

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

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

DE-SE0001828

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: Maryland, State of

b. Employer/Taxpayer Identification Number (EIN/TIN):
526002033c. UEI:
PPA6BVE1CAV5

d. Address:

Street 1: 7800 Harkins Road

Street 2:

City: New Carrollton

County: PRINCE GEORGE'S County

State: MD

Province:

Country: U.S.A.

Zip / Postal Code: 207060000

e. Organizational Unit:

Department Name:
Department of Housing and Community DevelopmentDivision Name:
Division of Development Finance

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

Prefix: Mrs First Name: Kiahnna

Middle Name:

Last Name: Burney

Suffix:

Title: Program Manager

Organizational Affiliation: Energy Programs

Telephone Number: 3014297793

Fax Number:

Email: kiahnna.burney@maryland.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:

The Maryland Weatherization Assistance Program

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16. Congressional District Of:

a. Applicant: Maryland Congressional District 01

b. Program/Project: MD-Statewide

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

17. Proposed Project:

a. Start Date: 07/01/2025

b. End Date: 06/30/2026

18. Estimated Funding (\$):

a. Federal	4,208,232.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	4,208,232.00

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

05/02/2025

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☐ c. Program is not covered by E.O. 12372

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

No

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

☒ I AGREE

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

Authorized Representative:

Prefix: Mr First Name: Jake

Middle Name:

Last Name: Day

Suffix:

Title: Secretary

Telephone Number: 3014297452

Fax Number:

Email: Jake.Day@maryland.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 09/22/2025

Authorized for Local Reproduction

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: Maryland, State of
Award number: SE0001828

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
Program Manager	Manages daily operations, joint venture activity, negotiates and resolves program audits, coordinates monitoring activities, establishes program policies and supervises WAP staff.
Quality Assurance Inspector	80% of the Inspector's salary will be charged to T&TA. The Quality Assurance Inspector conducts comprehensive monitoring visits and prepare reports for the WAP activities reviewed during the visit and provide follow-up with local agencies to clear unresolved and outstanding issues. Any weatherization staff not charged 100% to this grant will be paid for by non-DOE funds via DHCD's utility funded program.
Asst. WAP Manager	40% of the Asst. Manager's salary will be charged to Admin. Assist with managing daily operations, coordinates monitoring activities, and assists with program policies.
Asst. WAP Manager	10% of the Asst. Manager's salary will be charged to T&TA. Assist with managing daily operations, coordinates monitoring activities, and assists with program policies.
Compliance Officer	60% of the Compliance Officer's salary will be charged to T&TA. The Compliance Officer oversees the fiscal and programmatic compliance of the subgrantees of the program, functioning as an independent and objective body that reviews and evaluates fiscal and programmatic compliance issues/concerns within an organization. The position ensures that subgrantees are in compliance with the rules and regulations and that company policies and procedures are being followed.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Program Manager	\$115,000.00	59.9999 % FT	\$68,999.89
Quality Assurance Inspector	\$92,000.00	79.9998 % FT	\$73,599.82
Asst. WAP Manager	\$74,705.00	39.9998 % FT	\$29,881.85
Asst. WAP Manager	\$74,705.00	9.9995 % FT	\$7,470.13
Compliance Officer	\$88,429.00	59.9999 % FT	\$53,057.31
		Direct Pay Total	\$233,009.00

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.

The fringe cost rate is approved by the U.S. Department of Health and Human Services. The latest date of the agreement is September 26, 2016. A copy of the rate agreement as well as the extension letter is attached.

Also attached to the SF-424 is an Excel spreadsheet of the method of the fringe calculations These are the fringe rates provided by Maryland's Department of Budget and Management in their budget instructions annually - FY 2027 Operating Budget Submission Requirements Section A.I and II.

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

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Program Manager	\$68,999.89	37.1594 %	\$25,639.95
Quality Assurance Inspector	\$73,599.82	42.3594 %	\$31,176.44
Asst. WAP Manager	\$29,881.85	37.3686 %	\$11,166.43
Asst. WAP Manager	\$7,470.13	31.3644 %	\$2,342.96
Compliance Officer	\$53,057.31	39.4992 %	\$20,957.21
Fringe Benefits Total			\$91,282.99

3. TRAVEL

- a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
In State and Out of State travel calculated at \$3,500 per week long trip for conferences, including airfare, hotels, per diem.	9	\$3,500.00	\$31,500.00
In state travel days for quality assurance inspections, administrative and financial monitoring visits, on-site agency training, outreach support, and general oversight. Costs calculated on a per-day average of \$300.00 per day which includes per diem, hotels, and mileage.	52	\$300.00	\$15,600.00
Travel Total			\$47,100.00

- 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.

Weatherization Staff attend annual conferences to include but are not limited to the National Association for State Community Services Programs (NASCSPP), Energy Out West and the Home Performance (HPC) conference to stay abreast of the latest program updates, guidance and best practices for strengthening program operations as well as share and learn new innovative ways to provide efficient energy conservation services to our customers. The estimates are based on expenses from previous attendance; For in State travel, estimates are based on past monitoring visits.

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
-----------	-----------	--------	------------	-----------------------

- 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.

Cost for equipment will not be charged to the grant. Any equipment charges will be paid with non-DOE funds.

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

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

<u>General Category</u>	<u>Cost</u>	<u>Justification of Need</u>
Office Supplies	\$4,998.00	General office supplies for program administration such as organizers, calendars, paper, pens, binders, envelopes, and file folders.
Materials and Supplies Total	\$4,998.00	

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

General office supplies and printing for weatherization staff will be necessary in order to develop training materials for subgrantees. Prior expenditures for office supplies have averaged \$4,500.

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

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
Maryland Environmental Services	\$47,416.78	Records management and historic preservation oversight.
Subgrantee Health & Safety	\$420,412.00	Subgrantee Health & Safety
Subgrantee Admin	\$315,618.00	Subgrantee Admin
Weatherization Readiness	\$368,489.00	Weatherization Readiness funds for subgrantees
Subgrantee Audits	\$98,000.00	Subgrantee Audit Inspections
Subgrantee Program Operation	\$1,906,063.00	WAP Program Operations
Subgrantee T&TA	\$274,414.00	For training and technical assistance activities of subgrantees.
Subgrantee Quality Control Inspections	\$98,000.00	Subgrantee QCI
Training Provider	\$79,323.23	DHCD service provider to train, test, and provide technical assistance to the network.
Contracts and Subgrants Total	\$3,607,736.01	

*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.

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
NASCSP Conference	\$5,000.00	Conference Registration Fees.
MCAP Sponsorship Fees	\$10,000.00	DHCD sponsors and participates in the Maryland Community Action Partnership Annual Conference. Program updates are given and technical training is provided to the subgrantees.

NASCSP Membership Dues	\$4,500.00	The National Association for State Community Services Programs provides critical services to States that are essential. Some of those services include keeping States informed of critical issues, research, and resources; customization of opportunities for network and training, providing personalized strategies and support and working to strengthen and maintain partnerships with federal funding sources.
------------------------	------------	--

Other Direct Costs Total \$19,500.00

- b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

All costs included in Other Direct Costs are properly segregated from indirect costs to ensure there are no duplicate charges.

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

8. INDIRECT COSTS

- a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.
Yes, approval is granted by the U.S. Department of Health and Human Services at 87.81% dated September 26, 2016. A copy of the rate agreement is attached. Although the agreement expired on June 30, 2023 an extension was granted through June 30, 2026 and it is also attached.
- 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: Ruth Putnam

Phone Number: 3014297583

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
T&TA	\$134,127.90	87.8100 %	\$117,777.71
Admin	\$98,882.00	87.8100 %	\$86,828.28
		Indirect Costs Total	\$204,605.99

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001828		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Maryland, State of 7800 Harkins Road New Carrollton, MD 207060000		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. DOE 2025 WAP Formula Funds	81.042	\$ 0.00		\$ 4,208,232.00		\$ 4,208,232.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 4,208,232.00	\$ 0.00	\$ 4,208,232.00

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	\$ 98,882.00	\$ 0.00	\$ 134,127.00	\$ 0.00	\$ 233,009.00
b. Fringe Benefits	\$ 36,807.00	\$ 0.00	\$ 54,476.00	\$ 0.00	\$ 91,283.00
c. Travel	\$ 0.00	\$ 0.00	\$ 47,100.00	\$ 0.00	\$ 47,100.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 4,998.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,998.00
f. Contract	\$ 68,599.72	\$ 315,618.00	\$ 58,140.29	\$ 274,414.00	\$ 3,607,736.01
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 19,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 19,500.00
i. Total Direct Charges	\$ 228,786.72	\$ 315,618.00	\$ 293,843.29	\$ 274,414.00	\$ 4,003,626.01
j. Indirect Costs	\$ 86,828.28	\$ 0.00	\$ 117,777.71	\$ 0.00	\$ 204,605.99
k. Totals	\$ 315,615.00	\$ 315,618.00	\$ 411,621.00	\$ 274,414.00	\$ 4,208,232.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001828		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Maryland, State of 7800 Harkins Road New Carrollton, MD 207060000		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	\$ 4,208,232.00	\$ 0.00	\$ 4,208,232.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) Weatherization Readiness	(4) ENERGY AUDITS	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 233,009.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 91,283.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 47,100.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,998.00
f. Contract	\$ 1,906,063.00	\$ 420,412.00	\$ 368,489.00	\$ 98,000.00	\$ 3,607,736.01
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 19,500.00
i. Total Direct Charges	\$ 1,906,063.00	\$ 420,412.00	\$ 368,489.00	\$ 98,000.00	\$ 4,003,626.01
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 204,605.99
k. Totals	\$ 1,906,063.00	\$ 420,412.00	\$ 368,489.00	\$ 98,000.00	\$ 4,208,232.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001828		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Maryland, State of 7800 Harkins Road New Carrollton, MD 207060000		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	\$ 4,208,232.00	\$ 0.00	\$ 4,208,232.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) FINAL INSPECTIONS	(2)	(3)	(4)	
a. Personnel	\$ 0.00				\$ 233,009.00
b. Fringe Benefits	\$ 0.00				\$ 91,283.00
c. Travel	\$ 0.00				\$ 47,100.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 4,998.00
f. Contract	\$ 98,000.00				\$ 3,607,736.01
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 19,500.00
i. Total Direct Charges	\$ 98,000.00				\$ 4,003,626.01
j. Indirect Costs	\$ 0.00				\$ 204,605.99
k. Totals	\$ 98,000.00				\$ 4,208,232.00
7. Program Income	\$ 0.00				\$ 0.00

