

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

05/01/2025

4. Applicant Identifier:**5a. Federal Entity Identifier:****5b. Federal Award Identifier:**

DE-SE0001816

State Use Only:**6. Date Received by State:**

05/01/2025

7. State Application Identifier:**8. APPLICANT INFORMATION:****a. Legal Name:** Florida State of**b. Employer/Taxpayer Identification Number (EIN/TIN):**
364706134**c. UEI:**
WVR6ECT1G9F8**d. Address:****Street 1:** 107 E. Madison St. MSC-400**Street 2:****City:** Tallahassee**County:** LEON County**State:** FL**Province:****Country:** U.S.A.**Zip / Postal Code:** 323990000**e. Organizational Unit:****Department Name:**

Florida Department of Commerce

Division Name:

Community Development

f. Name and contact information of person to be contacted on matters involving this application:**Prefix:** **First Name:** Jasmin**Middle Name:****Last Name:** Waye**Suffix:****Title:** Program Manager**Organizational Affiliation:****Telephone Number:** 8507178409**Fax Number:****Email:** Jasmin.Waye@commerce.fl.gov

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance Program

12. Funding Opportunity Number:

DE-WAP-0002025

Title:

2025 Weatherization Assistance Program (WAP) Funding

13. Competition Identification Number:

Title:

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

Statewide

15. Descriptive Title of Applicant's Project:

Weatherization Assistance Program for Low-Income Persons

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16. Congressional District Of:

a. Applicant: Florida Congressional District 02

b. Program/Project: FL-02

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

17. Proposed Project:

a. Start Date: 07/01/2025

b. End Date: 06/30/2026

18. Estimated Funding (\$):

a. Federal	4,629,498.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	4,629,498.00

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: Ms First Name: Caroline

Middle Name: B.

Last Name: Womack

Suffix:

Title: Chief Financial Officer

Telephone Number: 8502457126

Fax Number:

Email: Caroline.Womack@deo.myflorida.com

Signature of Authorized Representative: Signed Electronically

Date Signed: 08/20/2025

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: Florida State of
Award number: SE0001816

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

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

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

Position	Description of Duties of Professionals
Chief, Bureau of Economic Self-Sufficiency	This position serves as the Chief of the Bureau of Economic Self-Sufficiency administering the Weatherization Assistance Program, Low Income Home Energy Assistance Program and Community Services Block Grant. HHS LIHEAP and CSBG funding to cover remainder of staff time.
WAP Program Manager	Administration of contracting, monitoring, evaluation, training and technical assistance for the program. 100% Weatherization (50% WAP, 50% WAP BIL.)
Government Operations Consultant III	Serves as the Policy Team Lead, high-level Contract Manager for Weatherization. The remaining percentage is paid for by other funding sources.
Government Operations Consultant II	Serves as a subgrant manager and program monitor and provides technical assistance and training through on-site visits and program analysis. HHS LI- HEAP and CSBG funding to cover remainder of staff time.
Government Operations Consultant II	Serves as a subgrant manager and program monitor and provides technical assistance and training through on-site visits and program analysis. HHS LI- HEAP and CSBG funding to cover remainder of staff time.
Deputy Chief, Bureau of Economic Self-Sufficiency	This position serves as the Deputy to the Chief of the Bureau of Economic Self-Sufficiency administering the Weatherization Assistance Program, Low Income Home Energy Assistance Program and Community Services Block Grant. HHS LIHEAP and CSBG funding to cover remainder of staff time.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Chief, Bureau of Economic Self-Sufficiency	\$90,000.00	33.0000 % FT	\$29,700.00
WAP Program Manager	\$72,000.00	50.0000 % FT	\$36,000.00
Government Operations Consultant III	\$52,000.00	50.0000 % FT	\$26,000.00
Government Operations Consultant II	\$44,500.00	50.0000 % FT	\$22,250.00
Government Operations Consultant II	\$44,500.00	50.0000 % FT	\$22,250.00
Deputy Chief, Bureau of Economic Self-Sufficiency	\$78,500.00	33.0000 % FT	\$25,905.00
		Direct Pay Total	\$162,105.00

2. FRINGE BENEFITS

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

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

Employer contribution rates are set by State and Federal law. On average, employer contribution rates for program year 2025 are approximately 38% of employee's salaries. Employer contribution rates are composed of social security (approximately 6.2%), state retirement (approximately 8.85%), health/life/disability insurance (22.70%) and pretax administrative assessments (.25%). Please note that these percentages vary per employee depending on the benefit selection.

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Chief, Bureau of Economic Self-Sufficiency	\$29,700.00	38.0000 %	\$11,286.00
WAP Program Manager	\$36,000.00	38.0000 %	\$13,680.00
Government Operations Consultant III	\$26,000.00	38.0000 %	\$9,880.00
Government Operations Consultant II	\$22,250.00	38.0000 %	\$8,455.00
Government Operations Consultant II	\$22,250.00	38.0000 %	\$8,455.00
Deputy Chief, Bureau of Economic Self-Sufficiency	\$25,905.00	38.0000 %	\$9,843.90
Fringe Benefits Total			\$61,599.90

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
National Association of State Community Services Programs (NASCSPP) Conference	3	\$4,500.00	\$13,500.00
Statewide Meeting	4	\$772.25	\$3,089.00
Statewide Monitoring, Training and Technical Assistance visits to Subgrantees. Florida utilizes percentage of other funding source to supplement additional state monitoring costs.	18	\$950.00	\$17,100.00
Energy Out West Inc. Conference	3	\$3,000.00	\$9,000.00
Department of Energy Training Opportunities	2	\$250.00	\$500.00
Training for 5 Staff (Specific Training)	5	\$400.00	\$2,000.00
Training for 5 Staff (Comprehensive)	5	\$600.00	\$3,000.00
Travel Total			\$48,189.00

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

The costs outlined for conferences, training, meetings, monitoring, and technical assistance are based on prior year travel authorizations, historical costs incurred under the Weatherization Assistance Program, and current estimates consistent with the Federal Travel Regulations (FTR) for allowable per diem, lodging, and transportation rates. All listed travel is necessary for the performance of award objectives and ensures compliance with federal requirements for training, technical assistance, monitoring, and program oversight.

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

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

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

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

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

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

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

Name of Proposed Sub	Total Cost	Basis of Cost*
Contractual Services - Administration/T&TA Activities-Reporting System Enhancement-Promise Network	\$50,460.00	Web-based reporting system utilized by Subrecipients for submitting monthly reports and collecting client-level data statistics. Includes associated monthly maintenance agreement charges.
Contractual Services - T&TA Activities - Procurement-TBD	\$150,000.00	FloridaCommerce plans to expand procurement and increase the number of vendors available to conduct Programmatic, Technical and Financial monitoring to ensure the oversight of program implementation and quality of work performed by all Subgrantees in accordance with 10 CFR 440.12(b)(6) and 10 CFR 440.23. Upon receipt of the federal award, FloridaCommerce will initiate the appropriate procurement processes, in compliance with 2 CFR 200.317--327, as well as applicable state requirements, to onboard the required services identified within this budget category.
Subrecipients Listed in Annual File, Section IV.1	\$3,903,949.00	Includes all funds allocated to: Subrecipient Administration, Subrecipient T&TA, Program Operations, Health and Safety, Liability Insurance, Single Audit and Weatherization Readiness Fund.

Contractual Services - T&TA Activities- TBD	\$150,000.00	Weatherization T&TA activities in collaboration with the Florida Weatherization Network. Training topics include but are not limited to: Energy Auditor, Quality Control Inspector (QCI), Blower Door Assisted Weatherization, Standard Work Specifications (SWS), ASHRAE 62.2, Manual J Calculation, Customer Service Best Practices and other topics approved by FloridaCommerce. Following award issuance, FloridaCommerce will conduct procurements, consistent with 2 CFR 200.317–.327 and applicable state requirements, to secure the services and resources necessary to implement the planned training and technical assistance activities.
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Contracts and Subgrants Total	\$4,254,409.00
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*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
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b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

8. INDIRECT COSTS

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

For PY 2025, FloridaCommerce is using an indirect rate of 46.13% per the agreement dated March 6, 2025. The base is total direct salaries and wages including vacation, holiday, sick pay, other paid absences, and all applicable fringe benefits.

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

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

Name: Caroline Womack

Phone Number: 8502457126

Indirect costs calculations:

Indirect Cost Account	Direct Total	Indirect Rate	Total Indirect
FloridaCommerce Salaries - Personnel & Fringe Benefits	\$223,704.90	46.1300 %	\$103,195.07
		Indirect Costs Total	\$103,195.07

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001816		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Florida State of 107 E. Madison St. MSC-400 Tallahassee, FL 323990000		4. Program/Project Start Date 07/01/2025	5. Completion Date 06/30/2026

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 0.00		\$ 4,629,498.00		\$ 4,629,498.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 4,629,498.00	\$ 0.00	\$ 4,629,498.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) SUBGRANTEE ADMINISTRATI ON	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 162,105.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 162,105.00
b. Fringe Benefits	\$ 61,600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 61,600.00
c. Travel	\$ 0.00	\$ 0.00	\$ 48,189.00	\$ 0.00	\$ 48,189.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 20,312.00	\$ 347,213.00	\$ 330,148.00	\$ 378,337.00	\$ 4,254,409.00
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	\$ 244,017.00	\$ 347,213.00	\$ 378,337.00	\$ 378,337.00	\$ 4,526,303.00
j. Indirect Costs	\$ 103,195.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 103,195.00
k. Totals	\$ 347,212.00	\$ 347,213.00	\$ 378,337.00	\$ 378,337.00	\$ 4,629,498.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001816		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Florida State of 107 E. Madison St. MSC-400 Tallahassee, FL 323990000		4. Program/Project Start Date 07/01/2025	
		5. Completion Date 06/30/2026	

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 4,629,498.00	\$ 0.00	\$ 4,629,498.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) WEATHERIZATI ON READINESS	(4) LIABILITY INSURANCE	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 162,105.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 61,600.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 48,189.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 2,390,739.00	\$ 349,362.00	\$ 368,856.00	\$ 34,721.00	\$ 4,254,409.00
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	\$ 2,390,739.00	\$ 349,362.00	\$ 368,856.00	\$ 34,721.00	\$ 4,526,303.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 103,195.00
k. Totals	\$ 2,390,739.00	\$ 349,362.00	\$ 368,856.00	\$ 34,721.00	\$ 4,629,498.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001816		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Florida State of 107 E. Madison St. MSC-400 Tallahassee, FL 323990000		4. Program/Project Start Date 07/01/2025	5. Completion Date 06/30/2026

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 4,629,498.00	\$ 0.00	\$ 4,629,498.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total
	(1) FINANCIAL AUDITS	(2)	(3)	(4)	(5)
a. Personnel	\$ 0.00				\$ 162,105.00
b. Fringe Benefits	\$ 0.00				\$ 61,600.00
c. Travel	\$ 0.00				\$ 48,189.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 0.00
f. Contract	\$ 34,721.00				\$ 4,254,409.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 0.00
i. Total Direct Charges	\$ 34,721.00				\$ 4,526,303.00
j. Indirect Costs	\$ 0.00				\$ 103,195.00
k. Totals	\$ 34,721.00				\$ 4,629,498.00
7. Program Income	\$ 0.00				\$ 0.00

