

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:

- ☐ Preapplication
- ☒ Application
- ☐ Changed/Corrected Application

2. Type of Application:

- ☒ New
- ☐ Continuation
- ☐ Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received

12/16/2022

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

DE-SE0001806

State Use Only:

6. Date Received by State:

12/16/2022

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: State of Alabama

b. Employer/Taxpayer Identification Number (EIN/TIN):
636000619c. UEI:
PQ3LJB9LMX63

d. Address:

Street 1: 401 Adams Avenue - Suite 560

Street 2: P.O. Box 5690

City: Montgomery

County: MONTGOMERY County

State: AL

Province:

Country: U.S.A.

Zip / Postal Code: 361035690

e. Organizational Unit:

Department Name:

ADECA

Division Name:

Energy

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

Prefix: Mr First Name: Landon

Middle Name:

Last Name: Cordes

Suffix:

Title: Weatherization Program Supervisor

Organizational Affiliation: ADECA

Telephone Number: 3342428972

Fax Number:

Email: landon.cordes@adeca.alabama.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-0002025

Title:

2025 Weatherization Assistance Program (WAP) Funding

13. Competition Identification Number:

Not applicable

Title:

Not applicable

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

Alabama - Statewide

15. Descriptive Title of Applicant's Project:

Weatherization Assistance Program For Low-Income Persons

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16. Congressional District Of:

a. Applicant: Alabama Congressional District 02

b. Program/Project: AL-Statewide

Attach an additional list of Program/Project Congressional Districts if needed:

17. Proposed Project:

a. Start Date: 07/01/2025

b. End Date: 06/30/2026

18. Estimated Funding (\$):

a. Federal	4,360,892.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	4,360,892.00

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: Kenneth

Middle Name: W.

Last Name: Boswell

Suffix:

Title: Director

Telephone Number: 3342425591

Fax Number:

Email: Kenneth.Boswell@adeca.alabama.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 07/17/2025

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: State of Alabama
Award number: SE0001806

Budget period: 07/01/2025 - 06/30/2026

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:

Position	Description of Duties of Professionals
TBA (Technical Position)	Serves as Technical Lead The Weatherization Program Technical Lead position is responsible for the technical responsibilities of the program. As Technical Lead, this person will monitor the units, compile field review reports, and provide technical guidance to the Program Supervisor. The balance of salary and benefits is paid using 2025 DOE funds, WAPBIL funds, and 2025 LIWAP funds.
Planning & Economic Development Specialist III - LC	Serves as the Weatherization Program Supervisor The Weatherization Program Supervisor is responsible for preparing and submitting all required federal reports, creating, implementing, and enforcing programmatic plans for the State's Subrecipients, developing State Plans, scheduling and conducting public hearings, and assembling the grant budget. The balance of salary and benefits is paid using 2025 DOE funds (T&TA and Admin), WAPBIL funds, and 2025 LIWAP funds.
Planning & Economic Development Specialist IV - NN	Serves as Community Services Unit Chief The Community Services Unit Chief is responsible for the supervision of the LIHEAP, CSBG, and Weatherization Programs. The balance of salary and benefits is paid using 2025 DOE funds, WAPBIL funds, 2025 LIWAP funds, LIHEAP funds, and CSBG funds.
Planning & Economic Development Specialist I - JC	Serves as Weatherization Program Manager which is responsible for one-half of the state's subrecipients. As Program Manager, this person will monitor the agencies for which they are responsible annually, compile field review reports and monthly subrecipient production reports, and provide on-site or virtual T&TA as needed. The balance of salary and benefits is paid using 2025 DOE funds, BIL funds, and 2025 LIWAP funds.
Planning & Economic Development Specialist I - JM	Serves as Weatherization Program Manager which is responsible for one-half of the State's Subrecipients. As Program Manager, this person will monitor the agencies for which they are responsible annually, compile field review reports and monthly subrecipient production reports, and provide on-site or virtual T&TA as needed. The balance of salary and benefits is paid using 2025 DOE funds, BIL funds, and 2025 LIWAP funds.
Administrative Support Assistant I	Serves as an Administrative Support Assistant to Weatherization Program Staff The Administrative Support Assistant provides general administrative assistance, including but not limited to, assisting in coordinating training sessions and meetings, preparing correspondence, and directing client phone calls to the appropriate staff. The balance of salary and benefits is paid using 2025 DOE funds, WAPBIL funds, 2025 LIWAP funds, LIHEAP funds, CSBG funds, and other non-WAP funds.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
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TBA (Technical Position)	\$74,673.60	40.0000 % FT	\$29,869.44
Planning & Economic Development Specialist III - LC	\$69,012.00	40.0000 % FT	\$27,604.80
Planning & Economic Development Specialist IV - NN	\$78,120.00	25.0000 % FT	\$19,530.00
Planning & Economic Development Specialist I - JC	\$55,375.20	40.0000 % FT	\$22,150.08
Planning & Economic Development Specialist I - JM	\$50,253.60	40.0000 % FT	\$20,101.44
Administrative Support Assistant I	\$40,274.40	12.5000 % FT	\$5,034.30
		Direct Pay Total	\$124,290.06

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.

FICA: July 2025 - June 2026: 7.65%

Retirement: (RSA Tier 2) 14.44%

Health Insurance: \$1,005.00/month = \$12,060.00/year

PEDS IV: \$12,060 (25%) = \$3,015.00 / \$19,530.00 = 15.4378%

PEDS III: \$12,060.00 (40%) = \$4,824.00 / \$27,604.80 = 17.4752%

PEDS I: \$12,060.00 (40%) = \$4,824.00 / \$20,101.44 = 23.9983%

PEDS I: \$12,060.00 (40%) = \$4,824.00 / \$22,150.08 = 21.7787%

TBA (Technical): \$12,060.00 (40%) = \$4,824.00 / \$29,869.44 = 16.1503%

ASA I: \$12,060.00 (12.5%) = \$1,507.50 / \$5,034.30 = 29.9446%

Average Fringe Rate = 42.8875%

* Unemployment Insurance and Workmans' Compensation is not included in the budget.

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
TBA (Technical Position)	\$29,869.44	38.2407 %	\$11,422.28
Planning & Economic Development Specialist III - LC	\$27,604.80	39.5657 %	\$10,922.03
Planning & Economic Development Specialist IV - NN	\$19,530.00	37.5285 %	\$7,329.32
Planning & Economic Development Specialist I - JC	\$22,150.08	43.8693 %	\$9,717.09
Planning & Economic Development Specialist I - JM	\$20,101.44	46.0890 %	\$9,264.55
Administrative Support Assistant I	\$5,034.30	52.0374 %	\$2,619.72
		Fringe Benefits Total	\$51,274.99

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.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
Out of State Travel for Conferences, Training, etc.	6	\$2,300.00	\$13,800.00
Monitoring and/or T&TA - Day Trips Per Diem (6+ hours)	40	\$12.75	\$510.00

Monitoring and/or T&TA - Day Trips Per Diem (less than 6 hours)	2	\$0.00	\$0.00
Monitoring and T&TA - Fuel	30	\$100.00	\$3,000.00
Monitoring and/or T&TA - Overnight Per Diem	15	\$200.00	\$3,000.00
		Travel Total	\$20,310.00

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

All travel estimated number of trips and costs are based on historical data and comply with all State of Alabama travel and reimbursement policies. The State of Alabama in-state travel per diem guidelines are as follows:

\$12.75/day 6+ hours at least 25 miles from base

\$34.00/day 6-12 hours but not overnight

\$85.00/night for one night

\$100.00/night for 2+ nights

Monitoring and T&TA - Fuel: Estimates are based on traveling 15,000 miles over the course of the grant cycle. We estimate that our vehicles will average 16 miles per gallon and the per gallon cost of fuel is \$3.20.

Monitoring and/or T&TA - Overnight Per Diem: Estimates are based on making 15 2-night trips throughout the grant cycle.

Monitoring and/or T&TA - Day Trips Per Diem (6+ hours): Estimates are based on making 40 1-day trips throughout the grant cycle.

Monitoring and/or T&TA - Day Trips Per Diem (less than 6 hours): Estimates are based on making 2 partial day trips throughout the grant cycle.

Out of State Travel for Conferences, Trainings, etc.: Estimates are based off of making 6 out-of-state trips to attend conferences such as NASCSP, Energy Out West, Home Performance Coalition, or similar. We estimate that per person, lodging will be \$1,000.00, airfare will be \$900.00, and M&IE will be \$400.00. Lodging and M&IE are subject to GSA.gov restrictions.