U.S. Department of Energy
Weatherization Assistance Program (WAP)
BUDGET INFORMATION REMARKS
Grant Number: SE0001828, **State:** MD
Recipient: Maryland, State of

Remarks

The discrepancy in the annual file - total subgrantee allocation (\$3,480,996) and the budget (\$3,284,996) is a difference of \$196,000 for the new optional budget categories of inspections and energy audits.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MD Grant Number: SE0001828 Program Year: 2025

Name:	Allegany County Resources Development Commission		Contact:	Nicole Brant	
			UEI:	LHMCXRGR8GA1	
			DUNS:	084997493	
Address:	125 Virginia Ave.		Phone:	(301) 783-1713	
	Cumberland, MD 21502-0000		Fax:	(301) 777-5890	
			Email:	nbrant@alleganyhrdc.org	
Counties served:	WASHINGTON County	Tentative allocation:	\$ 114,179.00	Congressional districts served:	CD
	ALLEGANY County	Planned units:	9		MD-06
		Type of organization:	Non-profit organization		MD-06
		Source of labor:	Contractors		

Name:	Baltimore City Department of Housing & Community Developme		Contact:	Jeffrey Holland	
			UEI:	JU8ETSLEAKK4	
			DUNS:	140231759	
Address:	417 East Fayette St., 3rd Floor		Phone:	(443) 396-4103	
	Baltimore, MD 21202-0000		Fax:	(410) -	
			Email:	Jeffrey.Holland@baltimorecity.gov	
Counties served:	BALTIMORE City	Tentative allocation:	\$ 490,994.00	Congressional districts served:	CD
		Planned units:	40		MD-07
		Type of organization:	Unit of local government		MD-03
					MD-03
					MD-02
					MD-07
					MD-02
		Source of labor:	Contractors		

Name:	Building Change	Contact:	Wesley James Miletello
		UEI:	ZGGMN4FEVPB6
		DUNS:	
Address:	6852 Distribution Drive	Phone:	(312) 860-2376
	Beltsville, MD 20705-0000	Fax:	() -
		Email:	james.miletello@buildingchange.net

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MD Grant Number: SE0001828 Program Year: 2025

Counties served:	QUEEN ANNE'S County	Tentative allocation:	\$ 126,673.00	Congressional	CD
	MONTGOMERY County	Planned units:	10	districts served:	MD-Statewide
	PRINCE GEORGE'S Count	Type of organization:	Non-profit organization		
	FREDERICK County				
	HARFORD County				
	HOWARD County				
	BALTIMORE County				
	KENT County				
	CALVERT County				
	ANNE ARUNDEL County				
	CHARLES County				
	DORCHESTER County				
	CAROLINE County				
	CARROLL County				
	CECIL County				
	SOMERSET County				
	TALBOT County				
	WASHINGTON County				
	WICOMICO County				
	ST. MARY'S County				
	WORCESTER County				
	BALTIMORE City				
		Source of labor:	Contractors		

Name: Community Action Council of Howard County		Contact: Tracy Broccolino		
		UEI: Y932ZF1HFQH6		
		DUNS: 965824212		
Address:	9820 Patuxent Woods Drive	Phone: (410) 313-6478		
	Columbia, MD 21046-1934	Fax: (410) 313-6479		
		Email: tbroccolino@cac-hc.org		
Counties served:	WORCESTER County	Tentative allocation: \$ 763,978.00	Congressional	CD
	WICOMICO County			
	TALBOT County	Planned units: 69	districts served:	MD-03
	SOMERSET County	Type of organization: Non-profit organization		MD-07
	QUEEN ANNE'S County			MD-03
	DORCHESTER County			MD-07
	CAROLINE County			
	HOWARD County			
	MONTGOMERY County			
	KENT County			
	Source of labor: Contractors			

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MD Grant Number: SE0001828 Program Year: 2025

Name: Frederick Community Action Agency		Contact: Mary Kaye Sumner	
		UEI: W6EPTJAJ14J9	
		DUNS: 619357650	
Address: 100 South Market Street		Phone: (301) 600-3946	
Frederick, MD 21701-0000		Fax: (301) 662-9079	
		Email: msumner@cityoffrederickmd.gov	
Counties served: WASHINGTON County	Tentative allocation: \$ 136,803.00	Congressional districts served:	CD
FREDERICK County	Planned units: 11		MD-06
	Type of organization: Unit of local government		MD-08
	Source of labor: Contractors		
Name: Garrett County Community Action Committee, Inc.		Contact: Christopher Mullett	
		UEI: HBSCL9KPLWK7	
		DUNS: 069404523	
Address: 104 East Center Street		Phone: (301) 334-9431	
Oakland, MD 21550-1328		Fax: () -	
		Email: cmullett@garrettcac.org	
Counties served: ALLEGANY County	Tentative allocation: \$ 45,253.00	Congressional districts served:	CD
GARRETT County	Planned units: 4		MD-06
	Type of organization: Non-profit organization		MD-06
	Source of labor: Agency and Contractors		
Name: Green and Healthy Homes Initiative		Contact: Ruth Ann Norton	
		UEI: HYQKKGCH7XZ5	
		DUNS: 848138582	
Address: 2714 Hudson Street		Phone: (410) 534-6477	
Baltimore, MD 21224-4716		Fax: () -	
		Email: ranorton@ghhi.org	
Counties served: HARFORD County	Tentative allocation: \$ 617,107.00	Congressional districts served:	CD
HOWARD County	Planned units: 42		MD-Statewide
ANNE ARUNDEL County	Type of organization: Non-profit organization		
BALTIMORE County			
BALTIMORE City			
	Source of labor: Contractors		
Name: Housing Authority of St. Mary's County, MD		Contact: Christopher Stacy	
		UEI: PJ4KRSXXKYR3	
		DUNS: 22516140	
Address: 21155 Lexwood Drive		Phone: (301) 866-65901441	
Suite C		Fax: (301) 737-5628	
Lexington Park, MD 20653-0000		Email: cstacy@stmaryshousing.org	

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: MD Grant Number: SE0001828 Program Year: 2025

Counties served:	ST. MARY'S County PRINCE GEORGE'S Count CHARLES County ANNE ARUNDEL County CALVERT County	Tentative allocation: \$ 457,194.00 Planned units: 37 Type of organization: Unit of local government Source of labor: Contractors	Congressional districts served:	<u>CD</u> MD-01
------------------	---	--	---------------------------------	--------------------

Name: Housing Initiative Partnership, Inc.		Contact:	Stephanie Proestel		
		UEI:	S5L4AVJ48B59		
		DUNS:			
Address:	6525 Belcrest Road	Phone:	(301) 699-3870		
	Suite 555	Fax:	() -		
	Hyattsville, MD 20782-0000	Email:	sproestel@hiphomes.org		
Counties served:	PRINCE GEORGE'S Count	Tentative allocation:	\$ 415,108.00	Congressional	CD
	MONTGOMERY County	Planned units:	33	districts served:	MD-Statewide
		Type of organization:	Non-profit organization		
		Source of labor:	Contractors		

Name: SHORE UP! Inc.		Contact: Tyrone Chase		
		UEI: GLD1L8ATGLT3		
		DUNS: 82603028		
Address:	520 Snow Hill Road	Phone: (410) 749-1142325		
	Salisbury, MD 21804-0000	Fax: () -		
		Email: tchase@shoreup.org		
Counties served:	CAROLINE County	Tentative allocation: \$ 313,707.00	Congressional	CD
	DORCHESTER County			
	KENT County	Planned units: 25	districts served: MD-02	
	QUEEN ANNE'S County	Type of organization: Non-profit organization		
	TALBOT County			
	SOMERSET County			
	WICOMICO County			
	WORCESTER County			
Source of labor: Contractors				

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Allegany County Resources Development Commission (Cumberland)	\$114,179.00 9
Baltimore City Department of Housing & Community Development (Baltimore)	\$490,994.00 40
Building Change (Beltsville)	\$126,673.00 10
Community Action Council of Howard County (Columbia)	\$763,978.00 69
Frederick Community Action Agency (Frederick)	\$136,803.00 11
Garrett County Community Action Committee, Inc. (Oakland)	\$45,253.00 4
Green and Healthy Homes Initiative (Baltimore)	\$617,107.00 42
Housing Authority of St. Mary's County, MD (Lexington Park)	\$457,194.00 37
Housing Initiative Partnership, Inc. (Hyattsville)	\$415,108.00 33
SHORE UP! Inc. (Salisbury)	\$313,707.00 25
Total:	\$3,480,996.00 280

IV.2 WAP Production Schedule

Weatherization Plans		Units
Total Units (excluding reweatherized)		280
Rewaterized Units		0
Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	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	\$1,906,063.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	280
H	Average Program Operations Costs per Unit (F divided by G)	\$6,807.37
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$6,807.37

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

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	278	29.3	8145	
Prior Year Actual	161	29.3	4717	
Method used to calculate savings description: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				

IV.4 DOE-Funded Leveraging Activities

DHCD expects to partner with other state agencies to braid DOE funding and expand the program services to a greater number of eligible families. The following is a summary of the initiatives to facilitate the weatherization of additional low income homes:

The Department of Human Resources (DHR), Maryland Energy Assistance Program (MEAP), as administered by the Office of Home Energy Programs (OHEP) will make Low Income Home Energy Assistance Program (LIHEAP) funds available to operate furnace repair and replacement and for eligible weatherization activities in conjunction with DHCD's DOE WAP funding.

