

## 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

04/10/2022

## 4. Applicant Identifier:

## 5a. Federal Entity Identifier:

## 5b. Federal Award Identifier:

DE-SE0001807

## State Use Only:

6. Date Received by State: 11/04/2024

7. State Application Identifier: DE-0009886

## 8. APPLICANT INFORMATION:

a. Legal Name: Alaska Housing Finance Corp

b. Employer/Taxpayer Identification Number (EIN/TIN):  
920047291c. UEI:  
YWNTS9U5XTF6

## d. Address:

Street 1: P.O. Box 101020

Street 2:

City: Anchorage

County: ANCHORAGE Municipality

State: AK

Province:

Country: U.S.A.

Zip / Postal Code: 995101020

## e. Organizational Unit:

Department Name:  
Rural Research and DevelopmentDivision Name:  
N/A

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

Prefix: First Name: Mimi

Middle Name:

Last Name: Burbage

Suffix:

Title: WAP Manager

Organizational Affiliation:

Telephone Number: (907)330-8192

Fax Number:

Email: mburbage@ahfc.us

**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:**

Title:

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

Statewide

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

State of Alaska DOE Weatherization Program

## APPLICATION FOR FEDERAL ASSISTANCE SF-424

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## 16. Congressional District Of:

a. Applicant: Alaska At-Large Congressional District

b. Program/Project: AK-Statewide

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

## 17. Proposed Project:

a. Start Date: 04/01/2025

b. End Date: 03/31/2026

## 18. Estimated Funding (\$):

|                   |              |
|-------------------|--------------|
| a. Federal        | 2,927,631.00 |
| b. Applicant      | 0.00         |
| c. State          | 0.00         |
| d. Local          | 0.00         |
| e. Other          | 0.00         |
| f. Program Income | 0.00         |
| g. TOTAL          | 2,927,631.00 |

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

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

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

No

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

☒ I AGREE

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

## Authorized Representative:

Prefix: First Name: Mimi

Middle Name:

Last Name: Burbage

Suffix:

Title: WAP Manager

Telephone Number: (907)330-8192

Fax Number:

Email: mburbage@ahfc.us

Signature of Authorized Representative: Signed Electronically

Date Signed: 07/09/2025

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: Alaska Housing Finance Corp  
Award number: SE0001807

Budget period: 04/01/2025 - 03/31/2026

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   |
|-------------------------------|--|
| Program Manager               | Directs all weatherization grant activities including accepting grants from funding agencies; directing training activities; allocation of funds; ensures compliance with Federal and state rules; program, site and client file monitoring; issuance of grants to agencies; receives and resolves complaints; directs and informs the public about the program; conducts fall program, client file, fiscal, field and QCI inspections; represents AHFC at national forums: and all other duties regarding the Weatherization Program. There are six staff engaged in the weatherization program at many levels of percent of time. The "Salary Distribution for Weatherization Personnel at AHFC" spreadsheet has been loaded to the SF424 and it is apparent that AHFC Corporate funds pays almost all salary of its staff. Mimi Burbage is taking some TTA funding from DOE, She is full time Weatherization program manager. The remaining unpaid salary for her is from AHFC funds. DOE is covering the time spent on technical review and training, monitoring and inspections, and technical research and policy making efforts. She ensures best practice in the field and in he administration of the program. For this grant she is taking 33% of her time for all TTA activities including monitoring, inspections and training. For Formula her time is at 10% admin and 33% TTA in the managing the Formula Program. The admin is paid form AHFC corporate funds. |
| Program Coordinator           | Learning the management of the Weatherization program from the PM for succession planning in the event of a retirement. Coordinator assists in program monitoring, grant execution and management, field monitoring and all aspects of the management of the Weatherization Program. She keeps the data collection and reporting program Wx Online. Here time for this program is 25% and all her salary is paid from AHFC.  |
| Support Services Manager      | Manages all the budgets in the Department. She is responsible for coding and allocation of funds to correct budget codes. Her salary is paid from AHFC funds and she spends 10% of her time on this program.   |
| Support Services Technician   | Prepares and executes grants and amendments and interacts with the agencies on compliance. She manages and codes all travel for inspections monitoring and conferences. 5% of her time is spent on this grant and she is paid 100% from AHFC   |
| Planning Grants Administrator | The GA executes the finished grants, keeps the billing and budgeting spreadsheets for each agency, receives and processes monthly and quarterly billings, receives and processed monthly and quarterly reporting. keeps master files for audit purposes. 38% of her time is spent on this program and she is paid by AHFC corporate funds.   |

Energy Specialist

Currently open position. Conducts QCI inspections and assists with all things technical. Will work directly for the Program Manager in assisting the agencies to achieve best practice. 40% time will be spent on this grant and salary will be paid from AHFC corporate

## Direct Personnel Compensation:

| Position                      | Salary/Rate  | Time         | Direct Pay  |
|-------------------------------|--------------|--------------|-------------|
| Program Manager               | \$144,057.00 | 33.0000 % FT | \$47,538.81 |
| Program Coordinator           | \$0.00       | 0.0000 % FT  | \$0.00      |
| Support Services Manager      | \$0.00       | 0.0000 % FT  | \$0.00      |
| Support Services Technician   | \$0.00       | 0.0000 % FT  | \$0.00      |
| Planning Grants Administrator | \$0.00       | 0.0000 % FT  | \$0.00      |
| Energy Specialist             | \$0.00       | 0.0000 % FT  | \$0.00      |
| Direct Pay Total              |              |              | \$47,538.81 |

**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.

The fringe rate is established by the AHFC Budget Department, Director James Weidle, based on actual costs for each employee. AHFC does not have an approved Federal Indirect Rate and/or Fringe Rate agreement. I submitted to my Project Officer and he consulted with the grant's officer on AHFC continuing to charge 5% admin to DOE the following explanation on why we don't have an indirect rate: As a Housing Finance agency, we do not have an indirect rate currently. We receive very large amounts of Federal funds from HUD in particular for all of our public housing and our HOME and other grants. The grant we receive from DOE is approximately two million for weatherization. AHFC does not bill for indirect and covers all its' administrative costs with its own operating budget in an effort to pass along these funds to the agencies and to encourage production.

2025 Total Fringe (74.82%) includes:

Leave Cash in 1.85%

Workers Comp 1.76%

Terminal Leave 2.15%

FICA 7.70%

Medical 37.95%

PERS: 22.58%

ESC 0.62%

Life 0.21%

To ensure that we do not have any fractional costs with personnel and fringe, I have rounded salaries and benefits in the TTA category so that the totals are whole numbers. DOE wants whole numbers in the plan and I do not want a verification problem over a fraction of a dollar.

## Fringe Benefits Calculations

| Position                 | Direct Pay  | Rate      | Benefits    |
|--------------------------|-------------|-----------|-------------|
| Program Manager          | \$47,538.81 | 74.8200 % | \$35,568.54 |
| Program Coordinator      | \$0.00      |           |             |
| Support Services Manager | \$0.00      |           |             |

|                               |                       |             |
|-------------------------------|-----------------------|-------------|
| Support Services Technician   | \$0.00                |             |
| Planning Grants Administrator | \$0.00                |             |
| Energy Specialist             | \$0.00                |             |
|                               | Fringe Benefits Total | \$35,568.54 |

**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       |
|---|-----------------|---------------|-------------|
| BPI Board Meeting- I am a representative of the weatherization program on the Board of BPI. This is the organization that sets the standards for DOE weatherization, also oversees the certification of all energy auditors, building analysts and Quality Control Inspectors. It is critical that weatherization representatives be engaged in these activities to keep these processes workable and relevant to the weatherization network. As Board members we communicate changes and initiatives that are important to DOE compliance to the network regularly. We meet on-line monthly as a Board and I also sit on the standards committee so I also meet monthly with that group. Once a year we have an in person Board meeting which is vital to the annual planning for the group. BPI is fundamental and provides mandatory training and certifications required by DOE for weatherization. The costs listed represent 50% of the estimate costs of travel. | 1               | \$1,500.65    | \$1,500.65  |
| Travel and/or registration costs for meetings or any technical and/or management training for staff on a variety of topics including infrared, lead based paint, wx. manager, quality control, audit tool development, monitoring results, compliance issues (such as SHPO), etc. Includes instate conferences and training as well as networking meetings.   | 2               | \$812.00      | \$1,624.00  |
| In state technical monitoring and assistance travel. This is the primary types of agency visits that we make in an effort to get the minimum inspections of completed units and to see if agencies are in compliance with regular site visits and to complete required and needed unit inspections. QCI inspections both interim and final. Program Monitoring with client file review as well.   | 7               | \$1,000.00    | \$7,000.00  |
| NASCSP-these meetings are specific to Weatherization either administrative, programmatic, or technical. NASCSP provides state managers with extensive training and the opportunity to share with all the other states. The NASCSP spring meeting is usually attended by the state program manager and the financial officer. This information is specific to the DOE weatherization program. At these meetings necessary CEU's are earned to maintain field inspection certification and also to learn the latest information that affects the best practice of weatherization. This organization is all about weatherization implementation and compliance. The funds allocated represent 50% of estimated cost of travel.   | 2               | \$1,800.00    | \$3,600.00  |
| PAC TRAVEL TO PUBLIC HEARING MEETING  | 0               | \$0.00        | \$0.00      |
|   |                 | Travel Total  | \$13,724.65 |

- 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.

Costs for travel both within and to and from the state of Alaska vary widely. AHFC has strict procurement procedures regarding travel and all requests are processed through the Procurement Department. Reasonable cost comparison and procurement of best prices available is the result of a long history and experience with arranging and procuring travel for the administration of all programs at AHFC. We have raised allowable budgets recently to accommodate the extreme increases in the cost of travel. All of the funding sources and categories are tracked at AHFC through the use of specific budget codes to keep track of billings from different funding sources. We use Dynamic for tracking all costs associated with AHFC and its Federal partners.

\*\*\*\*\*

In attending NASCSP and BPI functions one can earn credits which are required to take the field exam every three years for Energy Auditor and Quality Control Inspector. The only agency that requires this certification is DOE for anyone that is doing QCI inspections in the weatherization program on DOE funded projects. Also, the approved TTA plan requires that states show how all staff, crews and contractors receive training throughout the year to ensure high performance and outcomes in the program.

Beyond that, the opportunity to attend meetings at NASCSP brings a fountain of information to attendees about the latest programmatic developments, technical advances and requirements, partnerships with other agencies, changes in reporting, or data collection, and any number of things that happen throughout the year. It is an invaluable opportunity to meet and network with other states and agencies and share information on what they are doing and how they are meeting success in the process. Technical materials are shared in advancements in materials, products and installation techniques that help both the DOE Weatherization Programs. Often there are specific training in compliance with the Uniform Administrative Code as well as the overriding CFR's associated with the programs.

BPI is an organization that is devoted to the technical requirements and certifications required by the DOE weatherization Programs. There is more detail describing the fact that BPI standards and certifications are only required by DOE for the weatherization. No other organizations have these requirements so we are involved in the organization to help bring our experience and knowledge to shape the standards and certifications into what is relevant and works for weatherization. The standards and certifications are best practice in the industry and have elevated performance to the highest level.

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

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

| <u>Equipment</u> | <u>Unit Cost</u> | <u>Number</u> | <u>Total Cost</u> | <u>Justification of Need</u> |
|------------------|------------------|---------------|-------------------|------------------------------|
|------------------|------------------|---------------|-------------------|------------------------------|

- 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.

| <u>General Category</u> | <u>Cost</u> | <u>Justification of Need</u> |
|-------------------------|-------------|------------------------------|
|-------------------------|-------------|------------------------------|

|                                 |        |   |
|---------------------------------|--------|---|
| Client Education Coloring Books | \$0.00 | We design and print books for distribution to the agencies to be used for client education. Working on a new updated book currently. We will be printing a new weatherization coloring book for this year. It is used when the auditor is in the home as well as at public events to further outreach to eligible families. 1500 books x 1.65 each=\$2475 |
|                                 | \$0.00 |   |

- 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.

All materials and supplies go through the Procurement Department where all State and Federal laws and regulations are followed. Occasional purchases may be made by P.O. from the Research and Rural Development general administrative assistant. We will be providing technical assistance paperwork at trainings, etc. to meet the new QC and Covid requirements.

**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).

| <u>Name of Proposed Sub</u> | <u>Total Cost</u> | <u>Basis of Cost*</u>  |
|-----------------------------|-------------------|--|
| Interior Weatherization     | \$908,382.00      | subgrantee agency-regional formula, investment per home/admin and TTA/readiness. The budgets to the subgrantees are developed based on the average cost per unit and the overall number of units. The admin is determined at 15%. H&S is at 25% of program funds. TTA, and the cost of assessments and intake are estimated by the subgrantee.   |
| Grantee T&TA/               | \$63,167.00       | Grantee Admin Contractual: Continued of contractual funds to comply with new requirements and to continue best practices in managing the weatherization program(Costs are estimated for each activity) 1.Alaska Mapping: improvements to AkWarm Computer modeling \$14000 2.RDI: improvements and maintenance to Wx. Online Data collection \$13693. 3.BPC Bellingham: QCI Technical training \$17807 4.Venue/speakers not assigned. Weatherization Network Meeting \$7000- speakers, venue, books, AV, etc. (70 participants) 5.NASCSP Membership Annual fee to this organization that is focused on the weatherization program. The member portal allows access to general documents, technical issues and diagnostics, program notices, workforce strategies, sample documents from other states, and training specific to the administration/management and technical compliance and best practice of weatherization. NASCSP collects a wide variety of relevant data from all 50 states regarding outcomes, costs, benefits, typical measures, workforce stats etc. \$2000 6.Venue/speakers not assigned yet. EENow Alaska- Statewide conference for energy specialists, weatherization, energy auditors, code enforcement, and real estate/mortgage personnel \$5000 (est. 200 Participants) 7.Not assigned yet: Field Guide publication/distribution, \$2000 8. Client education materials \$2474 |



|                                       |                |  |
|---------------------------------------|----------------|--|
| Alaska Community Dev Corp             | \$943,869.00   | subgrantee agency-regional formula, investment per home/admin and TTA/readiness. The budgets to the subgrantees are developed based on the average cost per unit and the overall number of units. The admin is determined at 15%. H&S is at 25% of program funds. TTA, and the cost of assessments and intake are estimated by the subgrantee. |
| Rural Alaska Community Action Program | \$915,381.00   | subgrantee agency-regional formula, investment per home/admin and TTA/readiness. The budgets to the subgrantees are developed based on the average cost per unit and the overall number of units. The admin is determined at 15%. H&S is at 25% of program funds. TTA, and the cost of assessments and intake are estimated by the subgrantee. |
| Contracts and Subgrants Total         | \$2,830,799.00 |  |

\*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 |
|---------------------|------|-----------------------|
|---------------------|------|-----------------------|

- 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.

These are direct costs for the items listed. We will only pay the direct cost for any membership or subscription which is helpful to the implementation of the weatherization program.

All costs included in Other Costs are properly segregated from indirect costs. All costs proposed are only being used in support of the weatherization 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.

**There are no indirect costs in the DOE budget. I have also attached the following to the SF424.**

**AHFC Cost Allocation for Administrative Expenditures**

**Alaska Housing Finance Corporation (AHFC)**

Alaska Housing Finance Corporation, a self-supporting public corporation in Alaska, whose mission is to provide Alaskans with access to safe, quality, and affordable housing through various programs and services. AHFC is a quasi-state agency providing affordable loans to public housing programs, energy efficiency and weatherization programs, senior housing programs, and professional development opportunities. Currently AHFC manages roughly 1,250 public housing units, 4,850 Housing Choice Voucher units, and 500 local, non-traditional units. AHFC provides direct dividends to the state General fund and augments many of the Federal Programs that it manages. The Corporate funds that are allocated to the weatherization program are budgeted and approved by the legislature annually.

**Federal Negotiated Indirect Cost Rate**

AHFC does not have a negotiated indirect cost rate from a cognizant federal agency. The administrative costs incurred by the Weatherization Program are paid with Corporate funds. The administrative costs for other Federal Programs are either charged directly or are also covered by Corporate funds. AHFC receives Federal funds from multiple Federal agencies for a large array of programs.

**Grantee vs. Subgrantee Allocation**

The administrative grantee allocation for DOE Weatherization is moved to the subgrantee allocation category to allow sufficient admin funds for the subgrantee agencies to administer the weatherization program.

**2025 Formula Weatherization Grant:**

All the costs in this grant are direct actual costs for the implementation of the grant. The travel costs listed are estimated for the monitoring, inspections, and training of staff who are working on this grant specifically.

**2CFR 200.405 compliance:**

**(a) Allocable costs in general. A cost is allocable to a Federal award or other cost objective if the cost is assignable to that Federal award or other cost objective in accordance with the relative benefits received.** This standard is met if the cost satisfies **any** of the following criteria:

(1) Is incurred specifically for the Federal award;

(2) **Benefits both the Federal award and other work of the recipient or subrecipient and can be distributed in proportions that may be approximated using reasonable methods;** or

(3) Is necessary to the overall operation of the recipient or subrecipient and is assignable in part to the Federal award in accordance with these cost principles....

**(c) Limitation on charging certain allocable costs to other Federal awards.** A cost allocable to a particular Federal award may not be charged to other Federal awards (for example, to overcome fund deficiencies or to avoid restrictions imposed by Federal statutes, regulations, or the terms and conditions of the Federal awards). However, this prohibition would not preclude the recipient or subrecipient from shifting costs that are allowable under two or more Federal awards in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal awards.

**(d) Direct cost allocation principles. If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit.** However, when those proportions cannot be determined because of the interrelationship of the work involved, then, notwithstanding paragraph (c), the costs may be allocated or transferred to benefitted projects on any reasonable documented basis. Where the purchase of equipment or other capital asset is specifically authorized under a Federal award, the costs are assignable to the Federal award regardless of the use that may be made of the equipment or other capital asset involved, when no longer needed for the purpose for which it was originally required. See also §§ 200.310 through 200.316 and 200.439.

