$ 21,365,932.00

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) FINANCIAL AUDITS		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 748,716.00	
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 368,181.00	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 75,000.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25,000.00	
f. Contract	\$ 9,418,463.00	\$ 1,756,710.00	\$ 194,230.00	\$ 291,344.00	\$ 19,213,027.00	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 205,000.00	
i. Total Direct Charges	\$ 9,418,463.00	\$ 1,756,710.00	\$ 194,230.00	\$ 291,344.00	\$ 20,634,924.00	
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 731,008.00	
k. Totals	\$ 9,418,463.00	\$ 1,756,710.00	\$ 194,230.00	\$ 291,344.00	\$ 21,365,932.00	
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0009924		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address STATE OF OHIO P.O. BOX 1001 COLUMBUS, OH 432161001		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		\$ 2,000,000.00	\$ 0.00	\$ 19,365,932.00	\$ 0.00	\$ 21,365,932.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) WEATHERIZATION READINESS	(2) SPECIAL PROJECTS I - COAD Training Center	(3) SERC PROGRAM OPERATIONS	(4) SERC GRANTEE ADMINISTRATION	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 748,716.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 368,181.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 75,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25,000.00
f. Contract	\$ 1,670,789.00	\$ 750,000.00	\$ 1,630,250.00	\$ 369,750.00	\$ 19,213,027.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 205,000.00
i. Total Direct Charges	\$ 1,670,789.00	\$ 750,000.00	\$ 1,630,250.00	\$ 369,750.00	\$ 20,634,924.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 731,008.00
k. Totals	\$ 1,670,789.00	\$ 750,000.00	\$ 1,630,250.00	\$ 369,750.00	\$ 21,365,932.00
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:** EE0009924, **State:** OH  
**Recipient:** STATE OF OHIO

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**Remarks**

Traditionally, 15% of HHS-LIHEAP funds for Ohio are transferred annually to the state weatherization program. These funds follow the same rules of the DOE weatherization program, with a few exceptions based on program funding needs. The flexibility provided by these funds prevents many deferrals for Ohio customers and is vital to the continuation of a successful program.

Also, I am getting a discrepancy error between the annual file and the budget of \$2M. This is due to the SERC funds, but I am not sure how to record those funds so that the error is eliminated.

In accordance with 2 CFR 200.425(a)(2), only those Subgrantees expending more than \$750k in total Federal Funding annually will receive FINANCIAL AUDITS funding identified in the Grantee's SF-424a Budget.

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: OH Grant Number: EE0009924 Program Year: 2024

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<b>Name: Ashtabula County Community Action Agency</b>		Contact: John Melnik	
Address: 6920 Austinburg Rd.		UEI: ZV9NPUT494D3	
PO Box 2610		DUNS: 961704368	
Ashtabula, OH 44004-0000		Phone: (440) 997-5957	
Counties served:	LAKE County	Fax: (440) 998-1925	
	ASHTABULA County	Email: jmelnik@accaa.org	
	GEAUGA County		
	Tentative allocation: \$ 512,671.00	Congressional districts served:	<u>CD</u>
	Planned units: 95		OH-14
	Type of organization: Non-profit organization		
	Source of labor: Agency and Contractors		

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<b>Name: Bridges Community Action Partnership</b>		Contact: Marla George	
Address: 232 N Main St		UEI: LQHBFRTEN2P7	
Suite G		DUNS: 028007292	
Marysville, OH 43040-0000		Phone: (937) 642-4986	
Counties served:	DELAWARE County	Fax: (937) 642-1925	
	MADISON County	Email: mkgeorge@bridgescap.org	
	UNION County		
	LOGAN County		
	SHELBY County		
	CHAMPAIGN County		
	Tentative allocation: \$ 544,987.00	Congressional districts served:	<u>CD</u>
	Planned units: 101		OH-04
	Type of organization: Non-profit organization		
	Source of labor: Agency and Contractors		

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<b>Name: CAP Commission of the Lancaster-Fairfield County Area</b>		Contact: Scott Porter	
Address: 1743 East Main St		UEI: QNHKSRNH8LM1	
P.O. Box 768		DUNS: 097543441	
Lancaster, OH 43130-0768		Phone: (740) 653-4146	
Counties served:	FAIRFIELD County	Fax: (740) 653-4462	
		Email: sporter@faircaa.org	
	Tentative allocation: \$ 185,066.00	Congressional districts served:	<u>CD</u>
	Planned units: 33		OH-15
	Type of organization: Non-profit organization		
	Source of labor: Contractors		

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U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: OH Grant Number: EE0009924 Program Year: 2024

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Name: <b>CHN Housing Partners</b>	Contact: Monica Martello	
	UEI: LGKCFPP8LMD6	
	DUNS: 183098870	
Address: 2999 Payne Avenue #306	Phone: (216) 672-3540309	
Cleveland, OH 44114-0000	Fax: () -	
	Email: MMartello@chnnet.com	
Counties served: CUYAHOGA County	Tentative allocation: \$ 1,512,481.00	Congressional districts served: <u>CD</u>
	Planned units: 279	OH-14
	Type of organization: Non-profit organization	OH-16
		OH-09
		OH-11
	Source of labor: Contractors	

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Name: <b>Clermont County Community Services</b>	Contact: Billie Kuntz	
	UEI: W64UTM5NLFR3	
	DUNS: 798189445	
Address: 3003 Hospital Drive	Phone: (513) 735-8802	
Batavia, OH 45103-0000	Fax: () -	
	Email: billiek@cccsi.org	
Counties served: CLERMONT County	Tentative allocation: \$ 221,448.00	Congressional districts served: <u>CD</u>
	Planned units: 39	OH-02
	Type of organization: Non-profit organization	
	Source of labor: Agency	

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Name: <b>Clinton County Community Action Program, Inc.</b>	Contact: Greg Smith	
	UEI: JA41T82W7655	
	DUNS: 099025199	
Address: 789 N. Nelson Avenue	Phone: (937) 382-0766	
PO Box 32	Fax: (937) 382-0390	
Wilmington, OH 45177-0032	Email: gregsmith@clintoncap.org	
Counties served: CLINTON County	Tentative allocation: \$ 317,857.00	Congressional districts served: <u>CD</u>
CLARK County	Planned units: 56	OH-01
	Type of organization: Non-profit organization	OH-08
	Source of labor: Agency	

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Name: <b>Community Action Commission of Fayette County</b>	Contact: Vicki Carrozza
	UEI: FW1FXGZAQ9F4
	DUNS: 092163336
Address: 1400 S.R. 22 NW	Phone: (740) 313-7137
Washington C H, OH 43160-0000	Fax: (740) 335-6769
	Email: vcarrozza@cacfayettecounty.org

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: OH Grant Number: EE0009924 Program Year: 2024

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Counties served:	FAYETTE County	Tentative allocation:	\$ 87,616.00	Congressional districts served:	<u>CD</u> OH-15
		Planned units:	15		
		Type of organization:	Non-profit organization		
		Source of labor:	Agency		

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Name:	<b>Community Action Council of Portage County Inc</b>	Contact:	Kim Bond		
		UEI:	WUJDFYHRLN4		
		DUNS:	060412657		
Address:	1036 West Main Street	Phone:	(330) 297-1456		
	P.O. Box 917	Fax:	(330) 297-1463		
	Ravenna, OH 44260-0000	Email:	kbond@cacportage.net		
Counties served:	TRUMBULL County PORTAGE County	Tentative allocation:	\$ 506,068.00	Congressional districts served:	<u>CD</u> OH-14 OH-13
		Planned units:	93		
		Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		

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Name:	<b>Community Action Wayne/Medina</b>	Contact:	Mark Wilson		
		UEI:	MQTTNJ15LNH3		
		DUNS:	097609788		
Address:	905 Pittsburgh Ave	Phone:	(330) 264-8677		
	Wooster, OH 44691-0000	Fax:	(330) 264-5170		
		Email:	MWilson@cawm.org		
Counties served:	WAYNE County MEDINA County	Tentative allocation:	\$ 333,452.00	Congressional districts served:	<u>CD</u> OH-07 OH-04
		Planned units:	59		
		Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		

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Name:	<b>Corporation for Ohio Appalachian Development</b>	Contact:	Nicole Peoples
		UEI:	KX1MNZJKDM14
		DUNS:	096330402
Address:	1 Pinchot Lane	Phone:	(740) 856-1719
	PO Box 787	Fax:	(740) 856-1719
	Athens, OH 45701-0787	Email:	npeoples@coadinc.org



U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
 State: OH Grant Number: EE0009924 Program Year: 2024

Counties served:	JEFFERSON County VINTON County ROSS County HOLMES County KNOX County ATHENS County WASHINGTON County HIGHLAND County TUSCARAWAS County BROWN County JACKSON County MEIGS County MORGAN County MUSKINGUM County CARROLL County COSHOCTON County GUERNSEY County NOBLE County GALLIA County HARRISON County SCIOTO County MONROE County PERRY County HOCKING County BELMONT County COLUMBIANA County ADAMS County PIKE County LAWRENCE County ASHLAND County	Tentative allocation: \$ 3,083,257.00 Planned units: 570 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> OH-07 OH-15 OH-06 OH-02 OH-12
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Source of labor: Agency and Contractors

Name: **GLCAP for Lorain County (for GLS)**

Contact: Terry Jacobs  
 UEI: NJFNHGSRBUJU1  
 DUNS: 077573533  
 Phone: (419) 639-2802  
 Fax: () -  
 Email: [tjjacobs@wsos.org](mailto:tjjacobs@wsos.org)

Address: 109 S. Front St  
 Fremont, OH 43420-0000

Counties served:	HURON County SENECA County ERIE County WOOD County SANDUSKY County OTTAWA County	Tentative allocation: \$ 374,485.00 Planned units: 66 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> OH-09 OH-04
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Source of labor: Agency

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: OH Grant Number: EE0009924 Program Year: 2024

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<b>Name:</b> Great Lakes Community Action Partnership	<b>Contact:</b> Terry Jacobs	
	<b>UEI:</b> NJFNHGSRBUJU1	
	<b>DUNS:</b> 077573533	
<b>Address:</b> 109 S. Front St	<b>Phone:</b> (419) 639-2802	
Fremont, OH 43420-0000	<b>Fax:</b> () -	
	<b>Email:</b> <a href="mailto:tjjacobs@wsos.org">tjjacobs@wsos.org</a>	
<b>Counties served:</b> OTTAWA County	<b>Tentative allocation:</b> \$ 699,794.00	<b>Congressional districts served:</b> <u>CD</u>
SANDUSKY County	<b>Planned units:</b> 129	OH-09
SENECA County	<b>Type of organization:</b> Non-profit organization	OH-04
WOOD County		
ERIE County		
HURON County		
	<b>Source of labor:</b> Agency	

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<b>Name:</b> Hancock-Hardin-Wyandot-Putnam CAC, Inc.	<b>Contact:</b> Pete Natal	
	<b>UEI:</b> JQ9LLL828DA8	
	<b>DUNS:</b> 097232284	
<b>Address:</b> 122 Jefferson Street	<b>Phone:</b> (419) 423-3755	
P.O. Box 179	<b>Fax:</b> (419) 423-4115	
Findlay, OH 45839-0000	<b>Email:</b> <a href="mailto:pnatal@hhwpcac.com">pnatal@hhwpcac.com</a>	
<b>Counties served:</b> HANCOCK County	<b>Tentative allocation:</b> \$ 498,177.00	<b>Congressional districts served:</b> <u>CD</u>
PUTNAM County	<b>Planned units:</b> 92	OH-04
WYANDOT County	<b>Type of organization:</b> Non-profit organization	OH-05
HARDIN County		
ALLEN County		
	<b>Source of labor:</b> Agency and Contractors	

