

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:

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

2. Type of Application:

- ☒ New
- ☐ Continuation
- ☐ Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received

12/16/2022

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

DE-SE0001847

State Use Only:

6. Date Received by State:

12/16/2022

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: Pennsylvania, Commonwealth of

b. Employer/Taxpayer Identification Number (EIN/TIN):
38-3849352c. UEI:
D8LNFVK82JC6

d. Address:

Street 1: Commonwealth Keystone Bldg., 4th Floor

Street 2: 400 North Street

City: Harrisburg

County: DAUPHIN County

State: PA

Province:

Country: U.S.A.

Zip / Postal Code: 171200225

e. Organizational Unit:

Department Name:

Department of Community & Economic Development

Division Name:

Center for Residential Reinvestment

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

Prefix: Mr First Name: Nicholas

Middle Name:

Last Name: Horting

Suffix:

Title: Director

Organizational Affiliation: PA Department of Community and Economic Development

Telephone Number: 7177201409

Fax Number:

Email: nhorting@pa.gov

APPLICATION FOR FEDERAL ASSISTANCE SF-424

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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.):

State of Pennsylvania

15. Descriptive Title of Applicant's Project:

Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 47 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.

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16. Congressional District Of:

a. Applicant:

b. Program/Project:

PA-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 | 21,866,004.00 |
| b. Applicant | 0.00 |
| c. State | 0.00 |
| d. Local | 0.00 |
| e. Other | 0.00 |
| f. Program Income | 0.00 |
| g. TOTAL | 21,866,004.00 |

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

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

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

No

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

☒ I AGREE

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

Authorized Representative:

Prefix: Mr First Name: Rick

Middle Name:

Last Name: Siger

Suffix:

Title: Acting Secretary, PA DCED

Telephone Number: 7177201366

Fax Number:

Email: fsiger@pa.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 07/18/2025

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: Pennsylvania, Commonwealth of
Award number: SE0001847

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 |
|--|--|
| WX Director (Rulli) | Directs and manages all aspects of the PA WAP including supervision of statewide monitoring and daily oversight of program policy, technical and operational management. Salary is shared between DOE, DOE IIJA, and LIHEAP funds dependent upon final completion of time sheets. |
| Contracts and Compliance Specialist Supervisor(Seburn) | Provide technical and administrative support to ensure program compliance of weatherization agencies and manage contracting, invoicing/payments to agencies. Oversees annual risk assessment process. Time is allotted primarily to DOE, DOE IIJA admin funds, however dependent upon actual responsibilities and time spent, LIHEAP could be used. |
| Weatherization Specialist 2 (Watson) | Provide technical on-site field and desk monitoring to ensure subgrantee compliance. Primarily funded by DOE and DOE IIJA T and TA grantee funds but LIHEAP can also be used. |
| Director (Horting) | Supervises WAP and Whole Home Repair staff functions, program operations, and overall federal and state compliance. Serve as principal business contact for the program. Funded by Whole Home Repair, DOE, DOE IIJA and LIHEAP funds due to all responsibilities of Whole Home Repair and WAP. |
| WX Specialist/Monitor Supervisor (Wagner) | Conducts on-site field monitoring/technical assistance of subgrantees. Primarily supported by DOE, DOE IIJA T and TA funds but can be used in LIHEAP also. |
| WX Specialist 2 (Smith) | Conducts on-site field monitoring/technical assistance of subgrantees. Primarily supported by DOE and DOE IIJA T and TA funds but can be used in LIHEAP also. |
| Business Analyst 3 (Sheeler) | Conducts technical assistance of subgrantees' use of the Hancock Energy Software System and performs reporting and process requirement change duties on system. Performing business analysis functions with the state IT network of resources for software upgrades and implementation. Involved in managing stakeholder groups for testing of software upgrades. Salary is shared between DOE, DOE IIJA and LIHEAP funds. |
| Fiscal Monitoring Director(Shover) | Provides oversight and direction to the DCED fiscal staff engaged in the fiscal monitoring of WAP subgrantees. Charges directly to DOE, DOE IIJA and LIHEAP according to real time spent and logged in time sheets. This position is supported by other federal and state funded programs. |
| Fiscal Monitor (Signore) | Provides desk and on-site monitoring and review of fiscal operations, ledger entries and general review of WAP subgrantee expenditures. Charges directly to DOE and LIHEAP according to real time spent and logged in time sheets. |

| | |
|---|--|
| Fiscal Monitor (Texiera-Jones) | Provides desk and on-site monitoring and review of fiscal operations, ledger entries and general review of WAP subgrantee expenditures. Charges directly to DOE and LIHEAP according to real time spent and logged in time sheets. |
| Fiscal Monitor (Dolphin) | Provides desk and on-site monitoring and review of fiscal operations, ledger entries and general review of WAP subgrantee expenditures. Charges directly to DOE and LIHEAP according to real time spent and logged in time sheets. |
| Fiscal Monitor Supervisor(Stahl) | Provides desk and on-site monitoring and review of single audit reports and general review of WAP subgrantee expenditures. Charges directly to DOE and LIHEAP according to real time spent and logged in time sheets. |
| Weatherization Specialist/Monitor Supervisor (Lafferty) | Oversees the duties and monitoring work of the WAP monitoring team including program and policy work as well as QCI. Position is covered by DOE T and TA funds but some responsibilities cross over with LIHEAP dependent on actual time sheets/ time spent. |
| Fiscal Monitor (Landis) | Provides desk and on-site monitoring and review of fiscal operations, ledger entries and general review of WAP subgrantee expenditures. Charges directly to DOE and LIHEAP according to real time spent and logged in time sheets. |
| Fiscal Monitor (Quinones) | Provides desk and on-site monitoring and review of fiscal operations, ledger entries and general review of WAP subgrantee expenditures. Charges directly to DOE and LIHEAP according to real time spent and logged in time sheets. |
| Fiscal Monitor (Spoonhour) | Provides desk and onsite monitoring and review of fiscal operations, ledger entries and general review of WAP subgrantee expenditures. Charges directly to DOE and LIHEAP according to real time spent and logged in time sheets. |
| Contracts and Compliance Specialist (Cronin) | Provide technical and administrative support to ensure program compliance of weatherization agencies and manage contracting, invoicing/payments to agencies. Time is allotted primarily to DOE, and DOE IIJA admin funds, however dependent upon actual responsibilities and time spent, LIHEAP could be used. |
| Weatherization Specialist 2/ Monitor (Hudach) | Conducts on-site field monitoring/technical assistance of subgrantees. Primarily supported by DOE and DOE IIJA T and TA funds but can be used in LIHEAP also. |
| Weatherization Specialist 2/ Monitor (Stroup) | Conducts on-site field monitoring/technical assistance of subgrantees. Primarily supported by DOE and DOE IIJA T and TA funds but can be used in LIHEAP also. |
| Weatherization Specialist 2/Monitor (Miller) | Conducts on-site field monitoring/technical assistance of subgrantees. Primarily supported by DOE and DOE IIJA T and TA funds but can be used in LIHEAP also. |
| Weatherization Specialist 2/Monitor (Williams) | Conducts on-site field monitoring/technical assistance of subgrantees. Primarily supported by DOE and DOE IIJA T and TA funds but can be used in LIHEAP also. |
| Contracts and Compliance Specialist (Krall) | Provide technical and administrative support to ensure program compliance of weatherization agencies and manage contracting, invoicing/payments to agencies. Time is allotted primarily to DOE, and DOE IIJA admin funds, however dependent upon actual responsibilities and time spent, LIHEAP could be used. |

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|---|--|
| AO 4/Executive Assistant (Fox) | Assists with both Whole Home Repair and WAP conducting research, manages hiring processes and onboarding, and works on multifamily and workforce development projects. This position is primarily covered with Whole Home Repair funds but also is supported by DOE, DOE IIJA and LIHEAP as needed and based on time sheets. |
| Director of Strategic Initiatives (Allen) | Leads organizational change to address continuous improvement in WAP processes, including developing and overseeing Hancock software enhancements and other IT solutions. This position is also supported by LIHEAP and CSBG |
| Whole Home Repairs Deputy Director (Straub) | Directs Whole Home Repair Office and assists with WAP conducting research and works on multifamily. This position is primarily covered with Whole Home Repair funds but also is supported by DOE, DOE IIJA and LIHEAP as needed and based on time sheets. |
| Fiscal Monitor (Donley) | Provides desk and on-site monitoring and review of fiscal operations, ledger entries and general review of WAP subgrantee expenditures. Charges directly to DOE and LIHEAP according to real time spent and logged in time sheets. |
| Fiscal Monitor (Shreiner) | Provides desk and on-site monitoring and review of fiscal operations, ledger entries and general review of WAP subgrantee expenditures. Charges directly to DOE and LIHEAP according to real time spent and logged in time sheets. |
| Administrative Officer 2 (Whitaker) | Primarily funded through Whole Repair Program funds but assists with DOE WAP providing client assistance and education and in data collection and analysis as needed. Position covered with Whole Home Repair, DOE, DOE IIJA and LIHEAP. |
| Administrative Officer 2 (Baltimore) | Primarily funded through Whole Repair Program funds but assists with DOE WAP providing client assistance and education and in data collection and analysis as needed. Position covered with Whole Home Repair, DOE, DOE BIL and LIHEAP. |
| Fiscal Analyst (White) | Primarily processes LIHEAP invoices for payment and reviews monthly Financial Status Reports. But may assist with DOE and DOE IIJA invoices and FSRs when needed. Funded by other programs at DCED and split between DOE, DOE IIJA and LIHEAP as documented in timesheets. |
| Fiscal Analyst (Henry) | Processes DOE, DOE IIJA and LIHEAP invoices for payment and reviews monthly Financial Status Reports. Funded by other programs at DCED and split between DOE, DOE IIJA and LIHEAP as documented in timesheets. |

Direct Personnel Compensation:

| Position | Salary/Rate | Time | Direct Pay |
|--|--------------|--------------|-------------|
| WX Director (Rulli) | \$120,079.00 | 33.0000 % FT | \$39,626.07 |
| Contracts and Compliance Specialist Supervisor(Seburn) | \$75,678.00 | 33.0000 % FT | \$24,973.74 |
| Weatherization Specialist 2 (Watson) | \$88,235.00 | 33.0000 % FT | \$29,117.55 |
| Director (Horting) | \$125,595.00 | 28.0000 % FT | \$35,166.60 |
| WX Specialist/Monitor Supervisor (Wagner) | \$72,352.00 | 33.0000 % FT | \$23,876.16 |
| WX Specialist 2 (Smith) | \$61,947.00 | 33.0000 % FT | \$20,442.51 |
| Business Analyst 3 (Sheeler) | \$77,321.00 | 33.0000 % FT | \$25,515.93 |
| Fiscal Monitoring Director(Shover) | \$117,477.00 | 15.0000 % FT | \$17,621.55 |
| Fiscal Monitor (Signore) | \$79,062.00 | 10.0000 % FT | \$7,906.20 |
| Fiscal Monitor (Texiera-Jones) | \$67,678.00 | 10.0000 % FT | \$6,767.80 |

| | | | |
|---|--------------|--------------|--------------|
| Fiscal Monitor (Dolphin) | \$77,321.00 | 10.0000 % FT | \$7,732.10 |
| Fiscal Monitor Supervisor (Stahl) | \$86,299.00 | 5.0000 % FT | \$4,314.95 |
| Weatherization Specialist/Monitor Supervisor (Lafferty) | \$72,352.00 | 33.0000 % FT | \$23,876.16 |
| Fiscal Monitor (Landis) | \$51,932.00 | 6.0000 % FT | \$3,115.92 |
| Fiscal Monitor (Quinones) | \$54,279.00 | 6.1000 % FT | \$3,311.02 |
| Fiscal Monitor (Spoonhour) | \$84,401.00 | 7.0000 % FT | \$5,908.07 |
| Contracts and Compliance Specialist (Cronin) | \$79,062.00 | 33.0000 % FT | \$26,090.46 |
| Weatherization Specialist 2/ Monitor (Hudach) | \$59,384.00 | 33.0000 % FT | \$19,596.72 |
| Weatherization Specialist 2/ Monitor (Stroup) | \$59,384.00 | 33.0000 % FT | \$19,596.72 |
| Weatherization Specialist 2/Monitor (Miller) | \$59,384.00 | 33.0000 % FT | \$19,596.72 |
| Weatherization Specialist 2/Monitor (Williams) | \$59,384.00 | 33.0000 % FT | \$19,596.72 |
| Contracts and Compliance Specialist (Krall) | \$73,995.00 | 33.0000 % FT | \$24,418.35 |
| AO 4/Executive Assistant (Fox) | \$105,291.00 | 33.0000 % FT | \$34,746.03 |
| Director of Strategic Initiatives (Allen) | \$82,621.00 | 33.0000 % FT | \$27,264.93 |
| Whole Home Repairs Deputy Director (Straub) | \$82,621.00 | 10.0000 % FT | \$8,262.10 |
| Fiscal Monitor (Donley) | \$67,678.00 | 10.0000 % FT | \$6,767.80 |
| Fiscal Monitor (Shreiner) | \$50,836.00 | 10.0000 % FT | \$5,083.60 |
| Administrative Officer 2 (Whitaker) | \$64,861.00 | 15.0000 % FT | \$9,729.15 |
| Administrative Officer 2 (Baltimore) | \$64,861.00 | 15.0000 % FT | \$9,729.15 |
| Fiscal Analyst (White) | \$59,384.00 | 4.9700 % FT | \$2,951.38 |
| Fiscal Analyst (Henry) | \$59,384.00 | 16.9029 % FT | \$10,037.62 |
| Direct Pay Total | | | \$522,739.78 |

2. FRINGE BENEFITS

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

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

Some fringe rates are set dollar amounts and others are based on time at the state, family size, choice of benefit plan.

Actual fringe rates are presented as calculated for each individual staff according to actual costs based on the following:

Retiree's Health – flat dollar amount regardless of salary. Changes periodically

Retirement – percentage of salary. This is dependent on retirement plan (as you mentioned years with the state). Changes annually.

Life Insurance – flat dollar amount varies based on salary up to a salary level. Changes but not often.

Health Insurance – flat dollar amount regardless of salary. This flat dollar amount changes annually.

Leave Payout Assessment – Percentage of salary. Changes annually.

Fringe Benefits Calculations

| Position | Direct Pay | Rate | Benefits |
|---------------------|-------------|-----------|-------------|
| WX Director (Rulli) | \$39,626.07 | 51.0000 % | \$20,209.30 |

| | | | |
|---|-------------|-----------|--------------|
| Contracts and Compliance Specialist Supervisor(Seburn) | \$24,973.74 | 52.0000 % | \$12,986.34 |
| Weatherization Specialist 2 (Watson) | \$29,117.55 | 51.0000 % | \$14,849.95 |
| Director (Horting) | \$35,166.60 | 52.0000 % | \$18,286.63 |
| WX Specialist/Monitor Supervisor (Wagner) | \$23,876.16 | 52.0000 % | \$12,415.60 |
| WX Specialist 2 (Smith) | \$20,442.51 | 52.0000 % | \$10,630.11 |
| Business Analyst 3 (Sheeler) | \$25,515.93 | 51.0000 % | \$13,013.12 |
| Fiscal Monitoring Director(Shover) | \$17,621.55 | 51.0000 % | \$8,986.99 |
| Fiscal Monitor (Signore) | \$7,906.20 | 51.0000 % | \$4,032.16 |
| Fiscal Monitor (Texiera-Jones) | \$6,767.80 | 50.0000 % | \$3,383.90 |
| Fiscal Monitor (Dolphin) | \$7,732.10 | 50.0000 % | \$3,866.05 |
| Fiscal Monitor Supervisor(Stahl) | \$4,314.95 | 51.0000 % | \$2,200.62 |
| Weatherization Specialist/Monitor Supervisor (Lafferty) | \$23,876.16 | 52.0000 % | \$12,415.60 |
| Fiscal Monitor (Landis) | \$3,115.92 | 50.0000 % | \$1,557.96 |
| Fiscal Monitor (Quinones) | \$3,311.02 | 50.0000 % | \$1,655.51 |
| Fiscal Monitor (Spoonhour) | \$5,908.07 | 50.9400 % | \$3,009.57 |
| Contracts and Compliance Specialist (Cronin) | \$26,090.46 | 52.0000 % | \$13,567.04 |
| Weatherization Specialist 2/ Monitor (Hudach) | \$19,596.72 | 51.0000 % | \$9,994.33 |
| Weatherization Specialist 2/ Monitor (Stroup) | \$19,596.72 | 51.0000 % | \$9,994.33 |
| Weatherization Specialist 2/Monitor (Miller) | \$19,596.72 | 51.0000 % | \$9,994.33 |
| Weatherization Specialist 2/Monitor (Williams) | \$19,596.72 | 51.0000 % | \$9,994.33 |
| Contracts and Compliance Specialist (Krall) | \$24,418.35 | 52.0000 % | \$12,697.54 |
| AO 4/Executive Assistant (Fox) | \$34,746.03 | 52.0000 % | \$18,067.94 |
| Director of Strategic Initiatives (Allen) | \$27,264.93 | 52.0000 % | \$14,177.76 |
| Whole Home Repairs Deputy Director (Straub) | \$8,262.10 | 51.0000 % | \$4,213.67 |
| Fiscal Monitor (Donley) | \$6,767.80 | 51.0000 % | \$3,451.58 |
| Fiscal Monitor (Shreiner) | \$5,083.60 | 51.0000 % | \$2,592.64 |
| Administrative Officer 2 (Whitaker) | \$9,729.15 | 51.0000 % | \$4,961.87 |
| Administrative Officer 2 (Baltimore) | \$9,729.15 | 51.0000 % | \$4,961.87 |
| Fiscal Analyst (White) | \$2,951.38 | 51.0000 % | \$1,505.20 |
| Fiscal Analyst (Henry) | \$10,037.62 | 51.0000 % | \$5,119.19 |
| Fringe Benefits Total | | | \$268,793.03 |

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 |
|---|-----------------|---------------|--------------|
| Statewide Monitoring Activities (QCI and Admin/Risk Assessment Visits). Visits to Weatherization Subgrantees and Completed units to meet quotas | 124 | \$500.00 | \$62,000.00 |
| NASCSP and DOE National Conferences and Trainings | 20 | \$6,000.00 | \$120,000.00 |
| Director and other Weatherization Program Staff. Number and costs of trip are based on number of agencies, pertinent performance issues and estimated miles, lodging and meals. | 22 | \$500.00 | \$11,000.00 |
| Travel Total | | | \$193,000.00 |

- 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.

Costs are based on authorized state reimbursement rates for mileage, lodging and subsistence, reimbursement is based on actual receipts for the year.

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

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

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

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

Equipment needs are covered through other Department funding.

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> |
|-------------------------|-------------|------------------------------|
|-------------------------|-------------|------------------------------|

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

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

| <u>Name of Proposed Sub</u> | <u>Total Cost</u> | <u>Basis of Cost*</u> |
|-----------------------------|-------------------|-----------------------|
|-----------------------------|-------------------|-----------------------|

| | | |
|---|----------------|--|
| Penn College Clean Energy Center (grantee T&T/A) | \$2,838,265.00 | Funding for Weatherization Training System in PA which provides training, technical assistance and administrative/developmental assistance for the National Standard Work Specifications (SWS) which have been incorporated as the PA SWS in the PA WAP Field Guide, the Home Energy Professional Quality Control Inspection Certification, OSHA, ASHRAE, Customer Service, Health and Safety Curriculum, overall refresher courses and intensive in-field instruction and technical assistance through Penn College's Clean Energy Center (CEC). This CEC budget also covers the agencies' expenses to the sponsored training events, national home performance conference and/or mandatory meetings. Pennsylvania also offers the HEP certifications for QCI, Auditor, Crew Chief and Installer. Clean Energy Center's training programs for WAP are also covered by other funding sources in the Department. Funds are also included to continue and potentially expand Specific training as requested by the agency network and PAC Training Committee. The Training Center developed the PA Audit process policy and curriculum. Costs for updating the PA SWS Field Manual to align with updated SWS's is included in this cost. |
| Hancock Energy Software (grantee Admin) | \$360,000.00 | On-going Hancock Energy Software (HES) system on-line and in-person technical support, enhancements and training. Also includes the MINT Mobile App, non-exclusive perpetual license for state office and up to 45 subgrantees. The total costs for this data system is also shared with DCED LIHEAP funds. |
| Office of Administration IT contracted Services (admin) | \$309,842.00 | IT Services for SharePoint site, One Drive, helpdesk services with contract BA services for gap analysis of differences in software upgrades versus current software. Review of energy audit software and potential upgrades for energy audit software project. Cost for BA contract and potential other manpower and/or IT services to include software tracking tools to help track monitoring such as COPOS upgrades, complaints and inquiries, Risk Assessment Questionnaires and vehicles. Software tools are currently under review. |

| | | |
|---|-----------------|--|
| Weatherization Agency Network Subgrantees | \$15,048,615.00 | For purposes of budget, the subgrantees are listed in this section with one total representing all agencies' program operations, admin, health and safety services, liability insurances and financial audits for the planned production for the year. The specific breakdowns of their Annual allocations per agency are listed in the Annual Plan Section of PAGE. In accordance with 2 CFR 200.425(a)(2), only those Subgrantees expending more than \$1M in total Federal Funding annually will receive FINANCIAL AUDITS funding. Subgrantee administrative funds are allocated based on 7.5% of the Annual Allocation, Subgrantees receiving less than \$350,000 receive the same percentage of Admin. funds as other agencies. |
| Weatherization Readiness | \$1,761,717.00 | Weatherization Readiness Program funding will be made available to all 33 agencies. |
| Contracts and Subgrants Total | \$20,318,439.00 | |

*For example, Competitive, Historical, Quote, Catalog

7. OTHER DIRECT COSTS - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

a. Please provide a General Description, Cost and Justification of Need.

| General Description | Cost | Justification of Need |
|---------------------------------------|--------------|--|
| Printing | \$350.00 | Estimation from Program's share within the Department. |
| Human Resources Shared Services | \$17,061.00 | The WAP utilizes the expertise of the Commonwealth's Human Resources (HR) Department and is expected to pay a portion share. The HR department handles the employee hiring, establishment of work specifications for each job, the connection to the State Civil Service Office for the specified weatherization monitors and business analyst positions and guides in the planning and organizing of staff structure. This is not covered by indirect charges since the HR Department is located with the Department of Transportation as a shared services and overseen by the PA Office of Administration. Indirect costs are DCED costs only and would not include this shared services arrangement. DCED portions this among all programs and is an estimated cost at this time and will be adjusted after actual costs are reconciled. |
| Telecommunications/IT Shared Services | \$187,450.00 | Telecommunication costs to operate Weatherization program. This covers telecommunication costs for software, laptops, desktops, telephone, internet and IT support and maintenance for all Weatherization staff as well as cell phones, internet costs and iPad (for MINT Audit app) for monitor/in-field staff. Additional costs for this upcoming year still include IT staff dedicated to exploring enhancements to the WAP software system and investigation of options for better service connections for the agencies. Teleworking has increased the need for additional monitors and replacement equipment. This cost reflects a portion share according to the percent of time staff are paid from this DOE WAP grant. |

| | | |
|------------------------------------|-------------|---|
| Single Application System Cost | \$5,120.00 | The WAP is charged a portion share for use of the DCED single application system managed by Commonwealth IT. The subgrantees are required to submit their contract requests, applications and budgets to the system which in turn creates their master agreement contracts and logs their invoices and payments. This is not covered by indirect charges. |
| Vehicle Maintenance | \$33,600.00 | Lease and upkeep of Weatherization vans, i.e. insurance, parking, tires, inspections, general repairs, parts, etc. for 8 vans @\$700 per month per van. Charges to this grant are 50% of total charges. \$67200/2. |
| Postage | \$140.00 | Estimation from previous year's costs for the Program. |
| Microsoft Service Hub | \$17,555.00 | The WAP is charged a portion share for continued Microsoft Service Hub connection and equipment use which gives us video and electronic capacity to conduct webinars and training with our subgrantees. This is not covered by indirect charges. |
| NASCSP Weatherization Dues | \$15,000.00 | State Office of Weatherization supports NASCSP Weatherization activities and therefore pays dues to support the organization. Other Federal Organization fees such as BPI. |
| Single audit and comptroller costs | \$5,000.00 | Program portion of department costs not covered under indirect. Includes Performance Audit conducted every 5 years. Based on historical costs. |
| Other Direct Costs Total | | \$281,276.00 |

- 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 proposed in OTHER are only being used in support of the WAP program and are outside of the indirect cost pool. DCED indirect cost pool from this grant and others is used only toward other DCED department personnel since the indirect approved rate is against only the personnel, as per PA's approved indirect cost plan. Therefore, all other DCED personnel who provide support to the DOE WAP program are paid out of the indirect cost pool. Personnel such as Budget staff, and Fiscal Staff that process invoices and agency requests for payment, Marketing Personnel who provide press support and WAP success stories, etc.