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
Tools and Supplies	\$500.00	Various small tools and supplies needed to conduct monitoring activities.
Materials for Training Events	\$1,000.00	Materials such as binders, folders, markers, boards, etc. for training purposes.
Calibration of Testing Equipment	\$1,000.00	Calibration of testing equipment to ensure accurate readings.
Materials and Supplies Total	\$2,500.00	

- 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.

Cost estimated on historical prices and researched estimates.

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*
Weatherization Subrecipients (Annual File section IV.1)	\$3,839,416.00	This includes allocations for: administration, program operations, health and safety, liability insurance, training and technical assistance, financial audit, vehicles and equipment (none in budget for 2025), and weatherization readiness funds. ADECA has determined through historical data that the amount budgeted for subrecipient administrative costs is sufficient for effectively implementing the administrative requirements of this grant project. In accordance with 2 CFR 200.425(a)(2), only those subrecipients expending more than \$1,000,000.00 in total Federal Funds annually will receive funding for an allocated portion of the agency's financial audit identified in the Grantee's SF-424a Budget.
QCI Contractor	\$125,080.00	This includes funds to acquire and maintain a QCI certified contractor(s) to assist the State Administering Agency with technical monitoring requirements. This is a set aside contract to allow for QCI monitoring as needed. Actual numbers will vary based on unit production.
EIS Data LLC	\$65,000.00	EIS Data LLC, formerly DBA Technologies LLC, is an ongoing historical contract/maintenance agreement for database management used by CSBG, LIHEAP, LIWAP, and WAP.
Contracts and Subgrants Total	\$4,029,496.00	

*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
Pollution Occurrence Insurance	\$35,000.00	To insure recipient (SAA) and subrecipients from liability related to claims related to pollution occurrence incidents.
Out of State Travel Conference Fees	\$5,400.00	To attend conferences such as NASCSP, Energy Out West, Home Performance Coalition, or similar.
Other Direct Costs Total	\$40,400.00	

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.

POI:

A total of \$35,000 has been budgeted for Pollution Occurrence Insurance (POI), which will be procured by the State to provide coverage for all subrecipients. This estimate is based on historical expenditures from prior program years.

However, due to increased production associated with BIL/IIJA, the projected cost of POI has risen to approximately \$58,000. This expense will be proportionally allocated across funding sources: 60% to DOE Formula and 40% to BIL/IIJA.

Out of State Travel Conference Fees:

Estimates are based off of making 6 out-of-state trips to attend conferences such as NASCSP, Energy Out West, Home Performance Coalition, or similar. We estimate that registration will be \$900.00 per person: $6 \times \$900.00 = \$5,400.00$.

All costs included in Other Costs are properly segregated from Indirect costs, meaning they are segregated in the financial system by accounting code or GA ledger number.

All costs proposed are utilized strictly 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.

The latest agreement for the provisional indirect cost rate was made on September 30, 2024. The agreement was made between the United States Department of Labor, the Federal Cognizant Agency, and the Alabama Department of Economic and Community Affairs.

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: Emily Wen

Phone Number: 2026934107

Indirect costs calculations:

Indirect Cost Account	Direct Total	Indirect Rate	Total Indirect
Provisional - ADECA-ED (Energy Division) 10/01/2024 - 09/30/2025	\$4,268,271.00	2.1700 %	\$92,621.48
		Indirect Costs Total	\$92,621.48

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001806		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Alabama 401 Adams Avenue - Suite 560 Montgomery, AL 361035690		4. Program/Project Start Date 07/01/2025	
		5. Completion Date 06/30/2026	

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. 2025 WAP Formula Funds	81.042	\$ 0.00		\$ 4,360,892.00		\$ 4,360,892.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 4,360,892.00	\$ 0.00	\$ 4,360,892.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) SUBGRANTEE ADMINISTRATI ON	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 74,427.00	\$ 0.00	\$ 49,863.00	\$ 0.00	\$ 124,290.00
b. Fringe Benefits	\$ 30,612.00	\$ 0.00	\$ 20,663.00	\$ 0.00	\$ 51,275.00
c. Travel	\$ 0.00	\$ 0.00	\$ 20,310.00	\$ 0.00	\$ 20,310.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 2,500.00	\$ 0.00	\$ 2,500.00
f. Contract	\$ 0.00	\$ 567,422.00	\$ 190,080.00	\$ 48,000.00	\$ 4,029,496.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 5,400.00	\$ 0.00	\$ 40,400.00
i. Total Direct Charges	\$ 105,039.00	\$ 567,422.00	\$ 288,816.00	\$ 48,000.00	\$ 4,268,271.00
j. Indirect Costs	\$ 92,621.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 92,621.00
k. Totals	\$ 197,660.00	\$ 567,422.00	\$ 288,816.00	\$ 48,000.00	\$ 4,360,892.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001806		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Alabama 401 Adams Avenue - Suite 560 Montgomery, AL 361035690		4. Program/Project Start Date 07/01/2025	
		5. Completion Date 06/30/2026	

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	\$ 4,360,892.00	\$ 0.00	\$ 4,360,892.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 124,290.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 51,275.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,310.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,500.00
f. Contract	\$ 2,346,849.00	\$ 438,625.00	\$ 34,600.00	\$ 32,800.00	\$ 4,029,496.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 35,000.00	\$ 0.00	\$ 40,400.00
i. Total Direct Charges	\$ 2,346,849.00	\$ 438,625.00	\$ 69,600.00	\$ 32,800.00	\$ 4,268,271.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 92,621.00
k. Totals	\$ 2,346,849.00	\$ 438,625.00	\$ 69,600.00	\$ 32,800.00	\$ 4,360,892.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001806		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Alabama 401 Adams Avenue - Suite 560 Montgomery, AL 361035690		4. Program/Project Start Date 07/01/2025	
		5. Completion Date 06/30/2026	

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	\$ 4,360,892.00	\$ 0.00	\$ 4,360,892.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total
	(1) Weatherization Readiness	(2)	(3)	(4)	(5)
a. Personnel	\$ 0.00				\$ 124,290.00
b. Fringe Benefits	\$ 0.00				\$ 51,275.00
c. Travel	\$ 0.00				\$ 20,310.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 2,500.00
f. Contract	\$ 371,120.00				\$ 4,029,496.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 40,400.00
i. Total Direct Charges	\$ 371,120.00				\$ 4,268,271.00
j. Indirect Costs	\$ 0.00				\$ 92,621.00
k. Totals	\$ 371,120.00				\$ 4,360,892.00
7. Program Income	\$ 0.00				\$ 0.00

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: AL Grant Number: SE0001806 Program Year: 2025

Name:	Alabama Council on Human Relations, Inc.		Contact:	Mr. Michael Perry	
			UEI:	NM15TJNTXJM8	
			DUNS:	183860386	
Address:	950 Shelton Mill Rd		Phone:	(334) 821-8336	
	PO Drawer 3770		Fax:	(334) 826-6397	
	Auburn, AL 36831-0409		Email:	michael.perry@achr.com	
Counties served:	LEE County	Tentative allocation:	\$ 157,503.00	Congressional districts served:	<u>CD</u> AL-03
		Planned units:	11		
		Type of organization:	Non-profit organization		
		Source of labor:	Contractors		

Name:	Central Alabama Regional Planning and Development Commissio		Contact:	Mr. Cade Gunnells	
			UEI:	TNC1GLG9Z6U6	
			DUNS:	781377734	
Address:	430 South Court Street		Phone:	(334) 262-4300	
	Montgomery, AL 36104-4102		Fax:	(334) 262-6976	
			Email:	cgunnells@carpdc.com	
Counties served:	PERRY County	Tentative allocation:	\$ 356,803.00	Congressional districts served:	<u>CD</u> AL-02
	MACON County	Planned units:	26		
	RUSSELL County	Type of organization:	Non-profit organization		
	SHELBY County				
	CHILTON County				
	AUTAUGA County				
	ELMORE County				
	DALLAS County				
		Source of labor:	Contractors		

Name:	Community Action Agency of Northeast Alabama, Inc		Contact:	Ms. Tyesha Yarbrough	
			UEI:	HSXZK11LPLJ5	
			DUNS:	948061619	
Address:	1481 McCurdy Avenue, South		Phone:	(256) 638-4430	
	PO Box 1487		Fax:	(256) 638-2039	
	Rainsville, AL 35986-1487		Email:	tyesha@caaneal.org	
Counties served:	DEKALB County	Tentative allocation:	\$ 898,366.00	Congressional districts served:	<u>CD</u> AL-04
	ETOWAH County	Planned units:	65		
	JACKSON County	Type of organization:	Local agency		
	JEFFERSON County				
	CHEROKEE County				
	BLOUNT County				
	ST. CLAIR County				
	MARSHALL County				
		Source of labor:	Contractors		

