

## APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

## 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

## 2. Type of Application:

- New
- Continuation
- Revision
- Other (specify):

If Revision, select appropriate letter(s)

3. Date Received

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

DE-EE0009934

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

a. Legal Name: Utah Department of Workforce Services

b. Employer/Taxpayer Identification Number (EIN/TIN):  
876000545c. UEI:  
JJKAPZHF5KB3**d. Address:**

Street 1: 140 E. 300 S.

Street 2:

City: Salt Lake City

County: SALT LAKE County

State: UT

Province:

Country: U.S.A.

Zip / Postal Code: 841110000

**e. Organizational Unit:**Department Name:  
Department of Workforce ServicesDivision Name:  
Housing & Community Development Division**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: Mr First Name: Matthew

Middle Name:

Last Name: Turner

Suffix:

Title: Weatherization Program Manager

Organizational Affiliation: State of Utah Workforce Services

Telephone Number: 8013681173

Fax Number:

Email: mturner@utah.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.):**

Statewide

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

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

## APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

**16. Congressional District Of:**

a. Applicant: Utah Congressional District 04

b. Program/Project: UT-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	2,967,616.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	2,967,616.00

**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: Mr First Name: Matthew

Middle Name:

Last Name: Turner

Suffix:

Title: Weatherization Program Manager

Telephone Number: 8013681173

Fax Number:

Email: mturner@utah.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 07/03/2024

**U.S. DEPARTMENT OF ENERGY**



**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: Utah Department of Workforce Services  
Award number: EE0009934

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>
Weatherization Program Manager - Matthew Turner	Weatherization Program Manager Wages split 50% Admin 50% T&TA Wages based on PY 23 Actual with 3% COLA and 4.5% PBP Increase per Governor's state FY 25 budget.
WX Program Specialist - Makara Keo	Field Monitoring & Training Local WX Agencies, verifies compliance to Energy Auditing standards. Development of State H&S Plan, polices, & procedures. Trains energy auditing, use of audit tool. develops audit procedures. Wages split 50% Admin 50% T&TA Wages based on PY 23 actuals with 3% COLA and 4.5% PBP Increase per Governor's state FY25 budget.
WX Program Specialist - Matt Rogers	Field Monitoring & Training of local agencies. Inspects completed homes at subgrantee agencies. Supports training activities at the IWTC. Trains field crews on wx measure installation to field guides. Wages split 50% Admin 50% T&TA Wages based on PY 23 actuals with 3% COLA and 4.5% PBP Increase per Governor's state FY25 budget.
WX Program Specialist - Technical - Justin Davidson	Field Monitoring & Training of local agencies. Inspects completed homes at subgrantee agencies. Supports training activities at the IWTC. Trains field crews on wx measure installation to field guides. Wages split 50% Admin 50% T&TA Wages based on PY 23 actuals with 3% COLA and 4.5% PBP Increase per Governor's state FY25 budget.
WX Program Specialist - Technical - Kyia Hill	Field Monitoring & Training Local WX Agencies, verifies compliance to Energy Auditing standards. Development of State H&S Plan, polices, & procedures. Trains energy auditing, use of audit tool. develops audit procedures. Wages split 50% Admin 50% T&TA Wages based on PY 23 actuals with 3% COLA and 4.5% PBP Increase per Governor's state FY25 budget.
WX Program Specialist - Programmatic- Nikole Snyder	Programmatic Monitoring & Programmatic Training of local agencies. Agency reporting, procurement, and property management. Wages split 50% Admin 50% T&TA Wages based on PY 23 actuals with 3% COLA and 4.5% PBP Increase per Governor's state FY25.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Weatherization Program Manager - Matthew Turner	\$99,904.00	40.0004 % FT	\$39,962.00
WX Program Specialist - Makara Keo	\$51,428.00	40.0000 % FT	\$20,571.20
WX Program Specialist - Matt Rogers	\$64,497.00	40.0000 % FT	\$25,798.80
WX Program Specialist - Technical - Justin Davidson	\$61,020.00	40.0000 % FT	\$24,408.00
WX Program Specialist - Technical - Kyia Hill	\$62,384.00	40.0000 % FT	\$24,953.60
WX Program Specialist - Programmatic- Nikole Snyder	\$64,576.00	40.0000 % FT	\$25,830.40
		Direct Pay Total	\$161,524.00

**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 average percentage is 65% although individual total fringe rates vary due to health and dental plan options selected by the employee.

Fringe average % is based on PY 23 actual expenses.

Fringe is split between Admin and T&TA following the split established under Personnel.

\$ = Admin

\$ = T&TA

\$ = Total

Approximate Breakout of Fringe

FICA 7%

Health & Dental 26%

Unemployment/Workers Comp 1%

State Retirement 25%

Annual & Sick leave 6%

The variable in all fringe is due to the multiple health plans the state offers. Each has a Single, Double, and Family rate.

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Weatherization Program Manager - Matthew Turner	\$39,962.00	60.6425 %	\$24,233.96
WX Program Specialist - Makara Keo	\$20,571.20	68.7252 %	\$14,137.60
WX Program Specialist - Matt Rogers	\$25,798.80	72.7615 %	\$18,771.59
WX Program Specialist - Technical - Justin Davidson	\$24,408.00	71.9684 %	\$17,566.05
WX Program Specialist - Technical - Kyia Hill	\$24,953.60	47.1804 %	\$11,773.21
WX Program Specialist - Programmatic- Nikole Snyder	\$25,830.40	73.9810 %	\$19,109.59
		Fringe Benefits Total	\$105,592.00

**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>
\$10,335 Budgeted 15 various in-state trips for Grantee to provide monitoring, QCI oversight, and training at seven local agencies statewide throughout the 12 month period. Cost Basis per trip Average T&TA or monitoring trip is 3 days Lodging \$91 x 3 = \$270.00 Pier Diem \$44 x 3 = \$132 Vehicle costs \$.547 x 500 miles = \$273.50 Travel Incidentals = \$10 Total cost is \$688.50 per 3 day trip. This travel would cover Grantee: Program Manager 4-5 trips per year (training & monitoring) WX field monitoring 4-5 trips per year (training & monitoring) QCI/Energy Auditor T&TA 4-5 trips per year (training & monitoring)	15	\$689.00	\$10,335.00

2 Out of State Admin travel to attend national organization event such as HPC,EOW or NASCSP.	2	\$4,220.00	\$8,440.00
Out of State travel trips are planned to send 4 staff to different national technical conferences such as Energy OutWest.	4	\$4,500.00	\$18,000.00
		Travel Total	\$36,775.00

- 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.

Utah's PY24 proposed Travel cost (\$36,775) only supports Utah's WAP program and is separate from, and in addition to, the previously approved BIL Travel costs (\$208,420) Travel by State of Utah employees is governed by state statute Title 63A. Lodging, Per Diem and other rates are established in policy authorized by this statute.

<http://apps.finance.utah.gov/nxt/gateway.dll?f=templates&fn=default.htm&vid=nxtpub:app1>

**Admin Travel**

\$8,440 Budgeted

1 Out of State trip is planned to attend an event like NASCSP

Cost Basis per trip

Air Fare - \$1,360

Lodging - \$1,560

Per Diem - \$300

Registration - \$1,000

**T&TA Travel**

\$10,335 Budgeted

15 various in-state trips for Grantee to provide monitoring, QCI oversight, and training at seven local agencies statewide throughout the 12 month period.

Cost Basis per trip

Average T&TA or monitoring trip is 3 days

Lodging \$91 x 3 = \$273

Per Diem \$44 x 3 = \$132

Vehicle costs \$.547 x 500 miles = \$273.50

Travel Incidentals = \$10.5

Total cost is \$689 per 3 day trip.

This travel would cover Grantee:

Program Manager 4-5 trips per year (training & monitoring)

WX field monitoring 4-5 trips per year (training & monitoring)

QCI/Energy Auditor T&TA 4-5 trips per year (training & monitoring)

The monitoring process implemented over the last few years have developed some efficiencies that have allowed us to reduce our Travel Budget.

**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.

**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
Admin Supplies	\$1,145.00	Admin Supplies: Represents the costs for public notices, printing, copies, office supplies used in the administration of the program. Cost Basis - 40% of the total average of PY 23 actual expenses. Advertising Public Notices - \$800 Office Supplies - \$345
T&TA Supplies	\$12,900.00	T&TA Supplies: Represents the costs for printing, copies, office supplies, and training materials used during the training and monitoring of the program. Cost Basis - 40% of the total average of PY 23 actual expenses. Training Center Maintenance & Materials \$4,227 (training expendables, prop construction & maintenance etc.) Tools, Equipment >\$5k - \$7,660 (includes recalibration costs, shipping, etc of items like DG-1000's combustion analyzers, combustible gas detectors) Publications \$350 Printing & Copies - \$318 Office Supplies - \$345
Materials and Supplies Total	\$14,045.00	

- 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.

Utah's PY23 proposed Supplies cost (\$14,045) support only Utah's WAP program and are separate from, and in addition to, the previously approved BIL Supplies budget cost (\$78,943)

**Supplies:** Represents the costs for printing, copies, office supplies, building maintenance, prop construction and maintenance @ training center, tools and equipment less than \$5k used during the administration, training and monitoring of the program. This is broken out between Admin and T&TA.

These costs are based on 40% of the average from actual costs using PY 23. Additional costs are covered by Non-DOE formula award funds.

**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*
Sub-Grantee Health & Safety	\$335,172.00	H&S Funds allocated to sub-grantees using Utah WAP Allocation Formula.
Program Operations	\$1,360,301.00	Program Operations funds allocated to Sub-Grantees using Utah WAP Allocation Formula
WRF	\$291,244.00	Weatherization Readiness Funds allocated to sub-grantees using established criteria.

Sub-Grantee Admin	\$244,201.00	Administrative funds allocated to Sub-Grantee per 10 CFR 440.18(e) Additional 5% Admin Funds awarded to sub-grantees using established criteria.
Sub-Grantee Insurance	\$25,000.00	Funds dedicated to Sub-grantee that elected to use this budget line.
Sub-Grantee T&TA	\$220,108.00	T&TA Funds allocated to Sub-Grantee using Utah WAP Allocation formula.
Contracts and Subgrants Total	\$2,476,026.00	

\*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
Admin Other Costs	\$84,368.00	The costs from the Approved Cost Allocation Plan are also charged as Other Cost. ADMIN Other: Represents the costs for telephone, cellphones, rental of motor pool vehicle, and vehicle operating costs, and State Technology Services that are associated with the administration of the program. Cost Basis: 40% of the actual expense data from 3 year average using PY 21, PY 22, and PY 23 will be assigned to DOE. 50% of the cost assigned to DOE will be budgeted to Admin Cost Allocation - \$76,848.33 Telecommunication - \$1,500 Motor Pool - \$1,500 Vehicle Operating Expenses - \$1,520 State Technology Support - \$2,500 Membership Dues to professional and trade organizations, licenses. (NASCS, EOW, RMGA) - \$500 Total - \$84,368.33 Expenses over \$84,368.33 will be paid from non-DOE funding sources.
T&TA Other	\$89,286.00	The costs from the approved Cost Allocation Plan are also charged as Other Costs. T&TA Other represents the cost for telephone, cellphones, technology services, rental of motor pool vehicles, and vehicle operating costs that are associated with the training and monitoring of the program. The cost of certifications, testing, employee continuing education, memberships, dues, licenses are also included in this budget line. Cost Basis: 40% of the actual expenses derived from 3 year average using PY 21, PY 22, and PY 23 will be assigned to DOE. 50% of the cost assigned to DOE will be charged to T&TA. Specific items like certification testing will all be charged to T&TA. Cost Allocation - \$71,506.33 Telecommunications - \$1,500 Technology Services - \$2,500 Motor Pool - \$1,500 Vehicle Operating Expenses - \$1,520 Certs, Testing, Training - \$9,960 Membership Dues - \$800 Total - \$89,286.33 Expenses over \$89,286.33 will be covered by non-DOE funding sources. All costs included in Other Direct Costs are properly segregated from Indirect Costs to ensure there are not duplicate charges. All costs proposed are only being used in support of the WAP program.
Other Direct Costs Total	\$173,654.00	

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.