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.<br>SE0001807   |  | 2. Program/Project Title<br>Weatherization Assistance Program |                                  |
| 3. Name and Address<br>Alaska Housing Finance Corp<br>P.O. Box 101020<br>Anchorage, AK 995101020 |  | 4. Program/Project Start Date<br>04/01/2025                   | 5. Completion Date<br>03/31/2026 |

**SECTION A - BUDGET SUMMARY**

| Grant Program<br>Function or<br>Activity<br>(a) | Federal<br>Catalog No.<br>(b) | Estimated Unobligated Funds |                    | New or Revised Budget |                    |                 |
|---|-------------------------------|-----------------------------|--------------------|-----------------------|--------------------|-----------------|
|   |                               | Federal<br>(c)              | Non-Federal<br>(d) | Federal<br>(e)        | Non-Federal<br>(f) | Total<br>(g)    |
| 1. PY 2022<br>APPLICATION<br>BUDGET             | 81.042                        | \$ 0.00                     |                    | \$ 2,927,631.00       |                    | \$ 2,927,631.00 |
| 2. STATE  |                               |                             | \$ 0.00            |                       | \$ 0.00            | \$ 0.00         |
| 3.  |                               |                             |                    |                       |                    |                 |
| 4.  |                               |                             |                    |                       |                    |                 |
| 5. TOTAL  |                               | \$ 0.00                     | \$ 0.00            | \$ 2,927,631.00       | \$ 0.00            | \$ 2,927,631.00 |

**SECTION B - BUDGET CATEGORIES**

| 6. Object Class Categories | Grant Program, Function or Activity |                                      |                  |                        | Total<br>(5)    |
|----------------------------|-------------------------------------|--------------------------------------|------------------|------------------------|-----------------|
|                            | (1) GRANTEE<br>ADMINISTRATI<br>ON   | (2) SUBGRANTEE<br>ADMINISTRATI<br>ON | (3) GRANTEE T&TA | (4) SUBGRANTEE<br>T&TA |                 |
| a. Personnel               | \$ 0.00                             | \$ 0.00                              | \$ 47,538.81     | \$ 0.00                | \$ 47,538.81    |
| b. Fringe Benefits         | \$ 0.00                             | \$ 0.00                              | \$ 35,568.54     | \$ 0.00                | \$ 35,568.54    |
| c. Travel                  | \$ 0.00                             | \$ 0.00                              | \$ 13,724.65     | \$ 0.00                | \$ 13,724.65    |
| d. Equipment               | \$ 0.00                             | \$ 0.00                              | \$ 0.00          | \$ 0.00                | \$ 0.00         |
| e. Supplies                | \$ 0.00                             | \$ 0.00                              | \$ 0.00          | \$ 0.00                | \$ 0.00         |
| f. Contract                | \$ 0.00                             | \$ 439,145.00                        | \$ 63,167.00     | \$ 327,487.00          | \$ 2,830,799.00 |
| g. Construction            | \$ 0.00                             | \$ 0.00                              | \$ 0.00          | \$ 0.00                | \$ 0.00         |
| h. Other Direct Costs      | \$ 0.00                             | \$ 0.00                              | \$ 0.00          | \$ 0.00                | \$ 0.00         |
| i. Total Direct Charges    | \$ 0.00                             | \$ 439,145.00                        | \$ 159,999.00    | \$ 327,487.00          | \$ 2,927,631.00 |
| j. Indirect Costs          | \$ 0.00                             | \$ 0.00                              | \$ 0.00          | \$ 0.00                | \$ 0.00         |
| k. Totals                  | \$ 0.00                             | \$ 439,145.00                        | \$ 159,999.00    | \$ 327,487.00          | \$ 2,927,631.00 |
| 7. Program Income          | \$ 0.00                             | \$ 0.00                              | \$ 0.00          | \$ 0.00                | \$ 0.00         |

**BUDGET INFORMATION - Non-Construction Programs**

|  |  |   |                                  |
|--|--|---|----------------------------------|
| 1. Program/Project Identification No.<br>SE0001807   |  | 2. Program/Project Title<br>Weatherization Assistance Program |                                  |
| 3. Name and Address<br>Alaska Housing Finance Corp<br>P.O. Box 101020<br>Anchorage, AK 995101020 |  | 4. Program/Project Start Date<br>04/01/2025                   | 5. Completion Date<br>03/31/2026 |

| SECTION A - BUDGET SUMMARY                      |                               |                             |                    |                       |                    |                 |
|---|-------------------------------|-----------------------------|--------------------|-----------------------|--------------------|-----------------|
| Grant Program<br>Function or<br>Activity<br>(a) | Federal<br>Catalog No.<br>(b) | Estimated Unobligated Funds |                    | New or Revised Budget |                    |                 |
|   |                               | Federal<br>(c)              | Non-Federal<br>(d) | Federal<br>(e)        | Non-Federal<br>(f) | Total<br>(g)    |
| 1.  |                               |                             |                    |                       |                    |                 |
| 2.  |                               |                             |                    |                       |                    |                 |
| 3.  |                               |                             |                    |                       |                    |                 |
| 4.  |                               |                             |                    |                       |                    |                 |
| 5. TOTAL  |                               | \$ 0.00                     | \$ 0.00            | \$ 2,927,631.00       | \$ 0.00            | \$ 2,927,631.00 |

| SECTION B - BUDGET CATEGORIES |                                     |                           |                                 |                            |                 |
|-------------------------------|-------------------------------------|---------------------------|---------------------------------|----------------------------|-----------------|
| 6. Object Class Categories    | Grant Program, Function or Activity |                           |                                 |                            | Total<br>(5)    |
|                               | (1) HEALTH AND<br>SAFETY            | (2) PROGRAM<br>OPERATIONS | (3) Weatherization<br>Readiness | (4) INTAKE-ELIGIBI<br>LITY |                 |
| a. Personnel                  | \$ 0.00                             | \$ 0.00                   | \$ 0.00                         | \$ 0.00                    | \$ 47,538.81    |
| b. Fringe Benefits            | \$ 0.00                             | \$ 0.00                   | \$ 0.00                         | \$ 0.00                    | \$ 35,568.54    |
| c. Travel                     | \$ 0.00                             | \$ 0.00                   | \$ 0.00                         | \$ 0.00                    | \$ 13,724.65    |
| d. Equipment                  | \$ 0.00                             | \$ 0.00                   | \$ 0.00                         | \$ 0.00                    | \$ 0.00         |
| e. Supplies                   | \$ 0.00                             | \$ 0.00                   | \$ 0.00                         | \$ 0.00                    | \$ 0.00         |
| f. Contract                   | \$ 297,418.00                       | \$ 1,189,671.00           | \$ 270,911.00                   | \$ 113,000.00              | \$ 2,830,799.00 |
| g. Construction               | \$ 0.00                             | \$ 0.00                   | \$ 0.00                         | \$ 0.00                    | \$ 0.00         |
| h. Other Direct Costs         | \$ 0.00                             | \$ 0.00                   | \$ 0.00                         | \$ 0.00                    | \$ 0.00         |
| i. Total Direct Charges       | \$ 297,418.00                       | \$ 1,189,671.00           | \$ 270,911.00                   | \$ 113,000.00              | \$ 2,927,631.00 |
| j. Indirect Costs             | \$ 0.00                             | \$ 0.00                   | \$ 0.00                         | \$ 0.00                    | \$ 0.00         |
| k. Totals                     | \$ 297,418.00                       | \$ 1,189,671.00           | \$ 270,911.00                   | \$ 113,000.00              | \$ 2,927,631.00 |
| 7. Program Income             | \$ 0.00                             | \$ 0.00                   | \$ 0.00                         | \$ 0.00                    | \$ 0.00         |

**BUDGET INFORMATION - Non-Construction Programs**

|  |  |   |                                  |
|--|--|---|----------------------------------|
| 1. Program/Project Identification No.<br>SE0001807   |  | 2. Program/Project Title<br>Weatherization Assistance Program |                                  |
| 3. Name and Address<br>Alaska Housing Finance Corp<br>P.O. Box 101020<br>Anchorage, AK 995101020 |  | 4. Program/Project Start Date<br>04/01/2025                   | 5. Completion Date<br>03/31/2026 |

**SECTION A - BUDGET SUMMARY**

| Grant Program<br>Function or<br>Activity<br>(a) | Federal<br>Catalog No.<br>(b) | Estimated Unobligated Funds |                    | New or Revised Budget |                    |                 |
|---|-------------------------------|-----------------------------|--------------------|-----------------------|--------------------|-----------------|
|   |                               | Federal<br>(c)              | Non-Federal<br>(d) | Federal<br>(e)        | Non-Federal<br>(f) | Total<br>(g)    |
| 1.  |                               |                             |                    |                       |                    |                 |
| 2.  |                               |                             |                    |                       |                    |                 |
| 3.  |                               |                             |                    |                       |                    |                 |
| 4.  |                               |                             |                    |                       |                    |                 |
| 5. TOTAL  |                               | \$ 0.00                     | \$ 0.00            | \$ 2,927,631.00       | \$ 0.00            | \$ 2,927,631.00 |

**SECTION B - BUDGET CATEGORIES**

| 6. Object Class Categories | Grant Program, Function or Activity |     |     |     | Total           |
|----------------------------|-------------------------------------|-----|-----|-----|-----------------|
|                            | (1) ASSESSMENT                      | (2) | (3) | (4) | (5)             |
| a. Personnel               | \$ 0.00                             |     |     |     | \$ 47,538.81    |
| b. Fringe Benefits         | \$ 0.00                             |     |     |     | \$ 35,568.54    |
| c. Travel                  | \$ 0.00                             |     |     |     | \$ 13,724.65    |
| d. Equipment               | \$ 0.00                             |     |     |     | \$ 0.00         |
| e. Supplies                | \$ 0.00                             |     |     |     | \$ 0.00         |
| f. Contract                | \$ 130,000.00                       |     |     |     | \$ 2,830,799.00 |
| g. Construction            | \$ 0.00                             |     |     |     | \$ 0.00         |
| h. Other Direct Costs      | \$ 0.00                             |     |     |     | \$ 0.00         |
| i. Total Direct Charges    | \$ 130,000.00                       |     |     |     | \$ 2,927,631.00 |
| j. Indirect Costs          | \$ 0.00                             |     |     |     | \$ 0.00         |
| k. Totals                  | \$ 130,000.00                       |     |     |     | \$ 2,927,631.00 |
| 7. Program Income          | \$ 0.00                             |     |     |     | \$ 0.00         |

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**BUDGET INFORMATION REMARKS**  
**Grant Number:** SE0001807, **State:** AK  
**Recipient:** Alaska Housing Finance Corp

**Remarks**

**APPLICATION VERIFICATION DISCREPANCY:** When you verify the application it comes up with an error in the total of subgrantee funds. The system is not counting intake/eligibility and assessments. It all adds up though otherwise.

**SEE SF424 DOCUMENTS:**

**Attachment #60-** AHFC Cost Allocation for Administrative Expenditures

**Attachment #76** Salary Distribution for Weatherization Personnel at AHFC

**Attachment #61** Subgrantee Distribution

**Attachment #79** Certification of Direct Cost Letter

**Attachment #78** Budget Codes and Allocation Sheet-Formula 2024

**CERTIFICATION LETTER FOR DIRECT COSTS**

**(SF424 ATTACHMENTS 78 and 79)**

TO: Floris Weston

FROM: Mimi Burbage

RE: Certification of Financial Tracking and Allocation

Date: March 27, 2025

AFHC certifies we have established, documented, and maintain effective internal control over federal awards, and our accounting system has ability to record, segregate and track individual program/project costs that are reasonable, allocable, and necessary, in compliance with federal statutes, regulations, and the terms and conditions for the federal award.

Alaska Housing Finance Corporation has many Checks and Balances in place to ensure proper accounting for the many Federal Grants that we receive.

Billings go through the Planning Department, Grants Administration review, our own department Program Manager and Financial Manager review and then through the Accounting Department. The system used for tracking is Dynamic.

Every different budget category and subcategory has a unique code assigned to it. I have attached a sample budget page that Mona Jones prepares that shows the budget breakout codes for the 2024 Program. Other programs have similar budget breakouts with their own codes.

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: AK Grant Number: SE0001807 Program Year: 2025

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Name: **Alaska Community Development Corp**

Contact: Pat Shiflea  
UEI: LFJSAUAAWJM3  
DUNS: 103389805  
Phone: (907) 746-5680  
Fax: (907) 746-5681  
Email: cchristiansen@alaskacdc.org

Address: 1517 Industrial Way  
Palmer, AK 99645-0000

Counties served: WRANGELL-PETERSBURG  
YAKUTAT City and Borough  
BRISTOL BAY Borough  
ALEUTIANS EAST Borough  
ALEUTIANS WEST Census  
ANCHORAGE Municipality  
HAINES Borough  
KENAI PENINSULA Borough  
KETCHIKAN GATEWAY I  
KODIAK ISLAND Borough  
LAKE AND PENINSULA I  
MATANUSKA-SUSITNA I  
PRINCE OF WALES-OUTI  
SITKA City and Borough  
SKAGWAY-HOONAH-AN  
VALDEZ-CORDOVA Census  
DILLINGHAM Census Area

Tentative allocation: \$ 943,868.00  
Planned units: 46  
Type of organization: Non-profit organization

Congressional districts served: CD  
AK-Statewide

Source of labor: Contractors

---

Name: **Interior Weatherization**

Contact: Jim Lee  
UEI: E1RJEWAJXWT5  
DUNS: 824774830  
Phone: (907) 452-5323  
Fax: (907) 452-1433  
Email: kimberly.interiorwx@gmail.com

Address: 713 15th Avenue  
Fairbanks, AK 99701-0000

Counties served: FAIRBANKS NORTH STAR  
DENALI Borough  
SOUTHEAST FAIRBANKS

Tentative allocation: \$ 908,382.00  
Planned units: 46  
Type of organization: Non-profit organization  
Source of labor: Agency and Contractors

Congressional districts served: CD  
AK-Statewide

---

Name: **Rural Community Action Program**

Contact: Shelby Clem  
UEI: QLQHJWR72258  
DUNS: 020247920  
Phone: (907) 631-2326  
Fax: () -  
Email: ksclem@ruralcap.com

Address: 731 East 8th Avenue  
Anchorage, AK 99501-0000

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: AK Grant Number: SE0001807 Program Year: 2025

|                  |                       |   |                   |              |
|------------------|-----------------------|---|-------------------|--------------|
| Counties served: | NORTH SLOPE Borough   | Tentative allocation: \$ 915,381.00           | Congressional     | CD           |
|                  | NORTHWEST ARCTIC Bo   | Planned units: 48                             | districts served: | AK-Statewide |
|                  | ANCHORAGE Municipalit | Type of organization: Non-profit organization |                   |              |
|                  | BETHEL Census Area    |   |                   |              |
|                  | WADE HAMPTON Census   | Source of labor: Agency and Contractors       |                   |              |



U.S. Department of Energy

Weatherization Assistance Program (WAP)

WEATHERIZATION ANNUAL FILE WORKSHEET

Grant Number: SE0001807, State: AK, Program Year: 2025

Recipient: Alaska Housing Finance Corp

IV.1 Subgrantees

| Subgrantee (City)                          | Planned Funds/Units   |
|--|-----------------------|
| Alaska Community Development Corp (Palmer) | \$943,868.00<br>46    |
| Interior Weatherization (Fairbanks)        | \$908,382.00<br>46    |
| Rural Community Action Program (Anchorage) | \$915,381.00<br>48    |
| Total:                                     | \$2,767,631.00<br>140 |

IV.2 WAP Production Schedule

|  |   |                |
|--|---|----------------|
| Weatherization Plans   |   | Units          |
| Total Units (excluding reweatherized)                          |   | 116            |
| Reweatherized Units  |   | 24             |
| 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   | 116            |
| C  | Total Units Reweatherized   | 24             |
| D  | Total Dwelling Units to be Weatherized and Reweatherized (B + C)        | 140            |
| 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                                      | \$1,189,671.00 |
| G  | Total Dwelling Units to be Weatherized and Reweatherized (from line D)  | 140            |
| H  | Average Program Operations Costs per Unit (F divided by G)              | \$8,497.65     |
| I  | Average Vehicles & Equipment Acquisition Cost per Unit (from line E)    | \$0.00         |
| J  | Total Average Cost per Dwelling (H plus I)                              | \$8,497.65     |

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  | 140   | 29.3                       | 4102           |
|   | Prior Year Estimate | 141   | 29.3                       | 4131           |
|   | Prior Year Actual   | 153   | 29.3                       | 4483           |
| Method used to calculate savings description:   |                     |       |                            |                |

IV.4 DOE-Funded Leveraging Activities

|     |
|-----|
| N/A |
|-----|

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number:** SE0001807, **State:** AK, **Program Year:** 2025  
**Recipient:** Alaska Housing Finance Corp

**IV.5 Policy Advisory Council Members**

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

|                 |   |
|-----------------|---|
| Anesha Wallace  | Type of organization: Other<br>Contact Name: Anesha Wallace<br>Phone: 9077297262<br>Email: <a href="mailto:aneshawallace@gmail.com">aneshawallace@gmail.com</a>                         |
| Marquam George  | Type of organization: Other<br>Contact Name: Trainer and Consultant-retired UAS..<br>Phone: 9072094444<br>Email: <a href="mailto:marquam.george@gmail.com">marquam.george@gmail.com</a> |
| Melinda Peter   | Type of organization: Indian Tribe<br>Contact Name:<br>Phone: 9076625098<br>Email: <a href="mailto:mlpeter1976@gmail.com">mlpeter1976@gmail.com</a>                                     |
| Mr. Todd Hoener | Type of organization: Other<br>Contact Name: Consultant on Home Performance and Baseload<br>Phone: 9073889960<br>Email: <a href="mailto:tmhoener@gmail.com">tmhoener@gmail.com</a>      |
| Phil Kaluza     | Type of organization:<br>Contact Name: Energy Professionals and At Large<br>Phone: 9073606337<br>Email: <a href="mailto:pkaluza@g-mail.com">pkaluza@g-mail.com</a>                      |
| Richard Green   | Type of organization: Other<br>Contact Name: Building Supplier Rep and ASHB retired<br>Phone: 9073881833<br>Email: <a href="mailto:rg4alaska@gmail.com">rg4alaska@gmail.com</a>         |
| Susan Marshall  | Type of organization: Unit of State Government<br>Contact Name: Susan Marshall<br>Phone: 9075892171<br>Email: <a href="mailto:susan.marshall@alaska.gov">susan.marshall@alaska.gov</a>  |
| Toy Owen        | Type of organization:<br>Contact Name: WX network rep.<br>Phone: 9076944413<br>Email: <a href="mailto:toyjr@gci.net">toyjr@gci.net</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  |
|------------|---|
| 01/21/2025 | The Public hearing was advertised in compliance with procedure. Changes to the Plan were read into the record which was professionally transcribed. Testimony was recorded by the transcriber. Subgrantee agency representatives attended the Public Hearing by teleconference. The plan was approved in a vote taken following the public hearing. The plan was advertised in the statewide Anchorage Daily News January 6-20/2025 and was available on the on the AHFC website for the same period of time. |

**IV.7 Miscellaneous**

|  |
|--|
| <p><b>LINK TO AHFC WEATHERIZATION OPERATIONS MANUAL:</b></p> <p><a href="https://www.ahfc.us/efficiency/education-and-events/manuals-forms-and-workbooks/weatherization-operations-manual">https://www.ahfc.us/efficiency/education-and-events/manuals-forms-and-workbooks/weatherization-operations-manual</a></p> <p><b>NOTE SPECIFIC TO THIS PLAN:</b> The following have been added to the SF424.</p> <ol style="list-style-type: none"><li>1. Subgrantee Distribution-detailed budgets for the three agencies.</li><li>2. At Risk Agencies Policy</li><li>3. Significant Complaint from Public Policy/ <b>Dispute Resolution Policy</b></li><li>4. Waste Fraud and Abuse Policy</li></ol> |
|--|

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number: SE0001807, State: AK, Program Year: 2025**  
**Recipient: Alaska Housing Finance Corp**

**BUDGET:** DOE has also identified funds for innovative or pilot projects separately from the allocation. AHFC may apply for these funds, if administered in tandem with DOE weatherization no further public hearing is needed. If a vote of the PAC is required it will be conducted electronically through email.