IV.5 Policy Advisory Council Members

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

Baltimore City Department of Housing & Community Development	Type of organization: Unit of Local Government Contact Name: Jeffrey Holland Phone: 4433964103 Email: Jeffrey.Holland@baltimorecity.gov
Community Action Council of Howard County	Type of organization: Non-profit (not a financial institution) Contact Name: Tracy Broccolino Phone: 4103136478 Email: tbroccolino@cac-hc.org
Complete Home Solutions	Type of organization: Contact Name: Rob Burgee Phone: 4108671202 Email: rob@chs-1.com
Garrett County Community Action Committee	Type of organization: Non-profit (not a financial institution) Contact Name: Duane Yoder Phone: 3013349431 Email: dyoder@garrettcac.org
Housing Authority of St. Mary's County, MD	Type of organization: Unit of Local Government Contact Name: Christopher Stacy Phone: 30186665901441 Email: cstacy@stmaryshousing.org
Maryland Community Action Partnership	Type of organization: Non-profit (not a financial institution) Contact Name: Angela Martin Phone: 4434825168 Email: amartin@maryland-cap.org
Maryland Energy Administration	Type of organization: Unit of State Government Contact Name: Dean Fisher Phone: 4105374068 Email: Dean.Fisher@maryland.gov
Office of Peoples Counsel	Type of organization: Unit of State Government Contact Name: Phone: 4107678156 Email: cindyr@opc.state.md.us
	Type of organization:

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

Shore Up Inc.	Contact Name: Freddie Mitchell Phone: 4107491142325 Email: fmitchell@shoreup.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
03/06/2025	WAP PAC Meeting held.
04/03/2025	Notice of public hearing on the State Plan was published on the Maryland DHCD website.
04/18/2025	The public hearing for the 2024 DOE State Plan was held.

IV.7 Miscellaneous

Recipient Business Officer is the representative authorized to act on behalf of the Grantee to negotiate the award. All DOE official correspondence related to the award will be addressed to the Recipient Business Officer which is designated as Malika Holmes, Deputy Director; Malika.Holmes2@maryland.gov; 301-429-7582.

Recipient Principal Investigator is the technical representative authorized to act on behalf of the Grantee as project manager for the award. The Recipient 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. which is designated as Kiahnna Burney, Sr. Federal Program Manager; Kiahnna.Burney@maryland.gov; 301-429-7793.

Maryland's most current Single Audit is attached to the SF-424.

All Policy Advisory Council (PAC) member organizations are advocates of at-risk populations.

Maryland plans to conduct a Request for Applications to solicit a training and technical assistance provider for DOE WAP Subgrantees.

Any weatherization staff not charging 100% to the DOE grant will be paid by non-DOE funds, such as, but not limited to DHCD's utility program funds.

Weatherization Readiness Fund (WRF) Plan

The Weatherization Readiness Fund (WRF) is a targeted funding source established to reduce deferrals caused by conditions that must be corrected prior to weatherization. The fund enables homes to become eligible for DOE Weatherization Assistance Program (WAP) services and must be used only on units that will receive weatherization upon completion of readiness work.

Program Intent and Compliance

In accordance with WPN 24-9 and WPN 23-4, DHCD will administer WRF to assist subgrantees in addressing pre-weatherization deficiencies that are otherwise ineligible under regular WAP or Health & Safety (H&S) provisions. Subgrantees must ensure that:

- Readiness work results in a DOE-qualifying weatherization completion; and
- The home receives WAP weatherization services following WRF-funded remediation.

Fund Distribution to Subgrantees

WRF allocations are distributed to subgrantees using the same formula applied to DOE WAP annual base grant allocations, as outlined in the Program Operations Manual (POM). This formula takes into account factors such as population, poverty levels, and past performance. DHCD may make adjustments to subgrantee allocations based on:

- Demonstrated need (e.g., high deferral rates or documented backlog of deferred units),
- Capacity to deliver readiness and weatherization services within a timely manner, and
- Historical utilization of WRF.

Subgrantees may request additional WRF funds during the program year if their allocation is fully expended and there is available statewide funding. Requests will be reviewed on a case-by-case basis, and reallocation will be subject to DHCD approval.

Eligible Deferral Conditions for WRF Use

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

WRF may be used only when specific deficiencies prevent weatherization from proceeding. Eligible conditions include, but are not limited to:

- Structural deficiencies (e.g., roofing or subfloor damage)
- Major plumbing, electrical, or HVAC issues "red-tagged" by code officials
- Sanitary issues (e.g., sewage backups)
- Severe mold or moisture problems (defined as affecting >10 square feet)
- Severe site drainage problems not addressable by standard H&S funds
- Pest infestations posing worker or occupant safety risks
- Unsafe gas cook stove replacement
 - WRF funds may be used on a limited basis to replace *unsafe* gas cook stoves when the condition of the appliance would otherwise result in a deferral of weatherization services.
 - Unsafe gas cook stoves include those that present health and safety risks such as confirmed gas leaks, severe carbon monoxide concerns, or other conditions that cannot be corrected through repair.
 - Replacement is limited to situations where repair is either not possible or not cost-effective.
 - WRF funds may not be used to replace non-functioning but otherwise safe gas cook stoves, nor to install a new gas stove where none previously existed.
- Other verified health and safety conditions that cannot be resolved using existing WAP or H&S funds

Each condition must be documented and justified as requiring correction before weatherization can occur.

Readiness Project Requirements

- Maximum average cost per unit: \$15,000
- WRF may be braided with other funding sources (e.g., LIHEAP, HUD) except for DOE WAP-BIL funds unless specifically authorized.
- All WRF units must be inspected by the subgrantee (100%); DHCD will monitor at least 10%.

WRF Project Documentation (Client File Must Include):

- Intake forms and assessment notes
- Photo documentation of the deficiency
- Detailed scope of work, itemized by measure
- "Not-to-exceed" cost estimate
- Signed WRF completion form by client, with list of installed measures
- Schedule and documentation of follow-up weatherization service

Request and Approval Process

Subgrantees must submit a written request to the DHCD Program Manager prior to initiating WRF-funded work. The request must include:

- Description of the deferral issue
- Supporting photographs

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

- Scope of work with cost estimate
- Statement confirming that the home will be weatherized following readiness work

DHCD will review for eligibility and issue approval before WRF funds are authorized.

Prioritization of Deferred Homes

- Subgrantees with existing deferral waitlists must review those lists for immediate WRF eligibility and begin outreach.
- Deferral conditions identified during new assessments should be processed through the same WRF procedure, following normal prioritization and waitlist protocols.

Reporting Requirements

Subgrantees must report WRF activities in alignment with WPN 23-4, including:

- Number of buildings/units served (by housing type)
- Average age of buildings
- Type of repairs performed, including but not limited to:
 - Roof, wall, floor, ceiling, or foundation repair
 - Drainage improvements
 - Plumbing or electrical repair
 - Mold/moisture remediation
 - Lead-based paint or asbestos (confirmed/suspected)
 - Vermiculite removal
 - General cleanup/remediation
- Funding source breakdown:
 - DOE WRF expenditure per unit/building
 - DOE WRF-BIL expenditure (if applicable)
 - Leveraged (non-DOE) funds used

Integration into Weatherization Workflow

Once readiness work is complete:

- The client must sign off on all completed WRF measures;
- The unit must be scheduled for weatherization services as soon as possible;
- Weatherization must be completed using DOE-approved audit protocols (WPN 23-6) and documented per standard procedures.

Program Year Flexibility and Completion Timeline

In accordance with WPN 23-4 and WPN 24-9, DHCD allows WRF activities and the associated DOE weatherization work to span across different program years, provided the following conditions are met:

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

- The unit receiving WRF support must be weatherized with DOE WAP funds following the readiness work.
- Weatherization must be completed within 12 months of the WRF work being finalized, unless an extension is approved by DHCD due to extenuating circumstances (e.g., permitting delays, contractor availability, client accessibility).
- Subgrantees must maintain clear documentation demonstrating intent and scheduling for follow-up weatherization.

Failure to complete weatherization services within the 12-month period may result in the subgrantee being required to return the WRF funds to DHCD unless otherwise authorized.

Compliance and Oversight

Subgrantees must maintain complete WRF records in the client file and be prepared for:

- State-level monitoring (=10% field inspection rate);
- DOE audits or site visits;
- Financial reviews to confirm proper cost categorization and fund use.