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: AL Grant Number: SE0001806 Program Year: 2025

Name:	Community Action Agency of Northwest Alabama, Inc.		Contact:	Mr. Jay Hendricks	
			UEI:	TJGCN43BLB25	
			DUNS:	135457047	
Address:	745 Thompson Street		Phone:	(256) 383-3832	
	Florence, AL 35630-3867		Fax:	(256) 766-4367	
			Email:	j.hendricks@caanw.org	
Counties served:	LAUDERDALE County	Tentative allocation:	\$ 144,110.00	Congressional	CD
	FRANKLIN County	Planned units:	9	districts served:	AL-05
	COLBERT County	Type of organization:	Local agency		
		Source of labor:	Contractors		

Name:	Community Action Agency of South Alabama, Inc.		Contact:	Mr. James McPherson	
			UEI:	LJCFLSSH88E1	
			DUNS:	082145368	
Address:	26440 Pollard Road		Phone:	(251) 626-26461013	
	PO Box 250		Fax:	(251) 626-2613	
	Daphne, AL 36526-0250		Email:	james.mcpherson@caaofsa.org	
Counties served:	ESCAMBIA County	Tentative allocation:	\$ 250,203.00	Congressional	CD
	BALDWIN County	Planned units:	18	districts served:	AL-01
	CLARKE County	Type of organization:	Local agency		
	CONECUH County				
	WILCOX County				
	MONROE County				
	MARENGO County				
		Source of labor:	Contractors		

Name:	Community Action Agency of Talladega, Clay, Randolph, Calhoun		Contact:	Mr. Steinway Cash	
			UEI:	KZEPNYBRARE9	
			DUNS:	105370493	
Address:	136 North Court Street		Phone:	(256) 268-8042	
	PO Box 278		Fax:	(256) 474-0854	
	Talladega, AL 35161-0278		Email:	steinway@caatercc.org	
Counties served:	RANDOLPH County	Tentative allocation:	\$ 219,011.00	Congressional	CD
	TALLADEGA County	Planned units:	16	districts served:	AL-03
	CLAY County	Type of organization:	Local agency		
	CLEBURNE County				
	CALHOUN County				
		Source of labor:	Contractors		

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: AL Grant Number: SE0001806 Program Year: 2025

Name: Community Action Committee, Inc. of Chambers-Tallapoosa-Coos		Contact: Mr. Kevin Walker	
		UEI: G8RJR6L5LJK3	
		DUNS: 607565652	
Address: 170 South Broadnax Street		Phone: (256) 825-4287	
Dadeville, AL 36853-1704		Fax: (256) 825-4280	
		Email: kwalker@ctccac.com	
Counties served:	CHAMBERS County COOSA County TALLAPOOSA County	Tentative allocation: \$ 70,496.00 Planned units: 5 Type of organization: Non-profit organization Source of labor: Contractors	Congressional districts served: <u>CD</u> AL-03
Name: Community Action Partnership of Huntsville/ Madison and Limes		Contact: Ms. YaShika Ray	
		UEI: KJ1KJ9J1MUD1	
		DUNS: 078971595	
Address: 3516 Stringfield Road, NW		Phone: (256) 851-9800	
P.O. Box 3975		Fax: (256) 851-9803	
Huntsville, AL 35810-0975		Email: yray@caa-htsval.org	
Counties served:	LIMESTONE County MADISON County	Tentative allocation: \$ 255,982.00 Planned units: 18 Type of organization: Local agency Source of labor: Contractors	Congressional districts served: <u>CD</u> AL-05
Name: Community Action Partnership of North Alabama, Inc.		Contact: Ms. Angela Ingram	
		UEI: CWA3M48K2KQ3	
		DUNS: 082065335	
Address: 1909 Central Parkway, SW		Phone: (256) 260-3116	
Decatur, AL 35601-6822		Fax: (256) 355-7953	
		Email: angela.ingram@capna.org	
Counties served:	MARION County LAWRENCE County MORGAN County WINSTON County WALKER County CULLMAN County	Tentative allocation: \$ 265,916.00 Planned units: 19 Type of organization: Local agency Source of labor: Contractors	Congressional districts served: <u>CD</u> AL-04
Name: Community Service Programs of West Alabama, Inc		Contact: Ms. Cynthia Burton	
		UEI: GKJYK54UUW87	
		DUNS: 144583499	
Address: 601 Black Bears Way		Phone: (205) 469-1018	
Tuscaloosa, AL 35401-4807		Fax: (205) 758-7229	
		Email: cburton@cspwal.com	

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: AL Grant Number: SE0001806 Program Year: 2025

Counties served:	LAMAR County PICKENS County TUSCALOOSA County SUMTER County BIBB County FAYETTE County GREENE County HALE County	Tentative allocation: \$ 306,944.00 Planned units: 22 Type of organization: Local agency	Congressional districts served:	<u>CD</u> AL-07
		Source of labor: Contractors		

Name: Mobile Community Action, Inc.		Contact:	Mr. Tracy Rhodes		
		UEI:	YC9MUGJNF4Z4		
		DUNS:	049124688		
Address:	461 Donald St.	Phone:	(251) 457-5700		
	Mobile, AL 36617-0000	Fax:	(251) 457-4113		
		Email:	t.rhodes@mcamobile.org		
Counties served:	CHOCTAW County	Tentative allocation:	\$ 349,249.00	Congressional	CD
	WASHINGTON County	Planned units:	25	districts served:	AL-01
	MOBILE County	Type of organization:	Local agency		
		Source of labor:	Contractors		

Name: Montgomery County Commission, c/o Central Alabama Regional		Contact:	Mr. Cade Gunnells		
		UEI:	G7V6WJZYK5G7		
		DUNS:	099839086		
Address:	430 S Court Street	Phone:	(334) 262-4300		
	Montgomery, AL 36104-4102	Fax:	(334) 262-6976		
		Email:	cgunnells@carpdc.com		
Counties served:	MONTGOMERY County	Tentative allocation:	\$ 199,577.00	Congressional	CD
		Planned units:	14	districts served:	AL-02
		Type of organization:	Unit of local government		
		Source of labor:	Contractors		

Name:	Organized Community Action Program, Inc.	Contact:	Ms. Annette Shepherd
		UEI:	XM94E912XBN6
		DUNS:	082060468
Address:	507 North Three Notch Street Troy, AL 36081-0908	Phone:	(334) 566-1712
		Fax:	(334) 566-7417
		Email:	ashepherd@troycable.net

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: AL Grant Number: SE0001806 Program Year: 2025

Counties served:	LOWNDES County	Tentative allocation: \$ 365,256.00	Congressional districts served:	CD
	PIKE County			AL-02
	BULLOCK County	Planned units: 27	Type of organization: Local agency	
	BUTLER County			
	BARBOUR County			
	COVINGTON County			
	CRENSHAW County			
	COFFEE County			
	GENEVA County			
	HENRY County			
	HOUSTON County			
	DALE County			
	Source of labor: Contractors			

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001806, **State:** AL, **Program Year:** 2025
Recipient: State of Alabama

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Alabama Council on Human Relations, Inc. (Auburn)	\$157,503.00 11
Central Alabama Regional Planning and Development Commission (CARPDC) (Montgomery)	\$356,803.00 26
Community Action Agency of Northeast Alabama, Inc (Rainsville)	\$898,366.00 65
Community Action Agency of Northwest Alabama, Inc. (Florence)	\$144,110.00 9
Community Action Agency of South Alabama, Inc. (Daphne)	\$250,203.00 18
Community Action Agency of Talladega, Clay, Randolph, Calhoun and Cleburne Counties (Talladega)	\$219,011.00 16
Community Action Committee, Inc. of Chambers-Tallapoosa-Coosa (Dadeville)	\$70,496.00 5
Community Action Partnership of Huntsville/ Madison and Limestone Counties, Inc. (Huntsville)	\$255,982.00 18
Community Action Partnership of North Alabama, Inc. (Decatur)	\$265,916.00 19
Community Service Programs of West Alabama, Inc (Tuscaloosa)	\$306,944.00 22
Mobile Community Action, Inc. (Mobile)	\$349,249.00 25
Montgomery County Commission, c/o Central Alabama Regional Planning and Development Commission (Montgomery)	\$199,577.00 14
Organized Community Action Program, Inc. (Troy)	\$365,256.00 27
Total:	\$3,839,416.00 275

IV.2 WAP Production Schedule

Weatherization Plans		Units
Total Units (excluding reweatherized)		275
Rewatherized Units		0
Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	275
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	275
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$2,346,849.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	275