U.S. Department of Energy
Weatherization Assistance Program (WAP)
BUDGET INFORMATION REMARKS
Grant Number: SE0001816, **State:** FL
Recipient: Florida State of

Remarks

In accordance with 2 CFR 200.425(a)(2), only those Subgrantees expending more than \$1M in total Federal Funding annually will receive FINANCIAL AUDITS funding identified in the Grantee's SF-424a Budget.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: FL Grant Number: SE0001816 Program Year: 2025

Name:	Bay County Council on Aging, Inc.	Contact:	Ms. Elizabeth N. Coulliette
		UEI:	UW19KMMKC144
		DUNS:	171124621
Address:	1116 Frankford Avenue	Phone:	(850) 769-3468
	Panama City, FL 32401-0000	Fax:	(850) 872-2151
		Email:	elizabeth.coulliette@gmail.com
Counties served:	BAY County	Tentative allocation:	\$ 83,804.00
		Planned units:	6
		Type of organization:	Non-profit organization
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> FL-02

Name:	Brevard County Board of County Commissioners	Contact:	Mr. Ian Golden, Executive Director
		UEI:	XSTGNLF9ZDJ5
		DUNS:	106520666
Address:	Department of Housing and Human Ser	Phone:	(321) 633-2076
	2725 Judge Fran Jamieson Way, Bldg B First Floor	Fax:	(321) 633-2026
	Melbourne, FL 32940-0000	Email:	ian.golden@brevardcounty.us
Counties served:	BREVARD County	Tentative allocation:	\$ 100,110.00
		Planned units:	7
		Type of organization:	Unit of local government
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> FL-08

Name:	Capital Area Community Action Agency, Inc.	Contact:	Mr. Tim Center, Executive Director
		UEI:	X13EDG5RKDF1
		DUNS:	803636950
Address:	Post Office Drawer 1775	Phone:	(850) 222-2043
	309 Office Plaza Drive	Fax:	(850) 942-2090
	Tallahassee, FL 32301-0000	Email:	tim.center@cacaainc.org
Counties served:	CALHOUN County	Tentative allocation:	\$ 202,495.00
	LEON County	Planned units:	14
	GADSDEN County	Type of organization:	Non-profit organization
	LIBERTY County		
	GULF County		
	JEFFERSON County		
	WAKULLA County		
	FRANKLIN County		
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> FL-02

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: FL Grant Number: SE0001816 Program Year: 2025

Name:	Central Florida Community Action Agency, Inc.		Contact:	Ms. Caroline W. Looney	
			UEI:	M5M3WACM2N33	
			DUNS:	046753901	
Address:	411 North Main St.,		Phone:	(352) 373-7667	
	Suite 210		Fax:	() -	
	Gainesville, FL 32601-0000		Email:	clooney@cfcaa.org	
Counties served:	LEVY County	Tentative allocation:	\$ 226,385.00	Congressional	<u>CD</u>
	ALACHUA County	Planned units:	16	districts served:	FL-05
	MARION County	Type of organization:	Non-profit organization		FL-11
					FL-03
		Source of labor:	Contractors		

Name:	Centro-Campesino Farmworker Center, Inc.		Contact:	Mr. John Martinez, Executive Director	
			UEI:	CT9ZXHVKLJZ1	
			DUNS:	173849191	
Address:	Post Office Box 343449		Phone:	(305) 245-7738	
	35801 Southwest 186th Street		Fax:	(305) 245-0078	
	Florida City, FL 33034-0000		Email:	jmartinez@ccfcfl.org	
Counties served:	GLADES County	Tentative allocation:	\$ 573,896.00	Congressional	<u>CD</u>
	LEE County	Planned units:	42	districts served:	FL-25
	COLLIER County	Type of organization:	Non-profit organization		FL-17
	PALM BEACH County				FL-21
	DESOTO County				FL-20
	INDIAN RIVER County				FL-01
	HENDRY County				FL-08
	ALACHUA County				FL-18
	HARDEE County				FL-19
	ST. LUCIE County				
	MARTIN County				
	OKEECHOBEE County				
	HIGHLANDS County				
	BROWARD County				
		Source of labor:	Contractors		

Name:	Community Action Program Committee, Inc.		Contact:	Mr. Douglas Brown, Executive Director	
			UEI:	QA8HEH6FZTB9	
			DUNS:	087511069	
Address:	Post Office Box 628		Phone:	(850) 438-4022	
	1380 North Palafox Street		Fax:	(850) 438-0121	
	Pensacola, FL 32501-2641		Email:	d.brown@capc-pensacola.org	

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: FL Grant Number: SE0001816 Program Year: 2025

Counties served:	WASHINGTON County ESCAMBIA County JACKSON County SANTA ROSA County WALTON County OKALOOSA County HOLMES County	Tentative allocation: \$ 357,969.00 Planned units: 26 Type of organization: Non-profit organization	Congressional districts served:	CD FL-01 FL-02
		Source of labor: Contractors		
<hr/>				
Name:	Lake Community Action Agency, Inc.	Contact:	Mr. James H. Lowe, Executive Director	
		UEI:	JN1HBA41ANY4	
		DUNS:	606560985	
Address:	501 North Bay Street Eustis, FL 32726-0000	Phone:	(352) 357-3497	
		Fax:	(352) 483-2298	
		Email:	jamesl@lakecaa.org	
Counties served:	LAKE County	Tentative allocation: \$ 61,431.00 Planned units: 4 Type of organization: Non-profit organization Source of labor: Contractors	Congressional districts served:	CD FL-10 FL-05
<hr/>				
Name:	Meals on Wheels, Etc., Inc.	Contact:	Mr. Michael McKee, Executive Director	
		UEI:	HZBZCPC9CG67	
		DUNS:	186527834	
Address:	2801 South Financial Court Sanford, FL 32773-0000	Phone:	(407) 333-8877	
		Fax:	(407) 829-2468	
		Email:	mmckee@mealsetc.org	
Counties served:	SEMINOLE County	Tentative allocation: \$ 76,979.00 Planned units: 6 Type of organization: Non-profit organization Source of labor: Contractors	Congressional districts served:	CD FL-07
<hr/>				
Name:	Miami-Dade County	Contact:	Ms. Sonia Grice, Department Director	
		UEI:	MKEJWVSEURF3	
		DUNS:	004148292	
Address:	701 North West 1st Court, 10th floor Miami, FL 33136-0000	Phone:	(786) 469-4644	
		Fax:	(786) 469-4750	
		Email:	sonia.grice@miamidade.gov	
Counties served:	MIAMI-DADE County	Tentative allocation: \$ 224,163.00 Planned units: 16 Type of organization: Unit of local government Source of labor: Contractors	Congressional districts served:	CD FL-26 FL-25

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WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: FL Grant Number: SE0001816 Program Year: 2025

Name:	Mid Florida Community Services, Inc.		Contact:	Mr. Mat Kline, CEO	
			UEI:	FNA3CKDAEDN3	
			DUNS:	084719640	
Address:	Post Office Box 896		Phone:	(352) 796-5222	
	820 Kennedy Boulevard		Fax:	(352) 796-9952	
	Brooksville, FL 34605-0000		Email:	mkline@mfc.us.com	
Counties served:	CITRUS County	Tentative allocation:	\$ 144,731.00	Congressional districts served:	CD
	SUMTER County	Planned units:	10		FL-11
	PASCO County	Type of organization:	Non-profit organization		FL-06
	HERNANDO County				FL-12
	VOLUSIA County				FL-07
Source of labor: Contractors					

Name:	Monroe County Board of County Commissioners		Contact:	Ms. Sheryl Graham, Social Services Director	
			UEI:	QKLSCT2LM7M9	
			DUNS:	073876757	
Address:	1100 Simonton Street		Phone:	(305) 292-4510	
	Suite 2-257		Fax:	(305) 295-4359	
	Key West, FL 33040-0000		Email:	graham-sheryl@monroecounty-fl.gov	
Counties served:	MONROE County	Tentative allocation:	\$ 39,338.00	Congressional districts served:	CD
		Planned units:	3		FL-26
		Type of organization:	Unit of local government		
Source of labor: Contractors					

Name:	Northeast Florida Community Action Agency, Inc.		Contact:	Ms. Kimberly Cobb-Ray, Executive Director	
			UEI:	YUJTX2YPG8V3	
			DUNS:	050055185	
Address:	Post Office Box 52025		Phone:	(904) 398-7472	
	4070 Boulevard Center Drive, Suite 200		Fax:	(904) 398-7414	
	Jacksonville, FL 32207-2823		Email:	kcray@nfcaa.org	
Counties served:	PUTNAM County	Tentative allocation:	\$ 396,483.00	Congressional districts served:	CD
	FLAGLER County	Planned units:	28		FL-04
	BAKER County	Type of organization:	Non-profit organization		FL-05
	NASSAU County				FL-06
	DUVAL County				
Source of labor: Contractors					

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SUBGRANTEE INFORMATION
State: FL Grant Number: SE0001816 Program Year: 2025

Name: Osceola County Council on Aging, Inc.		Contact:	Ms. Wendy Ford, Chief Executive Officer	
		UEI:	X6WFHB2KNCB5	
		DUNS:	163153661	
Address: 700 Generation Point		Phone:	(407) 483-1494	
Kissimmee, FL 34744-0000		Fax:	(407) 846-8550	
		Email:	fordw@osceola-coa.com	
Counties served:	OSCEOLA County ORANGE County	Tentative allocation:	\$ 284,783.00	Congressional districts served:
		Planned units:	20	CD FL-09
		Type of organization:	Non-profit organization	FL-07
		Source of labor:	Contractors	FL-08
Name: Pinellas County Urban League, Inc.		Contact:	Ms. Charlotte Anderson, Interim President/CE	
		UEI:	X5ECCAJYYMF4	
		DUNS:	032594251	
Address: 333 31st Street North		Phone:	(727) 327-3568103	
St. Petersburg, FL 33713-7603		Fax:	(727) 321-8349	
		Email:	canderson@pcul.org	
Counties served:	PINELLAS County	Tentative allocation:	\$ 145,994.00	Congressional districts served:
		Planned units:	10	CD FL-12
		Type of organization:	Non-profit organization	FL-13
		Source of labor:	Contractors	
Name: St. Johns Housing Partnership, Inc.		Contact:	Mr. William Lazar, Executive Director	
		UEI:	NGGHB1L4KMR4	
		DUNS:	097620392	
Address: 525 West King Street		Phone:	(904) 824-0902	
Post Office Box 1086		Fax:	(904) 824-9635	
St. Augustine, FL 32084-0000		Email:	blazar@sjhp.org	
Counties served:	CLAY County ST. JOHNS County	Tentative allocation:	\$ 177,303.00	Congressional districts served:
		Planned units:	13	CD FL-07
		Type of organization:	Non-profit organization	
		Source of labor:	Contractors	
Name: Step Up Suncoast, Inc.		Contact:	Ms. Amy Yount, President and CEO	
		UEI:	JKMNP2K3JF13	
		DUNS:	058251356	
Address: 6428 Parkland Drive		Phone:	(941) 827-28877901	
Sarasota, FL 34243-0000		Fax:	(941) 827-3001	
		Email:	ayount@stepupsuncoast.org	

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Counties served:	SARASOTA County MANATEE County CHARLOTTE County	Tentative allocation: \$ 129,688.00 Planned units: 9 Type of organization: Non-profit organization Source of labor: Contractors	Congressional districts served:	<u>CD</u> FL-16 FL-17
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Name: **TO BE DETERMINED**