Misuse of WRF funds or failure to follow procedures may result in:

- Reimbursement holds
- Disallowed costs
- Contract modification or suspension

Build America, Buy America Requirements

On November 15, 2021, the Infrastructure Investment and Jobs Act (IIJA)—also known as the Bipartisan Infrastructure Law (BIL)—was signed into law (Public Law 117-58). The law includes a domestic content procurement preference, known as Build America, Buy America (BABA), applicable to all federal financial assistance obligated for infrastructure projects after May 14, 2022.

Applicability to DOE WAP Awards

In accordance with DOE WAP Memo 104 (Revised), BABA requirements apply to the following WAP funding sources:

- WAP Annual Formula Grants (PY 2022 and beyond)
- WAP Bipartisan Infrastructure Law (BIL) Grants
- WAP Enhancement & Innovation (E&I) Grants
- WAP Sustainable Energy Resources for Consumers (SERC) Grants
- WAP Community Scale Pilot Program (CSPP) Grants

However, BABA applies only to infrastructure projects. For most WAP-funded activities—which primarily involve private residences—BABA requirements do not apply. The only exceptions are:

- Weatherization work performed on public housing, or
- Weatherization work on privately owned buildings serving a public function (e.g., homeless shelters, transitional housing facilities operated by private nonprofits).

In these cases, compliance with BABA requirements is mandatory.

BABA Domestic Content Requirements

For applicable infrastructure projects, WAP subgrantees must ensure the following BABA conditions are met:

A. Iron and Steel

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

- All iron and steel used in the project must be produced in the United States, meaning all manufacturing—from initial melting to final coating—must occur domestically.

B. Manufactured Products

- The product must be manufactured in the United States, and
- The cost of U.S.-sourced components must be greater than 55% of the total cost of all components, unless otherwise determined by applicable law.

C. Construction Materials

Construction materials used must be manufactured in the United States, including all manufacturing processes.

Covered construction materials include:

- Non-ferrous metals
- Plastic and polymer-based products (e.g., PVC, composites, fiber optics)
- Glass (including optic glass)
- Lumber
- Drywall

Excluded materials: cement, stone, sand, gravel, aggregates, and binding agents are **not** considered construction materials under BABA.

DHCD Implementation and Subgrantee Responsibilities

Project Screening

Subgrantees must:

- Screen all projects for BABA applicability (i.e., determine whether the unit is public housing or a privately owned public-use facility).
- Document the building type and ownership status in the client file.

Compliance for Covered Projects

If a project is deemed subject to BABA:

- All applicable materials must meet domestic content standards.
- Subgrantees must retain documentation of origin (manufacturer certification, invoices, etc.).
- All procurement records must be available for review during DHCD monitoring and DOE audits.

Subgrantees are encouraged to contact DHCD prior to initiating work on any project that may fall under BABA requirements.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

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

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

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

The Maryland Department of Housing and Community Development (DHCD) has established a process to ensure that all assisted units meet the income eligibility requirements outlined in 10 CFR § 440.22(a). Subgrantees are required to obtain and retain third-party documentation from each assisted household to verify income eligibility.

DHCD will follow the "Definition of Income" as specified in the most current version of the DOE's Weatherization Program Notice on Federal Poverty Guidelines and Definition of Income.

To determine income eligibility:

- Clients must submit income documentation, with a preference for recent pay stubs or benefit award letters.
- If primary documentation is unavailable or unobtainable, federal income tax returns may be accepted as a secondary form of verification, provided they have been officially filed with the IRS.

Pursuant to 10 CFR § 440.22(a)(2), some households are deemed categorically eligible if they include at least one member who has received cash assistance payments under Title IV or Title XVI of the Social Security Act—such as TANF, SNAP, or SSI—or under an applicable State or local law. Eligibility is established if such assistance was received at any time within the 12 months prior to the date of income determination for weatherization services.

All eligibility documentation—including categorical eligibility confirmations and income verifications—must be maintained in the client file and made available for review during monitoring or audit activities.

DOE has expanded client eligibility criteria for the Weatherization Assistance Program through Weatherization Program Notices (WPN) 22-5 and 25-4. These notices broaden the scope of categorical eligibility, allowing certain households to qualify for WAP without undergoing full income verification if they are enrolled in approved means-tested assistance programs.

Eligible Categorical Programs

Clients may be deemed income-eligible if they:

- Reside in buildings that have received assistance from HUD means-tested programs serving households at 80% of Area Median Income (AMI) or below, or
- Participate in federal or state-administered means-tested programs whose income eligibility criteria are as restrictive as WAP's.

Under WPN 25-4, DOE affirms that individuals enrolled in HUD's means-tested programs—targeting 80% AMI or lower—are considered categorically eligible for WAP services.

Verification Methods

Subgrantees may verify categorical eligibility through one or more of the following mechanisms:

- Direct client-provided documentation (e.g., award letters or program enrollment notices),
- Interagency recipient lists,
- Access to shared system databases (e.g., eligibility verification portals),
- Other reliable interagency verification methods as approved by the state.

All methods used must be clearly documented in the client file.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

Verification by Building or Household Type

Income eligibility shall be verified using one of the following three methods, based on the type of building or nature of the client's eligibility claim:

Automatically Eligible HUD or USDA-Assisted Buildings

Households residing in buildings that have received assistance from eligible HUD or USDA programs are considered automatically income-eligible for WAP services without further income documentation. This includes:

- HUD-assisted multifamily properties listed in the DOE-approved HUD Multifamily Property Lookup Tool, and
- USDA Rural Development-assisted multifamily properties listed in the DOE-approved USDA MFH Property List.

Subgrantees must retain documentation verifying the building's inclusion on one of these lists in the client or project file. No additional household income verification is required.

Categorical Eligibility by Program Participation:

Households residing in other buildings who claim categorical eligibility through participation in another qualifying assistance program must provide documentation from the administering agency confirming current enrollment.

Standard Income Verification:

All other households must provide third-party income documentation, such as:

- Recent pay stubs,
- Benefit award letters,
- Employer statements,
- Other verifiable income documentation.

Describe what household eligibility basis will be used in the Program

DHCD has adopted the income eligibility guidelines used in the Low-Income Home Energy Assistance Program (LIHEAP) as the standard for determining WAP eligibility for households with ten or fewer persons. In Maryland, this threshold—60% of the State Median Income (SMI)—is higher than the alternative 200% of the Federal Poverty Level (FPL), thereby allowing a greater number of households to qualify for assistance.

For households with eleven or more persons, the 200% FPL threshold exceeds the 60% SMI threshold. Accordingly, DHCD establishes 200% of FPL as the income eligibility ceiling for those larger households. This two-tiered approach aligns with Federal LIHEAP guidance and is consistent with 10 CFR § 440.22(a) (3).

This eligibility determination process complies with DOE regulations, which allow states to adopt LIHEAP income guidelines for WAP provided they meet or exceed 200% of the Federal Poverty Level. This dual-threshold model is specific to Maryland's WAP and is intended to maximize program accessibility.

Coordination with DHS and LIHEAP

Client eligibility for LIHEAP is determined by the Maryland Department of Human Services (DHS), Office of Home Energy Programs (OHEP), which administers LIHEAP statewide. DHCD is a subrecipient of LIHEAP funds distributed through the Maryland Energy Assistance Program (MEAP).

Through its partnership with DHS, DHCD receives direct access to the OHEP database, which provides a monthly list of income-eligible households certified by OHEP intake staff. DHCD retrieves this list and assigns eligible cases to its network of subgrantees.

Each certified application is maintained by DHS and remains accessible to DHCD upon request. Subgrantees may reference these applications as verification of eligibility.

Subgrantee Responsibilities

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

In addition to processing applications assigned through OHEP, subgrantees must actively conduct outreach and client intake to identify and solicit applications from other potentially eligible households. Subgrantees are responsible for:

- Documenting household income as part of the client file,
- Ensuring income verification aligns with WAP eligibility requirements, and
- Confirming that applications are certified within the past 12 months, as eligibility expires one year from the certification date.

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

DHCD uses the Office of Home Energy Programs (OHEP) application certification process to determine eligibility for Weatherization Assistance Program (WAP) services. Citizenship status is collected as part of the OHEP application.

- Individuals with Qualified Alien status are included in the household count when determining WAP eligibility.
- Income earned by Non-Qualified Aliens must be documented and included as part of total household income; however, Non-Qualified Aliens are not included in the household size count for eligibility purposes.

All eligibility and citizenship status information must be clearly documented in the client file by the subgrantee.

Households determined eligible for LIHEAP/MEAP through OHEP are automatically referred to DHCD for WAP consideration.

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

DHCD requires that both household income eligibility and building eligibility are established before any work is done on a building. Subgrantees must document and verify clients who are homeowners and obtain landlord permission for clients who are tenants prior to beginning work.

Building eligibility is confirmed prior to the start of an energy audit. Building owners must provide documentation to confirm ownership of the building to be assisted. Procedures for confirming eligibility in buildings with rental units and in certain other types of buildings are described below and in more detail in the Program Operations Manual (POM).

Historic Preservation

Subgrantees are required to complete, prior to any weatherization activity, a State Historic Preservation (SHPO) review for units that are in excess of 45 years old at the time the work takes place, units that are historic properties, or units that are in a designated historic area.

DHCD has entered into a programmatic agreement with Maryland Energy Services to facilitate historic reviews of projects assisted with Program funds. The agreement covers the 2022 Program Year.

Describe Reweathering compliance

In accordance with DOE Weatherization Program regulations and guidance, subgrantees are required to maintain adequate records to determine whether a dwelling unit has been previously weatherized. Accurate documentation must include the date of completed weatherization, and the funding source used.