The DCED indirect cost pool does not cover actual equipment purchases, telecommunications, postage, printing, etc.

All costs included in Other Direct Costs are properly segregated from indirect costs to ensure that there are not duplicate charges. the most recent Indirect Cost Rate approval has been attached in the documents section.

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.

U.S. Dept. of Health and Human Services approved. Indirect rate of 53.9% is included in this budget and is being used while awaiting provisional approval of updated indirect cost rate. The supporting document for approved indirect cost rate is attached.

Contact person: Mandy Whipple (717) 720-1315.

- 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: Mandy Whipple

Phone Number: 7177201315

Indirect costs calculations:

| Indirect Cost Account | Direct Total | Indirect Rate | Total Indirect |
|--|---------------------|----------------------|-----------------------|
| Grantee Administration (rate applied on Grantee Labor) | \$347,040.00 | 53.8999 % | \$187,054.21 |
| Grantee T and T/A (rate applied on grantee labor) | \$175,700.00 | 53.8998 % | \$94,701.95 |
| | | Indirect Costs Total | \$281,756.16 |

BUDGET INFORMATION - Non-Construction Programs

| | | | |
|--|--|---|----------------------------------|
| 1. Program/Project Identification No. SE0001847 | | 2. Program/Project Title Weatherization Assistance Program | |
| 3. Name and Address Pennsylvania, Commonwealth of Commonwealth Keystone Bldg., 4th Floor Harrisburg, PA 171200225 | | 4. Program/Project Start Date 07/01/2025 | 5. Completion Date 06/30/2026 |

SECTION A - BUDGET SUMMARY

| Grant Program Function or Activity (a) | Federal Catalog No. (b) | Estimated Unobligated Funds | | New or Revised Budget | | |
|---|-------------------------------|-----------------------------|--------------------|-----------------------|--------------------|------------------|
| | | Federal (c) | Non-Federal (d) | Federal (e) | Non-Federal (f) | Total (g) |
| 1. Federal | 81.042 | \$ 0.00 | | \$ 21,866,004.00 | | \$ 21,866,004.00 |
| 2. STATE | | | \$ 0.00 | | \$ 0.00 | \$ 0.00 |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. TOTAL | | \$ 0.00 | \$ 0.00 | \$ 21,866,004.00 | \$ 0.00 | \$ 21,866,004.00 |

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 | \$ 347,040.00 | \$ 0.00 | \$ 175,700.00 | \$ 0.00 | \$ 522,740.00 |
| b. Fringe Benefits | \$ 143,738.00 | \$ 0.00 | \$ 125,055.00 | \$ 0.00 | \$ 268,793.00 |
| c. Travel | \$ 11,000.00 | \$ 0.00 | \$ 182,000.00 | \$ 0.00 | \$ 193,000.00 |
| d. Equipment | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| e. Supplies | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| f. Contract | \$ 669,842.00 | \$ 1,639,951.00 | \$ 2,838,265.00 | \$ 0.00 | \$ 20,318,439.00 |
| g. Construction | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| h. Other Direct Costs | \$ 281,276.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 281,276.00 |
| i. Total Direct Charges | \$ 1,452,896.00 | \$ 1,639,951.00 | \$ 3,321,020.00 | \$ 0.00 | \$ 21,584,248.00 |
| j. Indirect Costs | \$ 187,054.00 | \$ 0.00 | \$ 94,702.00 | \$ 0.00 | \$ 281,756.00 |
| k. Totals | \$ 1,639,950.00 | \$ 1,639,951.00 | \$ 3,415,722.00 | \$ 0.00 | \$ 21,866,004.00 |
| 7. Program Income | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |

BUDGET INFORMATION - Non-Construction Programs

| | | | |
|--|--|---|--|
| 1. Program/Project Identification No. SE0001847 | | 2. Program/Project Title Weatherization Assistance Program | |
| 3. Name and Address Pennsylvania, Commonwealth of Commonwealth Keystone Bldg., 4th Floor Harrisburg, PA 171200225 | | 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 | \$ 21,866,004.00 | \$ 0.00 | \$ 21,866,004.00 |

| SECTION B - BUDGET CATEGORIES | | | | | |
|-------------------------------|-------------------------------------|--------------------------|----------------------------|----------------|------------------|
| 6. Object Class Categories | Grant Program, Function or Activity | | | | Total (5) |
| | (1) PROGRAM OPERATIONS | (2) HEALTH AND SAFETY | (3) LIABILITY INSURANCE | (4) LEVERAGING | |
| a. Personnel | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 522,740.00 |
| b. Fringe Benefits | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 268,793.00 |
| c. Travel | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 193,000.00 |
| d. Equipment | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| e. Supplies | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| f. Contract | \$ 9,080,459.00 | \$ 1,646,473.00 | \$ 134,086.00 | \$ 0.00 | \$ 20,318,439.00 |
| g. Construction | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| h. Other Direct Costs | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 281,276.00 |
| i. Total Direct Charges | \$ 9,080,459.00 | \$ 1,646,473.00 | \$ 134,086.00 | \$ 0.00 | \$ 21,584,248.00 |
| j. Indirect Costs | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 281,756.00 |
| k. Totals | \$ 9,080,459.00 | \$ 1,646,473.00 | \$ 134,086.00 | \$ 0.00 | \$ 21,866,004.00 |
| 7. Program Income | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |

BUDGET INFORMATION - Non-Construction Programs

| | | | |
|--|--|---|--|
| 1. Program/Project Identification No. SE0001847 | | 2. Program/Project Title Weatherization Assistance Program | |
| 3. Name and Address Pennsylvania, Commonwealth of Commonwealth Keystone Bldg., 4th Floor Harrisburg, PA 171200225 | | 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 | \$ 21,866,004.00 | \$ 0.00 | \$ 21,866,004.00 |

SECTION B - BUDGET CATEGORIES

| 6. Object Class Categories | Grant Program, Function or Activity | | | | Total (5) |
|----------------------------|-------------------------------------|----------------------------------|----------------------|----------------------------|------------------|
| | (1) FINANCIAL AUDITS | (2) WEATHERIZATI ON READINESS | (3) ENERGY AUDITS | (4) INTAKE/ELIGIBI LITY | |
| a. Personnel | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 522,740.00 |
| b. Fringe Benefits | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 268,793.00 |
| c. Travel | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 193,000.00 |
| d. Equipment | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| e. Supplies | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| f. Contract | \$ 134,087.00 | \$ 1,761,717.00 | \$ 1,072,693.00 | \$ 268,173.00 | \$ 20,318,439.00 |
| g. Construction | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| h. Other Direct Costs | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 281,276.00 |
| i. Total Direct Charges | \$ 134,087.00 | \$ 1,761,717.00 | \$ 1,072,693.00 | \$ 268,173.00 | \$ 21,584,248.00 |
| j. Indirect Costs | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 281,756.00 |
| k. Totals | \$ 134,087.00 | \$ 1,761,717.00 | \$ 1,072,693.00 | \$ 268,173.00 | \$ 21,866,004.00 |
| 7. Program Income | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |

BUDGET INFORMATION - Non-Construction Programs

| | | | |
|--|--|---|----------------------------------|
| 1. Program/Project Identification No. SE0001847 | | 2. Program/Project Title Weatherization Assistance Program | |
| 3. Name and Address Pennsylvania, Commonwealth of Commonwealth Keystone Bldg., 4th Floor Harrisburg, PA 171200225 | | 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 | \$ 21,866,004.00 | \$ 0.00 | \$ 21,866,004.00 |

SECTION B - BUDGET CATEGORIES

| 6. Object Class Categories | Grant Program, Function or Activity | | | | Total (5) |
|----------------------------|-------------------------------------|-----|-----|-----|------------------|
| | (1) FINAL INSPECTION/QC I | (2) | (3) | (4) | |
| a. Personnel | \$ 0.00 | | | | \$ 522,740.00 |
| b. Fringe Benefits | \$ 0.00 | | | | \$ 268,793.00 |
| c. Travel | \$ 0.00 | | | | \$ 193,000.00 |
| d. Equipment | \$ 0.00 | | | | \$ 0.00 |
| e. Supplies | \$ 0.00 | | | | \$ 0.00 |
| f. Contract | \$ 1,072,693.00 | | | | \$ 20,318,439.00 |
| g. Construction | \$ 0.00 | | | | \$ 0.00 |
| h. Other Direct Costs | \$ 0.00 | | | | \$ 281,276.00 |
| i. Total Direct Charges | \$ 1,072,693.00 | | | | \$ 21,584,248.00 |
| j. Indirect Costs | \$ 0.00 | | | | \$ 281,756.00 |
| k. Totals | \$ 1,072,693.00 | | | | \$ 21,866,004.00 |
| 7. Program Income | \$ 0.00 | | | | \$ 0.00 |

U.S. Department of Energy
Weatherization Assistance Program (WAP)
BUDGET INFORMATION REMARKS
Grant Number: SE0001847, **State:** PA
Recipient: Pennsylvania, Commonwealth of

Remarks

The validation process for the budget shows an error message because the subgrantee budget is not including the three new subgrantee categories of Intake/Eligibility, Energy Auditor and Final Inspection/QCI. Those three subgrantee budget categories total \$2,413,559 which is the difference showing up when validating. The total subgrantee allocation of \$16,810,332 is the correct total.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: PA Grant Number: SE0001847 Program Year: 2025

| | | | |
|---|-------------------|---|-------------------------|
| Name: Action Housing, Inc. | | Contact: Pam Miljus | |
| | | UEI: EJRKDPC1R9P8 | |
| | | DUNS: 068750207 | |
| Address: 611 William Penn Place | | Phone: (412) 281-2102 | |
| Suite 800 | | Fax: () - | |
| Pittsburgh, PA 15219-0000 | | Email: pmiljus@actionhousing.org | |
| Counties served: | WASHINGTON County | Tentative allocation: \$ 1,569,716.00 | Congressional CD |
| | ALLEGHENY County | Planned units: 111 | districts served: PA-14 |
| | GREENE County | Type of organization: Non-profit organization | PA-17 |
| | | Source of labor: Contractors | |
| Name: Agency on Community EmPOWERment of NEPA | | Contact: Jim Wansacz | |
| | | UEI: EQKZCLJK2TH7 | |
| | | DUNS: 193916186 | |
| Address: 321 Spruce Street | | Phone: (570) 963-6836 | |
| Scranton, PA 18503-0000 | | Fax: (570) 496-7713 | |
| | | Email: jwansacz@acenepa.org | |
| Counties served: | LACKAWANNA County | Tentative allocation: \$ 325,708.00 | Congressional CD |
| | | Planned units: 30 | districts served: PA-08 |
| | | Type of organization: Local agency | |
| | | Source of labor: Agency | |
| Name: Armstrong County Community Action Agency | | Contact: Avanelle Stroup | |
| | | UEI: YTP5X2GRD6M6 | |
| | | DUNS: 160983680 | |
| Address: Armstrong County Community Action / | | Phone: (724) 548-3405 | |
| 705 Butler Rd. | | Fax: (724) 548-3413 | |
| Kittanning, PA 16201-0000 | | Email: Avanelles@armstrongcap.com | |
| Counties served: | ARMSTRONG County | Tentative allocation: \$ 151,738.00 | Congressional CD |
| | | Planned units: 9 | districts served: PA-15 |
| | | Type of organization: Local agency | |
| | | Source of labor: Contractors | |
| Name: Berks Community Action Program | | Contact: Michael Drumheller | |
| | | UEI: LD9NRKWRVGT9 | |
| | | DUNS: 089173272 | |
| Address: 645 Penn Street | | Phone: (610) 375-9770 | |
| Reading, PA 19601-0000 | | Fax: (610) 376-6575 | |
| | | Email: mdrumheller@bcapberks.org | |

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: PA Grant Number: SE0001847 Program Year: 2025

| | | | | |
|------------------|---|--|---------------------------------|--------------------------------------|
| Counties served: | BERKS County | Tentative allocation: \$ 457,056.00 Planned units: 38 Type of organization: Local agency Source of labor: Contractors | Congressional districts served: | <u>CD</u> PA-06 PA-09 PA-04 |
| Name: | Bucks County Opportunity Council, Inc. | Contact: Erin Lukoss UEI: CRSEJJD833G7 DUNS: 060080751 Phone: (215) 345-8175 Fax: () - Email: elukoss@bcoc.org | | |
| Address: | 100 Doyle Street Doylestown, PA 18901-0000 | | | |
| Counties served: | BUCKS County | Tentative allocation: \$ 390,308.00 Planned units: 24 Type of organization: Local agency Source of labor: Contractors | Congressional districts served: | <u>CD</u> PA-01 |
| Name: | Carbon County Action Committee for Human Services | Contact: Brian Kroboth UEI: Z2MBC93Z9N41 DUNS: 103802195 Phone: (610) 377-6400 Fax: (610) 377-3431 Email: ccacwxbk@ptd.net | | |
| Address: | 267 South Second Street Lehighton, PA 18235-1412 | | | |
| Counties served: | CARBON County | Tentative allocation: \$ 133,955.00 Planned units: 8 Type of organization: Local agency Source of labor: Agency | Congressional districts served: | <u>CD</u> PA-07 |
| Name: | Center for Community Action | Contact: Cory Merrbach UEI: DP9NNC8EN2T8 DUNS: 617051078 Phone: (814) 623-9129 Fax: (814) 623-7187 Email: cmerrbach@ccaofpa.org | | |
| Address: | 195 Drive in Lane Everett, PA 15537-0000 | | | |
| Counties served: | INDIANA County FULTON County CAMBRIA County BEDFORD County BLAIR County | Tentative allocation: \$ 799,540.00 Planned units: 49 Type of organization: Local agency Source of labor: Contractors | Congressional districts served: | <u>CD</u> PA-13 |

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: PA Grant Number: SE0001847 Program Year: 2025

| | | | |
|---|---|---|-------|
| Name: Central PA Community Action Program, Inc. | | Contact: Michelle Stiner | |
| | | UEI: HH6UMM8F8W98 | |
| | | DUNS: 028423473 | |
| Address: PO Box 792 | | Phone: (814) 765-1551 | |
| 207 East Cherry Street | | Fax: (814) 765-4306 | |
| Clearfield, PA 16830-0000 | | Email: mstiner@cpcaa.net | |
| Counties served: CENTRE County | Tentative allocation: \$ 349,155.00 | Congressional districts served: | CD |
| CLEARFIELD County | Planned units: 21 | | PA-15 |
| | Type of organization: Local agency | | |
| | Source of labor: Agency | | |
| | | | |
| Name: Commission on Economic Opportunity of Luzerne County | | Contact: Joe Calore | |
| | | UEI: F342U2KZGL89 | |
| | | DUNS: 060493525 | |
| Address: 165 Amber Lane | | Phone: (570) 288-8458 | |
| Wilkes-Barre, PA 18702-6599 | | Fax: (570) 829-1665 | |
| | | Email: jcalore@ceopeoplehelpingpeople.org | |
| Counties served: LUZERNE County | Tentative allocation: \$ 450,240.00 | Congressional districts served: | CD |
| | Planned units: 28 | | PA-08 |
| | Type of organization: Local agency | | PA-09 |
| | Source of labor: Agency | | |
| | | | |
| Name: Community Action Agency of Delaware County | | Contact: Thomas Heckman | |
| | | UEI: Y8JLWBKVPN64 | |
| | | DUNS: 185168960 | |
| Address: 1414 Meetinghouse Road | | Phone: (610) 891-5101 | |
| Boothwyn, PA 19061-0000 | | Fax: (610) 565-9332 | |
| | | Email: theckman@caadc.org | |
| Counties served: LANCASTER County | Tentative allocation: \$ 2,002,539.00 | Congressional districts served: | CD |
| DELAWARE County | Planned units: 122 | | PA-01 |
| CHESTER County | Type of organization: Local agency | | PA-05 |
| LEBANON County | | | PA-04 |
| MONTGOMERY County | | | PA-06 |
| | | | PA-09 |
| | | | PA-11 |
| | Source of labor: Agency and Contractors | | |

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: PA Grant Number: SE0001847 Program Year: 2025

| | | | | |
|--|-------------------------------------|---------------------------------|-------|--|
| Name: Community Action Committee of Lehigh Valley, Inc. | | Contact: Mike Austin | | |
| | | UEI: JELCDUJ37PS9 | | |
| | | DUNS: 121722268 | | |
| Address: 1337 East 5th Street | | Phone: (610) 691-5620 | | |
| Bethlehem, PA 18015-0000 | | Fax: (610) 691-6582 | | |
| | | Email: maustin@caclv.org | | |
| Counties served: NORTHAMPTON County | Tentative allocation: \$ 731,330.00 | Congressional districts served: | CD | |
| LEHIGH County | Planned units: 45 | | PA-07 | |
| | Type of organization: Local agency | | | |
| | Source of labor: Contractors | | | |
| | | | | |
| Name: Community Action Partnership of Mercer County | | Contact: Michelle Clark | | |
| | | UEI: HL15C9W4SKA8 | | |
| | | DUNS: 085529329 | | |
| Address: 75 South Dock Street | | Phone: (724) 342-6222 | | |
| Sharon, PA 16146-8568 | | Fax: (724) 342-6301 | | |
| | | Email: mclark@capmercerc.org | | |
| Counties served: BUTLER County | Tentative allocation: \$ 386,902.00 | Congressional districts served: | CD | |
| MERCER County | Planned units: 24 | | PA-16 | |
| | Type of organization: Local agency | | | |
| | Source of labor: Contractors | | | |
| | | | | |
| Name: Community Action, Inc. | | Contact: Tina Kephart | | |
| | | UEI: NCKQXGKCJQA5 | | |
| | | DUNS: 143488393 | | |
| Address: Mill Creek Center | | Phone: (814) 938-3302 | | |
| 105 Grace Way | | Fax: (814) 938-7596 | | |
| Punxsutawney, PA 15767-0000 | | Email: tkephart@jccap.org | | |
| Counties served: CLARION County | Tentative allocation: \$ 277,717.00 | Congressional districts served: | CD | |
| JEFFERSON County | Planned units: 17 | | PA-15 | |
| | Type of organization: Local agency | | PA-14 | |
| | Source of labor: Contractors | | | |
| | | | | |
| Name: Erie County Housing Authority | | Contact: Rachel Petty | | |
| | | UEI: LBMCA1DERAF8 | | |
| | | DUNS: 874321342 | | |
| Address: 120 South Center Street | | Phone: (814) 665-5161 | | |
| Corry, PA 16407-0000 | | Fax: (814) 664-7230 | | |
| | | Email: rpetty@eriecountyha.org | | |