The current budget was provided by DOE. When the actual formula funds are awarded, the budget will be adjusted with no need for another public hearing, if needed. If any other funds become available that can be administered in conjunction with the DOE weatherization program, they will be made available to the existing subgrantee agencies without further public hearing.

**ALASKA SPECIFIC NOTE** regarding budget limitations: Currently under the 2025 formula grant Alaska provides \$10,000 AC/U for road connected communities and \$20000 for remote rural communities. We make up the difference with state funds. The AHFC Research and Rural Development Department (R2D2) s doing all that it can to try to procure adequate state funds to be able to ensure the higher AC/U. Because of the extreme inflation of costs associated with construction this year, these amounts are barely enough to be able to do a basic weatherization job. The \$8547 AC/U that comes with the 2025 money is barely sufficient to work in Anchorage let alone in other areas of the state. I am only including this statement so that it is understood the challenges that we face with providing services with this amount of money when we combine with the BIL money also.

If we have opportunity, we will try to increase the AC/U this year with state funds by approximately. \$1500.

**NEW REQUIREMENTS FOR DOE WEATHERIZATION:**

- 1.Davis Bacon-Work on large multifamily buildings (5 plex and above) will comply with the Davis Bacon pay ranges, reporting and monitoring requirements.
  2. Build America- Buy America-if working on publicly owned buildings such as Public Housing, Buy America provisions apply and must be documented in procurement processes.
  - 3 The National Environmental Policy Act (NEPA) requirements must be followed when weatherizing units. Most weatherization falls under categorically exempt activities but we are keeping informed and participating in national meetings regarding all of these initiatives.
  4. Historic preservation-we have an agreement with the state SHPO office and are in compliance. The WOM outlines the process.
- <https://www.ahfc.us/efficiency/education-and-events/manuals-forms-and-workbooks/weatherization-operations-manual> See Chapter 4
5. We are prioritizing workforce development at AHFC as well as helping our agencies. This is a challenging task in the current economy and we continue to work on it for all of our programs. We will be working closely with our national partners, training centers, DOE, NASCSP and EOW to maximize the outcomes as we work to expand our workforce. We have struggled to find and keep employees at all levels of the program. It is impacting our production.
  6. Equity and Justice- A large part of our state is severely disadvantaged especially our remote rural and road connected rural areas. In Anchorage we have large areas of very low-income populations. We feel that our focus on the lowest income households ensures that we are meeting the goals of this initiative, but we will be following the lead of DOE as it works on developing a reporting protocol.
  7. Fuel switching-we have a DOE approved protocol for fuel switching. The fuel switch plan will be attached to the SF424.
  8. WPN 22-10 CARBON AND WATER: Alaska has incorporated carbon reduction into its modeling program. Water reduction cannot be measured as everyone pays a base rate and residential use is not metered. The state provides low flow aerators and shower heads to the agencies to distribute to the clients when appropriate.

**REVIEW OF PLAN:** Compliance with network and PAC review of the state plan. Prior to writing the plan, the Program Manager discusses specifics with each of the agency directors to collect their concerns and suggestions. On December 9th we held a teleconference call with the three subgrantee agencies to discuss the plan and to ask for input. The agenda and notes from this meeting are attached to the SF424 Discussions were held with each of the agency directors individually about suggestions or concerns. Once a draft is written, it is distributed to the PAC and the network by early January for their review. The State plan is then made public at least 10 working days prior to the Public Hearing. In this case the plan was released on January 6,2025. The Public Hearing was held on January 21, 2025. The final plan is submitted to DOE and distributed to both the PAC and the network by early February.

The Alaska Weatherization Operations Manual (WOM) can be accessed

<https://www.ahfc.us/efficiency/education-and-events/manuals-forms-and-workbooks/weatherization-operations-manual>

**CHANGES TO THE PLAN:** If further directives are issued from DOE regarding new requirements, final budgets, added WPN's that must be included to receive a grant from DOE, and unless the change is so substantive that implementation would really differ from the what is proposed, then these changes will be adopted without further public hearing or PAC approval. AHFC is also in progress on many compliances and technical issues within the Standards and the WOM and final outcomes will be ready at the time of the release of grants on April 1, 2025. No further public hearings shall be convened to approve any of these changes, unless there is a major change that significantly impacts the program, all documents will be finalized prior to the start of the program year.

If funding changes prior to or during the course of the PY, adjustments to the budget distribution will be made without further public hearing. Due to the relatively small number of units estimated, units have been distributed more or less evenly to the subgrantees in this plan. In reality the DOE units may be distributed to areas where the need is greater or the presence of qualifying families is larger. AHFC reserves the right to distribute DOE funds as is most effective for the operation of the program. Funding to all areas follows the historical distribution based on a number of factors including climate data, household need, population, etc.

Notable Changes for 2025:

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number: SE0001807, State: AK, Program Year: 2025**  
**Recipient: Alaska Housing Finance Corp**

1. Updated WOM 2025 to be provided on website by April 1, 2024.
2. Priority List- AHFC does not choose to use a priority list at this timer.
3. The Health and Safety Plan has been entered into the current H&S Template for compliance with the most recent WPN's regarding H&S. All H&S forms will be attached to the SF424.
4. The QCI form was updated last year and is still in use.

**KEY PERSONNEL:**

Recipient Business Officer-Jimmy Ord, Director Research and Rural Development Division, AHFC. 907-330-8446 [jord@ahfc.us](mailto:jord@ahfc.us)

Recipient Principal Investigator-Mimi Burbage, Program Manager Wx, AHFC. 907-330-8192. [mburbage@ahfc.us](mailto:mburbage@ahfc.us)

**DEFINITIONS:**

1. SWS- Standard Work Specifications-Standard created by NREL (National Renewable Energy Laboratory) to guide all measures undertaken with federal weatherization dollars.
2. QCI- Quality Control Inspectors-The Certification required of all inspectors who inspect DOE completed units, both from the agencies and from the state.
3. WOM- Weatherization Operations Manual from the State of Alaska.
4. EOW- Energy OutWest. EOW western region peer exchange network. EOW operates independently as a non-profit and is focused on training and technical issues in the delivery of weatherization services.
5. HPC- Home Performance Coalition, now known as BPA
6. Building Performance Association
7. BPC- Building Performance Center Bellingham
8. COVID- referencing pandemic virus needing protocols specifically to protect workers and clients

**ATTACHMENTS TO SF424:** The WOM is available in entirety on the AHFC website but there have been some minor changes made to these three chapters for the current update that might be relevant to DOE. Section 1 is overall operations using both state and DOE funds, Chapter 5 are our technical standards, and Chapter 9 is the DOE rules and regulations. On April 1, 2025 the WOM 2025 will be available on the AHFC website.

**HEALTH AND SAFETY:** We have changed the H&S Plan to the more current template provided by DOE. This is a work in progress. The network will be using the Plan and providing me with feedback that we can use for any future updates or corrections. The H&S Plan is attached in the SF 424. We are requesting 25% for H&S.

The Alaska **Pollution Source Client Survey Form** may be used to interview the client and to obtain a client signoff at the outset of the process. **The H&S Notification** which stayed the same is used on the job site by the assessor, crew chief, crew or inspector to notify the client of any condition found that will not be corrected by the weatherization program.

**COMPETITIVE BID EVALUATION PROCESS FOR SUBGRANTEES:** In the summer of 2020 we issued a Solicitation of Qualification (SOQ) that was used to identify qualified agencies that will be eligible to receive funding in the 2021 Program Year through the 2026 Program Year. This SOQ will be written in and used for selecting qualified agencies to receive all funds that are dedicated to weatherization and residential rehabilitation for funding from 2026-2030

**ENERGY AUDITOR/QCI** -Every three years we will provide training to grantee and agency staff, to ensure that assessors and inspectors will be in line with QCI expectations and to provide backup in the event of turnover. This will focus on Energy Auditor and QCI inspector classes and certification. Training for CEU's will continue in state or with BPC Bellingham, Minnesota, CHP or other sanctioned training center or for existing QCI inspector when needed.

**ALASKA FIELD GUIDE**-We have an approved 2021 Alaska Field Guide for actual use in the field and with the crews. The guide continues to be a work in progress as we streamline formatting and will continue to make improvements to the individual specification pages, updating photos, and adding new ones when needed. Training is ongoing for the agencies in the specifics and the use of the field guide. All agencies have participated in review of the Field Guide during development so there is a collaboration of effort that will ensure adoption and application in the field. The Field Guide is being updated now and reviewed by DOE for approval to align with AkWarm approval.

**WEATHERIZATION OPERATIONS MANUAL (WOM):** The WOM could not be attached due to its size. It failed to load on the SF-424. The WOM is updated annual and reviewed by all agencies and released on April 1st each year. No changes will be issued during the course of the Program Year which coincides with the DOE Program Year. To access the WOM please go to the following"

<https://www.ahfc.us/efficiency/education-and-events/manuals-forms-and-workbooks/weatherization-operations-manual>

or go to [ahfc.us](https://www.ahfc.us); then "manuals" to find the WOM

**SUBGRANTEE RESPONSIBILITY:** All DOE subgrantees shall comply with the requirements outlined within this plan as well as all Federal rules, regulations and guidance governing the DOE Weatherization Program. The technical requirements, including the Alaska Standards and the Alaska SWS document, will be included in any grants to the sub-grantee agencies. There are representatives from each of the agencies on the Alaska team that will be continuing to work on the Field Guide and SWS. The acceptance of the grant by the Subgrantee will indicate acceptance of all requirements, including the one to pass the technical standards onto the

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number: SE0001807, State: AK, Program Year: 2025**  
**Recipient: Alaska Housing Finance Corp**

subcontractors.

Subgrantee agencies and vendors must comply and pass through to other contractors the approved energy audit procedures, the 10CFR 440 Appendix A, the Alaska Field Guide and WOM Standards in all the work that they do utilizing DOE funds.

**AVERAGE COST PER UNIT:** The average cost per unit is \$8547 according to DOE guidance. If the average cost per unit is changed during the course of the period of performance or at the start of the program year, Subgrantee funding may be recalculated to allow for a different average cost per unit and the number of completions required modified if necessary. No further public hearing will be required to change the average cost per unit. Subgrantees will be notified in writing of any change.

**RENEWABLES:** The renewable adjusted average (\$4302) is part of the total allowable average cost per unit. AHFC will allow expenditures on renewable within the guidelines established by DOE. Renewables are not a part of the current Alaska plan. Permission from the State Program Manager must be in place before proceeding with any projects involving renewables. No further public hearing will be required to change the average cost per unit for renewables. Subgrantees will be notified in writing of any change.

**PUBLIC HEARINGS:** the Public Hearing for weatherization is always held in January, allowing to be plan to be finalized and submitted in February. Everyone participating including the PAC members and the Executive Management by all Subgrantee agencies were notified that the plan depended on funding distribution to begin April 1, 2025. All members agreed that the Plan was approved without further need for public hearing. If a major problem is found by DOE in the final state plan submitted, it will be changed or adjusted by the AHFC Program Manager and if needed reviewed by the PAC either through e-mail or teleconference for final approval. If suggestions are made to the method of implementation, allocation, training, the budget, and/or logistics by DOE that are necessary to comply with Federal regulation, these changes will be instituted by the program manager without further public hearing. If for some reason, a second public hearing was absolutely necessary for final approval of the plan, the PAC would be contacted by teleconference or electronically for the final approval, if meeting in person as a group proved difficult. Many of our PAC members and agency directors have to travel significantly to attend meetings in Anchorage.

**POLICY ADVISORY COMMITTEE:** The PAC sometimes will meet twice a year, once in January to approve the state plan and possibly once in spring (February to May) in Juneau to focus on planning, collaboration, education and funding for the continuation of the program. The January meeting is mandatory for approval of the state plan and members will be allowed to travel to the meeting or participate by Webinar. The PAC includes:

1. Susan Marshall LIHEAP) is the manager of the LIHEAP program. She has been invaluable in coordinating LIHEAP funds with weatherization. She works with fuel assistance program and tribal heating assistance programs as well. Susan works through the LIHEAP program to serve tribes, and prioritizes homes with young children, seniors and disabled.

2. Marquam George (TRAINING) is recently retired from the University but has provided training and educational consultation with Southeast agencies. He has designed and implemented successful programs under the weatherization umbrella for crew training and apprenticeships in our Southeast Native villages. Marquam has kept ties with the university network statewide which is very important for us.

3. Richard Green (LOGISTICS) represents materials providers and logistics coordination, an important skill while working in both urban and rural Alaska. He also represents Seniors especially in the Fairbanks area. He is instrumental in helping to bring in the most current new products and to assist the agencies in improving technical application.

4. Todd Hoener (UTILITIES). He is a widely known trainer in lighting and baseload applications and has worked continuously for the last thirty years on projects in our Native Communities and on the remote road connected systems. He brings an expertise in the renewable industry while having a hands-on knowledge of weatherization (former manager of the weatherization program for Tanana Chiefs Conference). He continues to work in the energy efficiency in residential housing field. He works with Senior programs in his area.

5. Phil Kaluza (RENEWABLES AND HEALTHY HOMES). He has worked with many native villages and Housing Authorities to improve ventilation options where the use of ventilation system is a challenge due to high electrical costs (up to \$.90/kwh real cost) and where the need for innovative client education is needed. Phil continues research on heat pumps and also has helped to design monitoring systems to assist us in measuring the effectiveness of our work in the homes.

6. Anesha Wallace (HEALTH CORPORATION). She has worked for Southcentral Foundation which is the primary health organization that oversees public health concerns in all the remote communities as well as the cities, including the Alaska Native Medical Center (Anchorage hospital). Anesha grew up in Tanana, AK. and worked with the weatherization program at AHFC in the past so she is very familiar with the program. Anesha is Alaska native and works with children and elders in her Native arts programs.

7. Toy Owen (Retired State Program Manager/Agency Program Director). Toy spent many years involved in the establishment and implementation of the weatherization program. He has spent most of his life in Alaska and understands the unique conditions that are presented in working towards exemplary outcomes in weatherization and rehab.

8. Melinda Peter is the Health Director of the Council of Athabascan Tribal Government. She lives in Fort Yukon and she has been involved in many tribal and community organizations and efforts. She works with housing and health issues and is interested in combining forces with weatherization learn about the strategies we use to mitigate health issues due to poor housing and ventilation conditions.

All of our board members have spent lifetimes working with the disadvantaged in the state. They work to improve the lives of children, the disabled, and the elderly.

**RESOURCES:** DOE rules and guidance are found on line at energy.gov and are part of the compliance with any grant that AHFC issues containing DOE funds. DOE

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funds are subject to compliance with all applicable DOE and Federal rules. DOE is maintaining the website for all guidance and updates at <http://energy.gov/eere/wipo/weatherization-program-guidance>

**SHPO:** The SHPO agreement was renewed by amendment until 2030. We have two agreements currently. One is for DOE funds and the other is for State funds. There is very little difference but we will negotiate both once the approved agreement is issued by DOE.

**TECHNICAL DIAGNOSTIC TESTING REQUIREMENTS:** For all DOE homes, we will be running the required diagnostic testing as defined by the Quality Control Inspection (QCI) process) with the exception of the duct pressurization testing. This test will not be required by the state of Alaska but is allowed if an agency wants to conduct one. For the most part the duct systems are either inside the building envelope or will be brought in side during the weatherization work. Duct sealing is considered a priority where needed and pressure pan testing remains a requirement.

All diagnostic testing, assessments, and inspections will be covered by DOE funds. For a full review of diagnostic testing, protocols will be found in the WOM- Section 5. If there is a need to add or exempt certain tests to stay in compliance or to make the program more effective, we reserve the right to make changes to the plan, through the Alaska Standards-Chapter 5. There are a variety of technical forms in this Section of the WOM.

<https://www.ahfc.us/efficiency/education-and-events/manuals-forms-and-workbooks/weatherization-operations-manual>

**ACSI** (American Consumer Satisfaction Index)-Alaska ranked very well in almost every category of the ACSI the study. AHFC distributed the study to all Subgrantee agencies as soon as it was released. AHFC will be meeting with the Subgrantee agencies for a half day following the Public Hearing and a discussion of ACSI will be included in that meeting. All Subgrantee agencies will be questioned as to how further improvements can be made. We regularly conclude all of our Subgrantee meetings in all critical discussions regarding the development of technical documents and policies, distribution of funds, guidance and program changes, administrative updates and changes, etc. A follow-up meeting will be scheduled in the fall to continue this.

**INSURANCE REQUIREMENTS:** Below is a copy of the attachment to the grants that specifies insurance. We do not choose to track insurance and audit costs separately. This is reviewed annually by Risk Management and updated as needed and attached to the grant agreements.