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<b>Name:</b> IMPACT Community Action	<b>Contact:</b> McClain Davis	
	<b>UEI:</b> Y6XAEQY4L7Z4	
	<b>DUNS:</b> 830353806	
<b>Address:</b> 711 Southwood Avenue	<b>Phone:</b> (614) 453-1603	
Columbus, OH 43207-0000	<b>Fax:</b> (614) -	
	<b>Email:</b> <a href="mailto:mcdavis@impactca.org">mcdavis@impactca.org</a>	
<b>Counties served:</b> FRANKLIN County	<b>Tentative allocation:</b> \$ 778,213.00	<b>Congressional districts served:</b> <u>CD</u>
	<b>Planned units:</b> 144	OH-15
	<b>Type of organization:</b> Non-profit organization	OH-03
	<b>Source of labor:</b> Agency and Contractors	

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U.S. Department of Energy  
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**SUBGRANTEE INFORMATION**  
State: OH Grant Number: EE0009924 Program Year: 2024

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Name: <b>LEADS</b>	Contact: Terry Boehm	
	UEI: FWLHL13AGL24	
	DUNS: 051578243	
Address: 159 Wilson Street	Phone: (740) 345-4566	
Newark, OH 43055-0000	Fax: (740) 349-8087	
	Email: tboehm@leadscaa.org	
Counties served: LICKING County	Tentative allocation: \$ 201,161.00	Congressional districts served: <u>CD</u> OH-12
	Planned units: 36	
	Type of organization: Non-profit organization	
	Source of labor: Agency	

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Name: <b>Mahoning-Youngstown Community Action Partnership (MYCAP)</b>	Contact: SHEILA TRIPLETT	
	UEI: QUN4ZJ5HNX51	
	DUNS: 077761062	
Address: 1325 5th Avenue	Phone: (330) 747-79211191	
Youngstown, OH 44504-0000	Fax: (330) 747-5708	
	Email: STRIPLETT@My-CAP.ORG	
Counties served: MAHONING County	Tentative allocation: \$ 350,135.00	Congressional districts served: <u>CD</u> OH-13
	Planned units: 62	
	Type of organization: Non-profit organization	
	Source of labor: Agency	

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Name: <b>MIAMI VALLEY COMMUNITY ACTION PARTNERSHIP</b>	Contact: Barry Strahorn	
	UEI: X8QYM41WYB76	
	DUNS: 071269427	
Address: 719 S MAIN STREET	Phone: (937) 341-5000157	
DAYTON, OH 45402-2709	Fax: (937) 341-5002	
	Email: Barrs@cap-dayton.org	
Counties served: BUTLER County	Tentative allocation: \$ 1,907,148.00	Congressional districts served: <u>CD</u> OH-10 OH-08
AUGLAIZE County	Planned units: 353	
GREENE County	Type of organization: Non-profit organization	
DARKE County		
PREBLE County		
MONTGOMERY County		
WARREN County		
MIAMI County		
MERCER County		
	Source of labor: Agency and Contractors	

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U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: OH Grant Number: EE0009924 Program Year: 2024

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Name: <b>Mid-Ohio Regional Planning Commission #140</b>	Contact: Christina O'Keefe	
	UEI: FJNLTRMFQAP5	
	DUNS: 071643837	
Address: 111 Liberty Street	Phone: (614) 223-4192	
Suite 100	Fax: (614) 228-1904	
Columbus, OH 43215-0000	Email: cokeeffe@morpc.org	
Counties served: FRANKLIN County	Tentative allocation: \$ 283,137.00	Congressional districts served: <u>CD</u>
	Planned units: 50	OH-03
	Type of organization: Unit of local government	OH-12
		OH-15
	Source of labor: Contractors	

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Name: <b>MORPC for 28.31% of Franklin County (For GLS)</b>	Contact: Christina O'Keefe	
	UEI: FJNLTRMFQAP5	
	DUNS: 071643837	
Address: 111 Liberty Street	Phone: (614) 223-4192	
Suite 100	Fax: (614) 228-1904	
Columbus, OH 43215-0000	Email: cokeeffe@morpc.org	
Counties served: FRANKLIN County	Tentative allocation: \$ 414,276.00	Congressional districts served: <u>CD</u>
	Planned units: 77	OH-15
	Type of organization: Unit of local government	OH-12
		OH-03
	Source of labor: Contractors	

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Name: <b>Neighborhood Housing Services of Toledo, Inc</b>	Contact: Michael Sachs, Interim	
	UEI: CMTULEZGT1W9	
	DUNS: 108415175	
Address: 704 Second St	Phone: (419) 691-2900	
PO Box 8125	Fax: (419) 691-2999	
Toledo, OH 43605-0000	Email: msachs@nhstoledo.org	
Counties served: LUCAS County	Tentative allocation: \$ 592,606.00	Congressional districts served: <u>CD</u>
	Planned units: 110	OH-09
	Type of organization: Non-profit organization	OH-05
	Source of labor: Agency and Contractors	

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Name: <b>Northwestern Ohio Community Action Commission</b>	Contact: Kelly Feeney
	UEI: JM6EC5KC3F47
	DUNS: 081216897
Address: Plaza Center	Phone: (419) 784-2150
1933 East Second Street	Fax: (419) 782-5648
Defiance, OH 43512-2592	Email: kfeeney@nocac.org

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
 State: OH Grant Number: EE0009924 Program Year: 2024

Counties served:	DEFIANCE County HENRY County PAULDING County FULTON County VAN WERT County WILLIAMS County	Tentative allocation: \$ 472,539.00 Planned units: 87 Type of organization: Non-profit organization	Congressional districts served:	<table border="0"> <tr><td style="text-align: center;">CD</td></tr> <tr><td style="text-align: center;">OH-05</td></tr> </table>	CD	OH-05
CD						
OH-05						
Source of labor: Agency and Contractors						

Name: <b>Ohio Heartland Community Action Commission</b>		Contact: Karen Wise				
		UEI: KYYUS31NJBU5				
		DUNS: 035081835				
Address:	372 E Center St PO Box 779 Marion, OH 43302-1812	Phone: (740) 387-1039				
		Fax: (740) 387-1652				
		Email: kwise@ohcac.org				
Counties served:	CRAWFORD County MARION County	Tentative allocation: \$ 324,240.00 Planned units: 57 Type of organization: Non-profit organization	Congressional districts served:	<table border="0"> <tr><td style="text-align: center;">CD</td></tr> <tr><td style="text-align: center;">OH-04</td></tr> </table>	CD	OH-04
CD						
OH-04						
Source of labor: Agency						

Name: <b>Ohio Heartland for Richland County (For GLS)</b>		Contact: Karen Wise				
		UEI: KYYUS31NJBU5				
		DUNS: 035081835				
Address:	372 E. Center St PO Box 779 Marion, OH 43302-1812	Phone: (740) 387-1039				
		Fax: (740) 387-1652				
		Email: kwise@ohcac.org				
Counties served:	CRAWFORD County MARION County	Tentative allocation: \$ 200,727.00 Planned units: 35 Type of organization: Non-profit organization	Congressional districts served:	<table border="0"> <tr><td style="text-align: center;">CD</td></tr> <tr><td style="text-align: center;">OH-04</td></tr> </table>	CD	OH-04
CD						
OH-04						
Source of labor: Agency						

Name: <b>People Working Cooperatively</b>		Contact: Nina Creech					
		UEI: W64JJYSYZJM6					
		DUNS: 074725532					
Address:	4612 Paddock Rd. Cincinnati, OH 45229-0000	Phone: (513) 351-7921					
		Fax: (513) 351-2734					
		Email: creechn@pwchomerepairs.org					
Counties served:	HAMILTON County	Tentative allocation: \$ 925,453.00 Planned units: 171 Type of organization: Non-profit organization	Congressional districts served:	<table border="0"> <tr><td style="text-align: center;">CD</td></tr> <tr><td style="text-align: center;">OH-01</td></tr> <tr><td style="text-align: center;">OH-02</td></tr> </table>	CD	OH-01	OH-02
CD							
OH-01							
OH-02							
Source of labor: Agency and Contractors							

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
 State: OH Grant Number: EE0009924 Program Year: 2024

<p>Name: <b>Pickaway County Community Action Organization, Inc.</b></p> <p>Address: 469 E. Ohio Street                  Circleville, OH 43113-0067</p> <p>Counties served: PICKAWAY County</p>	<p>Contact: Paul Kidwell                  UEI: XHKXR2G4GMR1                  DUNS: 101629871                  Phone: (740) 477-1655                  Fax: (740) 477-5735                  Email: pkidwell@picca.info</p> <p>Tentative allocation: \$ 103,305.00                  Planned units: 18                  Type of organization: Non-profit organization                  Source of labor: Contractors</p> <p>Congressional districts served: <u>CD</u>                  OH-15</p>
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<p>Name: <b>Stark County Community Action Agency</b></p> <p>Address: 1366 Market Ave. N.                  Canton, OH 44714-0000</p> <p>Counties served: STARK County</p>	<p>Contact: Jim Colopy                  UEI: EBLJK9BNFNJ8                  DUNS: 025597576                  Phone: (330) 452-9823                  Fax: (330) 452-8172                  Email: james.colopy@sccaa.org</p> <p>Tentative allocation: \$ 444,659.00                  Planned units: 82                  Type of organization: Non-profit organization                  Source of labor: Contractors</p> <p>Congressional districts served: <u>CD</u>                  OH-16                  OH-07</p>
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<p>Name: <b>Summit Cty Dept of Planning &amp; Economic Development</b></p> <p>Address: 1180 S. Main St                  Suite 230                  Akron, OH 44301-1254</p> <p>Counties served: SUMMIT County</p>	<p>Contact: Holly Miller                  UEI: LC31RFXJM2M7                  DUNS: 829682330                  Phone: (330) 643-8013                  Fax: (330) 643-2886                  Email: hmiller@summitoh.net</p> <p>Tentative allocation: \$ 588,069.00                  Planned units: 108                  Type of organization: Unit of local government                  Source of labor: Contractors</p> <p>Congressional districts served: <u>CD</u>                  OH-13                  OH-11</p>
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U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: OH Grant Number: EE0009924 Program Year: 2024

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**SERC Subgrantee(s)**

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Name: **IMPACT Community Action**

Contact: McClain Davis

UEI: Y6XAEQY4L7Z4

DUNS: 830353806

Address: 711 Southwood Avenue  
Columbus, OH 43207-0000

Phone: (614) 453-1603

Fax: (614) -

Email: mcdavis@impactca.org

Counties served: FRANKLIN County

Tentative allocation: \$ 2,000,000.00

Planned units: 60

Type of organization: Non-profit organization

Source of labor: Agency

Congressional districts served:

CD

OH-03

OH-15

Remarks:

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**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number: EE0009924, State: OH, Program Year: 2024**  
**Recipient: STATE OF OHIO**

**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
Ashtabula County Community Action Agency (Ashtabula)	\$512,671.00 95
Bridges Community Action Partnership (Marysville)	\$544,987.00 101
CAP Commission of the Lancaster-Fairfield County Area (Lancaster)	\$185,066.00 33
CHN Housing Partners (Cleveland)	\$1,512,481.00 279
Clermont County Community Services (Batavia)	\$221,448.00 39
Clinton County Community Action Program, Inc. (Wilmington)	\$317,857.00 56
Community Action Commission of Fayette County (Washington C H)	\$87,616.00 15
Community Action Council of Portage County Inc (Ravenna)	\$506,068.00 93
Community Action Wayne/Medina (Wooster)	\$333,452.00 59
Corporation for Ohio Appalachian Development (Athens)	\$3,083,257.00 570
GLCAP for Lorain County (for GLS) (Fremont)	\$374,485.00 66
Great Lakes Community Action Partnership (Fremont)	\$699,794.00 129
Hancock-Hardin-Wyandot-Putnam CAC, Inc. (Findlay)	\$498,177.00 92
IMPACT Community Action (Columbus)	\$778,213.00 144
LEADS (Newark)	\$201,161.00 36
Mahoning-Youngstown Community Action Partnership (MYCAP) (Youngstown)	\$350,135.00 62
MIAMI VALLEY COMMUNITY ACTION PARTNERSHIP (DAYTON)	\$1,907,148.00 353
Mid-Ohio Regional Planning Commission #140 (Columbus)	\$283,137.00 50
MORPC for 28.31% of Franklin County (For GLS) (Columbus)	\$414,276.00 77
Neighborhood Housing Services of Toledo, Inc (Toledo)	\$592,606.00 110
Northwestern Ohio Community Action Commission (Defiance)	\$472,539.00 87
Ohio Heartland Community Action Commission (Marion)	\$324,240.00 57
Ohio Heartland for Richland County (For GLS) (Marion)	\$200,727.00 35
People Working Cooperatively (Cincinnati)	\$925,453.00 171