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: PA Grant Number: SE0001847 Program Year: 2025

| | | | | | |
|------------------|-------------|-----------------------|--------------------------|---------------------------------|--------------------|
| Counties served: | ERIE County | Tentative allocation: | \$ 426,835.00 | Congressional districts served: | <u>CD</u> PA-16 |
| | | Planned units: | 26 | | |
| | | Type of organization: | Unit of local government | | |
| | | Source of labor: | Agency | | |

| | | | |
|----------|--|----------|---------------------------------|
| Name: | Housing Authority of the County of Beaver | Contact: | Mike Barnes |
| | | UEI: | V645SX5NWDW5 |
| | | DUNS: | 077484996 |
| Address: | 300 State Street | Phone: | (724) 775-1220 |
| | Beaver, PA 15009-0000 | Fax: | (724) 775-8827 |
| | | Email: | Mbarnes@beavercountyhousing.org |

| | | | | | |
|------------------|---------------|-----------------------|--------------------------|---------------------------------|--------------------|
| Counties served: | BEAVER County | Tentative allocation: | \$ 231,799.00 | Congressional districts served: | <u>CD</u> PA-16 |
| | | Planned units: | 14 | | |
| | | Type of organization: | Unit of local government | | |
| | | Source of labor: | Agency | | |

| | | | |
|----------|--|----------|--------------------|
| Name: | Lawrence County Social Services | Contact: | Jennifer Elliot |
| | | UEI: | NQ2JY2S5JES3 |
| | | DUNS: | 184049567 |
| Address: | 241 W. Grant Street | Phone: | (724) 658-7258 |
| | New Castle, PA 16101-0000 | Fax: | (724) 658-7664 |
| | | Email: | jelliott@lccap.org |

| | | | | | |
|------------------|-----------------|-----------------------|------------------------|---------------------------------|--------------------|
| Counties served: | LAWRENCE County | Tentative allocation: | \$ 179,896.00 | Congressional districts served: | <u>CD</u> PA-16 |
| | | Planned units: | 11 | | |
| | | Type of organization: | Local agency | | |
| | | Source of labor: | Agency and Contractors | | |

| | | | |
|----------|--|----------|------------------------|
| Name: | Lycoming/Clinton Counties Commission for Community Action | Contact: | Fred Englert |
| | | UEI: | F2QWB1PXGN67 |
| | | DUNS: | 060495488 |
| Address: | PO Box 3568 | Phone: | (570) 326-0587 |
| | 2138 Lincoln Street | Fax: | (570) 322-2197 |
| | Williamsport, PA 17701-8568 | Email: | wfenglert@stepcorp.org |

| | | | | | |
|------------------|-----------------------------------|-----------------------|---------------|---------------------------------|-----------------------------|
| Counties served: | LYCOMING County CLINTON County | Tentative allocation: | \$ 296,288.00 | Congressional districts served: | <u>CD</u> PA-09 PA-15 |
| | | Planned units: | 18 | | |
| | | Type of organization: | Local agency | | |
| | | Source of labor: | Agency | | |

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SUBGRANTEE INFORMATION
State: PA Grant Number: SE0001847 Program Year: 2025

| | | | |
|---|--|---------------------------------------|-------------------------|
| Name: Monroe County Redevelopment Authority | | Contact: Chuck Tepper | |
| | | UEI: SCDYRV1FZDM9 | |
| | | DUNS: 050222137 | |
| Address: 701 Main Street | | Phone: (570) 421-4436 | |
| Suite 502 | | Fax: (570) 420-9414 | |
| Stroudsburg, PA 18360-0000 | | Email: monroewx@ptd.net | |
| Counties served: | MONROE County | Tentative allocation: \$ 226,261.00 | Congressional <u>CD</u> |
| | | Planned units: 14 | PA-08 |
| | Type of organization: Unit of local government | | |
| | Source of labor: Agency | | |
| Name: Northern Tier Community Action Corporation | | Contact: Kevin Genevro | |
| | | UEI: ZJNV3S3EC54 | |
| | | DUNS: 088417589 | |
| Address: PO Box 389 | | Phone: (814) 486-1161 | |
| 135 West Fourth Street | | Fax: (814) 486-0825 | |
| Emporium, PA 15834-0000 | | Email: kevin.genevro@ntcac.org | |
| Counties served: | ELK County | Tentative allocation: \$ 369,848.00 | Congressional <u>CD</u> |
| | CAMERON County | Planned units: 23 | PA-15 |
| | MCKEAN County | Type of organization: Local agency | |
| | POTTER County | Source of labor: Agency | |
| Name: Northumberland County Weatherization | | Contact: Pamela Stank | |
| | | UEI: H2V4RET4BX74 | |
| | | DUNS: 079176590 | |
| Address: Administration Center | | Phone: (570) 644-4472 | |
| 399 Stadium Drive | | Fax: (570) 644-4482 | |
| Sunbury, PA 17866-0000 | | Email: pamela.bollinger@norrycopa.net | |
| Counties served: | NORTHUMBERLAND County | Tentative allocation: \$ 183,680.00 | Congressional <u>CD</u> |
| | | Planned units: 12 | PA-09 |
| | Type of organization: Unit of local government | | |
| | Source of labor: Agency | | |
| Name: Northwest PA Weatherization, Inc. | | Contact: Mike Wylie | |
| | | UEI: UW8KMHE149L1 | |
| | | DUNS: 847584869 | |
| Address: 7940 Franklin Pike | | Phone: (814) 425-1872 | |
| PO Box 312 | | Fax: (814) 425-7804 | |
| Meadville, PA 16335-0000 | | Email: mike65wy@zoominternet.net | |

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|------------------|-----------------|-----------------------|-------------------------|---------------------------------|--------------------|
| Counties served: | CRAWFORD County | Tentative allocation: | \$ 185,116.00 | Congressional districts served: | <u>CD</u> PA-16 |
| | | Planned units: | 11 | | |
| | | Type of organization: | Non-profit organization | | |
| | | Source of labor: | Agency | | |

| | | | |
|----------|--|----------|-------------------------|
| Name: | Philadelphia Housing Development Corporation | Contact: | Dana Mitchell |
| | | UEI: | GKL3BZAZ4KU5 |
| | | DUNS: | |
| Address: | 1234 Market Street | Phone: | (215) 448-2160 |
| | Philadelphia, PA 19107-0000 | Fax: | () - |
| | | Email: | dana.mitchell@phila.gov |

| | | | | | |
|------------------|---------------------|-----------------------|--------------------------|---------------------------------|--------------------------------------|
| Counties served: | PHILADELPHIA County | Tentative allocation: | \$ 2,461,678.00 | Congressional districts served: | <u>CD</u> PA-02 PA-03 PA-05 |
| | | Planned units: | 151 | | |
| | | Type of organization: | Unit of local government | | |
| | | Source of labor: | Agency | | |

| | | | |
|----------|--|----------|------------------------|
| Name: | Redevelopment Authority of the County of Fayette | Contact: | Shannon Mahoney-Popson |
| | | UEI: | DL3WNKYEJH3 |
| | | DUNS: | 010458693 |
| Address: | 86 West Main Street | Phone: | (724) 437-1547 |
| | Uniontown, PA 15401-3537 | Fax: | (724) 437-0731 |
| | | Email: | smahoney@racfpa.org |

| | | | | | |
|------------------|----------------|-----------------------|--------------------------|---------------------------------|--------------------|
| Counties served: | FAYETTE County | Tentative allocation: | \$ 244,606.00 | Congressional districts served: | <u>CD</u> PA-14 |
| | | Planned units: | 15 | | |
| | | Type of organization: | Unit of local government | | |
| | | Source of labor: | Agency and Contractors | | |

| | | | |
|----------|------------------------------------|----------|---|
| Name: | Schuylkill County Community Action | Contact: | Terry Sadusky |
| | | UEI: | YW5GHK2PBKE3 |
| | | DUNS: | 156527970 |
| Address: | 206 North 2nd Street | Phone: | (570) 622-1995 |
| | Pottsville, PA 17901-0000 | Fax: | (570) 622-0429 |
| | | Email: | tlsadusky@schuylkillcommunityaction.com |

| | | | | | |
|------------------|-------------------|-----------------------|---------------|---------------------------------|--------------------|
| Counties served: | SCHUYLKILL County | Tentative allocation: | \$ 228,846.00 | Congressional districts served: | <u>CD</u> PA-09 |
| | | Planned units: | 14 | | |
| | | Type of organization: | Local agency | | |
| | | Source of labor: | Agency | | |

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|--|---|-------------------|-------|
| Name: SEDA-Council of Governments | Contact: Mandy Fox | | |
| | UEI: C3GJY7S3L3H9 | | |
| | DUNS: 173853243 | | |
| Address: 201 Furnace road | Phone: (570) 524-4491 | | |
| Lewisburg, PA 17837-0000 | Fax: (570) 524-9190 | | |
| | Email: mfox@seda-cog.org | | |
| Counties served: JUNIATA County | Tentative allocation: \$ 687,220.00 | Congressional | CD |
| COLUMBIA County | Planned units: 42 | districts served: | PA-15 |
| UNION County | Type of organization: Non-profit organization | | PA-13 |
| SNYDER County | | | PA-09 |
| PERRY County | | | |
| MIFFLIN County | | | |
| MONTOUR County | | | |
| | Source of labor: Agency | | |

| | | | |
|---|-------------------------------------|-------------------|-------|
| Name: South Central Community Action Program, Inc. | Contact: Dave Randt | | |
| | UEI: KKP5Q9NR6LF7 | | |
| | DUNS: 098736499 | | |
| Address: 153 North Stratton Street | Phone: (717) 334-7634 | | |
| Gettysburg, PA 17325-0000 | Fax: (717) 334-6921 | | |
| | Email: drandt@sccap.org | | |
| Counties served: CUMBERLAND County | Tentative allocation: \$ 871,450.00 | Congressional | CD |
| DAUPHIN County | Planned units: 53 | districts served: | PA-10 |
| ADAMS County | Type of organization: Local agency | | PA-13 |
| FRANKLIN County | | | |
| | Source of labor: Agency | | |

| | | | |
|---------------------------------------|-------------------------------------|-------------------|-------|
| Name: Tableland Services, Inc. | Contact: Scott Zarefoss | | |
| | UEI: FVW8WLB3CJR9 | | |
| | DUNS: 086214178 | | |
| Address: 535 East Main Street | Phone: (814) 445-9628 | | |
| Somerset, PA 15501-0000 | Fax: (814) 443-3690 | | |
| | Email: szarefoss@capfsc.org | | |
| Counties served: SOMERSET County | Tentative allocation: \$ 161,413.00 | Congressional | CD |
| | Planned units: 10 | districts served: | PA-14 |
| | Type of organization: Local agency | | |
| | Source of labor: Contractors | | |

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| | | | |
|---|--------------------|--|-------------------------|
| Name: The TREHAB Center | | Contact: Patrick Bollinger | |
| | | UEI: RHB5ELH7Q3A4 | |
| | | DUNS: 130762669 | |
| Address: 36 Public Avenue | | Phone: (570) 278-3818 | |
| PO Box 366 | | Fax: (570) 278-1889 | |
| Montrose, PA 18801-0000 | | Email: pbollinger@trehab.org | |
| Counties served: | BRADFORD County | Tentative allocation: \$ 529,136.00 | Congressional <u>CD</u> |
| | WYOMING County | Planned units: 32 | districts served: PA-15 |
| | SULLIVAN County | Type of organization: Local agency | PA-09 |
| | SUSQUEHANNA County | | |
| | TIOGA County | | |
| Source of labor: Agency | | | |
| | | | |
| Name: Warren/Forest Economic Opportunity Council | | Contact: Mara Johnson | |
| | | UEI: CKT3VBV6NAY3 | |
| | | DUNS: 159596618 | |
| Address: 1209 Pennsylvania Avenue, West | | Phone: (814) 726-2400 | |
| Warren, PA 16365-0000 | | Fax: (814) 723-0510 | |
| | | Email: mjohnson@wfcaa.org | |
| Counties served: | VENANGO County | Tentative allocation: \$ 326,473.00 | Congressional <u>CD</u> |
| | WARREN County | Planned units: 20 | districts served: PA-15 |
| | FOREST County | Type of organization: Local agency | |
| | | Source of labor: Contractors | |
| | | | |
| Name: Wayne County Redevelopment Authority | | Contact: Robbin Morgan | |
| | | UEI: UDLBD9JN4EA5 | |
| | | DUNS: 023825917 | |
| Address: 925 Court Street | | Phone: (570) 253-4882 | |
| Honesdale, PA 18431-0000 | | Fax: (570) 253-8932 | |
| | | Email: waynepikewx@gmail.com | |
| Counties served: | PIKE County | Tentative allocation: \$ 247,399.00 | Congressional <u>CD</u> |
| | WAYNE County | Planned units: 15 | districts served: PA-08 |
| | | Type of organization: Unit of local government | |
| | | Source of labor: Agency | |
| | | | |
| Name: Weatherization, Inc. | | Contact: Becky Beck | |
| | | UEI: TNMTVPCLDNR9 | |
| | | DUNS: 797965530 | |
| Address: 917 Mifflin Street | | Phone: (814) 643-2343 | |
| Huntingdon, PA 16652-0000 | | Fax: (814) 643-2343 | |
| | | Email: Bbeck@weath.onmicrosoft.com | |

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WEATHERIZATION ASSISTANCE PROGRAM
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| | | | | |
|------------------|---|---|---------------------------------|-----------------------------|
| Counties served: | HUNTINGDON County | Tentative allocation: \$ 119,731.00 Planned units: 7 Type of organization: Non-profit organization Source of labor: Contractors | Congressional districts served: | <u>CD</u> PA-13 |
| Name: | Westmoreland Housing Authority | Contact: Mike Washowich UEI: N2FCJESFFF6 DUNS: 086208089 Phone: (724) 832-9460 Fax: (724) 832-7488 Email: mikew@wchaonline.com | | |
| Address: | 167 South Greengate Road Greensburg, PA 15601-0000 | | | |
| Counties served: | WESTMORELAND County | Tentative allocation: \$ 382,221.00 Planned units: 23 Type of organization: Unit of local government Source of labor: Agency | Congressional districts served: | <u>CD</u> PA-14 PA-12 |
| Name: | York County Board of Commissioners | Contact: Krystal Shearer UEI: NSMVNJXZP269 DUNS: 081613564 Phone: (717) 771-9870 Fax: (717) 771-9511 Email: kshearer@ycpc.org | | |
| Address: | 28 East Market Street York, PA 17401-0000 | | | |
| Counties served: | YORK County | Tentative allocation: \$ 424,532.00 Planned units: 26 Type of organization: Unit of local government Source of labor: Contractors | Congressional districts served: | <u>CD</u> PA-10 PA-11 |

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IV.1 Subgrantees

| Subgrantee (City) | Planned Funds/Units |
|--|----------------------------|
| Action Housing, Inc. (Pittsburgh) | \$1,569,716.00 111 |
| Agency on Community EmPOWERment of NEPA (Scranton) | \$325,708.00 30 |
| Armstrong County Community Action Agency (Kittanning) | \$151,738.00 9 |
| Berks Community Action Program (Reading) | \$457,056.00 38 |
| Bucks County Opportunity Council, Inc. (Doylestown) | \$390,308.00 24 |
| Carbon County Action Committee for Human Services (Lehighton) | \$133,955.00 8 |
| Center for Community Action (Everett) | \$799,540.00 49 |
| Central PA Community Action Program, Inc. (Clearfield) | \$349,155.00 21 |
| Commission on Economic Opportunity of Luzerne County (Wilkes-Barre) | \$450,240.00 28 |
| Community Action Agency of Delaware County (Boothwyn) | \$2,002,539.00 122 |
| Community Action Committee of Lehigh Valley, Inc. (Bethlehem) | \$731,330.00 45 |
| Community Action Partnership of Mercer County (Sharon) | \$386,902.00 24 |
| Community Action, Inc. (Punxsutawney) | \$277,717.00 17 |
| Erie County Housing Authority (Corry) | \$426,835.00 26 |
| Housing Authority of the County of Beaver (Beaver) | \$231,799.00 14 |
| Lawrence County Social Services (New Castle) | \$179,896.00 11 |
| Lycoming/Clinton Counties Commission for Community Action (Williamsport) | \$296,288.00 18 |
| Monroe County Redevelopment Authority (Stroudsburg) | \$226,261.00 14 |
| Northern Tier Community Action Corporation (Emporium) | \$369,848.00 23 |
| Northumberland County Weatherization (Sunbury) | \$183,680.00 12 |
| Northwest PA Weatherization, Inc. (Meadville) | \$185,116.00 11 |
| Philadelphia Housing Development Corporation (Philadelphia) | \$2,461,678.00 151 |
| Redevelopment Authority of the County of Fayette (Uniontown) | \$244,606.00 15 |
| Schuylkill County Community Action (Pottsville) | \$228,846.00 14 |

U.S. Department of Energy

Weatherization Assistance Program (WAP)

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| | |
|---|-----------------|
| SEDA-Council of Governments (Lewisburg) | \$687,220.00 |
| | 42 |
| South Central Community Action Program, Inc. (Gettysburg) | \$871,450.00 |
| | 53 |
| Tableland Services, Inc. (Somerset) | \$161,413.00 |
| | 10 |
| The TREHAB Center (Montrose) | \$529,136.00 |
| | 32 |
| Warren/Forest Economic Opportunity Council (Warren) | \$326,473.00 |
| | 20 |
| Wayne County Redevelopment Authority (Honesdale) | \$247,399.00 |
| | 15 |
| Weatherization, Inc. (Huntingdon) | \$119,731.00 |
| | 7 |
| Westmoreland Housing Authority (Greensburg) | \$382,221.00 |
| | 23 |
| York County Board of Commissioners (York) | \$424,532.00 |
| | 26 |
| Total: | \$16,810,332.00 |
| | 1,063 |

IV.2 WAP Production Schedule

| | | |
|--|---|----------------|
| Weatherization Plans | | Units |
| Total Units (excluding reweatherized) | | 1,058 |
| Rewatherized Units | | 5 |
| 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 | 1,058 |
| C | Total Units Rewatherized | 5 |
| D | Total Dwelling Units to be Weatherized and Rewatherized (B + C) | 1,063 |
| 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 | \$9,080,459.00 |
| G | Total Dwelling Units to be Weatherized and Rewatherized (from line D) | 1,063 |
| H | Average Program Operations Costs per Unit (F divided by G) | \$8,542.29 |
| I | Average Vehicles & Equipment Acquisition Cost per Unit (from line E) | \$0.00 |
| J | Total Average Cost per Dwelling (H plus I) | \$8,542.29 |

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 | 1063 | 29.3 | 31146 |

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| | | | |
|---------------------|------|------|-------|
| Prior Year Estimate | 1700 | 29.3 | 49810 |
| Prior Year Actual | 644 | 29.3 | 18869 |

Method used to calculate savings description:

IV.4 DOE-Funded Leveraging Activities

The Department continues to explore and develop partnerships with utility companies, the Public Utility Commission (PUC), and other entities that will generate non-Federal resources for Weatherization. Staff will continue to expand the leveraging of utility funds through the coordination of treatment costs with Electric Distribution Companies (EDCs) and Natural Gas Distribution Companies (NGDC) through contracts with subgrantees and directly with the Department.

Subgrantees have been encouraged to contact the EDCs and NGDCs in their service territory and have established procedures for the coordination of base load treatment costs wherever possible. A statewide joint WAP/Utility Home Performance Conference is being considered in the future. Feedback regarding the conference held in 2019 stated that it was an ideal opportunity to earn continuing education credits, network with fellow WAP agencies and utility companies, and various topics were reviewed within Building Envelope, HVAC Technologies and Ventilation to include Program and Operations' topics.

Leveraging activities assist with coordination with DOE and DOE IJJA funds. The Department plans to review the leveraging activities conducted for both the DOE and DOE IJJA funds and may adjust the funding available for DOE leveraging activities within both awards. The Department will implement an Invitation to Qualify (ITQ) for WAP leveraging activities. An ITQ is a multiple award process which is used to prequalify contractors through the PA Department of General Services application process. For the FY24/25 DOE Annual funds, the Commission on Economic Opportunity (CEO) and the Pennsylvania Utility Law Project (PULP), a specialized service of Regional Housing Legal Services submitted proposals and were placed on a statewide list of similar contractors. CEO and PULP were chosen to advocate, participate and/or intervene in rate cases, acquisitions and mergers involving both electric and gas companies to ensure favorable outcomes for low-income residents based on their response to the scope of work requirements, experience, and knowledge of the Weatherization Assistance Program. CEO focused on rate case interventions while PULP focused on the policy and advocacy activities. Both agencies provided representation on behalf of low-income residents at various utility proceedings, program reviews, and legislative hearings throughout the state.

CEO and PULP focuses their efforts on the following activities:

- ACT 129 proceedings
- Universal Service and Energy Conservation Program reviews
- Retail Market proceedings
- Default Service proceedings
- Administrative and Legislative Advocacy

Many of these activities and accomplishments cover multiyear time periods, therefore the overall amount of funds generated from the combined leveraging activities of both agencies is accomplished annually but is estimated based on the ongoing activities. For FY22/23, over \$3.8 million was generated. This increased funding which is generated through leveraging activities results in additional weatherization services for low-income households and since the PA Weatherization agencies work on coordinating the utility funds with the weatherization work done on the eligible homes, the increased funding helps produce an increased amount of homes at a lower average cost. For FY22/23, approximately 490 units were weatherized due to these leveraged funds.

For FY 2024-2025, \$94,000 of DOE IJJA funds were awarded for leveraging activities. The Department reviews the reports to ascertain the dollar amount gained, the number of homes weatherized with the utility funds will be reported. In addition, the Department will review the number of Weatherization agencies who retain their utility contracts as a result of the leveraging activities.

The Department plans to review the ITQ process again in 2025-2026 to continue similar rate case interventions and various policy and advocacy activities but may choose to fund the DOE leveraging activities with DOE IJJA funds instead of both the DOE Annual and DOE IJJA funds.

