

## APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

## 1. Type of Submission:

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

## 2. Type of Application:

- ☒ New
- ☐ Continuation
- ☐ Revision

If Revision, select appropriate letter(s)

Other (specify):

## 3. Date Received

05/02/2023

## 4. Applicant Identifier:

## 5a. Federal Entity Identifier:

## 5b. Federal Award Identifier:

DE-SE0001848

## State Use Only:

## 6. Date Received by State:

## 7. State Application Identifier:

## 8. APPLICANT INFORMATION:

a. Legal Name: Department of Economical Development and Commerce

b. Employer/Taxpayer Identification Number (EIN/TIN):  
660654753c. UEI:  
HHFQLX1DPWM7

## d. Address:

Street 1: P.O. Box 362350

Street 2:

City: San Juan

County: SAN JUAN Municipio

State: PR

Province:

Country: U.S.A.

Zip / Postal Code: 009362350

## e. Organizational Unit:

Department Name:  
Energy Policy ProgramDivision Name:  
Administration

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

Prefix: Mr First Name: Alvin

Middle Name:

Last Name: Miranda

Suffix:

Title: WAP Manager

Organizational Affiliation:

Telephone Number: 787758474725506

Fax Number:

Email: alvin.miranda@ddec.pr.gov

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**9. Type of Applicant:**

A State Government

**10. Name of Federal Agency:**

U. S. Department of Energy

**11. Catalog of Federal Domestic Assistance Number:**

81.042

CFDA Title:

Weatherization Assistance Program

**12. Funding Opportunity Number:**

DE-WAP-0002025

Title:

2025 Weatherization Assistance Program (WAP) Funding

**13. Competition Identification Number:**

Title:

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

Statewide (Puerto Rico)

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

Weatherization Assistance Program WAP (PY) 2025.

## APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

## 16. Congressional District Of:

a. Applicant: Puerto Rico At-Large Congressional District

b. Program/Project: PR-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	2,012,590.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	2,012,590.00

## 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: Alvin

Middle Name:

Last Name: Miranda

Suffix:

Title: WAP Manager

Telephone Number: 787758474725506

Fax Number:

Email: alvin.miranda@ddec.pr.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 10/16/2025

Authorized for Local Reproduction

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

# U.S. DEPARTMENT OF ENERGY



## BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: Department of Economical Development and Commerce  
Award number: SE0001848

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

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

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

Position	Description of Duties of Professionals
Program Manager	Operations and case management, DOE reporting, programmatic organization, budget structuring, state plan development, liaison with finance and budget department, oversee operations of the sub-grantee, oversee operations of any and all external services (auditors, vendors, inspectors), coordinate T&TA, define and structure operational functionalities of the program.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Program Manager	\$72,000.00	100.0000 % FT	\$72,000.00
		Direct Pay Total	\$72,000.00

### 2. FRINGE BENEFITS

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.
- b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.
- Fringe benefits area computed at the following rates:
- Social Security: 6.20%
- Medicare: 1.45%
- Christmas Bonus: \$600 annual/per employee
- Medical Insurance: \$3,660 annual/per employee
- The percentage of the Christmas Bonus and the Medical Insurance varies between personnel since it is in relation with the salary of the employees.

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Program Manager	\$72,000.00	13.6000 %	\$9,792.00
		Fringe Benefits Total	\$9,792.00

### 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
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Covers travel and lodging expenses for Weatherization Assistance Program (WAP) employees to attend conferences, trainings, and official events related to the program. These may include DOE-approved trainings and conferences held in the continental United States, NASCSP conferences, SEEA regional conferences, and Island Grantee training sessions. Travel costs will vary depending on airfare pricing, location, and seasonal rates. All travel will comply with applicable federal and DOE travel guidelines.

8	\$4,500.00	\$36,000.00
Travel Total		\$36,000.00

- 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.

The estimated cost was based on past trips of similar nature. Also, all travel transactions are processed through a active contract with providers previously contracted by PR-GSA.

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

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

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

No equipment will be purchased.