**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number: EE0009924, State: OH, Program Year: 2024**  
**Recipient: STATE OF OHIO**

Pickaway County Community Action Organization, Inc. (Circleville)	\$103,305.00 18
Stark County Community Action Agency (Canton)	\$444,659.00 82
Summit Cty Dept of Planning & Economic Development (Akron)	\$588,069.00 108
<b>Total:</b>	<b>\$16,463,027.00</b> <b>3,017</b>

**IV.2 WAP Production Schedule**

Weatherization Plans	Units
Total Units (excluding reweatherized)	2,996
Rewatherized Units	21
Planned SERC Units *	60
Average Unit Costs, Units subject to DOE Project Rules	
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>	
A Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B Total Units Weatherized	2,996
C Total Units Rewatherized	21
D Total Dwelling Units to be Weatherized and Rewatherized (B + C)	3,017
E Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
<b>AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>	
F Total Funds for Program Operations	\$9,418,463.00
G Total Dwelling Units to be Weatherized and Rewatherized (from line D)	3,017
H Average Program Operations Costs per Unit (F divided by G)	\$3,121.80
I Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J Total Average Cost per Dwelling (H plus I)	\$3,121.80

**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	3017	29.3	88398
	Prior Year Estimate	4403	29.3	129008
	Prior Year Actual	4083	29.3	119632
<b>Method used to calculate savings description:</b>				
Ohio will use the DOE algorithm to calculate energy savings.				
Please note: The HHS LIHEAP funds will be used to leverage DOE funds and weatherize additional units in Ohio. Also note that energy savings projection is reduced slightly based on the decision to offer additional administrative funds to subgrantees, reducing production and therefore, energy savings.				

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

Ohio will not utilize any DOE funds for leveraging activities.

**IV.5 Policy Advisory Council Members**

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

American Electric Power (AEP)	Type of organization: Utility Contact Name: Debbie Paris Phone: 3304387106 Email: <a href="mailto:dlreed@aep.com">dlreed@aep.com</a>
Community Action Council of Portage County Inc	Type of organization: Non-profit (not a financial institution) Contact Name: Kim Bond Phone: 3302971456 Email: <a href="mailto:kbond@cacportage.net">kbond@cacportage.net</a>
Great Lakes Community Action Partnership	Type of organization: Non-profit (not a financial institution) Contact Name: Terry Jacobs Phone: 4196392802 Email: <a href="mailto:tjacobs@wsos.org">tjacobs@wsos.org</a>
Ground Level Solutions, Inc.	Type of organization: Non-profit (not a financial institution) Contact Name: Dave Davenport, Chair Phone: 6148617992 Email: <a href="mailto:davenportd@groundlevelsolutions.org">davenportd@groundlevelsolutions.org</a>
Hocking, Athens, Perry Community Action	Type of organization: Local agency Contact Name: Jeremy Boggs Phone: 7407674500 Email: <a href="mailto:jboggs@hapcap.org">jboggs@hapcap.org</a>
LEADS	Type of organization: Non-profit (not a financial institution) Contact Name: Terry Boehm Phone: 7403454566 Email: <a href="mailto:tboehm@leadscap.org">tboehm@leadscap.org</a>
MIAMI VALLEY COMMUNITY ACTION PARTNERSHIP	Type of organization: Non-profit (not a financial institution) Contact Name: Barry Strahorn Phone: 9373415000157 Email: <a href="mailto:Barrs@cap-dayton.org">Barrs@cap-dayton.org</a>
Ohio Association of CAA Energy Committee	Type of organization: Non-profit (not a financial institution) Contact Name: Andrew (Joe) Devany Phone: 7403871039 Email: <a href="mailto:joed@ohcac.org">joed@ohcac.org</a>
Ohio Department of Aging	Type of organization: Unit of State Government Contact Name: Joe Gage Phone: 7403736400 Email: <a href="mailto:jgage@buckeyehills.org">jgage@buckeyehills.org</a>
Ohio Mental Health and Addiction Services	Type of organization: Unit of State Government Contact Name: Doug Bailey Phone: 6144669933 Email: <a href="mailto:doug.bailey@mha.ohio.gov">doug.bailey@mha.ohio.gov</a>
Ohio Partners for Affordable Energy	Type of organization: Non-profit (not a financial institution) Contact Name: Dave Rinebolt Phone: 6144625496 Email: <a href="mailto:drinebolt@ohiopartners.org">drinebolt@ohiopartners.org</a>
Ohio Weatherization Training Center	Type of organization: Non-profit (not a financial institution) Contact Name: Kevin McCoy Phone: 7405948499 Email: <a href="mailto:kmccoy@coadinc.org">kmccoy@coadinc.org</a>
PUCO	Type of organization: Unit of State Government Contact Name: Tonja Stewart Phone: (614)466-0138 Email: <a href="mailto:tonja.stewart@puc.state.oh.us">tonja.stewart@puc.state.oh.us</a>

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

Date Held	Newspapers that publicized the hearings and the dates the notice ran
04/11/2024	A public hearing was held April 11, 2024 both in person and virtually in order to seek input on the draft Home Weatherization Assistance Program State Plan. The transcript is attached, as well as the meeting notice. Notice was sent to the following media outlets: Columbus Dispatch Cleveland Plain Dealer Cincinnati Enquirer Vindicator Printing Athens Messenger Dayton Daily News Portsmouth Daily Times Akron Beacon Journal Marietta Times Toledo Blade Cleveland Call & Post Lima News

**IV.7 Miscellaneous**

- Patrick Smith, Chief, Community Services Division (CSD), Development, is the Business Officer for the Ohio HWAP State Plan. Patrick Smith will also serve as the grantee Principal Investigator for the Ohio HWAP State Plan. His contact information is: Patrick.Smith@development.ohio.gov, (O) 614.728.0961
- Subgrantees must exercise a buy-local preference to ensure that weatherization materials utilized for the program are produced in Ohio to the greatest extent that cost considerations, product availability, and quantity are warranted. In cases where an out-of-state bid or vendor is preferable, the subgrantee must provide documentation/justification in the file.
- To the greatest extent practicable, subgrantees are encouraged to leverage and coordinate weatherization activities with other housing rehabilitation and/or neighborhood revitalization efforts such as the Housing Assistance Grant Program, Utility Programs, or Children's Health Insurance Program (CHIP).
- To the greatest extent practicable, subgrantees are encouraged to weatherize existing affordable rental housing, especially those accepting rent subsidies, such as Section 8 or Rural Development rental assistance, or an existing Ohio Housing Tax Credit property.
- Subgrantees are encouraged to utilize state-certified Minority Business Enterprises and Encouraging Diversity, Growth and Equity businesses to provide weatherization materials and services to the greatest extent that cost considerations, product availability, and quantity warrant.

**Weatherization Readiness Funds**

Ohio will use the appropriated Weatherization Readiness Funds (WRF) to enhance the energy efficiency efforts of HWAP by targeting dwellings whose homes have been deferred for weatherization services. Ohio currently operates a similar deferral program with an additional transfer requested via a waiver from the US Department of Health and Human Services (HHS). The WRF will mirror the currently operating HWAP Enhancement program. Additionally, all homes receiving WRF must receive meaningful weatherization services through HWAP, and the weatherization services must be completed within the same program year. Ohio will prioritize these funds for clients who are at 200% of the FPG and have been deferred for weatherization services or would be deferred due to Health and Safety issues in the home and will institute a maximum of \$5,000 amount per home.

**LOW ACPU**

Ohio also uses HHS funds to weatherize homes, which will make the ACPU look abnormally low.

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This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

**V.1 Eligibility**

**V.1.1 Approach to Determining Client Eligibility**

Provide a description of the definition of income used to determine eligibility

All dwelling units to be weatherized shall be determined eligible in such a manner to ensure each weatherized dwelling unit meets the qualifications of Code of Federal Regulations (CFR) 440.22, 'Eligible Dwelling Units,' which states a dwelling unit shall be eligible for weatherization assistance under this part if it is occupied by a family unit:

1. Whose income is at or below 200% of the FPG determined in accordance with criteria established by the director of the Office of Management and Budget.
2. Which contains a member who has received cash assistance payments under Title IV or XVI of the Social Security Act or applicable state or local law at any time during the 12-month period preceding the determination of eligibility for weatherization assistance; or
3. If the state elects, is eligible for assistance under the Low-Income Home Energy Assistance Act of 1981, provided that such basis is at least 200% of the FPG determined in accordance with criteria established by the director of the Office of Management and Budget.
4. Whose dwelling unit includes HUD's means-tested programs' income qualification at or below 80% of Area Median Income.

All income eligibility shall be documented by the subgrantee and will be subject to examination by Development, DOE, and the Comptroller General of the United States and/or their designated representatives. Client eligibility may be categorical or traditional, as defined below.

**CATEGORICAL ELIGIBILITY**

Categorical eligibility applies when one or more persons living in the dwelling unit has received cash assistance payments under Title IV or XVI of the Social Security Act or applicable state or local law at any time during the 12-month period preceding the determination of eligibility for weatherization assistance, or one or more persons in the dwelling unit is eligible for assistance under the Low-Income Home Energy Assistance Act of 1981 or the applicant resides in a unit meeting one of HUD's means-tested programs.

**TRADITIONAL ELIGIBILITY**

Traditional eligibility applies to any household whose income is at or below 200% of the FPG determined in accordance with criteria established by the director of the Office of Management and Budget, except that the secretary may establish a higher level if the secretary, after consulting with the secretary of agriculture and the secretary of HHS, determines such a higher level is necessary to carry out the purposes of this part and is consistent with the eligibility criteria established for the weatherization program under section 222(a)(12) of the Economic Opportunity Act of 1964; Pub. L. No. 88452, 42 U.S.C. § 2701 et seq. A complete collection of policies and procedures related to eligibility can be found in the Ohio HWAP Policies and Procedures Manual, section D, part 2 Client Eligibility and Application Process.

Describe what household eligibility basis will be used in the Program

A household shall be defined as a family unit meeting the qualifications above in order to qualify for weatherization. In Ohio, any household meeting either Categorical or Traditional Eligibility would be eligible to receive weatherization services from the HWAP.

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

Ohio will follow the policies outlined in "Summary of Immigrant Eligibility Restrictions Under Current Law as of 2/25/2009" in the HHS guidelines, located at <https://aspe.hhs.gov/basic-report/summary-immigrant-eligibility-restrictions-under-current-law> when determining eligibility of qualified and nonqualified aliens. Ohio will not deny access to any state or local benefits to any qualified alien that meets the definition of excepted services.