Contact: Mat Kline
UEI: FNA3CKDAEDN3
DUNS:
Phone: (352) 796-5222
Fax: () -
Email: mkline@mfc.us.com

Address: 820 Kennedy Blvd
Brooksville, FL 34601-0000

Counties served:	POLK County HILLSBOROUGH County	Tentative allocation: \$ 554,776.00 Planned units: 41 Type of organization: Local agency Source of labor: Contractors	Congressional districts served:	<u>CD</u> FL-14
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Name: **TO BE DETERMINED**

Contact: Tim Center
UEI: X13EDG5RKDF1
DUNS:
Phone: (850) 222-2043105
Fax: () -
Email: tim.center@cacaainc.org

Address: 309 Office Plaza Dr
Tallahassee, FL 32301-0000

Counties served:	HAMILTON County SUWANNEE County TAYLOR County MADISON County BRADFORD County GILCHRIST County UNION County DIXIE County COLUMBIA County LAFAYETTE County	Tentative allocation: \$ 123,621.00 Planned units: 9 Type of organization: Local agency Source of labor: Contractors	Congressional districts served:	<u>CD</u> FL-02
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IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Bay County Council on Aging, Inc. (Panama City)	\$83,804.00 6
Brevard County Board of County Commissioners (Melbourne)	\$100,110.00 7
Capital Area Community Action Agency, Inc. (Tallahassee)	\$202,495.00 14
Central Florida Community Action Agency, Inc. (Gainesville)	\$226,385.00 16
Centro-Campesino Farmworker Center, Inc. (Florida City)	\$573,896.00 42
Community Action Program Committee, Inc. (Pensacola)	\$357,969.00 26
Lake Commuity Action Agency, Inc. (Eustis)	\$61,431.00 4
Meals on Wheels, Etc., Inc. (Sanford)	\$76,979.00 6
Miami-Dade County (Miami)	\$224,163.00 16
Mid Florida Community Services, Inc. (Brooksville)	\$144,731.00 10
Monroe County Board of County Commissioners (Key West)	\$39,338.00 3
Northeast Florida Community Action Agency, Inc. (Jacksonville)	\$396,483.00 28
Osceola County Council on Aging, Inc. (Kissimmee)	\$284,783.00 20
Pinellas County Urban League, Inc. (St. Petersburg)	\$145,994.00 10
St. Johns Housing Partnership, Inc. (St. Augustine)	\$177,303.00 13
Step Up Suncoast, Inc. (Sarasota)	\$129,688.00 9
TO BE DETERMINED (Brooksville)	\$554,776.00 41
TO BE DETERMINED (Tallahassee)	\$123,621.00 9
Total:	\$3,903,949.00 280

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	280
Rewatherized Units	0
Average Unit Costs, Units subject to DOE Project Rules	
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)	

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A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	280
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	280
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$2,390,739.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	280
H	Average Program Operations Costs per Unit (F divided by G)	\$8,538.35
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,538.35

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	280	29.3	8204
	Prior Year Estimate	456	29.3	13361
	Prior Year Actual	384	29.3	11251
Method used to calculate savings description:				

IV.4 DOE-Funded Leveraging Activities

During Program Year (PY) 2025-2026, Florida will not utilize any DOE funding for leverage activities.

IV.5 Policy Advisory Council Members

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

Al Miller	Type of organization: Local agency Contact Name: Phone: 8639563491 Email: Amiller@Alpi.org
Amy Yount	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 94182728877901 Email: Ayount@StepUpSuncoast.org
Karen Hagan	Type of organization: Contact Name: Phone: 8505457724 Email: Karen.Hagan@ApdcCares.org
Melvin Philpot	Type of organization: For-profit or Corporate (not a financial institution or utility) Contact Name: Phone: 4079429332 Email: Melvin.Philpot@Duke-Energy.com
Nacole Guyton	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 9047706120 Email: Nacole@Faca.org
Paige Baker	Type of organization: Unit of State Government Contact Name: Phone: 8504142390

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Terry Mutch	Email: BakerM@ElderAffairs.org
	Type of organization: Local agency
	Contact Name:
	Phone: 8502222043
	Email: Terry.Mutch@CACAAInc.org

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
07/14/2025	The Florida Administrative Register, July 2nd - 14th, 2025.

IV.7 Miscellaneous

The following personnel are the official Florida points of contact that will be identified in the Assistance Agreement, which is the authorizing award document issued by the DOE contracting officer:

Recipient Business Officer

The representative is authorized to act on the behalf of the Grantee to negotiate the award. All DOE official correspondence related to the award will be addressed to the Recipient Business Officer.

Megan Ah Sam, Bureau Chief
Bureau of Economic Self-Sufficiency, Division of Community Development Florida Department of Commerce 107 East Madison Street, MSC 400
Tallahassee, Florida 32399
Phone (850) 717-8467

Principal Investigator

The technical representative is authorized to act on behalf of the Grantee as project manager for the award. The Grantee's Principal Investigator is the prime point of contact for the DOE Project Officer during the project period of performance and will receive a copy of all DOE official correspondence related to the award.

Jasmin Wayne, WAP Community Program Manager
Bureau of Economic Self-Sufficiency, Division of Community Development Florida Department of Commerce Weatherization Assistance Program
107 East Madison Street, MSC-400 Tallahassee, FL 32399-6508
Phone (850) 717-8409

Policy Advisory Council:

Please see Policy Advisory Council members profiles attached to SF-424.

State of Florida Budget Authority Update

FloridaCommerce's obligations under agreements with its WAP Subgrantees are contingent upon the availability and receipt of funding as appropriated by the Florida Legislature. Funding awards and releases of funds will be tied to the Florida State Fiscal Year (July 1st through June 30th), the Legislative appropriation related thereto and will require each Subgrantee's satisfactory performance of its obligations set forth in its respective Subgrant Agreement, as such satisfactory performance shall be determined by FloridaCommerce. As part of the legislative process to provide budget authority, FloridaCommerce requests budget authority for all grants based on the forecasted award and have the opportunity to seek further budget authority in processes established by the legislature. FloridaCommerce received budget authority for all available grants and the funds are available to all subrecipients in accordance with the budget authority, which includes WAP formula and BIL.

Subrecipients should assess their expenditures and production quarterly. This should include expenditures and production to date as well as any anticipated expenditures and production through the end of the budget period. If as a result of this assessment, it is likely that the budget will not be fully expended or production goals will not be completed by the end of the contract period, FloridaCommerce should be consulted to determine whether a budget modification or a reduction in allocation for that contract period should be submitted. If a budget modification or reduction in allocation for the contract period is determined based upon an analysis resulting in insufficient effective program management, FloridaCommerce may reallocate funds to eligible Subgrantees or other qualified entities in the State.

Weatherization Service Area

Two geographic areas are being temporarily served by neighboring subrecipient agencies. We plan to issue a procurement later this year to designate a permanent agency for service.

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

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

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

All dwelling units to be weatherized shall be determined eligible in such a manner to ensure that each weatherized unit meets the qualifications of 10 CFR 440.22 "Eligible Dwelling units." Eligibility may be categorical or traditional.

Categorical Eligibility:

Categorical eligibility applies when one or more persons living in the dwelling unit has received cash assistance payments under Title IV or XVI of the Social Security Act, or applicable state or local law at any time during the 12 months preceding the determination of eligibility for weatherization assistance or one or more persons in the unit is eligible for assistance under the Low Income Home Energy Assistance Act of 1981, provided that such basis is at least 200 percent of the poverty level.

Categorical eligibility will expand to include U.S. Department of Housing and Urban Development's (HUD) means-tested programs' income qualifications at or below 80% of Area Median Income. (Examples of HUD programs include but are not limited to Community Development Block Grants (CDBG), HOME Investment Partnerships Program (HOME), Lead Hazard Control & Healthy Homes Program (OLHCHH), etc.)

Additionally, pursuant to U.S. Department of Energy (DOE) Weatherization Program Notice (WPN)-25-4, categorical eligibility will extend to the U.S. Department of Agriculture (USDA) programs which are means-tested at 80% of Area Median Income (AMI) or below in conjunction with the provided USDA Building List that includes buildings identified as categorically eligible for WAP. (Examples of USDA programs include but are not limited to Section 521 Rental Assistance, Section 504 Home Repair Program, etc.)

There should be certification that applicants have met the income requirements of HUD and USDA 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 also be included in the client file.

The beneficiaries of this change include: 1) DOE WAP Grantees and Subgrantees – allowing qualified households for means-tested HUD and/or USDA Programs to be categorically eligible for the WAP. 2) Low-income eligible households being served by removing the additional burden of applying for and submitting the same documentation to multiple programs to receive comprehensive services.

Traditional Eligibility:

Traditional eligibility applies to any household whose income is at or below 200% of the poverty level determined in accordance with criteria established by the federal Director of the Office of Management and Budget (OMB) for the 12 months preceding the application.

All income documentation/information must be recertified after 180 days of the original income verification date. If it is determined that a Subgrantee weatherizes a dwelling of a household that does not meet the income eligibility guidelines in WAP, that Subgrantee will be required to reimburse WAP the total cost of the weatherization activity and generated Program Support (PS).

Describe what household eligibility basis will be used in the Program

A household shall be defined as a family unit meeting the qualifications listed above to qualify for weatherization. In Florida, any household meeting either categorical or traditional eligibility would be eligible to receive WAP benefits.

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

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Florida will follow the guidance provided by the U.S. Department of Health and Human Services (HHS) under the Low-Income Home Energy Assistance Program (LIHEAP) available at:

<https://www.acf.hhs.gov/ocs/resource/liheap-in-hhs-guidance-on-the-use-of-social-security-numbers-ssns-and-citizenship-status-verification>

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

Single-Family dwellings with clear proof of ownership are eligible units for weatherization. The Subgrantee is required to collect proof of ownership documentation from applicants and maintain this proof in the client's file.

No dwelling unit may be weatherized without documentation that the dwelling unit is an eligible unit. During the initial client application process, the application must provide evidence or income documentation that the household meets the eligibility requirements. The documentation must be maintained in the client file and made available for inspection by state staff upon request. In accordance with the annual WPN XX-3 FloridaCommerce will follow the calculation method as outlined in Florida WAP Policy & Procedure manual. The method of calculation shall be determined by the Grantee (State of Florida) and will be applied uniformly by all Subgrantees.

Determine eligibility based on owner documentation and income document for renters.

FloridaCommerce requires the subgrantee obtain applications from renters that have applied for weatherization services before investing any funds in the project and to determine eligibility to weatherization services under 10 CFR Part 440.22. FloridaCommerce requires that subgrantees enter into a written agreement with owners of rental buildings that will receive weatherization assistance, using a form provided by FloridaCommerce and located in the WAP Policy and Procedures Manual before any funds are invested in a project. The agreement names the tenants as third-party beneficiaries of the agreement, to establish certain rights.

In accordance with Federal rules and guidance intended to limit undue or excessive enhancement of the value of rental units resulting from investment of weatherization funds, FloridaCommerce may require landlords to contribute to the cost of the weatherization work scope as a condition of receiving assistance. Furthermore, naming the tenant as a third-party beneficiary provides the tenant with recourse in the legal system if a building owner violates the terms of the agreement.