IV.5 Policy Advisory Council Members

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

| | |
|---------------------|---|
| Action Housing, Inc | Type of organization: Local agency Contact Name: Patricia DiGuilio Phone: 4127452474 Email: pdiguilio@wea.actionhousing.org |
|---------------------|---|

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|--|--|
| Center for Community Action | Type of organization: Local agency Contact Name: Cory Merrbach Phone: 8146239129 Email: cmerrbach@ccaofpa.org |
| Columbia Gas of Pennsylvania | Type of organization: Utility Contact Name: Deb Davis Phone: 7244166316 Email: ddavis@nisource.com |
| Commission on Economic Opportunity | Type of organization: Local agency Contact Name: Joe Calore Phone: 5708260510 Email: jcalore@ceopeoplehelpingpeople.org |
| Commission on Economic Opportunity | Type of organization: Local agency Contact Name: Jennifer Warbak Phone: 5708260510 Email: jwarbak@ceopeoplehelpingpeople.org |
| Community Action Association of PA | Type of organization: Non-profit (not a financial institution) Contact Name: Georgia Del Freo Phone: 7172331075 Email: georgia@thecaap.org |
| Community Legal Services | Type of organization: Non-profit (not a financial institution) Contact Name: Joline Price Phone: 2159813700 Email: jprice@clsphila.org |
| Consultant/Advocate | Type of organization: For-profit or Corporate (not a financial institution or utility) Contact Name: Mitch Miller Phone: 7179032196 Email: mmiller77@hotmail.com |
| Consultant/Advocate | Type of organization: Other Contact Name: Robert Cardamone Phone: 8149523341 Email: rcardamone@gmail.com |
| Department of Health | Type of organization: Unit of State Government Contact Name: David Saunders Phone: 7175473315 Email: davidsaund@pa.gov |
| Department of Human Services | Type of organization: Unit of State Government Contact Name: Carl Feldman, Director Phone: 7177874081 Email: carfeldman@pa.gov |
| Department of Human Services | Type of organization: Unit of State Government Contact Name: Brian Whorl Phone: 7177874981 Email: bwhorl@pa.gov |
| Dept. of Environmental Protection | Type of organization: Unit of State Government Contact Name: Taylor Lightman Phone: 7177052222 Email: tlightman@pa.gov |
| Energy Association of Pennsylvania | Type of organization: Non-profit (not a financial institution) Contact Name: Donna Clark Phone: 7179010600 Email: dclark@energypa.org |
| Lawrence County Community Action Partnership | Type of organization: Non-profit (not a financial institution) Contact Name: Tom Scott, CEO Phone: 7246587258 Email: tscott@lccap.org |
| PA Utility Law Project | Type of organization: Non-profit (not a financial institution) Contact Name: Elizabeth R. Marx Phone: 7172369486 |

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Recipient: Pennsylvania, Commonwealth of

| | |
|------------------------------------|--|
| Pennsylvania College of Technology | Email: emarxpulp@pautilitylawproject.org Type of organization: Other Contact Name: Jason Embick, Director Phone: 5703274768 Email: jke5@pct.edu |
| Philadelphia Energy Authority | Type of organization: Other Contact Name: Alon Abramson Phone: 2156864483 Email: aabramson@philaenergy.org |
| PPL Electric Utilities | Type of organization: Utility Contact Name: Jackie Baldwin Phone: 4846343298 Email: jmbaldwin@pplweb.com |
| Public Utility Commission | Type of organization: Unit of State Government Contact Name: Sarah Dewey Phone: 7177054029 Email: sdewey@pa.gov |
| Public Utility Commission | Type of organization: Unit of State Government Contact Name: Regina Carter Phone: 7174255441 Email: rcarter@pa.gov |
| Schuylkill Community Action | Type of organization: Local agency Contact Name: David Young Phone: 5706221995 Email: dyoung@schuylkillcommunityaction.com |

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

| Date Held | Newspapers that publicized the hearings and the dates the notice ran |
|------------|--|
| 04/15/2025 | The public hearing on this plan will be held via a Teams Meeting/conference call on April 15, 2025. Notice of the Hearing details was filed with the Legislative Reference Bureau, published in the Pennsylvania Bulletin on April 5, 2025, and posted on the Department website on April 4, 2025. Here is a link to the PA Bulletin: https://www.pacodeandbulletin.gov/Display/pabull?file=/secure/pabulletin/data/vol55/55-14/458.html Justification for use of PA Bulletin: The Pennsylvania Bulletin is used according to PA Code. In addition to advertising in the PA Bulletin, the DOE State Plan Public Hearing and posting was also announced at the PAC Meeting on 3/21/2024 and Bi-Weekly Network Calls as well as posting the plan on the DCED website. The information for the Pennsylvania Code included at this website has been derived directly from the Pennsylvania Code, the Commonwealth's official publication of rules and regulations. Cite all material in the Pennsylvania Code by title number and section number. Example: 1 Pa. Code § 17.51. The information for the Pennsylvania Bulletin included at this website has been derived directly from the Pennsylvania Bulletin, the Commonwealth's official gazette for information and rulemaking. The latest published information may be accessed every Friday at 9 a.m. EDT. Cite all material in the Pennsylvania Bulletin by volume and page number. Example: 17 Pa.B. 639. |

IV.7 Miscellaneous

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|--|
| <p>The Principal Investigator and Recipient Business Officer for this grant is Mr. Nicholas Horting, Director, Center for Residential Reinvestment Programs of the Department of Community and Economic Development, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120-0225. Phone is (717) 720-1409 and email is nhorting@pa.gov.</p> <p>Agency Funding</p> <p>Beginning for the new DOE grant which started in 2022, DCED in partnership with the WAP agency network, the Policy Advisory Council (PAC) and a DOE Allocation Committee analyzed the shifting data trends as applied to individual agency capacity and developed an Allocation Formula which utilizes updated data and phases in the formula allocation amounts over a 6 year period to be reviewed again in the middle at the 3 year mark for continued feasibility. For the grant period, we will be in Year 3 of the phased in formula approach. The updated formula continues to utilize a base amount from the legacy formula, which decreases in the percentage used over the 6 year timeframe. The additional portion of the formula uses recently updated statistics based on a five year average of the low-income population to the state total low-income population at 200% of the Federal Poverty Guidelines; a five year average of the heating degree days to the state total; and a new category has been added of energy burden. The plan is to update the poverty, heating degree days and energy burden statistics every 6 years which represents 2 DOE grant cycles. This formula of funding establishes a baseline capacity in order for each agency to maintain a</p> |
|--|

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certified workforce and conduct WAP according to the required SWS.

DCED plans to evaluate the use of this new formula and confirm that it will help the WAP Network achieve 100% production and expenditures and to recreate a sustainable agency framework for Pennsylvania, as needed.

For program year 2025-2026, income eligibility is set at 200% of Federal Poverty Guidelines and the allowable average cost per dwelling unit is \$8,547.

The Department will reallocate funds based on the WAP Risk Assessment results as well as performance including meeting production goals over the contract period. For annual DOE allocations, subgrantees who have not met their production goals for the prior year may be awarded 50% or less of their regular allocation. The subgrantees will receive notification about the reason(s) for the reduction and the offer of guidance and assistance in resolving the issues. They must provide a specific timeline to meet the required performance criteria and production goals and respond to the Department's offer of guidance and assistance in resolving the issues with specific needs that can be addressed.

PA has implemented a risk and performance-based allocation which is driven by a review of subgrantees' production, work quality, compliance and reporting. The Risk Level and due process for noncompliance requirements are distributed via this DOE state plan and to each agency when they are notified of their Risk Assessment results.

Please note that for FY25/26, Philadelphia County weatherization will be handled by another local agency who has experience providing weatherization services in the past. Philadelphia Housing Development Corporation will be taking over as of July 1, 2025.

Policy Advisory Council (PAC)

In accordance with 10 CFR, Section 440.17, the Department has established a Weatherization and Energy Conservation Policy Council to advise the Department on issues related to the administration of the weatherization program. The council has reviewed the by-laws, established sub-committees, meets quarterly, and regularly recruits volunteers. The PAC reviews the annual state plan, and where feasible, its comments and recommendations are included prior to submission of the annual Plan to the Department of Energy.

The Policy Advisory Council includes representatives of electric utilities, utility associations, subgrantees, energy advocacy groups, social service agencies and other governmental agencies. The current Policy Advisory Council members each have special qualifications and sensitivity with respect to representing low-income populations to include elderly, disabled, children, minorities, energy conservation and efficiency, energy research, the environment, public service, and housing.

Please note due to the size of the recorded State Plan Public Hearing File, we were not able to attach the recording to the SF424 as instructed. We contacted PAGE and the only work around is to inform our Project Officer. The file is also too large to attach to an email. However, we did include the transcript created by our agency from the Public Hearing.

Additionally, we received a warning message when validating the application and discovered that the Annual File Budget is not recognizing the newer budget categories of Intake/Eligibility, Audits, and Final Inspection/QCI and therefore appears to not match the Budget page depicting agency allocations with those new budget categories.

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

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

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

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

Eligibility Determination

1. A dwelling unit is eligible for weatherization services only if:

a. The total annual income of all occupants living together within the dwelling unit is at or below 200 percent of the Federal Poverty Income Guidelines (FPIGs) as established by the US Department of Health and Human Services Office of Management and Budget for the 12-month period preceding the Eligibility Determination.

1) Subgrantees are responsible for updating the FPIGs they have on record as often as they are updated on the website of the U.S. Department of Health and Human Services.

2) Income Eligibility is calculated using income of the prior 12 months for all occupants residing in the dwelling unit.

3) Regardless of when a person begins occupying a client's dwelling unit, the income of all persons occupying the dwelling unit at the time of Eligibility Determination must be included for the entire previous twelve months.

4) The FPIG's are generally updated once a year at the beginning of the calendar year.

a. The current version can be found at: <https://aspe.hhs.gov/poverty-guidelines>

b. Categorically Eligible Considerations:

b. Considered to be categorically eligible according to rules stated in WPNs 22-5, and 25-4, which allow for automatic eligibility based on at least one member of the household qualifying for Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), Low Income Home Energy Assistance Program (LIHEAP), certain means- tested Housing and Urban Development (HUD) programs or utilizing HUD or USDA lists or spreadsheets as listed in WPNs 22-5 or 25-4 and U.S. Department of Agriculture (USDA) programs which are means-tested at 80% Area Median Income (AMI) or below, depending on specific program parameters. USDA utilizes HUD's AMIs, although uses a hold harmless clause that results in income limits never going down and are banded, therefore creating separate income eligibility limits for USDA programs.

c. Eligibility under TANF, SSI, LIHEAP, HUD or USDA means-tested programs and HUD or USDA lists or spreadsheets is automatic and, proof of eligibility must be conducted through the receipt of applicant documentation.

d. Eligibility by Title IV or XVI of the Social Security Act

1) Title IV of the Social Security Act refers to Temporary Assistance for Needy Families (TANF) while Title XVI of the Social Security Act refers to Supplemental Security Income (SSI).

2) Eligibility under TANF or SSI is automatic and proof of eligibility must be documented

a. Note: Social Security Disability Insurance (SSDI) is covered under Title II of the Social Security Act and is not addressed in 10 CFR 400 or DOE guidance; therefore, SSDI payments are included as income.

e. Eligibility by LIHEAP Block Grant Statute, Title 45

1) Codified in 10 CFR 440.22(a)(3), to allow inclusion of households that are income eligible for the U.S. Department of Health and Human Services' (HHS) Low Income Home Energy Assistance Program (LIHEAP).

f. Eligibility by certain means-tested HUD, Title 24 and USDA programs

1) As required in 42 U.S. Code § 6863(b)(3), on October 20, 2021, the Secretary of Energy approved DOE's WAP to extend categorical income eligibility to HUD means-tested programs.

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2) After consultation with the Secretary of Agriculture and the Director of the Community Services Block Grant Program from HHS, as required in 42 U.S.C. § 6862(7), on May 11, 2024, the Secretary of Energy approved WAP to extend categorical income eligibility to USDA means-tested low-income programs of 80% AMI or below

3) HUD programs are for example, but not limited to: Community Development Block Grants (CDBG), HOME Investment Partnerships Program (HOME), Lead Hazard Control & Healthy Homes Program (OLHCHH).

4) USDA programs are for example, but not limited to: Section 521 Rental Assistance, Section 502 Direct Home Purchase Program, Section 533 Housing Preservation Grant Program, Section 504 Home Repair Program

5) For agencies choosing to incorporate the means-tested HUD or USDA program method, a list of all applicable HUD or USDA Programs must be provided during application process.

6) Eligibility based on listing in HUD Public Housing list, or the HUD Assisted Multifamily Spreadsheet found in WPN 22-5: [Weatherization Program Notice 22-5: Expansion of Client Eligibility in the Weatherization Assistance Program | Department of Energy](#)

g. Also, for multifamily, eligibility may be based on listing in USDA list found in Weatherization Program Notice 25-4.

2. All applicants are U.S. Citizens or Lawfully Admitted Non-Citizen

a. PA WAP will abide by section 431 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) – H.R.3734 passed by the 104th Congress, commonly known as the welfare reform law. The act covers larger groups of lawfully admitted non-citizens.

b. Lawfully admitted non-citizens are eligible to receive assistance and services under the WAP and LIHEAP programs so long as they meet all other WAP and LIHEAP requirements. Proof of identity is required.

c. Subgrantees should refer to H.R. 3734 for guidance on lawfully admitted non-citizens at this link: [H.R.3734 - 104th Congress \(1995-1996\): Personal Responsibility and Work Opportunity Reconciliation Act of 1996 | Congress.gov | Library of Congress](#) and the DCED Directive, Eligibility, Client Prioritization and Weatherization Service List.

d. For acceptable eligibility documentation, please refer to Proof of Identity section below.

Income Determination

A. Income Inclusions

1. Income is defined as cash receipts earned and/or received by the clients before taxes and deductions but not the Income Exclusions listed immediately below.
2. All income that is not specifically excluded must be included.
3. Cash receipts include, but not limited to, the following:
 - i. Money, wages and salaries before taxes and any deductions
 - ii. Net receipts from nonfarm or farm self-employment (receipts from a person's own business or from an owned or rented farm less deductions for business or farm expenses)
 - iii. Regular payments from social security including SSDI, railroad retirement, unemployment compensation, strike benefits from union funds, worker's compensation, veteran's payments, training stipends, alimony, and military family allotments.
 - iv. Private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments (including Black Lung).
 - v. Dividends and/or interest
 - vi. Net rental income and net royalties
 - vii. Periodic receipts from estates or trusts

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viii. Net gambling or lottery winnings

B. Income Exclusions: The following cash receipts are not considered sources of income for the purposes of determining income eligibility:

1. Capital gains
2. Any assets drawn down as withdrawals from a bank
3. Money received from the sale of property, house, or car
4. Onetime payments from a welfare agency to a family or person who is in temporary financial difficulty
5. Tax refunds
6. Gifts, loans, or lumpsum inheritances
7. College scholarships
8. One time insurance payments, or compensation for injury
9. Non cash benefits, such as the employer-paid or union-paid portion of health insurance
10. The imputed value of rent from owner-occupied non-farm or farm housing;
11. Depreciation for farm or business assets;
12. Combat zone pay to the military
13. Reverse Mortgages
14. Payments for the care of Foster Children
15. Child Support Whether received by the Payee or paid by the Payor, child support payments are not considered sources of Income for the purposes of determining income eligibility.
 - i. Payee: Child support received by a Payee from any state program or individual during an applicable tax year is not considered income (and is excluded) for the purposes of determining eligibility.
 - ii. Payor: Child support paid by a Payor through a state program and/or to an individual may not be deducted from income (and is included for purposes of determining eligibility).
16. Noncash benefits
 - i. Noncash benefits refer to benefits that the client does not pay as cash or receive as cash. These may include:
 - a. Employee fringe benefits, food, or housing received in lieu of wages;
 - b. The employer or union paid portion of health insurance;
 - c. The noncash components of Federal noncash benefit programs such as Medicare, Medicaid, Food Stamps, school lunches, and housing assistance.
 - d. Deductions from a paycheck are not considered non-cash and would, therefore, be included. Examples include:
 1. Included as Income: If a client's regular social security is \$10,000 per year, but 10% is automatically deducted for Medicare, then the client only receives \$9,000. When figuring income for WAP, though, this client's annual income from Social Security is \$10,000, not \$9000 because this is not considered a noncash benefit.
 2. Excluded from Income: If the same client receives, through Medicare, noncash medical services (prescription drugs, a surgery, or some other noncash service) valuing \$30,000, these services would be excluded because they are noncash benefits. In this case,

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the client's income is still \$10,000, not \$40,000.

17. Cash or in-kind assistance with heating costs provided by private or public agencies or utility companies.

18. Do not count or enter earned income or unemployment compensation for minors under the age of 18 or full-time high school students at the time of application.

Income Eligibility Verification Sign Off

- A. If the household income has increased, the subgrantee must redetermine income eligibility.
- B. If the household size and/or composition changed such that the income eligibility no longer qualifies the dwelling unit, the subgrantee must either redetermine income eligibility or defer the client.
- C. The Income Eligibility Verification Sign Off must be included in the Client File.
 - 1. The Income Eligibility Verification Sign Off must be dated no earlier than one week prior to the audit and no later than the date of the audit.
 - 2. Subgrantees must defer clients who do not sign the Income Eligibility Verification Sign Off. Such clients may not receive weatherization services until the client signs the Income Eligibility Verification Sign Off.
 - 3. For subgrantees whose clients sign the Income Eligibility Verification Sign Off on the date of the audit, it is recommended that, prior to the audit; subgrantees notify clients that they will have to sign the Income Eligibility Verification Sign Off. It is suggested that at this same time, subgrantees verbally verify with clients that their eligibility status has not changed.

Income Eligibility Validation Period

- A. Weatherization validation periods defined:
 - 1. Weatherization services in the dwelling unit are considered to begin on the date of the audit.
 - 2. For reporting purposes, weatherization services in the dwelling unit are considered to be complete when marked complete in Hancock.
- B. Income Eligibility Validation Period
 - 1. Eligibility Determination should occur no earlier than twelve months prior to the completion of weatherization services in the dwelling unit.
 - i. If circumstances prevent the completion within the twelve month timeframe from the date of the audit and work has begun, there must be documentation in the client file explaining the reason/s for the delay and eligibility would remain valid.
 - ii. If the audit has been conducted but no work started, eligibility determination is only valid for twelve months from the audit date and eligibility must be re-determined.

Proof of Income

- 1. Subgrantees must acquire proof of eligibility and thoroughly document in the Client File all aspects of Eligibility Determination and Proof.
- 2. Methods of Proof
 - i. The following subsections are non exhaustive collections of examples of documents providing proof of eligibility; as such other forms of eligibility proof may exist or in some cases, the listed methods may be inadequate. Regardless of these examples, subgrantees are responsible for proving eligibility.
 - ii. LIHEAP Crisis eligibility is documented by the completed Crisis Interface Referral Form.
 - iii. No matter what method is used, proof of eligibility must be thoroughly established and fully and completely documented in the Client File.
 - iv. Any document signature requiring notarization may be either:
 - a. Notarized; or

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b. Witnessed by a subgrantee representative, but only if:

1. The person(s) signing the document(s) provide valid proof of identity (this proof of identity must be documented with the signed documents); and
2. The subgrantee representative signs and dates the document(s) as a witness to verify the identity of the person(s) signing the document(s).

3. Proof of Eligibility for Title IV or XVI of the Social Security Act, LIHEAP, means-tested HUD or USDA programs or HUD or USDA Public Housing or multifamily:

1. Title IV, Temporary Assistance for Needy Families (TANF): Statement from local Department of Human Services office
2. Title XVI, SSI, Supplemental Security Income
 - i. Statement from the local Social Security Office, using Form SSA3288 (or a "benefit verification letter") requesting the appropriate benefits information.
 - ii. Statement from the Social Security Administration (SSA) by requesting a "Proof of Income Letter" through the SSA website.
 - iii. Applicable "Notices of Benefit Amount," received in December, and describing the following year's monthly benefit.

3. Regular Social Security Benefits

- i. Any of the items listed above for SSI
- ii. Copies of social security checks or bank statements showing direct deposits (if Medicare or other payments are deducted these should be added to the total)

4. LIHEAP Block Grant Statute, Title 45: Statement from local Department of Human Services office or letter of eligibility or other official documentation of LIHEAP eligibility to include the Crisis Referral Form.

5. Means-tested HUD programs, Title 24: Letter of eligibility of other official documentation of means-tested HUD program

6. Means-tested USDA programs: Letter of eligibility of other official documentation of means-tested USDA program

i. Weatherization Agency must provide list of means-tested HUD and USDA programs in their area for each program year and is responsible for submitting updates as necessary.

6. For single family, Public Housing or Multifamily, when utilizing either HUD or USDA lists mentioned in Income Eligibility section above, a copy of the property listing from the list must be included in each file as proof of income, eligibility documentation.