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

Procedures to determine that units weatherized have eligibility documentation

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Before a client can be served by HWAP, the subgrantee must:

- Complete the HWAP application in Ohio Community and Energy Assistance Network (OCEAN).
- Verify and document income eligibility, occupancy (owner, renter, other agreement with owner), and notify the client of eligibility or ineligibility within 60 days of processing a completed application. Subgrantees are required to maintain records that include documentation of client eligibility
- For single-family units, subgrantees are required to provide proof of ownership in each client file prior to commencing work. This includes manufactured homes. Most subgrantees are able to access documentation on county auditor's websites, including information on potential foreclosures. Single-family units for sale or in foreclosure are not eligible for weatherization.
- Determine client's priority status.
- No dwelling unit will be weatherized without documentation that it is an eligible dwelling unit, as defined as 10 CFR 440.22.
- Subgrantees maintain records of previously weatherized dwelling units, as does Development. The database is checked prior to scheduling a household for service, to ensure that the dwelling unit has not been previously weatherized.
- If the house has been previously weatherized and is not eligible for reweatherization, as defined in 10 CFR 440.18, the dwelling unit will not be weatherized. If the house is eligible for reweatherization, the subgrantee will make the determination whether or not to reweatherize the house based on a number of factors including the energy usage of the house and the number of eligible households on the waiting list. Dwelling units weatherized may not receive reweatherization services until 15 years after the date of final inspection.
- All household files must contain the required documentation to show eligibility including approved client applications, landlord agreements (if applicable), etc.

**Appeals Procedures**

Clients have 30 days from the date they receive their application notification to appeal decisions made regarding their HWAP application. Clients must be informed of this right when they receive their application and again in their notification letter.

Clients may also appeal if their application is not decided upon in 60 days. Clients must be informed of this right at the time an application is submitted.

Grounds for appeal are:

- HWAP application was denied.
- If the application was neither approved nor denied within 60 days after the application was submitted, unless such delay was the result of the client's lack of cooperation in providing necessary documentation to determine eligibility.

The above procedure must be prominently posted by the subgrantee in a common area accessible to all clients that apply for HWAP services.

**Describe Reweatherization compliance**

Ohio has adopted the "rolling" reweatherization option of Section 1011 (h) of the Energy Act of 2020. Dwelling units may not be reweatherized until the date that is 15 years after the date such previous weatherization was completed with DOE and/or other federal funds. The priority is to serve dwelling units that have not received prior services. All dwelling units completed must have an energy audit performed to cost justify any additional measures being installed. Subgrantees track weatherized structures to determine if the dwelling unit was previously weatherized. Also, Development uses OCEAN for tracking dwelling unit completions to verify that a dwelling unit has not been previously weatherized.

**Describe what structures are eligible for weatherization**

Structures eligible for weatherization include single-family, manufactured housing, multifamily housing, group homes and shelters. All structures must be stationary and have a specific mailing (street) address. Campers and nonstationary trailers are not eligible for weatherization services. No weatherization may occur for vacant single-family homes.

Residences operating primarily as a business may not be weatherized.

Ohio has an agreement with the State Historic Preservation Office regarding weatherization services on dwelling units 50 years and older. A Program Comment was issued by the Advisory Council on Historic Preservation on March 11, 2013 pursuant to 36 CFR 800.14(e), published in the Federal Register on March 14, 2013, and extends the duration of the existing 44 Programmatic Agreements, and any future agreements that may be executed under the prototype Programmatic Agreement, until December 31, 2020. This included Ohio's agreement with our State Historic Preservation Office. Weatherization measures are largely exempt from prior approval as defined in the agreement. A link to the agreement, which is now extended to December 31, 2030, is attached below:  
<https://www.energy.gov/eere/wipo/downloads/ohio-state-historic-preservation-programmatic-agreement>

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Describe how Rental Units/Multifamily Buildings will be addressed

Rental units are eligible for weatherization and represent a significant portion of the dwelling units weatherized in Ohio. Landlord contributions for eligible single-family and manufactured housing rental dwellings shall not be required per 10 CFR 440.22(d) and the Final Rule amending the DOE Weatherization Assistance Program regulations dated March 4, 1993, (58 FR 12514). Subgrantees may encourage landlord financial participation, but eligible single-family and manufactured housing dwellings may not be deferred for service if the landlord does not consent to a financial contribution. Ohio waives the contribution for carbon monoxide and smoke alarms for all rental units.

Written permission of the building owner or authorized agent is required prior to commencing work. For one-year post weatherization (one year after the final inspection date) the owner must agree not to raise the rent as a result of the weatherization performed on the rental unit. In the case of a rent increase, tenants are made aware of their right to appeal in Ohio's Landlord/Tenant agreement, which must be signed by both parties (owner and tenant) prior to commencing work.

In the situation where the eligible household's utilities are included in the rent payment, low-income accrual will be determined and documented by the subgrantee and contained in the client file. Measures related to Health and Safety (H&S) and energy education received by the occupant will contribute towards low-income accrual. In this instance, landlord financial participation will be encouraged but not required. Undue or excessive enhancement of any dwelling unit, including rental units, is prohibited. Ohio does not support the placement of liens on properties related to weatherization for any reason.

**SINGLE-FAMILY UNITS**

For single-family units, subgrantees are required to provide proof of ownership in each client file prior to commencing work. This includes manufactured homes. Most subgrantees are able to access documentation on county auditor's websites, including information on potential foreclosures. Single-family units for sale or in foreclosure are not eligible for weatherization.

**MULTIFAMILY UNITS**

Weatherization regulations currently permit the weatherization of a multifamily building if at least 66% of the units are occupied by income eligible households. An exception is made for two- and four-unit buildings, where only 50% of the households must meet income eligibility requirements.

If the building does not meet the eligibility requirements, the building is **not eligible**. No work can be performed.

If the multifamily building meets the eligibility requirements, the entire building shell, including ineligible units and attached common areas, may be weatherized. Although a minimum investment in a rental unit is not required, to be counted as a completion, an energy conservation measure must have been installed.

Buildings with five or more units require prior approval and an EA-QUIP audit, MulTEA, audit, DOE Low Rise Multifamily Priority List, (or other DOE approved multifamily energy audit), as well as a review of the audit by a Development technical monitor and onsite visit may be required. Prior to initiating weatherization services, the building must have at least 66% of units occupied by eligible clients, a valid multifamily energy audit, owner contribution (when applicable), three quotes for all work exceeding \$10,000 and any other pertinent information requested by the monitor.

Development is working on procedures and audit approval for multifamily buildings (five-24 units).

If DOE funds would be proposed for weatherizing multifamily buildings in the future (25+ units), those buildings' energy audit and supporting documentation will be submitted to DOE for approval on a case-by-case basis. Leveraged funds and projects with contributions from landlords are prioritized, as well as projects that propose significant energy improvements and positive impact on communities. In the case where the landlord can sufficiently document program eligibility or provide additional information to demonstrate that contribution is not feasible, the contribution requirement may be waived by Development staff.

The building eligibility guidelines in the HWAP Policies and Procedures Manual for Ohio state that prior to initiating work, the building must have at least 66% of units occupied by eligible clients (50% for two- and four-unit properties), a valid energy audit (as prescribed in section V.5.2), DOE Priority List, owner contribution (when applicable), quotes for all work exceeding \$10,000 and any other pertinent information requested by the monitor. When these conditions are met, the building may be approved for weatherization and work may commence.

**GROUP HOMES AND SHELTERS**

The eligibility for group homes and shelters is specified in the "Definitions" section of 10 CFR 440 regulations. Shelters for the homeless, battered spouses, etc., may be weatherized. Subgrantees may count each 800 square feet as a unit or each floor of the shelter as a unit. Applications for HWAP services from group homes must list all persons living in the home and their incomes (if age 18 and older or an emancipated minor). Applications for shelters are permitted to list only the shelter name. Individual names of persons within the shelter and/or incomes are not required. Prior approval by Development is required to weatherize a shelter or a group home.

Describe the deferral Process

Conditions that prevent the weatherization of the dwelling unit may lead to a deferral. Deferral is recommended if conditions exist that prevent safe, effective, and/or meaningful weatherization. Conditions preventing weatherization include, but are not limited to, the following:

- Standing water, mold, or other moisture issues that cannot be addressed with weatherization funding.
- Electrical or plumbing hazards or structural failures that cannot be addressed as a part of weatherization services.

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- Friable asbestos or other asbestos issues that cannot be addressed with weatherization funding.
- Deteriorated lead-based paint (LBP) surfaces or when the extent and/or condition of LBP may create other H&S hazards.
- Evidence of large spread infestations of rodents, insects, and/or other vermin.
- Unsecured pets.
- Sewage or animal feces in the home.
- Improperly stored chemicals, combustible materials, or other fire hazards.
- Maintenance/housekeeping practices that limit access to the dwelling or create an unhealthy work environment.
- Major remodeling is in progress, which limits the proper completion of weatherization measures.
- Threat(s) of violence or abusive behavior to worker(s) or household member(s) during the weatherization process.
- The illegal presence or use of any controlled substance in the home during the weatherization process.
- Occupant has self-declared health conditions that prohibit the installation of weatherization materials.
- Preexisting compliance issues.
- The area is slated for redevelopment.
- The area is in a high-risk geographic area (e.g. a flood plain).
- Refusal by the client to remove certain space heaters, or other unsafe items.
- The dwelling unit is in foreclosure or for sale.
- Other issues, as defined by the qualified inspector and approved by the subgrantee's Energy Coordinator.

When possible, subgrantees are encouraged to make referrals or collaborate with other programs including utility sponsored weatherization programs, Healthy Homes programs, home repair programs, and other local resources, in order to best serve the client. Ideally, some of these services are provided by the same subgrantee installing the weatherization measures. However, it is the client's responsibility to correct the condition(s) causing the deferral in order for weatherization services to proceed. When the conditions causing the deferral have been addressed, clients are asked to contact the subgrantee to reevaluate the home. These clients are then given top priority to receive services and are not placed back on the wait list. Documentation regarding the reason for deferral is required in the client file, and subgrantees are encouraged to collaborate with their state technical monitor to make decisions regarding deferral. Please see attached template for tracking deferral/referrals.

**Weatherization Readiness Funds (WRF)**

The WRF funds are allocated to the Subgrantees the same formula as the WAP funds. Expenditures are limited to \$5000per home.

Subgrantees enter the expenditures into the reimbursement program in Salesforce. All of the required values are captured in this database. The WRF P&P manual has been attached to the application.

Grantee monitors review a minimum of 5% of WRF project. Monitoring of WRF units occurs during the monitoring of units or additional monitoring as necessary.

**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.

Assistance to low-income tribe members and other low-income persons is equal.

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

All 88 counties will be served in Ohio.

Ohio completes an annual Risk Assessment of subgrantees to evaluate performance and to determine if a subgrantee is administering an effective weatherization program. The Risk Assessment tool evaluates subgrantees based on administrative, technical, and fiscal management. A rating of "high risk" for two consecutive

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years on the annual Risk Assessment performed by Development, may result in a competitive proposal process for the subgrantee's territory after the current contract expires. Should the Risk Assessment rating result in a competitive proposal process for any subgrantee's territory, Ohio will proceed in accordance with 10 CFR 440.15.

### V.3 Priorities

The following applicants are prioritized as required by 10 CFR 440.16 "Minimum Program Requirements":

- Elderly person(s)
- Disabled person(s)
- Dependent child(ren) in the home
- High energy burden households
- High energy user households

Appropriate documentation is required in the client file to substantiate the assigned priority for service delivery.

Weatherization funds are to be used to equitably serve all eligible clients with priority for service delivery to households meeting the conditions of 10 CFR 440.16. High energy burden/users are defined as a household at or below 175 percent of the Federal Poverty Level at the time of application. These households tend to expend more of their income on utility costs than the median for low-income users.

Ohio will utilize the current electronic data entry system (OCEAN) to track households identified as "High Energy Users" and as having a "High Energy Burden". This data will be reported in the DOE quarterly reports.