FloridaCommerce renter procedure will require that:

- Written permission of the building owner is received before any work commences
- Benefits of weatherization assistance primarily accrue to the low-income tenants residing in the rental units
- Tenants and owners are notified in writing of their rights and the procedures tenants may follow to complain or appeal should improper rent increases occur
- No undue or excessive enhancement of the value of the assisted building results from installation of weatherization materials with weatherization funds
- Landlords agree in writing to restrictions on their use of the building after weatherization funds are invested
- Landlords participate in the financing of weatherization activities, if applicable
- Other conditions listed under the Landlord Agreement.

For more information on building eligibility limitations and weatherization of rental units, see Florida's WAP Policy and Procedures Manual.

Describe Reweatherization compliance

The Consolidated Appropriations Act of 2021, as amended, reads: "(2) 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."

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Florida's priority is to serve dwelling units that have not received prior services. Dwelling units eligible for re-weatherization must have an audit performed using DOE-approved energy audit tool, National Energy Audit Tool (NEAT), or the Mobile Home Energy Audit Tool (MHEA), to justify the cost of the measures being installed. Eligible dwelling units may not receive weatherization services again unless such dwelling unit has been damaged by fire, flood or act of God and repair of the damage to weatherization materials is not paid for by insurance or other federal funds such as the Federal Emergency Management Agency (FEMA).

Florida may utilize the flexibility issued in the Consolidated Appropriations Act of 2021 to revisit homes on a case-by-case basis that have been weatherized prior that may have not received the complement of Weatherization services, including the use of an advanced energy audit or addressing health and safety concerns. Subgrantees are responsible for tracking homes previously weatherized 15 years prior to ensure that these units are not reweatherized with DOE funds.

Describe what structures are eligible for weatherization

Structures eligible for weatherization include single family, manufactured housing and multi-family housing. All structures must be stationary and have a specific mailing (street) address.

Nonstationary homes such as campers and RVs are not eligible to receive weatherization services. The use of a post office box in lieu of a specific mailing address for a nonstationary home will not be accepted.

'Tiny homes' have no formal definition, but are classified as 'single-family homes, typically occupying 400 square feet or less.' Stationary tiny homes, with a specific mailing address, are eligible to receive weatherization services.

Additionally, every dwelling weatherized must meet both the client eligibility and the building eligibility requirements. Structures are ineligible for weatherization funds if they are condemned, scheduled for demolition or designated for acquisition or clearance by federal, state or local program within 12 months from the date of weatherization scheduled completion.

If conditions exist that preclude the weatherization of the structure, a brief written description of the conditions should be supplied to the client. This notification should be coupled with the notification that weatherization assistance is deferred until such time that the problem conditions have been resolved. The Subgrantee should inform the client of a "reasonable" amount of time for the resolution of the problem conditions. (See Deferral Standards).

Describe how Rental Units/Multifamily Buildings will be addressed

Rental Units:

Weatherization of rental units is an allowable activity. There are specific guidelines that are addressed in the Florida WAP Manual, Procedures and Guidelines section, and WPN 22-13 Weatherization of Rental Units. These include:

1. After the client application has been received and it is determined that the household meets the eligibility requirements, the owner must provide proof of ownership (a copy of the deed or property tax receipt).
2. The property owner must sign the Landlord Agreement Form (LAF) and Permission to Enter Premises (PEP) form. The Landlord Agreement Form stipulates that:
 - o The benefits of the services accrue primarily to the tenants.
 - o For a period of 12 months, the tenant will not be subject to a rent increase (unless demonstrated that they are related to other matters not related to the weatherization work performed).
 - o A tenant rent increase complaint may be appealed by the owner.
 - o No undue enhancements shall occur to the value of the dwelling unit.
 - o Encourage financial participation by the owner if feasible.
3. In cases of rental units in multi-family buildings, a 66%, or 50% rule for determining income eligibility requirements must be followed per 10 CFR 440.22 (b)(2).

Multi-Family Units:

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Multi-family units (duplexes, three and four-unit buildings) can be completed once specific eligibility in multifamily is addressed per 10 CFR 440.22(b)(2)3. These units will be monitored using the same auditing tool Florida uses for single-family auditing⁴.

Florida requirements for determining eligibility of multi-family dwellings follow DOE guidance:

WPN 22-12, Multifamily Weatherization

Multifamily projects being considered for weatherization must be confirmed to meet the 66% rule for determining eligible dwellings or, in special cases, the 50% rule. The buildings that are subject to the 50% threshold are duplexes, four-unit buildings and certain eligible types of large multi-family buildings. In the final rule published on December 8, 2000, DOE provided guidance on what types of large multi-family buildings may be subject to the 50% threshold. (65 Fed. Reg. 77210, Dec. 8, 2000.)

The same assessment of property/unit requirements utilized for single family rental units (PEP and BOA/LAF) will apply to any multi-family project that a subgrantee may consider weatherizing. Subgrantees considering undertaking a multi-family project within their service area must contact the state WAP office for any additional guidance and then submit the application documentation for review. Then the package will be forwarded to DOE for review and approval. A multi-family project cannot proceed until approved by DOE and then by the state WAP office.

FloridaCommerce follows guidance offered in WPN 22-5 and WPN-25-1 that streamline the qualification of certain HUD and USDA multi-family properties for weatherization work, including streamlining income eligibility determination and ensuring that benefits accrue primarily to the low-income residents. Further elements regarding multifamily buildings are outlined in the WAP Policy and Procedures.

Describe the deferral Process

The Florida WAP may elect to defer an otherwise eligible dwelling from receiving weatherization services where health and safety hazards exist for WAP staff, contractors, clients or where conditions prevent the safe and effective implementation of weatherization measures. The decision maybe to defer work in a dwelling, or in extreme cases, provide no weatherization of weatherization measures. This does not mean that assistance will never be available, but that work must be postponed until the problem can be resolved. Information for making this determination may become evident during the eligibility process, during the audit or after work has started.

Florida's WAP Policies and Procedures, Deferral Process, outline the circumstances when an eligible dwelling may be deferred, the client notification and referral procedures, including how the home may be made weatherization ready, the deferral appeals process for the client, and how client eligibility and priority will be addressed for deferred dwellings, including defined time limit before requalifying clients for the program becomes necessary.

The Florida WAP program requires Subgrantees to robustly adhere to and track deferral applications and if subgrantees do not perform in conjunction with FloridaCommerce and/or DOE requirements, reallocation may result.

Weatherization Readiness Funds (WRF)

The purpose of the Weatherization Readiness Funds (WRF) is to reduce the frequency of deferred homes requiring services outside the scope of weatherization before the weatherization services can commence. WRF aims to bring a dwelling into weatherization readiness by addressing structural repairs, health and safety issues, and to increase the number of homes weatherized across Florida. WRF funds may not be used to cover the costs of WAP allowable uses through the formula grant.

The WRF should be used to address necessary repairs in dwellings that have been deferred, are in the process of being deferred, or have the potential to be deferred based on initial assessments.

FloridaCommerce will follow DOE requirements on the use of WRF funds. Funds will be distributed to the Subgrantees on a per unit basis at the ACPU calculated in the Annual File. In accordance with WPN-24-9, effective April 14, 2025, as revised, FloridaCommerce will track these funds for each building

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and unit, and at a minimum, capture measures/repairs and associated costs, for reporting purposes.

It is noted that Low Income Home Energy Assistance Program Weatherization Assistance Program (LIHEAP WAP) funds may be used to leverage WRF activities to bring a dwelling to weatherization readiness status.

For more details on Weatherization Readiness Fund, refer to Florida's Weatherization Assistance Program Policy and Procedures Manual further delineates how funds will be distributed, how households will be prioritized for WRF funds, WRF funding restrictions, how FloridaCommerce will monitor Subgrantees, and the tracking process. Additional considerations found in WPN-24-9 are also addressed.

Readiness Timeframe

The process and timeframe listed should be used as a guide when completing the readiness procedures.

Step 1: Subgrantee conducts a home evaluation and determines that the home is not ready for weatherization (deferral).

Step 2: Subgrantee estimates the repair costs to determine if repairs and costs fall within the guidelines of the repair program.

Step 3: Subgrantee prepares and submits an approval form with supporting documentation (i.e., pictures, estimates/pre-work orders, scope of work, copy of deferral tracker/deferral documents) to FloridaCommerce for review and approval.

Step 4: FloridaCommerce reviews and requests more information as required and then provides approvals or denials where applicable.

Step 5: Subgrantee will ensure readiness repair work is completed prior to weatherization.

Average time for weatherization readiness may vary depending on the work being completed, however, it should not take more than five days to ready a home for weatherization.

Reallocation of Funds

Florida may reallocate funds to eligible subgrantees to address necessary repairs in dwellings deferred from receiving weatherization. FloridaCommerce will reallocate by assessing Subgrantee performance of deploying an effective program, including but not limited to, an analysis of award burn rates, risk assessments, monitoring reports, etc.

Funds will be made available for reallocation to other Subgrantees as follows:

- Funds unspent by Quarter 1 - ¼ of WRF allotted becomes available for reallocation
- Funds unspent by Quarter 2 - ¼ of WRF becomes allotted available for reallocation
- Funds unspent by Quarter 3 - ¼ of WRF becomes allotted available for reallocation

Subgrantees may request additional readiness funds as the need presents itself and must complete the WRF Request Form along with the official appeal.

V.1.3 Definition of Children

Definition of children (below age): 18

V.1.4 Approach to Tribal Organizations

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

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

Low-income members of Florida's Federally Recognized Tribes whose household meets the eligibility requirements are eligible to receive benefits equivalent to the assistance provided to other low-income persons within the state.

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Assistance is made available to all eligible residents of the state without regard to tribal organization status, to the extent that funding is available.

V.2 Selection of Areas to Be Served

Services will be provided to all of Florida's 67 counties. Selection of weatherization subgrantees or qualified entities are made pursuant to 10 CFR 440.15. Subgrantees in the State operate the WAP in service areas designated by specific counties, barring any unforeseen circumstances necessitating service area alteration. Subgrantees may contract with one another in efforts to more efficiently provide weatherization services to all counties within a subgrantee's service area upon FloridaCommerce approval. In the event a subgrantee fails to meet WAP subgrant agreement requirements or is unable to yield an effective WAP program pursuant to 10 CFR 440.15(a)(3), options include (but are not limited to) reallocating funds to other eligible subgrantees or qualified entities in the State, inclusive of the State of Florida, FloridaCommerce.

Furthermore, FloridaCommerce may reallocate funds between cost categories, functions, activities and subgrantees or qualified entities to fully utilize the award during the budget period. All budget changes will comply with 2 CFR 200.308(e) and other applicable federal regulations. Criteria for subgrantee allocation adjustments are outlined in FL WAP Grant Agreements, ensuring compliance with applicable federal and state rules.

The base allocation of funds to subgrantees across budget categories will be based on the base formula of low-income population of the state against the low-income population of each county, the average number of heating and cooling days in each of the two climate zones, and the overall average energy cost per kilowatt. Additionally, Florida may take into consideration past performance and good standing of each subgrantee through the RFA process, including but not limited to, review of risk assessments, performance reports, monitoring results, past Single Audit analysis, etc. Subject to availability, funding may be reserved to provide a minimum allocation to ensure service to each county where the formula does not otherwise generate sufficient funding to feasibly operate a program.

Redistributing Provision:

FloridaCommerce retains the right to allow for reallocation of funds to subgrantees and across budget categories using the same formula as originally proposed or any other funding plan that meets the needs of Florida citizens. This can be done without holding additional public hearings. Active management and reallocation allow the grant to be fully expended during the budget period. FloridaCommerce, at its discretion, may reallocate funding to an agency or agencies that demonstrate a high number of weatherized dwellings, burn rates and expenditures.