1. Income Documentation

1. Wages or Salaries

- i. Statement from employer stating wages, rate of compensation, or pay stubs
- ii. A W2 or 1099 may be used to verify income for the prior 12 months at any point during the calendar year **if 12 months of income can be verified. This verification can be partially from the W2 or 1099 and the other portion must be the other months' proof of income, i.e., pay stubs, pensions or self certification** When reviewing a W2, the Earnings Summary should also be reviewed to confirm the gross earned income amount before any elective deferrals.

iii. Self-employment/Business Income

- a. Notarized documentation providing a detailed description of gross income received, less expenses (i.e. net income)
- b. Quarterly or annual signed tax forms (including appropriate schedules)
- c. If the subgrantee becomes aware of a business operated from the private residence or a commercial location, the business owner must provide proof of net income as identified in the Eligibility Determination section

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2. Dividends, Interest, Royalties, Rents, Income from Estates or Trusts: Written documentation from the business or organization and/or legal entity from which the income has been generated.
3. Unemployment Benefits, Pensions, Insurance and Annuities, Worker's Compensation, Strike Benefits
 - i. Documentation must be generated by the appropriate legal entity
 - ii. Statement from local Unemployment Compensation office
 - iii. If taxes are not withheld, Notice of Determination (Unemployment Compensation) checks or bank statements showing direct deposits of Unemployment Compensation for the previous twelve months or for the period for which benefits were received. If taxes are withheld, this income should be converted to the pretax level.
4. Net Rental Income
 - i. Net Rental Income is defined as Gross Rental Income receipts less Rental Expenses. Proof of Net Rental Income can be provided by one of the methods listed below.
 - ii. Copy of prior year tax return showing net rental income.
 - iii. Copies of any agreement or lease which specifies the client's name, effective dates, and rental amount along with copies of expenditure receipts
 - iv. If the prior year tax return or rental agreements are not available, then one of the following methods may be used to document net rental income
 - a. Copies of receipts issued to tenants along with copies of expenditure receipts
 - b. Notarized statement describing any rental agreements and including the client's name, effective dates, and all net rental income
5. Self certification: If no other method of documenting income eligibility exists, to include if the client states "no income" self certification is allowable, but evidence of the various attempts at proving eligibility must be contained in the client file, including a notarized statement signed by the client indicating that the client has no other proof of income.
6. All documents used to determine income eligibility must be uploaded to Hancock.

Proof of Property Ownership

A. Client Owned/Occupied Dwelling Units

1. A client who owns his/her own dwelling unit must provide proof of ownership and occupancy.
2. Ownership Verification: Ownership must be verified and documented by any means available, examples include:
 - i. Photocopy of the deed or Mobile Home Title
 - ii. The deed number and page number found in the deed book
 - iii. Copy of the real estate tax bill
 - iv. Mortgage bill that includes the client's name and property address
 - v. Copy of water or sewer bill if it has been determined that the bill is sent to owners only
 - vi. Verification through the County Recorder of Deeds
 - vii. Verification through a government sponsored online source

B. Rental Occupied Dwelling Units

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1. Subgrantees must establish procedures to meet the requirements in 10 CFR 440.22.
 - i. Weatherization services conducted on rental units, including units where tenants pay for their energy through their rent must primarily benefit tenants who can qualify as eligible clients.
 - ii. No undue or excessive enhancement shall occur to the value of the dwelling unit.
 - iii. Weatherization of eligible multi-unit buildings needs to demonstrate in detail that the benefits of the weatherization work accrue primarily to the eligible tenants
 - iv. Rent
 - a. A client who does not own his/her own dwelling unit (that is, a client who is a tenant) must provide proof of the amount of rent he/she pays monthly.
 1. Clients must prove their monthly rent by providing subgrantees with at least one of the following:
 - i. Canceled rent checks that clearly indicate the checks are for monthly rent;
 - ii. A lease that clearly indicates the amount of monthly rent;
 - iii. If neither canceled checks nor a lease are available, a notarized statement signed by the renter and landlord indicating the amount of rent the client pays monthly. In this case (when neither canceled checks nor a lease is available), the statement may be included with the Landlord/Tenant Agreement (see "Landlord/Tenant Agreement" below).
 2. Tenants who refuse to provide this information must be deferred.
 3. The Client's File must contain the amount and proof of monthly rent.
 4. Subgrantees must investigate any client whose monthly rent is less than \$250 to ensure that weatherization services conducted on the rental unit primarily benefit the eligible client.
 - i. Subgrantees may not provide weatherization services within a dwelling unit if the weatherization services would not primarily benefit the eligible client.
 - ii. Subgrantees must thoroughly document in the Client File their investigation and rationale for deciding whether to provide weatherization services within such a dwelling unit.
 - iii. A subgrantee's investigation may be as simple as documenting that the client is participating in a government subsidized housing program (for example, Section 8) or that the client pays all utilities and property tax, but no rental fees. Regardless, the Client File must clearly indicate and explain the subgrantee's rationale for determining that weatherization services primarily benefit the eligible client.
 - v. Owner Permission: Subgrantees must obtain written permission from the unit's owner or authorized agent with ownership proof before conducting weatherization services.
 - vi. Landlord/Tenant Agreement: A notarized agreement must be signed by both the owner/agency and tenant to ensure that:
 - a. The client is current with all rent due to the landlord; and
 - b. During the weatherization process and for 18 months after weatherization is complete, the tenant(s) will not be subject to rent increases or eviction unless it can be demonstrated that such rent increases or eviction is related to matters other than the weatherization work performed.
 - c. There is a process for tenants and landlords to follow if rent or eviction issues arise due to weatherization assistance.
 - vii. The Landlord/Tenant Agreement may include a provision for the sale of a property, below is some sample language:
 - a. Landlord cannot sell the property for 18 months after weatherization is complete (unless there is repayment of the DOE investment and/or the new owner assumes and agrees to abide by the terms of the WAP restrictions/requirements) nor can they determine an

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alternate purpose for the property (e.g., no longer participate in affordable housing programs).

C. Buildings Containing Multiple Rental Dwelling Units

1. For determining eligibility, Multifamily Buildings are defined as those containing 5 or more units or certain buildings with 2 to 4 units with shared heating systems and/or common areas to include shared attic and/or basements
2. The entire building may be weatherized if at least 66% (50% for duplexes and four unit buildings) of the dwelling units in the building are eligible or will become eligible dwelling units within 180 days.
3. When appropriate PA will implement the HUD/DOE eligibility certification process described in WPN 22-5 and utilize the USDA lists found in WPN 25-4.
4. Weatherization services must primarily benefit tenants who can qualify as eligible clients.
5. Weatherization services may not be performed on buildings in which the weatherization services would not primarily benefit eligible clients.
6. Subgrantees who provide weatherization services which would not primarily benefit an eligible client may be responsible for reimbursing disallowable costs.

D. Documentation of Eligibility of Rental Dwelling Units

1. Subgrantees must document all aspects of Rental Dwelling Unit eligibility in the Client File.
2. Landlord Information: the name, address, and phone number of a client's landlord must be documented in software system in the "Landlord Information" section of the "Client Information" tab.
3. Buildings Containing Multiple Dwelling Units
 - i. Subgrantees must ensure that all street addresses of buildings containing multiple dwelling units are typed and spelled consistently within the software system. For example, "1234 Main St" should be consistently entered into software system as "1234 Main St" not as "1234 Main St." or "1234 Main Street."
 1. For buildings containing five or fewer weatherized dwelling units, each dwelling unit's software system "job" must reference all other weatherized dwelling units in the building.
 - a. References to other dwelling units must include: the name of the client within the dwelling unit, the job number, the exact address, and the unit number.
 - b. These references to other dwelling units should be entered in the "Comments" section of the "Client Information" tab in the software system.

Client Appeals & Complaints Process for Client Owned and Rental Properties

- A. The Client Appeals Process must indicate that it was given to the client at the time of application and must have a client signoff.
- B. Every client, regardless of whether the client has been deferred or not, must receive a copy of the Client Appeals Process, and the signoff must indicate that the client has received and understands the Client Appeals Process.
- C. The Client Appeals Process must present a clear order in which the client may appeal any weatherization services based decision or action with which the client disagrees.
- D. Except for the Center for Residential Reinvestment Programs' contact, the Client Appeals Process must contain the name, mailing address, phone number, and email address of all individuals or offices listed.
- E. The Client Appeals Process must detail that the Center for Residential Reinvestment Programs may only be contacted in writing and must include the office and the address by which that office should be contacted. The client appeal submission to the Center for Residential Reinvestment Programs must include details regarding the agency's involvement and responses to the client appeal. The Client Appeals Process must not include the phone number or email address of the Center for Residential Reinvestment Programs' staff.
- F. Client Complaint Process

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1. Agency is responsible for developing a Client Complaint process to be followed if client is not happy with the quality of the work, workmanship, or serviceability. This process may be included as part of the Client Appeals Process if it is clear that client understands that they can not only appeal a decision but also file a complaint about the work, workmanship and/or serviceability.
2. The Client Complaint Process must indicate that it was given to the client at the time of application and must have a client signoff.
3. Every client, regardless of whether the client has been deferred or not, must receive a copy of the Client Complaint Process, and the signoff must indicate that the client has received and understands the Client Complaint Process.
4. Although all client complaints must be documented in the individual file, client complaints must also be tracked by date to resolution in an Excel tracking system or one in which all complaints can be reviewed in one place.

Proof of Identity

A. Verification of Identity

1. Subgrantees must use Photo ID to verify the identity of all clients. Acceptable Photo ID types include (but not limited to):

- i. Drivers Licenses or other state photo identity cards issued by the PA Department of Motor Vehicles (or equivalent)
- ii. U.S. passport
- iii. U.S. passport card
- iv. U.S. Military ID (active duty or retired military and their dependents, and Department of Defense civilians)
- v. Permanent Resident Card
- vi. A Native American Tribal Photo ID

2. If no Photo ID is available, there must be documentation supporting the client's reason for no ID and client must sign self declaration.

3. Subgrantees must verify that the client's Photo ID matches both the client and the client's name on the application for weatherization.

- i. Photo ID verification must occur at the time of the audit.
- ii. Clients must be physically present during the audit.

4. Documentation of Photo ID

- i. Subgrantees must document in the Client File the Photo ID type and number on the client's Photo ID.
- ii. Subgrantees must document in the Client File that the Photo ID matches both the client and the client's name on the application.
- iii. Clients who are unable to verify their identity through an acceptable Photo ID must self declare their identity with a signed statement. No weatherization services may occur at a home until an eligible client provides adequate and matching Photo ID or a signed statement explaining that the client does not have Photo ID but that the client is the one who applied for the weatherization services and are a resident of the home.

B. For lawfully admitted non-citizens, if Photo ID is unavailable, self- declaration, as defined above, is still required and in addition, the following documents may be acceptable for proof of identity:

- i. Social Security Card (please note numbers must be redacted if uploaded in software system)
- ii. 2 proofs of home ownership or tenancy, based on previously listed in section above
- iii. One of the following: • I-551 permanent resident card (Green Card) • Passport with the I-551 stamp • Machine readable immigrant visa • Re-entry Permit I-327
- iv. For more information regarding acceptable documents based on immigration status, please go to this link: [List A Documents That Establish Identity and Employment Authorization | USCIS](#)

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8. Social Security Number

1. Because of their confidential nature, subgrantees must make every effort to protect the security of all collected Social Security numbers.
2. Subgrantees will not enter Social Security Numbers (SSN) in the system under any circumstances. Subgrantees will review all documents for SSN and redact any SSN before uploading into the software system.

Describe what household eligibility basis will be used in the Program

Eligibility Determination

1.A household is eligible for weatherization services only if:

A person living within the dwelling unit, regardless of age, has received cash assistance payments under Title IV or XVI of the Social Security Act, LIHEAP Block Grant, means-tested HUD or USDA program or home was listed in HUD or USDA lists or spreadsheets as listed in WPN 22-5 or 25-4 at any time during the 12-month period preceding the Eligibility Determination for weatherization assistance ; or

a. The total annual income of all occupants living together within the dwelling unit is at or below 200 percent of the Federal Poverty Income Guidelines (FPIGs) as established by the US Department of Health and Human Services Office of Management and Budget for the 12-month period preceding the Eligibility Determination.

1) Subgrantees are responsible for updating the FPIGs they have on record as often as they are updated on the website of the U.S. Department of Health and Human Services.

2) Income Eligibility is calculated using income of the prior 12 months for all occupants residing in the dwelling unit.

3) Regardless of when a person begins occupying a client's dwelling unit, the income of all persons occupying the dwelling unit at the time of Eligibility Determination must be included for the entire previous twelve months.

4) The FPIG's are generally updated once a year at the beginning of the calendar year.

a. The current version can be found at: <https://aspe.hhs.gov/poverty-guidelines>

b. Categorically Eligible Considerations:

b. Considered to be categorically eligible according to rules stated in WPNs 22-5, and 25-4, which allow for automatic eligibility based on at least one member of the household qualifying for Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), Low Income Home Energy Assistance Program (LIHEAP), certain means- tested Housing and Urban Development (HUD) programs or utilizing HUD or USDA lists or spreadsheets as listed in WPNs 22-5 or 25-4 and U.S. Department of Agriculture (USDA) programs which are means-tested at 80% Area Median Income (AMI) or below, depending on specific program parameters. USDA utilizes HUD's AMIs, although uses a hold harmless clause that results in income limits never going down and are banded, therefore creating separate income eligibility limits for USDA programs.

c. Eligibility under TANF, SSI, LIHEAP, HUD or USDA means-tested programs and HUD or USDA lists or spreadsheets is automatic and, proof of eligibility must be conducted through the receipt of applicant documentation.

d. Eligibility by Title IV or XVI of the Social Security Act

1) Title IV of the Social Security Act refers to Temporary Assistance for Needy Families (TANF) while Title XVI of the Social Security Act refers to Supplemental Security Income (SSI).

2) Eligibility under TANF or SSI is automatic and proof of eligibility must be documented

a. Note: Social Security Disability Insurance (SSDI) is covered under Title II of the Social Security Act and is not addressed in 10 CFR 400 or DOE guidance; therefore, SSDI payments are included as income.

e. Eligibility by LIHEAP Block Grant Statute, Title 45

1) Codified in 10 CFR 440.22(a)(3), to allow inclusion of households that are income eligible for the U.S. Department of Health and Human

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Services' (HHS) Low Income Home Energy Assistance Program (LIHEAP).

f. Eligibility by certain means-tested HUD, Title 24 and USDA programs

1) As required in 42 U.S. Code § 6863(b)(3), on October 20, 2021, the Secretary of Energy approved DOE's WAP to extend categorical income eligibility to HUD means-tested programs.

2) After consultation with the Secretary of Agriculture and the Director of the Community Services Block Grant Program from HHS, as required in 42 U.S.C. § 6862(7), on May 11, 2024, the Secretary of Energy approved WAP to extend categorical income eligibility to USDA means-tested low-income programs of 80% AMI or below

3) HUD programs are for example, but not limited to: Community Development Block Grants (CDBG), HOME Investment Partnerships Program (HOME), Lead Hazard Control & Healthy Homes Program (OLHCHH).

4) USDA programs are for example, but not limited to: Section 521 Rental Assistance, Section 502 Direct Home Purchase Program, Section 533 Housing Preservation Grant Program, Section 504 Home Repair Program

3) For agencies choosing to incorporate the means-tested HUD or USDA program method, a list of all applicable HUD or USDA Programs must be provided during application process.

4) Eligibility based on listing in HUD Public Housing list, or the HUD Assisted Multifamily Spreadsheet found in WPN 22-5: [Weatherization Program Notice 22-5: Expansion of Client Eligibility in the Weatherization Assistance Program | Department of Energy](#)

g. Also, for multifamily, eligibility may be based on listing in USDA list found in Weatherization Program Notice 25-4.

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

A. All applicants are U.S. Citizens or Lawfully Admitted Non-Citizen

- i. PA WAP will abide by section 431 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) – H.R.3734 passed by the 104th Congress, commonly known as the welfare reform law. The act covers larger groups of lawfully admitted non-citizens.
- ii. Lawfully admitted non-citizens are eligible to receive assistance and services under the WAP and LIHEAP programs so long as they meet all other WAP and LIHEAP requirements. Proof of identity is required.
- iii. Subgrantees should refer to H.R. 3734 for guidance on lawfully admitted non-citizens at this link: [H.R.3734 - 104th Congress \(1995-1996\): Personal Responsibility and Work Opportunity Reconciliation Act of 1996 | Congress.gov | Library of Congress](#) and the DCED Directive, Eligibility, Client Prioritization and Weatherization Service List.
- iv. Acceptable eligibility documentation is provided in the Proof of Identity section.

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

Procedures to determine that units weatherized have eligibility documentation

Eligibility of Property Structures for Weatherization Services

- A. A manufactured/mobile dwelling unit or a single family (up to and including 2 to 4 unit buildings with separate heating systems and no common areas) is eligible for weatherization services if all of the following conditions are met

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1. The Property must be the primary residence of the client(s)
2. All residents must provide proof of income as defined above in Section Client Income Eligibility.
3. If the property is listed in the HUD Public Housing list which are 100% eligible and found in WPN 22-5, Expansion of the Eligibility in the Weatherization Assistance Program.
4. If the property listed in the USDA lists provided in WPN 25-4
5. The entire building may be weatherized if at least 50% for duplexes and four unit buildings of the dwelling units in the building are eligible or will become eligible dwelling units within 180 days.
6. The manufactured/mobile dwelling unit must be considered permanent. Permanent foundation means a foundation constructed in accordance with the prescriptive provisions of the adopted building code or, when required, designed by a licensed professional engineer. A permanent foundation shall have attachment points to anchor and stabilize the home to transfer all code required loads to the underlying soil or rock.

B. Buildings Containing Multiple Dwelling Units

1. Multifamily Buildings are defined as those containing 5 or more units or buildings with 2 to 4 units with shared heating systems and/or common areas to include shared attic or basements
2. The entire building may be weatherized if at least 66% of the dwelling units in the building are eligible or will become eligible dwelling units within 180 days
3. When appropriate PA will implement the HUD/DOE eligibility certification process described in WPN 22-5. If the property is listed in the HUD Assisted Multifamily Spreadsheet, found in WPN 22-5.
4. When appropriate PA will implement the USDA/DOE eligibility certification process as allowed in WPN 25-4 and the property is listed in the information provided in WPN 25-4
5. Weatherization services must primarily benefit tenants who can qualify as eligible clients.
6. Weatherization services may not be performed on buildings in which the weatherization services would not primarily benefit eligible clients.
7. Subgrantees that provide weatherization services which would not primarily benefit an eligible client may be responsible for reimbursing disallowable costs.

C. Weatherizing of nontraditional type dwellings such as shelters and apartments over businesses will be reviewed on a case by case basis. Please submit request to the DCED main mailbox at ra-wxmail@pa.gov.

D. Multifamily units will be reviewed on a case by case basis as well.

1. Please refer to WPN 22-12 Multifamily Weatherization and the FAQs for the definition of multifamily housing. Multifamily is defined as those containing 5 or more units or buildings with 2 to 4 units with shared heating systems and/or common areas to include shared attic or basements.

Proof of Property Ownership

A. Client Owned/Occupied Dwelling Units

1. A client who owns his/her own dwelling unit must provide proof of ownership and occupancy.
2. Ownership Verification: Ownership must be verified and documented by any means available, examples include:
 - i. Photocopy of the deed or Mobile Home Title
 - ii. The deed number and page number found in the deed book
 - iii. Copy of the real estate tax bill
 - iv. Mortgage bill that includes the client's name and property address

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- v. Copy of water or sewer bill if it has been determined that the bill is sent to owners only
- vi. Verification through the County Recorder of Deeds
- vii. Verification through a government sponsored online source

B. Rental Occupied Dwelling Units

1. Subgrantees must establish procedures to meet the requirements in 10 CFR 440.22.

- i. Weatherization services conducted on rental units, including units where tenants pay for their energy through their rent must primarily benefit tenants who can qualify as eligible clients.
- ii. No undue or excessive enhancement shall occur to the value of the dwelling unit.
- iii. Weatherization of eligible multi unit buildings needs to demonstrate in detail that the benefits of the weatherization work accrue primarily to the eligible tenants
- iv. Rent
 - a. A client who does not own his/her own dwelling unit (that is, a client who is a tenant) must provide proof of the amount of rent he/she pays monthly.
 - 1. Clients must prove their monthly rent by providing subgrantees with at least one of the following:
 - i. Canceled rent checks that clearly indicate the checks are for monthly rent;
 - ii. A lease that clearly indicates the amount of monthly rent;
 - iii. If neither canceled checks nor a lease are available, a notarized statement signed by the renter and landlord indicating the amount of rent the client pays monthly. In this case (when neither canceled checks nor a lease is available), the statement may be included with the Landlord/Tenant Agreement (see "Landlord/Tenant Agreement" below).
 - 2. Tenants who refuse to provide this information must be deferred.
 - 3. The Client's File must contain the amount and proof of monthly rent.
 - 4. Subgrantees must investigate any client whose monthly rent is less than \$250 to ensure that weatherization services conducted on the rental unit primarily benefit the eligible client.
 - i. Subgrantees may not provide weatherization services within a dwelling unit if the weatherization services would not primarily benefit the eligible client.
 - ii. Subgrantees must thoroughly document in the Client File their investigation and rationale for deciding whether to provide weatherization services within such a dwelling unit.
 - iii. A subgrantee's investigation may be as simple as documenting that the client is participating in a government subsidized housing program (for example, Section 8) or that the client pays all utilities and property tax, but no rental fees. Regardless, the Client File must clearly indicate and explain the subgrantee's rationale for determining that weatherization services primarily benefit the eligible client.
 - v. Owner Permission: Subgrantees must obtain written permission from the unit's owner or authorized agent with ownership proof before conducting weatherization services.
 - vi. Landlord/Tenant Agreement: A notarized agreement must be signed by both the owner/agent and tenant to ensure that:
 - a. The client is current with all rent due to the landlord; and
 - b. During the weatherization process and for 18 months after weatherization is complete, the tenant(s) will not be subject to rent increases or eviction unless it can be demonstrated that such rent increases or eviction is related to matters other than the weatherization work performed.