Clients meeting one or more of the priorities for service delivery as described above, will be considered "Priority Applicants". Clients that apply for HWAP services and do not meet one or more of the priorities for service delivery, will be considered "Traditional Applicants". All clients will be placed on the subgrantee waiting list for the applicable county in which they reside. Priority Applicants will be placed on the waiting list ahead of Traditional Applicants and ordered by eligibility date (oldest to newest). Under no circumstances shall a Traditional Applicant be served before a Priority Applicant. All applicants are required to re-verify the household income for the program annually. No applications on the waiting list should be older than one (1) year.

Each subgrantee is assigned a specific minimum number of units to complete per county, per program year, based on funds allocated. The first 25 percent (rounded up) of those planned units for that county, will be selected for service from the wait list based on earliest eligibility date (ordered from oldest to newest). After the first 25 percent of eligible applicant units have been designated, the remaining number of units will be selected for service from the wait list. The first 25 percent of eligible applicants must be served during the current program year. Subgrantees are encouraged to maximize the use of HWAP funds to coordinate with other federal, state, local, or privately funded programs in order to improve energy efficiency.

Development has a priority for service delivery waiver form available for subgrantee use. This form may be submitted to Development for acceptance and use that is not contrary to the rules set forth by DOE and the 10 CFR 440.16 "Minimum Program Requirements". A copy of this form is attached. Emergencies may take precedence over all other priorities. Emergencies are defined as life-threatening housing conditions. The HWAP Priority Waiver Request Form must be completed and approved by a state monitor prior to work commencing, and the HWAP Priority Waiver Request Form must be kept in the client file.

### V.4 Climatic Conditions

The climate of Ohio is a humid continental climate (Köppen climate classification Dfa) throughout most of the state, except in the extreme southern counties of Ohio's Bluegrass Region, which are located on the northern periphery of the humid subtropical climate and Upland South region of the United States. Summers are typically hot and humid throughout the state, while winters generally range from cool to cold. Precipitation in Ohio is moderate year-round.

Severe weather is not uncommon in the state, although there are typically fewer tornado reports in Ohio than in states located in what is known as "Tornado Alley". Lake effect snowstorms also are not uncommon on the southeast shore of Lake Erie, which is located in an area designated as "the Snowbelt" (source: Ohio Department of Natural Resources). The highest recorded temperature was 113 °F (45 °C), near Gallipolis on July 21, 1934. [31] The lowest recorded temperature was -39 °F (-39 °C), at Milligan on February 10, 1899. [32] (source: The National Climate Data Center). Ohio subgrantees use the following weather stations when completing energy audits: (Source: "Comparative Climatic Data", National Climatic Data Center, NOAA, 2001.)

Akron, Ohio: 6148 HDD + 679 CDD = 6827 Total DD

Cincinnati, Ohio: 5200 HDD + 1053 CDD = 6253 Total DD



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Cleveland, Ohio: 6097 HDD + 712 CDD = 6809 Total DD  
Columbus, Ohio: 5546 HDD + 925 CDD = 6471 Total DD  
Dayton, Ohio: 5678 HDD + 935 CDD = 6613 Total DD  
Toledo, Ohio: 6488 HDD + 715 CDD = 7203 Total DD  
Youngstown, Ohio: 6446 HDD + 561 CDD = 7007 Total DD  
Fort Wayne, Indiana: 6198 HDD + 830 CDD = 7028 Total DD.

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

### V.5.1 Technical Guides and Materials

All Ohio weatherization work will be performed in accordance with U.S. Department of Energy (DOE)-approved procedures and materials listed in 10 CFR 440 Appendix A. Additionally, DOE has approved the use of the following materials not indicated in Appendix A of 10 CFR 440:

- Light Emitting Diode (LED) bulbs, approved 11/27/18
- Spray foam as an insulation material, approved 11/27/18
- Energy Star Refrigerators, approved 11/20/19
- Extended measure lifetimes, approved 11/20/19
- Development subgrantees must perform all work according to the National Renewable Energy Laboratory (NREL) Standard Work Specifications (SWS), and the State of Ohio Weatherization Field Guide for Home Energy Updates to acceptable standards of service delivery for the Ohio weatherization network.

The subgrantee's signature on the HWAP grant agreement documents will serve as verification that work will be performed in accordance with NREL SWS specifications of work quality outlined in WPN 22-4, Section 1.

The following is an excerpt from the subgrantee agreement:

"Grantee hereby acknowledges and represents that it has current, complete, and up to date copies of the following rules, regulations, and guidelines:

- 10 CFR Part 440, U.S. Department of Energy Weatherization Assistance for Low-Income Persons
- 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- The Home Weatherization Assistance Program State Plan for the current program year
- The Ohio Home Weatherization Assistance Program Policies and Procedures Manual
- All applicable Information Updates issued by Grantor
- The State of Ohio Weatherization Field Guide for Home Energy Updates

The State of Ohio Weatherization Field Guide for Home Energy Updates was completed by Development staff in conjunction with Saturn Resource Management and went into effect August 2021. The document was issued to all subgrantees and contractors. An electronic version of the field guide is also available online at: [https://development.force.com/OEETA/s/article/Ohio-Weatherization-Field-Guide-SWS-Aligned-Edition?language=en\\_US](https://development.force.com/OEETA/s/article/Ohio-Weatherization-Field-Guide-SWS-Aligned-Edition?language=en_US)

#### WEATHERIZATION PROGRAM STANDARDS

Weatherization Program Standards shall be determined in accordance with the State of Ohio Weatherization Field Guide for Home Energy Updates and NREL SWS in effect at the time. If a subgrantee subcontracts any portion of the HWAP in accordance with Section 17 of the subgrantee agreement, the subgrantee has the additional responsibility to ensure that all programmatic information including T&T/A is received by the subcontractor and that the subcontractor is in compliance with all applicable program requirements, including but not limited to adherence to the NREL SWS and the State of Ohio Weatherization Field Guide for Home Energy Updates.

Field guide types approval dates:

- Single-Family: August 27, 2021
- Manufactured Housing: August 27, 2021
- Multifamily: December 10, 2018

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Field guide types approval dates

Single-Family: 8/27/2021
Manufactured Housing: 8/27/2021
Multi-Family:

**V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family Audit Name: NEAT Approval Date:
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Audit Procedure: Manufactured Housing Audit Name: MHEA Approval Date:
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Audit Procedure: Multi-Family Audit Name: Approval Date:
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Comments

<p><b>SINGLE FAMILY HOUSING</b></p> <p>Ohio models all 1-4 unit buildings with NEAT (version 8.9). Each energy conservation measure must have an SIR of 1 or greater and the cumulative job SIR must be 1 or greater. Subgrantees are required to follow the policies and procedures in Ohio’s HWAP program manual and the State of Ohio Weatherization Field Guide for Home Energy Updates.</p> <p><b>MANUFACTURED HOUSING</b></p> <p>Development models all manufactured housing with MHEA (version 8.9). Each energy conservation measure must have an SIR of 1 or greater and the cumulative job SIR must be 1 or greater. Subgrantees are required to follow the policies and procedures in Ohio’s HWAP program manual and the State of Ohio Weatherization Field Guide for Home Energy Updates.</p> <p><b>MULTIFAMILY</b></p> <p>Development is working on procedures and audit approval for multifamily buildings (5-24 units),the buildings’ energy audit and supporting documentation will be submitted to DOE for approval on a case-by-case basis. . For large multifamily buildings (25+ units), those buildings’ energy audit and supporting documentation will be submitted to DOE for approval on a case-by-case basis. The EA-QUIP or equivalent DOE approved audit will be used for large multifamily buildings. Subgrantees may use the DOE approved priority list for low rise multifamily buildings.</p>
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**V.5.3 Final Inspection**

<p>As specified in 10 CFR 440.16(g), no dwelling unit will be reported to Development as completed until a Quality Control Inspector (QCI) has performed a final inspection and certified that applicable work has been completed in compliance with the NREL SWS, the State of Ohio Weatherization Field Guide for Home Energy Updates, and as determined by a DOE approved energy audit. In addition, to ensure a separation of duties, the Energy Auditor and QCI must be different individuals (independent QCI method). Under no circumstances is the QCI permitted to inspect their own work (e.g. install or help install the furnace and then complete the final inspection on the work performed).</p> <p>Process to Ensure Adequate Quality Control Inspection All final inspections must be conducted by a Building Performance Institute (BPI) Certified QCI. Currently, a total of 107 individuals in Ohio have earned the</p>
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QCI credential to serve 25 subgrantees in 88 counties. Subgrantees may employ or contract for these services. Final inspection documentation and certification will be placed in the client's file. If monitored by Development staff, the file will contain signatures of the subgrantee QCI and state technical monitor QCI.

Dwelling units must be inspected using criteria found in the specifications outlined in the Work Quality section of WPN 22-4.

The QCI must include an assessment of the original audit, complete the Weatherization Audit Review Checklist, and confirm that the measures called for on the work order were appropriate and in accordance with the grantee audit procedures and protocols approved by DOE.

***Inspection Forms***

The Quality Control Inspection form (attached) is the state monitoring inspection form, based on the tool provided by DOE, and the final inspection certification form. This form is placed in the client's file and serves as a recording of all Quality Control Inspections performed on the dwelling unit(s).

***Consequences for Failure to Provide a QCI***

In the event a subgrantee submits a unit(s) without a certified Quality Control Inspection form or the QCI does not perform an adequate inspection, Development will take appropriate action. This may include additional training requirements, failing the unit(s), increased monitoring and/or disallowed costs for the unit(s). Consequences for failure of a QCI to inspect to the most recent approved NREL SWS and State of Ohio Weatherization Field Guide for Home Energy Updates, and other applicable codes:

- 1st violation will result in verbal warning, T&T/A with state certified QCI monitor, and subgrantee may be required to perform another Quality Control Inspection and/or additional work to bring the work up to the NREL SWS standards.
- 2nd violation will result in a written warning, T&T/A with state certified QCI monitor, and the subgrantee may be required to perform another Quality Control Inspection and/or additional work to bring the work up to the NREL SWS standards. The subgrantee and inspector must submit an action plan describing how they will ensure adequate inspections will be conducted in the future.
- 3rd violation may result in disallowed costs for subgrantee. A second written warning and the suspension of privileges to conduct Quality Control Inspections until additional training is completed and a state certified QCI monitor has conducted additional T&T/A and is satisfied the inspector can complete thorough and adequate inspections.
- 4th violation may result in the QCI being referred to BPI for revocation of certification and the cost of completed units inspected by the QCI in question may result in disallowed costs until the work is certified by an independent QCI.

**V.6 Weatherization Analysis of Effectiveness**

According to the Home Energy Affordability Gap Study 2018 (2nd series) published in April 2019, Ohio households with incomes below 50 percent of the Federal Poverty Level pay 27 percent of their annual income for their home energy bills. According to the most recent five-year American Community Survey, the number of Ohioans whose income is below 50 percent is nearly 338,000. More than 391,000 additional Ohio households live with incomes between 50 percent and 100 percent of the Federal Poverty Level and face a home energy burden of 15 percent. Bills for households with incomes between 150 percent and 185 percent of the Federal Poverty Level take up 7 percent of income. Ohio households with incomes between 185 percent and 200 percent of the Federal Poverty Level have energy bills equal to 6 percent of income. In 2018, the total number of Ohio households below 200 percent of the Federal Poverty Level fell slightly from the prior year.

Additionally, Development staff has participated in a series of panel discussions regarding diversity, equity, and inclusion, in order to foster a welcoming environment within the weatherization program to encourage them to become a part of the growing workforce.

***Assessment of Effectiveness of Subgrantees***

Ohio uses a variety of methods to assess the effectiveness of subgrantees. Monitoring, both technical and administrative/fiscal, is performed as indicated in section V.8.3. Ohio may require T&T/A and/or more frequent monitoring when necessary.