The WAP Subgrantee Policy and Procedures Manual describes the state's response to subgrantee noncompliance, including recoupment or reduction of funding, subgrantee probation, and subgrantee termination.

Additionally, FloridaCommerce may redistribute funds allocated to an underperforming subgrantee based upon the results of monitoring activities described in Section V.8.3 or choose to not allocate future funding.

V.3 Priorities

Once eligibility has been determined, the subgrantee must abide by the following client priority policy.

Applications should be assessed with several priorities based on information taken from the application. As required by 10 CFR 440.16, priority must be given in identifying and providing weatherization assistance to households where one or more of the following exist:

1. Elderly persons.
2. Persons with disabilities.
3. Families with children..
4. High residential energy users; and.
5. Households with a high energy burden.

Households that do not meet at least one of the priority categories may only be served if all eligible priority households in the subgrantee's territory have been served. Within the above listed priority, subgrantees may choose the order in which households are served. The number of preference points determines client position on the waiting list. The person with the most points will be placed at the top of the waiting list. Lower priority ranked, income-eligible households may

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be served later in the program year or when funding is available.

Subgrantees may choose to consider using the oldest application approval date for positioning applicants with priority points. An application with at least one priority point may be moved up on the list when working in the same area to save travel time.

Each subgrantee must develop a client facing priority policy so that clients are able to understand the selection process. This policy will be reviewed during monitoring.

Priority Points Example Table:

Primary Scoring Category	Primary Scoring Priority Points		
Age	4 Points per household if the household contains any members aged 0 to 18 and/or over 60 years of age.		
Disabilities	5 points per household if the household contains any persons with disabilities.		
High Energy Use/Energy Burden	The following mathematical calculation will be used to determine the energy burden of a household: <u>Current Monthly Household Energy Cost</u> = % Energy Burden <u>Current Monthly Household Income</u>		
	Points awarded by energy burden:		
	Energy Burden	Points Assigned	
	0 – 5%	1	
	5.1 – 10%	2	
	10.1 – 15%	3	
	15.1 – 25%	4	
	25.1 – 35%	5	
	35.1% or greater	6	
Secondary Scoring Category	Secondary Scoring Points		
Poverty Level	Points Awarded by percentage federal poverty level, represented by household's annual income:		
	FPL %	Points Assigned	
	Above 150%	0	
	126 – 150%	2	
	101 – 125%	4	
	75 – 100%	6	
	Below 75%	8	

V.4 Climatic Conditions

Climate and demographics formulas are utilized to determine the percentage of allocation needed for each county in Florida. An 'Average Degree Days' data is utilized to determine cooling degree days and heating degree days that span five years. FloridaCommerce is leveraging the data from PY24 as outlined in the table below.

Counties with higher degree days and more eligible households receive increased funding.

The below table shows 'Degree Days' data collected over the last five years. Data collected through Degreedays.net.

City	Cooling Degree Days	Heating Degree Days
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Tallahassee	3,026	1,436
Jacksonville	3,429	815
Pensacola	3,219	1,196
Orlando	3,804	515
Sarasota	4,037	403
Florida City	5,063	104

Data from Degreedays.net

A data point varying from its long-term mean will affect the number of Heating Degree Days (HDD) and Cooling Degree Days (CDD) in Florida. This will alter which measures are most cost-effective to be performed on eligible weatherization dwellings. During our sub-grantee annual audit, client files are reviewed to ensure that the closest weather station to its location is selected.

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

During the Formula cycle, all Florida technical guides and materials will meet the specifications, objectives and desired outcomes outlined in the Standard Work Specifications for Home Energy Upgrades (SWS).

The following guides will be utilized by all Subgrantees and as applicable, contractors in performing weatherization activities:

1. Florida WAP Policy and Procedures Manual (P&P)
2. SWS/Florida Field Guides (SWS/FFG)
 - a. Single Family Homes
 - b. Standard Work Specification-Aligned Field Guide
 - c. Manufactured Homes
 - d. Standard Work Specification-Aligned Field Guide
 - e. Multi-family Homes
 - f. Neat Energy Audit Tool and Manufactured Home Energy Audit
 - g. Florida Weatherization Health and Safety Plan
3. Florida Weatherization Program Notices
 - a. Quality Control Inspection (QCI) report
 - b. Monthly reporting forms
 - c. Contractors' agreement language
 - d. DOE-Approved Formula Plan
 - e. Subgrantee WAP contractual agreement attachments – (Scope of Work, Reporting, Record Keeping and Special Conditions, as applicable).

Communication of Guidelines and Standards:

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During the Formula cycle, all subgrantee contracts and subgrantee vendor contracts will contain language that specifically includes adherence to the Field Guide and SWS requirement, Policy and Procedures Manual, Health and Safety Plan and Program Notices. These items are published on FloridaCommerce's website. Work performed on dwellings shall be completed in accordance with the SWS/FFG, the Florida Weatherization Policy and Procedures Manual, Weatherization Priority List, Supporting Weatherization Program Notices, along with any supplemental FloridaCommerce and USDOE guidelines. As stated WAP subgrant agreement, "Subgrantee shall ensure that all installed weatherization materials meet the materials standards taken from Appendix A of 10 C.F.R. part 440, be of good quality, and be installed in a safe, cost-effective manner."

All work being performed by Florida WAP will be in accordance with the DOE-approved energy audit procedures and 10 CFR 440 Appendix A. In addition to materials approved in 10 CFR Appendix A, FloridaCommerce has been approved to utilize Light Emitting Diodes (LED) as an energy conservation measure in Florida.

- a) The Florida WAP Policy and Procedures will include sections for quality work standards, inspection compliance and Quality Control Inspector qualifications, training requirements and certification. By signing the FloridaCommerce agreement, subgrantees are acknowledging receipt of all technical manuals, policies and protocols.
- b) The state will require written subgrantee communication and verification to ensure that the requirements are understood. The state will require the subgrantee to provide written verification from all vendors of the SWS.

The Standard Work Specifications (SWS) was updated in Program Year 2021 (PY21) and was rebranded as FFG. DOE accepted the FFG in November 2021.

The FFG was distributed through Statewide Weatherization Program Notice, and a copy was provided to the net- work. Additionally, the FFG has also been posted on FloridaCommerce's website for easy access to the network at [https://www.floridajobs.org/ weatherization- assistance-program](https://www.floridajobs.org/weatherization-assistance-program) under "Retrofitting Florida: Standard Work Specifications- Aligned Field Guide".

Field guide types approval dates

Single-Family: 11/8/2021
Manufactured Housing: 11/8/2021
Multi-Family:

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family
Audit Name:
Approval Date: 9/22/2020

Audit Procedure: Manufactured Housing
Audit Name:
Approval Date: 9/22/2020

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

Comments

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Florida is committed to adhering to DOE energy audit procedures. Re-approval is required in Program Year 2025. The state of Florida remains in contact with DOE on the milestones, status and estimated date of submission of the updated Energy Audit Plan. The state will follow PY25 Application Instruction guidance.

Florida subgrantees will conduct a full site-specific energy audit utilizing the Weatherization Assistant software. Subgrantees will complete an assessment of the central heating and cooling unit, water heater and building's characteristics.

Subrecipients must update fuel, supply and electricity cost libraries in the Weatherization Assistant, at minimum, every 12 months. More frequent price updates are warranted when prices are impacted by supply chain interruptions, inflation or other external factors like natural disasters. Regular management of libraries improves accuracy of SIR prediction, allowing agencies to better serve clients.

For multi-family units, FloridaCommerce will ensure that all WAP staff will have the required training, and any proposed weatherization of multi-family units will be approved by DOE before work commences.

Multi-Family Audit:

Florida historically has fallen below the DOE 20% threshold of weatherizing multi-family dwelling units and does not currently have a DOE-approved audit and procedures for multi-family buildings. However, in the event a subgrantee decides to undertake a multi-family building project for weatherizing, it will:

- a) Follow the multi-family dwellings criteria outlined in Section V.1.2 Approach to Determining Building Eligibility.
- b) Conduct the building assessment (diagnostic testing and inspection) and have a qualified energy auditor complete a DOE-approved energy audit to determine the energy conservation measures that should be implemented through weatherization.
- c) Submit to the state WAP office all documentation and material from the assessment and audit, including the recommended scope of work and installation procedures.

After the state WAP office assessment is completed, it will forward that proposal to its DOE Project Officer for review and approval. Multi-family projects will be assessed on a case-by-case basis.

V.5.3 Final Inspection

All weatherization projects completed by subgrantees in Florida must pass a Quality Control (QC) inspection performed by the subgrantee's designated Quality Control Inspector (QCI) before being reported as completed. Payment for a completed unit will only be made for units that meet all program requirements. DOE requires that QCIs working for WAP possess the knowledge, skills and abilities in the National Renewable Energy Laboratory (NREL) Job Task Analysis for QCIs. This requirement applies to all individuals, including final inspectors, who perform an evaluation and approve work performed in homes.

The QCI will ensure that the weatherization services were completed properly and that all measures called for in the assessment, work orders and change orders have been installed and completed in a quality workmanship like manner and are in accordance with the priorities determined by the audit procedures, standard work specifications, and all other Florida WAP requirements.

Florida subgrantees may apply one of the two options available for meeting the QCI requirement:

- a) Independent QCI (Subgrantee staff or outsourcing)
- b) Independent Auditor /Quality Control Inspector

No dwelling unit will be considered as completed and reported to FloridaCommerce until:

- The QCI is performed (either by a subgrantee staff who is certified to perform the QCI or through an outsourced entity approved to conduct the QCI by FloridaCommerce).
- The QCI individual completes the QCI Report and both the QCI individual and whomever performed the initial inspection and diagnostic testing on the dwelling signs this report.
- A copy of the QCI Report is complete and the dwelling unit is ready for submittal to FloridaCommerce.

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- An approved deferral was used on the home due to client noncompliance.

The WAP production spreadsheet that is submitted by subgrantees with each monthly request for reimbursement, captures the name of the QCI, status of QCI certification, date the QCI certification expires and whether the QCI is a contractor. This report is reviewed by the contract manager monthly and maintained in the subgrantee's file. QCIs' certifications are also captured in the Training Plan submitted by the subgrantee once a year. This plan will outline the QCI training schedule, the type of training required and the certification that will be obtained. The WAP or Contract Manager will be able to track certifications while assessing training needs.

QCIs are individuals who are not involved in the prior work inspected as the energy auditor/assessor, a member of the crew or affiliated with a contractor hired to install any weatherization item. If a QCI is found to have any conflict of interest, FloridaCommerce may, at its own discretion, require the subgrantee to hire a third party QCI to redo the inspection on a home or homes at the subgrantee's cost.

The QCI form is used by both the Technical Monitor and Subgrantees.