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001806, **State:** AL, **Program Year:** 2025
Recipient: State of Alabama

H	Average Program Operations Costs per Unit (F divided by G)	\$8,534.00
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,534.00

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	275	29.3	8058
	Prior Year Estimate	300	29.3	8790
	Prior Year Actual	332	29.3	9728
Method used to calculate savings description: <div style="border: 1px solid black; height: 15px; width: 100%;"></div>				

IV.4 DOE-Funded Leveraging Activities

<u>LEVERAGING ACTIVITIES</u>
<p>Low-Income Home Energy Assistance Program (LIHEAP) funds are provided through the U.S. Department of Health and Human Services. LIHEAP funds can be used in conjunction with DOE funds. LIHEAP funds will be available for weatherization activities in this Program Year.</p> <p>In accordance with 440.14 (b)(9)(xiv), The State of Alabama encourages Subrecipients to utilize private resources to increase the amount of assistance to eligible clients. No State funds are available for weatherization projects and since all Subrecipients are public or nonprofit entities they must rely solely on Federal Funds (LIHEAP and DOE).</p>

IV.5 Policy Advisory Council Members

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

Mr. Antwon Prince-Sealy	Type of organization: Non-profit (not a financial institution) Contact Name: Mr. Antwon Prince-Sealy Phone: 2054690358 Email: aprince@cspwal.com
Mr. Cade Gunnells	Type of organization: Non-profit (not a financial institution) Contact Name: Cade Gunnells Phone: 3342624300 Email: cgunnells@carpdc.com
Mr. Kris Rowe	Type of organization: Non-profit (not a financial institution) Contact Name: Kris Rowe Phone: 2052277688 Email: krowe@caaalabama.org
Mr. Luke Laney	Type of organization: Non-profit (not a financial institution) Contact Name: Luke Laney Phone: 2566384430 Email: luke@caaneal.org
Mr. Scott Stabler	Type of organization: Unit of State Government Contact Name: Mr. Scott Stabler Phone: 3343538712 Email: scott.stabler@adss.alabama.gov
Ms Wendy Littles	Type of organization: Unit of State Government Contact Name: Wendy Littles Phone: 334353375 Email: wendy.littles@adeca.alabama.gov
Ms. Aquilla Spivey	Type of organization: Unit of State Government Contact Name: Ms. Aquilla Spivey Phone: 3342425211

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001806, **State:** AL, **Program Year:** 2025
Recipient: State of Alabama

Ms. Delores Mastin	Email: aquilla.spivey@psc.alabama.gov Type of organization: Non-profit (not a financial institution) Contact Name: Ms. Delores Mastin Phone: 2568519800 Email: dmastin@caa-htsval.org
Ms. Tanganyika Grayson	Type of organization: Utility Contact Name: Tanganyika Grayson Phone: 2052572357 Email: tgrayso@southernco.com

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

Date Held	Newspapers that publicized the hearings and the dates the notice ran
02/13/2025	Notice was posted on the Secretary of State website as required by the Alabama Open Meetings Act on December 13, 2024. Public hearing was held on February 13, 2025.
02/13/2025	The Tuscaloosa News ran an ad for the public hearing on January 22, 2025. The Decatur Daily/Hartselle Enquirer ran an ad for the public hearing on January 25, 2025. The Dothan Eagle and Montgomery Independent ran an ad for the public hearing on January 23, 2025.

IV.7 Miscellaneous

<p>Alabama entered into a Programmatic Agreement with the State Historic Preservation Office on April 6, 2010; this agreement was amended on December 7, 2020 and extended to December 31, 2030.</p> <p>Notices for Public Hearings are posted on the Secretary of State Website as required by the Open Meetings Act https://www.openmeetings.alabama.gov/generalpublic/display_notices.aspx Notice of Public Hearing was also posted in newspapers throughout the State. Notices are attached.</p> <p>Additionally subrecipients were notified of a public hearing by email and standard mail.</p> <p>Recipient Principal Investigator: Landon Cordes E-mail: landon.cordes@adeca.alabama.gov Phone: (334) 242-8972</p> <p>Recipient Business Officer: Kenneth W. Boswell, Director E-mail: kenneth.boswell@adeca.alabama.gov Phone: (334) 242-5594</p>

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001806, **State:** AL, **Program Year:** 2025
Recipient: State of Alabama

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

General Description

Income data for the 12 months preceding the date of application is used. The State provides subrecipients with an "Application for Weatherization Assistance Form" containing information that must be obtained from prospective program participants before a decision can be made on their eligibility for weatherization assistance. All applicants are required to identify the amount and source of income for their household. In addition, they have to indicate whether they rent or own their home. All applicants are required to sign their application, testifying to the correctness of their statements. Falsification of an application is subject to prosecution. Income is defined as the items listed in Weatherization Program Notices (WPN) that dictate Poverty Income Guidelines.

To be eligible for WAP services, an applicant's family unit must have a gross annual household income at or below 200 percent of the poverty level as published by the U.S. Department of Health and Human Services, contain a member who has received cash assistance payments under Title IV or XVI of the Social Security Act or applicable State or local law at any time during the 12-month period preceding the determination of eligibility, or have received Low-Income Home Energy Assistance Program (LIHEAP) assistance at any time during the 12-month period preceding the determination of eligibility.

Describe what household eligibility basis will be used in the Program

To be eligible for WAP services, an applicant's family unit must have a gross annual household income at or below 200 percent of the poverty level as published by the U.S. Department of Health and Human Services, contain a member who has received cash assistance payments under Title IV or XVI of the Social Security Act or applicable State or local law at any time during the 12-month period preceding the determination of eligibility, or have received Low-Income Home Energy Assistance Program (LIHEAP) assistance at any time during the 12-month period preceding the determination of eligibility.

No dwelling unit may be weatherized without documentation that the dwelling unit is an eligible unit. A standard weatherization application is used by Subrecipients. This application requires that all household income be calculated, per DOE requirements. It also requires that income and home ownership is verified by Agency staff. Income Eligibility Limits will follow the 200% of poverty guidelines updated yearly in DOE Program Notices.

Subrecipients are required to maintain a signed weatherization program application in the clients file.

A record of previously weatherized dwelling units by address is maintained in the State's data management system. If the house is eligible for reweatherization, the subrecipient makes a determination whether or not to reweatherize the house based on a number of factors.

If weatherization services do not begin within 12 months of the eligibility determination date, the household's eligibility must be updated and reconfirmed.

Priorities are described in Section V.5.

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

Requirements for Qualified Aliens

A Qualified Alien is defined in 8 U.S.C. § 1641 and is eligible for weatherization if all other points of eligibility are met.

Additional information can also be found in *LIHEAP IM HHS Guidance on the Use of Social Security Numbers (SSNs) and Citizenship Status Verification Published December 12, 2014*

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

The State's data management system, utilized by all subrecipients, will require the intake worker to verify all members of a household to determine the number of priority points for the applicant (see below) and ages of members of the household. Household income documentation must be retained in the client file as well. Proof of ownership is required. If the unit is a rented unit, the owner/landlord must sign a rental release form which specifies that rent will not be raised solely due to the

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001806, **State:** AL, **Program Year:** 2025
Recipient: State of Alabama

increased value because of weatherization and that no undue or excessive enhancement shall occur to the value of the dwelling. The State's data management system maintains weatherized addresses from 2002- present individual agencies may have additional records.

Describe Reweatherization compliance

Section 1011(h) of the Energy Act of 2020, amends 42 U.S. Code § 6865(c)(2) removing the reweatherization date, September 30, 1994, and create a "rolling" option.

Dwelling units weatherized (including dwelling units partially weatherized) under this part, or under other Federal programs (in this paragraph referred to as 'previous weatherization'), may not receive further financial assistance for weatherization under this part until the date that is 15 years after the date such previous weatherization was completed. This paragraph does not preclude dwelling units that have received previous weatherization from receiving assistance and services (including the provision of information and education to assist with energy management and evaluation of the effectiveness of installed weatherization materials) other than weatherization under this part or under other Federal programs, or from receiving non-Federal assistance for weatherization.

The State's data management system tracks completed weatherized units and will be used to ensure that homes that have received weatherization assistance are not eligible to receive additional weatherization assistance using federal funds until at least 15 years after the date of completion. The system allows addresses to be searched to determine if a unit has received prior weatherization and the date of those services. Additionally, if an address has received previous weatherization then weatherization services will not appear as an eligible program for that applicant. To ensure accurate records of weatherized homes are maintained the use of the State's data management system will be required by all agencies during the Program Year. The FACSPRO system maintains weatherized addresses from 2002-present individual agencies may have additional records.