**ARTICLE 7. INSURANCE** The apparently successful Grantee must provide the required insurance certificates as described below within ten (10) working days of Notice of Intent to Award. AHFC will not sign a grant agreement or contract, issue a notice to proceed, or make any payment absent the required insurance certificates. Without limiting Grantee's indemnification, it is agreed that Grantee will purchase at its own expense and maintain in force at all times during the performance of services under this Grant, the following policies of insurance.

AHFC Risk Management reserves the right, but not the obligation, to review and revise any of the following insurance requirements, based on insurance market conditions which may affect the availability or affordability of coverage; or based on changes in the scope of work or specifications that apply to this Grant. In addition, AHFC Risk Management reserves the right, but not the obligation, to review and reject any insurance policies failing to either meet the necessary criteria or that have been provided by an insurer in poor financial condition or legal status.

The requirements contained herein, as well as AHFC Risk Management review or acceptance of insurance maintained by Grantee is not intended to, and shall not in any manner, limit or qualify the liabilities or obligations assumed by Grantee under this Grant.

Insurance policies required to be maintained by Grantee will name AHFC as additional insured for all coverage except Workers' Compensation and Professional Liability/E&O insurance.

The Grantee and its subcontractors/subgrantees agree to obtain a waiver, where applicable, of all subrogation rights against AHFC, its officers, officials, employees and volunteers for losses arising from work performed by the Grantee and its subcontractors/subgrantees for AHFC. However, this waiver shall be inoperative if its effect is to invalidate in any way the insurance coverage of either party.

Where specific limits are shown, it is understood that they will be the minimum acceptable limits. If the Grantee's policy contains higher limits, AHFC will be entitled to coverage to the extent of such higher limits. The coverages and/or limits required are intended to protect the primary interests of AHFC, and the Grantee agrees that in no way will the required coverages and/or limits be relied upon as a reflection of the appropriate types and limits of coverage to protect Grantee against any loss exposure whether a result of this Grant or otherwise.

Failure to furnish satisfactory evidence of insurance or lapse of any required insurance policy is a material breach and grounds for termination of the Grant.

**A. Workers' Compensation Insurance:** The Grantee will provide and maintain, for all employees of the Grantee engaged in work under the Grant, Workers' Compensation Insurance as required by AS 23.30.045. The Grantee shall be responsible for ensuring that any subcontractor/Subgrantee that directly or indirectly provides services under this Grant has Workers' Compensation Insurance for its employees. This coverage must include statutory coverage for all States in which employees are engaging in work and employer's liability protection for not less than \$100,000 per occurrence. Where applicable, coverage for all federal acts (i.e., USL & H and Jones Acts) must also be included.

**B. Commercial General Liability Insurance:** The Grantee will provide and maintain Commercial General Liability Insurance with not less than \$1,000,000 per occurrence limit, and will include premises-operation, products/completed operation, broad form property damage, blanket contractual and personal injury coverage. Coverage shall not contain any endorsement(s) excluding or limiting contractual liability nor providing for cross liability.

**C. Automobile Liability Insurance:** The Grantee will provide and maintain Automobile Liability Insurance covering all owned, hired and non-owned vehicles with coverage limits not less than \$1,000,000 per occurrence bodily injury and property damages. In the event Grantee does not own automobiles, Grantee agrees to maintain coverage for hired and non-owned liability which may be satisfied by endorsement to the CGL policy or by separate Business Auto Liability policy.

**D. Umbrella or Excess Liability:** Grantee may satisfy the minimum liability limits required above for CGL and Business Auto under an umbrella or excess Liability policy. There is no minimum per occurrence limit under the umbrella or excess policy; however, the annual aggregate limit shall not be less than the highest per

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occurrence limit stated above. Grantee agrees to endorse AHFC as an additional insured on the umbrella or excess policy unless the certificate of insurance states that the umbrella or excess policy provides coverage on a pure "true follow form" basis above the CGL and Business Auto policy.

E. Professional Liability Insurance: The Grantee will provide and maintain Professional Liability Insurance covering all errors, omissions or negligent acts of the Grantee, its subcontractors/sub grantees, or anyone directly or indirectly employed by them, made in the performance of this Grant which results in financial loss to the State. Limits required are \$1,000,000.

F. Contractors' Pollution Legal Liability (or equivalent) Insurance: The Grantee will provide and maintain Contractors' Pollution Legal Liability Insurance covering all errors, omissions or negligent acts of the Grantee, its contractors, or anyone directly or indirectly employed by them, made in the performance of this Agreement. Limits required are not less than \$1,000,000 per occurrence.

G. Certificates of Insurance: Grantee agrees to provide AHFC with certificates of insurance evidencing that all coverages, limits and endorsements as described above are in full force and effect and will remain in full force and effect as required by this Grant. Certificates shall include a minimum thirty (30) day notice to AHFC of cancellation or non-renewal.

H. Information for Insurance Agents/Brokers. The Grantee is strongly encouraged to provide its insurance agent/broker with a copy of the insurance provisions of this Grant in order that the Grantee may timely obtain and maintain the required insurance and/or bonding.

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**THE STATE OF ALASKA WEATHERIZATION READINESS PLAN:** Weatherization Readiness Funds (WRF) are designated for use by Grantees in addressing structural and health and safety issues. This funding is anticipated to reduce the frequency of deferred homes that require other services, outside the scope of weatherization, before the weatherization measures can be installed. The Weatherization Readiness Plan is attached to the SF424 and can be found in the WOM Chapter 9.

**<https://www.ahfc.us/efficiency/education-and-events/manuals-forms-and-workbooks/weatherization-operations-manual>**

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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

AHFC can determine each program year whether to base household eligibility on median income as determined by the Low Income Heating Assistance Program or the Department of Energy Percent of Poverty or other DOE approved methodology. This Program Year, AHFC will base income on 200% of Poverty unless a new methodology or percent of poverty is released allowing higher income clients. We find that many high priority clients are somewhat over-income and cannot qualify, but, they also cannot afford to implement energy savings and health and safety measures on their homes. This category will include a large percentage of the working poor who have been negatively affected by Covid 19 and are in need of assistance. We will chose whatever method allows us to include the largest number of clients.

Eligibility is determined by subgrantees when a client applies to the program. Clients are assisted in the application process. Calculating income and considering proof of income for DOE eligible clients meets 10 CFR 440 requirements and is detailed further in the Alaska WOM. DOE eligibility process are noted in Chapter 9. The system of priorities that is required by DOE comprises the first three levels of the state program so those that are the highest priority with the lowest of income are served first. AHFC through the Alaska Weatherization Operations Manual (WOM) includes a detailed set of instructions and many template forms for determining income and eligibility, for verifying ownership and income, and, for verifying number of household residents.

The Alaska Program also works with the Department of Health and Social Services to obtain the list of eligible LIHEAP clients to help identify those that are automatically eligible, to streamline their application process, but to also verify that they are recipients of either of those programs.

WPN 22-5 extended categorical income eligibility to HUD means-tested programs. WAP Grantees and Subgrantees may certify that applicants have met the income requirements of HUD means-tested programs through mechanisms including, but not limited to, applicant documentation, interagency lists of recipients, shared system databases, etc. Method of verification of eligibility must be included in the client file.

Describe what household eligibility basis will be used in the Program

Income determination methods are documented thoroughly in the Alaska WOM (Sec. 1)  
Alaska uses the DOE definitions and priorities for its top tier clients.

1. The household includes a resident who is elderly, disabled, or a child under 6 years old, and the total household unit income is less than or equal to the income limits published by the U.S. Department of Energy (DOE) that are current as of April 1st of the program year.
2. The household includes a child who is 6-18 years old, and the total household unit income is less than or equal to the income limits published by the U.S. Department of Energy (DOE) that are current as of April 1st of the program year.
3. Other households with total household unit income that is less than or equal to the income limits published by the U.S. Department of Energy (DOE) that are current as of April 1st of the program year.

High energy user and high energy burden. Although these categories have become a priority for some programs from DOE, we decline to include them at this time. First of all, it is very difficult to get confirmed household usage records from many of the utilities. In most of the bush this information is not tracked and families often buy fuel one 5-20 gallon container at a time. Even delivered fuels are not really tracked to the homes. Also, those clients that have tried to implement energy savings practices before we even get to the home would be penalized under such a system. Those clients are the ones that are most likely to value and maintain the weatherization work that goes into the home. Because of the lack of good hard utility data, we do not track this in our systems right now. My personal feeling is that due to the high prices of fuel throughout Alaska, everyone faces a high energy burden. Our current priorities really serve the most disadvantaged first as it is so I feel that we are achieving the same goal.

The eligibility process follows the DOE regulations and is outlined in great detail in the WOM (Sec. 1)

<https://www.ahfc.us/efficiency/education-and-events/manuals-forms-and-workbooks/weatherization-operations-manual>.

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

Grantees are directed to review guidance provided by Health and Human Services (HHS) under the Low Income Home Energy Assistance Program (LIHEAP).

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

Procedures to determine that units weatherized have eligibility documentation



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Currently, a dwelling unit is eligible for DOE funds if it has never been weatherized, or, if it the previous weatherization date was more than 15 years ago. Households with elderly, handicapped, and children under six years will be given priority. Funding for reweatherization is included in the Annual File. The Program Manager can approve more units for reweatherization if needed. Subgrantees have the option of adopting a policy for further priority ranking, subject to approval, in writing, by AHFC. WOM Section 1.

Eligible buildings must comply with 10 CFR 440. Must be a residential unit (owned or rented) that is currently lived in; and, the household must comply by income or be automatically eligible with LIHEAP or SSI. Multifamily buildings of any size must follow the requirements for owner authorization and contributions (if any). May be a shelter and comply with 10 CFR 440.

If a building incorporates mixed use (i.e., commercial and residential), no DOE funds will be used to address issues in common areas or commercial areas. To consider a mixed-use building for eligibility under state weatherization, the building must comply as described in the WOM Section 1-page 33.

**HISTORIC PRESERVATION:** The Programmatic Agreement (PA) between DOE, AHFC and SHPO specifies exempt activities and structures from having to meet the requirements of the Historic Preservation office prior to commencing work. The SHPO PA will be attached to the WOM. All homes outside of those exempted must meet SHPO requirements. WOM Section 4.

**WOM LINK:** <https://www.ahfc.us/efficiency/education-and-events/manuals-forms-and-workbooks/weatherization-operations-manual>

**Describe Reweatherization compliance**

No unit can receive DOE weatherization funding if it was previously weatherized less than fifteen years ago. Annually a (not to exceed) percentage of units are selected that could be completed as re-weatherized units. AHFC allocates a percentage of the budget to re-weatherization due to the fact that the severe climate and the condition of the housing stock for low-income high priority clients often needs to be reconsidered if work was done over 15 years ago. These are some of the oldest housing stock and have experienced severe deterioration as well as are in great need of current advanced energy savings retrofit measures. Often the poorest clients reside in these units. The technology utilized in the assessment, installation and inspection processes has dramatically changed over the past two decades which really helps to target high priority areas of heat loss and health and safety.

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 inclusion of "other Federal programs" includes all Federal funds including LIHEAP, HUD, or USDA "weatherization" activities.

The Weatherization Program by definition is a highly complex and detailed technical approach to identifying measures designed to save energy and eliminate H&S problems in the home. It begins with a comprehensive assessment of the home that includes building diagnostics, energy modeling, in depth client interviews and assessments of behavior, HVAC diagnostics, a visual inspection of all insulated areas that can be accessed, foundation and other structural inspections, ventilation compliance with ASHRAE, etc. All possible eligible measures are entered into a computer model which will list each one in order of cost effectiveness. Only those meeting an SIR of one or above are allowed to be considered for installation. Weatherization is not an emergency program or a home repair program. The primary measures completed under weatherization include air leakage reduction, insulation, ventilation, HVAC repair and replacement, duct sealing, Ground Vapor Barriers, CO detectors and smoke detectors. No other program in Alaska has this focus or has the diagnostics to effectively and safely complete the measures recommended. Other programs often focus on accessibility measures for handicap compliance, structural measures, water and septic, among other things. No one requires the diagnostics that we do for weatherization.

The AHFC database and data collection system for weatherization and our Energy Rebate Program contains information back to over 30 years ago in terms of homes completed. We also have the energy modeling system called AkWarm collected for most of those units. The information on the homes that were completed long ago is minimal and, in some cases, non-existent but we do know what homes and when they were done. The information collected in the last fifteen years is much more thorough. Despite the retention period for DOE funds being three years, we have kept this data base to give us good information about the homes that have been worked on and also knowing that it would help in tracking re-weatherization. Most all Federal agencies follow the same retention period of three years and for legal reasons most agencies do destroy files after that period of time. Currently there is no statewide data base of all homes that have been worked on for any reason by any Federal agency. I think it would be next to impossible to compile such a data base given all the interagency confidentiality rules, lack of information over three years old, etc.

The Subgrantee must examine all submitted paperwork by the clients to determine if they have received weatherization services in the past and they must cross check the Wx. Online database. A question must be added to the application that asks the client if they have received weatherization work in the past 15 years by any agency. If so, the Subgrantee can determine if the work falls under the definition of weatherization or not. If the client did receive weatherization services during that time frame, then they must be denied and told to reapply after the fifteen-year waiting period from the time they received services. Otherwise, they will be allowed to continue through the application process.

**Describe what structures are eligible for weatherization**

The WOM and the 10 CFR 440 detail eligible dwelling units but they include single family rentals and owner occupied, mobile homes, large and small multifamily buildings, and shelters. WOM Section 1.

<https://www.ahfc.us/efficiency/education-and-events/manuals-forms-and-workbooks/weatherization-operations-manual>

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

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The extensive policy on Rental Units in the WOM is covered in Section 1. AHFC has detailed Landlord Tenant Agreements that can be found in Section 2 Administrative and Eligibility Forms. Any changes to DOE compliance with rental policies will be incorporated without further public hearing.

**Describe the deferral Process**

If a unit is declared to be unsafe for work, it will be deferred for a specific period of time until the appropriate improvements to health and safety hazards can be completed by the owner or other funding. Once that is done, the unit can then be reconsidered for work. WOM Section 1. If improvements take longer than the client will have to reapply and update their information prior to being served. If possible, the unit will be considered for Weatherization Readiness Funds to correct the deficiencies and then moved on for regular weatherization services.

Referral: Although we are very aware of all the other funding sources that might be used on a home and our agencies do their best to interface with RD-USDA funds, HUD funds, etc. we are often the program of last resort. Our agencies also work with churches and other non-profits such as Access Alaska, Native Corporations, Tribal Groups etc. to find funds to deal with situations that might cause a deferral. AHFC and the subgrantees will do our best to refer clients to other services.

All deferrals will be tracked separately this program year using the DOE tracker or the AHFC spread sheet. The Weatherization Operations Manual details out the deferral process.

**V.1.3 Definition of Children**

Definition of children (below age): 6

**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.

Historically the State of Alaska has exceeded service to Native Americans on a population basis

The State of Alaska selects service grantees based on a competitive process and to date no tribes have applied. This current year DOE funds equal approximately 50% percent of overall funds allocated to weatherization services. Other funds (with more flexibility) are distributed to the DOE grantees and to other agencies most of which are Native Regional Housing Authorities serving in their designated areas. Other funds are issued to agencies on April 1st at the start of the construction season and most of the rural projects are winding down by fall.

The situation is very different in Alaska from the reservation status that most tribes have in the rest of the states. The Native population in rural Alaska is concentrated in 200+ very small remote communities and then a large share of the Native population has migrated to the urban centers, particularly Anchorage, where they are served equally by the appropriate agencies.

All low-income people in Alaska are equally eligible for weatherization services. Four of the regions served comprise all of the area not connected by road and are primarily populated by Native American people. Remote communities are served one or two at a time per region to provide cost effective services in those areas. The weatherization services will be made available to all residents of a targeted community and priority clients will be served first. All eligible residents of a targeted community, who apply and are qualified at the time of the initial intake, must be served before moving on to another community.

Under the state program, some regional native housing authorities receive weatherization grants to work in their areas. They are required to serve all eligible applicants in their areas regardless of race or tribal affiliation by date of application and priority status. If a client is not a high priority, he/she may eventually be served but only after other higher priority clients.

Subgrantee agencies differ slightly with their individual policies but all follow the overall State and Federal guidelines. Grantees with DOE funds must follow Section 9 of the WOM which is DOE only rules. If a client is not a high priority, he/she may eventually be served but only after other higher priority clients. Subgrantee agencies differ slightly with their individual policies but all follow the overall State and Federal guidelines. Grantees with DOE funds must follow Section 9 of the WOM which is DOE only rules. All were vetted through a competitive five-year process, the weatherization SOQ process. The SOQ is issued every five years to solicit responses from entities that have the qualifications to work in the weatherization program. We are going into year four and next summer the SOQ will be issued for 2026-2031. All DOE and the state funded only agencies respond under the same SOQ.

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

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**SERVICE AREAS:** Three agencies with long histories of service to the DOE weatherization program will be allocated funds to serve in those areas where they are working with AHFC state funds. This includes some if not all of the road connected areas of the state including Fairbanks, Anchorage, Matanuska Valley, Richardson Highway, Cordova, Valdez, rotating communities in Southeast Alaska, and possible units in Northern, Western, and Bristol Bay where logistics have those grantees serving at this time. Funds will be allocated to areas where they can best be expended within the allowable time frame and with the best use of the funds in mind. All units must meet the standards of the Alaska Field Guide and the WOM Standards.

**REGIONS TO BE SERVED** a) The WAP (Alaska uses this to reference the road connected program) which serves five designated regions which compose 88 percent of the population and 90 percent of the dwelling units in the state. The Enhanced Weatherization program serves four other regions comprising 12 percent of the population and 10 percent of the dwelling units, in an area over 400,000 square miles in size. The regions are:

**ROAD CONNECTED REGIONS WAP:**

Fairbanks North Star Borough and adjoining road system;  
Southcentral Alaska  
Municipality of Anchorage  
Southeast Alaska  
Juneau

**ENHANCED WEATHERIZATION (EWX) PROGRAM REGIONS (This is the rural remote program)**

Northern  
Western  
Interior  
Bristol Bay/Aleutians)

The state uses an allocation formula that establishes the basic funding per region based on a variety of factors and updated with census information renewal. The State reserves the right to reallocate the funds in this plan or any new funds or reductions in funds based on the following criteria:

1. demonstrated need in a planned service area,
2. ability of the subgrantee to perform under the terms of the grant; or
3. other extenuating circumstances (i.e., natural disaster or other delaying work in an area)

With written approval of the Program Manager, a given area of the state maybe served on a one-time basis (for a specific number of units) by an AHFC DOE weatherization subgrantee, working outside of their service district area without further public process:

### V.3 Priorities

Priority one clients include elderly, disabled, and families with children under six. Priority 2 clients include families with children from the age of six and not exceeding eighteen years of age. Priority 3 are all other eligible by income clients. WOM Section 1. All detail regarding prioritization, wait lists and client intake are detailed here. This process is reviewed at the time of Annual Program Monitoring.