Eligibility Restrictions for Re-Weatherization

Per 10 CFR § 440.18(e)(2)(iii) and DOE WPN 12-7, homes that have been weatherized using federal funds within the past 15 years are generally not eligible for re-weatherization. This applies to all federal sources of funding, including:

- DOE WAP

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

- LIHEAP
- HUD programs
- USDA Rural Development programs

Verification Process

To support compliance, DHCD's statewide Hancock energy program management database maintains records of previously weatherized units, including:

- Subgrantee name
- Weatherization date
- Funding source
- Costs
- Measures completed
- The Hancock system will flag duplicate addresses and restrict access to proceed with work on an ineligible unit without prior DHCD approval.

If a unit is not found in the database, the subgrantee must conduct a visual inspection during the energy audit to determine if weatherization work appears to have been completed. If clear evidence of prior weatherization is found during inspection, and the home was weatherized within the last 15 years using federal funds, the application must be denied and documented accordingly per DHCD's Program Operations Manual (POM).

Visual Indicators of Prior Weatherization

Examples of observable evidence that may indicate a home has been previously weatherized include, but are not limited to:

- Cellulose insulation in the attic with R-30 value or higher; check for signed and dated insulation certificates
- Air sealing around attic top plates and other penetrations
- Hot water tank wraps
- Air sealing or insulation in rim and band joist areas (e.g., fiberglass batts or spray foam)

Exceptions & Special Circumstances

Homes previously weatherized may become eligible for re-weatherization if the dwelling was damaged by:

- An Act of God (e.g., fire, flood, natural disaster), and/or
- A federally declared disaster

This exception must comply with DOE WPN 12-7, and documentation must verify that the damage occurred after the initial weatherization. Such exceptions require DHCD review and may be subject to additional DOE approval.

Treatment of Re-Weatherized Units

If a unit is determined to be eligible for re-weatherization:

- A new energy audit is required.
- The unit may be counted toward the subgrantee's unit completion totals.
- The cost of re-weatherization is subject to per-unit average cost limits and must be tracked separately from first-time completions.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

Alternative Services for Ineligible Homes

Homes found ineligible for re-weatherization may still receive:

- Client education on energy management,
- Post-weatherization evaluations of prior work,
- Referrals to other resources or programs when applicable.

Describe what structures are eligible for weatherization

Eligible structures

The dwelling must have a physical address in Maryland. Eligible structures may include a stationary mobile home, house, building consisting of apartments, group of rooms, or a single room occupied as separate living quarters (including historic properties), and qualified shelters or other group facilities. Prior approval from DHCD is required for group homes, shelters, and single room occupancy situations.

A qualified dwelling is eligible for weatherization services if it:

1. Is occupied by an eligible household; and
2. Has not been previously weatherized with federal funds less than 15 years ago; and
3. The dwelling does not require deferral (this does not necessarily prevent the building from receiving WAP services in the future if all deferral conditions are satisfied within a reasonable time).

Government institutions, halfway houses, nursing homes, recreational vehicles (RVs), cars, trucks, boats, nonstationary campers and trailers, and tents are not eligible dwellings and are not eligible for weatherization services. Properties having only a commercial use are not eligible for weatherization. Commercial use spaces of mixed use buildings are not eligible for weatherization. However, the owner of the commercial space could have weatherization work performed on the commercial space at the same time as residential weatherization activities occur provided the owner pays the contractor directly with non federal funds.

DHCD does not have an approved multifamily energy audit. Projects having buildings containing in excess of 4 units per building will be reviewed on a case by case basis and submitted to the DOE Project Officer for approval.

National Historic Preservation Act DHCD has an approved SHPO Programmatic Agreement in place and on file with DOE for measure approval and review requirements for properties that are in excess of 45 years old. A program comment was issued by the ACHP on March 11, 2013 pursuant to 36 CFR 800.14 (e), published in the Federal Register on March 14, 2013, and extends the duration of the existing 44 Programmatic Agreements – and any future agreements that may be executed under the prototype Programmatic Agreement – until December 31, 2020. An amendment to the agreement has been executed to extend the expiration date an additional 10 years, through December 31, 2030.

Most weatherization measures do not require further review. If the proposed work is not an excluded activity listed in Exhibit I of the PA, the subgrantee or Energy Auditor must provide the following project information to the DHCD historical review contractor.

- Digital photographs showing general views of all sides of the exterior of the building.
- Digital photographs showing the features that will be affected by the proposed work (e.g. the window to be repaired for example).
- List the work to be undertaken, for example; replace damaged main entry solid wood door with acceptable insulated fiberglass door.

No work may begin until the project has been reviewed and approved in writing by the DHCD historical review contractor.

Once approved or denied, the DHCD historical review contractor will notify the subgrantee and DHCD with the results of the review by email and the project is released in Hancock.

Describe how Rental Units/Multifamily Buildings will be addressed

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

DHCD's policy regarding weatherization services for rental units is outlined in the Program Operations Manual (POM) and reflects guidance from 10 CFR § 440.22, WPN 22-5, WPN 25-4, and other relevant DOE memos.

Landlord Permissions and Agreements

- Subgrantees must obtain written permission from landlords before providing weatherization services to tenant-occupied units.
- Landlords must sign DHCD's Building Owner Agreement prior to work beginning. This agreement outlines:
 - That benefits from weatherization accrue primarily to low-income tenants;
 - A commitment that rents will not be increased for a minimum of one (1) year due to weatherization-related improvements;
 - The prohibition of undue property enhancements using DOE funds—only cost-effective energy conservation measures (ECMs) and allowable incidental repairs are permitted;
 - DHCD's right to seek landlord financial contributions where feasible;
 - That rents may be increased for cause unrelated to the weatherization improvements.

Whole Building Treatment and Exceptions

Weatherization is generally conducted using a whole-building approach, meaning the entire structure (single-family or multi-unit) should be treated collectively. Individual units within multifamily buildings may only be served under limited, case-by-case circumstances and must be:

- Reviewed and approved by DHCD, and
- Submitted to DOE for review if deemed potentially appropriate.

Eligibility Determination for Multi-Unit Buildings

Eligibility for multifamily weatherization is governed by the 50%/66% rule per 10 CFR § 440.22(a)(2):

- At least 66% of the dwelling units in a building must be income-eligible;
- For duplexes and four-unit buildings, the threshold is 50%;
- Certain large multifamily buildings may also qualify under specific HUD-established criteria.

Per WPN 22-5 and WPN 25-4, DOE recognizes HUD's and USDA's multifamily income certification processes as valid for establishing eligibility. These processes rely on certified income records and property information maintained by building owners under federal requirements.

DOE-Approved HUD & USDA Building Lists

- DHCD and its subgrantees will utilize the most current DOE-approved HUD and USDA multifamily building lists to confirm eligibility.
- The HUD Multifamily Property Lookup Tool and USDA MFH Property List are referenced in WPN 25-4 and must be used to determine if a building is deemed eligible without further income verification.
- A data dictionary is provided in WPN 25-4 to assist in navigating these lists.
- These certification procedures do not apply to USDA-eligible clients outside the approved multifamily property list, unless they meet WAP income requirements through other means.

All lists and tools referenced are accessible through DHCD's Program Operations Manual.

Energy Audit Requirements

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

- DHCD does not currently have an approved multifamily energy audit.
- Projects involving buildings with more than four units will be:
 - Reviewed on a case-by-case basis, and
 - Submitted to DOE for approval, unless the low-rise multifamily priority list applies.

Use of DHCD's Low-Rise Multifamily Priority List

DOE has approved DHCD's priority list for low-rise multifamily buildings, which may be used in lieu of an audit when applicable. This list applies to buildings that meet all of the following criteria:

1. A minimum of five dwelling units per building;
2. No more than three stories above grade;
3. No unusual energy-consuming characteristics; and
4. Incidental repair costs do not exceed 10% of the total energy conservation measure (ECM) package.

Describe the deferral Process

Per WPN 22-7 and DHCD's Health and Safety Plan and Program Operations Manual, units may be deferred on a case by case basis. Subgrantees are required to consult with a DHCD Quality Assurance Inspector before deferral and completely list the cause(s) for deferral on the DHCD Deferral form, upload it to Hancock and notify the client per the guidelines in the POM.

Subgrantees should strive to work with applicants to resolve conditions where a deferral has been issued. Subgrantees are expected to pursue reasonable options and referrals on behalf of the dwelling owner and to exercise appropriate judgment in dealing with challenging situations. Subgrantees should not defer service due to the presence of a hazard without pursuing reasonable options to identify other resources to address the identified hazard(s).

Whenever appropriate, educational information on how to address the hazard should be shared with the occupant. An example of educational materials is the EPA booklet "Renovate Right." The subgrantee will select the deferred option in the Hancock Energy Software database so that the information is maintained electronically in the client file.

Deferral Examples may include, but are not limited to:

1. There is a question about the reported household size.
2. There is a question about the reported income.
3. The client has known health conditions that prohibit the installation of insulation and/or other weatherization materials.
4. The client is uncooperative, abusive, or threatening to the crew, subcontractors, auditors, inspectors, or others who must work on or visit the house.
5. Illegal activities are being conducted in the dwelling unit.
6. There are health and safety issues beyond the scope of the WAP that prevent the installation of weatherization measures.
7. The customer refuses work items that have a higher Savings to Investment Ratio (SIR) value than remaining measures. Subgrantees shall then defer all services to the customer.
8. A building cannot be adequately weatherized with available funds. Adequate, means all necessary and appropriate measures to make the weatherization successful without causing harm to occupants, workers, the building or other installed measures.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

V.1.3 Definition of Children

Definition of children (below age): 5

V.1.4 Approach to Tribal Organizations

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

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

Assistance to low income tribe members will be the same as for all low income persons in Maryland.