**Cost Basis:** 40% of the actual expenses derived from 3 years average using PY 21, PY 22, and PY 23 will be assigned to DOE. Of the costs assigned to DOE they will split 50% Admin and 50% T&TA using the split of wages as the reasonable base.

**Other Direct Costs:** Represents the costs for telephone, cellphones, technology services, rental of motor pool vehicles, and vehicle operating costs that are associated with the training and monitoring of the program. The cost of certifications, testing, employee continuing education, memberships, dues, licenses are also included in this budget line. Certain costs, such as certification testing, will only be charged to T&TA.

Other direct costs also include the cost assigned to the program from the approved Cost Allocation Plan.

**Costs Assigned to DOE:**

Telecommunication - \$3,000

Motor Pool - \$3,000

Vehicle Operating Expenses - \$3,040

State Technology Services Support - \$5,000

Membership dues to professional and trade organizations, license fees. (NASCP, EOW, RMGA) - \$1,300

Certifications, testing, licenses - \$9,960

Cost Allocation - \$148,354.55

Total - \$173,654.55

Expenses over \$ will be paid from non DOE funding sources.

All costs included in Other Direct Costs are properly segregated from Indirect Costs to ensure they are not duplicate charges.

All costs proposed are only being used in support of the WAP program.

**8. INDIRECT COSTS**

- a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.
  
- b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

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

Name:

Phone Number:

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0009934	2. Program/Project Title Weatherization Assistance Program
3. Name and Address Utah Department of Workforce Services 140 E. 300 S. Salt Lake City, UT 841110000	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	\$ 0.00		\$ 2,967,616.00		\$ 2,967,616.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 2,967,616.00	\$ 0.00	\$ 2,967,616.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) GRANTEE T&TA	(3) SUBGRANTEE ADMINISTRATI ON	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 80,762.00	\$ 80,762.00	\$ 0.00	\$ 0.00	\$ 161,524.00
b. Fringe Benefits	\$ 52,796.00	\$ 52,796.00	\$ 0.00	\$ 0.00	\$ 105,592.00
c. Travel	\$ 3,500.00	\$ 33,275.00	\$ 0.00	\$ 0.00	\$ 36,775.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 1,145.00	\$ 12,900.00	\$ 0.00	\$ 0.00	\$ 14,045.00
f. Contract	\$ 0.00	\$ 0.00	\$ 244,201.00	\$ 220,108.00	\$ 2,476,026.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 84,368.00	\$ 89,286.00	\$ 0.00	\$ 0.00	\$ 173,654.00
i. Total Direct Charges	\$ 222,571.00	\$ 269,019.00	\$ 244,201.00	\$ 220,108.00	\$ 2,967,616.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 222,571.00	\$ 269,019.00	\$ 244,201.00	\$ 220,108.00	\$ 2,967,616.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0009934		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Utah Department of Workforce Services 140 E. 300 S. Salt Lake City, UT 841110000		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		\$ 0.00	\$ 0.00	\$ 2,967,616.00	\$ 0.00	\$ 2,967,616.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity					Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) Weatherization Readiness	(4) LIABILITY INSURANCE		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 161,524.00	
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 105,592.00	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 36,775.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 14,045.00	
f. Contract	\$ 1,360,301.00	\$ 335,172.00	\$ 291,244.00	\$ 25,000.00	\$ 2,476,026.00	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 173,654.00	
i. Total Direct Charges	\$ 1,360,301.00	\$ 335,172.00	\$ 291,244.00	\$ 25,000.00	\$ 2,967,616.00	
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
k. Totals	\$ 1,360,301.00	\$ 335,172.00	\$ 291,244.00	\$ 25,000.00	\$ 2,967,616.00	
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: UT Grant Number: EE0009934 Program Year: 2024

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<b>Name: Bear River Association of Governments</b>		<b>Contact:</b> Jesse Waite, Weatherization Director	
Address: 170 North Main Street		UEI: ZEXAAEFPEVJ4	
Logan, UT 84321-0000		DUNS: 168941839	
Counties served: BOX ELDER County		Phone: (435) 752-7242	
CACHE County		Fax: (435) 512-4298	
RICH County		Email: jessew@brag.utah.gov	
Tentative allocation: \$ 256,569.00		Congressional districts served: <u>CD</u>	
Planned units: 32		UT-01	
Type of organization: Unit of local government			
Source of labor: Agency and Contractors			

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<b>Name: Five County Association of Governments</b>		<b>Contact:</b> Scott Bolander, Weatherization Coordinator	
Address: 1070 W. 1600 South, Building B		UEI: QVSKNLS56733	
P.O. Box 1550		DUNS: 832538479	
St. George, UT 84771-1550		Phone: (435) 673-3548	
Counties served: GARFIELD County		Fax: (435) 673-3540	
WASHINGTON County		Email: sbolander@fivecounty.utah.gov	
BEAVER County		Tentative allocation: \$ 287,075.00	
IRON County		Planned units: 38	
KANE County		Type of organization: Unit of local government	
Source of labor: Agency and Contractors		Congressional districts served: <u>CD</u>	
		UT-02	

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<b>Name: Mountainland Association of Governments</b>		<b>Contact:</b> Jake Leifson	
Address: 478 South Geneva Road		UEI: CCKVXTN17L54	
Vineyard, UT 84058-0000		DUNS: 073000879	
Counties served: UTAH County		Phone: (801) 229-3681	
SUMMIT County		Fax: () -	
WASATCH County		Email: jleifson@mountainland.org	
Tentative allocation: \$ 372,569.00		Congressional districts served: <u>CD</u>	
Planned units: 52		UT-04	
Type of organization: Unit of local government		UT-01	
Source of labor: Agency and Contractors		UT-03	

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U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: UT Grant Number: EE0009934 Program Year: 2024

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<b>Name:</b> R6 Regional Council	<b>Contact:</b> KerriLynn Beard	
	<b>UEI:</b> TSSBMPQE2UP7	
	<b>DUNS:</b>	
<b>Address:</b> 82 E 600 N	<b>Phone:</b> (435) 893-0742	
Richfield, UT 84701-0000	<b>Fax:</b> () -	
	<b>Email:</b> klbeard@sixcounty.com	
<b>Counties served:</b> JUAB County	<b>Tentative allocation:</b> \$ 210,222.00	<b>Congressional districts served:</b> <u>CD</u>
PIUTE County	<b>Planned units:</b> 21	UT-02
WAYNE County	<b>Type of organization:</b> Unit of local government	
SEVIER County		
SANPETE County		
MILLARD County		
	<b>Source of labor:</b> Agency and Contractors	

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<b>Name:</b> Salt Lake Community Action Program	<b>Contact:</b> Chris Smith	
	<b>UEI:</b> M4FSJW2F3KL3	
	<b>DUNS:</b> 144483377	
<b>Address:</b> 850 W 1700 S	<b>Phone:</b> (385) 274-8433	
Salt Lake City, UT 84104-0000	<b>Fax:</b> () -	
	<b>Email:</b> chris.smith@utahca.org	
<b>Counties served:</b> SALT LAKE County	<b>Tentative allocation:</b> \$ 933,507.00	<b>Congressional districts served:</b> <u>CD</u>
WEBER County	<b>Planned units:</b> 135	UT-02
MORGAN County	<b>Type of organization:</b> Local agency	UT-01
TOOELE County		
DAVIS County		
	<b>Source of labor:</b> Agency and Contractors	

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<b>Name:</b> Southeastern Utah Association of Local Governments	<b>Contact:</b> Jade Powell	
	<b>UEI:</b> J3E7CKBLS2L6	
	<b>DUNS:</b> 097758627	
<b>Address:</b> P.O. Drawer 1106	<b>Phone:</b> (435) 613-0022	
225 South Fairgrounds Road	<b>Fax:</b> () -	
Price, UT 84501-0000	<b>Email:</b> jpowell@seualg.utah.gov	
<b>Counties served:</b> SAN JUAN County	<b>Tentative allocation:</b> \$ 227,655.00	<b>Congressional districts served:</b> <u>CD</u>
GRAND County	<b>Planned units:</b> 23	UT-03
CARBON County	<b>Type of organization:</b> Unit of local government	
EMERY County		
	<b>Source of labor:</b> Agency and Contractors	

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U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: UT Grant Number: EE0009934 Program Year: 2024

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Name: <b>Uintah Basin Association of Governments</b>	Contact: Korey Farnsworth, Weatherization Coordinato		
	UEI: PPH7VW8RNEA8		
Address: 330 East 100 South	DUNS: 618111165		
Roosevelt, UT 84066-0000	Phone: (435) 722-4518		
	Fax: (435) 722-4890		
	Email: koreyf@ubaog.org		
Counties served: UINTAH County	Tentative allocation: \$ 188,429.00	Congressional	<u>CD</u>
DAGGETT County	Planned units: 17	districts served:	UT-01
DUCHESNE County	Type of organization: Unit of local government		
	Source of labor: Agency and Contractors		

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Weatherization Assistance Program (WAP)  
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**Recipient: Utah Department of Workforce Services**

**IV.1 Subgrantees**

Subgrantee (City)	Planned Funds/Units
Bear River Association of Governments (Logan)	\$256,569.00 32
Five County Association of Governments (St. George)	\$287,075.00 38
Mountainland Association of Governments (Vineyard)	\$372,569.00 52
R6 Regional Council (Richfield)	\$210,222.00 21
Salt Lake Community Action Program (Salt Lake City)	\$933,507.00 135
Southeastern Utah Association of Local Governments (Price)	\$227,655.00 23
Uintah Basin Association of Governments (Roosevelt)	\$188,429.00 17
<b>Total:</b>	<b>\$2,476,026.00</b> <b>318</b>

**IV.2 WAP Production Schedule**

Weatherization Plans		Units
Total Units (excluding reweatherized)		318
Reweatherized Units		0
Average Unit Costs, Units subject to DOE Project Rules		
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	318
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	318
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	\$1,360,301.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	318
H	Average Program Operations Costs per Unit (F divided by G)	\$4,277.68
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$4,277.68

**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	318	29.3	9317
Prior Year Estimate	302	29.3	8849

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Prior Year Actual	303	29.3	8878
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**Method used to calculate savings description:**

While Utah is using the DOE formula for calculated savings we have been collecting the Audited MmBtu data from each job. Our data indicates that we are lagging behind the DOE average of 29.3MmBtu per unit. The decreasing trend is reflective of the increasing cost to weatherize.