AHFC and weatherization subgrantees and contractors do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

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### V.4 Climatic Conditions

**CLIMATIC CONDITIONS IN ALASKA:** The state of Alaska is so huge geographically that there exist many microclimates each with its own set of challenges for weatherization.

The primary driving forces are temperature, Heating Degree Days (HDD), precipitation and wind. In the regions served by the WAP, the average annual heating degree days range from 7,000 to 15,381. The temperatures by communities range from +104 to -80 degrees Fahrenheit. Cooling degree days are not a consideration in the WAP. In the regions to be served by the Enhanced Weatherization EWX (remote rural), the average annual heating degree days range up to 20,297 and the lowest recorded temperature is -72 degrees Fahrenheit. Some areas in the state experience hurricane strength winds regularly (including parts of Anchorage.)

**Rain and Snow.** The Gulf of Alaska has heavy rains with some areas having over 100 inches a year. Snow accumulation can be ten feet or more in colder parts of the Gulf. Most of coastal Alaska has heavy winds and blowing snow in the winter. Interior and western Alaska has from 10 to 20 inches of rain per year. They may have up to 10 or more feet of snowfall per year.

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Delivering weatherization services to rural Alaska remote villages is on a timing cycle that starts the year prior. Assessments must be done in the winter, materials consolidated and ordered by early spring, shipment by barge from Seattle to the remote villages begins in late spring and goes until August. Once the materials are in place, the work starts in a very intense and concentrated manner in an effort to complete the village over several months before the hardest weather conditions set in.

Urban/road connected areas are served over a longer period but there are areas which cannot be worked in from about November until April because of the climate conditions. These areas include the Richardson and Parks Highway, road connected areas out of Fairbanks, and parts of the Kenai Peninsula will be inaccessible due to snow and ice. The Anchorage and outlying area are served almost year around, but Fairbanks itself shut down for close to six weeks last year due to bitterly cold temperatures.

**Determination of Heating Degree Days: FROM OUR TECH CONTRACTOR THAT UPDATES CLIMATE AND FUEL COSTS FOR AKWARM:**

There are 52 weather stations statewide where we have detailed long-term averages from 1981 to 2010. Each 'Reference City' is linked to one of those weather stations, but we then make adjustments to the temperatures based on typical differences in each month. Anchorage has just one 'Reference City', but Fairbanks has a separate one for Chena Ridge where the temperatures are pretty different.

The Heating Degree Day value is calculated based on monthly average temperatures and the standard deviation of temperatures within the month. The formulas used are based on "Solar Engineering of Thermal Processes", 1991, page 417-419 and the ASHRAE Journal, June 1983, "Estimation of Degree-Days and Ambient Temperature Bin Data from Monthly-Average Temperatures", pages 60-65.

Primary Reference: <https://www.ncei.noaa.gov/pub/data/normals/1981-2010/>

Here's the list of the 52 NOAA weather sites currently used by AkWarm:

station name

ALYESKA AK US  
ANCHORAGE TED STEVENS INTERNATIONAL AIRPORT AK US  
ANNETTE WEATHER SERVICE OFFICE AIRPORT AK US  
AUKE BAY AK US  
BARROW W POST W ROGERS AIRPORT AK US  
BETHEL AIRPORT AK US  
BETTLES AIRPORT AK US  
BIG DELTA AIRPORT AK US  
BIG RIVER LAKES AK US  
CANNERY CREEK AK US  
COLD BAY AIRPORT AK US  
COLLEGE 5 NW AK US  
COLLEGE OBSERVATORY AK US  
COOPER LANDING 5 W AK US  
CORDOVA M K SMITH AIRPORT AK US  
DUTCH HARBOR AK US  
EAGLE AIRPORT AK US  
EIELSON FIELD AK US  
FAIRBANKS INTERNATIONAL AIRPORT AK US  
GLEN ALPS AK US  
GULKANA AIRPORT AK US  
HOMER 8 NW AK US  
HOMER AIRPORT AK US  
ILIAMNA AIRPORT AK US  
JUNEAU INTERNATIONAL AIRPORT AK US  
KENAI MUNICIPAL AIRPORT AK US  
KING SALMON AIRPORT AK US  
KITOI BAY AK US  
KODIAK AIRPORT AK US  
KOTZEBUE RALPH WEIN MEMORIAL AIRPORT AK  
KUPARUK AK US  
LITTLE PORT WALTER AK US  
MAIN BAY AK US  
MATANUSKA AGRICULTURAL EXPERIMENT STATION AK US  
MCGRATH AIRPORT AK US  
NABESNA AK US  
NOME MUNICIPAL AIRPORT AK US  
NORTH POLE AK US  
NORTHWAY AIRPORT AK US

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PORT ALSWORTH AK US  
SEWARD AIRPORT AK US  
SITKA AIRPORT AK US  
ST PAUL ISLAND AIRPORT AK US  
SUTTON I W AK US  
TALKEETNA AIRPORT AK US  
TANANA CALHOUN MEMORIAL AIRPORT AK US  
TOK AK US  
UNIVERSITY EXPERIMENT STATION AK US  
VALDEZ WEATHER SERVICE OFFICE AK US  
WHITES CROSSING AK US  
WRANGELL AIRPORT AK US  
YAKUTAT AIRPORT AK US

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

### V.5.1 Technical Guides and Materials

**STANDARDS OF WORK SPECIFICATIONS (SWS):** The Field Guide and the Alaska SWS are a work in progress and we will be updating according to requirement. The Field Guide is approved until May 3, 2026 but we are updating this year to align with the AkWarm review.

Chapter 5 of the Weatherization Operations Manual (WOM) is a detailed set of standards governing all measures to be implemented regardless of the funding used. All DOE work will first reference the Alaska Field Guide that illustrates and links to the appropriate SWS.

The Weatherization Operations Manual 2025 (WOM) will be available at the AHFC website for subgrantee agencies April 1, 2025. The current Alaska Field Guide is also available on the AHFC website as well.

To access both the WOM and the Alaska field Guide go to [www.ahfc.us](http://www.ahfc.us).  
Search "Manuals"

2024 FIELD GUIDE:

[https://www.ahfc.us/application/files/4116/9895/9060/AK\\_Field\\_Guide\\_ver21.4reduced.pdf](https://www.ahfc.us/application/files/4116/9895/9060/AK_Field_Guide_ver21.4reduced.pdf)

2024 WOM:

<https://www.ahfc.us/application/files/9317/1173/1451/wom2024s1.pdf>

We will continue to provide any helpful publications, forms and charts to the QCI inspectors and either offer specific training for credit under contract or allow travel and registration to eligible training in Bellingham at the BPC or other accredited training center.

**DOE APPROVED MEASURES:** DOE funds must be expended on energy conservation measures that meet or exceed an SIR of one or above as determined by AkWarm and adhered to Appendix A. At least one ECM (Energy Conservation Measure) must be installed prior to expending on H&S items when using DOE funds. We continue to work with providing technical assistance manuals and training in the technical side of measure determination, AkWarm use, and the use of audit and inspection tools. The WAP uses an Alaska specific home energy assessment (AkWarm) as the audit tool. AkWarm determines those measures which will be implemented to specifically save energy. AkWarm is required to be used on all dwellings weatherized. Section 5 of the Ak. WOM details the state standards for implementation of measures. The Ak Field Guide is the reference needed for the implementation of measures using DOE funds in the field. Each DOE job must have at least one Energy conservation measure with an SIR of one or above.

**APPENDIX A MATERIALS:** Appendix A is a part of the DOE requirements. It lists all of the approved materials that are allowed to be implemented under DOE weatherization. Appendix A is included in the Alaska WOM that all subgrantees use as guidance in implementation of the program.

**APPROVED WEATHERIZATION MATERIALS NOT LISTED IN APPENDIX A (WPN 16-7):**

Also eligible for other funds and H&S when justified.

On July 19, 2022 John Muckey (see SF424 for letter) sent the approval for the following:

1 Grantee Administered fuel Switching (approved with this memo)-see DOE Fuel switch plan attached

2. Domestic Water Heaters (8/19/2020) with ECM calculation

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3. Refrigerator's energy Star (8/19/2020)

4. Light Emitting Diode (led) Lighting (3/2/2016)

\* **LED Lamps and Fixtures** (approved 2024)

Light Emitting Diode (LED) Equipment for Use in Lighting Products

UL 8750, Edition 1 (R3/3/2014)

Lamp holders UL 496, Edition 13 (R 11/25/2013)

Currently allowed in AkWarm

**Refrigerators**

Refrigerator/freezers (does not include freezer-only units) AHAM HRF-1-2008; UL 250-993(R2013).

Replaced units must be disposed of properly per Section 8, Clean Air Act 1990, as amended.

\*\* **Replacement Electric Water Heaters** (approved 10/6/2000, WPN 00-5)

Electric (resistance) storage tank water heaters UL 174, 11th Edition (2004) (R2015)

Requesting waiver for use of DOE funds

**Replacement Water Heaters** (approved 4-11-2001, WPN 01-11)

Heat pump water heaters 10 CFR 430, Appendix E to Subpart B;

UL 1995, Edition 4 (2014).

Gas fueled water heaters:

Rated = 75 but/hr, ANSI Z21.10.1-2014/CSA 4.1-2014;

10 CFR 430, Appendix E to Subpart B.

Rated > 75 kBtu/hr ANSI Z21.10.1-2014/CSA 4.3-2014;

10 CFR 430, Appendix E to Subpart B.

Oil fueled water heaters UL 732, Edition 5 (1995) (R2013)

Have added to the H&S plan 2022 and are requesting as an ECM with calculation procedures.

**Acronyms:**

AHAM – Association of Home Appliance Manufacturers

ANSI – American National Standards Institute

ASTM – ASTM International (formerly American Society for Testing and Materials)

IEEE – Institute of Electrical and Electronics Engineers

NFPA – National Fire Protection Association

SRCC – Solar Rating and Certification Corporation

UL – UL (formerly Underwriters Laboratories)

The following is the status of our current efforts for baseload analysis in AkWarm:

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*Current Lighting Analysis:* AkWarm has the capacity to allow users to identify electrical components for replacement assessment; currently, if users choose to calculate miscellaneous baseload measures, they must itemize all electrical loads in the dwelling to calculate an accurate energy reduction level, savings to investment ratio, and breakeven costs. As a result of decreased purchase cost for LED bulbs, replacement of existing incandescent bulbs has been determined cost effective in nearly all scenarios; historically, lighting upgrades have been focused on primary use fixtures and areas identified as potential hazards due to poor lighting, from both a dwelling and occupant perspective. LED replacement lights for both incandescent and end of life CFL are allowed without calculating SIR.

*Current Refrigerator Analysis:* AkWarm has the capacity to allow users to identify electrical components for replacement assessment; currently, users must itemize all electrical loads in the dwelling to calculate an accurate energy reduction level, savings to investment ratio, and breakeven costs. As this practice can be labor intensive, an external analysis tool has been used to determine replacement eligibility outside of the AkWarm Home Energy Rating calculation; the tool is available at <http://www.energytools.com>.

*Analysis of Electrical Loads:* AHFC's contractor for the AkWarm software completed an enhancement project to allow the software to accept partial electrical load itemization. Based on these entered loads and basic information concerning proportion, overall usage level, and occupancy load, the software will be upgraded to allow a user to enter only the loads that are to be included in the energy reduction analysis. Data from concerning average usage in varying communities is intended to be incorporated to account for geographic disparities. This allows for calculation of electrical retrofits to align with the current methodology for shell and mechanical system retrofit; loads identified for retrofit will be included in the Improvement Options Report, showing all data currently included for other proposed improvements. This feature is especially important for commercial audits and may be used for residential as well.

**Acronyms:**

AHAM – Association of Home Appliance Manufacturers  
ANSI – American National Standards Institute  
ASTM – ASTM International (formerly American Society for Testing and Materials)  
IEEE – Institute of Electrical and Electronics Engineers  
NFPA – National Fire Protection Association  
SRCC – Solar Rating and Certification Corporation  
UL – UL (formerly Underwriters Laboratories)

**DOE REQUIREMENTS AND PASS THROUGH:** For specific measures see the State of Alaska Weatherization Operations Manual at [www.ahfc.us](http://www.ahfc.us) and the Alaska Field Guide. Common measures include air sealing, attic insulation, floor insulation, heating system clean and tunes and replacements, moisture control and ventilation, and energy efficient lighting. There are literally hundreds of details in the WOM Section 5 and the Field Guide about these measures and others. The actual grants that are signed by the agencies have all required materials for DOE compliance referenced or attached. Agencies must pass these onto their subcontractors and maintain verification that each subcontractor has received and is implementing the Standards and the Field Guide. All subgrantee agreements and vendor contracts will contain language which clearly documents the SWS specifications for work quality. Field and file monitoring by AHFC will check to see that the language is included in subcontractor agreements and that they are being used. The weatherization grants list these documents and their location in the attachments for access by the subgrantees which are signed by the authorized signatories for each agency.

All subgrantees are required to use blower doors, heating system analyzers during the analysis of each home, whenever applicable; and are encouraged to use infrared cameras, monoxers, Duct Blasters and other testing equipment where applicable, while performing home energy assessments. The QCI protocols must be followed for interim and final inspections. Heating system diagnostic test procedures and improvements are performed as outlined in the WOM Sec. 5.

The average cost per dwelling unit for materials and program support expenditures will not exceed the prescribed average cost per home when utilizing Department of Energy weatherization program funds. Subgrantees will determine the amount of money spent per unit using AHFC resources (remaining within the average established by AHFC), after determining a cost-effective weatherization plan for each home. (This average cost is determined statewide. The number of required units for each subgrantee is determined by the Program Manager based on the average cost per unit.)

All homes declared as complete under the DOE WAP program need to receive a minimum investment of at least one major measure (with an SIR of 1 or more). Justification must be provided in the file if this is not achieved. The AHFC Program Manager determines if justification is allowable and how it needs to be documented.

Costs of providing manuals and reference materials for all of the following (plus other related skill and certification programs and licensing will be allowed under the DOE weatherization program.

**CERTIFICATION:** The following requires certification:

QCI- (Quality Control Inspectors)-for final inspection of all DOE funded units

Energy Auditor for QCI inspectors' compliance at renewal

RRP (Renovation Repair and Painting)-All workers on site or at least one supervisor where part time crews are hired. Checked onsite inspections and at annual file review.

Lead Firm-Required for all subgrantees. Checked at time of Annual Program Monitoring and on-site monitoring.

OSHA 10 and 30-for appropriate crew and field supervisors.

Asbestos informational

Mold informational

INFORMATIONAL AND AWARENESS: (AHFC is constantly updating access to informational materials concerning the following (not limited to):

**ASHRAE 62.2 2016**

Mold and Asbestos Awareness: All workers within 6 months of hire. On-line or taught in house.

Radon-A Citizens Guide to Radon

Healthy Homes

OSHA 10-for all permanent crew. -recommended

OSHA HCP-all requirements on SDS

OSHA Hazardous Communication Standard-required

OSHA Confined Space

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OSHA Lockout Tagout  
Other relevant OSHA

**CERTIFICATION OF USE OF AK WOM AND THE AK FIELD GUIDE.** The signed grant with the subgrantee agencies is certification that they will utilize these references and other pertinent DOE and state documents and that they will be passed to the subcontractors as well. The WOM and the field guide are distributed by email and accessible on line to be downloaded by the subgrantees. During the annual Program Monitoring, we check to see that the current WOM is in the office and that the agencies are utilizing the current rules and regulations in the operations of their programs. We also check to see that the subgrantee contracts have included the pass-through language concerning the use of the AK Field Guide and the WOM. In the field we check to see that the Field Guide is being referenced. We bring the Field Guide with us for reference during the inspections as well.

**PASSTHROUGH LANGUAGE CURRENTLY IN GRANTS:**

Attachment An Article 7: Each party to this grant Agreement is subject to the standard provisions governing third party relationships as described in 15AAC 154.745. Grantees using weatherization funding may contract for services without prior AHFC approval. All State of Alaska technical and program requirements must be accepted and agreed upon by third party contractors.

Attachment D-details the State Plan, the AK Field Guide, DOE rule and all the overriding CFR.

Attachment D-Article 2 Certifying Statement: The agency has copies of and has read the above referenced materials and will conduct the Weatherization Assistance Program in accordance with all applicable rules, regulations and laws pertained therein. \_\_\_\_\_(Signature)\_\_\_\_\_(Date)

Field guide types approval dates

Single-Family: 5/3/2021  
Manufactured Housing: 5/3/2021  
Multi-Family: 5/3/2021

**V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family

Audit Name: AKWarm (Alaska)

Approval Date: 8/20/2020

Audit Procedure: Manufactured Housing

Audit Name: AKWarm (Alaska)

Approval Date: 8/20/2020

Audit Procedure: Multi-Family

Audit Name: AKWarm (Alaska)

Approval Date: 8/20/2020

Comments

Computerized Energy Audit Software (AKWarm)

Alaska Housing Finance Corporation has developed a combination Weatherization/Home Energy Rating Software known as AKWarm. The software has been reviewed by the Department of Energy in accordance with 10 CFR 440.21(g). All energy conservation measures will have a savings-to-investment ratio of one or greater, proving cost effectiveness as measured by AKWarm. AkWarm is being reviewed this year by DOE for approval.

Airsealing measures could include the addition of weatherstrip and door sweep, caulks and foams used specifically, drywall applied to seal a wall or ceiling to establish a pressure boundary or encapsulate insulation, and other measures designed to reduce air leakage.

The WAP uses AkWarm as its computerized analysis tool for all residential assessments. AkWarm determines those measures which will be implemented to specifically save energy. All homes must receive an AkWarm pre and post energy analysis. All DOE units will be inspected as proscribed by DOE Rule.