V.2 Selection of Areas to Be Served

DHCD competitively selects local governments or 501c3 nonprofits for WAP services with preference given to local government applicants in accordance with CFR 440.15. From those agencies or 501c3 nonprofits selected by the competitive process, DHCD will select certain supplementary agencies or 501c3 nonprofits to provide support in a jurisdiction in the event that performance is substandard.

DHCD's network of subgrantees provides weatherization services statewide. If it has been determined that a Subgrantee cannot fulfill their contractual obligations, steps may be implemented to redistribute allocated funds to other Subgrantees. These funds will be redistributed to the nearest Subgrantee, if feasible, to provide services in the same general geographical area. When sufficient applicants are available, DHCD designates a primary agency and a secondary agency in each county.

DHCD will identify capable subgrantees to provide or be positioned to provide supplementary support in anticipation of potential changes in subgrantee infrastructure and/or performance. Reallocating funds or supplying referrals to these 'backup' subgrantees will allow DHCD to quickly mitigate any potential impacts or interruptions in service to areas where subgrantees experience problems delivering the desired level of production or quality of weatherization services.

V.3 Priorities

Subgrantees are required to provide weatherization services in accordance with the client prioritization criteria established in 10 CFR § 440.3, which mandates that services be delivered first to the most vulnerable households. These include the elderly, persons with disabilities, families with young children, and households with high energy burdens or usage.

It is the subgrantee's responsibility to ensure weatherization services are delivered in accordance with these priorities. To support this requirement, DHCD has implemented a standardized Client Priority Score system through Hancock Software, which uses a defined algorithm to calculate priority based on objective household characteristics.

The Client Priority Score assigns points to each household based on a set of weighted criteria. Each client is automatically ranked from highest to lowest "WAP Rank" in Hancock, based on the score. This ranking is used to determine the order in which clients should be served.

If multiple households have the same priority score, the length of time on the waiting list will serve as the tiebreaker, with earlier applicants receiving priority.

Client Priority Scoring Criteria

Category	Points	Description
Elderly	4 points per person	Age 60 or older
Children under 5	4 points per child	Age under 5
Persons with Disabilities	1 point per person	As defined in the client intake form
High Residential Energy Users	1 point per household	Defined based on utility usage thresholds

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

High Energy Cost Burden	Up to 4 points	Based on the ratio of total annual household energy cost to annual household income:
Group 1	0-10%	1 point
Group 2	11-15%	2 points
Group 3	16-20%	3 points
Group 4	≥21% or zero income	4 points

Special Considerations

- At-Risk Medical Clients: DHCD adheres to the client prioritization criteria outlined in DOE regulations at 10 CFR 440.3, which require that weatherization services be delivered to the most vulnerable households first, including elderly persons, persons with disabilities, families with children, high residential energy users, and households with high energy burden. In addition to these DOE-mandated priorities, DHCD gives preferential consideration to At-Risk Medical Clients, defined as households with valid medical documentation indicating that their health is jeopardized by unsafe or inefficient home energy conditions.

This preference does not override the DOE priority categories. Instead, it applies after the DOE priority has been determined. For example, if two clients both fall within the same DOE priority level (e.g., both are Priority Level 6), DHCD will prioritize the At-Risk Medical Client above the other client within that same tier.

- Coordinated Projects: Subgrantees may deviate from strict ranking when weatherization work is coordinated with other funding sources or programs, provided this is well-documented and does not compromise service to higher-priority clients.
- Compliance: All prioritization actions and exceptions must be documented in the client file and available for review during monitoring or audit.

V.4 Climatic Conditions

The state of Maryland has two distinct climates. Average temperatures in western Maryland are 65 °F in July and 28 °F in January. Average temperatures in eastern Maryland are 75 °F in July and 35 °F in January.

The average heating degree hours are thirty year averages utilized by our Hancock Energy Software for our program. In counties without reporting stations and some without complete data for thirty years, data from nearby stations was used.

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

Upon execution of the Weatherization Grant Agreement, all subgrantees acknowledge that program operations are governed by the full set of Program Guidelines, which includes:

- The Energy Conservation and Production Act (the “Act”);
- Federal Regulations (10 CFR 440) and DOE Special Terms and Conditions (“DOE Terms”);
- Maryland’s COMAR 05.04.14 Regulations;
- The most current State Plan;
- DHCD’s Program Operations Manual (POM);
- The Maryland Field Guide, which is aligned with the DOE Standard Work Specifications (SWS); and

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

- DOE Weatherization Program Notices (WPNs), including WPN 22-4 (Quality Work Plan) and WPN 23-6 (Energy Audit Protocol).

Together, these documents establish the minimum standards for work quality, performance, and compliance. Upon agreement execution, subgrantees confirm their adherence to the work quality expectations and technical standards outlined in WPN 22-4, Section 1, and all other incorporated Program Guidelines.

Availability of Reference Materials

The most current versions of the State Plan, POM, and Maryland Field Guide are distributed electronically to all Local Weatherization Agencies (LWAs) and are available for download at:

<http://dhcd.maryland.gov/Pages/EnergyEfficiency/default.aspx>

Energy Audit Protocol

Local Weatherization Agency staff are required to perform a comprehensive energy audit of each dwelling prior to service delivery. This audit must:

- Identify sources of air infiltration, heat loss, insulation deficiencies, and appliance inefficiencies;
- Assess for existing health and safety concerns, particularly related to combustion appliances or structural hazards;
- Utilize diagnostic tools including:
 - Blower door testing equipment;
 - Combustion Appliance Zone (CAZ) testing;
 - Furnace efficiency analyzers and appropriate health and safety assessment tools.

The auditor must also determine whether abatement or repair work is required before weatherization services can proceed, per the Health and Safety Plan in the POM.

Use of DOE-Approved Energy Audit Tool

Each home must be modeled using the DOE-approved energy audit tool (e.g., NEAT, MHEA, or a DOE-approved state-specific tool) to:

- Generate a cost-effectiveness analysis of potential Energy Conservation Measures (ECMs);
- Apply customized building characteristics and utility data;
- Ensure that selected ECMs meet a Savings-to-Investment Ratio (SIR) = 1.0, in accordance with 10 CFR 440.21(c).

The audit tool's modeling results will determine:

- Which ECMs are eligible and cost-effective for installation;
- The sequence and prioritization of measures; and
- The materials and methods most appropriate for remedying deficiencies identified during the audit.

All audit procedures must follow technical guidance provided in the Program Operations Manual and adhere to the protocols outlined in WPN 23-6 Attachment 7: Appendix A.

Field guide types approval dates

Single-Family: 9/7/2021
Manufactured Housing: 9/7/2021
Multi-Family:

V.5.2 Energy Audit Procedures

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family
Audit Name: HEAT
Approval Date: 9/19/2023

Audit Procedure: Manufactured Housing
Audit Name: HEAT
Approval Date: 9/19/2023

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

Comments

In accordance with DOE WPN 22-8, 10 CFR 440.21(g) allows for energy audits to be conducted using a predefined Priority List (PL) when “similar dwelling units without unusual energy-consuming characteristics” exist. DOE has determined what these similar dwelling unit types are and what measures should be considered for installation in these dwelling types based on regional differences in climate and energy costs. Dwelling unit needs which include any measure(s) not included within the PL or if the home does not meet the basic requirements of the PL, would then require a site-specific energy audit be run in compliance with the DHCD’s most recently DOE-approved energy audit procedures.

DHCD offers the use of Priority Lists for the DOE WAP. The use of the PL allows for streamlining of Single Family Site Built, Mobile/Manufactured Home and Low-Rise Multi-Unit buildings with 5 or more dwelling units per building and 3 stories or less above grade. These optional, regional PL’s are not exhaustive and do not include every measure which may be cost effective on a site-specific basis. Detailed guidance for PL procedures can be found in the POM.

DHCD does not have an approved multifamily energy audit. Projects having buildings containing in excess of 4 units per building will be reviewed on a case by case basis and submitted to the DOE Project Officer for approval.

V.5.3 Final Inspection

Each unit weatherized under the Maryland Weatherization Assistance Program (WAP) must receive a comprehensive Quality Control Inspection (QCI) before it is reported as complete in Hancock and submitted to DOE. This inspection ensures that:

- Work meets the specifications of DOE WPN 23-6 (Auditing Protocol),
- Quality standards from WPN 22-4 (Quality Work Plan) are upheld,
- All measures comply with 10 CFR 440, the Maryland DHCD Field Guide, and the Program Operations Manual (POM).

Certification and Independence of QC Inspectors

- All QCI inspectors must hold a valid BPI Home Energy Professional QCI Certification.
- Subgrantees must submit copies of certifications to DHCD before authorization to perform inspections.
- QC Inspectors must be independent from the crew or auditor who performed the initial audit or installed measures. Exceptions require prior written approval from DHCD.

Required Elements of the QCI Inspection

Each QCI must include the following components:

- Blower door test to verify air sealing effectiveness;

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

- Combustion Appliance Zone (CAZ) and combustion efficiency testing for fossil fuel appliances;
- Walkthrough verification against the Work Order and SWS, ensuring installed measures align with the Maryland Field Guide and POM;
- Client feedback and signature on relevant forms;
- Certification in Hancock that all listed work was completed properly.

Each client file must contain a signed QCI form certifying that the unit has passed inspection.