AVERAGE of MMBTU AuditedProgram Year

agency	PY19	PY20	PY21	PY22	PY23
Bear River AOG	46.7	44.4	29.2	37.0	29.1
Five County AOG	14.7	18.7	15.5	16.2	13.0
Mountainland AOG	30.5	24.3	20.9	19.6	20.6
Salt Lake CAP	33.5	26.9	29.6	32.0	32.9
Six County AOG	27.8	29.0	24.0	37.9	35.2
Southeastern Utah ALG	49.2	2.4	46.1	35.1	25.0
Uintah Basin AOG	37.6	35.6	27.9	28.7	25.4
Grand Total	32.4	27.3	26.4	29.2	25.6

PY23 data is only for Completions from 7/1/23 thru 12/31/23. All other PY Data represents all completions during the period.

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

**IV.5 Policy Advisory Council Members**

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

211 Database Team	Type of organization: Non-profit (not a financial institution) Contact Name: Kirk Rasband Phone: 8017368929 Email: <a href="mailto:kirk.rasband@uw.org">kirk.rasband@uw.org</a>
Catholic Community Services of Utah	Type of organization: Non-profit (not a financial institution) Contact Name: Rose Olivas Phone: 8019779119 Email: <a href="mailto:rolivas@ccsutah.org">rolivas@ccsutah.org</a>
Catholic Community Services of Utah	Type of organization: Non-profit (not a financial institution) Contact Name: Monica Rich Phone: (801)977-9119 Email: <a href="mailto:mrich@ccsutah.org">mrich@ccsutah.org</a>
Dominion Energy	Type of organization: Utility Contact Name: Ricky Macias Phone: 8013243523 Email: <a href="mailto:ricky.macias@dominionenergy.com">ricky.macias@dominionenergy.com</a>
Futures Through Training	Type of organization: Non-profit (not a financial institution) Contact Name: Natalie Alejandre Phone: 8013949774 Email: <a href="mailto:nalejandre@fttinc.org">nalejandre@fttinc.org</a>
Housing Authority of the County of Salt Lake	Type of organization: Non-profit (not a financial institution) Contact Name: Britnee Dabb Phone: 8014280562 Email: <a href="mailto:bdabb@haslcutah.org">bdabb@haslcutah.org</a>
Mountainland Association of Governments	Type of organization: Local agency Contact Name: Katie Mitchell Phone: 8018749016 Email: <a href="mailto:kmitchell@mountainland.org">kmitchell@mountainland.org</a>
Mountainland Association of Governments	Type of organization: Local agency Contact Name: Heidi Demarco Phone: (801)229-3804



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Questar Gas	Email: <a href="mailto:hdemarco@mountainland.org">hdemarco@mountainland.org</a> Type of organization: Utility Contact Name: Brett Brown Phone: 8013243523 Email: <a href="mailto:brett.brown@dominionenergy.com">brett.brown@dominionenergy.com</a>
Rocky Mountain Power	Type of organization: Utility Contact Name: Stephanie Dobberfuhr Phone: 8019552468 Email: <a href="mailto:Stephanie.Dobberfuhr@pacificorp.com">Stephanie.Dobberfuhr@pacificorp.com</a>
Salt Lake Cap	Type of organization: Non-profit (not a financial institution) Contact Name: Patrice Dickson Phone: 8017591506 Email: <a href="mailto:pdickson@slcap.org">pdickson@slcap.org</a>
Salt Lake CAP	Type of organization: Non-profit (not a financial institution) Contact Name: Jennifer Godfrey Phone: 8019771122 Email: <a href="mailto:jgodfrey@slcap.org">jgodfrey@slcap.org</a>
Southeastern Utah Association of Local Government	Type of organization: Unit of Local Government Contact Name: Geri Gamber Phone: 4356130037 Email: <a href="mailto:ggamber@seualg.utah.gov">ggamber@seualg.utah.gov</a>
State Energy Assistance Lifeline	Type of organization: Unit of State Government Contact Name: Mike Murdock Phone: 8014680069 Email: <a href="mailto:mikemurdock@utah.gov">mikemurdock@utah.gov</a>
United Way of Salt Lake	Type of organization: Non-profit (not a financial institution) Contact Name: Anna Fannesbeck Phone: (801)746-2577 Email: <a href="mailto:anna@uw.org">anna@uw.org</a>
Utah AARP	Type of organization: Non-profit (not a financial institution) Contact Name: Danny Harris Phone: 8015672643 Email: <a href="mailto:DJHarris@aarp.org">DJHarris@aarp.org</a>
Utah Division of Public Utilities	Type of organization: Unit of State Government Contact Name: Stefanie Liebert Phone: 8015306285 Email: <a href="mailto:sliebert@utah.gov">sliebert@utah.gov</a>
Utah Weatherization Assistance Program	Type of organization: Unit of State Government Contact Name: Matthew Turner Phone: 8013681173 Email: <a href="mailto:mjturner@utah.gov">mjturner@utah.gov</a>

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

Date Held	Newspapers that publicized the hearings and the dates the notice ran
03/06/2024	State of Utah Public Notice Website Published on 2-20-2024. Deseret News Published 2-23-2024. SL Tribune Published 2-18-2024 Public Hearing Notice Confirmations attached to the SF 424 as: Utah WAP Public Hearing & PAC Documents PY 24.pdf

**IV.7 Miscellaneous**

<p>PAC reviewed the Annual Weatherization Plan as part of their meeting. There were no comments received regarding the plan.</p> <p><b><u>Production &amp; Average Cost Per Unit</u></b> The ACPU represented in this application does not take in to account the braiding of funds Utah WAP uses. Since DOE fund equals approximately 35% +/- of our total funding the ACPU reflected in this application is likewise approximately 35% +/-.</p> <p><b><u>HCD Staff Charges</u></b></p>
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Any HCD staff member charging less than 100% to WAP grant will be paid by other programs such as but not limited to: LIHEAP; HUD Home Program; State Housing Program (this encompasses the single family home rehab program); CSBG and CDBG.

**Policy Advisory Council (PAC)**

To the extent possible, Utah's PAC advocates for and provides a broad representation of 'At-Risk' and 'Low-income' populations such as but not limited to: children, elderly, Persons with Disabilities, and Native Americans

The current members noted in the Annual File section. Utah WAP has struggled in the last several years to keep or grow participation. It has explored trying to use existing advisory councils that might meet the requirements with no success. Utah WAP will be putting additional resources in to rebuilding the PAC in PY-23.

**RECIPIENT BUSINESS OFFICER:**

Matt Turner  
State of Utah  
WX Program Manager-DWS  
Building A-16-D Freeport Center

P.O. Box 160524  
Clearfield, Utah 84016  
801-626-3320

UtahWAP@utah.gov

mjturner@utah.gov

**RECIPIENT PRINCIPAL INVESTIGATOR**

Matt Turner  
State of Utah  
WX Program Manager-DWS  
Building A-16-D Freeport Center

P.O. Box 160524  
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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

The State of Utah Department of Workforce Services (DWS) Housing and Community Development (HCD) Weatherization Assistance Program (WAP) provides services to applicants who are verified to be "Low Income" in accordance with 10 CFR 440.22.(a) (1)(2)(3) and WPN 22-5.

- The household's annualized income, as determined by the guidance in WPN 24-3 (or current version when updated by DOE), is at or below 200% of Poverty Level.
- The household contains a member who is receiving or within the last 12 months @ time of application, benefits under the provisions of Title IV or XVI of the Social Security Act.
- The household is determined to be eligible for Low-Income Home Energy Assistance Program (LIHEAP) operated in Utah as the Utility Assistance Program (formerly Home Energy Assistance Target (HEAT) program. )
- The household meets income eligibility of HUD means-tested programs. For these programs the Income Thresholds will typically be 80% of Area Median Income (AMI) The program may include:
  - Lead Hazard Control Grants
  - Multifamily Assisted Properties
  - HUD Public Housing
  - HUD Vouchers
  - HUD - VASH Vouchers
  - HUD HOME Program
  - Low Income Housing Tax Credits

Sub-Grantees verify Income eligibility using one of the above methods. When necessary they will obtain additional documentation to meet reporting requirements.

The majority of Utah's WAP applicants are referred by the State's Utility Assistance Program. (Formerly HEAT) Utah WAP has a verification system that allows the local agencies to search the Utility Assistance Program's database and independently verify the award status and date. This documentation is printed and placed in the client file.

When an applicant is not a Utility Assistance Program recipient local agencies obtain proof of income that complies with WPN 24-3 and annualize it to determine the gross annual household income. This documentation is also placed in the client file.

Income eligibility is verified annually from the date of income certification while the applicant is on the waiting list or for other reasons. When this income certification is from one of the approved 3rd parties it is their Approval/Award date that is used to recertification of income.

Additional collection of documentation verifies the applicant residency status to ensure only U.S Citizens or qualified aliens receive assistance.

Attachment

Utah WAP Guidelines  
(Certain sections of this document are referred to throughout the Master File)

Describe what household eligibility basis will be used in the Program

Section C1. of the Utah WAP Guidelines details the entire eligibility process. This process is fully documented by the local agencies using the Client File. The required contents of the Client File are covered in Section C4. of the Utah WAP Guidelines.

Household Income Eligibility is determined by combining the income of all qualified legal and non-legal US residents residing in the

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dwelling. For the purposes of determining a household priority non-legal residents are not to be considered in the household total count or any other priority point category.

Household Income is determined by all members of the household 18 years of age or older. This would include non-legal residents of the US 18 years and older. 18 year old full time high school students need not provide proof of income.

A qualified household will have an income that meets one of the following:

- The household's annualized income, as determined by the guidance in WPN 24-3, is at or below 200% of Poverty Level.
- The household contains a member who is receiving or within the last 12 months @ time of application, benefits under the provisions of Title IV or XVI of the Social Security Act.
- The household is determined to be eligible for Low-Income Home Energy Assistance Program (LIHEAP) operated in Utah as the Utility Assistance Program (formerly Home Energy Assistance Target (HEAT) program.)
- The household meets income eligibility of HUD means-tested programs. For these programs the Income Thresholds will typically be 80% of Area Median Income (AMI) The program may include:
  - Lead Hazard Control Grants
  - Multifamily Assisted Properties
  - HUD Public Housing
  - HUD Vouchers
  - HUD - VASH Vouchers
  - HUD HOME Program
  - Low Income Housing Tax Credits
- Sub-Grantees verify Income eligibility using one of the above methods. When necessary they will obtain additional documentation to meet reporting requirements.

Multi-Family Units will meet the provisions of 10 CFR 440.22(b)(2)

- Sub-grantees will ensure not less than 66% of the households in the building are qualified. 50% when the building is a duplex or 4-plex.

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

In determining eligibility of qualified aliens agencies have been instructed to view the HHS guidance referenced in WPN 24-3. Additionally Utah WAP has provided additional guidance to assist them.

To be considered for eligibility all applicants must be an adult (18 years old) and US Residents, or a "Qualified Alien".