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Describe Reweatherization compliance

Weatherizing Previously Weatherized Units

- A. Eligibility of Previously Weatherized Dwelling Units is prohibited, except:
- If a previously weatherized dwelling unit has been damaged by fire, flood, or act of God, the event is declared a Federal or State disaster, and repair of the damage to weatherization materials is not paid with insurance, then reweatherization is allowable.
 - i. DCED may provide specific instructions in these cases.
 - ii. When applicable, subgrantees must follow the Department of Energy guidance found in WPN 25-1 Application Instructions, section V.9 Energy Crisis and Disaster Response Plan,
- B. Subgrantees must thoroughly document in the Client File their rationale for providing reweatherization to the client. Such dwelling units must be reported separately as reweatherized units but may be counted as completions.
- The Consolidated Appropriations Act of 2021 amended 42 USC 6865(c)(2) to read as follows:
 - "(2) Dwelling units weatherized (including dwelling units partially weatherized) under this part, or under other Federal programs (in this paragraph referred to as 'previous weatherization'), may not receive further financial assistance for weatherization under this part until the date that is 15 years after the date such previous weatherization was completed. This paragraph does not preclude dwelling units that have received previous weatherization from receiving assistance and services (including the provision of information and education to assist with energy management and evaluation of the effectiveness of installed weatherization materials) other than weatherization under this part or under other Federal programs, or from receiving non-Federal assistance for weatherization." Weatherization work conducted with DOE or LIHEAP funds on completed units cannot be conducted again until 15 years after the official completion date.
- C. Such dwelling units must receive a new energy audit that takes into account any previous energy conservation improvements to the dwelling unit.

Describe what structures are eligible for weatherization

PA WAP includes the following structures:

- Owner Occupied Single Family
- Single Family Rental, Site Built
- 2 to 4 unit buildings, with or without shared heating systems and common areas including attics and basements
- Multi Family more than 5 units
- Owner Occupied Manufactured Housing
- Renter Occupied Manufactured Housing
- Row Homes
- Shelters
 - Caution is exercised when dealing with nontraditional type dwelling units such as shelters, apartments over businesses, etc.

Eligibility of Property Structures for Weatherization Services

- A. A manufactured/mobile dwelling unit or a single family (up to and including 2 to 4 unit buildings with separate heating systems and no common areas) is eligible for weatherization services if all of the following conditions are met
1. The Property must be the primary residence of the client(s)
 2. All residents must provide proof of income as defined above in Section Client Income Eligibility.
 3. The entire building may be weatherized if at least 50% for duplexes and four unit buildings of the dwelling units in the building are eligible or will become eligible dwelling units within 180 days.
 4. The manufactured/mobile dwelling unit must be considered permanent. Permanent foundation means a foundation constructed in accordance with the prescriptive provisions of the adopted building code or, when required, designed by a licensed professional engineer. A permanent foundation shall have attachment points to anchor and stabilize the home to transfer all code required loads to the underlying soil or rock.
- B. Buildings Containing Multiple Dwelling Units
1. Multifamily Buildings are defined as those containing 5 or more units or buildings with 2 to 4 units with shared heating systems and/or common areas to include shared attic or basements
 2. The entire building may be weatherized if at least 66% of the dwelling units in the building are eligible or will become eligible dwelling units within 180 days
 3. When appropriate PA will implement the HUD/DOE eligibility certification process described in WPN 22-5 or USDA eligibility described in WPN 25-4.
 4. Weatherization services must primarily benefit tenants who can qualify as eligible clients
 5. Weatherization services may not be performed on buildings in which the weatherization services would not primarily benefit eligible clients.

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6. Subgrantees that provide weatherization services which would not primarily benefit an eligible client may be responsible for reimbursing disallowable costs.
- C. Weatherizing of nontraditional type dwellings such as shelters and apartments over businesses will be reviewed on a case by case basis. Please submit request to the DCED main mailbox at rawxmail@pa.gov.
- D. Multifamily units will be reviewed on a case by case basis as well.
1. Please refer to WPN 22-12 Multifamily Weatherization and the FAQs for the definition of multifamily housing. Multifamily is defined as those containing 5 or more units or buildings with 2 to 4 units with shared heating systems and/or common areas to include shared attic or basements.

WHEN NOT TO WEATHERIZE If any of the following conditions are true for a property at the time of client application or anytime during the weatherization period then the property is not eligible for weatherization services until the condition is resolved. NOTE: If a dwelling unit falls within any of these categories during the weatherization process, all measures started must be completed; however, no new measures will be permitted. The job will be considered deferred. For subgrantees recording of charges, documentation must be kept in the client file to explain the details. When deciding not to weatherize, the agency must follow deferral process as defined in the Health & Safety Plan.

1. The property is owned by a bank or other financial entity due to foreclosure
2. The property is currently in foreclosure proceedings
3. The property is currently for sale or for rent and is unoccupied or the client is moving
4. The property is listed for sale or rent to the general public
5. The property is scheduled for a sheriff sale
6. The structure is condemned or otherwise deemed uninhabitable by federal, state or local authorities.
7. The structure is not secured to a permanent foundation and connected to utilities.
8. The structure is a camper, recreational vehicle, boat, railroad car, bus or other structure which does not have a mailing address and is designed and constructed as temporary, nonstationary, living quarters.
9. A service provider may choose not to weatherize a property under the following conditions:
 - i. There are vermin, unsanitary conditions, or other health and safety problems on the property that present a hazard to the weatherization workers

Compliance with National Historic Preservation Act

A simplified process has been created specifically for the PA Weatherization Program to ensure compliance with the federal law, Section 106 of the National Historic Preservation Act of 1966, as amended. Through the Department's work with the PA State Historical Preservation Office (SHPO), it has been determined that in most instances, weatherization efforts are limited to a narrow list of project activities which have little or no potential to adversely affect historic or archaeological resources. Consequently, a list of NO EFFECT ACTIVITIES has been created which, when followed, will not require individual consultation for weatherization projects.

Although most weatherization projects will have little or no chance to adversely affect historic or archaeological resources and will not require individual review by the SHPO office, certain weatherization activities trigger the need to submit project information to the SHPO office. The following activities, when performed on homes over 50 years old, require consultation:

1. Changes to the exterior appearance of a building
 - i. Such as the closing in of windows, doors or porches, removal or covering of decorative trim, covering of wall surfaces with new and different materials, and altering or removal of chimneys. Anytime the completed building will look different from its appearance prior to weatherization treatments, consultation is required.
2. Replacement of original, nonplacement windows/doors on facades visible from the street with new modern material (vinyl or aluminum) windows or metal doors.
3. Replacement of any window or door with a new window or door of a different size, shape or placement from the original*
 1. *Except for ground level basement or cellar windows

Pennsylvania SHPO Agreement can be found at: <https://www.energy.gov/eere/wipo/historic-preservation-executed-programmatic-agreements>

PA is adding National Environmental Protection Act (NEPA) information and training to our SHPO guidance. Since PA has an approved SHPO Programmatic Agreement, it will be reviewed with the WAP Network as applicable, and training provided as referenced in the following link:

[The National Environmental Policy Act and Historic Preservation Training Website for the Weatherization and Intergovernmental Programs Office | Department of Energy](#)

Describe how Rental Units/Multifamily Buildings will be addressed

Multifamily work will be primarily funded through DOE IJA funds however, PA may decide to allocate annual funds to this type of work if the multifamily work

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successfully expands.

A. Subgrantees must establish procedures to meet the requirements in 10 CFR 440.22.

i. Weatherization services conducted on rental units, including units where tenants pay for their energy through their rent must primarily benefit tenants who can qualify as eligible clients.

ii. No undue or excessive enhancement shall occur to the value of the dwelling unit.

iii. Weatherization of eligible multiunit buildings needs to demonstrate in detail that the benefits of the weatherization work accrue primarily to the eligible tenants

iv. Rent

1. A client who does not own his/her own dwelling unit (that is, a client who is a tenant) must provide proof of the amount of rent he/she pays monthly.

2. Clients must prove their monthly rent by providing subgrantees with at least one of the following:

i. Canceled rent checks that clearly indicate the checks are for monthly rent;

ii. A lease that clearly indicates the amount of monthly rent;

iii. If neither canceled checks nor a lease are available, a notarized statement signed by the renter and landlord indicating the amount of rent the client pays monthly. In this case (when neither canceled checks nor a lease is available), the statement may be included with the Landlord/Tenant Agreement (see "Landlord/Tenant Agreement" below).

c. Tenants who refuse to provide this information must be deferred.

d. The Client's File must contain the amount and proof of monthly rent.

e. Subgrantees must investigate any client whose monthly rent is less than \$250 to ensure that weatherization services conducted on the rental unit primarily benefit the eligible client.

i. Subgrantees may not provide weatherization services within a dwelling unit if the weatherization services would not primarily benefit the eligible client.

ii. Subgrantees must thoroughly document in the Client File their investigation and rationale for deciding whether to provide weatherization services within such a dwelling unit.

iii. A subgrantee's investigation may be as simple as documenting that the client is participating in a government subsidized housing program (for example, Section 8) or that the client pays all utilities and property tax, but no rental fees. Regardless, the Client File must clearly indicate and explain the subgrantee's rationale for determining that weatherization services primarily benefit the eligible client.

v. Owner Permission: Subgrantees must obtain written permission from the unit's owner or authorized agent with ownership proof before conducting weatherization services.

vi. Landlord/Tenant Agreement: A notarized agreement must be signed by both the owner/agent and tenant to ensure that:

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- a. The client is current with all rent due to the landlord; and
- b. During the weatherization process and for 18 months after weatherization is complete, the tenant(s) will not be subject to rent increases or eviction unless it can be demonstrated that such rent increases or eviction is related to matters other than the weatherization work performed.

B. Buildings Containing Multiple Rental Dwelling Units

- 1. For determining eligibility, Multifamily Buildings are defined as those containing 5 or more units or buildings with 2 to 4 units with shared heating systems and/or common areas
- 2. The entire building may be weatherized if at least 66% (50% for duplexes and four unit buildings) of the dwelling units in the building are eligible or will become eligible dwelling units within 180 days.
- 3. When appropriate PA will implement the HUD/DOE eligibility certification process described in WPN 22-5 and utilize the USDA lists found in WPN 25-4
- 4. Weatherization services must primarily benefit tenants who can qualify as eligible clients.
- 5. Weatherization services may not be performed on buildings in which the weatherization services would not primarily benefit eligible clients.
- 6. Subgrantees who provide weatherization services which would not primarily benefit an eligible client may be responsible for reimbursing disallowable costs.

C. Documentation of Eligibility of Rental Dwelling Units

A. Subgrantees must document all aspects of Rental Dwelling Unit eligibility in the Client File.

- 1. Landlord Information: the name, address, and phone number of a client's landlord must be documented in Hancock in the "Landlord Information" section of the "Client Information" tab.
- 2. Buildings Containing Multiple Dwelling Units
 - i. Subgrantees must ensure that all street addresses of buildings containing multiple dwelling units are typed and spelled consistently within Hancock. For example, "1234 Main St" should be consistently entered into Hancock as "1234 Main St" not as "1234 Main St." or "1234 Main Street."
 - ii. For buildings containing five or fewer weatherized dwelling units, each dwelling unit's Hancock "job" must reference all other weatherized dwelling units in the building.
 - a. References to other dwelling units must include: the name of the client within the dwelling unit, the job number, the exact address, and the unit number.
 - b. These references to other dwelling units should be entered in the "Comments" section of the "Client Information" tab in Hancock.

Client Appeals & Complaints Process for Client Owned and Rental Properties

- A. The Client Appeals Process must indicate that it was given to the client at the time of application and must have a client signoff.
- B. Every client, regardless of whether the client has been deferred or not, must receive a copy of the Client Appeals Process, and the signoff must indicate that the client has received and understands the Client Appeals Process.
- C. The Client Appeals Process must present a clear order in which the client may appeal any weatherization services based decision or action with which the client disagrees.
- D. Except for the Center for Residential Reinvestment Programs' contact, the Client Appeals Process must contain the name, mailing address, phone number, and email address of all individuals or offices listed.
- E. The Client Appeals Process must detail that the Center for Residential Reinvestment Programs' may only be contacted in writing and must include the office and the address by which that office should be contacted. The client appeal submission to the Center for Residential Reinvestment Programs' must include details regarding the agency's involvement and responses to the client appeal. The Client Appeals Process must not include the phone number or email address of the Center for Residential Reinvestment Programs' staff.
- F. Client Complaint Process
 - a. Agency is responsible for developing a Client Complaint process to be followed if client is not happy with the quality of the work, workmanship, or serviceability. This process may be included with the Client Appeals Process if it is clear that client understands that they can not only appeal a decision but also file a complaint about the work, workmanship and/or serviceability.
 - b. The Client Complaint Process must indicate that it was given to the client at the time of application and must have a client signoff.
 - c. Every client, regardless of whether the client has been deferred or not, must receive a copy of the Client Complaint Process, and the signoff must indicate that the client has received and understands the Client Complaint Process.
 - d. Although all client complaints must be documented in the individual file, client complaints must also be tracked by date to resolution in an Excel tracking system or one in which all complaints can be reviewed in one place.

Eligibility of Property Structures for Weatherization Services

- A. A manufactured/mobile dwelling unit or a single family (up to and including 2 to 4 unit buildings with separate heating systems and no common areas) is eligible for weatherization services if all of the following conditions are met
 - 1. The Property must be the primary residence of the client(s)
 - 2. All residents must provide proof of income as defined above in Section Client Income Eligibility.
 - 3. The entire building may be weatherized if at least 50% for duplexes and four unit buildings of the dwelling units in the building are eligible or will become

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eligible dwelling units within 180 days.

4. The manufactured/mobile dwelling unit must be considered permanent. Permanent foundation means a foundation constructed in accordance with the prescriptive provisions of the adopted building code or, when required, designed by a licensed professional engineer. A permanent foundation shall have attachment points to anchor and stabilize the home to transfer all code required loads to the underlying soil or rock.

B. Buildings Containing Multiple Dwelling Units

1. Multifamily Buildings are defined as those containing 5 or more units or buildings with 2 to 4 units with shared heating systems and/or common areas to include shared attic or basements
2. The entire building may be weatherized if at least 66% of the dwelling units in the building are eligible or will become eligible dwelling units within 180 days
3. When appropriate PA will implement the HUD/DOE eligibility certification process described in WPN 22-5 and utilize the USDA lists found in WPN 25-4
4. Weatherization services must primarily benefit tenants who can qualify as eligible clients.
5. Weatherization services may not be performed on buildings in which the weatherization services would not primarily benefit eligible clients.
6. Subgrantees that provide weatherization services which would not primarily benefit an eligible client may be responsible for reimbursing disallowable costs.

C. Weatherizing of nontraditional type dwellings such as shelters and apartments over businesses will be reviewed on a case by case basis. Please submit request to the DCED main mailbox at rawxmail@pa.gov.

D. Multifamily units will be reviewed on a case by case basis as well.

1. Please refer to WPN 22-12 Multifamily Weatherization and the FAQs for the definition of multifamily housing. Multifamily is defined as those containing 5 or more units or buildings with 2 to 4 units with shared heating systems and/or common areas to include shared attic or basements.

Describe the deferral Process

WHEN NOT TO WEATHERIZE If any of the following conditions are true for a property at the time of client application or anytime during the weatherization period then the property is not eligible for weatherization services until the condition is resolved. NOTE: If a dwelling unit falls within any of these categories during the weatherization process, all measures started must be completed; however, no new measures will be permitted. The job will be considered deferred. For subgrantees recording of charges, documentation must be kept in the client file to explain the details. When deciding not to weatherize, the agency must follow deferral process as defined in the Health & Safety Plan.

1. The property is owned by a bank or other financial entity due to foreclosure
2. The property is currently in foreclosure proceedings
3. The property is currently for sale or for rent and is unoccupied or the client is moving
4. The property is listed for sale or rent to the general public
5. The property is scheduled for a sheriff sale
6. The structure is condemned or otherwise deemed uninhabitable by federal, state or local authorities.
7. The structure is not secured to a permanent foundation and connected to utilities.
8. The structure is a camper, recreational vehicle, boat, railroad car, bus or other structure which does not have a mailing address and is designed and constructed as temporary, nonstationary, living quarters.
9. A service provider may choose not to weatherize a property under the following conditions:
 - i. There are vermin, unsanitary, or other health and safety problems on the property that present a hazard to the weatherization workers
 - ii. The client or occupants are physically or verbally abusive.

DOE Weatherization Readiness Program

The DOE Weatherization Readiness funds have been added as a separate budget category in the SF424A Budget.

Half of the WAP Readiness funds (\$880,859) will be allocated based the DOE WAP Allocation formula. The other half (\$880,858) will be distributed to agencies based on the approval of subgrantee requests to include work plans and budget amounts, submitted to DCED. Please note for the Annual File Subgrantee Allocations in PAGE include the total WAP Readiness allocation. They are provided per subgrantee as drafts and will be adjusted based on actual approved requests.

PA has been operating a LIHEAP Deferral program since 2017. Therefore, we had a program and guidelines that we knew worked for such a program. The LIHEAP Deferral Program Guidelines were adjusted for some changes and differences for the use of these Weatherization Readiness funds.

DCED reviews or preapproves work which goes over the cost of \$8,500. Therefore, we count those pre-approvals as in progress monitoring of the WAP Readiness work. Additionally, the monitors review the WAP Readiness work on completed DOE units. Monitoring of the WAP Readiness work will be

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completed within the state's 5% monitoring requirement.

Below is our general guidance for the operation the DOE Weatherization Readiness Program:

The purpose of the DOE Weatherization Readiness Program is to perform energy related repairs in homes so that units will be in appropriate condition for a weatherization audit to be performed and energy conservation measures installed. These homes must be eligible for the Weatherization Assistance Program (WAP) and must have been deferred for WAP services due to the repair issues that need to be remediated. Once the home has received weatherization services, the projected results include increased energy savings, reduced fuel use and cost, and providing a safe and healthy home environment.

Please note that the DOE Weatherization Readiness and deferral work language used, are interchangeable terms within this guidance.

Limits – In order to perform the deferral work, it should be preliminary assessed that the home could benefit from weatherization services. These funds can be utilized for single family and/or manufactured housing.

Homes for this program have been prioritized based on the PA Priority Point system. The need for deferral is usually discovered during the audit process. During that process, if the home is going to be deferred, the home must be assessed to determine the overall needs and plans to remediate all the deferral issues so that the home can be weatherized.

The amount per home of deferral work can fluctuate and must be considered in relation to the reasons for deferral, the estimated costs to correct, and the overall value of the home. DOE WAP Readiness funds spent for the deferral work on a unit must average \$15,000 of the agency overall WAP Readiness Budget. Agencies may also utilize, HOME funds, PHARE funds, LIHEAP Deferral (when available), utility or any other home repair type funds to complete the deferral work.

Weatherization work can be completed with Annual DOE, DOE IIJA and/or LIHEAP Standard funds. However, Annual DOE and DOE IIJA funds cannot be braided. WAP Readiness work must be completed within the first program year it is awarded and the weatherization work on the WAP Readiness unit must be completed within the following program year.

If the estimated job cost for deferral work exceeds \$8,500, the Job Number, Total Amount, at least two detailed estimates, and a brief description of the work to be conducted must be submitted for approval to the weatherization resource account at ra-wxmail@pa.gov, prior to starting work.

For reporting purposes, within the Annual DOE Budget Workbook and in Hancock Cloud, there will be a separate column for the DOE WAP Readiness funds. Allowable budget categories include:

1. Program Operations
 1. Direct and Subcontract labor
 2. Materials

Any Administrative or Program Support costs associated with the WAP Readiness work must be tracked and charged to Annual/Formula DOE grant or the IIJA grant.

Allowable Activities

Below is a list of activities that are within the parameters of the DOE Weatherization Readiness Program. All activities must have been previously determined as a cause for the home to be deferred, recognizing that there may be multiple reasons for deferral in the home. This list is not all-inclusive.

- Mold Remediation
- Moisture Control
- Knob & Tube Wiring Issues
- Grading
- Roof Repair
- Roof Replacement
- Gutters, Downspouts, and Runoffs/Drainage System
- Sump Pump Installation
- Pest Control
- Air Exchange Issues
- Radon Testing & Mitigation
- Asbestos Testing & Mitigation
- Lead Paint Testing & Mitigation (beyond the typical scope of WAP work)

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Allowable Practices

Allowable activities in the deferral program will be more extensive than what is allowable under normal weatherization health and safety or incidental/ancillary repair work. Deferral work might include, but is not limited to, general repair work for structural issues, plumbing and electrical work, mold and mildew remediation via specialists, and roof repair or replacement.

Hot water heater replacement should only be considered under this deferral program if it is part of other deferral activities.

The agency is responsible to obtain cost estimates for all work required, including local municipality permits, if needed. Any permit or fee should be included in the price of the corresponding measure.

Methods must be those that are used to **correct the issue of all deferral work** and will allow weatherization services to proceed. If additional funds are needed to complete the deferral work, other leveraged funds may be used to complete deferral work. All funds used in the unit must be documented and tracked. Agencies will be required to track all deferred units in the Hancock Cloud but additional information may be required for the WR jobs and the follow up weatherization work.

Client Education regarding the deferral work and weatherization work must be provided during all stages of the job.

Case-by-Case Practices

Approval from DCED must be obtained for the following methods on a case-by-case basis:

- Heating System Replacement
 - Examples of reasons for allowing this might be that the household does not qualify for Crisis or the agency has exceeded their health and safety limit.
- Gas Range Replacement
 - Examples of reasons for allowing this might be that the CO level is exceeded, or the agency has exceeded their health and safety limit for gas range work.
- Miscellaneous
 - Any proposed deferral work which is not listed in the prescribed list of deferral measures within these guidelines and is planned because the agency has exceeded their health and safety limit.

V.1.3 Definition of Children

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

V.1.4 Approach to Tribal Organizations

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

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

The Department has chosen to provide weatherization services to the low-income persons of tribal organizations via its existing network of sub grantees. Low income members of tribal organizations will receive benefits equivalent to the assistance provided to other low income persons within the state.

V.2 Selection of Areas to Be Served

PA WAP serves the entire state of Pennsylvania. There are subgrantees who are each assigned service areas, which includes all counties, cities and areas of the state.

- A. As required by the Federal Register, Section 440.15, all current subgrantees have experience in dealing with, identification of, and service to, the low income population of their respective areas.