Quality Assurance Inspections by DHCD

DHCD QA Inspectors will inspect:

- At least 5% of all completed units per subgrantee;
- 10% of units for subgrantees with an exception to the Independent QCI policy;
- A higher percentage (up to 100%) if poor quality trends are detected or production concerns arise.

DHCD QA Inspectors must:

- Be certified HEP QC Inspectors;
- Primarily inspect completed units in Hancock, but also perform random in-progress inspections;
- Conduct on-site T&TA when deficiencies or training gaps are identified.

Protocol for Units Rated “Poor”

If a unit fails QA inspection (rated “Poor”):

- The agency will be notified by email via Hancock and must create a call-back work order;
- Re-inspection by DHCD occurs only after QCI re-certifies the correction in Hancock;
- Units with Health and Safety issues must be corrected within 24–72 hours, depending on severity;
- Call-back visits must be scheduled within five (5) business days of notification;
- Failure to resolve issues may result in payment holds, referral suspensions, or contract termination.

Enforcing QCI Standards

A. Health & Safety-Related QC Failures

1. First failure: On-site T&TA for the QCI Inspector.
2. Second failure: Additional T&TA involving LWA leadership and relevant staff.
3. Third failure within 6 months: Suspension of the QCI Inspector. Reinstatement requires retraining approved by DHCD.

B. General (Non-H&S) QC Failures

1. First occurrence: Correction order with explanation and references to Maryland Field Guide and POM.
2. Second: Targeted on-site T&TA and verification.
3. Third: T&TA involving leadership and field staff.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

4. Fourth: Suspension of the QCI Inspector and mandatory retraining.

All incidents will be documented in Hancock.

DHCD Quality Assurance and Support

DHCD provides:

- Ongoing QA inspections and performance monitoring;
- Real-time T&TA support from audit to job close-out;
- Assistance with Hancock/HEAT software and reporting;
- Field support via DHCD QA Inspectors and Technology Officers.

Continuous Improvement

Subgrantees and contractors are expected to:

- Maintain high inspection and workmanship standards;
- Address QA findings promptly;
- Participate in ongoing training;
- Monitor and improve internal QC procedures.

Repeated failure to meet standards will escalate to formal corrective action plans, withholding of funds, or removal from the program.

V.6 Weatherization Analysis of Effectiveness

DHCD evaluates the performance and effectiveness of its Weatherization Network Partners through a combination of quantitative and qualitative assessments based on DOE regulatory guidelines and internal program benchmarks.

Key Performance Metrics

Subgrantees (Local Weatherization Agencies or LWAs) are assessed on their ability to:

- Meet or exceed production goals as established in their contract and State Plan;
- Pass Quality Assurance (QA) inspections without recurring “Poor” ratings or callback work orders;
- Submit accurate and timely quarterly financial reports that align with general ledger data and DOE expenditure categories;
- Effectively utilize HEAT and Hancock software systems for data entry, job tracking, and compliance documentation;
- Comply with all administrative, programmatic, and technical requirements, as verified through annual State monitoring.

Evaluation Methods

1. Quarterly Performance Reviews

DHCD Fiscal and Program Management teams conduct quarterly reviews with each subgrantee, evaluating:

- Expenditures by funding source (DOE, LIHEAP, Utility, etc.);

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

- Average Cost Per Unit (ACPU);
- Administrative vs. program spending ratios;
- Health & Safety spending averages;
- Number and dollar value of pipeline projects;
- Projected production for the next quarter;
- Financial accuracy through supporting general ledger documentation.

2. Weekly Internal Review (HBEP Staff Meetings)

DHCD program and QA staff hold weekly meetings to review real-time performance indicators for each subgrantee, including:

- QA results and technical assistance site visits;
- Partner production status and capacity;
- Utilization and consistency of HEAT and Hancock platforms;
- Rate of fund expenditure vs. total contract allocation;
- Incidence of staff turnover impacting service delivery.

3. Annual Comprehensive Monitoring

DHCD conducts comprehensive annual monitoring of each subgrantee using the most current DOE-approved Monitoring Guidelines and Checklists. The monitoring review includes:

- Client file audits;
- Fiscal record management, including reconciliation with audits and compliance with 2 CFR 200;
- Energy audit and work order reviews for completeness and SWS alignment;
- Program coherence checks for compliance with 10 CFR 440, WPNs, and OMB circulars;
- Subgrantee documentation review (procurement, insurance, inventory, reporting);
- Inspection of at least 5% of completed units, or up to 10% if in-progress units are included.

Monitoring Process and Follow-Up

- Exit briefing: Subgrantees receive a summary of observations and initial findings at the conclusion of the monitoring visit.
- Written report: A formal written monitoring report is issued within 30 calendar days, detailing compliance status, deficiencies, and required or recommended corrective actions.
- Corrective Action and Technical Assistance: DHCD provides targeted technical assistance and follow-up training, particularly for agencies receiving findings related to quality control, fiscal management, or program delivery.
- Ongoing Oversight: Follow-up monitoring or T&TA site visits are conducted regularly until all outstanding issues are resolved to DHCD's satisfaction.

Continuous Improvement and Accountability

Subgrantees are expected to:

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

- Respond to findings promptly;
- Maintain documentation of corrective actions taken;
- Demonstrate measurable improvement in future performance cycles.

Failure to adequately address repeated or serious deficiencies may result in programmatic consequences, including:

- Withholding of new referrals;
- Delays or suspension of invoice payments;
- Contract suspension or termination, if necessary.

V.7 Health and Safety

The Health and Safety Plan is attached to SF-424

V.8 Program Management

V.8.1 Overview and Organization

The Weatherization Assistance Program in the State of Maryland is administered by Maryland's Department of Housing and Community Development (DHCD), a cabinet level agency of state government and Maryland's affordable Housing Finance Agency. DHCD's mission is to work with partners to finance housing opportunities and revitalize great places for Maryland citizens to live, work and prosper. Part of this mission involves working to ensure that Maryland citizens have housing that is safe and affordable, in neighborhoods that are vibrant and desirable.

DHCD utilizes funding from a variety of State and Federal sources to accomplish this mission, with energy efficiency programs playing a key role in the preservation of affordability and safety in housing. The Weatherization Assistance Program (WAP) is housed within DHCD's Housing and Building Energy Programs (HBEP), which also administers the

EmPOWER Low Income Energy Efficiency Program (LIEEP), a low income energy efficiency program similar to WAP that is funded through a ratepayer surcharge for customers in territories of participating utility companies. The HBEP unit also administers a market rate energy efficiency lending program funded through the U.S. Department of Energy's Better Buildings program. The HBEP unit receives additional funding to support low income weatherization activities through the Strategic Energy Investment Fund (SEIF) provided by the Maryland Energy Administration and through the Maryland Energy Assistance Program/Low Income Home Energy Assistance Program (MEAP/LIHEAP) provided by the Maryland Department of Human Services.

The Housing and Building Energy Programs is a unit within DHCD's Division of Development Finance, and operates with a Director and Deputy Directors, program managers, a compliance officer, administrative staff, an intake team and a quality assurance inspection team that serves all programs. Specific staff titles and their responsibilities are as follows:

Program Manager – Manages daily operations, coordinates monitoring activities, negotiates and resolves program and fiscal audits, establishes program policies and supervises WAP staff. Oversees field operations of the local network, coordinates special training and technical assistance opportunities, implements new technologies and special projects.

Assistant Program Manager – Assists in the management of daily operations, coordinates monitoring activities, negotiates and resolves program and fiscal audits, establishes program policies and supervises WAP staff. Oversees field operations of the local network, coordinates special training and technical assistance opportunities, implements new technologies and special projects.

Quality Assurance Officer – Conducts quality assurance evaluations, assists in overseeing field operations, coordinating training and technical assistance opportunities, leverage activities and assists in policy development.

Compliance Officer – Assists in the oversight of the program, analyzing data, managing and accounting for expenditures of subgrantee program fund allocations and ensuring compliance of fiscal program regulations. Operates the contract reimbursement system, performs data entry, and performs contract processing,

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

procurement and other administrative duties.

V.8.2 Administrative Expenditure Limits

DHCD allocates administrative funds to WAP subgrantees to support effective program operations, in accordance with 10 CFR § 440.18(d) and DOE WAP guidance.

Standard Administrative Allocation

- Each subgrantee is eligible to receive up to 7.5% of its total grant award for allowable administrative expenses, as defined in 2 CFR 200.413–414 and OMB Uniform Guidance.

Administrative Cost Increase for Small Grants

In accordance with 10 CFR § 440.18(d), a subgrantee that receives less than \$350,000 in total WAP funding may be eligible for up to an additional 5% in administrative funding, for a total maximum of 12.5%. To qualify for this additional allocation, the subgrantee must meet at least one of the following criteria:

1. Skills Development Need

The subgrantee employs one or more staff members with less than one year of experience in weatherization program delivery, resulting in increased administrative oversight or support requirements.

2. Participation in Special Projects

The subgrantee is actively engaged in a special project or pilot initiative, requested or approved by either:

- DHCD or
- The U.S. Department of Energy (DOE).

Examples include coordination with other energy assistance programs, pilot testing of advanced technologies, or innovative program delivery models.

Other Demonstrated Hardship

The subgrantee has presented evidence of extraordinary hardship significantly affecting its administrative capacity. Such hardship may include:

- Sudden staff turnover or resource loss,
- Unique geographic or service area constraints,
- Changes in local infrastructure that impact program delivery.

The hardship must be documented and deemed substantial enough to jeopardize the subgrantee's ability to operate an effective WAP program under the standard 7.5% administrative limit.