Additionally, Ohio has developed a Risk Assessment tool to evaluate each subgrantee's effectiveness in key areas, including financial audit and fiscal procedures, technical performance, and administrative performance. Items reviewed include single subgrantee audit findings, ability to meet production goals and other performance measures, expenditures, average cost per unit, ability to meet deadlines and monthly reporting requirements, H&S performance, staff qualifications and experience, procurement policies and procedures, and contractor/crew management. Subgrantees are identified as high risk, moderate risk, or low risk based on the results identified in the tool. All subgrantees will be assessed for risk annually following the program year of review. Results are shared with each subgrantee, and Development audit staff as a tool to develop subgrantee capacity and direct appropriate T&T/A. This tool also is used to compare performance between subgrantees.

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Ohio will continually seek feedback from subgrantees on the specific questions asked within the Risk Assessment tool.

***How are the comparisons used to develop training opportunities/priorities?***

High risk subgrantees must submit a Corrective Action Plan to address the results of the Risk Assessment tool. Development's administrative monitors also follow up on results of the Risk Assessment and the subgrantees' plans for improvement at scheduled visits. T&T/A visits may be required by Development or requested by the subgrantee to support those with performance issues. Subgrantees identified as high risk are placed in a Continuous Improvement Plan (CIP) until the next annual risk assessment is performed. Additionally, a designation of high risk for two consecutive years may result in the competitive rebidding of the service territory.

***Incorporating Monitoring Feedback***

Monitoring feedback is continuously incorporated into program procedures. Previous monitoring requirements or recommendations are noted in current monitoring reports, as are repeated required or recommended actions. Aggregate data on subgrantee performance is analyzed and used to provide T&T/A. Technical monitoring reports are copied to the OWTC, which tracks findings and uses the information to guide T&T/A efforts. OCEAN, Development's online database, also tracks the results of technical monitoring. Reports are available that summarize findings by subgrantee or for the entire network, breaking down findings by type. These reports also can be used to direct future monitoring and T&T/A.

***Path of Continuous Improvement/Continuous Improvement Plans***

When a subgrantee fails a technical monitoring visit (less than 60 percent of units monitored do not pass the QCI by Development staff), the subgrantee will be placed in a CIP. Frequency of subgrantee monitoring is increased, and technical assistance or training may be required. When program management or fiscal findings are cited on an administrative monitoring visit, the subgrantee is given 30 days to respond. Failure to respond will result in noncompliance with sections 10 and 11 of the HWAP grant agreement and could result in disciplinary action. Training on administrative and fiscal policies is delivered by Development audit staff at conferences, meetings, webinars, all provider trainings, and other venues as needed.

***Tracking Subgrantee Performance Reviews***

High level information resulting from subgrantee performance reviews is tracked in an electronic data base. Tracked data includes subgrantee name, date of visit, number and percentage of units monitored, and response due date. More detailed information on technical findings, required actions, and pass/fail rate of units monitored is tracked in OCEAN. Statistics regarding subgrantee performance such as production numbers and air leakage reductions are collected on BWRs and tracked in OCEAN. Reports are reviewed for progress toward production goals, expenditures, anomalies and/or other questions and concerns, and may be referred back to subgrantees for explanation or corrections, or to the technical/administrative monitors for follow up, when applicable.

***Monitoring Process for Improvement***

Monitoring is formal, and scheduled in Ohio, for both programmatic and fiscal compliance. A monitoring report is sent to each subgrantee detailing all findings. All findings, except for H&S findings, must be resolved within 30 days. Ohio uses a H&S Notification Form and requires that any findings related to H&S must be resolved as soon as possible, no later than three (3) working days. The response is then reviewed and accepted via letter to the subgrantee. All findings become part of the Risk Assessment review for the subgrantee. More information on the monitoring process can be found in section V.8.3.

***Costing of Measures***

To ensure measures are being accurately priced, Ohio requires that subgrantees use an approved price list (required submission with grant application for approval) or obtain three bids for work completed by contractors. All vehicles and equipment with an acquisition cost of \$5,000 or more require prior approval from Development and non-DOE funds must be used. Ohio crew-based programs purchase inventory up front and are reimbursed by the grant upon installation of the materials. No grant owned inventory is permitted.

**V.7 Health and Safety**

Development's Health and Safety Plan is included in PAGE as an Attachment.

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**V.8 Program Management**

**V.8.1 Overview and Organization**

***Grantee Organization***

The weatherization program is administered by the Ohio Department of Development, Community Services Division (CSD), Office of Community Enhancements (OCE). The OCE also administers the federal HUD funded programs of HOME and Community Development Block Grant (CDBG) rehab and repair programs., as well as the state and federal funded LEAD abatement program and the state funded Electric Partnership Program and various home repair programs. The OCE strives to improve the health and safety of Ohio's affordable housing stock

The HWAP is directly administered by the OCE weatherization manager. An additional seven staff positions are dedicated to monitoring and compliance. Development has 24 direct contracts with subgrantees (18 Community Action Agencies [CAAs]; two local government agencies; and four nonprofit, non-CAA agencies) to implement the HWAP. These subgrantees will ensure that HWAP services are available in all 88 of Ohio's counties. Subgrantees are solely responsible for the quality of work and reporting requirements of the HWAP. Subgrantees are expected to monitor the performance of contractors, crews, and nonprofit partners carrying out work for the HWAP. Additionally, Development monitors will visit all subgrantees and review no less than 5% of completed units (see V.8.3 Monitoring Activities for additional details).

Traditionally, 15% of LIHEAP funds for Ohio are transferred annually to the HWAP. These funds follow the same rules of the DOE weatherization program, with a few exceptions based on program funding needs. The flexibility provided by these funds prevents many deferrals for Ohio clients and is vital to the continuation of a successful program. In PY 2018, 2019 and 2020, LIHEAP transferred a total of 20% of funds for weatherization. Fifteen percent of funds were combined with the HWAP grant agreement, and the remaining 5% was allocated to HWAP subgrantees as a separate grant agreement. In PY 2021, Development sought a waiver request from HHS to allow 25% of the state's LIHEAP funds to be utilized towards the weatherization program. The additional 10% are used by HWAP subgrantees to offset costs of the HWAP and provide funding for health and safety related measures such as knob and tube wire replacement, minor roof repair, pest infestation, minor plumbing, and ventilation measures. This is to achieve the ultimate goal of reducing the number of deferrals in Ohio.

***Relationship of the Weatherization office with other units of State Government***

The deputy chief of the OCE reports to the chief of the CSD, who also oversees the deputy chief of the Office of Community Infrastructure (OCI), the deputy chief of the Office of Community Assistance (OCA), the deputy chief of the Office of Energy and Environment (OEE), the deputy chief of the Office of Housing Support (OHS), and the deputy chief of the Office of Division Support. The OEE includes among its programs, the federally funded State Energy Program, Energy Loan Fund and the Loan Loss Reserve. The OCA administers the federal LIHEAP and Community Services Block Grant as well as the state funded Percentage of Income Payment Plan Plus. The OHS administers supportive housing programs, assists with homelessness, and provides rehab activities and construction for multifamily affordable housing. The OCI administers the HUD-funded CDBG programs, and the state-funded Abandoned Gas Station Program, Brownfield Remediation Program, Building Demolition and Site Revitalization Program, and the Water/Wastewater Infrastructure Program.

**V.8.2 Administrative Expenditure Limits**

Development will follow the rules for administrative expenditure limits outlined in 10 CFR 440.18(e), which state that not more than 15 percent of any grant made to a state may be used by the grantee and subgrantees for administrative purposes in carrying out duties under this part, except that not more than 7.5 percent may be used by the State for such purposes, and not less than 7.5 percent must be made available to subgrantees by states. Ohio tracks administrative expenditures on the monthly financial reimbursement request. Also, Ohio's grants management and database software, OCEAN, prevents budgeting greater than the maximum allowable in the administration category for subgrantees.

For subgrantees, "administrative costs" shall be defined as those costs which a subgrantee incurs that are not in direct support of individual weatherization projects but are necessary for the organization to operate the HWAP. Typical expenditures found in this category are wages, fringe benefits and related costs associated with the following functions: executive (not directly installing or supervising the installation of materials), finance/accounting, human resources, and planning. Other typical administration cost category expenditures are payroll processing costs, costs to administer health insurance programs, data processing costs, indirect costs as allowable, and bank service fees. Membership dues are considered administrative costs and not more than 25 percent of the cost of any membership may be charged to HWAP. An additional 5% admin increase is granted to subgrantees awarded \$349,999 or less.

"Indirect costs" will be an allowable expenditure only when written approval of the indirect cost rate has been obtained by the subgrantee from the subgrantee's cognizant federal agency. Indirect costs are considered Administrative costs. Audit and liability insurance costs may be prorated and included in separate respective cost categories only when not included in the indirect cost rate agreement.

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**V.8.3 Monitoring Activities**

***Monitoring Activities***

**Staff Dedicated to Monitoring**

Development employs Seven (7) monitoring staff persons (salaries paid by DOE T&T/A and HHS/LIHEAP funds – see budget justification for details). Ohio has allocated 35 percent of DOE T&T/A funds to support monitoring activities.

- Energy Developer (Lead Technical Monitor QCI)
- Energy Analysts 2 (Technical Monitors QCI)
- Community Development Analysts (Administrative Monitors)

***Summary Programmatic and Fiscal Monitoring***

Development has an established monitoring system for evaluating subgrantee performance regardless of funding source. Monitoring functions will be the State's principal method for determining subgrantee compliance, evaluating actual accomplishments against planned activities, and determining the effectiveness of the program. Salaries for state monitors and the program manager are charged to the DOE T&T/A category.

Monitoring provides objective reporting to and from subgrantees and makes recommendations to address program and administrative deficiencies and needs. The administrative field staff will review fiscal procedures, staffing and organization, procurement, and client services. The technical field staff will review property management, training records, inventory, materials quality, and field work. Each subgrantee will be visited by a technical field representative at least once per monitoring year to review no less than 5 percent of completed units. Each subgrantee will be visited by an administrative field representative at least once every monitoring year to review no less than five (5) percent of the completed unit files. Program Year is defined as July 1 through June 30.

Monitoring visits are generally arranged with subgrantees at least two (2) weeks in advance. Subgrantees are not permitted to choose the units for monitoring. Units are chosen by state monitoring staff, based on noted anomalies or risk factors identified in previous onsite monitoring or desk monitoring, housing types, measures installed, and location. No specific monitoring schedule is set for Program Year 2024 at this time. In general, monitors visit one (1) to four (4) subgrantees per month to perform monitoring and/or T&T/A. There are currently 24 subgrantees in Ohio. Additionally Development will preform monitoring activities remotely and in person. This will be done using a combination of secure file upload process and review of pictures of measures installed. All technical monitoring will continue to be done onsite and in person.

A job automatically fails the visit if the client confirms the subgrantee came to monitor the unit itself in an effort to “clean up” the job prior to the state monitoring visit.

Travel is necessary to complete the demands of the monitoring approach, and federal travel rules are followed by the State of Ohio. State owned vehicles are generally used for in-state travel unless not available or not cost effective. All technical monitors performing Quality Control Inspections are required to maintain the BPI QCI credential.

***Corrective Actions Procedures***

Ohio's monitoring approach will include the following components:

- Administrative review by field staff of documents and reports related to the organization, operation and performance of local subgrantees' programs
- Monitoring for technical compliance with standards, performance measures, applicable codes, and other policies related to installation of materials; and
- Fiscal Audit of financial stability and accountability.