AHFC developed the ARIS data base and to date there are a total of 85000 unique identifiers (housing units) in the data base. Since 2008 we have completed through energy rebates and weatherization approximately 45,000 units that we have a pre and post rating for in this data base. We also have another several thousand new units that were given a rebate if they met the 5 star plus rating.

AkWarm itself has been continually improved as a tool for housing analysis and currently is being considered for use as a marketing tool for an energy efficiency determination for homes that are being sold.



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Currently every DOE job must have at least one energy conservation measure of an SIR of one or above. All energy conservation measures installed using DOE funds must meet the SIR of one or above. Eligible funds may be used to buy down the cost of the measures. See WOM, Sec 9.

DOE guidance regarding non energy benefits and H&S measures will be considered in the implementation of the Alaska weatherization program.

FUEL SWITCH USING DOE FUNDS: (WPN 19-4 Attachment 5)

Alaska uses other funds for fuel switching. Below if the process for using DOE funds and must be submitted to the DOE Project Officer.

Submission must include:

1. A short description of the proposed fuel switch and the reason for doing so.
2. Justification for the switch as a H&S measure
3. Or follow the process for justification as an ECM.

Supporting documentation must include the initial site assessment, additional ancillary equipment necessary for the fuel switch (gas lines, electrical and the energy audit's Input Report and Recommended Measures Report. The entire cost of the installation must be included in the cost of the ECM evaluation.

### V.5.3 Final Inspection

#### STANDARD MONITORING PROCEDURES:

All homes completed with DOE funds must receive a QCI inspection from the agency inspector. Each client file must include a form that certifies that the unit had a final inspection and that all work met the required standards. This form must be signed by the QCI inspector. The final QCI will include an assessment of the original audit and confirm that the measures called for on the work order were appropriate and in accordance with the AKWarm audit procedures and protocols approved by DOE. Missed opportunities or deviations from the original audit shall be documented in the final QCI report.

The final inspector from the agency on the job must be someone other than the job supervisor and or the assessor. The final inspector must also be QCI certified (unless extenuating circumstances allow a waiver in writing by the AHFC Program Manager). If the supervisor/crew chief and the final inspector are one and the same, a separate request must be filed with the AHFC Program Manager to allow this and increase the number of units inspected by the state to a minimum of ten percent. This may be the issue in remote and rural areas of Alaska where travel costs prohibit multiple people going into an area to do a separate inspection.

AHFC has provided training and certification to inspectors from each agency. AHFC will continue to monitor the credentials of QCI inspectors and track the continuing education for all the QCI inspectors. AHFC will provide the appropriate continuing education QCI classes and or authorize agencies to utilize T&TA funds to complete this task through attendance at qualified conferences and/or training.

AHFC will provide follow-up inspections and review and/or verification of diagnostic testing and submitted data on a minimum of five percent (5%) of DOE units that are inspected by a QCI agency inspector. If anomalies or problems are found, AHFC will meet with the subgrantee agency to determine a solution. If the QCI inspector does not meet the requirements of the SWS and QCI, AHFC will not accept any inspections from that inspector and will discuss a course of action with the subgrantee agency to ensure compliance on all inspections. If this is a repeated infraction, the non-compliant QCI inspector will be required to go to QCI training for a refresher on compliance, be required to conduct a minimum of ten inspections with a QCI inspector who will mentor him/her, and AHFC will inspect a minimum of ten percent of the agencies DOE jobs that include that inspector, until all issues are resolved with the quality of the inspections. There is a concerted effort by all agencies to train and certify more QCI inspectors currently.

In some cases, the agency assessor may need to perform the final QCI inspection. If that scenario happens, the agency must contact AHFC to let them know that the assessor and the QCI inspector are the same person in specific service district areas of the state due to logistics, costs or other extenuating circumstances. Once approved by AHFC, the state will conduct a total of ten percent (10%) of QCI follow up inspections in this area.

Upon the final inspection, any deficiencies are reported to the subgrantee and must be addressed by the agency. If an agency continues to demonstrate problems, more site visits will be scheduled increasing the overall percentage of units inspected to a minimum of 10%. The final inspection by the subgrantee also must include client education instruction on the long-term maintenance of any given installed measure if it appears that the client needs further education.

Continued training may be provided. BPC in Bellingham Washington may be providing that training and certification. They are the closest IREC certified training entity. Continued QCI certification will be provided by them as well.

No dwelling unit is reported to DOE as completed until all feasible, affordable and practical weatherization measures have been installed and the Subgrantee or any 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 required by 10 CFR 440.21. All expenses must be reported on each job, which often causes delays in reporting.

Inspections under pandemic or infectious outbreaks: If in fact COVID or other infectious virus resurges we have policies in place and use them when needed: If infectious disease protocols per the State of Alaska, local municipality and the subgrantee agencies will be implemented when necessary. That basically means that appropriate PPE will be worn by inspectors and interactions with clients will be socially distanced. If travel is involved by plane there are many local restrictions including testing and quarantine that will be taken into consideration. In Alaska some remote communities will shut down to outsiders entering the

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community if conditions that could threaten the health of residents prevail. In those cases, we will use virtual monitoring to complete the needed QCI inspections.

Currently we are monitoring under our standard procedures to complete the required QCI percentage of 5% units inspected. DOE jobs will be submitted as complete if the agency is able to provide a final inspection. State inspections may be deferred or at times conducted at the same time as the agency inspection. AHFC is preparing to field monitor remotely for the duration of the pandemic if QCI is not able to be completed in the field. If approved this method will be implemented without further public hearing.

## V.6 Weatherization Analysis of Effectiveness

### ANALYSIS OF CURRENT PROJECTS

The active subgrantees are Interior Weatherization, Alaska Community Development Corporation, and Rural CAP. Long term AHFC monitoring of each of these subgrantees shows that the weatherization work has been of high quality and has met program requirements. Alaska uses client satisfaction forms to evaluate quality of work. Client feedback is examined and used for program improvement.

Effectiveness of subgrantee: Site monitoring includes at least five but sometimes ten percent of completed homes and include a thorough client interview to determine outcomes, crew behavior, energy use reduction, overall impressions.

Energy savings vs. productivity: The range of climate and logistic situations in Alaska make comparisons between agencies impossible. Each agency is dealing with a set of unique circumstances. For example, the climate in Southeast is moderate marine with high outdoor humidity much of the year. The far north is extreme cold and hot (-60 degrees to plus 90 degrees) and extremely dry. Field inspectors do review to see the number and cost of measures with the inspector able to make some on site comparisons with other agencies under similar circumstances. AHFC is working also with ARIS database development to collect and compare pre and post projected savings on all homes as well as to sample with actual savings. Subgrantees may use T&TA funds to monitor energy savings, air quality, etc. on weatherization projects.

TTA activities: A majority of training that is provided by AHFC develops from identification of problems and issues in the field and in interviews with the crew and supervisors. Also, at an annual meeting for all the weatherization providers- training needs are discussed and a plan for the year produced from input of grantee and subgrantees.

Grantee Continuous Improvement: AHFC continues to be the major provider of all weatherization training in collaboration with other entities including: Alaska Works, Building Performance Center, Alaska Building Science Network, The Building Science Corporation, etc. AHFC is widely known for its successful implementation of energy efficiency programs that include the weatherization program serving very low income to 100% of area median to the Energy Rating Program for builders and homeowners. DOE funds constitute a portion of the money expended over the past five years but provides a good foundation for all the programs. We are constantly exploring ways to make the program more accountable and to adopt systems that improve service delivery.

Grantee tracking of subgrantee: Subgrantees are subject to one Fiscal and one Program Monitoring where findings and concerns must be addressed in writing with plans of action back to AHFC. Site reviews are scheduled throughout the year so that we can monitor quality over the long term. Each agency is given a specific time period (usually 60 days) for responses to concerns found in the field and if the problem is more significant, a follow up site visit will be done. None of the current subgrantees have had any uncorrected concerns or findings over the years.

Costing measures accurately. The projected costs of fuel in the AKWarm program are updated contractually twice a year for all regions keeping it very current.

Further data evaluation: AHFC is continuing to add to data collection activities for evaluation purposes in an effort to continually provide relevant information back to the grantees and to others about the real benefit of the program.

COVID 19 UPDATES: Although most areas of Alaska are no longer in any kind of shutdown, the effects of COVID on our ability to procure certain materials in a timely manner is still a problem. There are delays in purchasing and shipping of materials. I am concerned about the following on the AC/U and the SIR of measures: rising cost of materials and labor, added cost of Covid 19/RSV PPE, delays in qualifying and setting up clients and then a need to defer if positive testing occurs, the time associated with testing of staff and crews when exposure is suspected, the delays in travel into more remote areas (some are still in lockdown), and other things. So far, we have been able to complete all units and work around supply problems but with increased funding we will have to find ways to procure supplies.

Long Term Analysis: In 2019 Cold Climate Housing Research Center was commissioned to review our weatherization activities and come up with some estimations of impact and effectiveness. Some of the findings included that between 2008-2018 homes increased a full star rating from 2 stars to three stars. A 29% overall savings was realized. 1.4 billion pounds of CO 2 were reduced among other things. Our program continues to stress the use of a modeling audit that ensures energy efficiency measures, a check on H&S items allowed and eligible, the encouragement of cost savings and the use of training to keep all contractors and staff performing at the highest technical levels. The overall workforce has been in the industry for many years and have mastered the art of ensuring effective weatherization work. When we are able to bring on new workforce, the training entities and our own training protocols are very successful. We will replicate this study sometime in the next couple of years when all of our resources for doing so are available.

### ANALYSIS OF EFFECTIVENESS:

1. Our outreach is inclusive of all income groups and every neighborhood in the districts that we are working in. In Anchorage clients are scattered across the community. Alaska is a very diverse state and when we are working in remote communities or within the urban/road connected areas of the state we are serving and employing a mix of people who are self sufficient and hard working. Many of our clients are local people from one of the several hundred tribal communities that exist and we also draw seasonal workers from these areas. Currently we're struggling to find enough contractors and crews. We reach out to trade schools and entities like Alaska Works Partnership that train fundamentals in the villages and to entry level participants that come from the local communities.

2. We have not conducted a widespread energy savings study in the last couple of years, but we do have data collection on all of the computer modeling that is completed. We look at individual households for effectiveness and savings during client file review and on site. We are considering a contract to conduct a follow-up to the CCHRC study that was done in 2019 which is listed in the SF424 under Weatherization Impacts Report. Actual fuel savings are harder to get as in many locations in Alaska as fuel use is not tracked and

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often people get a small amount at a time to keep them going. We learn a lot from our client interviews and from client questionnaires.

3. Agency effectiveness: At our Program Monitoring, we spend time in discussion with staff about strong and weak points in their delivery of the program as well as their relationship with the clients. We discuss ways that the program can be improved at all levels and we discuss any specific training needed.
4. Identifying effective training: most of our network participates every other year in Energy Outwest and in the off years at HPC. These training moments help expose new technologies, techniques, technical testing and administrative advancements that help to make our program more effective. We often pull trainers from these conferences to follow up on certain training that we feel we need as a network. Another method of identifying training needs is a follow up to monitoring where we determine any weak areas of implementation or understanding and we specifically create a targeted training.
5. Monitoring feedback: When the Audit Department conducts its Fiscal monitoring, we try to go to the agency with them so that we are all involved in reviewing the systems in place for tracking costs. It is such an important part of the Weatherization Program in Alaska because of the extremely high cost of living and conducting business in this state. We then use that information combined with the Program Monitoring and the Field Monitoring to see all the moving parts of the agency as it implements the program. This gives us a much greater understanding as to whether more training or other tools may be needed if the agency is struggling.
6. Maintaining continuous improvement: We have always striven to excel and to improve the program year after year. In the past when there was more state money, the AC/U was much higher and now the ACPU is lower and the cost of doing business has increased by about 35-50% or more. Regardless we work together to find less expensive ways to achieve the same ends. Our program remains one of the few very popular, highly rated programs in the state so the outcomes are for the most part very positive despite the cutbacks in funding.
7. We are all involved in reviewing the multiple layers of monitoring and inspections that we perform. We also review the subgrantee single audits periodically that are conducted on these agencies. We are familiar with the staff of each agency and when key people move on or are no longer in the program, we are very aware of the impact that it might have. We say in touch specifically to ensure that things are progressing in a positive manner.
8. Failing final inspection. The problem with inspections is not that the subgrantee fails them, but that often the work is not complete until the very end of the grant period. The time to complete units here is very drawn out due to the logistics of both materials purchase and delivery and the availability of crews and contractors to complete things quickly. This makes inspection difficult. We work closely with the agencies to keep the pace up and the inspections on track.
9. Management findings or concerns: If there is a concern the Grantee follows up and has the subgrantee take corrective action. That agency will be watched for future problems in the same area.
10. We will continue our aggressive monitoring protocols that include Fiscal Monitoring (AHFC Audit Dept), Program Monitoring and Client File Review (R2D2 Dept.) and the Final Inspection Process (5% or more units by R2D2 staff). We will also continue to work together and share internally at AHFC to assist any subgrantee that needs help.
11. We are working on cost updates but costs vary extremely statewide so it is a process. Meanwhile, each agency depends on their cost data and we check to see that it is competitive.
12. Are technical and financial systems reviewed? Yes, they are in the monitoring processes. and in the review of completed units and costs as they are reported.

## V.7 Health and Safety

Plan using the DOE Template is attached in the SF 424. We are requesting 25% for H&S.

Because of the condition of many of the homes that are lived in by DOE eligible clients, Health and Safety improvements crucial to the implementation of energy efficiency work often exceeds 25% of the average cost per unit. The Health and Safety Plan details the eligible costs for DOE H&S expenditures. Those costs that exceed the allowable H&S amount will be covered by other funds.

A significant update in 2024 which we continue to use is the **Alaska Pollution Source Client Survey Form** which will be used to interview the client and to obtain a client signoff at the outset of the process. **The H&S Notification** which stayed the same is used on the job site by the assessor, crew chief, crew or inspector to notify the client of any condition found that will not be corrected by the weatherization program.

All subgrantees receiving DOE funds must adhere to all DOE requirements. See attached H&S Plan. If a job is shut down for health and safety reasons, it cannot be reported or receive DOE dollars until the deficiency is corrected. WOM Chapter 5 Standards also addresses some H&S issues. All measures completed with DOE funds will show an SIR of 1 or above and be considered eligible conservation (ECM) measures. Health and Safety items will be charged to the H&S category (see eligible H&S measures listed in the H&S plan). If an item qualifies as ECM and H&S, it must first be charged to the ECM category.

ASHRAE 62.2-2016 is required for determining ventilation. Continued training on ASHRAE 62.2 2016 is always considered an eligible expense. When innovative products or measures surface regarding ventilation or ventilation related client education or H&S, AHFC will often organize an in-state training for subgrantees. All owner manuals will be provided and explained to the client for all H&S equipment installed.

TTA: Training in all aspects of Health and Safety from crews to clients is always an ongoing part of annual AHFC training. The H&S plan references specific H&S training. We allow agencies to conduct their own annual trainings in all things related to crew and client safety with local providers. Training costs can be charged to TTA funds.

COVID/INFECTIOUS DISEASE RESPONSE: In case of a resurgence of COVID or other widespread virus, we retain our COVID policies if they are needed. There are still communities with some restrictions on travel into and out of the area, and preventative measures in place to keep infectious disease contained.

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Alaska Housing Finance Corporation continues to work with subgrantee agencies and the weatherization national partnership through Energy Outwest and other organizations to develop protocols and educational materials to assist with a return to work in the homes while dealing with Covid 19. This type of activity will always be a part of the overall H & S strategies proposed to protect workers and clients to all potential threats. We are aggressively working through peer exchange to create and adopt the materials we will need to continue work with the highest safety standards possible.

## V.8 Program Management

### V.8.1 Overview and Organization

#### INTRODUCTION

a) The Alaska Housing Finance Corporation (AHFC) has administered the Low-Income Weatherization Assistance Program (WAP) since July, 1992. The State of Alaska administered the program from 1977 to 1992. Alaska Housing Finance Corporation is a quasi-state entity that generates revenue for the State of Alaska and serves as the key entity in the state responsible for all housing issues that residents face including but not limited to: homelessness prevention programs, public housing, Section 8 Vouchers, teacher housing, Low-income Housing Tax Credits, HOME rehab program, Supplemental to Native Housing Authorities, and the primary mission to underwrite mortgages. AHFC has many innovative loan programs to assist all elements of the general population, including low-income assistance programs, education for first time home buyers, non-conforming structure loans, etc. The agency is also in charge of the Low-Income Weatherization and the Energy Rebate Programs.

b) This State Plan provides the information required by the federal regulation 10 CFR 440, Weatherization Assistance for Low-Income Persons.

c) This Plan will continue to be administered with the use of the Weatherization Operations Manual for the WAP. This manual is updated on an as-needed basis and changes posted annually. The Alaska Field Guide has been created by AHFC and is the guide for DOE compliant implantation of measures under the weatherization program and is the implementation document for the SWS.

Find the WOM at <https://www.ahfc.us/efficiency/education-and-events/manuals-forms-and-workbooks/weatherization-operations-manual>

d) The Alaska Energy Authority administers the State Energy Program (SEP) and the Department of Health and Social Services administers the LIHEAP Program. Both agencies work in tandem with AHFC in the administration of these programs.

### V.8.2 Administrative Expenditure Limits

The Consolidated Appropriations Act of 2021 (Pub.L.116-260) amended 10 CFR 440.18(e) to require that "Not more than 15 percent of any grant made to a State may be used by the Grantee and Subgrantees for administrative purposes in carrying out duties under this part, except that not more than 7.5 percent may be used by the State for such purposes, and not less than 7.5 percent must be made available to Subgrantees by States. A State may provide in its annual plan for recipients of grants of less than \$350,000 to use up to an additional 5 percent of such grants for administration if the State has determined that such recipient requires such additional amount to implement effectively the administrative requirements established by DOE pursuant to this part."

### V.8.3 Monitoring Activities

#### ISTORICAL APPROACH AND METHODOLOGY UNDER NORMAL TIMES:

**MONITORING APPROACH:** The most important function of the TTA funds is monitoring and direct training and technical assistance to the agencies regarding monitoring and compliance with DOE regulation. T&TA funds are used to provide travel money to monitor weatherization subgrantees. As the Alaska Housing Finance Corporation provides the majority of the total weatherization funding for Alaska, and the Enhanced Weatherization (Residential Rehabilitation) portion of the overall Weatherization Program provides weatherization coverage for the smallest communities scattered across the largest land mass and most sparsely populated areas of the state, T&TA funds may be used to cover monitoring expenses of these projects.