Describe what structures are eligible for weatherization

Structures eligible for weatherization include single family and manufactured housing. Non traditional dwelling units such as shelters, apartments over businesses, etc., will be discussed with, and if necessary, approved by the DOE Project Officer prior to weatherization. All structures must be stationary and have a specific mailing (street) address. Campers, non-stationary trailers, and storage buildings are not eligible.

Multi-Family units that are 4 units or less must use the Single Family Audit Tool (NEAT) .

Multi Family Units greater than 4 units must use a DOE approved Multi-Family Energy Audit. The audit will be submitted to the State who will submit it to DOE for review and approval before any work may be done.

Additionally, (NEAT) can be used for individually heated and cooled units under 25 units, in addition to sending to DOE for prior approval.

A programmatic agreement is chartered between DOE, the Advisory Council on Historic Preservation and the National Conference of State Historic Preservation Officers. The programmatic agreement works to eliminate a backlog of houses from unnecessary review and streamline the process of completing weatherization projects. Through this agreement DOE made the Advisory Council aware of what the specifics of the Weatherization Assistance Program are and that most measures do not alter the structure of homes. Based on the WAP Priority Measures list, this agreement exempts most of the measures performed through weatherization from Section 106 review. A list of these exempt measures was laid out in the appendices of the Programmatic Agreement.

Describe how Rental Units/Multifamily Buildings will be addressed

In order to insure the benefits of weatherization accrue primarily to the low income tenants, Subrecipients are required to have a Rental Release Form signed by the Client/Tenant and the Landlord/Owner.

This form allows the Subrecipients to perform weatherization work on the home and also prohibits the landlord/owner from raising the rent for a period of one year based solely on the increased value of the dwelling because of weatherization.

No undue or excessive enhancement shall occur to the value of the dwelling unit. A properly executed energy audit with an ECM of 1 or greater would not constitute an undue enhancement. The weatherization program is primarily an energy efficiency program not a home repair and rehabilitation program. Extensive repair and rehabilitation measures outside the scope of weatherization such as roof and siding replacement needed to avoid deferral of the home may be paid for with Weatherization Readiness Funding. Home improvement/beautification, etc. are not allowed with DOE funds.

Multi-family units may be weatherized. Multi family units are eligible if the following criteria are met. 50% of the units must be eligible for duplexes and four-unit buildings; 66% of the units must be income eligible to weatherize a multi-family unit with 3, 5, or more units.

Describe the deferral Process

See Deferral Policy which is part of Health and Safety Plan

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001806, **State:** AL, **Program Year:** 2025
Recipient: State of Alabama

When a home is deferred for weatherization services the Subrecipient determines if another program housed within that Subrecipient or local to the area will be able to assist and correct deferral issues. If no program can be identified the client is referred to other sources, primarily the local office of the U.S. Department of Agriculture (USDA) and/or calling 211 Connects Alabama which is a directory for the United Way which can provide contact information for additional services.

Weatherization Assistance Program
Weatherization Readiness Fund (WRF) Plan

PURPOSE

The purpose for Weatherization Readiness Fund (WRF) is to reduce the frequency of deferred homes that require services that are outside the scope of weatherization before the weatherization services can commence. WRF will bring the dwelling into weatherization readiness by addressing structural and health and safety issues.

The WRF will be distributed to the Subrecipients according to the formula historically used to distribute weatherization funds. Unspent WRFs can be carried forward into subsequent budget periods within the same grant cycle (e.g., Program Year (PY) 2022 can be carried into PY 2023) on a program level. Unspent WRFs must be returned to the WRF total which ADECA will reallocate according to the formula historically used to distribute weatherization funds.

WRF MAXIMUM

If a dwelling requires more than \$16,000.00, the dwelling must be deferred unless the Subrecipient has access to additional funds that they can combine with the WRFs. WAP BIL funds cannot be combined with WRF to pay for measures to avoid deferral. An ACPU of \$8,000.00 specific to the use of WRF should be targeted.

While Subrecipients need the flexibility to assist clients to varying levels based on circumstance, it is important that as many deferrals as possible are avoided with the use of WRFs. In the event an \$8,000.00 ACPU is not met by the end of the program year, the Subrecipient must provide a justification explaining the circumstances that required an excess of \$8,000.00 be spent to avoid deferral.

PRIORITIZATION OF DWELLINGS

The Subrecipient must conduct a thorough inspection of the dwelling to identify all deferral issues. After clients are deemed eligible for weatherization services (including the prioritization of Elderly Persons, Families with Children, Persons with Disabilities, High Residential Energy Users, and High Energy Burden), they will be eligible to receive WRF.

For WRFs to be expended, an Energy Audit must be performed on the dwelling. As such, issues dealing with the safety and well-being of the auditor or general inaccessibility of areas in the dwelling (clutter) cannot be addressed with WRFs. If the dwelling cannot be made ready for weatherization, it should be deferred.

The nature of the repairs may include the following categories:

- Roof Repair/Replacement
- Wall Repair (Interior or Exterior)
- Ceiling repair
- Floor Repair
- Exterior drainage repairs (e.g. gutters)
- Plumbing repairs
- Electrical repairs
- Cleanup or remediation beyond typical scope of WAP
 - Lead Paint
 - Asbestos (Confirmed or suspected, including vermiculite), mold and/or moisture
 - Debris
 - Pests or feces removal

Any other possible issue or repair not mentioned above will require the Subrecipient to obtain permission from the Grantee (ADECA) prior to utilizing the WRF.

LIWAP and other non-DOE funds may be utilized to leverage WRF activities to bring a dwelling to weatherization readiness status.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001806, **State:** AL, **Program Year:** 2025
Recipient: State of Alabama

RESTRICTIONS

While the use of WRFs must result in a DOE-funded completion, the completion does **not** need to be within the same Program Year. The DOE-funded unit can be completed within a different Program Year within the same grant cycle **and** within a reasonable timeframe. **A reasonable timeframe for the purposes of this plan is within 60 days of finishing WRF measures completed on a unit to avoid deferral.** To count as a DOE completion, at least one Energy Conservation Measure (ECM) using DOE funds must be installed in the dwelling. If WRFs are used on a dwelling and the dwelling does not result in a DOE completion, the Subrecipient must reimburse ADECA the amount of WRF money spent on the dwelling with non-state, non-federal money.

WRFs will not be utilized for homes that exhibit dangerous conditions that may pose a significant threat, endangerment, or can create a significant health concern to the Subrecipient's staff, contractors, or crews.

WRF money must be tracked separately from other DOE funds.

WRFs may be used on both DOE annual-formula-funded and BIL-funded weatherization projects. While BIL will not have its own allotment of WRFs, the WRFs provided in annual-formula-funded grants may be used on dwellings that will be completed in the execution of the BIL program so long as they meet the above time frame and definition of DOE completion.

MONITORING

The WRF will be monitored through the monthly reimbursement process. Subrecipients will be required to indicate and identify the homes where WRFs was utilized on their expenditure reports.

Additionally, the WRF will be monitored during yearly remote and onsite monitoring. The Subrecipient will be responsible for producing documentation (e.g. invoices, etc.) to corroborate the expenditures for the purpose of making the dwelling weatherization ready. ADECA will collect the following information in its annual monitoring of Subrecipient:

1. Number of dwellings receiving WRFs by Subrecipient and dwelling type (site-built or manufactured)
2. Amount of WRFs spent by Subrecipient and dwelling type
3. Amount of WRFs spent per dwelling by Subrecipient
4. Nature of repairs (roof, plumbing, floors, electrical, etc.) by Subrecipient and dwelling type
5. For site-built dwellings, the year constructed
6. Other funds used to ready dwellings for weatherization, if applicable

ADECA will also ensure that each dwelling that receives WRFs results in a DOE annual-formula-funded or BIL-funded completion.

V.1.3 Definition of Children

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

V.1.4 Approach to Tribal Organizations

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

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

Low-Income Members of Indian Tribes

The State of Alabama will ensure that eligible members of Indian tribes will receive benefits equivalent to the assistance provided to other low income persons within the State of Alabama. ADECA stipulates that local program operators assure weatherization activities to include low-income Native Americans.