Documentation and Approval

All requests for increased administrative funding:

- Must be submitted in writing to DHCD with supporting documentation;
- Are subject to DHCD review and approval;
- Will be monitored for continued eligibility throughout the program year.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

V.8.3 Monitoring Activities

DHCD will conduct comprehensive monitoring of each WAP subgrantee at least once annually, in accordance with the most current version of DOE's WAP Monitoring Procedures, including WPN 24-4, and using the latest DOE-approved Monitoring Tools and Checklists.

Monitoring Format and Scope

Annual monitoring may occur:

- In-person,
- Virtually (where approved), or
- As a hybrid of both approaches based on risk level, capacity, or external factors.

Each comprehensive monitoring visit will include an assessment of the following components:

- Client files and documentation of eligibility, income, and services rendered
- Fiscal record management, including reconciliation of WAP funds and compliance with 2 CFR 200 and OMB Uniform Guidance
- Energy audits and work orders, including SIR compliance and approved measures
- Program coherence, including adherence to 10 CFR 440, all relevant Weatherization Program Notices, state policies, and applicable federal regulations
- Administrative and operational records, including procurement files, insurance documentation, inventory tracking, and reporting files
- Onsite inspection of completed units, as follows:
 - At least 5% of completed units per subgrantee, and up to 10% of total units when including in-progress units
 - For agencies operating under an approved exception to the Independent Quality Control Inspector (QCI) policy, 10% of all completed units will be inspected

DHCD reserves the right to adjust monitoring intensity based on risk assessments, past performance, volume of activity, or DOE directives, as emphasized in WPN 24-4.

Reporting and Corrective Actions

- Subgrantees will receive verbal feedback on key findings and observations during the monitoring visit.
- A written monitoring report will be provided within 30 calendar days of the site visit, outlining:
 - Areas of compliance and best practices
 - Deficiencies or areas requiring improvement
 - Any corrective action required
 - Recommended technical assistance or training

DHCD will follow up with any subgrantee that receives findings or training recommendations. Continued follow-up and technical assistance will be provided until all corrective actions are resolved. All sensitive or significant findings of noncompliance will be reported to DOE immediately, as required by WPN 24-4. DHCD will maintain detailed records of monitoring reports, inspection results, and follow-up actions, which will be made available upon request to DOE.

Integration with Annual Planning

- Annual monitoring results will be considered during DHCD's program planning and resource allocation.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

- DOE may review these results during grantee program evaluations.

Enforcement and Escalation

Failure by subgrantees to address monitoring findings or adhere to WAP requirements may result in enforcement actions, including but not limited to:

- Withholding of client referrals
- Reimbursement backcharges
- Withholding or delaying payment on invoices
- Suspension or removal from participation in WAP in cases of chronic or egregious noncompliance

The tentative monitoring schedule for Fiscal Year 2026 is as follows:

Allegany HRDC	April 2026
Baltimore City DHCD	July 2025
Building Change	January 2026
CAC of Howard	March 2026
Frederick	May 2026
Garrett	September 2025
GHHI	February 2026
HASMC	June 2026
Housing Initiative Partnership	February 2026
Shore Up	April 2026

V.8.4 Training and Technical Assistance Approach and Activities

Training & Technical Assistance (T&TA) Plan

The Maryland Weatherization Assistance Program (WAP), administered by the Department of Housing and Community Development (DHCD), is committed to building and sustaining a highly skilled workforce capable of delivering quality, cost-effective weatherization services. This commitment is supported by a comprehensive Training and Technical Assistance (T&TA) strategy aligned with DOE Weatherization Program Notice (WPN) 22-4, WPN 12-1, WPN 24-4, and most recently, DOE WAP Memo 126. Memo 126 reinforces the importance of:

- Workforce credentialing aligned with NREL Job Task Analyses (JTAs);
- Use of Interstate Renewable Energy Council (IREC)-accredited training providers;
- Clear tracking of credentials, competencies, and ongoing professional development;

U.S. Department of Energy

Weatherization Assistance Program (WAP)

STATE PLAN / MASTER FILE WORKSHEET

Grant Number: SE0001828, State: MD, Program Year: 2025

Recipient: Maryland, State of

- Compliance monitoring and documentation of training/certification status across the network.

T&TA Strategy and Implementation

Ongoing Performance Evaluation

DHCD monitors subgrantee performance through:

- Desk reviews, final inspections, and field monitoring;
- Review of workforce credentials and training compliance;
- Collaboration with subgrantees to identify skill gaps and training needs.

Subgrantee and contractor training needs are tracked systematically and updated throughout the year. Training plans are adjusted to address administrative and technical deficiencies and align with evolving program goals.

Use of T&TA Funds

T&TA funds may be used for:

- Core competency training as defined by DOE;
- Training for administrative, fiscal, or field personnel;
- Participation in regional, state, or national conferences;
- Instructional materials, exams, and certification fees.

All T&TA expenditures must be:

- Documented with proof of training completion (e.g., certificates);
- Pre-approved when involving contractor participation or out-of-state travel;
- Supported by signed retention agreements for contractor training, per WPN 12-1.

Core Competencies and Certifications

Required Training and Certifications by Role

Role	Required Credentials & Training
Installers	BPI Retrofit Installer Technician (RIT) or equivalent JTA-based training; EPA Lead Renovator; OSHA 10
Crew Leaders	BPI Crew Leader + RIT; EPA Lead Renovator; OSHA 10
Energy Auditors	BPI Energy Auditor (HEP); EPA Lead Renovator; OSHA 10
Quality Control Inspectors (QCI)	BPI QCI Certification; EPA Lead Renovator; OSHA 10
DHCD QA Inspectors	Dual BPI HEP EA & QCI; OSHA 10; EPA Renovator

Training must be completed through an IREC-accredited provider offering NREL-aligned curriculum. DHCD has procured a vendor for this purpose.

All certifications must be renewed on a 3-year cycle. QCI staff may use BPI Continuing Education Units (CEUs) to maintain certification without retaking exams, in accordance with BPI policy.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

Workforce Tracking and Compliance

Per WAP Memo 126, all subgrantees must:

- Maintain a training inventory and certification log for all WAP staff and contractors;
- Track expiration dates and renewal cycles;
- Report training participation to DHCD during annual monitoring;
- Ensure all new hires are certified within 60 days of hire.

Uncertified or improperly trained individuals may not perform weatherization work. Work performed by unqualified staff may be subject to disallowed costs.

DHCD will monitor:

- Subgrantee training compliance;
 - Contractor licensing and credentialing;
 - Alignment of workforce training with core competencies.
-

Field-Based T&TA and Support

DHCD's Quality Assurance Inspectors provide on-site T&TA, focusing on:

- Hands-on installation guidance;
- Real-time energy audit coaching;
- Corrective instruction for inspection deficiencies.

DHCD also supports:

- Training in use of the Hancock/HEAT system;
 - Program management, financial oversight, and client education;
 - Specialized tracks such as H&S protocols, IAQ, mechanicals, manufactured home strategies, and DOE-approved field guides.
-

Comprehensive Training Plan and Goals

The training plan aims to close workforce competency gaps by certifying the following personnel:

Position	Certified Planned Total Target		
Retrofit Installer (RIT)	167	38	205
Crew Leader (CL)	34	19	53
Energy Auditor (EA)	52	14	66
Quality Control Inspector (QCI)	23	12	35

Training will be refreshed every three years, and the plan will be reassessed annually as part of the State Plan development process.

Training Participation and Responsibilities

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001828, **State:** MD, **Program Year:** 2025
Recipient: Maryland, State of

Subgrantee Responsibilities

- Track training and certification of local staff and contractors;
- Report training status to DHCD during monitoring;
- Proactively identify and request training based on need;
- Maintain training documentation for audit and DOE review.

Contractor Responsibilities

- Ensure all weatherization staff are trained and certified;
- Submit licenses and credentials to the subgrantee;
- Sign retention agreements for T&TA-funded training.

Percent of overall trainings

Comprehensive Trainings:	65.0
Specific Trainings:	35.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	40.0
Percent of budget allocated to Crew/Installer trainings:	50.0
Percent of budget allocated to Management/Financial trainings:	10.0

V.9 Energy Crisis and Disaster Plan

The purpose of Maryland's Department of Energy (DOE) disaster planning and relief is to provide emergency services to low income individuals and families affected by a disaster as determined by a Presidential or Gubernatorial order declaring either a Federal or State Emergency. DOE WAP has a very limited role in any disaster response. Funds are limited to eligible weatherization activities and the purchase and delivery of weatherization materials. To the extent that services are in support of eligible weatherization (or permissible re-weatherization) work for eligible households, such expenditure is allowable.

MD WAP will weatherize homes in accordance with program rules and regulations. Acceptable uses of DOE WAP funding during Disasters include:

- Replacement of prior weatherization materials in compliance with 10 C.F.R § 440.18(f) (2) (ii), which permits replacement if the materials are not paid for by the insurance.
- Incidental repairs to make the installation of weatherization materials effective in compliance with WPN 12-09 Incidental Repair Measure Guidance (debris removal is included in disaster replacement).
- Cost to eliminate health and safety hazards necessary to the installation of weatherization materials.
- Energy-related health and safety as identified in the MD Health and Safety Plan outlined in the Master File. Health and Safety expenditure could be increased by DHCD for crisis damaged units as applicable.

Additional guidance is provided in the DOE WPN 12-7 which can be found at <https://www.energy.gov/scep/wap/articles/weatherization-program-notice-12-7-revised-guidance-weatherization-disaster>