V.6 Weatherization Analysis of Effectiveness

FloridaCommerce conducts analyses of Florida's WAP throughout the program year of each subgrantee's program, per 10 FR 440.14 (6)(1) and maintains documentation on file for review. Through a multifaceted approach, FloridaCommerce leverages on-site monitoring of subgrantees to analyze effectiveness which is further described in V.8.3. Monitoring Activities in conjunction with the following approach to determine subgrantee implementation and effectiveness:

- Reviewing monthly reports submitted by subgrantees, reviewing the pre-and-post-weatherization utility bills of households served, and performing monitoring visits and dwelling inspections that either supports subgrantee effectiveness or brings up ineffective areas that need to be addressed.
- Comparing productivity or energy savings of all subgrantees can indicate if additional training is required and supports initiating peer to peer or state coordinated training and technical assistance (T&TA) activities.
- Measuring the financial burn rates of each subrecipients over the program year.
- Analysis of subgrantee monitoring report responses can also indicate if additional assistance or training is needed.
- Following up with subgrantees' corrective actions to ensure improvement on issues discovered during monitoring visits.
- Reviewing training credentials or attendance records to ensure that the subgrantee is meeting the DOE required Quality Work Plan to implement the QCI and the Job Task Analysis (JTA) training/certification requirements.
- Comparing the annual risk analysis assessment of each subgrantee's past performance to summarize the financial reviews, monitoring report(s) and any outstanding issues. From this assessment, each subgrantee's needs, strengths and weaknesses may be determined, and plans made to follow-up on providing the necessary T&TA to ensure future compliance.
- Review the total number of trainings scheduled and completed for the program year.
- Subgrantees determined to be at risk may be placed on probationary status for a period. Failure to achieve compliance during that time may result in termination of their agreement.

Additional WAP effectiveness measures are reflected in the Florida WAP Policy and Procedures Manual.

V.7 Health and Safety

In accordance with 10 CFR 440.16, 440.18, 440.21, the Final Rule, and DOE WPN-22-7, FloridaCommerce has established a comprehensive Health and Safety (H&S) Plan to ensure the protection of clients and workers during weatherization activities. Subgrantees must comply with all applicable federal, state and local codes, including OSHA's Hazard Communication Standard (29 CFR 1910.1200), and maintain written hazard communication programs with proper labeling, Safety Data Sheets (SDS) and worker training.

Subgrantees are required to include procedures such as occupant health screening, hazard notification and radon informed consent, and may use their Training and Technical Assistance (T&TA) budgets to support H&S training and certification. FloridaCommerce monitors compliance and enforces safe work practices, including corrective actions when deficiencies are found. The H&S Plan is submitted as a separate attachment to the SF-424.

In accordance with the Final Rule and DOE WPN-22-7, FloridaCommerce adopts the following approach to implementing health and safety measures:

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Subgrantees shall comply with all applicable federal, state and local building codes and regulations.

FloridaCommerce provides subgrantees with an allocation of funds identified as a budget line item to be used for required health and safety measures. Specific health and safety related measures are reported in the designated electronic data reporting system. The purchase and maintenance of personal protective equipment and other safety equipment is allowed. Each subgrantee has a Training and Technical Assistance (T&TA) budget, and those funds may be used to provide training and certification to address health and safety issues.

FloridaCommerce will budget health and safety funds at less than 15% of the Program Operations funds budgeted. Florida tracks health and safety labor and materials costs on its work order. Reporting data that populates the statewide database makes it possible to track and manage all health and safety costs.

FloridaCommerce encourages subgrantees to maintain coverage for Pollution Occurrence Insurance (POI) but no longer makes it mandatory.

Subgrantees must comply with Occupational Safety and Health Administration (OSHA) and Safety Data Sheets (SDS) requirements in all weatherization activities under the revised Hazard Communication Standard (HCS) 29 CFR 1910, 1200 and take precautions to ensure the health and safety of themselves and others. Wherever workers or residents may be exposed to hazardous materials subgrantees, contractors and subcontractors will develop and maintain a written hazard communication program conforming to the HCS 29 CFR 1910, 1200. The subgrantee shall ensure that:

- All hazardous chemicals in the workplace are listed.
- All containers of hazardous chemicals are labeled.
- SDS are maintained for all hazardous chemicals.
- Workers are informed and trained in program elements, hazards and protective measures.
- SDS must be posted wherever workers may be exposed to hazardous materials.

Subgrantees will be assessed and monitored to determine whether workers are utilizing safe work practices and following all OSHA standards.

Any deficiencies found shall be documented, and appropriate action will be taken to address the issue including additional training, notification of “at-risk” status, or issuance of “stop work” order, until such time as it is determined that subgrantee understands all OSHA requirements and will adhere to them.

V.8 Program Management

V.8.1 Overview and Organization

The Florida WAP is administered by FloridaCommerce, as authorized by Florida Statute 409.509. The WAP staff is located in the Division of Community Development, Bureau of Economic Self-Sufficiency (BESS). The WAP direct personnel roster consists of a Bureau Chief, Program Manager, six Government Operations Consultants II (monitors) and two Government Operations Consultants III. In addition to WAP, the Community Services Block Grant (CSBG) and the Low-Income Home Energy Assistance Program (LIHEAP) are also located in BESS. A complete FloridaCommerce organizational chart is included in the application.

To best serve all of Florida’s 67 counties, FloridaCommerce conducts a competitive process to select subgrantees to participate in the Florida WAP program pursuant 10 CFR 440.15. Subgrantees in the state operate the WAP in service areas designated by specific counties, barring any unforeseen circumstances necessitating service area alteration. Subgrantees may contract with one another in efforts to more efficiently and effectively provide weatherization services to all counties within a subgrantee’s service area upon approval. In the event the state of Florida determines that a subgrantee fails to meet Florida WAP grant agreement requirements or is unable to yield an effective WAP program pursuant to 10 CFR 440.15(a)(3), options include (but are not limited to) reallocating funds to other eligible subgrantees or qualified entities in the state, inclusive of the state of Florida BESS office. Direct-funded statewide contractors may also be used.

Subgrantees implement WAP at the local level, using internal staff for tasks like outreach, energy auditing, air sealing and inspections. Due to the program’s

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technical demands, subcontractors may be needed. Volunteers are limited to non-technical roles. To optimize federal funding, subgrantees may coordinate with FloridaCommerce, other subgrantees or public entities that engage qualified contractors across multiple funding streams.

The WAP Policy and Procedure Manual and Request for Application (RFA) further outlines and delineates the overview and organization of Florida's WAP operations.

Financial assistance provided will be used to supplement and not supplant state or local funds.

Florida's use of WAP funding from DOE described in this plan conforms to the rules and regulations issued by DOE for expenditure of WAP funding.

V.8.2 Administrative Expenditure Limits

The Florida WAP will follow the administrative expenditure limits outlined in Section 1011(g) of the Energy Act of 2020 and 42 U.S Code § 6865(a)(1), as amended, which states that "not more than an amount equal to 15 percent of any grant made by the Secretary under this part may be used for administrative purposes in carrying out duties under this part, except that not more than one-half of such amount may be used by any State for such purposes."

There will be a direct split of 15% between FloridaCommerce and its subgrantees.

V.8.3 Monitoring Activities

In accordance with 10 CFR 440, as the Grantee of the Weatherization Assistance Program (WAP), FloridaCommerce has an established monitoring system for evaluating subgrantee performance, regardless of funding source. In alignment with WPN 24-4, 10 CFR 440, and 2 CFR Part 200 (Uniform Guidance), monitoring functions are the state's principal method for determining subgrantee compliance with all applicable regulations, program notices, and DOE-issued procedures.

Purpose and Scope of Monitoring

- Evaluate actual accomplishments against planned activities.
- Determine the effectiveness of WAP policies.
- Provide objective reporting between FloridaCommerce and subgrantees.
- Make recommendations to address administrative or programmatic deficiencies and needs.

Funding of Monitoring Activities

- A portion of staff salaries is paid from WAP Grantee Administrative and T&TA funds.
- Supplemental funding from LIHEAP supports additional monitoring costs, staff salaries, and outsourcing of Quality Control Inspections (QCI).
- A detailed breakout of projected monitoring expenditures charged to WAP is provided in the budget detail of this application.
- FloridaCommerce plans to spend 39% of Grantee T&TA to conduct Programmatic, Technical and Financial monitoring.

Implementation Approach

- Monitoring is carried out by cross-trained staff across multiple programs and supplemented as needed.
- Each subgrantee will be monitored at least annually, using a risk-informed schedule and aligned monitoring opportunities.
- Whenever possible, monitoring events will be coordinated with other federal programs, including CSBG and LIHEAP, to reduce duplication.
- The state-level QAI monitoring function will be outsourced to certified independent contractors, enhancing technical competency at both the state and subgrantee levels.
- Administrative (fiscal, programmatic and management) reviews and technical reviews may be conducted separately. Administrative reviews may be performed using desktop monitoring procedures, while technical reviews will be performed onsite (as required by WPN 24-4.)

Each subgrantee will be monitored by state WAP or contracted staff. The monitoring visits will consist of an administrative, fiscal and programmatic review in addition to completing state level required QCI on:

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- a) At least 5% of the completed dwellings inspected for subgrantees utilizing the Independent QCI option.
b) At least 10% of the completed dwellings inspected for subgrantees utilizing the Independent Auditor/QCI option.

The Focus of the Administrative Review:

1. Review of procurement procedures to comply with 2 CFR 200.
2. The cost or purchase and delivery of weatherization materials (10 CFR 440.18). Funds may only be expended on weatherization materials in Appendix A of 10 CFR 440 or as approved by DOE.
3. Labor costs in accordance with 10 CFR 440.19.
4. Purchase or annual lease of tools, equipment and/or vehicles, except that any purchase of vehicles must be referred to DOE for prior approval in every instance (10 CFR 440.18(d)(6)).
5. The costs of incidental repairs to make the installation of weatherization materials effective (10 CFR 440.18(d)(9)).
6. The costs of liability insurance for weatherization projects for personal injury and property damage (10 CFR 440.18(d)(10)).
7. The cost of carrying out low cost/no cost weatherization assistance (10 CFR 440.20).
8. The cost of WAP financial audits in accordance with 10 CFR 440.23.
9. Administrative costs (10 CFR 440.18(d)(13)).
10. The costs of eliminating health hazards necessary to ensure the safe installation of weatherization materials (10 CFR 440.18(d)(15)).
11. Compliance with client prioritization and deferral processes.
12. Results of subgrantee's latest Financial Audit results.

Quality Assurance Activities:

Based upon review of the monthly program, fiscal and Quality Assurance Inspection (QAI) Reports and the results of any modified or regular monitoring visits, the monitor may determine that additional on-site Quality Assurance (QA) visits may be warranted.

In the interim, the staff will perform a desk monitoring of monthly reports and supporting documentation submitted to confirm subgrantee performance regarding meeting agreement deliverables, reporting deadlines, material and labor costs and budget/expenditures. Monitoring procedures and schedules may also be changed based on the results of the review of the following items:

- The FloridaCommerce Office of Inspector General audit.
- The last monitoring report.
- Most recent independent audit.
- Monthly fiscal reports.
- Up-to-date production records.
- A review of applicable board minutes.
- Interactions/communications with the subgrantees' coordinator and fiscal staff.
- T&TA Form/Report.
- Needs or requests submitted by the subgrantee.
- Deferral units reported to the state office since the last monitoring visit.

State Level QAI Monitoring (Technical Reviews):

FloridaCommerce will utilize funding to contract QAIs to monitor QCI Reports and conduct site inspections during the five-year grant cycle. FloridaCommerce will allow contractors the flexibility to hire subcontractors with the funds to carry out the statewide QAI Monitoring, if necessary.