- US residents would typically have a birth certificate from the US and/or Social Security card.
- Qualified Aliens are residing in the US in a legal status and are in possession of documentation that indicates that status. Intake staff are trained and educated to refer to Attachment #3 - Form M-396 (INS pamphlet about travel and identity documents) for more details on those documents.
- Any applicant who cannot produce documentation indicating citizenship or qualified alien status are not eligible.
- Social Security numbers will be requested for all residents. This is needed to identify employment using E-Share or E-Rep.(Utah Dept. of Workforces Services eligibility systems) Refusals to provide this information will be dealt with by the local agency on a case-by-case basis but the approval process cannot proceed until residency status is determined.
- Utah WAP also utilizes the guidance in the HHS LIHEAP document on the use of SSN's and citizenship status verification. (Document cited in the DOE WAP Application Instructions page 36)
- Total income from all of the occupants of the home must be counted, but only those individuals that are citizens or qualified aliens will be counted towards the Total Household in household count when determining income eligibility and priority points.

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

Procedures to determine that units weatherized have eligibility documentation

In verifying Building Eligibility, documentation is collected to determine who the building's legal owner is and obtain both Right of Entry and Right of Alteration of structure from the legal owner. This documentation typically covers the building construction date which allows for determining the need to address the need for lead testing and SHPO. During this process it also helps the sub-grantee determine if the property is being used for Income Purposes. This would provide the trigger to then treat and report the building as a rental unit and attempt to obtain a cost share from the owner.

Since this documentation comes from government sources, tax roles, DMV titles to mobile for manufactured homes etc... it gives the local agency the information to also ensure that the structure is permanent in nature and has a physical address not a P.O. Box. The one exception to this would be on the Navajo Reservation and other tribal lands where individual land ownership is prohibited. In these cases where the applicants have a P.O. Box the actual job location is marked using GPS during the audit.

The client is required to provide utility billing information or a release that allows the sub-grantee to obtain this information directly from the utility company. Utah WAP has elected to collect the required Occupant Pre-Existing or Potential Health Condition Screening, as required by WPN 22-7, during the Intake phase of the program.

Once these all these conditions are met the unit is determined to be eligible.

Documentation that will be collected

- Signed application
- Proof of household income
- Proof of Property Ownership
- Owner right of entry and alteration
- Landlord agreement for rental units
- SHPO approval on homes that are 50 years old or older (As required)
- A Occupant Pre-Existing or Potential Health Condition Screening
- Fuel usage history
- Proof of Citizenship

Utah's SHPO agreement was initially executed on 27 May 2010 valid for 3 years. Utah WAP renewed the agreement on 27 November 2020. The new agreement is in place until 31 December 2030.

Per DOE's WAP Memorandum 110, the SHPO Programmatic Agreement does not apply to weatherization work done on Tribal Lands. As a result, any proposed work on homes forty-five (45) years old or older on Tribal land will require prior review and approval from DOE (see Utah WAP Guidelines C1.7.e)

Utah Dept. of Heritage and Arts, who administers SHPO has fielded an online system now for local agencies to submit for SHPO approval.

<https://heritage.utah.gov/history/shpo-compliance>

Describe Reweathering compliance

Utah WAP acknowledges the changes to these provisions associated with reauthorization (WAP Memo 75) and have amended their policy to indicate that the "previously weatherized" date will now be the 15 year rolling option.

HCD operates the LIHEAP and HUD programs for the State of Utah. Only the LIHEAP program offers any weatherization program utilizing federal funds, which is done by Utah WAP. The tracking of these completions is currently in the existing reporting system and we are able to ensure compliance with the new regulations.

To comply with 10 CFR 440.18(e)(2)(iii)

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Sub-grantee will verify the unit against the HCD database (known as WebGrants)

- For previously weatherized units served under WAP or other Federal program 15 years after they are reported as a completion are not eligible.
- Units served more than 15 years after they are reported as a completion are eligible for re-weatherization. These units will follow all procedures as currently described in Utah WAP policy. These units will be reported as re-weatherized units to DOE.

Utah's reporting database has at least some basic information on units completed dating back to 1977. Local agencies search this as well as their own historic information in attempting to determine if the unit has been previously weatherized.

The reporting system which local agencies report their completions allows them to identify when one of the eligible units is re-weatherized thus allowing us to capture this data for reporting.

A unit that is determined to be eligible for reweatherization will be subject to all other applicant and building eligibility requirements previously mentioned in V.1.2 (e.g. household income, energy audit, health and safety assessment etc.)

Describe what structures are eligible for weatherization

### **Eligible Dwellings**

To be considered an Eligible Dwelling unit the applicant's residence will meet one of the following:

- Single family dwelling (house)
- Townhome (Multi-family)
- Apartment (Multi-family)
- Studio Apartment (Multi-family)
- Cottage
- Condo
- Manufactured home
- Mobile home

To be considered a eligible dwelling the unit will be permanent in nature. Usually this means it would require significant dis-assembly or major disconnection of utility services before it could be moved. Things considered that could make it ineligible are:

- A hitch or other device to be used for towing.
- Is self-propelled.
- Has operable axles, tires or wheels
- Can be easily moved or relocated.
- Is not connected to public utilities.

### **Ineligible Dwellings**

No funds shall be used to weatherize a dwelling unit which is not eligible

- Dwelling unit was previously weatherized and has an Approved Date less than 15 years from the date the applicant signed the application.
- Dwelling is vacant or not being occupied
- Designated for acquisition or clearance by a federal, state, or local program.
- Dwelling has been foreclosed
- A dwelling is not eligible for weatherization unless it is the present and primary residence of the applicant. (summer homes, cabins, or other part time residences are not eligible.)
- Commercial buildings are not eligible.

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Non-stationary campers and trailers that do not have a mailing address

Describe how Rental Units/Multifamily Buildings will be addressed

To be considered a qualified Multi-Family Building it will require 66% of all households contained, 50% when the building is a duplex or 4-plex, in the building to be eligible for use of DOE funds.

Each Client File will contain a copy of the **Income Property Owner Weatherization Agreement**. This is a signed & notarized document executed between the legal property owner and the local agency. This document provides right of entry and right of alteration of structure for the local agency. It also establishes the grievance process for both the landlord and tenant. There are also provisions for dispute resolution using the Utah Energy Advisory Council and if necessary a 3rd party arbitrator. Additionally the document contains the language that provides other protections:

- Landlord agrees to not raising the rent for at least 1 year after weatherization services unless those increases are related to matters other than the weatherization services that were provided.
- Landlord agrees to no involuntary eviction, without cause, after weatherization services
- Landlord indicates if they agree to participate in the sharing of costs for particular services

Clients in rental units also provide proof of energy burden through utility bills or documentation showing that it is included in the rent at the time of application this helps ensure they are recognizing the benefits of weatherization services directly.

A 50% cost share for weatherization materials and labor on certain major measures is strongly encouraged but not required for rental units for compliance with 10 CFR 440.22(b)(3)(iv) preventing undue enhancement. Utah WAP has amended their policy to allow for property owner participation that would open up options in WPN 16-5 & 6. Cost sharing measures are:

- HVAC system replacement
- Window replacement
- Door replacement
- Refrigerator replacement

Describe the deferral Process

There are many reasons for the weatherization process to be deferred. Deferral is not refusal of service. It merely places the weatherization process on hold until such time that the issue(s) are resolved. Documentation of the issue is done using a State approved form for collection issue information and client notification via letter to the client. It is incumbent on the sub-grantee to clearly communicate the specific nature of the cause for deferral and the conditions which must be achieved for the weatherization process to resume.

Deferral notification will take place via a letter either mailed or sent electronically, depending on client communication preferences. The client is given at least 30 days to resolve the issue for deferral but the local agency has the flexibility to increase this by no more than thirty (30) days when they feel it is warranted and the client is making "good faith" progress towards resolving the cause(s) for deferral. If the cause(s) for deferral are not resolved within the allowed time (30 or 60 days) the agency will issue a Notice of Termination to the client.

During the period of Deferral the client's eligibility is maintained. Once the Notice of Termination the client's eligibility is lost. The client may reapply for services at any time, following normal procedures, after termination once the cause(s) have been resolved.

To ensure more consistent and detailed information to the client Utah WAP has recently developed a sample deferral letter to serve as a template with supporting training video. This will allow the sub-grantee to better communicate to the client the needs to resume weatherization and the impacts of the deferral process on their receipt of services.

Some of the more common conditions encountered are:

- Structurally unsound dwelling or one that is condemned for human habitation.
- Evidence of persistent infestation of rodents, insects, and other vermin.

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- Electrical or plumbing hazards that cannot be resolved prior to or as a part of the authorized WX work. This would include knob & tube wiring.
- The presence of sewage in any part of the dwelling unit
- Evidence of environmental hazards such as: serious moisture problems, mold & mildew, carbon monoxide, gas leaks, friable asbestos, or other hazardous materials, which cannot be resolved prior to the WX work.
- The presence of animal or human feces in an area of the dwelling unit where field staff must perform various WX measures.
- Excessive garbage and clutter build up in and around the dwelling unit where field staff must perform WX measures.
- Maintenance and housekeeping practices that are negligent to the point of limiting access of field staff to the dwelling or creating an unhealthy working environment.
- Threat(s) of violence, verbal abuse, physical abuse, or profanity towards any worker(s) or household member during the WX process.
- Evidence of the presence and/or use of any illegal/controlled substance in the dwelling unit.
- Evidence of drug cultivation, distribution, and/or manufacturing on the premises.
- An un-vented space heater or other un-vented combustion appliances are present in the unit, which WX personnel have been unable to remove from the home.

Sub-grantees are directed, when possible, to provide a referral to any known resource that might better assist the client in resolving the cause for deferral. If the Deferral condition is within UtahWAP policy for Weatherization Readiness Funds it still must be put into Deferral for the Wx Ready Process to happen.

The client may appeal the decision of the agency at anytime during the process. The appeal process is a 3 tier process. The goal is to resolve issues at the sub-grantee level if possible. When needed HCD will intercede at the client or sub-grantee's request to help address the issue. The highest level is a formal administrative hearing at the DWS Division of Adjudication.

#### Steps

1. Agency resolution
2. State WAP resolution
3. DWS Adjudication & hearing

Utah WAP implemented a method of tracking deferrals at the state level in PY 2019.

#### WEATHERIZATION READINESS

Utah WAP continued to refine their Weatherization Readiness (Wx Ready) plan with stakeholders. At this time the basic outline of our policy meets all stipulations in WPN 22-6 and WPN 23-4. The criticality of ensuring that any expenditure of Wx Ready funds results in a reported completion is at the forefront of the plan. Key components of the plan are:

#### ALLOCAITON & DISTRIBUTION

Utah WAP sub-grantees will use a semi-competitive process to secure Wx Ready funds for a given PY. Utah WAP desires to strike a balance between demonstrated need and equitable distribution across the network to maximize the use of these limited funds. Utah WAP sub-grantees will submit proposals for the PY at the program leadership meeting that proceeds the annual Public Hearing. From the submitted proposals the Utah WAP Manager will use the following prioritization method to determine the allocation and distribution of Wx Ready Funds:

1. Agency was not funded in the prior PY to do vermiculite abatement and submitted a vermiculite abatement job for the coming PY.
2. Agency was funded for vermiculite abatement in the current PY and proposes a vermiculite abatement job for the coming PY. (Ranking of proposals would be Estimated MmBtu's Savings highest to lowest )
3. Agency proposes a non-vermiculite abatement job and the agency had success in the current PY on non-vermiculite abatement job. (Intent: when an agency is not funded due to lack of vermiculite jobs in their area yet are still active with, and successful using, Wx Ready funds for measures that are more relevant to their area's needs that they deserve prioritization.)
4. Agency proposes non-vermiculite abatement job. (Proposals would be ranked using Estimated MmBtu's Savings highest to lowest)
5. Agency proposes no jobs. State WAP determines a minimum funding that **ALL** non-presenting agencies are funded. (This minimum funding is not a guarantee of funding. If there are enough jobs presented that would expend all allocated funding a non-presenting agency would not be awarded Wx Ready Funds.)