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- B. All current Weatherization Program subgrantees have been presented in the plan and announced at the public hearing for public comment.
- C. In the event that an agency chooses to stop providing weatherization services, or funding is at risk due to performance issues which cannot be resolved in a timely manner and in order to utilize the funds in the specific area they were allocated for, the Department has, and will continue, to give preference to any Community Action Agency or other public or nonprofit agency which has or is currently administering an effective program under the Weatherization Assistance Act or the Community Services Block Grant Act of 1981 in order to provide continuity of services.
- D. Any future **new** Weatherization Program subgrantees will be selected and announced at a public hearing conducted by the Department.
- E. Criteria used in the selection of new subgrantees include, but are not limited to:
 - a. The subgrantee's experience and performance in weatherization type activities or housing renovation activities
 - b. The grantee's experience in assisting low income persons in the areas to be served
 - c. The sub grantee's capacity to undertake a timely and effective program

In the decision to continue any subgrantee's participation in the Weatherization Program, the Department will take into consideration the extent to which that agency achieved or is achieving weatherization goals in a timely fashion, quality of work performed, and the numbers, qualification, and experience of the subgrantee's staff members. In addition, the ability of the current subgrantees to secure volunteers, training participants, public service employment workers, and other federal/state training programs is also considered.

A. Types of Subgrantees:

- a. Community Action Agencies
- b. City Government Agencies
- c. County Government Agencies
- d. Local Housing Authorities
- e. Local Redevelopment Authorities
- f. Other Non Profit Agencies

For FY25/26, Philadelphia County will be covered by Philadelphia Housing Development Corporation to provide all weatherization services.

V.3 Priorities

Clients who have completed the application process and been determined eligible for WAP services will be placed on a Service List and prioritized based on the presence of vulnerable populations within the household. Specifically, priority is given to homes occupied by elderly individuals, persons with disabilities, and children. Additional consideration is afforded to households identified as high energy users or those experiencing a high energy burden.

As per the Client File Directive, client applications must be finalized through the Hancock Software system, which ensures proper implementation of the Department's priority point scoring matrix and provides a permanent record of each application's score.

Once a Service List is established, the subgrantee must, to the maximum extent practicable, ensure the following:

1. WAP funds are used to supplement—not supplant—State or local resources, and should enhance, rather than replace, other funding sources available for similar purposes.
2. WAP services are coordinated with other Federal, State, local, or private programs to maximize the overall impact on energy efficiency and ensure comprehensive support for the households being served.

Factors such as job site location, subcontractor and client availability, and the availability of materials and equipment may be considered when scheduling weatherization work. All such considerations must be thoroughly documented in the client file to ensure transparency and compliance.

Exception to Client Prioritization: For multifamily projects, where the Department has allocated a specific portion of WAP funds for multifamily work, standard client prioritization requirements will be waived to support a "whole building as a system" approach. In such cases, at least one unit/household within the building must be occupied by a household that meets the definition of a priority client; however, that unit does not need to be prioritized on Service List.

3. The Priority Points System is guided by the Priority Points Matrix:

| Category | WAP Client Priority Points |
|----------|---|
| Age | • 4 pts for households with any member under 19 years of age |
| | • 4 pts for households with any member over 60 years of age |
| | • 5 pts for households with any member(s) who are "Persons with Disabilities", as defined in 10 CFR |

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|-------------|--|
| Disability | 440.3 |
| | <ul style="list-style-type: none">• 15 pts for whose previous calendar year energy use of gas or electric exceeds:• 9,000 kWh for electricity• 100 MCF of natural gas |
| High Use | <ul style="list-style-type: none">• 15 pts for any household who for the previous calendar year had one of the listed fuels as their primary or secondary heat source: <p style="text-align: center;">Oil, Wood, Wood Pellets, Propane, Coal, Kerosene, Other</p> <ul style="list-style-type: none">• 3 pts for households receiving utility leveraged funds for weatherization measures coordinated in unit• 3 pts for households receiving nonutility leveraged funds for weatherization measures coordinated in unit |
| High Burden | <ul style="list-style-type: none">• 10 pts for households with high energy burden (households' overall energy costs are equal to or greater than 10% of a household's annual income)• 20 pts for households with high energy burden (households' overall energy costs are equal to or greater than 25% of a household's annual income)• 3 pts for households participating in a utility's Customer Assistance Program (CAP) or receiving a LIHEAP grant within the last 12 months |

The Weatherization Service List

A. Definition

1. The Weatherization Service List—referred to by the U.S. Department of Energy (DOE) as the "waiting list"—is the list of clients who meet all the following conditions:

- i. Have submitted a complete application for weatherization services.
 - ii. Have been entered into the Hancock Software system.
 - iii. Have been determined eligible for WAP in accordance with federal and state requirements.
 - iv. Have been prioritized for service based on the Department's approved priority criteria.
2. The Weatherization Service List must include only those clients whom the subgrantee reasonably anticipates serving with the current program year's funding allocation.

3. Individuals who do not meet all the above conditions shall not be considered part of the Weatherization Service List.

B. Creating and Managing the Weatherization Service and Inquiry Lists

Weatherization Service List

1. Outreach and List Formation

Subgrantees must form the Weatherization Service List from the broader Inquiry List in a manner that aligns with their organizational capacity and resources. Subgrantees are expected to engage in targeted community outreach to promote awareness of the weatherization program, especially among underserved populations. They are also encouraged to include clients for whom braided or stacked funding sources are available, as leveraging non-DOE funds helps maximize resources and maintain compliance with DOE's allowable Average Cost Per Unit (ACPU).

2. Eligibility Determination

Subgrantees must determine client eligibility before placing an individual on the Weatherization Service List. Once eligibility is confirmed, clients may be added to the list. Eligibility determinations remain valid for 12 months from the date of final determination.

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3. Reasonable List Size

The subgrantee's Service List must be maintained at a reasonable size, reflecting the number of units the agency can realistically complete within a defined timeframe. The list should be scaled to match the subgrantee's staffing capacity, funding availability, and operational resources to ensure timely service delivery, minimize client wait times, and promote a positive, high-quality experience for applicants.

The Service List must not exceed the number of clients the subgrantee can reasonably expect to serve within the current program year. Subgrantees may opt to take a phased or partial-year approach to list management, scaling the list accordingly to maintain strong internal controls, ensure timely service delivery, and uphold a high standard of customer satisfaction.

Maintaining an oversized Service List that exceeds the subgrantee's realistic capacity to complete units may be considered noncompliant with DOE planning and reporting requirements and could result in adverse impacts during program monitoring or future funding considerations.

Inquiry List

1. When the Weatherization Service List is full, subgrantees should maintain a separate Inquiry List consisting of individuals who have expressed interest in the program but have not yet been fully processed or prioritized. This list may include potentially eligible clients, clients awaiting other funding, or clients referred through LIHEAP Crisis or other home repair programs.

o The Inquiry List must, at a minimum, document:

- Client name
- Phone number
- Address
- Date of inquiry

o Subgrantees are encouraged to regularly review the Inquiry List to identify clients who may be eligible for placement on the Service List as space and funding permit.

V.4 Climatic Conditions

According to the PA Energy Code which cites the International Residential Code (IRC) and the International Energy Conservation Code (IECC), found at this website: <https://paenergycode.com/envelope/default.html>, PA is divided into three climate zones used to apply insulation and fenestration requirements. North PA is Zone 6, Central PA is Zone 5 and Southeast PA is in Zone 4.

PA used a website called weatherdatadepot.com to review and update changes to the state's Heating Degree Days by county. The Heating Degree Day data was reviewed for a 5 year time frame from 2017-2021. We then used that averaged data to create a chart that incorporated the Heating Degree Day data with the 21 PA weather stations. Pennsylvania uses the MINT Energy Auditing Tool for energy modeling. The chart depicts the coldest area of the state in Bradford, PA at 6921 and the warmest area of state as Philadelphia, PA at 4139. The MINT Tool is set to utilize 21 weather stations located in close proximity to the areas in which the audits are being conducted. The fuel prices are updated annually as needed based on survey data from each agency. The measure costs are updated via WAP agency auditors based on contractually-negotiated price lists from each WAP agency. A recent review of Heating Degree Day data revealed some changes in the number of heating degree days per county. These updates have been incorporated into the over Agency Allocation Formula and have also been integrated when conducting energy audits due to the use of MINT as the state's energy modeling tool.

PA Weather Station in Hancock

5 yr. Avg

Allentown

4983

Altoona

5432

Bradford

6921

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| | |
|----------------------------------|------|
| Butler | 5654 |
| Dubois | 5989 |
| Erie | 5622 |
| Franklin | 6257 |
| Harrisburg Capital City | 4679 |
| Johnstown | 5925 |
| Lancaster | 4744 |
| Middletown | 4663 |
| Philadelphia | 4139 |
| Philadelphia Northeast | 4139 |
| Pittsburgh International Airport | 5318 |
| Pittsburgh | 5318 |
| Reading | 4998 |
| State College | 5655 |
| Washington | 5041 |
| Wilkes-Barre | 5538 |
| Williamsport | |

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| | |
|--------------|------|
| Willow Grove | 5439 |
| | 5162 |

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

Type of Work to Be Done

The Weatherization Assistance Program is designed to reduce energy consumption of dwellings through the installation of energy conservation measures approved by the Department, based on their savings to investment ratio or cost-effectiveness. Additional measures are approved and selected as incidental repairs necessary for effective installation of the energy conservation measures, to correct an existing health or safety problem or to assure health and safety in conjunction with the installation of the energy conservation measures.

The specific methodologies to accomplish the program measures are based, to an extent, on the condition and design of the dwelling. These methodologies are further directed on individual dwelling units through blower door guided analysis, airsealing, and inspection of the heating system.

Technical Guides and Materials

As indicated in energy audits procedure section below, PA uses of the DOE approved whole house standardized energy audit, MINT developed by Hancock Software, Inc. for single family and manufactured housing.

PA is planning to transition to the use of the new web-based energy audit tool from Hancock called MINT. Since PA is also transitioning to the cloud-based Hancock software system, the use of the MINT audit tool will coordinate with the cloud-based software system.

All work will be consistent with the energy audit, the NREL Standard Work Specifications (SWS), and approved 2021 Pennsylvania SWS Field Guide. In addition, all subgrantees are required to meet the PA SWS Field Manual standards, which include the approved WAP materials, as listed in Appendix A in accordance with WPN 23-6.

PA requested and received DOE approval on July 15, 2019 to use the following materials in addition to Appendix A:

- Refrigerators (Energy Star)
- Spray Applied Foam, both one and two part (insulation)
- LED lamps and fixtures (Energy Star)

As of 5/16/2024, PA requested and received DOE Approval to use the following material and update measure lifetimes:

- Electric Heat Pump Water Heater Replacements

An electronic copy of the most recent PA SWS Field Guide can be found at this link within the Weatherization SharePoint site, which can only be accessed by the weatherization network:

<https://collab.pa.gov/dced/weatherization>

The PA SWS Field Guide can also be found at the link below from Clean Energy Center:

<https://www.pct.edu/business/clean-energy/pa-weatherization>

All Weatherization work performed in PA WAP will adhere to the Standard Work Specifications (SWS) for Home Energy Upgrades for Single Family, Mobile and/or Manufactured Homes. In the event that multifamily work is performed, it will adhere to the Multifamily SWS. These SWS have been adjusted to align with PA standards in the PA SWS Field Guide. The Department will continue collecting data on any other variances and will submit those requests as required. Other requirements are provided via WAP Directives available at the WAP SharePoint Site, for which access is required for every agency.

All Weatherization work performed in PA WAP by direct hires of the PA WAP network as well as any subcontractor work adheres to the SWS's for Home Energy Upgrades for Single Family, Multifamily, Mobile and/or Manufactured Homes, and as such, will be noted in the contractual requirements between the PA WAP agencies and their subcontractors. The PA WAP agencies and their subcontractor's signatures on the contracts signifies agreement and compliance with all the requirements.

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1. Ensures that all technical requirements such as audits, testing, installation, and inspections are provided, and signatures are obtained from all subcontractors and direct hire staff
2. Work quality standards align with the SWS
3. Every home is inspected and complies with the SWS

PA requires a standardized whole house energy audit on every unit. However, PA has developed and is submitting for DOE approval for Agencies to utilize a priority list for WAP candidate homes- both single family and mobile/manufactured homes. The use of the priority list will not remove the energy audit requirements- and all homes considered will still need the full energy audit with diagnostic testing. Use of the list will provide agencies another method to complete WAP jobs without a full energy model and/or SIR constraints- but PA will not mandate that agencies adopt or use the PL(s). Upon DOE approval, PA anticipates rolling the Priority Lists out for deployment during Q2 of FY2026.

In addition, the PA SWS Field Guide has been updated to include the SWS for the most common measures performed in PA and is coupled with Pennsylvania's state specific guidance regarding policy and technical program requirements. All PA WAP weatherization workers are required to use PA's SWS Field Guide on the jobsite to reference the desired outcome of specific tasks as well as to ensure the installed measures are 100% compliant with the SWS. The SWS online tool is referenced in the PA SWS Field Guide and should be utilized for guidance on the SWS's that may not be addressed in the Field Guide.

Full implementation of the certified Quality Control Inspections (QCI) occurred July 1, 2015. PA's Interstate Renewable Energy Council (IREC) accredited training center, Clean Energy Center, has continued to provide the IREC-accredited Quality Control Inspection training. The requirement for monitoring of units by the Department monitors will be 5%. PA monitors 5% because we follow the Independent QCI rule from WPN 22-4: When the Subgrantee's QCI performs only the final quality control inspection, the Grantee must perform reviews of at least 5 percent of each Subgrantee's completed weatherized units (with DOE funds) using an independent QCI. All the Department monitors are QCI certified. The QCI certification is also a requirement for all new monitors. To meet PA's needs and avoid all conflicts of interest, a QCI is an individual that has no involvement in the prior work of the home.

The Department's Monitors will be quality control inspecting and overseeing the work of the subgrantee QCIs by performing technical on-site visits at each agency. For jobs that have been reported in the Hancock Cloud as complete and do not pass the Department's QC inspection, the Department will coordinate with the agency responsible for the work and allow them the chance to go back and correct the problem. The agency will be responsible for making sure the unit meets standard work specifications and that it will pass a final departmental inspection. If there are cases where the issue cannot be corrected or the timing is such that the corrections cannot be made within the funding release and reporting limits, the agency will be charged with disallowed costs.

The opportunity to work with the agency and the Quality Control Inspector to fix the issues with DOE funds, will allow at the Department's discretion, to evaluate the QCI process and develop a plan for the continuing implementation of QCI process and quality failures. In addition, if specific Quality Control Inspectors are found to be performing poorly, there will be consequences based on the number of failed inspections and severity of the deficiency.

Field guide types approval dates

Single-Family: 8/9/2021
Manufactured Housing: 8/9/2021
Multi-Family:

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family

Audit Name: Other (specify)

MINT

Approval Date: 5/16/2024

Audit Procedure: Manufactured Housing

Audit Name: Other (specify)

MINT

Approval Date: 5/16/2024

Audit Procedure: Multi-Family

Audit Name:

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Approval Date:

Comments

For audit determination the following definitions apply to the different types of buildings:

- 1 unit is a single-family unit
- 2 to 4 units is a separate building type but are considered single family units for auditing purposes, unless they have shared heating systems and/or common areas to include shared attics and basements
- 5 units or over or certain 2 to 4 unit buildings with shared heating systems and/or common areas including shared attics or basements are multifamily units but the prescribed audit will depend on the specific building characteristics

Regarding manufactured/mobile homes, they are defined as having a steel foundation frame and they are governed by Housing and Urban Development (HUD) code. The same MINT Energy Audit Tool for manufactured/mobile homes is utilized. For modular homes which are defined as being factory built but constructed to meet site-built single family standards, MINT for single family is utilized.

For Multifamily, there will be circumstances that MINT for single family homes will be appropriate and used only upon approval. PA plans to be approved to use the TREAT or MulTEA multifamily audit tool and also the use of MINT for some multifamily units which have their own individual heating units such as garden apartments. The tool to use will be determined by the characteristics of the multifamily unit and based upon DOE approval.

Currently, when a multifamily project is being considered, DOE IJA funds will be utilized and the subgrantee who conducts multifamily must submit the necessary materials, such as engineering assessments, audit inputs/outputs, for approval of the multifamily project prior to commencing the weatherization. This information will be submitted to PA DOE's Project Officer with the TREAT or MulTEA audit for review on a case by case basis until PA is ready to submit for a multifamily audit tool use approval.

During the program year, PA has developed and is submitting for DOE approval for Agencies to utilize a Region 3 priority list (PL) for appropriate WAP candidate homes- both single family and mobile/manufactured homes. The use of the priority list will not remove the energy audit assessment requirements- and all homes considered will still need the full energy audit assessment with diagnostic testing, but no modeling will be required when using the priority list. Use of the list will provide agencies another method to complete WAP jobs without a full energy model and/or SIR constraints- but DCED is not mandating that agencies adopt or use the PL(s). DCED anticipates rolling the Priority Lists out for deployment during Q2 of FY2026 or as approved by DOE and after training on the appropriate use of the PL(s) has been conducted.

V.5.3 Final Inspection

All weatherization work must adhere to the PA SWS Field Guide as well as the NREL SWS Requirements. All subgrantee contracts and their subcontracts must contain language which:

1. Ensures that all technical requirements such as audits, testing, installation, and inspections are provided and signatures obtained from all subcontractors and direct hire staff
2. Work quality standards align with the SWS
3. Every home is inspected and complies with the SWS

Quality Control Inspections are required for all units. PA's IREC accredited training center, Clean Energy Center, has offered both training and testing since March 2014 to qualified individuals. The requirement for monitoring of units by the Department monitors will be 5% of completed units during the program year. PA monitors 5% because we follow the Independent QCI rule from WPN 22-4: When the Subgrantee's QCI performs only the final quality control inspection, the Grantee must perform reviews of at least 5 percent of each Subgrantee's completed weatherized units (with DOE funds) using an independent state QCI.

To meet PA's needs and avoid all conflicts of interest, a QCI conducting inspections is an individual that has no involvement in the prior work of the home.

A certified Quality Control Inspector will inspect all units submitted to DOE as complete. The Quality Control Inspection must include a review and verification of the energy audit/model. Additionally, crew and contractor work orders need to demonstrate performance requirements for energy audit. Completion verification from the client will be obtained during an inspection process and this verification will become part of the permanent client file record and will indicate the client's satisfaction with the work performed. Also included is verification that the installed measures were explained to the occupant and that client education was provided.

In accordance with federal regulations 10 CFR 440.16 (g), the Department requires all subgrantees to ensure that each unit submitted as completed to DOE is inspected and certified as to the quality of work performed. The requisite signatures, that of the client and an agency representative, are to verify that the work was completed in accordance with an approved audit, that it was done in a professional manner, and that the client was aware of the work performed on the unit and was satisfied.

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The Department's Quality Control Inspectors will be inspecting and overseeing the work of the subgrantee QCIs by performing technical on-site visits at each agency. For the jobs that have been reported in Hancock as complete and do not pass the Department's QC inspection, the Department will coordinate with the agency responsible for the work and allow them the chance to go back and correct the problem. The agency will be responsible for making sure the unit meets standard work specifications and that it will pass a final departmental inspection. If there are cases where the issue cannot be corrected, or the timing is such that the corrections cannot be made within the funding release and reporting limits, the agency will be charged with disallowed costs and funds will be returned to the Department.

The opportunity to work with the agency and the Quality Control Inspector to fix the issues with DOE funds, allows the Department to continue to evaluate the QCI process and develop a plan for the continuing implementation of QCI process and quality failures. In addition, if specific subgrantee Quality Control Inspectors are found to be performing poorly or not adhering to the most recent version of the PA SWS Field Guide, there will be consequences based on the number of failed inspections and severity of the deficiency.

DCED's OCI Poor Performance Plan for All OCT's

These rules apply and will be enforced based on the Department's review of the subgrantee Quality Control Inspections. Consequences for poor performance will be based upon number and severity of failures.

Consequences for subgrantee QCI may include:

- Schedule meeting with involved agencies and subgrantee QC Inspector to discuss noncompliance issues
- Mandatory retraining
- 6 month suspension from performing subgrantee QC Inspections
- 12 month suspension from performing subgrantee QC Inspections
- Notification to BPI
- Debarment

The agency that is responsible for hiring the QCI to perform inspections whether it is through direct hire or subcontracted will be accountable for the work performed on the completed unit.

When a subgrantee QCI approves work which is not consistent with the PA standards and PA SWS Field Guide, there will be increased monitoring of the Subgrantee where the inspector is employed/contracted and the procedures for disciplinary action above will apply based on number and severity.

V.6 Weatherization Analysis of Effectiveness

Performance begins with compliance and the focus on categories of quality weatherization production, required reporting, and adherence to the approved DOE state plan.

PA encourages participation in studies and evaluations and as such plans to work with WAP Network on confirming that they obtain permission from the WAP residents to collect and utilize data to determine the effectiveness of the program such as energy savings analysis, energy and nonenergy impacts, overall household benefits from weatherization.

Program monitoring will continue to be done utilizing the WAP Risk Assessments completed. A risk level will be assigned for each agency. These performance documents are distributed each year to the Weatherization agencies via the DOE State Plan and with each assessment notification. When the monitoring, quality control inspections, and reviews are completed of each agency, they will be notified in writing of their Risk Level and the problem areas identified during the assessment. Agencies will then submit corrective action plans and may be required to attend meetings to discuss further action or attend trainings which will focus on agency issues. The Department will strategically monitor the agencies as related to the assessments of risk, their performance, and the agency's adherence to the completion of their corrective action plans. At any time throughout the program year, new findings can be applied which will raise risk levels, as appropriate. We also base the monitoring and follow up on the type and significance of the deficiencies. In some cases, we require weekly reports, schedule meetings, and would schedule more frequent visits depending on the type of finding. Assessing the risk of the agencies' performance on an ongoing basis promotes better planning and the ability to provide focused guidance and assistance as well as make well informed funding decisions.