Prior to conducting a QAI monitoring visit, the BESS Contract Manager will review the QCI Reports that have already been submitted by the subgrantee for completed dwellings. Any QCI Reports that are questionable or have conflicting information will be earmarked for inspecting during the visit. Also, during the visit, the credentials of the individual that performed the Quality Control Inspection (QCI) will be reviewed.

During the QAI monitoring visit, if it is determined that there is a diagnostic testing result or workmanship issue that was not reported in the initial QCI Reports, the infraction will be brought to the attention of the individual who conducted the QCI and the subgrantee to discuss how it was missed and what corrective actions are to be taken.

The subgrantee will coordinate the required corrective action to be taken and have thorough photo documentation of the resolved issue. The QCI will be re-conducted and a new QCI Report will be submitted to the state office along with all supporting photo documentation. The QCI individual will be put on notice and supporting documentation photos and test readings may be required to be submitted along with the QCI by the subgrantee for additional dwellings that had the QCI conducted by the same individual.

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If applicable, the subgrantee will be required to provide the state WAP office with the necessary changes that have been implemented and oversight activities that will ensure the issue is not repeated on future dwellings. The subgrantee may also be required to submit QCI supporting photo documentation of dwellings completed for review and approval when they are submitted to the state WAP office with a monthly Financial Activity (FA).

If there is a second repeat occurrence of a failed QAI monitoring inspection, the issue will be discussed with all parties (subgrantee management, QCI individual and state WAP staff) to determine the best course of action. If it is determined that a QCI individual is not performing the task as required, that QCI individual may not be allowed to continue performing the QCI activity for Florida WAP subgrantees or the state WAP office.

If significant deficiencies are discovered, such as health and safety violations, poor quality installation of materials or major measures missed, then FloridaCommerce must require the subgrantee to take appropriate corrective action to resolve the outstanding issues in a timely manner. FloridaCommerce must also increase both the frequency and percentage of units monitored (per DOE WPN 22-4) of the subgrantee until it can be verified that all deficiencies are resolved.

Once deficiencies are corrected and procedures are established to prevent reoccurrence, FloridaCommerce may resume its required sampling percentage of the subgrantee's work in subsequent monitoring visits. The monitor will work with the subgrantee to find another certified QCI individual to avoid any delay in meeting production goals.

State Level Monitoring Instrument:

- Financial/Administration
- Vehicles and equipment inventory
- Audits
- Financial management/accounting systems
- Payroll/Personnel
- Records retention
- Invoicing
- Contractor procurement process
- Client eligibility (Client file review)
- Contractor qualifications and licensing
- Pre and post inspections results
- Percentage of change-orders
- Energy audits
- Preparation of work orders
- Health and safety compliance
- Weatherization measures installation
- Quality Control Inspection report
- Qualifications and training assessment
- Needed training and technical assistance

The applicable percentage of each subgrantee's completed weatherized dwellings reported since the last monitoring visit will have a QAI performed and at least one dwelling "in progress" will be visited to assess:

- Quality and compliance
- Appropriate and allowable materials
- Appropriateness and accuracy of energy audits
- Comprehensive final inspections
- Safe work practices
- Lead safe weatherization protocols.

In addition, one dwelling ready for bid (diagnostic tests completed and bid prepared) will be visited to ensure the accuracy of applicable testing that had been performed. During the visit, a subgrantee may be required to conduct diagnostic testing procedures if it appears that the interpretation of the results is questionable and if additional training is needed.

The monitoring process consists of the following activities:

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The Visit

- A formal notification of upcoming visit correspondence is sent to the subgrantee to schedule the time frame of the visit. The correspondence will include a list of documents to be made available for review and other specific programmatic activities relating to weatherized dwellings.
- An entrance interview will be held with subgrantee management and weatherization staff to discuss any previous non-compliance issues along with the agenda for the visit.
- During the dwelling inspection process, if any health and safety issues are found that present imminent danger to the household, the subgrantee will be directed to immediately resolve the issues.
- The applicable QAI dwelling, and files inspection will be performed.
- An exit interview is held and issues that will be addressed in the follow-up report are covered.

The Report

- A written report that describes the monitoring assessment is issued to the subgrantee within 30 days of the visit.
- The report will identify any existing or potential non-compliance issues found during the visit.
- For non-compliance or workmanship issues found during the dwelling inspection, photo documentation is included.
- Corrective actions are recommended, and the appropriate guidance document is referenced. Samples of best practices and what training is available may be provided if applicable.
- For issues regarding workmanship or measures installed on a dwelling that has already been reported as a completed unit, the subgrantee is responsible for addressing the issue with the subcontractor and corrective actions should be the responsibility of the subcontractor.
- Disallowed costs will be reimbursed to the state.

Subgrantee Response

- Subgrantees will have 30 days after receipt of the monitoring report to respond.
- If the subgrantee response and/or corrective action to be implemented are not sufficient to assure future compliance, additional clarification may be requested and the subgrantee will have an additional 30-day time frame to achieve compliance.
- Failure by a subgrantee to implement acceptable corrective actions or rectify a non-compliance issue at the end of the second response period may result in FloridaCommerce withholding of program reimbursements until compliance is met.
- Follow-up visits may be scheduled as determined by state staff or requested by subgrantee staff to focus on a specific area of concern or to provide specific oversight or training.

Risk Assessment

10 CFR 200.331 requirements for pass-through entities, necessitates FloridaCommerce, as pass-through entity, to assess the risk of subgrantees and monitor their activities necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations and the terms and conditions of the subaward.

In alignment with the regulation, FloridaCommerce's risk assessment and monitoring will address both financial, programmatic and technical considerations of the Weatherization Assistance Program. Annually, a risk analysis assessment of each subgrantee's past performance will be conducted after the program year to summarize the financial reviews, monitoring report(s) and any outstanding issues. From this assessment, each subgrantee's needs, strengths and weaknesses may be determined, and plans made to follow-up on providing the necessary T&TA to ensure future compliance. Subgrantees determined to be 'High Risk' could be placed in a probationary status.

The Florida Risk Assessment Tool will be used to assess key performance indices, measuring and prioritizing risks within the constraints of the defined risk levels and tolerance thresholds or acceptable risks. The risk factors considered will be determined based on prior experience, audit results, changes in systems and the results obtained from monitoring. The scoring mechanism will be defined in terms of impact and the criteria defined as 'No Risk', 'Low Risk', 'Moderate Risk', and 'High Risk'.

Upon being classified as a "Moderate – High risk" subgrantee and being placed on probationary status, the subgrantee will be required to submit a detailed Corrective Action Plan (CAP) that will outline the processes to be implemented to address the issue(s) along with a timeline to achieve resolution. The monitor will assess the progress of the subgrantee to determine the status of the resolution and that the submitted CAP is being implemented. If a site visit to the subgrantee is warranted, it will be prioritized to be performed.

Failure by a subgrantee to rectify the situation within the prescribed probationary time frame may result in the termination of the subgrantee agreement and FloridaCommerce seeking another provider of weatherization services for that area. For any Subgrantee that is considered "at risk," QAI visits will become part of the state oversight activity to ensure the CAP is being implemented.

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Subgrantee Single Audit Reviews

In addition to their annual financial audit (per WPN-24-4, subgrantees are required to submit a copy of their annual single audit to FloridaCommerce's Office of Inspector General (OIG) for review. The OIG performs a preliminary review of the audit and then provides the audit and a technical review questionnaire to the FloridaCommerce WAP office. WAP staff and management review the audit and discuss.

If there are findings regarding the subgrantee's direct administration of WAP or indicate an organizational activity considered to be a material weakness or deficiency finding WAP management provides comments and drafts a management decision letter for review. Then, upon consultation with OIG staff, the final management decision letter is provided to the subgrantee.

Florida WAP staff will follow up with the subgrantee to address any questions or provide additional clarification regarding corrective actions required to resolve the issue. As indicated in the QA section, additional onsite visits as applicable may be coordinated to ensure applicable corrective actions are being implemented to ensure resolution in a timely manner.

Others action to be taken once the Risk Assessment is complete are:

- Training and technical assistance.
- Review of State policies and procedures.
 - Developing policies and procedures to guide the areas identified.
- A deeper focus on monitoring.

Subgrantee Termination

If it is determined that a subgrantee does not have the capacity to implement WAP to ensure compliance with all procedures, guidelines, etc., even after substantial T&TA is provided by the state WAP office and/or uncovers definite waste, fraud or abuse, that subgrantee's agreement may be terminated.

FloridaCommerce may redistribute funds allocated to an underperforming subgrantee based upon the results of monitoring activities or choose to not allocate future funding.

V.8.4 Training and Technical Assistance Approach and Activities

The training and technical assistance (T&TA) aims to provide the state, subgrantees and its contractors with the information and training required to administer and operate in compliance with DOE/state regulations. Further, T&TA aims to maximize energy savings, improve program and operation efficiencies, improve crew/contractor work quality, reduce the potential of waste, fraud, abuse and mismanagement, and increase client satisfaction. To adhere to federal and state regulations and stay in alignment with DOE WPN-22-4 Quality Work Plan, Section 3: Workforce Training and 10 CFR 440.12(b)(7), FloridaCommerce will engage in comprehensive and specific training such as: Retrofit Installer, Crew Leaders, Energy Auditor and QCI Inspector trainings.

To support this goal, FloridaCommerce aims to work in tandem with a third-party vendor, to establish and execute a training plan that will comply with DOE WPN-22-4. The training plan will be provided by the Interstate Renewable Energy Council (IREC) entities and will address elements for training as specified above. The third-party vendor will assist in developing methods of data collection to identify and assess subgrantees' training needs and designing a comprehensive and specific curriculum to ensure trainings are customized to meet the needs of the weatherization workforce and unique energy efficiency programs. Further, FloridaCommerce will be collaborating with the third-party vendor to procure and secure an IREC accredited training provider for comprehensive trainings, which will meet the requirements of the Quality Work Plan. These trainings will be mandatory for the entire Florida WAP network and necessary for the workforce ramp- up.

Quality Control reviews will be conducted by a certified quality control inspector and based on the findings, a subgrantee may receive onsite technical assistance aimed at improving individual subgrantee staff skills in assuring work quality. Technical assistance will also be provided by the FloridaCommerce reviewer or monitoring staff to assess training needs.

Comprehensive Training

FloridaCommerce will develop and implement a Florida WAP training plan for PY 2025-2026. The primary goal of the plan is to provide continuing education

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and certification opportunities for practitioners of the Florida WAP.

Comprehensive training will be provided by accredited IREC training providers and, in compliance with Section 3 of DOE WPN-22-4, FloridaCommerce will track that comprehensive training for each job category is obtained within one year of being hired and that re-training occurs thereafter every three years.

Whereas it is the responsibility of FloridaCommerce to provide funds for training through IREC training providers, it is the responsibility of the subgrantee to ensure training is completed by staff and/or subcontractors. FloridaCommerce will work to develop a plan to ensure subgrantees guarantee their contractors obtain and maintain the required Tier 1 training certifications. FloridaCommerce will monitor subgrantee progress and track credentials. Weatherization staff may not function unsupervised until training and certification requirements are met.

Comprehensive training offerings will include but are not limited to:

- NEAT/MHEA training
 - NEAT/MHEA training and testing
 - NEAT/MHEA electronic audit reviews
- BPI Energy Auditor training
- Retrofit Installer training
- Health and Safety – according to OSHA Standards
- QCI/HEP Energy Auditor training and testing
- Contractor training

Specific Training

On-site visits provide firsthand, observable evidence for T&TA. Therefore, through monitoring, FloridaCommerce staff will analyze data on a variety of financial, production and weatherization retrofit information. Trends indicating extreme high/lows in production and completed weatherization measures will be noted and tracked for appropriate follow up. Technical weatherization skills will be closely monitored, and any deficiencies will be shared with subgrantees, and specific training requirements will be mandated.