This process ensures that the program is prioritizing energy savings in the use of these funds while ensuring a Weatherized Unit.

#### ASSESSMENT & JUSTIFICATION



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Sub-grantee's will have to build a Wx Ready packet to support their use of funds. Initial assessment and justification will indicate; What is the cause of deferral? What ECM or HSM is the Deferral connected to? What is the scope of the Wx Ready work that will allow weatherization to proceed. Documentation will include photos, estimates of cost, & scope of work.

One key aspect of policy will be that no Weatherization Work is allowable until the Wx Ready activity has removed the barrier. Utah WAP sees this as a safeguard to expending funds that result in no completion. If the cause of Deferral arises during Weatherization work will be halted and the Wx Ready policy will kick in.

#### COST CONTROLS

Utah WAP has elected to use a Wx Ready ACPU of \$20,000 and per measure cost control limit for vermiculite abatement of \$14,000 and a per measure cost control limit of \$5,000 for all other measures. Utah WAP will use the existing Case by Care Approval process in the H&S Plan to allow agencies to submit for exceptions to the per measure cost controls.

#### ALLOWABLE WORK

Utah WAP has reviewed our existing Deferral Log and while stakeholder input is still in progress we currently see the major categories below as allowable:

- o Vermiculite abatement
- o Plumbing repairs
- o Electrical repairs
- o Bug/Rodent Infestations (to include the associated biological hazard)
- o Structural & non-structural repairs
- o Removal of trash/debris
- o Mold removal that exceeds the current Utah WAP H&S plan cost controls.

#### NON-ALLOWABLE WORK

Utah WAP has determined that the items listed below that have been historical deferral issues for the program are Non-Allowable Work.

- Biological hazard abatement
- Mold abatement
- Hostile client
- Drug usage or cultivation

#### QUALITY CONTROL

Utah WAP is taking a 2-step approach on Quality Control. First the Agency Coordinator will be required to sign off on the authorization to initiate the Wx Ready work. This should ensure that it is sufficiently scoped, properly budgeted and tied to an ECM. Secondly Utah WAP will require a certified QCI to sign off using the Scope of Work as the project standard, once the Wx Ready work is completed. Since they are already charged with holding the program to standard it is a logical extension of their responsibilities .

#### QUALITY ASSURANCE

Utah WAP will include the Wx Ready work in the monitoring sample. Work will be monitored to existing standards of the program.

#### EXPENDING WEATHERIZATION READINESS FUNDING

Subgrantees are expected to expend WRF in a timely manner. If the funding allocated for the PY is not fully expended during the PY the Grantee will allow funding to be carried over as long as the subgrantee can provide a documented plan to ensure the funding that is carried over will be expended within the first 6 months of the new PY the funds are being carried over into, and that the carry over will not impact the subgrantees ability to expend the new PY allocation of WRF

### V.1.3 Definition of Children

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

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**V.1.4 Approach to Tribal Organizations**

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

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

The qualified low-income members of all Utah Native American Tribes shall receive benefits and priority ranking equivalent to the assistance provided to other low-income persons within the state.

SEUALG Weatherization Assistance Program has recently undergone significant restructuring. At present the satellite office is not in operation. The SEUALG Weatherization staff, including staff serving Navajo tribal lands, all resigned in 2021. Utah WAP has been working with SEUALG to build back capacity of this agency. Once the operation is more stable we will discuss the future of the satellite office with SEUALG executive management.

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

Compliance with 440.14(c)(6)(ii) - Utah will serve the entire state in PY 24

The current Utah Service Areas are aligned with the existing boundaries of the parent organizations of the sub-grantees. Sub-grantee selection is predominantly Association of Governments (AOG) (6) with one non-profit CAA. The AOG are the CAA for that portion of the state. The AOG model is the preferred means of service delivery by the State for the mostly rural areas. This has proved to be the most economical in delivery of services over these large areas. 6 of 7 sub-grantees have been delivering weatherization to the citizens of the State since the inception of the program. There have been no historic public comments during the public hearing process or otherwise to the State for the selection of sub-grantees.

Utah has updated its policies on both selection and termination of sub-grantees based on recommendations and best practices after the change of a sub-grantee in PY 18. These changes better reflect the requirements in 2 CFR 200, 10 CFR 440 and state requirements.

Agency Selection Criteria:

All eligible local Weatherization agencies were selected on the following basis:

- Public comment,
- Experience in weatherization
- Availability of State Certified Energy Auditors & Quality Control Inspectors
- Trained furnace technicians
- Past & Current weatherization performance,
- Ability to secure qualified labor
- Experience in serving low-income households

These boundaries are mapped in an agency map included in the Utah WAP PY 24 Monitoring document attachment.

**V.3 Priorities**

Utah has a comprehensive priority system that encompasses all the requirements of 10 CFR 440.16(b). When a sub-grantee has a backlog of clients exceeding 2 months or more they are required to create and maintain a Waiting List. This list shall be prioritized on a points system. The Clients with the most points are pulled from the list and added to the sub-grantee's production based on their capacity. This process is documented in the client file.

Priority points are awarded to applicants in the key areas as required by 10 CFR 440.16(b).

- Elderly (Age 60 or older)
- Disabled

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- Pre-school age children
- High energy user (calculated using the method below)
- High energy burden (calculated using the method below)

Since the Utah WAP point system awards for each specific priority households with more than one category will be served sooner.

Energy User Percentage - The most recent 12 consecutive month consumption, from date of application, of the applicant's metered primary heating fuel divided by Utah average energy usage for low-income households. (6540kWh and 59.5dth) These numbers were derived with the assistance of the primary natural gas and electric utilities in the state.

Energy Burden Percentage - The sum of expenses of the most recent 12 consecutive month, from date of application, of the applicant's metered utilities divided by their annualized household income. This would typically be natural gas & electricity.

The sub-grantee will enter the relevant data in to the HCD WebGrants database as part of their completion reporting. This data will be collected and used in the Grantee reporting to DOE.

#### V.4 Climatic Conditions

The state of Utah has a climate of extremes. In populated areas, heating degree days range from less than 3,200 to over 10,000. Cooling degree days range from near zero to over 2,200. Elevations in these same areas range from less than 2,500 feet to over 8,500 feet. Temperature extremes commonly go from less than -30 degrees F. to over 110 degrees F. Many of these extremes occur within the same local Weatherization agency area less than 100 miles apart. The average wind speed in the state is eight to twelve mph. Seasonal wind speeds may average 15 to 20 mph with occasional sustained average wind speeds far exceeding 50 mph.

Due to the extremes of temperature found throughout the state and even within some local WAP agency areas, the audit procedures used by all local WAP agencies have been prescribed to require specific weather files based on the location of the client. This allows more accurate audits whose results are tailored to each specific dwelling unit and climate zone.

The state of Utah is primarily a heating climate even though the southern portion of the state has major cooling loads. When using the WA v10 audit tool, heating is a far more significant factor than cooling in determining energy conservation measures. In every case the heating loads require more comprehensive measures than cooling loads. Where possible and allowable under the WA v10 audit tool, weatherization improvements will meet the state energy code.

State WAP has established a list of weather stations to be used in the WA v10 audit tool to address the varied climate due to changes in altitude and proximity. A weather station has been selected for every city in the state.

See Attached document PY24 WAP WA v10 Table of Cities and Weather Stations

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1981-2010 Population Weighted Heating Degree Day Norms

BEAR RIVER AOG

Box Elder 6,383

Cache 7,481

Rich 9,381

FIVE COUNTY AOG

Beaver 6,332

Garfield 7,235

Iron 6,327

Kane 5,815

Washington 4,462

HOUSING AUTHORITY OF UTAH COUNTY

Summit 8,592

Utah 5,861

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Wasatch 7,436  
SALT LAKE CAP dba Utah Community Action  
Salt Lake 5,594  
Tooele 6,153  
Davis 5,943  
Morgan 6,752  
Weber 6,245

R6 Regional Council  
Juab 6,496  
Millard 5,934  
Piute 6,541  
Sanpete 6,423  
Sevier 6,088  
Wayne 7,291  
SOUTHEASTERN UTAH ALG  
Carbon 6,847  
Emery 6,692  
Grand 5,469  
San Juan 5,979  
UINTAH BASIN AOG  
Daggett 8,632  
Duchesne 6,881  
Uintah 7,650  
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**V.5 Type of Weatherization Work to Be Done**

**V.5.1 Technical Guides and Materials**

All work is being performed in accordance to the DOE-approved energy audit procedures and 10 CFR 440 Appendix A. Measures are determined by using the Weatherization Assistant v10.

**UTAH FIELD GUIDE**

The current Utah Weatherization Field Guide was approved on 3-18-2021. All technical guidance and work specifications for the Utah WAP are in our Field Guide. It can be found at the following url: <https://sites.google.com/utah.gov/fieldguide/home>

The current Field Guide is available online thru the [Utah WAP Resources website](#). The website is open to the public. All of our subgrantees have been given a link to the website and trained on how to access and use the Field Guide. Subgrantees are responsible to ensure their contractors have access to the Field Guide. Programmatic monitoring includes a check to ensure this happens.

**CONTRACT LANGUAGE**

All Subgrantee agreements and vendor contracts, will contain language which clearly documents how to access the Field Guide, that work must meet the SWS for work quality outlined in WPN 22-4, Section 1. The contracts also contain the confirmation of delivery. Signature on the executed contract is their acknowledgement. This has been ongoing since PY 14 to comply with WPN 22-4. (see Agency Sample Standard Terms and Conditions doc attached to SF-424)

Sub-grantee efforts to ensure this documentation is delivered to contractors working on their behalf is verified during the annual monitoring process. (See Programmatic Monitoring Checklist: Procurement tab Check #26) State Staff has worked with the sub-grantees to develop either Standard Terms and Conditions or contractual language to meet the requirement of WPN 22-4. Since agencies use the contractors for non-DOE work as well they are required to add other terms as needed. The required language covers: Confirmation of delivery of work specifications, training cost and retention/repayment for training expenses.

**NEPA**

Utah WAP is aware of and review the NEPA EQ-1 document. At this time Utah WAP is not considering any work that exceeds the existing DOE NEPA Determination.