As per DOE WPN 24-4 requirements, DCED will notify DOE of waste, fraud, and abuse and abide by § 200.113 Mandatory disclosures. Fraud and abuse will constitute the basis of immediate cessation of work and, if appropriate, law enforcement actions. DCED works with our Financial Management Center and the Director of Risk Management if fraud, waste or abuse is suspected and the Office of the State Inspector General has also been established to deter, detect, prevent, and eradicate fraud, waste, misconduct, and abuse in the programs, operations, and contracting of executive agencies as provided in Act 29 of 2017.

Risk Assessment Plan

- Agencies are visited at least one time a year for a technical visit. At this visit, QCI Monitoring inspections will be conducted and the Quality Control Checklists reviewed by Department QC Inspectors.

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- Agencies will be responsible for reporting units which have been completed and QC inspected no less than weekly. The monitors will schedule visits based on Hancock Cloud reports.
- Risk Assessments using the Tool will be conducted at least annually.
- Meetings are held with Center management staff to discuss the annual review of each agency. Pertinent information about each agency is shared and a plan is developed to address any issues and compare best practices to distribute.

Points System

- There are different descriptors/criteria that are measured that fall within the categories of Management/Financial Reporting, Production, Contract Compliance, Inventory, and Quality Control Inspections and Monitoring Results
- Each descriptor is worth a certain amount of points based on the importance of the descriptor/criteria.
- Each agency will start with a score of at least 100 points and points are subtracted for areas of non-compliance found within each descriptor. DCED may change the overall point system based on specific program year activities.
- QCI Inspections will be assessed based on QCI Reports issued.
- For In Progress work that is reviewed by DCED QC Inspectors, if there are any issues or problems which need to be corrected, the agency will lose at least 1 point.
- If there is a DCED QC Inspection completed and all the work cannot be brought into SWS compliance, the agency will lose points/the maximum points for the QCI criteria.
- The number of callbacks as well as the number and severity of the issues found during QCI's will be reviewed when determining risk as follows:
 - For completed work, if a callback is required after the agency QCI, the agency may lose point/s based on the severity of the issues requiring the callback/s
 - For completed work, if a callback is required after a DCED QCI, the agency will lose points
- Based on the total points available, agencies will be assessed as Low, Medium, and High Risk

Due Process for Non Compliance

Risk Levels

1. Corrective Action Plans (CAP) will be required for all Levels within 15 business days of receipt of their Risk Assessment. Unless otherwise stated and viable reasons provided, all corrective actions should have resolution date of no more than 90 business days after CAP submission.

2. If an agency reaches Medium Risk:

- i. A meeting or call may be scheduled with them to discuss the issues
- ii. Onsite training will be required, if applicable
- iii. In-progress or more frequent QCIs may be completed may be completed, if applicable
- iv. Funding may be affected if production is an issue

3. If an agency reaches High Risk:

- i. A meeting will be scheduled with them to discuss the issues
- ii. Onsite training will be required, if applicable
- iii. In-progress QCIs or more frequent QCIs must be completed, if QCI issues have been identified

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- iv. Funding will be reconsidered quarterly
- v. The possibility of being flagged for a quarter or more until corrective actions are accepted and resolved
- vi. The possibility of invoices not being processed until corrective actions are accepted and resolved

If agency is at Medium or High Risk with unresolved deficiencies and/or there is persistent low performance, when new allocations are being released, the Agency may get 50% of their allocation until all corrective actions are accepted and resolved. In addition, Agencies with persistent low performance may be required to submit a corrective action plan which would include their work with other Weatherization Agencies to get assistance in resolving the persistent or continued issue/s.

If no resolution is possible or criminal activity is alleged, DCED will notify the US DOE of its intent to terminate contractual obligations with the specified subgrantee in its WX agency network and to replace it with another agency, and DCED requests US DOE's approval to amend its WX plan accordingly, pending completion of federal and state due process requirements.

Re-Allocation Plan

The Department will reallocate funds based on the WAP Risk Assessment results as well as performance including meeting production goals over the contract period. For annual DOE allocations, subgrantees who have not met their production goals for the prior year may be awarded 50% or less of their regular allocation. The DOE IIJA allocation may also be affected. The subgrantees will receive notification about the reasons for the reduction and the offer of guidance and assistance in resolving the issues. They must provide a specific timeline to meet the required performance criteria and production goals and respond to the Department's offer of guidance and assistance in resolving the issues with specific needs that can be addressed to include a Corrective Action Plan and updated Production schedule, as appropriate.

Prior to reducing the final annual or DOE IIJA funding level of any subgrantee, as a consequence of inadequate performance, the Department shall provide in writing to the subgrantee the specific reasons for the final funding reduction for the program year. PA has implemented a risk and performance-based allocation which is driven by a review of subgrantees' production, work quality, compliance and reporting. The Risk Level and due process for non-compliance requirements are distributed via this DOE state plan and to each agency when they are notified of their Risk Assessment results.

The benefits to this approach include:

Allocating additional funding to agencies demonstrating success in administering their annual allocations reflects the focus on quality and volume of work improving the Weatherization Program.

- Reallocation of funding will ensure the increased efficiency and effectiveness of the program
- Successful agencies will better maintain their current workforce
- Competition will encourage exceptional performance of the agencies within the Weatherization Program

During the reallocation process, all agencies receiving additional funds will be asked for a specific plan to ensure that their allocation will be used to advance the program goals. If an agency does not provide an acceptable plan to effectively use the additional funds, the funds will not be allocated to that agency.

DCED's OCI Poor Performance Plan for All OCIs

These rules apply and will be enforced based on the Department's review of all Quality Control Inspections. Consequences for poor performance will be based upon number and severity of failures.

Consequences for all QCI may include:

- Schedule meeting with involved agencies and QC Inspector to discuss noncompliance issues
- Mandatory retraining
- 6 month suspension from performing QC Inspections
- 12 month suspension from performing QC Inspections
- Notification to BPI
- Debarment

The agency that is responsible for hiring the QCI to perform inspections whether it is through direct hire or subcontracted will be accountable for the work performed on the completed unit.

When a QCI approves work which is not consistent with the PA standards and PA SWS Field Guide, there will be increased monitoring of the Subgrantee where the inspector is employed/contracted and the procedures for disciplinary action above will apply based on number and severity.

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Utility Data Sharing

DCED and the Public Utility Commission (PUC) have agreed, pursuant to a memorandum of understanding, to share data and analyses of the two agencies' weatherization programs. This will allow for additional analysis in conjunction with PUC's oversight of the Act 129 low income programs.

V.7 Health and Safety

Plan is attached in SF-424

V.8 Program Management

V.8.1 Overview and Organization

The Pennsylvania Weatherization Assistance Program is administered through the Department of Community and Economic Development. The Secretary of the Department as the designee of the Governor, applies for, receives and administers the weatherization funds. The day to day operation of the weatherization program is managed through the Department's Center for Residential Reinvestment and Weatherization Assistance Program Office. In addition to the Whole Home Repairs and Weatherization Assistance Programs Office, the Office of Administration and Management is responsible for budgetary oversight and contract development and processing. The DCED Financial Management Center is responsible for the annual financial reviews of the subgrantees. In addition to administration of the program within the Department, the Office of Budget, Comptroller Operations office is responsible for final approval of subgrantee contracts, approval of payments to subgrantees, and fiscal reporting to the Department of Energy.

Department of Environmental Protection (DEP) houses the State Energy Program. They are represented on the PAC and we frequently meet with DEP Staff to collaborate on issues.

CENTER FOR RESIDENTIAL REINVESTMENT PROGRAMS

Executive Section

Director – Serves as the Director of the Whole Home Repairs and Weatherization Assistance Programs Office, responsible for directing all office operations/projects and has authority to direct staff consistent with office policies and practices, with specific responsibility for:

- o Administrative Budget Oversight
- o Coordination with DOE, GAO and other partners
- o Implementation/Oversight of projects and office functions
- o Consulting Contracts oversight – e.g., Penn College

WAP Division and Project Controls/Contract Compliance Section

A WAP Director has been appointed to oversee all WAP Operations. This Section has program level responsibility for performing risk assessments, overseeing all activity reporting to ensure compliance with program performance metrics and recommending corrective, contractually based, action as and when appropriate. They are responsible for developing agency management plan criteria to ensure program compliance with rules and regulations promulgated by duly authorized entities. This Section also participates in the office's executive oversight of all Project Management Division staff and Agencies to ensure consistency in approach, compliance with policies and procedures and assists with the approval of payments working collaboratively with the Financial Management Center specific functions include:

Directing activities on all state plans. Including published for comment, hearing on revisions, responding to comments and submission to DOE

- o Wx Training
- o Contract collaboration and monitoring
- o Conduct Risk Assessments of all agencies
- o Manages all communications with agencies to ensure agency compliance (or lack thereof) with their contractual obligations is documented
- o Establish agency management plan criteria
- o Analysis and recommendations of Agency management plans

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- o Develop and oversee formation of policy directives for communication to agencies
- o Compliance with DOE regulations,
- o Oversees contract approval and processing,
- o Analysis of agency management plan outcomes, performance, capacity, production data, and field monitoring reports for purposes of determining program compliance.
- o Submit reports to DOE regarding WAP production and contractual obligations

o Oversight of the staff engaged in the management of the Hancock Software System and new WAP software development.

o Partnering with the Clean Energy Center for the establishment of the PA Energy Audit Process and accompanying software tools.

o Promulgating procedures and providing information systems technology that support that support Hancock and the development and implementation of the new WAP software

WAP Monitoring Section

This Section is responsible for the monitoring and Quality Control Inspections of weatherized homes and the assigned subgrantees in accordance with DOE and LIHEAP requirements to ensure that all Agencies meet all contractual obligations and 5% of weatherized homes pass the QCI. Staff members within this Section are QCI certified and perform field inspections as well as desk monitoring of work performed by assigned agencies to ensure Quality Assurance.

- Manages all communications with assigned agencies to ensure agency compliance (or lack thereof) with their contractual obligations is documented
- Energy audit protocols to evaluate the various methodologies
- Supervises field personnel that are monitoring agency field and office operations
- Responsible for ensuring accuracy and timeliness of agency reporting of factual information
- Oversees inspection of a limited number of homes for quality assurance and agency contract compliance
- Implements field controls program for prevention of fraud
- Assesses the need to provide support of the Wx agencies in day-to-day operation of the program to achieve continuous improvement
- Conducts regular communication with all field supervisory personnel to identify trends and problems as well as the strengths and weaknesses of performing agencies in weatherization work.

V.8.2 Administrative Expenditure Limits

Agencies are allowed administrative costs to administer the Weatherization Assistance Program as allocated by formula by the Department. Statewide, subgrantee administrative costs are at least seven and a half percent (7.5%) of the state's allocation to include WAP Readiness funds. Subgrantee administrative funds are allocated based on 7.5% of the Annual Allocation. Subgrantees receiving less than \$350,000 receive the same percentage of Admin. funds as other agencies.

V.8.3 Monitoring Activities

Monitoring Process

For the monitoring of DOE Standard Weatherization, at least 5% of the completed units will be site inspected utilizing the Quality Control Inspection (QCI) process. PA monitors 5% because we follow the Independent QCI rule from WPN 22-4: When the Subgrantee's QCI performs only the final quality control inspection, the Grantee must perform reviews of at least 5 percent of each Subgrantee's completed weatherized units (with DOE funds) using an independent QCI. All state monitors are required to be certified Quality Control Inspectors. In process units are inspected but not counted towards the 5% of the completed units monitored.

Approximately 20% of the T/TA budget is spent on monitoring activities.

1. Fiscal monitoring, including a review of the Single Audit Reports, of all WAP agencies will be conducted yearly by DCED's Fiscal Management Center utilizing a combination of desk and onsite monitoring. The fiscal monitoring has been conducted primarily in the form of desk monitoring.
2. Risk Assessments will be conducted annually (preferably in January) using different descriptors/criteria that fall within the categories of Management/Financial Reporting, Production, Contract Compliance, Inventory, and Quality Control Inspections. Each descriptor is measured and weighed, and a risk level will be assigned to each agency at the conclusion of the assessment. Letters regarding the Risk Assessment results are issued in the Spring. If applicable, a corrective action plan will be required.

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DCED Monitoring Results/Reports

A. Each technical monitoring report is reviewed, and a written response generated to the agency within 30 days outlining findings, recommendations, and requests for a follow up response and/or corrective action plan. In addition, any technical issues that require further training or technical assistance will be addressed by scheduling additional technical visits with our QCIs and/or the training center, Clean Energy Center. Ongoing programmatic issues will be addressed in a variety of ways, for example, weekly status reports may be required, participation in regional meetings may be required and/or collaboration with other agencies on an issue or specific training may be recommended. All results of both program and financial monitoring are tracked to final resolution. A separate tracking is maintained identifying the date the monitoring letter is mailed and the response due date. If a response is not received by the requested due date, the agency is again notified in writing. Upon receipt, the Agency's response is reviewed, and the agency is notified in writing of the acceptance and closure of the findings, or the request for further follow-up.

Due Process for Noncompliance

- A. Corrective Action Plans (CAP) which to include plans for both correcting and eliminating the issues in the future will be required in response to monitoring findings within 15 days of receipt. Unless otherwise stated and viable reasons provided, all corrective actions should have a resolution date of no more than 90 business days after CAP submission.
- B. Risk Levels
- a. Corrective Action Plans (CAP) will be required for all levels within 15 business days of receipt of their Risk Level. Unless otherwise stated and viable reasons provided, all corrective actions should have a resolution date of no more than 90 business days after CAP submission.
 - b. If an agency reaches Medium Risk:
 - i. A meeting may be scheduled with them to discuss the issues
 - ii. Onsite training will be required, if applicable
 - iii. In progress or more frequent QCIs may be completed, if applicable
 - iv. Funding may be affected if production is an issue
 - c. If an agency reaches High Risk:
 - i. A meeting will be scheduled with them to discuss the issues
 - ii. Onsite training will be required, if applicable
 - iii. In progress QCIs or more frequent QCIs must be completed, if QCI issues have been identified
 - iv. Funding will be reconsidered quarterly
 - v. The possibility of being flagged for a quarter or more until corrective actions are accepted and resolved
 - vi. The possibility of invoices not being processed until corrective actions are accepted and resolved

If agency is at Medium or High Risk with unresolved deficiencies and/or there is persistent low performance, when new allocations are being released, the Agency may get 50% of their allocation until all corrective actions are accepted and resolved. In addition, Agencies with persistent low performance may be required to submit a corrective action plan which would include their work with other Weatherization Agencies to get assistance in resolving the persistent or continued issue/s.

If no resolution is possible or criminal activity is alleged, DCED will notify the US DOE of its intent to terminate contractual obligations with the specified subgrantee in its WX agency network and to replace it with another agency, and DCED requests US DOE's approval to amend its WX plan accordingly, pending completion of federal and state due process requirements.

As per DOE WPN 24-4 requirements, DCED will notify DOE of waste, fraud, and abuse. DCED will follow **§ 200.113 Mandatory disclosures**. Fraud and abuse will constitute the basis of immediate cessation of work and, if appropriate, law enforcement actions. DCED works with our Financial Management Center and the Director of Risk Management if fraud, waste or abuse is suspected and the Office of the State Inspector General has also been established to deter, detect, prevent, and eradicate fraud, waste, misconduct, and abuse in the programs, operations, and contracting of executive agencies as provided in Act 29 of 2017.

B. Re Allocation Plan

The Department will reallocate funds based on the WAP Risk Assessment results as well as performance including meeting production goals over the contract period. For annual DOE allocations, subgrantees who have not met their production goals for the prior year may be awarded 50% or less of their regular allocation. The DOE IIJA allocation may also be affected. The subgrantees will receive notification about the reasons for the reduction and the offer of guidance and assistance in resolving the issues. They must provide a specific timeline to meet the required performance criteria and production goals and respond to the Department's offer of guidance and assistance in resolving the issues with specific needs that can be addressed to include a Corrective Action Plan and updated Production schedule, as appropriate.

Prior to reducing the final annual or DOE IIJA funding level of any subgrantee, as a consequence of inadequate performance, the Department shall provide in writing to the subgrantee the specific reasons for the final funding reduction for the program year.

PA has implemented a risk and performance-based allocation which is driven by a review of subgrantees' production, work quality, compliance and reporting. The Risk Level and due process for noncompliance requirements are distributed via the DOE state plan and to each agency when they are notified of their Risk Assessment results.

- a. The benefits to this approach include:
 - i. Allocating additional funding to agencies demonstrating success in administering their annual allocations reflects the focus on quality and volume

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- of work improving the Weatherization Program.
- ii. Reallocation of funding will ensure the increased efficiency and effectiveness of the program.
 - iii. Successful agencies will better maintain their current workforce.
 - iv. Competition will encourage exceptional performance of the agencies within the Weatherization Program.
 - v. During the reallocation process, all agencies receiving additional funds will be asked for a specific plan to ensure that their allocation will be used to advance the program goals. If an agency does not provide an acceptable plan to effectively use the additional funds, the funds will not be allocated to that agency.

DCED's OCI Poor Performance Plan for All QCIs

These rules apply and will be enforced based on the Department's review of all Quality Control Inspections. Consequences for poor performance will be based upon number and severity of failures.

Consequences for all QCI may include:

- Schedule meeting with involved agencies and QC Inspector to discuss noncompliance issues
- Mandatory retraining
- 6 month suspension from performing QC Inspections
- 12 month suspension from performing QC Inspections
- Notification to BPI
- Debarment

The agency that is responsible for hiring the QCI to perform inspections whether it is through direct hire or subcontracted will be accountable for the work performed on the completed unit.

When a QCI approves work which is not consistent with the PA standards and PA SWS Field Guide, there will be increased monitoring of the Subgrantee where the inspector is employed/contracted and the procedures for disciplinary action above will apply based on number and severity.

DCED is reviewing and overhauling the monitoring processes to provide better and more consistent services to the network partners. The goal of the overhaul is to achieve more consistency between all facets of the field work and head off trends before they become trends. Some of the changes include, but are not limited to:

- Better job selection for monitoring. This includes a more efficient approach to maximize the time in the field of both agency and DCED staff by selecting jobs for efficient travel and jobs with multiple fund sources.
- Increased monitoring inspections. While DCED will still conduct the required annual monitoring, the Department will also implement independent QA inspections to better assist the network achieve production and quality goals
 - Joint QA/QC inspections with agencies
 - As part of the required annual monitoring, DCED monitors will be looking at not only completed/reported units- but live energy audits and in process jobs as well.
 - Random desk reviews sampling at invoice
- Random desktop reviews of audited, in process or completed jobs
- Formal debriefing post-monitor activities
- Monthly phone calls with monitors/supervisors and agencies to discuss production levels and to provide T/TA for any hot topics or issues the agency may be experiencing. This will be open to lead auditors, QCI and management staff.
- Monitor reporting to be streamlined/simplified and a new QCI form that captures both Agency and DCED evaluations

In addition to the aforementioned, DCED is revamping the Corrective Action Plan (CAP) response post-monitor. This will be a change in how agencies respond to the CAP and the contents of the CAP response. Additionally, there will be meetings held post-CAP receipt with agencies to discuss the CAP and expectations moving forward. DCED will monitor the CAP(s) throughout the year and provide and necessary T/TA to ensure the CAP is truly satisfied and trends have reversed.

DCED is aiming to deploy the overhauled monitoring process during Q1 of FY2026

V.8.4 Training and Technical Assistance Approach and Activities

The completed Training and Technical Assistance template is attached.

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The following highlights the changes for the template:

- PA SWS Field Guide to be updated
- Asbestos Awareness Training added

Each HEP Training Program will be offered a minimum of fourteen times throughout the year across the Clean Energy Center's lab sites in Williamsport, Latrobe, Harrisburg, and Pittsburgh, PA.

Percent of overall trainings

Comprehensive Trainings: 86.6

Specific Trainings: 13.4

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings: 36.7

Percent of budget allocated to Crew/Installer trainings: 49.2

Percent of budget allocated to Management/Financial trainings: 12.2

V.9 Energy Crisis and Disaster Plan

The Department limits the use of DOE funds for Energy Crisis Relief or Disaster activities. In the event of a declared Federal or State disaster, weatherization crews are permitted to return to a unit, which was previously reported to DOE as complete, to reweatherize without regard to the date of weatherization if that unit has been "damaged by fire, flood, or act of God." Local authorities must deem the dwelling unit(s) salvageable as well as habitable and if damage to the materials is not covered by insurance or other form of compensation. The limits on incidental repairs and Health and Safety percentages defined in the Health and Safety Plan remain in effect for such work. Weatherization personnel can be paid from DOE funds to perform functions related to protecting the DOE investment. Such function and activities include: securing weatherization materials, tools and equipment. Weatherization vehicles and/or equipment may be used to help assist in disaster relief provided that WAP is reimbursed according to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards codified under 2 CFR.

In addition, as part of the weatherization program, beginning in PY 1992/93 and continuing since then, DCED in cooperation with the Department of Human Services (DHS) utilizes a portion of LIHEAP funds to provide emergency heating services as part of the LIHEAP Crisis Program. The Crisis Interface program component operates normally from November through March of each year and is designed to provide services for weather-related emergencies in households without heat or in imminent danger of not having heat. Services such as emergency heating system repair or replacement, loaning auxiliary heaters, and repairing fuel lines are offered. DHS through their county assistance offices identify clients needing Crisis services, determine eligibility, and make referrals to the appropriate weatherization agency for service. The weatherization agency then inspects the dwelling and takes the necessary action to alleviate the crisis. Currently, the weatherization assistance program statewide expends about 85% of the overall LIHEAP funding on crisis activities, which provides Crisis assistance to over 7,000 households annually.