Additionally, FloridaCommerce staff or contractor(s) will provide on-site, or off-site T&TA as needed. Needs may be identified by the subgrantee staff, DOE project officer monitoring visits, internal state audits, OIG reports or by FloridaCommerce staff as a result of observation for resolution of problems or to meet updates required by DOE. Subgrantees will have the opportunity to identify and address their own T&TA needs through local initiatives. Subgrantee-specific needs may include such items as basic energy conservation concepts, program requirements and work techniques.

Based on the specific needs identified, specialized training that will be provided includes, but are not limited to:

- Technical Training – ASHRAE 62.6 2016 – residential ventilation
- Annual Weatherization Conference Sessions
 - NASCSP Annual Winter WAP Conference
- Combustion Appliance Zone
- Blower door and duct testing
- Lead Safe weatherization
- Health and Safety – according to OSHA standards
- Multifamily training
- Historic Preservation training
- Procurement training
- Financial Activity training will be provided by FloridaCommerce, Bureau of Financial Management or a third-party vendor at the request of the subrecipient/subgrantee.

FloridaCommerce staff will also attend DOE mandated activities/events, National Association for State Community Services Programs (NASCSPP) events, state weatherization managers' meetings, national DOE conferences and other staff development trainings as needed or required.

Provision of Training and Technical Assistance

1) On-site technical assistance visits will be conducted by FloridaCommerce monitoring staff, as requested, or required. Any subgrantee experiencing management, production, operational or compliance problems will be provided technical assistance and a plan of recommended corrective action. Verbal

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recommendations will be given to the Executive Director, Weatherization Director or Weatherization Coordinator prior to the end the visit. A letter or a monitoring report reiterating those recommendations will be sent within 30 days of the visit and a follow-up visit will be made to evaluate progress.

2) FloridaCommerce will procure a training provider in collaboration with a third-party vendor based on the training needs and other factors for the WAP Network.

3) FloridaCommerce will continue to utilize the third-party vendor contract to conduct BPI EA, QCI and building science trainings throughout the year and procure a trainer directly to the state that is IREC accredited in all required areas.

4) Subgrantees will have the opportunity to select a training provider for meeting the training needs recommended and mandated by the Florida WAP office. Subgrantees must have FloridaCommerce approval for any out-of- state training and travel costs. It is strongly recommended that subgrantees utilize local/in-state training resources to maximize T&TA funds.

5) Should a subgrantee hire a new Weatherization Director/Coordinator, the subgrantee is required to notify FloridaCommerce in writing within 30 days of the date of hire and request training. FloridaCommerce will contact the subgrantee within 30 days of receipt of notification to arrange for training. FloridaCommerce will use in-house staff and/or other weatherization professionals to provide training.

6) Subgrantees may use available T&TA funds to support locally initiated training and to make effective use of available state training venues. To ensure coordination of training activities, all subgrantee T&TA funds shall be itemized and budgeted into the following categories:

- a) Costs for travel and per diem for attendance at all FloridaCommerce hosted T&TA workshops, seminars, meetings or classes.
- b) Supplemental training not offered by FloridaCommerce for subgrantee staff training must relate directly to the attendee's WAP job duties.
- c) Purchase of training materials, including training and testing costs, necessary to meet OSHA safety standards.
- d) Percentage of salary for a staff person responsible for ensuring that training, safety requirements and needs are met and to oversee in-house weatherization training.

7) To ensure coordination of training activities, all grantee T&TA funds shall be itemized and budgeted into the following categories:

- a) Purchase of training materials, including training and testing costs, necessary to meet OSHA safety standards.
- b) Travel for Florida WAP staff to attend conferences, meetings, trainings and seminars.
- c) Other T&TA initiatives in conjunction with local T&TA programs.
- 8) As needed, subgrantees may receive targeted training for single-issue, short-term training pertaining to identified field deficiencies and/or enhancement of existing knowledge, skills and abilities.
- 9) FloridaCommerce shall continue to ensure an effective exchange of program information via:
 - a) Active involvement with the WAP Policy Advisory Committee (PAC).
 - b) Promotion of statewide meeting initiated by the Florida Weatherization Network (FWN) Council and representatives of the PAC at which management, technical and general informational topics will be discussed according to current need.
 - c) Scheduling statewide weatherization meetings to develop new training approaches and refine the existing courses to best meet the needs of the subgrantee.
 - d) Updates to program management guidance, including operations memos, information updates and revisions in the Policy and Procedures Manual, when necessary.
 - e) Encouragement of information exchange and skills transfer among subgrantees on an informal basis.

Assessment of State T&TA Activities

The effectiveness of T&TA activities will be evaluated through the following:

- The use of Florida's WAP T&TA Planning and Reporting Form.
- Local training activities and local T&TA expenditure reports.
- Quarterly review of the Florida WAP training tracking database to measure and track training efficiency.
- Onsite monitoring and observations and reporting of improvement in work standards.
- Review of local T&TA curriculum and activities.
- Formal evaluation forms completed by participants to statewide training workshops.
- Surveys to subgrantees and contractors.

The WAP Production Snapshot will be updated to ensure that records of staff and their associated training certifications are up-to-date and to assess future needs within the program. A Subgrantee Enterprise Resource Application (SERA) integrated credentialing solution will be released to replace the monthly Production Snapshots.

Client education has been provided over the years by different methods in each area of the state, ranging from detailed discussions with clients during pre-and post-inspections to access to program-related publications. FloridaCommerce will continue to require WAP Subgrantees provide client education to each WAP client. Subgrantees will be required to provide (at minimum) educational materials in verbal and written format.

The Florida WAP will assess fuel savings effectiveness using data provided by subgrantees on pre- and post-weatherization energy usage derived from client-submitted energy bills. This analysis provides FloridaCommerce with information from a sampling of weatherized units, allowing staff to identify significantly high

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and significantly low performers. FloridaCommerce will analyze the data for T&TA purposes allowing them to compare effectiveness within a subgrantee's area and between subgrantees. The need for additional T&TA will be identified by FloridaCommerce and the subgrantee.

Workforce Credentials

Florida law requires general contractors to meet specific requirements to register as a certified general contractor. These requirements are outlined on The Florida Department of Business and Professional Regulation's (DBPR) website⁶, as follows:

1. Pass state certification examination.
2. Fill out initial licensure application form with DBPR.
3. Applicants are required to have four years of experience or a combination of college and experience.
4. Applicants will need to provide proof of financial stability and responsibility by submitting credit reports for themselves and the business entities (if applicable).
5. An applicant must have a background check as part of the licensing process.
6. Applicants are required to attest that they have obtained public liability and property damage insurance in the amounts determined by board rule. Applicants are also required to obtain workers compensation insurance or obtain an exemption from workers compensation insurance within 30 days of issuance of their license.
7. Pay the required fee as provided in the application.
8. Must be at least 18 years of age.

Subgrantees are responsible for regularly checking the Florida DBPR Licensee Search to ensure that their contractors' and subcontractors' licenses are up to date. Additionally, FloridaCommerce staff utilize a monitoring instrument that addresses contractor qualification and licensing during annual monitoring visits.

With the assistance of a third-party vendor, FloridaCommerce recently completed a WAP Subgrantee Workforce Survey to determine the number of specialty licensed professionals, retrofit installers, crew leads, energy auditors, inspectors, managers, directors and support staff within the WAP network, to ensure the network has sufficient staff to meet the DOE grant requirements. FloridaCommerce will continue to collaborate with the third-party vendor to develop a complete workforce credential plan to ensure that sufficient number and distribution of certified individuals available to meet and maintain weatherization requirements. T&TA and program outreach will be performed in areas of Florida which lack certified professionals. Florida has also budgeted for the procurement of a workforce development consultant to assist with ramp-up, workforce credential planning and wage studies during the program year.

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:	30.0
Percent of budget allocated to Crew/Installer trainings:	54.0
Percent of budget allocated to Management/Financial trainings:	16.0

V.9 Energy Crisis and Disaster Plan

The purpose of FloridaCommerce's disaster plan is to provide emergency services to low-income individuals and families affected by a disaster as determined by a Presidential or Gubernatorial order declaring a federal or state emergency.

In the event of a disaster declaration, Florida will allow subgrantees to assist eligible clients with weatherization funds. The allowable expenditures under the WAP are limited to include the following:

- The cost of incidental/additional repairs to an eligible dwelling unit, if such repairs are necessary to make the installation of weatherization materials effective, per 10 CFR 440.18(d) (9).
- The cost of eliminating health and safety hazards, which is necessary before the installation of weatherization materials per 10 CFR 440.18(d) (9) and 10 CFR 440.18(d) (15).
- To install or otherwise provide weatherization materials for a dwelling unit weatherized previously with grant funds if such dwelling unit has been

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damaged by fire, flood or act of God and repair of damage weatherization materials is not paid for by insurance, per 10 CFR 440.18(f) (2) (ii).

As indicated, WAP grant funds have a very limited role in any disaster response. Funds are limited to eligible weatherization activities and the purchase and delivery of weatherization materials expressly related to those activities. As such, subgrantees may prioritize service to buildings occupied by disaster victims. In some cases, subgrantees covering adjacent areas may be allowed to perform work in disaster areas, with the consent of the subgrantees that primarily serves that area. Work will be limited to allowable program measures. In cases where a previously assisted unit has been damaged by fire, flood or other natural disaster, assistance can be provided with prior approval from FloridaCommerce.

Weatherization service requests received from households located in the disaster area may need to be reprioritized, as long as the households are eligible for WAP, meet the priorities described in 10 CFR 440.16(b), and are free and clear of any insurance claim, or other form of compensation, as a result of damage incurred by the declared disaster. Other disaster related activities that may be considered but will require prior approval from FloridaCommerce include:

1. 1. Debris removal at a dwelling unit, to facilitate the weatherization of the unit.
2. 2. Weatherization personnel can be paid to perform functions related to protecting DOE WAP investment, such as:
 - a) Securing weatherization material, tools, equipment, weatherization vehicles or
 - b) Protection of local Subgrantee weatherization files, records and the like during the initial phase of the disaster response.

Weatherization vehicles and/or equipment may be used to assist in disaster relief provided that WAP is reimbursed in accordance with 2 CFR Part 200. The cost to pay weatherization personnel to perform relief work outside the scope of weatherization due to a disaster is not allowable.

As mentioned in Section V8.1, Florida contracts with eligible subgrantees to deliver program services at the local level. These subgrantees have various systems in place to provide weatherization in their service areas. Subgrantees may use in-house staff for some components of the program, such as outreach, energy auditing, air sealing and/or inspections. However, subgrantees may need to use subcontractors to perform some weatherization work due to the technical nature of the program, the use of volunteers is generally restricted to non-technical areas. To provide flexibility and to maximize the federal award, subgrantees may coordinate with FloridaCommerce, other subgrantees and/or public entities who engage contractors in similar work and scope to aid in leveraging contractors who meet all federal, state and/or local requirements across other federal funding streams. The total allowance for the installation of each weatherization measure is limited to the current maximum reimbursement per subgrantee contract.