V.2 Selection of Areas to Be Served

Selection of Areas to be served

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001806, **State:** AL, **Program Year:** 2025
Recipient: State of Alabama

The Subrecipients administering the WAP at the local level have service areas. These service areas are recognized by ADECA in determining areas to be served by weatherization projects operated by either a Community Action Agency or local government entity. All of Alabama's 67 counties are served. Applicants are served based on the Priority Points received during application. Applicants with the highest points are served first. A Subrecipient may receive an application that does not rank as high on the point system as others, yet due to an unusual circumstance such as a household member's illness or storm damage, the need for weatherization services is great. In such cases, the Subrecipient may make an exception and weatherize that dwelling. Also, the Subrecipient may group dwellings having lower priority points with dwellings having higher priority points for program efficiency purposes. **Any deviation from the usual procedure requires documentation be maintained in the client file.**

In the event a Subrecipient cannot fulfill the terms of its contract, the State will use a temporary alternate Subrecipient to provide weatherization services for the area until a new Subrecipient for that area can be selected through the Request for Proposal process. This will help minimize the disruption for the service area until a new Subrecipient is in place.

The formula used to allocate funds to each county in Alabama is based on the percentage of population in poverty in each county, each county received an amount of funds based on percentage in poverty. In turn each agency is allocated funds based on which counties they serve.

The State of Alabama ensures that in selecting WAP subrecipients, preference is given to Community Action Agencies or other public or nonprofit entities that have, or are currently administering, an effective program, with program effectiveness evaluated by consideration of factors including, but not necessarily limited to, the following:

The extent to which the past or current program achieved or is achieving weatherization goals in a timely fashion;

The quality of work performed by the subrecipient and;

The number, qualifications and experience of the staff members of the subrecipient.

ADECA ensures that the funds received from the U.S. Department of Energy (DOE) for the WAP will be allocated in accordance with DOE's selection criteria for subrecipients. These funds will be allocated to areas on the basis of the relative need for a weatherization project by low-income persons. These allocations will be based entirely on the percentage of the State's population at or below poverty in each county served by the subrecipients.

Funds are allocated based on the U. S. Census Poverty Percentage Factor Data. The percentage below poverty figure for each county is applied. This ensures that funds are allocated to all areas based on relative need.

Multi-county Subrecipients will be required to adhere to each county's allocation of WAP funds by weatherizing a proportional number of units within each county of its service area in relation to its total WAP allocation.

V.3 Priorities

Priorities

In identifying and providing weatherization assistance, priority is given to elderly and disabled low-income persons, families with small children, and other high energy consuming dwelling units according to the following standard statewide prioritization procedures. These procedures are based upon a Priority Point System in which points are assigned as follows:

Priority Point System:

1. If head of household is disabled 10 points
2. If head of household is elderly (60 or over) 10 points
3. Household with children under 18 years of age 10 points
4. If one or more members of the household is elderly and/or disabled 5 points
5. High Energy Consumers (utility bill \$200.00 or more) or LIHEAP Client 5 points
6. High Energy Burden (residential energy burden exceeds median level of energy burden) 5 points

Applications with the highest number of points will be weatherized first. A Subrecipient may receive an application that does not rank as high on the point system

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001806, **State:** AL, **Program Year:** 2025
Recipient: State of Alabama

as others but demonstrates an unusual circumstance, such as a household member's illness or storm damage, indicating a significant need for weatherization services. However, exceptions based on unusual circumstances are only permissible if the household falls within a priority category—elderly, disabled, child, high energy user, or high energy burden. Unusual circumstances can only serve as secondary criteria after priority categories are considered.

The purpose of the Priority Points System is to assist Subrecipients in identifying the dwelling units most in need of weatherization assistance according to the established priorities. If an agency has 70 applications on hand from one county and only enough funding to complete 40 dwelling units, obviously some applicants will not be served with funds currently available. The Priority Points System provides for a fair and consistent means of evaluating and selecting which clients can be served and in what order.

V.4 Climatic Conditions

The climatic conditions for the major urban areas of Alabama are included in each year's State Plan. This data was obtained from the National Weather Service. The climatic variances within the state influence certain procedures utilized in the WAP.

The State of Alabama falls into two major climactic zones.

The State is divided through the middle, the northern part of the state is considered a Mixed-Humid climate while the Southern part of the state is considered a Hot-Humid Climate.

Additionally, the southern-most area of the state is also part of a Coastal Climate.

See attachment for Heating and Cooling Degree Days

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

Types of Work to be Performed

The State of Alabama uses the National Energy Audit Tool (NEAT) or the Mobile Home Energy Audit (MHEA). All work to be done will be consistent with a DOE-approved energy audit using materials meeting the requirements of Appendix A. Alabama will pursue receiving approval for the implementation of an Optional Priority List to be used in conjunction with Energy Audits as applicable.

Implementation of Weatherization Program Notice 22-4: Section 1

The Alabama WAP Field guides for Single Family Site Built and Mobile Homes were approved by DOE, December 2021.

Hard copies along with electronic versions are available to the Alabama WAP network. Hard copies are provided to subrecipients and electronic versions are emailed and available on the ADECA website at:

<https://adeca.alabama.gov/wp-content/uploads/AL-Field-Guide-12-6-21.pdf>

Signed receipts will be maintained to indicate receipt and agreement with standards outlined in filed guides.

Implementation of Weatherization Program Notice 22-4: Section 2

All Subrecipient agreements and vendor contracts will contain language which clearly documents the specifications for field work. ADECA will include a certification document with the Subrecipient contract to document acknowledgment and receipt of these technical requirements.

Sample Contract language may include but is not limited to:

All weatherization work performed with DOE funds by the subrecipient or any of its contractors must meet the guidelines and specifications outlined in the Standard Work Specifications (SWS) provided by the Department of Energy (DOE) and the National Renewable Energy Laboratory (NREL). The Alabama Weatherization Field Guide has been updated to include specifications and references to the Standard Work Specifications (SWS) and must be adhered to when performing weatherization work. Additional information regarding the Standard Work Specifications can be found at <https://sws.nrel.gov/>. All contracts and subcontracts entered into by the subrecipient and/or one of its contractors must include the language above.

Signed contracts will confirm receipt of and agreement to adhere to work quality expectations

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001806, **State:** AL, **Program Year:** 2025
Recipient: State of Alabama

Field guide types approval dates

Single-Family: 12/6/2021 Manufactured Housing: 12/6/2021 Multi-Family:
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V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family Audit Name: NEAT Approval Date: 1/21/2021
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Audit Procedure: Manufactured Housing Audit Name: MHEA Approval Date: 1/21/2021

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

Alabama received approval for the use of Weatherization Assistant v.10 on Jan 21, 2021. Currently all units will require an audit using either a National Energy Audit Tool (NEAT) or Mobile Home Energy Audit (MHEA) whichever is applicable. Alabama will pursue receiving approval for the implementation of an Optional Priority List to be used in conjunction with Energy Audits as applicable.

Multi-Family units that are 4 units or less must use the Single Family Audit Tool (NEAT) .

Multi Family Units greater than 4 units must use a DOE approved Multi-Family Energy Audit. The audit will be submitted to the Grantee who will submit it to DOE for review and approval before any work may be done.

Additionally, (NEAT) can be used for individually heated and cooled units under 25 units, in addition to sending to DOE for prior approval.

V.5.3 Final Inspection

Final Inspections

Subrecipients are required to conduct and approve a final inspection of each dwelling weatherized before the job can be reported to ADECA-Energy as complete. Non-compliance to this program requirement is considered a serious offense and can jeopardize a subrecipient's funding. Both the Building Weatherization Report (BWR) and the Final Inspection form must be signed and dated by the individual(s) trained and authorized to complete the inspection. The Final Inspection form also requires the signature of the Head of Household which verifies all work was performed in a satisfactory manner. The Final Inspection forms are retained in the client's folder and inspected for compliance by ADECA staff during monitoring visits. Subrecipients submit BWRs to ADECA of all homes completed the previous month for review by the program managers and/or the program supervisor to ensure program compliance.

ADECA staff also inspects each Subrecipient's completed work during the monitoring visit on-site reviews. Weatherized homes are inspected to verify compliance with the Installation Standards. The State will monitor/inspect at least 10% of completed units and will select which jobs will be monitored at random and/or during the course of a desk review which is conducted prior to each visit.

Implementation of Weatherization Program Notice 22-4: Section 3

Funds are regularly available for State and Subrecipient staff to obtain Quality Control Inspector Certification through IREC accredited training centers. Subrecipients have the option of obtaining the QCI certification and performing the quality control inspection at their agencies. If Subrecipient staff is unable to obtain certification, the Subrecipient will be required to subcontract a Quality Control Inspection by a Quality Control Inspector.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001806, **State:** AL, **Program Year:** 2025
Recipient: State of Alabama

- All units reported to DOE as completed will be inspected to ensure compliance with specifications outlined in the SWS.
- All quality control inspections, including final inspections and monitoring inspections, will be conducted and signed off by a certified QCI.

Due to potential lack of available agency staff, Subrecipients may use the Independent Auditor/QCI which will allow the auditor/assessor to be the same individual. Because this model does not allow for an independent review, The State will increase its monitoring efforts to include at least 10% of units completed by each subrecipient.