Out of our Grantee TTA budget approximately 20% is spent on direct travel costs associated with monitoring visits to the agencies. Some of our time is also allocated to this activity. State funds also pick up a portion of the monitoring travel because we are often monitoring not only DOE units but also state units. That said, many of our TA activities are devoted to Quality Control and Quality Assurance. When we have peer type training where we visit an agency and go test new diagnostic tests or a new measure in the field and we all meet on site. Some of our training in state is directly aimed at reducing callbacks on inspection. We also use some of our grantee contractual money to continue improvements on AkWarm and on Weatherization On-line where we are able to collect more and more data that allows us to look at results prior to going into the field. All of this adds to increasing the quality of our final product.

The Program Manager for AHFC charges 40% of her salary to the TTA budget. All admin funds go to the subgrantees and all other personnel costs are paid by AHFC with state funds. The Program Manager spends a great deal of time on rule and regulation review, virtual monitoring with subgrantees over the phone, onsite monitoring, field guide and

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AKWarm development.

There are four types of monitoring visits that will occur throughout the year:

1. **Agency Program Monitoring**, includes a thorough review of agency policies and practices by the Program Manager once towards the end of the program year. Areas examined include: adherence to WOM and grant attachments; personnel policies; outreach and intake; in house inspection process; rental policies and landlord contributions; walk away and deferral incidents; prioritization of clients; inventory and warehouse control; equipment and vehicles; training and technical assistance activities; certifications of people and the agency. The Program Monitoring will also verify that all requirements of the SWS and technical requirements are passed through to the subcontractors. This is scheduled between December and March to ensure that as many records as possible are available and that we have a number of completed files to review. Conducted by Mimi Burbage, Program Manager with 36 years of experience in the weatherization field. Trained in Uniform Administrative Codes and Requirements, Federal CFR, State Regulations, QCI certified, OSHA trained, RRP certified, and is a trainer as well as attends Programmatic and Management training sessions.

2. **Client File Review**. At the program monitoring a minimum of five to ten percent of client files will be reviewed to verify that all required documentation is present, including: income verification; assessment; AkWarm files (including the Improvement Options Report); diagnostic testing; client signatures; scope of work; materials and labor costs; final inspection report; notes of anomalies on the job; required Lead certifications; Lead compliance documents, ASHRAE compliance documents and, SHPO documents. As the review is conducted diagnostic numbers are evaluated and reviewed for compliance with technical standards. The goal of client file review is to ensure that all needed documentation is in the file.

3. **Fiscal monitoring** that is conducted by the grant's administrators scheduled once each program year. That includes a review of financial audits; procurement practices; cost allocation; billings; eligible costs; and risk evaluation. This is performed annually by the Audit Department and Grant Management staff from AHFC Research and Rural Development Division (R2D2). This includes a review of financial audits, procurement practices, cost allocations, billings, eligible costs, and risk evaluation. Because this monitoring covers all programs administered by the agencies, it is scheduled to coincide with completions for all programs not just weatherization. For the three DOE subgrantees it is usually between January and March. At this time the fiscal monitoring is being assumed by the Internal Audit Department for all grants and contracts. Kristian Beckner is an Audit Officer at AHFC (CIA, CRMA). He has been working closely with our department for many years to assist our subgrantees in compliance. We are working closely with Kristian to make sure that the different monitoring activities cover all the elements that we need to examine. The "Audit Fiscal and Program Monitoring Guide" has been added to the SF424.

**SINGLE AUDIT REQUIREMENT:** All subgrantees receive a Single Audit annually if their revenue exceeds \$750000 in Federal funds or \$250000 in state funds. All three agencies have had a Single Audit every year in the past several years. Compliance with the requirement is checked at the time of the Fiscal/Program monitoring. Audits are reviewed for unresolved findings. DOE funds help cover part of the cost of an audit at times when appropriate.

**Corrective Action Plan:** For the fiscal and procurement monitoring, the subgrantee should be notified in the Monitoring Review Report of Findings and Concerns within 30 days of the monitoring review. The subgrantee should be given a reasonable timeframe to respond in writing and to implement the corrective actions and recommendations. In the report AHFC recommends a Corrective Action Plan to the Finding or Concern, the subgrantee then responds with their CAP which includes the steps they perform and the timeline for completion. After the Grant Specialist receives the grantee's response letter, a determination should be made by either the Grant Specialist and/or Program Manager as to whether further action is needed. The Grant Specialist will notify the grantee in writing when all Findings and Concerns have been resolved.

4. **Field Monitoring** is scheduled one-to-multiple times throughout the year by the Program Manager to inspect a minimum number of homes completed. QCI inspections will be performed on at least five to ten percent of the homes completed. These inspections are often scheduled to coincide with completions. QCI interim inspections will also be performed on a minimum of one or two units per subgrantee agency per year. We work closely with the agencies to do our QCI and our general state field inspections throughout the year so we can catch any problems before a large number of completions. We also choose to conduct inspections in as many different communities that the agencies are working in as possible. The purpose is to observe and inspect the work of different crews and contractors. Mimi Burbage is QCI certified and continues to participate regularly in technical training through workshops in state and regional and national conferences. She has exceeded the required BPI credits for maintaining certification and will continue to keep current with her certification.

The QCI inspection form will be used for the field inspections this year. QCI inspections will be conducted on single family, small multifamily units and mobile homes. At the end of each field monitoring visit with a subgrantee, AHFC will brief the subgrantee on the observations and findings from the visit. Within 30 days after each visit, AHFC will prepare a written report on its findings and send a copy to the subgrantee. Corrective action necessary must be taken by the subgrantee within a designated time frame and reported back to AHFC. Subgrantees with deficiencies will be more closely monitored. Subgrantees needing more time to respond must request a waiver with justification in writing.

**Role:** To ensure the continuance of quality work and adequate financial management, AHFC will monitor each subgrantee at least once during the program year for compliance with WAP requirements. Additional site visits will be made to monitor at least 5% of all homes weatherized, making two or more visits likely to each subgrantee. Additional monitoring will include energy savings evaluation on selected homes, and monitoring for durability and effectiveness of measures installed. By the close of each year, AHFC will have completed a comprehensive review of each subgrantee including its most current audit.

**Visit:** AHFC has standard forms that they will be using for each type of monitoring visit. In fact, if an agency demonstrates problems in any area of the program (fiscal, management, and/or actual field work), AHFC will increase visits to the agency to provide TTA and appropriate oversight until problems are corrected. Much of the training that is orchestrated by AHFC is in response to observations made during monitoring visits.

**Timelines for monitoring:**

1. Program Monitoring-usually conducted between January and April so that the majority of invoices and POs are processed and completed. Most of the field jobs are completed by Nov/Dec in rural Alaska and by Feb. in the road connected areas, the work is more year-round but agencies try to complete by December. We want the maximum amount of invoicing in and projects closed so that we can track selected jobs from start to finish.

2. Fiscal Monitoring: usually the auditors try to conduct this monitoring visit between January and March for much the same reasons as stated above. They are looking at multiple programs so the time frames are adjusted to accommodate that as well.

3. Client File Review: conducted on site at the time of the Program Monitoring.

4. Field Monitoring: We work closely with the subgrantee agencies to schedule an area for inspection when a number of jobs have been completed. This is difficult to chart at the beginning of the year. All rural Alaska jobs are dependent on barge and airfreight schedules. Generally speaking, we travel to this area in the late summer, fall and early winter to conduct field inspections. Urban area is more year-round but often work does not start until mid-summer depending on the client sign up, RRP SHPO, etc. processes. Scheduling QCI has become more challenging due to the intensity and duration of the inspection. We don't always get client cooperation in cold weather for conducting the final blower door tests, etc. The following is a very rough estimate. There are many factors that enter in to timeframes. We are in constant communication with the subgrantees on their completions: Interior Weatherization: 3-4 inspection trips for field throughout the year starting in June or July.

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RCAP-Anchorage-one day per month in Anchorage and 1-2 trips to Juneau (July, September, January). We will try to get to one village in each region annually for inspections. Sometimes we need to rely on a virtual inspection process and work with the subgrantees to do this.  
ACDC-One trip to the Bristol Bay region, 5-6 trips in Southcentral (4 -Matsu Valley, 2 Kenai) and 1-2 trips to Southeast communities.

5. Tracking and Analysis:

Financial Review-this is provided at the time of the Fiscal Monitoring and will include a description of what was tested, all findings and concerns, resolutions, and recommendations in a summary report.

Program Monitoring and Client File Review-When each of these is conducted towards the end of the Program Year, a report that includes any concerns or findings, the details on files reviewed with specific checklists, And a summary recommendation of the final status of the Monitoring.

Field Monitoring-Each inspection in the field is documented with the AHFC Field Monitoring Form, the QCI inspection form, LIHEAP and WRF inspection forms (if applicable), and the Client Questionnaire. if there are any issues a separate letter will also document recommendations and suggestions with a follow-up required.

Annually this will be documented in the final monitoring report to DOE with a listing of homes inspected and dates, all the various monitoring visits will be documented with dates as well and a summary of the performance of the agency overall will be provided. Suggestions for improvements will be added if appropriate.

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

**PROPOSED TRAINING SCHEDULE (AHFC sponsored):**

QUARTER 1-motivational training for AHFC staff from all the Departments that work together. John Bacon. We will also work with agencies to see if there is a technical training that can be provided to the network regarding diagnostics review, mobile home practices, etc.

QUARTER 2. Summer. This is mostly hands within the subgrantee agencies for new employees in the field.

QUARTER 3-Technical training collaboration with BPC Bellingham and SFH measures and methods of installation. Also updates to new products etc. \$15000-20000 estimated.

QUARTER 4-EE NOW-which is an energy efficiency training and networking opportunity for weatherization, raters, solar providers and others involved in the energy efficiency field to come together and share knowledge. Usually in February. It is three days of training and we invite experts in the field.

**COMPREHENSIVE TRAINING:**

On a three year cycle we train and certify all of our QCI inspectors.

For contractors and crews we are exploring the use of on-line training centers and utilizing their library of classes to require that crews and contractors are regularly take for credit. This last year some of our agency personnel have been taking classes on line from John Krigger for house as a system, and general building science so it might be a viable tool for us. We will work on a tentative agreement to have a training center help us structure a comprehensive training plan for crews and contractors.

**APPROACH TO TRAINING FOR WEATHERIZATION AGENCIES:**

The majority of the TTA funds are given to the Subgrantee agencies. The distances between regions and communities are significant so we rely on the agencies to provide the training that they need to their employees and contractors.

Identifying effective and needed training: most of our network participates every other year in Energy Outwest and in the off years at HPC. These training moments help expose new technologies, techniques, technical testing and administrative advancements that help to make our program more effective. We often pull trainers from these conferences to follow up on certain training that we feel we need as a network. Another method of deterring training needs is a follow up to monitoring where we determine any weak areas of implementation or understanding and we specifically create a targeted training. We also look at any monitoring problems and will schedule training classes to specifically target issues that we see. For example, in the administrative side, many agencies were struggling with micro purchase and sole source this last year so we took the opportunity to hire Kevin Myren to update everyone on Uniform Guidance and we brought in our own contract administrators during the session to cover the differences between State and Federal rules and thresholds. The need for this training was observed during the monitoring visits and also requested by the subgrantees. The class was very appreciated.

**CLIENT EDUCATION UNDER TTA:**

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All of the notifications, instructions and manuals required to be provided to the client regarding H&S items are listed in the H&S plan. Each one needs to be acknowledged by the client in writing. Much of the client education is provided in one-on-one meetings with the client throughout the weatherization process. Some client education is provided prior to the work beginning in the classroom (see Interior Weatherization).

AHFC also provides coloring books, Tips booklets, and makes available the Field Guide to interested clients. These will continue to be provided.

**STATE SPONSORED AND COORDINATED TRAINING:**

EA/QCI-this is organized once every three years for anyone interested in retesting in the network and is our only required certification at this point. We have three agencies and all of them have 1-2 people qualified as QCI currently. AHFC recently trained Michael Spenser and recertified Michael Carlson. Eventually they may assist with the weatherization QCI inspections or be a backup for Mimi. I think that we need to explain why we have so very little centralized training. It is because we are so spread out in the areas that we serve. I give a large part of TTA funds to the Subgrantee agencies to apply to the training that they specifically need including safety OSHA, RRP, CPR, First Aid, etc. Most of them attend technical training as a group and learn together from new trainers and presentations. When we want to sponsor a training or a mini conference in Alaska, everyone is encouraged to come. We make costs eligible for reimbursement so that we get good participation. We only have statewide trainings once in a great while. This year we are having one in February that was not planned until recently and now includes a number of weatherization people.

RCAP: This agency works in Juneau, Anchorage and remote rural NW and Western villages. The work in the two urban centers is completed by staff crews or contractors depending on the measures. Training for these people usually occurs in Anchorage as they are part of the core workforce that serves these two communities. There is a contractor in Southeast that also is tapped for Juneau jobs. The remote villages rely on seasonal hires. Shelby will go out to the villages and train anyone interested in basic building science. Then the potential crew members are specifically trained hands on to be able to airseal, install insulation, work under the homes on the floors or the crawl walls. This training often takes place in the early summer just before the projects start. We will often recruit and train a larger group of potential workers and then by the time the job gets started we might have five to eight people or less that stay on for the work. If airport or road jobs come through these villages many will leave weatherization for these kinds of jobs. Working on the homes of others in the community brings a special kind of problem with it in that you then become the long-term maintainer of the house and once RCAP is done, people are calling you for help on anything that they need help with. We cannot haul all these people into Anchorage or another urban community to train them, there is just too much turnover. The most effective training is in the village on the housing stock that will be worked on. Most of the times RCAP is working in two major villages or three at the same time and the process is repeated in each village. Occasionally we have a person who stays with RCAP and goes to another community. Mostly the people who live in these villages look for short term work and they combine it with their subsistence lifestyle. Some people work for a week and then we never see them again after the first check. You have to be flexible when working in Alaska on weatherization especially in the bush. RCAP has a Weatherization Director, one intake person, two energy auditors, 1 1/2 QCI, several crews lead, a materials coordinator and expeditor, a grants administrator and paperwork coordinator, and a mix of crews and contractors scattered throughout the state in the areas where they work.

AKCDC: This agency serves the largest road connected areas of the state including the area that runs from Delta south along the Richardson Highway down the Copper River to Valdez, Kodiak, the Parks Highway from Denali to Anchorage and then down the Seward Highway to Homer. They also work in one community in Southeast every year (Ketchikan, Wrangell, or any of the other Southeastern Communities when people apply from those areas. They also serve a small number of units in the Bristol Bay area annually. They have a Director, two administrators that apply for grants, keep up the WOM, and manage some of the other grants that they have with HHS or Medicaid. They have 1 1/2 QCI inspectors, the weatherization manager who also does assessments for the senior accessibility program that they have. They have one energy auditor on contract these days and two contractors. Contractors and the Energy Auditor train on the job as new crew members come on board. Contractors are encouraged to attend any state sponsored training and to attend technical training.

Interior Weatherization: This group serves the area of the state with both the coldest and the hottest temperatures. It is a far-flung area that includes all of Fairbanks and the Fairbanks North Star Borough. It extends to Denali national park on the Parks Highway, off to the Minto Flats in the other and through North Pole and to Delta on the Richardson Highway. It also includes Manley Hot Springs and Chena Hot Springs in different directions. It goes up the Dalton Highway and covers some more remote residents. Once again there is one QCI person, two energy auditors, one intake person, a budget person, and a core in house crew of four as well as specialty contractors. The same training model prevails.

Agencies are actively recruiting for new workers. We would like to expand on available crews and we would like to add to trained energy auditors and EA/QCI inspectors. We are looking into building a mentorship and internship possibly with the unions. As we work on that, we will build in safe guards that will keep untrained personnel from working alone or without supervision. Currently this is not an issue and assessors and inspectors meet in the field with AHFC staff to review AkWarm inputs and details of the work scope product to ensure accuracy and a high-quality product.

**Possible uses of TTA funds to comply with new requirements and to sustain best practice:**

Training will be provided in best practice associated with any of the following, especially when a deficiency is noted. Sometimes, this can be agency specific or could be statewide for all agencies:

1. Energy Efficiency (EE): Attic airsealing; attic insulation; wall insulation; floor/crawl airsealing and insulation; heating system clean and tune, repairs and replacement for efficiency only; blower door directed airsealing; and, window and door replacements for efficiency only. All DOE efficiency work must meet an SIR of one or above and is not restricted to those items listed above. Training to ensure the successful implementation of efficiency measures is an eligible TTA expense. AkWarm Training is offered periodically to demonstrate updates and to train new users.

2. Health and Safety items include the following: ground vapor barrier, crawl space ventilation, whole house ventilation to ASHRAE requirement (including both bath and kitchen exhaust), heating system clean and tune, repair or replacement for health and safety reasons; stacks and vents for heating systems; hot water heater replacements when a health and safety condition exists; CO and smoke detectors; and lead safe work practice. Training as needed in the installation and product evaluation will be provided for H&S items and measures.

3. Alaska Field Guide. We will continue to work on adding to our Field Guide as needed. We will provide training to our crews and leads. Most of the activity on the

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Field Guide is done in house with one of our Subgrantee agencies and AHFC staff. Appropriate time and other costs can be charged to TTA to continue that work.

4. **CERTIFICATIONS:** The only required mandatory certification is EA/QCI for anyone conducting DOE inspections. It is a three-year cycle for training and recertification. Most of the Alaska EA/QCI inspectors recertify together in Alaska at a sanctioned training house in Fairbanks once every three years. Any other QCI inspectors: Alaska will continue to work with the BPC in Bellingham on the training and certification of new QCI inspectors. It is mandatory that this certification is held by anyone doing DOE inspections. Recertification will most likely be done in partnership with the Building Performance Center in Bellingham. Most of our QCI inspectors recertified in 2023/2024 and won't need to do this again until 2026 but some will be going to Bellingham to complete the recertification process. If we are able to hire some new people in the field, we will be training them to eventually earn this certification if they are to work as an assessor or inspector.