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ATTACHMENTS  
2024 DOE Contract Scope of Work  
  
Agency Sample Standard Terms & Conditions

Field guide types approval dates

Single-Family: 3/18/2021  
Manufactured Housing: 3/18/2021  
Multi-Family: 3/18/2021

**V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family  
Audit Name: Other (specify)  
DOE NEAT Audit - WA v8.9 Approved July 14, 2020 by Eric Burin, Program Manager, DOE Notice of Intent to transition to WA v10 sent via email to Jon Muckey and Shawn Green on June 20, 2023.  
Approval Date: 6/10/2020

Audit Procedure: Manufactured Housing  
Audit Name: Other (specify)  
DOE MHEA Audit - Approved July 14, 2020 by Eric Burin, Program Manager, DOE Notice of Intent to transition to WA v10 sent via email to Jon Muckey and Shawn Green on June 20, 2023.  
Approval Date: 6/10/2020

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

Comments

ENERGY AUDIT

Energy auditing for the program is covered using the Weatherization Assistant software version 10 (WA v10).

WA v10 is currently used when there are up to 4 dwelling units that are individually heated and/or cooled.

Utah received approval for use of the WA 8.9 tool on 14 July 2020 in a memo signed by Erica Burrin. Utah submitted a Notification of Intent to Transition to WA v10 beginning August 1, 2023 on June 13, 2023 and submitted the required documentation demonstrating proper library setup and policies on August 9, 2023. Both submissions were emailed to Jon Muckey and Shawn Green

Utah was approved for LED lighting on 8 December 2015. Measure lifespan increases 3-5-2019. Refrigerators 4-30-2019.

Since Multi-family units are less than 5% of the housing stock Utah does not have an approved multi-family audit. Multi-Family units are handled using the protocol covered in WPN 23-6. It is our intent to pursue a multi-family audit when we have a sufficient number of multi-family applicants to warrant it. We are working on a Multi-Family Pilot in one of our most populated areas to better serve this housing stock. We intend to use the Multi-Family Priority List for the pilot. We are in the process of submitting a request to use the Multi-Family Priority List.

The Energy Auditor training and certification has been a priority for Utah. Utah WAP has fully implemented the requirement of the BPI Home Energy Professional Energy Auditor Certification. Currently all of Utah's Energy Auditors are certified and these requirements have been added to our policy.

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Additionally we have developed and Auditor In Training process to guide and track the training of new hires to ensure they are prepared for the role.

Utah has been actively training auditors on auditing standards that were part of the audit tool re-certification. Utah has implemented a technical monitoring specifically for energy auditing to better evaluate the needs and develop and deliver training on this critical area.

### V.5.3 Final Inspection

Utah strives to have a minimum of 2 QCI certified inspectors at each sub-grantee, this varies with turnover. State WAP currently has 4 QCI certified individuals. There are a total of 25 in the State which covers the entire needs of the program. The state has an active role in tracking these certifications and CEU's through its training center to ensure continuity of service.

These certified QCI's must conduct a detailed inspection of all aspects of the project prior to it being reported as a Weatherized Unit. This inspection is documented on the Utah WAP QCI Inspection form. In an effort of continued improvement we recently restructure our form. Some key features are:

- Cross referenced citations to policy
- Parallels the State WAP Monitoring Checklist
- Incorporation of the state Standard File Format
- Agency level internal review of the QCI

Utah WAP is aware of the changes in WPN 22-4 allowing a mentorship and has language allowing this in their policy.

#### **WPN 22-4 Section Compliance**

Utah WAP's method for addressing QCI's not performing to standards was to institute a verification of 3rd party certification. This is detailed in Section D2.7. of the Utah WAP policy. When it is identified that a person performing a QCI is not meeting the requirements of that certification corrective action is taken to include:

- Probationary period and Retraining
- Non-acceptance of that individual's work
- Disallowance of measures
- Disallowance of entire job

This methodology allows Utah WAP to take a more immediate and direct action for those individuals who are not directly employed by Utah WAP but still need to be accountable to us.

All weatherization work will be directed by a work order that meets the requirements of the State Weatherization Guidelines. All materials purchased and installed will comply with Appendix A 10 CFR 440.

To comply with WPN 22-4 Section 2 Utah has developed policies and procedures to regulate the QCIs. These policies cover:

- Independent QCI & Auditor/QCI – (section B11.5. a. iii.) this is required in Scope of Work in the contracts to the sub-grantee
- QCI Validation by State WAP Staff – (section D2. 7.) certifications and CEU's are tracked by IWTC staff
- Revoking QCI validation and non-acceptance of work – (D2. 7. B. iv. )
- Monitoring of the QCI – (section D2. 7. b.)

At this time, since Utah does not have an approved audit for multi-family, QCI of these types of units are not a pressing concern. Once Utah has an approved multi-family audit tool we will begin training of QCI's to the multi-family QCI JTA's.

Utah policy (section B11.5.a.iii.) allows the smaller sub-grantees to use an Auditor/QCI. Utah will monitor 10% of production for any sub-grantee taking this approach. Utah will monitor 5% of production for any sub-grantee using an independent QCI. For PY 24 below are the monitoring percentages.

#### **Sub-Grantee QCI Approach Monitoring Percentage**

Bear River AOG: Independent QCI 5%

Salt Lake CAP: Independent QCI 5%

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Mountainland AOG: Independent QCI 5%  
Uintah Basin AOG: Independent QCI 5%  
Southeastern Utah ALG: Independent QCI 5%  
R6 Regional Council: Independent QCI 5%  
5 County: Independent QCI 5%

All units will receive a Final Inspection to insure they comply with the requirements of 10 CFR 440.16(g).

No dwelling unit may be reported to DOE as completed until all weatherization materials have been installed and the sub-grantee, or its authorized representative, has performed a final inspection(s) including any mechanical work performed and certified that the work has been completed in a workmanlike manner and in accordance with the priority determined by the audit procedures.

This dwelling would have the following:

1. Has received a Health & Safety Assessment and been documented on A07 H&S Assessment form.
2. Has had all requisite testing conducted and results documented.
3. Has received an Energy Audit by a qualified person in the program.
4. Has had all approved measures installed in a professional and workman like manner.

This includes:

- Audited measures with an SIR of 1 or higher
- Health & Safety Measures
- Incidental Repairs associated with approved audited measures.

Has received a final inspection by a certified QCI:

1. Accounts for all materials credited to the job.
2. Verifies that those materials have been installed according to the program's work specifications.
3. Verifies that all work invoiced by contractors was done and meets the program's work specifications.
4. Reviews the energy audit to compliance with the Utah WAP Guidelines
5. Confirms the accuracy of the Energy Audit field data collection, software inputs, and measures called for on the work order
6. Reviews the Work Order to compliance with the Utah WAP Guidelines
7. Includes a final Worst Case Draft Test.
8. Includes a Post Blower Door test.
9. Has a signed Final Inspection Partnership Agreement
10. Has a signed QCI Inspection form

A reported completion will also have a complete Client File that includes all the required application, production, inventory, purchasing, testing, and inspection documents.

Has been reviewed by the sub-grantee Weatherization Coordinator/Director or designated representative for completeness and accuracy prior to submission to the State as a completion.

Is a first-time weatherization project or a qualified re-weatherization project.

Was not an amended project previously reported as a Weatherized Unit.

A "*Partial Weatherized Unit*" is a dwelling that has NOT met the above requirements. This might be caused by Deferral or that the client refuses services or access after the weatherization process has began. These units have had funds expended on them but cannot be reported or counted as a completion. Utah tracks these partial weatherized units in the statewide database.

**MONITORING INSPECTION FORMS**

See Utah WAP PY-24 Monitoring Documents doc attached to SF-424 \*\*

\*\*Note: Item A13 on the Technical Monitoring Checklist checks to see if the QCI conducted a thorough review of the audit.

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**V.6 Weatherization Analysis of Effectiveness**

Has the Grantee/Subgrantee effectively integrated diversity, equity, and inclusion objectives into the Program? If so, how?

Although this is a very subjective question Utah WAP's workforce is a diverse one that includes women, minorities and people of color. The employees of the Utah WAP network come from the communities it serves and as evidence Utah WAP typically sees employee applications for WAP services every year. Utah WAP agencies all comply with Equal Opportunity Employment rules and sub-contractor procurement includes provisions for preference to women, minority, and veteran owned businesses.

It is Utah WAP's position that it has been serving households of the underrepresented groups since the inception of the program. Individuals in poverty in Utah, who are the individuals we serve, are typically generational poverty individuals. These households are comprised of immigrants, refugees, individuals of color, single parent households, and Native Americans.

How the effectiveness of Subgrantee weatherization is assessed?

Utah WAP has been collecting a reasonable amount of data considering the limitations of our antiquated reporting system. Below are some of the data points we collect and evaluate to measure effectiveness of the sub-grantees.

- **Estimated MmBtu's saved.** This data is collected from the energy audit. We have 3 good years worth of data now and are able to start seeing trending. We can use this to identify agencies that might need auditor training based on this data.
- **Pre & Post Blower Door data.** This data point is look at both from Percentage of Reduction and Average CFM Reduced. This is out key metric for air sealing and pressure diagnostics training.
- **Pre & Post ACH 50.** This data is being used to help keep the Blower Door data in context. We are beginning to see some correlation to air sealing effectiveness but building tightness prior to Wx can skew that data. The average ACH helps us better understand that impact to the overall air sealing effectiveness at the agency.
- **Average Energy Index.** We are just getting a decent data set here and trying to understand what it is telling us. One thing that has us puzzled right now is some of the sub-grantees who struggle with MmBtu and Air Sealing have higher Energy Index as well. Instinct would tell us that these homes should have a higher potential savings but we are not seeing those results.

How the comparisons are used in the development of T&TA activities and priorities?

This data is used in the Training Needs Analysis. Review of the Utah WAP T&TA Report will give a better idea of how all of our data is used to drive T&TA

- Utah WAP is still using a "needs based" approach for development of training. This process takes place after the conclusion of the prior PY so we can examine all relevant data. In most cases we are now trying to compare this data in a running 3 year average so we can better see trends.
- We use a process that compiles all monitoring comments in a tracking sheet that gives us a more comprehensive analysis of our monitoring data. This is allowing us to make informed decisions on when the training need is program wide versus an individual sub-grantee.
- PY 17 we implemented a training plan section to each technical monitoring report. This supports the previous bullet where we can tailor training needs to the sub-grantee and sometimes even the individual.
- We have been collecting Energy Index data from the WA tools. We hope to compare this data with the Audited MmBtu data. It should give some indication of how well the audit captured the potential savings of the home. This will guide development of audit training.

How the training needs are being assessed?

- At the end of each PY State WAP staff conducts a Training Needs Analysis. It takes in to account monitoring data, performance data, and feedback from the sub-grantees. This is rolled in to our training plan and other management aspects of the program. State WAP staff does this typically in late July during their 2 day annual strategic planning meeting.
- The monitoring process collects data on local training subgrantees have conducted or participated in. This keeps us from providing something they have already addressed locally.
- Subgrantee can directly request help from State WAP/IWTC.
- Technical monitor's guidance is to try and establish agency specific training plans for the area evaluated based off their monitoring.
- Required certifications and licensure renewal dates are tracked at state training facility. This allows us to anticipate and offer CEU's or renewal classes.

How the Grantee is incorporating monitoring feedback?