There are thirteen (13) Subrecipient agencies in the state of Alabama. All Subrecipient Weatherization Coordinators will have the opportunity to attend QCI training, however, due to the prerequisites for testing not all Weatherization Coordinators may be able to obtain certification. For Subrecipient agencies that do not have staff certified, each will be required to contract QCI inspections either in partnership with other community action agencies or through other certified individuals. A Memorandum of Understanding (MOU) will be entered into by Subrecipients wishing to partner with each other to perform Quality Control Inspections.

Currently eight (8) individuals hold QCI certifications in the State of Alabama, all of which currently work or contract within the WAP Network. The State is currently contracted with the Alabama Community College System to provide assistance in securing training for applicable subrecipient staff and contractors in an attempt to expand the available QCI workforce available to the WAP Network.

Subrecipients are required to ensure that each completed unit will be inspected by a certified Quality Control Inspector. As part of the State's regular monitoring, final inspection forms and processes will be reviewed to ensure the inspections are being performed correctly and in a manner that meets expectations outlined in WPN 22-4. Failure to abide by the QCI process may result in questioned/unallowable cost. Multiple instances of poor QCI inspections will result in the subrecipients being placed on a Quality Improvement Plan at minimum and may result in the loss of the Subrecipient's Weatherization Assistance Program.

Final inspection forms have been updated to include language that attests that a final inspection has been performed by a Certified Quality Control Inspector and that all work has met the requirements set forth in the Standard Work Specification.

V.6 Weatherization Analysis of Effectiveness

ADECA-Energy continuously evaluates the effectiveness of subrecipient operations. Subrecipients are selected and retained pursuant to their experience and performance with low-income persons and its capacity to perform weatherization measures. The past or current program achievement is considered. They must have the capacity to perform quality measures in a timely and effective manner.

Subrecipients must report their activities each month, information containing the number of homes completed, the number of applicants on the waiting list, number of homes in progress, expenditure reports and balances, etc. is reviewed and compiled for analysis and reporting purposes.

Files are maintained for each of the subrecipients which contain contracts and related information, along with production documentation and monitoring reports. Additionally files are maintained for each subrecipient which contains fiscal information, expenditure reports, backup documentation etc. The information maintained in these files can be used to show how each subrecipient is meeting their contractual responsibilities.

If the State identifies findings during a monitoring visit, the Subrecipient is required to successfully complete corrective actions as instructed by the State. Future monitoring visits look closely at past issues to ensure the Subrecipient has understood the corrective action and continues to perform said issues correctly.

Prior to monitoring visits, agencies will be sent a self assessment tool which inquires about fiscal status, inventories, property and equipment, internal controls, etc. These can be used by the Subrecipients to locate areas for improvement as well as a tool for monitors to review specific aspects of an agency's day to day activities. These assessments are provided to the monitor during the monitoring visit and discussed with the subrecipient during the monitoring and, if actionable, in corrective action correspondence.

Effectiveness by Subrecipient

In an attempt to quantify more information regarding each individual subrecipient's effectiveness, ADECA intends to review actual energy savings to compare Subrecipients which have similar budgets and similar unit production requirements. Actual energy savings produced between similar subrecipients can be compared so that if one agency is proving to be more effective in its weatherization as compared to another similar Subrecipient, further inquiry into why this is happening may yield opportunities for improved Training and Technical Assistance.

Another method to determine effectiveness is to track client complaints, both by nature of the actual complaint and which Subrecipient and/or contractor performed the work on that clients home. If one Subrecipient receives numerous complaints about a particular issue while a neighboring Subrecipient does not, it would stand to reason there is a teachable moment which harbors the ability to correct this recurring error. Having one agency mentor another on a particular incident has the potential to reduce the number of complaints received by the respective agency, thus making them more efficient and effective in their weatherization.

Onsite Inspections of Weatherized and In-Progress Units

The State will monitor at least 10% of completed units. In addition to completed units, monitor(s) will inspect units in progress to identify best practices and/or

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001806, **State:** AL, **Program Year:** 2025
Recipient: State of Alabama

shortfalls early in the process and to allow for onsite training and technical assistance opportunities in lieu of potential disallowed costs.

Program & Fiscal Monitoring

An annual monitoring visit is conducted with each subrecipient to conduct programmatic and fiscal monitoring. These visits focus on fiscal, administrative, and programmatic compliance with all applicable federal and state WAP rules and regulations. If issues are discovered during monitoring visits they must be reconciled in the Subrecipient's response to the monitoring report and are reviewed during subsequent monitoring visit to ensure problems have been corrected.

Utility Usage Data

ADECA will strive to improve the process for collection of accurate utility usage data on homes weatherized in Alabama. Better collection and use of the data will provide greater evidence of the cost savings provided by the WAP.

V.7 Health and Safety

See Attachments for Health and Safety Plan

Total average Health and Safety Costs is currently at approximately 19%.

Subrecipients acquire additional information on the Health and Safety of prospective clients' homes by use of a Health and Safety Inspection Check List during the assessment process prior to weatherization work commencing. Client education of occupant health concerns occurs during client intake and supplemental forms are distributed during assessment.

RRP compliance is verified through monitoring processes, which include reviewing client and contractor files for certifications and photo documentation to ensure ongoing compliance.

In the event of an issue out of the normal scope of work found in the Health and Safety Plan or cannot be remedied with Weatherization Readiness Funds, the Subrecipient should contact their assigned Program Manager, in writing, with an explanation of the unique circumstances involved in the case for discussion and approval.

V.8 Program Management

V.8.1 Overview and Organization

Organization

Administration of the WAP at the local level is performed by subrecipients – local government and community action agencies. Information concerning these agencies follows on the next page.

The administration of the WAP is performed at the state level by the Alabama Department of Economic and Community Affairs, Energy Division (ADECA-Energy).

WAP Program currently consists of the Unit Chief, Program Supervisor, and 2 Program Managers with the intention of hiring a Technical Lead. It is housed in the Energy Division of the Alabama Department of Economic and Community Affairs. The Energy Division is also home to the State Energy Program, the LIHEAP Program, and the CSBG Program.

Production information is submitted to the Program Managers for review and data collection then passed along to Program Supervisor for additional review and assessment.

Invoices are reviewed by Program Managers, spot checked by Program Supervisor and Unit Chief, and approved by Division Chief before being submitted to Financial Services for processing and payment.

V.8.2 Administrative Expenditure Limits

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001806, **State:** AL, **Program Year:** 2025
Recipient: State of Alabama

Administrative Expenditure Limits

Administrative funding will be no more than 15% of the program year (PY) allocation. The recipient, ADECA, can receive up to 7.5% of the total PY allocation for administrative purposes. The subrecipient must receive at least 7.5% of the PY allocation for administrative purposes.

The budget for this PY provides approximately 3% for recipient and approximately 10% for subrecipient administrative purposes.

ADECA has determined, through historical data, that the amount budgeted for subrecipient administrative costs is sufficient for effectively implementing the administrative requirements of this grant project. ADECA will continue to review the administrative requirements for both the recipient and subrecipient to determine if additional administrative funding is required moving forward.

V.8.3 Monitoring Activities

In compliance with 10 CFR 440.12 (b) (6), the State of Alabama has established the following monitoring plan to ensure that all subrecipients adhere to contractual and Federal regulatory guidelines and instructions, have adequate programmatic and financial management control, and perform work on homes by acceptable standards.

All subrecipients will be monitored at least once each program year. Those agencies which have indicated weaknesses in any area necessary to ensure program and fiscal compliance may receive additional visits or further desktop review. A mid-year review of the subrecipient's home production will occur this program year. Unacceptable production can result in the deobligation of a subrecipient's Weatherization Funds and the reallocation of those funds to capable and productive subrecipients.

There are 13 subrecipients to be monitored by the recipient Program Managers/Monitors. Each Program Manager/Monitor is responsible for a series of subrecipients, called a "District". Each Program Manager/Monitor will attempt to schedule a minimum of one monitoring a quarter, more for those Program Managers/Monitors with more subrecipients, with the understanding that all subrecipients must be monitored each year. This will roughly break down as follows:

Quarter 1 - Monitoring of 1 Subrecipient

Quarter 2 - Monitoring of 5 Subrecipients

Quarter 3 - Monitoring of 3 Subrecipients

Quarter 4 - Monitoring of 4 Subrecipients

At this time, the Energy Division has 2 Program Manager/Monitors who will complete the programmatic, financial, and administrative monitoring. 40% of these their time is budgeted for T&TA through this grant. Due to turnover, the Energy Division currently has no QCI Certified individuals on staff. As a result, we have entered into a contract with Apple Energy Group to provide a team of Quality Control Inspectors to provide for the Technical requirements of Monitoring until WAP staff with the experience and training required to obtain QCI Certification have been hired. These QCI Monitors are paid 100% from T&TA for all DOE units monitored. Approximately 71% of the grantee's TTA budget is allocated to technical and programmatic monitoring activities.