It is required that all new hires that are supervisors, crew leads or permanent crews eventually get a certificate of completion in RRP, OSHA 10 or 30, mold and asbestos identification and containment, basic building science (on line, from a training center or Alaska trainer, or hands on in house at the agency. It is recommended that permanent crew be encouraged to take classes under BPI for appropriate certifications. Because there is a lot of seasonal turnover, training and certifications are tailored to the agency's needs. All people involved in the assessment receive AKWarm training which is offered regularly by AHFC.

Each agency currently has one or two QCI inspectors, multiple crews and supervisors with RRP and OSHA training, and one or two assessors. Alaska Housing has two QCI inspectors. All agencies and AHFC are actively working to have more people certified in EA/QCI. We estimate that each agency could have two more each to help cover needs when traveling to more remote areas by road or air and to offset the fact that more people are starting to retire.

In the event that new hires are tasked with assisting with energy audits, they will accompany someone from the Subgrantee agency initially until they learn the systems in place for conducting an energy audit. The agency will be responsible to ensure that the only people performing audits are sufficiently trained and knowledgeable to complete a thorough and accurate audit. All Energy Auditors will be encouraged to take auditor training offered once a year at AHFC and to work towards a BPI Building Analyst certification.

No one who is not certified is allowed to complete a QCI inspection sign off. If someone is mentoring a person in the QCI process, they must contact AHFC and we will perform some in progress inspections with both the mentor and the apprentice. Eventually for QCI the person being mentored will take the Training and Certification at a training center.

**RRP-Lead Renovator** is required for crew leads or supervisors working on pre 1978 homes. This is offered in Alaska by two training entities and AHFC checks RRP credentials at the Program Monitoring. All crews are allowed and encouraged to take this class. All crews and supervisors can take either OSHA 10 or OSHA 30 and all of our agencies have done that. We discuss and update the details of safety training at the Program Monitoring. OSHA training is offered by Alaska Works and by the Labor Union. There are other trainings that are encouraged as well such as asbestos awareness, mold and other indoor pollutants, Healthy Homes training, etc.

AHFC does not require that agencies hold a Contractor's License or a Residential Endorsement. If they do, they need to be compliant with the state licensing board. We allow for any training that helps maintain the CEUs required for this as well.

AHFC pays for a block of online training offered by Saturn Resource (John Krigger) Management. If is available for free to anyone in the network and the CEU's can help to qualify technicians for some of the BPI credentials. Krigger' classes are excellent for all levels of understanding of Building Science and are stepping stones for building knowledge working in the energy efficiency in residential housing.

All of our agencies engage in on-the-job training with new employees. Because of the vast distances of this state from community to community it makes a lot more sense to do specific targeted training to seasonal employees. The majority of the people working in the program today have worked for about 30 years in the industry. Most of the training that we offer the existing network is composed of the following:

Administrative and software

Technical-mostly through conferences such as EOW and BPA

Targeted technical-specific trainers (this year John Tooley)

Certification-EA/QCI with BPA Bellingham and RRP with local environmental agencies.

5. Continue technical standards development, memberships, dues fees and sponsorships for Energy OutWest (EOW), National Association of Community Service Providers (NASCSP), North West Energy Coalition (NWECC), Northern Shelter, and other groups that work to sustain and perfect weatherization technology and trade. This would also include local supportive groups and collaborative efforts such as Renewable Energy Alaska Project (REAP) and the Rural Energy Conference.

6. Continued special training sessions for statewide participation (building science, quality control, ventilation, lead, etc.); training organized by Alaska Works Partnership, Wisdom and Associates, BPC and Opportunity Council and other training groups as approved by AHFC and for the purpose of compliance, certification and technical advancements; data collection system development; meeting coordination and logistics; and, continued WOM updated manual, pilot projects for tracking savings; and client education materials. This also includes an array of technical training for changing crews and staff, as well as costs for compliance with requirements of the grant including OSHA-HCP, etc. Costs could include salaries and stipends for participants if deemed necessary for participation in training or in state peer exchange. All Subgrantee agencies will be submitting a TTA Plan for preapproved activities in the advancement of meeting the quality control goals required by DOE.

7. Continue training operations, manual and standards updates, SHPO, new DOE directions, etc. Other things that may arise during the year falling under general admin or TTA categories that may be beneficial to the overall strength and efficiency of the AK. Weatherization Program.

8. WOM updates and changes. Labor and other costs associate with the continued updates of the WOM to align with DOE and state regulation.



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9. Continue support for Energy Efficiency meetings and conferences sponsored by AHFC when appropriate. These conferences and meetings can bring together energy efficiency folks from the commercial and residential arenas to plan strategy for Alaska's future in building efficiency. It includes weatherization providers, home builders, native housing authorities, architects, code inspectors, realtors in an intensive networking situation. It has been successful in communicating advances in each industry to a broad range of other experts. Also continue collaboration with other Northern states and circumpolar countries to exchange technical knowledge regarding cold climate building techniques and practices.

10. Client education materials, products and training costs for both classroom and individual consult. This could include newly introduced products that enhance the weatherization experience, including books, pamphlets, hygro-thermometers, led lights, refrigerator cleaning kits, timers for controlling electrical use on water heaters, block heaters, etc. and other products that will assist the client in long term energy savings. It could include the training provided at intake, or during the assessment or at the final inspection or for follow-up. It could also include the mandatory or informational pre-weatherization classes offered to individuals or to the community as a whole. Client education is a priority for DOE weatherization and all such activities are approved for use of TTA funds.

Interior Weatherization provides a class that is required for all participants (exceptions are made when needed). It trains the client in the benefits, and the processes of weatherization, and it helps them to understand what to expect when the assessor and then the crews arrive. All crew members are trained to interact in detail with the clients on all of the measures installed especially electronics, etc. that might need client intervention such as thermostats and CO detectors.

This year we will also develop a maintenance package to be used for client education that may include such items as published materials recommending best practice for maintaining all appliances such as the heating and hot water systems, fans, range hoods, etc. Where a furnace has received a clean and tune or has been replaced, the client should be provided with replacement filters (up to a three pack) to make it easier for them to establish a routine of regular filter replacement and to have the size and type of filter needed so they can continue to keep the system in good working order. Subgrantee staff or subcontractors can provide the client ed needed for each house and the client could sign off a simple form acknowledging that they have been provided client education materials. Although we provide much fewer low flow shower and sink aerators since most fixtures on the market are low flow, when a client has a high efficiency boiler or an on demand hot water heater, they can be provided as a part of the client ed package so that the client understands how these systems work and how low flow fixtures are a part of the entire package. This year we will also develop a maintenance package to be used for client education that may include such items as published materials recommending best practice for maintaining all appliances such as the heating and hot water systems, fans, range hoods, etc. Where a furnace has received a clean and tune or has been replaced, the client should be provided with replacement filters (up to a three pack) to make it easier for them to establish a routine of regular filter replacement and to have the size and type of filter needed so they can continue to keep the system in good working order. Subgrantee staff or subcontractors can provide the client ed needed for each house and the client could sign off a simple form acknowledging that they have been provided client education materials. Although we provide much fewer low flow shower and sink aerators since most fixtures on the market are low flow, when a client has a high efficiency boiler or an on demand hot water heater, they can be provided as a part of the client ed package so that the client understands how these systems work and how low flow fixtures are a part of the entire package.

RurAl CAP sometimes is able to hold a town hall meeting to introduce clients to the program but they focus on individual training. Much of the time the assessor spends a great deal of time explaining the program and recommendations to the homeowner. Follow up occurs the same with the final inspection.

ACDC also uses their assessors and inspectors to provide intensive on-site education. Because the program is not condensed for them, individual training works best.

We also provide coloring books, crayons, Energy Tips. and other specific printed materials to clients. Those that want more information are introduced to web sites that support the products and measures that we use commonly.

11 Sustain and assist the activities of Energy OutWest the regional organization or weatherization providers. Participate in the organizational planning, peer exchange, conference planning sessions, regional or local training and the biannual conference. Provide support and sponsorship for core and peer exchange activities. All costs associated are eligible under TTA. EOW on site conference is in Denver in 2022.

12. Training and exchange in Quality Management Plan, the Core Competencies, and job task analysis. AHFC could contract for a trainer such as NASCSP, FSL in Phoenix, the Opportunity Council or BPC in Bellingham or other recognized agency to do the training associated with this.

13 AHFC annual training for administrators. All costs associated with this will be under TTA. This could include WOM updates, any OMB related training; other regulations as they apply to the weatherization program; implementation practices; intake; eligibility; client education; etc.

14 Personnel improvement classes for management and staff.

15 Annual technical training for all new updates and best practice policies and implementation.

16 Diagnostic supplies for compliance with QCI requirements.

17. All training for QCI inspectors and crew leads for Continuing Education Credits. Currently AHFC is submitting for credits with BPI for any training offered that covers the JTA for relevant weatherization positions and tasks. QCI inspectors and other trade certifications require approved and appropriate continuing education credits. AHFC is trying to help provide those in state as much as possible. All costs associated with this are eligible TTA expenses. Eligible conferences providing these credits could include but not limited to DOE, Building Performance Association (BPA), Energy OutWest (EOW), Residential Energy Services Network (RESNET), EEBA (Energy Efficient Building Association), the National Homebuilders Association, and other housing and technical conferences.

18. Healthy Homes Training and collaborative efforts. We will continue to work on the collaboration with other stakeholders and possibly sponsor more training in the future.

19. AkWarm and ARIS (data tracking system) will be continually updated to improve these systems for weatherization. Wx On line and the contractor RDI and/or CCHRC also will continue to be improved for use as a reporting and tracking tool. Training will be provided when needed.

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20 AHFC could provide training with instate providers for some subject matters or with BPC for the Quality Control Inspectors, QCI multifamily inspection and general technical training: NY State Weatherization Directors Association ((NYSWDA) or BPC for some multifamily specific training; Community Housing Partners for advanced building sciences; the house of pressure, or supervisor in-field training; or SWBSTC in quality management training, critical details, and or job task analysis training. AHFC will review the upcoming requirements to provide training to other job categories in the future and determine a course of action. AHFC will continue to work to determine the most cost-effective approach to delivering Tier I Training and Continuing Education Credits in specific job categories.

21. Tier I/II training as required and available for weatherization technicians. Because we are a remote state from the continental US as well as have large remote and rural districts within the state itself, and because we have no IREC certified training center, AHFC will continue to work on a plan to extend Tier I training past the Energy Auditor/QCI training offered every three years and at this point in time, it is not feasible to promise that Tier one training will be available to anyone in Alaska for the foreseeable future. Currently Alaska has provided top notch training using state as well as TTA funds to all weatherization providers in the technical sciences. We will continue to use utilize in-state trainers to keep technicians up to date on all technical and diagnostic procedures.

22. Training and meetings associated with DOE, NASCSP, NCAF HPC and NASEO.

**GENERAL COMMENTS:**

T&TA is split between Alaska Housing and the Subgrantees. The T&TA total for AHFC is broken down in large categories as follows:

1. Personnel: Salaries of Program manager or Field inspector.
2. Travel (All Monitoring, Conferences, Training and Technical Assistance to agencies, etc.)
3. Special Contracts (In state training, publications, sponsorships, peer exchange, compliance document development, etc.)
4. Contractual: grants to Subgrantee agencies
5. Supplies including office, resources, training, meeting, diagnostic tools, etc.

The monitoring process for AHFC is specifically designed to identify any problems in a Subgrantee agency. By monitoring throughout the year with occasional on-site visits and overall looking at a minimum of 5% (10 or more percent when needed) of homes completed, actual implementation deficiencies will be observed early on. The client questionnaire, which goes to every house after the job is completed, are reviewed by AHFC and then forwarded to the Subgrantee agencies for review. These are most helpful in pinpointing weaknesses in communication with the clients and in the quality of installation work. The annual agency monitoring is a time when Subgrantee agency staff can discuss any of the bigger obstacles to successful delivery of the program to the client in the field with AHFC staff. The fact that the state has only three DOE Subgrantees (when fully funded) makes problem identification much easier and helps us to target greatest need areas.

Any feedback from DOE monitoring visits, internal state audits, Grantee monitoring of the Subgrantees, IG reports, analysis of effectiveness and other input (such as changes to the SWS) will be considered and included in the planning for training and technical assistance either internally or to Subgrantees.

AHFC assesses each agency to determine their T&TA needs, which is reviewed and approved by the WAP Manager. This targets funding to what each agency needs for training purposes. Additionally, AHFC sponsors training sessions for individual agencies and for all weatherization providers each year. AHFC also contributes to the regional Energy OutWest Conference held every other year and a biannual building/weatherization conference held within the state. AHFC is a strong supporter of the Energy OutWest Peer Exchange group from which many trainers and training curriculum are developed and utilized within the region. AHFC provides training to keep agencies in compliance with mandatory requirements of DOE, EPA, OSHA etc. We check for RRP credentials.

One of the most effective training collaborations that we have had has been with the Bellingham Building Performance Center/Opportunity Council in particular with Chris Clay very hands on approach to assessor and installer training. We would continue this specific training when we see the need in specific areas of the state and utilizing Grantee or Subgrantee funding for this type of peer exchange training. BPC (or other certified training center) will provide all of the Energy Auditor and QCI associated training and certification that will take place when needed. The majority of EA/QCI inspectors in the state test out in Fairbanks in conjunction with Interior Weatherization and BPC. new QCI inspectors often travel to Bellingham to become certified.

All of our agencies are very current on advanced technical training and when new staff comes on, the first effort is to utilize peer mentoring to bring individuals through all of the basics. Once they are through the basics, they are enrolled in Building Science courses or some other specific technical training recognized by the State for weatherization technicians. Often, they get additional advanced training at Energy OutWest. Alaska uses in state peer exchange as an effective training tool as well.

The individual agency budgets all include client education workshops, kits and individualized training. They also include training for crews and some administrative training on the grant tracking system for administrators. Each agency also requests travel dollars for peer exchange, participation in the regional Energy OutWest Conference, BPI certification and training, BPC hands-on training, QCI training and certification costs, in-state training, and national technical conferences (DOE, EOW, EEBA, and HPC, Thermal Envelope, etc.).

All training and implementation associated with QCI inspection and certification process and the application of the Alaska Field Guide are eligible expenses under TTA.

Other ongoing activities include regional and national peer to peer exchange, technical publications, memberships and sponsorships, etc. AHFC may approve training, special projects and/or sponsor technical conferences in conjunction with other financial supporters, such as Cold Climate Housing Research Center, Alaska Craftsman Home Program, Alaska Building Science Network, Wisdom and Associates, etc.

Travel costs for grantee and Subgrantee agencies are eligible under this category, including travel to conferences, peer exchange, specific training opportunities and conferences.

**Contractor reimbursements**-contractors that are working within the weatherization program are eligible for travel, registration fees and meal reimbursements to

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attend training related to the JTA (Installer, Crew Lead, Energy Auditor and QCI). Many of our subcontractors have worked for years in the program and want to be keep up with the technical requirements and the certifications needed within the program. Subgrantee agencies must have a clear policy for reimbursements for their contractors. The process should be communicated to potential subcontractors during the procurement process. Reimbursement for the time to attend training must be reasonable and based on Subgrantee labor rates or other available data. Travel reimbursements must be based on actual costs and follow the AHFC travel policy

Subgrantees must clearly communicate how training will be paid for during the procurement process, so contractors know what costs to exclude and include in the bid. Training must either be included in the contractor's overhead or reimbursed per the approved T&TA Plan, not both. Subgrantees must clearly communicate the T&TA reimbursement policies and procedures in a binding agreement with the contractor. All funds used for contractor reimbursements must be from the T&TA budget line item. Reimbursement for the time to attend training must be reasonable and based on Subgrantee specific labor rates or other available data. Travel reimbursements must be based on actual costs, the GSA Per Diem Rates, or equivalent Grantee or Subgrantee-specific travel policy. The plan should set limits and thresholds for contractor reimbursements, for example: A fixed dollar amount per day of training or per training course or total dollars to a contractor firm. Course or exam fees per trainee limited to three attempts on the number of exam retakes that will be reimbursed. All applicable prerequisites are required to be eligible for the Energy Auditor and QCI certifications.

**Retention agreements:** Subgrantees must institute a reasonable policy of retention in exchange for training and certification of contractors that is paid for using DOE funds that must be approved by AHFC. This policy must be included in the agreement with the contractors. If AHFC provides a mandatory or network training with no individual fees associated with it, then there is no retention requirement. If a person receiving training is terminated due to a reduction in force due to a lack of funding or other reasons not of their own making, the requirement may be waived.

**Proposed training for 2024 (not limited to): See TTA Plan and Spreadsheet**

Healthy Homes evaluator  
Multi-family QCI training-BPC Bellingham or NYSWDA

Crew Lead Training-BPC Bellingham  
Quality management plan-BPC or FSL or other

Technical compliance training for crews and supervisors on site

Environmental Review compliance

SHPO Training if needed for compliance

Asbestos basics and recognition- (including identification on site of asbestos containing products and appropriate work safe products.)

Radon informational training and client education approaches  
Job task analysis-BPC or FSL or other  
RRP lead based paint recertification-AK Works Partnership (AWP); Wisdom and Associates or other local provider  
OSHA 10 and 30 plus OSHA specific training including hazardous materials/confined space- AWP or other  
Certified training for shippers hazardous materials  
Advanced diagnostics-continuing  
AHFC target training and networking sessions:  
Annual technical summit for Subgrantees  
Annual administrative summit for Subgrantees  
Annual directors planning meeting

Financial and CFR compliance training.

BPI 1200

ASHRAE 62.2 2016

Cold Climate Building

Northern Shelter

Participation in National Committees for BPI, NREL. SWS, Technical Applications, Field Guide and Variances.

QCI Training and Proctoring needed for a majority of QCI certified people

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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:          | 50.0 |
| Percent of budget allocated to Crew/Installer trainings:       | 20.0 |
| Percent of budget allocated to Management/Financial trainings: | 30.0 |

V.9 Energy Crisis and Disaster Plan

DOE funds will not be used as disaster assistance. If a disaster occurs in an area where we are working, and it is not possible to work in that area, funds may be moved short term to another area to continue work within the program year.

In the event that a major disaster occurs in Alaska we will collaborate with DOE to be able to continue our work in conjunction with emergency response or separately as we normally do, in accordance with WPN 12-7.