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- Programmatic Monitoring is conducted by the State Program Manager. This allows him to receive the results of the technical visits and then provide a complete overview to local management at the conclusion of the annual monitoring process. Likewise it provides the sub-grantee direct access to the State Program Manager to give feedback.
- Data and comments from monitoring are used in development of the State Training Plan.
- There is a Monitoring Survey issued at the conclusion of the PY to collect additional feedback as well.

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

- The Training Needs Analysis process is really designed to maintain the program on a path of improvement since it encompasses so many facets of the program.
- Professional Development of the network has resumed. It is our belief that investing time in training and developing our local leaders it will facilitate growth and improvement program wide. State WAP staff realized that we were spending more time and energy managing the agency in things the local leaders should be doing but, were not equipped to do that. It is our opinion that effective leadership and management training is more beneficial to the improvement to the program than almost any other training.
- Collecting more data to better influence our decisions on the program
- Redesign of the Utah WAP Resources webpage and the comprehensive review and overhaul of program forms to improve consistency and accuracy.

How is the Grantee tracking Subgrantee performance reviews?

The monitoring process creates a document that summarizes strengths, improvements and weaknesses in 8 functional areas.

- Client Intake
- Client Files
- Energy Audits
- Field Work
- Purchasing & Inventory
- Final Inspections
- Program Operations
- Administrative Functions

All monitoring documents are centrally maintained on a common drive electronically which all team members can access. The pre-monitoring includes review of previous year's monitoring to follow up on any items and become familiar with any trends or past issues. Utah WAP has been tracking all results/comment from the monitoring process since 2018. This includes any Findings or open Areas of Concerns to ensure they are resolved and closed. We have also restructured some monitoring tools to incorporate 3 year trending to better view the results.

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

- There has been a trend from PY-20 to present showing a decrease of quality of work installed issues identified during monitoring. This is attributed to:
  - Revised QCI Form
  - Upgrade of Utah WAP Field Guide to a online visual document
  - Development of a YouTube channel knowledge base of prior Technical Meetings
- The Energy Audit Technical Monitoring results show improvement as well but these are more conservative gains. In general Utah WAP finds that error rates on energy audits vary from individual to individual and from year to year.

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

In PY-23 Utah WAP had no management findings.

Southeastern Utah ALG – Is still in the process of their ground up rebuild. They continue to make progress but they're growth and development is slow. I am uncertain whether they will make production goals in PY-23 and we are considering them a Medium Risk agency.

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

- In PY-23 Utah WAP has focused on getting last year's new hires BPI certified and testing proctor certified, which has been

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accomplished.

- In PY-22 state staff added a Programmatic Program Specialist. This has expanded capacity to the support of those associated aspects of the program management to include monitoring, technical guide development and reporting quality. This has been extremely valuable as our program has transitioned to a new program manager.
- In PY-23 Utah WAP added an additional program specialist. Our goal is to have two technical monitoring teams for PY-24. We are just beginning their training.

Are there technical and financial systems that have been reviewed?

- Utah conducts 2 types of technical monitoring, Production/QCI & Energy Auditing.
- Financial systems are now being monitored by the DWS Fiscal Grant Managers. They also may be subject to an additional monitoring from DWS Internal Audit Team.
- Desktop monitoring is done as part of any request for funds.
- Each sub-grantee does an annual single audit that is reviewed by DWS Internal Audit and the Risk Assessment Team.

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

Market analysis is broken down in to 3 areas:

1. Fuel Costs

State staff conducts an annual survey of fuel providers across the state and compiling this data for distribution and implementation to the audit tool fuel library. This data is adjusted to the average annual low-income household usage.

2. Material Costs

Material costs are reviewed by the sub-grantee and updated in the audit tool as the purchase price changes. This process and data is verified as part of annual monitoring.

3. Labor Costs

Labor costs are updated annually with the State in the Wx Operations Plan the subgrantee submits. Checks are also made on this data during monitoring ensuring that it is being updated in the audit tool.

Attached Documents

Utah WAP Training Plan PY 24 contains examples of mentioned data

**V.7 Health and Safety**

The Utah WAP Health & Safety Plan is designed to ensure reasonable precautions are taken to protect clients and personnel. Contained in this policy are guidelines for identifying Health & Safety (H&S) issue(s), and determining whether issue(s) should be remedied, referred, deferred, or result in partial weatherization. When an agency identifies an issue that is not specifically addressed in policy they consult with the State WAP staff to determine the best course of action.

**H&S Budgeting**

Utah WAP braids funding and the H&S budget line is used in non-DOE funds also. This supplements DOE funds and makes the H&S budget determination process slightly different. This is better detailed in the attached H&S Template.

Based off PY 23 data we are setting the **H&S funding for all funding sources at 16%** of Program Operations. Since DOE funds represent approximately 45% of the braided funding **the DOE portion of H&S will be 7%**. ( $16 \times .45 = 7.2$ )

The statewide average H&S Cost per Unit (**including all funding sources**) should not exceed \$3,132 for the program year. **The DOE portion of that H&S ACPU would equate to \$1,409** creating the basis for the H&S budget total of \$425,639 ( $302 \times 1409 = 425,518$ )

Utah WAP uses these numbers to create our internal controls and define Minor and Major Repair. A Major Repair is any measure that exceeds H&S ACPU and need state approval with the exception of water heater replacement. The Minor Repair threshold also serves as

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a trigger for the use of a Case by Case review process for various items on the H&S Table of Measures. Minor Measure Cost Limit is \$1,500.

Case by Case requests are submitted by the sub-grantee using a Google Form system Utah WAP has built. The Criteria for approval of a Case by Case is outlined in Section E3.4.b of Utah WAP policy. They are:

E3.4.b. State WAP staff will review the request using the following criteria:

- Verify the action is not prohibited by DOE guidance
- Verify the issue cannot be addressed as a NAM
- Verify there is an opportunity for more than 15 MMBtu's in energy savings
- Verify the costs are not excessive compared to readily available materials within the agency's service area

Utah does not permit the use of Health & Safety funds to be used in air conditioner replacement. This activity is funded using LIHEAP Crisis funding. Target Client Households (households that contain elderly, disabled, or pre-school age children) are the only homes eligible.

Prior to any weatherization activities being implemented, subgrantees are required to inspect dwellings for the presence of health and safety issues, conduct applicable required testing, and to inform the client of any issues that are identified. This is to identify any issues up front that might impede weatherization.

If issues such as work outside of scope of the program, health & safety concerns which are not permissible to correct, or other items that would prevent weatherization work the job is deferred to prevent partial weatherization, which is not allowed. Work may resume when the cause for deferral has been met by the client. Any work conducted on the home that is in deferral status would be disallowed.

Part of the Health & Safety Inspection is identifying occupant health concerns and attempting to identify & mitigate the impacts of weatherization activities on those concerns. Some of this information will be collected during the application process, but subgrantees are required to perform additional screening during the audit process to ensure that steps are taken to ensure that weatherization work will not worsen any occupant health issues. A07 Health & Safety Assessment Form has been created as the primary tool to collect and record this information.

The Utah WAP Health & Safety Template contains a list of issues that, when identified during the Health & Safety Testing, will result in the corresponding action. While situations might arise these items will be the typical Health & Safety measures for the program.

Compliance monitoring of RRP are included in the Production Monitoring process. The technical field monitoring staff is RRP licensed by the State of Utah Dept. Environmental Quality. H&S Plan will comply with all the requirements in WPN's 22-7.

Health & Safety document attached are:  
PY 24 Utah WAP H&S Template

## V.8 Program Management

### V.8.1 Overview and Organization

The Utah Housing & Community Development Division (HCD) shall be responsible for the administration of the Utah Weatherization Assistance Program. It is a division within the Department of Workforce Services (DWS) in the Executive Branch of the State of Utah. Program implementation is completed by a program manager, a program specialist, four monitor/trainers, and a fiscal/budget officer.

HCD operates a wide variety of programs that assist the residents of Utah including the following which align with WAP:  
LIHEAP  
HUD Home Program  
State Housing Program (this encompasses the single family home rehab program)  
CSBG

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CDBG

The State Energy Program is not part of HCD. SEP is part of the Governor's Office of Energy Development. Utah WAP does have a relationship with this office and informally communicates with their staff throughout the year.

Section D of the Utah WAP Guidelines covers the HCD operations and responsibilities. As the state administering agency, the Housing & Community Development Division shall complete the following:

1. Disseminate information and technical assistance to local participating agencies regarding the application process and requirements for the program. Provide training opportunities as needed.
2. Assist local participating agencies in implementing policies and guidelines of both the DOE and the state.
3. Assure that agencies meet reporting requirements to the state. Provide the required monthly, quarterly, semi-annual, and final reports to the DOE.
4. Prepare and submit the annual state application to the U.S. Department of Energy along with all required reports to the cognizant federal agencies.
5. Oversee production and workmanship quality through yearly monitoring of each subgrantee.
6. Provide funding reimbursement based upon achieving production goals, meeting administrative requirements, and following state and federal requirements.

An HCD Org Chart is included in the Utah WAP PY 24 Monitoring attachment.

**V.8.2 Administrative Expenditure Limits**

The DOE allocation including the **Administrative funds** are allocated according to the allocation formula which is attached to the SF-424 as Utah WAP Allocation.

Administration Funds: 15% of total allocation will be allotted as administration funds. 7.5% of total allocation will be allotted to the state for administrative purposes, and 7.5% of total allocation will be allotted to subgrantees for administrative purposes.

The state has determined that the 5 sub-grantees whose total grant is less than \$350,000 will require additional administrative funds in order to effectively implement the requirements as established by DOE, (per 10 CFR 440.18(d) an additional 5% of the subgrantee's total grant is allotted as administration funds for all sub-grantees whose total allocation is below the \$350,000 threshold.

Criteria for this determination is:

Pre-Award Risk Assessment rating of Medium or Low

Timely Reporting to State WAP

Prior Program Year production 80% or better

As part of the DWS annual Risk Assessment process each sub-grantee must indicate their indirect rate approach for the year (FNICR, De Minimums, Cost Allocation) and this is included on the contract coversheet. Controls are in place through the contracting and payment mechanisms to ensure no over expenditure of admin funds is possible.

Attached Documents:  
PY 24 DOE Allocations

**V.8.3 Monitoring Activities**

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Utah WAP's monitoring will comply with the provisions in WPN 20-4, including but not limited to Programmatic, Management, and Financial Monitoring of sub-grantees.

Annual Monitoring of all sub-grantees is conducted throughout the year. This is an on-site visit to each to the sub-grantees. The monitoring divided in to 4 functional areas Programmatic, Production, Energy Auditing, Financial categories.

There is a 5% - 10% sample size of contracted completions on all monitoring dependent on if the agency has a Independent QCI or Auditor/QCI. The sample does not include in progress units which are also monitored. This is a comprehensive process that looks at:

**Programmatic Monitoring**

- Sub-grantee Review
- Administrative Operations
- Equipment/Inventory/Materials
- Client Eligibility
- Weatherization Rental Agreements
- Feedback and Reporting
- Health & Safety expenditures
- Program Documentation (Client File Review, Work Orders, etc.)
- Inventory
- Payroll/Personnel
- Procurement
- Records Retention

**QCI/Production Monitoring**

- Energy Audit
- Audit Testing & Diagnostics
- Health & Safety Inspection
- Work Order
- Weatherization field work
- Lead Safe Weatherization
- QCI Inspection
- QCI Certification Validation
- Agency Training
- Additional agency qualifications

**Energy Auditing Monitoring**

- Field Data collection
- Wx Strategy
- Audit tool input
- Audit tool database settings & management
- Diagnostic testing
- Lead Testing
- SHPO
- H&S Inspections
- Work Orders
- Auditor Certification Validation

**Financial Monitoring**

Financial Monitoring is done at 2 levels. A DWS Fiscal Grant Manager assigned to WAP does a Financial Monitoring that meets both DOE requirements and DWS policy. As required by law the single audits are submitted to the State Auditor who reviews them. Likewise DWS Internal Audit and Risk Assessment teams that review the single audits and conduct their own independent audits and monitoring of the sub-grantees. These activities cover the management and accounting systems along with their participation in the pre-award risk assessments.