At least one ADECA employee will conduct a programmatic review and at least one ADECA contracted QCI will conduct a technical review of each subrecipient agency annually. During the program year, each subrecipient will be subjected to at least one (1) monitoring visit to ensure the provision of quality services. Programmatic and technical reviews may take place concurrently or independently. Alabama is using the independent Auditor/QCI option where applicable, however due to the significant shortage of QCI in the state (Alabama ranks 48 out of 50 states for number of QCI as of 2023) many subrecipients are forced to use the same individual for both Auditor and QCI. For the sake of consistency and to avoid confusion, Alabama has defaulted to Monitoring at least 10% of all completed homes, even those capable of Independent Audit/QCI. A minimum of 10% of the house allocation per subrecipient will be visited by the monitor(s). ADECA will increase both the frequency and percentage of units monitored of Subrecipients with significant or repeated deficiencies. Monitoring includes approximately 5 Client File reviews (if that many are available) these reviews look at the application, required eligibility documentation, Priority Point calculations, Identification, signatures, and forms. Contractor files are reviewed to ensure they possess all required documentation such as business licenses, training certification, insurances, and contracts between the subrecipient and the contractor. Bid documentation is reviewed to ensure that the bidding was done according to any laws and policies and that the lowest responsible bidder is awarded the work and if they were not a clear and justifiable reason is provided as to why. We also review subrecipient agency documentation including insurance, mileage logs, time sheets, invoices, and payments to contractors.

After a monitoring visit has taken place a monitoring report is generated and sent to the subrecipient within 30 days. This report contains an overview of the monitoring and any findings along with corrective actions, if applicable. The subrecipient then has 30 days to respond to the recipient monitoring report with a corrective action plan, if applicable, that demonstrates the process and procedures that the subrecipient will implement, including timelines, to address the deficiency observed by the recipient during the monitoring visit. The recipient will review the corrective action plan to determine if all corrective actions have been adequately addressed, if corrective actions have not been adequately addressed to the satisfaction of the grantee the subrecipient is issued an additional letter explaining what needs to be done further. The subrecipient then has 15 days to respond. If the subrecipient does not complete the required corrective actions to the satisfaction of the recipient, funding may be withheld until all corrective actions have been satisfactorily completed.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001806, **State:** AL, **Program Year:** 2025
Recipient: State of Alabama

The Independent Auditors and State Examiners review subrecipient program operations on an annual basis. These internal audits will be conducted in accordance with the General Accounting Office's "Standards for Audits of Governmental Organizations, Programs, Activities, and Function" and generally accepted auditing standards established by the American Institute of Certified Public Accountants.

Monitoring findings by the Energy Division and the reviews by Independent Auditors and/or State Examiners will be reported to the subrecipients in writing in a timely manner. Any deficiencies in program operations which are not corrected in accordance with the instructions may result in funds being withheld from the subrecipients or in termination of that agency's program.

Each subrecipient is required to submit monthly Production Progress Reports to ADECA-Energy within fifteen (15) calendar days of the first of each month if the agency has a Weatherization Contract. This report compiles data such as the demographics of the homes weatherized for the previous month. The report also tracks the subrecipients' homes in-progress. The reports are reviewed and recorded to ensure that plan versus performance goals are being met. Attached to these reports are the Building Weatherization Reports for each unit reported completed on the Production Progress Report, including their QCI signed Final Inspection checklist to certify units are receiving QCI final inspection prior to being considered 'completed'. Failure to submit the report within the allotted time frame could delay the subrecipient's funding.

To ensure monitoring is conducted impartially and completely, both Technical and Programmatic Monitorings make every effort to randomize the units selected and periods of time within the grant cycle reviewed.

Alabama subrecipients use independent contractors through a bidding process to implement energy efficiency measures. The relationship between the installer and the Auditor/QCI remains independent and is verified through monitoring processes.

In addition to these monitoring efforts, each subrecipient is required to receive a Single Audit Report of Federal funds in compliance with 2 CFR 200 Subpart F if applicable. Audits are reviewed by recipient staff as part the risk assessment each year.

ADECA will ensure the monitoring process is performed in an impartial and complete manner, including the review of energy modeling inputs and outputs. ADECA will review the success of the monitoring policies and resolve any issues that affect the quality and impartiality of the inspection process.

Monitoring Costs are allocated to T&TA funding.

V.8.4 Training and Technical Assistance Approach and Activities

Alabama Weatherization Assistance Program T&TA Plan

ADECA has partnered with the Alabama Community College System to identify the training needs of the WAP network, develop a comprehensive training plan, and coordinate the implementation of the plan with the use of **Bipartisan Infrastructure Law (BIL) funding**. The plan has developed into the provision of Weatherization Curriculum that will be offered at the state's developing Energy Infrastructure Training Center. Due to T&TA funds from BIL supporting a training program that will benefit the entire Weatherization Network, including workers completing Annual Weatherization Assistance Program units, additional funding will not be allocated for training on this grant beyond the provision of a total of \$48,000.00 for the attendance of local, internal training opportunities within the Community Action Association.

2 staff per agency x 12 agencies x 2 training conferences annually x \$1,000.00 per training conference = **\$48,000.00**

(NOTE: Alabama has 13 sub-awards, but only 12 agencies. Two sub-awards are administered by the same agency.)

All other T&TA will be provided by the BIL funded State T&TA Coordinator through the Weatherization Curriculum provided by the state's developing Energy Infrastructure Training Center and numbers of courses and clients will be reported on the BIL T&TA Report. A copy of the curriculum and plan will be attached to this application.

The T&TA Plan has been created with feedback from DOE monitoring visits, internal state audits, monitoring of the subrecipients, IG reports, analysis of effectiveness, and SWS updates taken into consideration. As further assessments of effectiveness are made, the number or breadth of services provided may be expanded to account for the assessed needs of the network.

Currently certifications and licenses are maintained at the subrecipient level for contractors used by the subrecipient to perform weatherization work on homes. In that same way the State will begin to maintain copies of certifications and a database of certified individuals in the weatherization network with a current emphasis on Quality Control Inspector certifications.

There are eight individuals in the state who have QCI certification in the WAP network. While not all subrecipient staff will be able to sit for the test, the QCI

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001806, **State:** AL, **Program Year:** 2025
Recipient: State of Alabama

training will be available for subrecipient weatherization staff.

Subrecipients may direct contractors to the State T&TA Coordinator to receive weatherization training to remain up to date on current methods, rules and regulations. T&TA funds will be made available for contractors who currently work in the Alabama WAP network with the stipulation that they will have to cover their costs initially but can then be reimbursed once the training is completed. Reimbursement will be limited to registration fees and lodging based on the location of the conference; if extensive travel is required travel costs may also be reimbursed. Contractors will also be required to sign a retention agreement stating they will continue to provide weatherization services to the Alabama WAP network for a minimum of six months.

Workforce Development

In addition to the Alabama Community College System executing a Training Needs Assessment and coordinating the course load for the new training center, they are also responsible for advertising the offerings of the Training Center for the WAP Network. ACCS is continuing to develop execute their plan for marketing/advertising the offerings of the Training Center over the next 4 years through social media, electronic and print flyers, and utilization of software systems to target specific geographic areas/occupations that may be interested in the services. Additionally, the trainings will be promoted internally throughout the Community College System to students.

Client Education

During assessment of a home, the assessor reviews the specific measures to be performed on the home and answers any questions the client may have. Both the Recipient and the Subrecipient are available to answer questions if an issue arises. Clients are also provided with booklets and pamphlets to aid in their understanding of energy saving and potential dangers. The following client education materials are provided to each client:

Energy Savers Tips on Saving Energy and Money

Carbon Monoxide – The “Invisible” KILLER

The Lead-Safe Certified Guide to Renovate Right

A Brief Guide to Mold, Moisture, and Your Home

A Citizen’s Guide to Radon – The Guide To Protecting Yourself And Your Family From Radon

Percent of overall trainings

Comprehensive Trainings:	50.0
Specific Trainings:	50.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	25.0
Percent of budget allocated to Crew/Installer trainings:	25.0
Percent of budget allocated to Management/Financial trainings:	50.0

V.9 Energy Crisis and Disaster Plan

The State will not be implementing an Energy Crisis Plan.