***Administrative Monitoring***

The administrative review covers the following, at a minimum: financial management systems and operations, review of previous monitoring visits, payroll/personnel, procurement procedures, subgrantee or partner agency monitoring, invoicing/purchase orders compared to work orders and price list or bids, records retention, contractor compliance, client file review, program structure, marketing, general program operations and flow of services, review of production goals, information technology needs assessment, and gathering of success stories. Reports are sent to the subgrantee Board Chairperson and Executive Director, who must respond within 30 days of receipt of the report and provide evidence or assurance, as appropriate, of all actions taken. A 15-day extension for the response is allowable with permission from the Weatherization Manager within Development.

The administrative monitoring also includes review of annual grant applications, reports based on monthly financial and production information, and compliance with required written procedures. Problems noted through this review are communicated to the subgrantees for their subsequent explanation and/or resolution.

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Client files have been standardized in Ohio since 2010. Administrative monitors also check for adherence to both existing and new policies and procedures, and provide training upon request or requirement when subgrantees fail to meet expectations in one or more area. The Administrative Monitoring Quality Assurance Checklist for file review is attached, along with a copy of the monitoring instrument.

***Technical Monitoring***

Technical monitoring reports are completed within 30 days of the visit to the subgrantee. These reports will summarize the findings and, when necessary, direct the subgrantee to take specific actions to correct issues of noncompliance and/or to develop a plan of action to improve performance. Reports are sent to the subgrantee Board Chairperson and Executive Director who must respond within 30 days of receipt of the report and provide evidence or assurance, as appropriate, of all actions taken. A 15-day extension for the response is allowable with permission from the Manager, Energy Efficiency Programs, of Development. Monitoring reports include a reminder that suspension of funding is possible if a subgrantee fails to respond within the allowable timeframe. Technical monitoring also includes review of annual grant applications, analysis of tools/equipment inventories, and compliance with required written procedures.

Development has developed and implemented procedures to ensure state monitoring is increased if a subgrantee's pass rate for all monitored units on a single visit falls below the established acceptable pass rate of 60 percent. Based on the monitoring reports, any subgrantee falling below the visit pass rate of 60 percent any time during the program year will receive additional technical monitoring of its completed units for the next two (2) consecutive quarters. A minimum of three (3) completed units will be monitored during each of these follow up visits. During the period in which the subgrantee pass rate is below 60 percent, Development will work with that subgrantee with T&T/A and/or the OWTC to address the problematic areas causing the low passage rate. Under this process, units pass or fail based on specific parameters. Units monitored that have one or more H&S findings (any H&S finding is considered a major finding) or a combination of four or more minor or moderate findings, fail the job. More than 60 percent of units monitored at an onsite visit must pass. Subgrantees who do not meet this requirement are placed in a CIP and are visited quarterly by state monitoring staff. These visits may be regular monitoring visits to check progress or to provide T&T/A to the program. The subgrantee is placed in a CIP until at least 60 percent of units pass the monitoring during two (2) consecutive technical monitoring visits. Any findings are documented in the site monitoring checklist and detailed in a written report to the subgrantee.

Technical reviews of subgrantees include verification that Occupational Safety and Health Administration (OSHA) worker safety requirements are being implemented (Safety Data Sheets, Personal Protective Equipment, lead and asbestos compliance, etc.). Onsite monitoring also includes verification that worker safety requirements are followed during in-progress jobs.

**QCI**

All final inspections must be conducted by an individual who has earned the QCI credential. All final inspections not conducted by a QCI will be disallowed and all costs associated with the unit must be charged to another funding source.

The QCI cannot have worked on the unit being inspected or participated in the initial inspection. There must be a clear separation of duties between the EA and the QCI. The QCI is expected to do a thorough inspection to include but not be limited to the following:

- Conduct all applicable testing.
- Complete inspection of the work to ensure it meets SWS and all applicable codes.
- Review the EA's data collection form, energy audit, and work order.
- Review all installed appliance manuals and paperwork with client.

The Building Weatherization Report (BWR) that is submitted to Development lists the Energy Auditor and Quality Control Inspector. The subgrantee also uploads the Final Inspection Certification form that has the QCI signature.

***Audit***

Development's Audit Office reviews compliance with federal, state and local rules, regulations, laws and policies related to the receipt, expenditure, and reporting of grants. An audit is conducted in accordance with procedures prescribed by Development, to satisfy federal and state subgrantee monitoring requirements and those expressed or implied in grant agreements. Audits are reviewed, and results are incorporated into the weatherization risk assessment of each subgrantee.

Subgrantees that exhibit significant problems, actions or circumstances that increases the risk of fraud, waste and abuse of grant funds, are subject to additional Development review. Specific audit procedures would be performed at the request of Development.

An audit report is issued by Development's Audit Office within 30 days after the last day of audit fieldwork. The subgrantee must respond to any questioned costs, legal compliance findings or material weaknesses stated in the report. Each response must describe the actions the subgrantee has taken, or will take, to preclude the findings from reoccurring. Unresolved findings could result in disallowed costs, withholding of funds, suspension of funds, or other legal actions.

***Tracking and Analysis***

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Ohio uses Montrak, an Excel based worksheet, to track the number of units completed, percentage of units monitored, track monitoring results, including dates for the visit, issuance of the report, and final resolution. Ohio also maintains a database that tracks and consolidates findings on technical visits by measure and type. Reports show both individual subgrantee and statewide results, which are shared with the OWTC to guide T&T/A.

T&T/A is provided by the OWTC for formal, required courses, and by state technical and administrative staff, when identified by need. Triggers for T&T/A include reports by Development, DOE, or another oversight group; request by the subgrantee; or requirement for additional training. The OWTC maintains a database of trained staff and the details of training completed and status (pass, fail, in progress, etc.). Subgrantees are responsible for tracking the credentials and training needs of their personnel and maintaining appropriate certifications. State monitors have access to the training database and check credentials of the personnel at subgrantees they monitor. Development requires updated training in the monitoring report when compliance issues are found.

Client education is required for every eligible household. Subgrantees submit, each year with their Grant Management Plan, a list of trained staff persons who have completed the Client Education course offered by the OWTC, and date the course was completed. Client education is recorded on the Energy Savers Partnership Plan form, with one copy in the client file and the other copy staying in the home with the client for future reference.

***Removal of Subgrantee***

Ohio completes an annual risk assessment of subgrantees to evaluate performance and to determine if a subgrantee is administering an effective weatherization program. The Risk Assessment tool evaluates subgrantees based on administrative, technical and fiscal management. A rating of "high risk" for two consecutive years on the annual Risk Assessment performed by Development may result in a competitive proposal process for a subgrantee's territory, after the current contract expires.

Should the Risk Assessment rating result in a competitive proposal process for any subgrantee's territory, Ohio will proceed in accordance with 10 CFR 440.15. Additionally, the grant agreement with local subgrantees includes the following language regarding termination:

1. Effects of Termination. i) Procedure for Termination. If Grantor determines as provided in this Section 15 to terminate this Agreement, Grantor shall provide a written Notification of Intent to Terminate to the governing board of Grantee by certified mail. The Notification of Intent to Terminate shall identify in sufficient detail the charges for such proposed action, the sections of statutes, rules, regulations or contractual obligations that Grantee is charged with violating; and a statement of Grantee's right to request a public hearing on the proposed termination by making a written request within 30 days of the date of the mailing of the Notification of Intent to Terminate. Such notice shall also inform Grantee that Grantee may be represented by an attorney or by such other representative as designated by a majority of the governing body of Grantee. When any Notification of Intent to Terminate sent by certified mail is returned because of inability to deliver, the notice required shall be sent by ordinary mail evidenced by a certificate of mailing to the chairperson of Grantee. Grantor may terminate this Agreement in whole ("Complete Termination") or in part ("Partial Termination") pursuant to Ohio Administrative Code Rules 122:12, and cease payment accordingly. In the event of Partial Termination, Grantor and Grantee shall enter into an "Amended Grant Agreement" reflecting a revised Project. ii) Termination. In the event of Termination of this Agreement, all property and finished or unfinished documents, data, studies and reports purchased or prepared by Grantee under this Agreement shall be disposed of according to Grantor's directives, and Grantee shall be entitled to compensation for any unreimbursed expenses reasonably and necessarily incurred in the satisfactory performance of this Agreement. Grantee shall incur no new obligations after the date of the termination of this Agreement and shall cancel as many outstanding obligations as possible. Within 60 days after Termination of this Agreement, Grantee shall provide Grantor with a Closeout Report setting forth the total expenditure of the Grant Funds by Grantee and the status of the Project at the time of termination. Upon review of the Closeout Report, Grantor shall determine whether or not Grantee shall be required to refund any portion of the Grant Funds. The refund decision will be within the sole discretion of Grantor. In no event shall Grantee be required to refund an amount in excess of the total Grant Funds awarded under this Agreement as a result of any breach of this Agreement. iii) Effect of Termination. Notwithstanding any of the provisions of this section, Grantee shall not be relieved of its responsibility for damages sustained by Grantor by virtue of any breach of contract by Grantee, and Grantor may withhold any reimbursement to the Grantee for the purpose of setoff until such time as the exact amount of damages due Grantor from Grantee is agreed upon or otherwise determined.

Existing subgrantees also may elect to voluntarily relinquish the weatherization program. This must be completed in writing and signed by an authorized representative of the subgrantee. This also would necessitate a competitive process to reassign the territory through a request for proposal. A public hearing is required when a new permanent subgrantee is announced. In any case when the territory is relinquished by a subgrantee or a subgrantee is removed, existing subgrantee(s) may be requested to act as a temporary emergency subgrantee in order to ensure continuation of services without interruption to eligible clients.

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

Ohio's weatherization network receives Comprehensive and Specific training sfrom the OWTC. The OWTC is accredited by the Interstate Renewable Energy Council (IREC) to train Home Energy Professionals for the Retrofit Installer, Crew Leader, Energy Auditor, and QCI certifications. Additionally, all curriculums for the Retrofit Installer, Crew Leader, Energy Auditor, and QCI have been aligned with the Job Task Analysis (JTA) for each certification. Requirements for training and certification are developed in accordance with DOE Weatherization Assistance Program (WAP) guidelines and regulations and those of the NREL SWS, and the State of Ohio Weatherization Field Guide for Home Energy Updates. The OWTC received IREC accreditation for Retrofit Installer, Crew



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Leader and Energy Auditor in September 2016. The attached 2024 HWAP Training and Certification Requirements contains the course list for each weatherization position, and how they are integrated to provide a consistent training message that meets the JTA requirements.

All Energy Auditors and QCIs must attend and successfully pass a three-day inspector refresher course at the OWTC every three (3) years. All Crew Leaders must attend and successfully pass a refresher course every five (5) years. Development encourages all weatherization staff to attend job specific trainings and conferences (including Ohio's annual weatherization conference), to learn new skills and techniques to enhance Ohio's weatherization program. Development regularly reviews monitoring reports to determine if individuals require any additional training.

Training and certification requirements are reviewed on an annual basis by state technical and administrative staff in collaboration with the training and technical staff at the OWTC. The OWTC works to ensure that the training and technical requirements meet or exceed program standards as well as support quality outcomes including, but not limited to, a skilled, knowledgeable, and qualified workforce, which translates to quality work standards in the field. Contractors are required to complete applicable trainings prior to starting work and are not charged for the cost of registration for any courses required for Ohio's weatherization program. Local subgrantees are advised to secure a retention agreement in exchange for the training, that would stipulate that contractors will work in the program, at a minimum, for a specific amount of time, and should be in correlation to the cost of the training provided.

All subgrantees and contractors must have completed required trainings prior to providing weatherization services.

Annually, subgrantees must submit with their grant application any contractors they are going to utilize in HWAP for Development approval. Development staff review federal and state records to ensure the contractor is not debarred, and review any additional requirements i.e., training records, licensure, EPA firm certification, etc. Development staff use the Contractor Review Checklist (attached) to ensure all requirements are met before approving the contractor to provide weatherization services. The same process is followed for any contractor added during the program year.