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The monitoring process consists of:

- **Pre-Monitoring** - State staff reviews previous monitoring documents, sends Entrance Interview Question to sub-grantee. Sample selection and preliminary file review.
- **On Site Visit** - State conducts site visit to agency and client homes both completions and In Progress. Uses monitoring instruments to check program areas and record data. The On Site Visit is concluded with Exit Interviews with the Program Manager. Exit Interview with the Agency Executive Directors are conducted as part of the Programmatic Monitoring which takes place after Auditing and Production Monitoring.
- **Post Monitoring** - Compiles & reviews information. Sends a monitoring letter with results and other information to the sub-grantee. This is completed within 30 days of the Exit Interview. Open items are tracked and followed up by the monitor.
- **Periodic Monitoring** - When there is an identified need, such as a subgrantee with significant or systemic deficiencies additional monitoring visits may be conducted outside of the scheduled Annual Monitoring Visit.

**Tracking & Analysis:** All open monitoring issues (Finding or Areas of Concern) are tracked by the State until closed. Comments on strengthening the program are tracked in a Monitoring Summary and used in the next monitoring as a gauge of progress. Utah has implemented a central tracking system of monitoring comments. The goal is to be able to see multiple years of comments to better identify trends. This data is mined as part of the Training Needs Analysis as well.

**Non-Compliance:**

The State WAP Guidelines cover the procedures for dealing with sub-grantee non-compliance When an issue is identified (Finding or Area of Concern) a Corrective Action Plan (CAP) will be implemented. In most cases this is part of the monitoring letter. In extreme cases it can be a separate document. This will contain a description of the issue, the timeline for resolution of the item, training necessary to address the matter, and actions required by all parties. It further details the punitive actions HCD may take against the sub-grantee:

- Disallowed Cost
- Disallowed Job
- Letter of Non-Compliance (A formal warning prior to the commencement of terminations)
- Agency Termination

Utah WAP updated its policy on non-compliance and termination following the change of sub-grantee in PY 18 to clarify the steps in the process and citing 2 CFR 200 as appropriate.

A Monitoring Schedule is included in the Utah WAP Monitoring Documents attachment with the projected dates the agencies will be visited. Financial Monitoring takes place in Q3 of the PY.

**Budgeting:** Monitoring funds for PY24 from DOE are included in the T&TA allocation retained at by the State. Monitoring expenses are braided across DOE and Non-DOE funds. For PY-24 DOE funds are expected to represent approximately 31% of the monitoring expenses. This will cover partial wages and fringe for 6 FTE. Non-DOE funds will be used to cover the balance of the monitoring.

**Monitoring Funding**

Monitoring continues to make up a very large percentage of budget for Utah WAP. Current estimated budgeting for monitoring will be:

Admin	T&TA
35%	60%

**Staff:**

**Programmatic Monitoring**

Matt Turner (QCI & Auditor certified, BPI Proctor, Certified Public Manager, BS)

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Nikole Snyder

QCI/Production Monitoring

Matthew Rogers (QCI & Auditor certified, BPI Proctor)

Justin Davidson (QCI & Auditor certified, BPI Proctor)

Energy Auditing Monitoring

Kyia Hill (QCI & Auditor certified, BPI Proctor)

Makare Keo (QCI & Auditor certified)

Fiscal Grant Manager

Kaylee Beck

Vacant Positions

None

Monitoring Documents Attached:

Utah WAP PY 24 Monitoring

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

**Training Plan Feedback & Grantee Provided Training**

The following describes how our T&TA plan reflects feedback from: DOE monitoring visits, Grantee monitoring of the Subgrantees, Training needs analysis, subgrantee feedback, industry updates, internal state audits, and IG reports.

**Grantee Monitoring of the Subgrantees and Training Needs Analysis**

In Q1 of each year, Utah WAP conducts an extensive Training Needs Analysis based on the results of the prior program year's Grantee Monitoring of the Subgrantees. The monitoring includes checks on all aspects of the program including checks based on feedback from DOE monitorings. The training analysis identifies the top 5-10 areas of focus for the year, and we plan a training for each area. These trainings are typically delivered in our bi-monthly technical training meetings, or in a fall or spring in-person training conference.

We do not yet know the topics of training for PY24 since we are still wrapping up PY23's monitoring and the Training Needs Analysis won't be completed until Q1 of PY24 (July). The Areas of focus from PY23's Training needs analysis are listed below, and the month when the Tier II Training was delivered is in parenthesis:

- BWR/ Material Accuracy (December 2023)
- Lead Testing all disturbed surfaces (April 2024)
- ASHRAE Compliance (February 6, 2024)
- Duct Leakage Testing (April 2023)
- Air Sealing—Not using Zonals (June 2023)

In some cases the training preceded the training needs analysis because the need for training was identified before the analysis was complete.

Utah WAP will conduct an anonymous online survey in our PY 23 Q4 to collect network feedback. This data will be rolled into the

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Training Needs Analysis.

Compliance with mandatory training has never been an issue in the program's history. If needed the State would remove T&TA funding for lack of attendance.

**Comprehensive Training**

The current year update begins on page 6 of the Utah WAP Training Plan (attached).

Utah WAP continues to utilize a "needs based approach" to training. Our training approach has been thoroughly outlined in the attached Utah WAP Training Plan PY 24 document.

Utah WAP's training center achieved IREC accreditation in all 4 JTA on 16 December 2022. All training delivered by Utah WAP, in the 4 JTA, to their network meets the requirements of Comprehensive Training as defined in WPN 22-4

As reflected in the percentages of T&TA funds Utah sees a more balanced approach to the tiers of training thanks to the state conducting a true needs assessment and identifying actual needs. This would potentially change based upon the results of the complete analysis. The percentage screens in this section regarding budgeting are Utah WAP's best estimate. Utah WAP continues to report the actual training projections in the Annual T&TA Report.

**Maintaining Workforce Credentials**

The Utah IWTC is an accredited training and testing facility. This allows Utah to actively maintain all workforce credentials. IWTC Staff tracks or monitors for all required credentials:

- IREC accredited (EA, QCI, RIT& CL)
- HEP certifications by BPI (Auditor and QCI)
- OSHA 10 & 30 Hour
- EPA 608
- Rocky Mountain Gas Association (RMGA)
- Lead Inspector
- Lead Renovator (RRP)

There is also monitoring and other checks that verify that local agencies are maintaining necessary licensure required by other state entities. We have also established a shared tracking system so the sub-grantees can become more engaged in the management of their staff.

Utah does not establish any licensure or certification requirements prior to hiring, understanding most of the items we desire are not industry required in this state. We do have minimum times from hire that certain requirements are met.

- OSHA 10 = 30 days
- RRP = 1 year (as applicable to employee)
- RMGA = 1 year (as applicable to employee)

In PY 20 Utah has adapted the "badge system" to our New Hire Training requirements. We have taken the 26 most relevant tasks for our housing stock and cross walked these tasks to our field guide and the SWS. The employee must demonstrate competency by completing each task or skill on at least three separate occasions (unless otherwise stated on the badge). Utah WAP included their badge system as part of their IREC accreditation for RIT & CL.

• Initial Completion: Task is trained by experienced agency staff that signs off that the employee was trained. Employee signs off indicating they understood the training. QCI verifies work complies with program standards.

• Second Completion: Employee preforms task which can be aided by experienced staff. QCI verifies work complies with program standards.

• Third Completion: Employee preforms task unaided. QCI verifies work complies with program standards.

It is understood there are certain tasks that cannot be performed alone. In these instances the New Hire is to be considered the "lead" worker of the task.

The Initial Completion of **each** task must be completed on all badges within the agency's probation period as established by their HR



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policy. The entire process must be completed within 24 months from the employee's initial hire date.

**Industry Wide Initiative and Future Requirements**

Utah WAP continues to require their Energy Auditors to be BPI certified. Utah has requirements similar to the QCI for people filling this role in the state to ensure their work meets program standards.

Staffing change at the state level have impacted the ability to deliver the training we desired in PY-23. While those positions have been filled a focus was placed on obtaining certifications of those new hires. Utah WAP will finally return to more normal training operations in PY-24. This will include the resumption of the annual Spring Technical Training (state conference)

**Evaluation and Comparison of Effectiveness**

The true test of effectiveness of training is measuring the results afterwards. Since Utah is using a needs-based approach we are trying to make data based decisions. The positive effect of that is we can analyze the effectiveness of our training by continued analysis. Beginning on page 10 of the Utah WAP Training Plan PY 24 is the preliminary PY 23 data integrated into our historical data. The 5 charts provided are only a fraction of the information we are collecting and evaluating.

**Grantee Assessment**

As noted at the top of this section we are regularly monitored by other state entities. In addition to the State Auditor's Office and DWS Internal Audit we are also monitored annually by the LIHEAP office. We feel the feedback from these external audits provides good insight from a different perspective. Monitoring results from these external audits are incorporated to the planning process. The most recent of all of these monitorings produced one clarification in our LIHEAP service call program guidance.

Utah WAP under went a desktop audit from DOE on Energy Auditing during PY 20. The feedback from this has been very valuable. It not only confirmed weaknesses we had already identified but additional areas to address. While we feel we have addressed all these items according to our submitted CAP this will also be a part of the Training Need Analysis.

Feedback is solicited from the sub-grantees by the State Program Manager at the completion of the monitoring cycle as well. This continues to lead to adjustments in the monitoring process to make it more collaborative and capitalize on the training value of the site visits. This past year we worked on making our monitoring reports easier to understand trying to give more meaningful feedback.

State staff will continue to participate in trainings such as Energy OutWest and NASCSP keeping us current on a national level. Our training center participates in the Trainer's Consortium as well.

**H&S Training**

H&S Plan training will always be a dominate focus of training. We will do a program wide technical training around Q3 of PY 24 that will include this component.

**Client Education**

In PY 20 Utah WAP collaborated with the Governor's Office of Energy Development to develop 7 educational videos. These videos are meant to supplement the client education for our network. If the shift to technology seems more effective we will look at other areas we can attempt to convert to video as well.

Utah is continuing to look at ways to deliver the required documentation and still effect some meaningful education of the client on energy usage. A committee of State WAP and sub-grantee staff has been seated to research develop this initiative.

**Documents Attached:**

Utah WAP Training Plan PY 24

Percent of overall trainings

Comprehensive Trainings:

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Specific Trainings:

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:

Percent of budget allocated to Crew/Installer trainings:

Percent of budget allocated to Management/Financial trainings:

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

None.