Additionally, Development monitors check the OWTC training database to ensure that all subgrantee staff are up to date on required training. Findings are recorded in monitoring reports and subgrantees are required to respond.

New weatherization contractors must complete required training prior to the start of work (Blower Door, Basic Weatherization Tactics, OSHA 10, and LRRP). All other training may be completed within 180 days of the date of hire or contract signature, unless otherwise specified.

For a complete list of trainings in the Retrofit Installer Series, Crew Leader Series, Energy Auditor Series, QCI Series, and Heat Technician Series, see the HWAP Program Year 2023 Training and Certification Requirements (attached).

Infield technical assistance is provided to subgrantees through a variety of means from both Development and the OWTC. A referral for T&T/A can be initiated through a variety of means including, but not limited to:

- Results of an onsite monitoring visit or report by Development, DOE, or other oversight or evaluation entity;
- Request by the subgrantee;
- Supplemental training required by Development or recommended by the OWTC.

The OWTC maintains a training database for all workforce/personnel employed or previously employed by a subgrantee or approved private contractor. The database has the capacity to track student progress in detail, including student transcript of credentials, course completions, pass/fail valuations, and related certifications. While subgrantees are responsible for maintaining training and certification compliance for their workforce/personnel, the OWTC student database has limited capacity to support notification to subgrantees of pending recertification and/or training, to avoid noncompliance in training and technical requirements. Development monitoring staff has access to the OWTC database to validate credentials of the subgrantee personnel or request a report directly from the OWTC. Through continued collaboration, the OWTC and Development ensure that subgrantees remain in compliance in training and technical requirements and related certifications.

Client education is required for all eligible households and is recorded on the Energy Savers Partnership Plan form or equivalent. One (1) copy is placed in the client file and the other copy remains with the client for future reference. All Energy Auditors and QCIs are required to complete an eight-hour client education training through the OWTC to develop skills for client interaction and to explain the changes in the home, post-weatherization.

#### **A. ASSESSMENT OF TRAINING AND TECHNICAL ASSISTANCE**

Development staff analyze data on a variety of financial, production, and weatherization retrofit information. Trends indicating extremes in production and/or completed weatherization measures will be noted and tracked for appropriate follow up. The field representatives' monitoring reports are shared with the OWTC so trainings can be modified or customized based on needs. Additionally, the State maintains reports, including the report of Air Leakage Reduction by subgrantee that tracks the percentage of homes meeting the minimum reduction. This information is used to compare subgrantee effectiveness and direct training.

State funded weatherization skills training will be matched closely to techniques and program policies to ensure consistent and effective implementation. A

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Training and Student Database with a master list of all HWAP staff and their associated training records, has been developed to highlight the needs of the individuals working within the program.

**B. PROVISION OF TRAINING AND TECHNICAL ASSISTANCE**

The OWTC is an IREC accredited training provider. The OWTC provides a multifaceted approach to workforce training and development. Classroom instruction, written and visual materials, hands on instruction, and field experience provide a wide range of options to accommodate varied learning styles for adult learners.

Funding for training activities provided through the OWTC is part of the T&T/A allocation to the State of Ohio. Annual funding of the OWTC is determined at the time of the DOE allocation. The OWTC has established training facilities at locations regionally in Ohio ensure that travel costs are minimized to subgrantees and approved private contractors. In addition to the funding from the DOE WAP allocation, the OWTC has diversified its funding revenue through procurement of federal, state, and private foundation grants and private contracts with contractors and utility providers. This diversification of funding streams has allowed the OWTC to bring additional training and technical resources to the Ohio WAP Provider Network.

The training schedule is updated on a quarterly basis and made available to the Ohio WAP Provider Network online through the training center's website at [www.coadinc.org/owtc](http://www.coadinc.org/owtc).

The OWTC has more than 30 years of experience in the development and implementation of weatherization training standards at both the state and federal level.

The OWTC staff participates in working advisory groups with Development to update technical standards and refine curriculum. The OWTC is responsible for creating training materials including technical documents, technical drawings and charts, instructor and student manuals, and digital media presentations. The training professionals also design and build the props and learning tools for specific hands on instruction. An example of this would be the full size, fully functional "prop house" within the main facility allowing simulated diagnostic testing and hands on training to be conducted in a controlled environment.

Courses in building science, retrofit energy efficiency measures, heating unit inspection, heating unit repair, AHRAE, mold/moisture, asbestos and lead safety are provided with H&S training integrated into each module. Each of the trainers are professionals in their fields and become BPI certified instructors to enhance the learning experience. Trainers often have additional certifications, including BPI Testing Proctor.

The feedback from various oversight entities at all levels, including but not limited to inspector general reports, federal and state monitoring, and federal and state audits, are used to develop or modify current policies and to direct program T&T/A.

Training and certification requirements are provided by the OWTC and include the competencies, knowledge, skills, and abilities for a skilled workforce necessary to perform quality work in the field as described in the JTA identified by NREL.

Continuing Education Units (CEUs) will be made available to subgrantees and workforce to ensure knowledge, skills, abilities and technical competencies remain current. Courses offered, reflect a commitment to ongoing education and skill building, as well as provide opportunities to have access to new technologies and technical advances in theory, lab, and field practice. The continued expansion of available CEUs supports the workforce in holding other credentials in the industry that support higher outcomes in the field.

T&T/A funds are available to support locally initiated training and to make effective use of the training center. To assure coordination of training activities, all T&T/A funds shall be itemized and budgeted into the following categories:

- Costs for travel and per diem for attendance at the OWTC for T&T/A workshops, seminars, meetings, or classes.
- Supplemental training not offered by the OWTC for HWAP staff. Training must relate directly to the attendee's HWAP job duties.
- Purchase of training materials, including training and testing costs, necessary to meet OSHA safety standards.
- Percentage of salary for a staff person responsible for ensuring that training, safety requirements and needs are met, and to oversee in-house weatherization training.
- Travel for HWAP staff to attend conferences, meetings, and seminars.

Contractor T&T/A reimbursements:

- Training must be reimbursed per the approved T&T/A Plan.
- Subgrantees must clearly communicate the T&T/A reimbursement policies and procedures in a binding agreement with the contractor.
- All funds used for contractor reimbursements must be from T&T/A budget line item.
- Reimbursement for the time to attend training must be reasonable and based on subgrantee-specific labor rates or other available data.
- Travel reimbursements must be based on the [GSA Per Diem Rates](#).

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- The plan should set limits and thresholds for contractor reimbursements, for example:
  - A fixed dollar amount per day of training or per training course.
  - Total dollars to a contractor firm.
  - Limits on the number of exam retakes that will be reimbursed. Apply an exam retake policy consistently to subgrantee employees and contractors.

Reimbursement should be provided per a contractually agreed upon timeline following completion of the T&T/A activity including any requisite submitted documentation.

In making the determination to pay for contractors' training, subgrantees should secure a retention agreement in exchange for the training. The retention agreement should require that contractors will work in the Program for a specific amount of time that equates to the value of the costs associated with the T&T/A provided.

Examples of contractor/agency retention agreements can be at <https://www.energy.gov/eere/wap/downloads/general-template-training-and-technical-assistance-retention-agreement>

Development shall continue to assure an effective exchange of program information through the following:

- Active involvement with the HWAP PAC and Technical Subcommittee;
- Promotion of regional meetings initiated by Regional Representatives of the PAC at which management, technical and general informational topics will be discussed according to current need;
- Scheduling statewide weatherization meetings;
- Updates to program management guidance, including Operations Memos, Information Updates and revisions to the HWAP Policies and Procedures Manual, when necessary;
- Continued meeting of the working group consisting of Development and OWTC staff, to develop new training approaches and refine the existing courses to best meets the needs of the network; and
- Encouragement of information exchange and skills transfer among subgrantees on an informal basis.

Additionally, appropriate representation is recommended at national conferences and DOE sponsored events such as Home Performance Coalition, the National Weatherization Conference, National Association for State Community Service Programs conferences, Energy Out West, and/or other regional meetings.

### C. ATTENDANCE/TRAINING REQUIREMENTS

Attendance at state sponsored trainings may be required based on identified need to support remediation of program deficiencies and/or to ensure competence in specific areas. In such cases, subgrantee attendance will be required as a matter of program compliance. Failure to attend any scheduled training without due notice may result in a service charge to the subgrantee, per the cancellation policy of the OWTC. This service charge is not an allowable T&T/A expense and must be paid by unrestricted/nonfederal funds.

T&T/A funds may be used a maximum of six (6) times for QCI certification exam process (written and/or field).

### D. ASSESSMENT OF STATE TRAINING AND TECHNICAL ASSISTANCE ACTIVITIES

Assessment of activities will be accomplished by review of the following:

- Local training activities and local T&T/A expenditure reports;
- The OWTC monthly attendance and quarterly activity reports;
- Quarterly review of the OWTC to measure and track training effectiveness;
- Onsite monitoring of local programs;
- Review of local T&T/A curriculum and activities.

All attendees receive a certificate for successfully completing each course, showing milestones met in their professional development plan, which are maintained by subgrantees and reviewed by state monitors upon request. Feedback from subgrantees is used to direct training and policy, and all monitoring reports are shared with the OWTC staff. Additionally, a work group has been formed that meets quarterly to discuss training issues and requirements and to direct and improve the process of training our weatherization network. By doing so, subgrantees are compared for effectiveness in energy efficiency. Ohio will continue to improve operations, provide effective services, and develop new ways to excel at training the network of providers and weatherizing homes.

The OWTC will track and report to the Manager, Energy Efficiency Programs, of Development on a quarterly basis, the following performance metrics:

- • Number of individuals on a waiting list
- Courses provided

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- In the field technical assistance
- Expansion of training portfolio/CEUs

Percent of overall trainings

Comprehensive Trainings:	80.0
Specific Trainings:	20.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	39.0
Percent of budget allocated to Crew/Installer trainings:	60.0
Percent of budget allocated to Management/Financial trainings:	1.0

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

Ohio's ability to leverage additional funds has allowed most subgrantees to meet the emergency demands of their clients without significant changes to the annual plans. In the event of a declared natural or manmade disaster, Ohio will allow subgrantees to assist their eligible clients with weatherization funds to the extent that the services are in support of eligible weatherization work. The allowable expenditures under the HWAP are limited to include the following:

- The cost of Incidental/Additional Repairs to an eligible dwelling unit, if such repairs are necessary to make the installation of weatherization materials effective, per 10 CFR 440.18(d)(9);
- The cost of eliminating H&S hazards, which is necessary before the installation of weatherization materials, per 10 CFR 440.18(d) (15).

In the event of a declared federal or state disaster (those in which the President of the United States or the Governor of the State of Ohio has declared the event an emergency), subgrantees may return to a dwelling unit previously reported as a completion to the DOE that has been "damaged by fire, flood, or act of God and repair of the damage to weatherization materials is not paid for by insurance" and it may be re-weatherized, without regard to date of previous weatherization, per 10 CFR 440.18(f)(2)(ii). Local authorities must deem the dwelling unit salvageable as well as habitable and the damage to the materials must not be covered by insurance or other form of compensation. In these cases, the work can be addressed without prior approval or any special reporting.

The subgrantee may use HWAP funds to perform functions to protect the federal funding investment. Such activities may include: securing weatherization materials, tools, equipment, weatherization vehicles, or protection of local subgrantee weatherization files and records during the initial phase of the disaster response. The use of HWAP funds to pay weatherization personnel to perform relief work in the community as a result of a disaster is not allowable. The use of weatherization vehicles and/or equipment may be used to assist disaster relief activities; however, the HWAP must be reimbursed. Reprioritization of households located in a disaster area is permissible as long as the households are determined eligible for the weatherization, meet one of the priorities described in 10 CFR 440.16(b), and are free and clear of any insurance claim or other form of compensation resulting from the damage incurred from the disaster. Documentation must be placed in the client file.