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

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

General Category	Cost	Justification of Need
Offices Supplies	\$4,000.00	Purchase of pencils, pens, paper, envelopes, notebooks stamps and other postal services, labels, binder clips, regular clips, staplers, staples, "post-it" note pads, rulers, calculators, erasers, tape, correction ink/tape, index tabs, markers, highlighters and all other related materials and supplies required to perform clerical work.
Computer Supplies	\$2,000.00	Program licenses for purchase and program operations, copy machine toners. Adobe, Copilot and others...
Materials and Supplies Total	\$6,000.00	

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

All costs included in Supplies are properly excluded from Indirect Costs to ensure there are no duplicate charges. All costs proposed are only being used in support of the WAP program.

**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>
Contract Work	\$983,208.00	Covers costs including, but not limited to, program implementation by the Subgrantee.
Health and Safety	\$140,000.00	Health and Safety for the TBD Subgrantee. Please refer to our H&S Guidelines.
Subgrantee Administration	\$150,945.00	Covers cost of subgrantee administration.
Program Software Acquisition	\$80,000.00	Acquisition of a platform/program that will help the Subgrantee be more efficient on operating the program.
Training and Technical Assistance	\$256,641.00	Training and Technical Assistance for WAP staff, Subgrantee and Grantee. For Grantee \$198,641.00 and for Subgrantee \$58,000.00
Weatherization Readiness	\$180,004.00	Readiness funding for PY2025 is \$180,004.00 to avoid number of deferred units prior to conducting weatherization measures by the Subgrantee.
Contracts and Subgrants Total	\$1,790,798.00	

\*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.

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
Consulting Group	\$30,000.00	Administrative consulting group Cedrela that focuses on finance and regulatory compliance, and program implementation.
Liability Insurance	\$2,000.00	Liability insurance services for the Grantee program operations.
Grantee Office Rental Space	\$50,000.00	Rental space for Grantee Office
File Storage	\$10,000.00	Covers costs including, but not limited to, program storage of physical copies of past WAP cases with InfoKeepers of Puerto Rico Inc.
Financial Audits	\$6,000.00	Financial audit services for the program Grantee
Other Direct Costs Total	\$98,000.00	

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

All costs included in Other Direct Costs are properly excluded from Indirect Costs to ensure there are not duplicate charges. All costs proposed are only being used in support of the WAP Program.

The provided budgeted amount for the rental space is proportional to the building use of WAP. The amount of square footage occupied by WAP in the building is 1,731.51 SQ. FT.

Liability Insurance contemplated in this portion is exclusively for DDEC, not Subgrantee. Will require and request Subgrantee to hold its own liability insurance certification.

**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.

No Indirect Cost is budgeted.

Alvin Miranda Colon

WAP Manager

- 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: Jamille Muriente

Phone Number: 787758474725420

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. SE0001848		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Department of Economical Development and Commerce P.O. Box 362350 San Juan, PR 009362350	4. Program/Project Start Date 07/01/2025		
	5. Completion Date 06/30/2026		

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. DOE 2025-2026 WAP Formula Funds	81.042	\$ 0.00		\$ 2,012,590.00		\$ 2,012,590.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 2,012,590.00	\$ 0.00	\$ 2,012,590.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) GRANTEE T&TA	(3) PROGRAM OPERATIONS	(4) HEALTH AND SAFETY	
a. Personnel	\$ 72,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 72,000.00
b. Fringe Benefits	\$ 9,792.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,792.00
c. Travel	\$ 6,000.00	\$ 30,000.00	\$ 0.00	\$ 0.00	\$ 36,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 6,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,000.00
f. Contract	\$ 0.00	\$ 198,641.00	\$ 1,063,208.00	\$ 140,000.00	\$ 1,790,798.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 40,000.00	\$ 0.00	\$ 50,000.00	\$ 0.00	\$ 98,000.00
i. Total Direct Charges	\$ 133,792.00	\$ 228,641.00	\$ 1,113,208.00	\$ 140,000.00	\$ 2,012,590.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 133,792.00	\$ 228,641.00	\$ 1,113,208.00	\$ 140,000.00	\$ 2,012,590.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00



**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. SE0001848		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Department of Economical Development and Commerce P.O. Box 362350 San Juan, PR 009362350	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	\$ 2,012,590.00	\$ 0.00	\$ 2,012,590.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) WEATHERIZATI ON READINESS	(2) SUBGRANTEE ADMINISTRATI ON	(3) FINANCIAL AUDITS	(4) LIABILITY INSURANCE	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 72,000.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,792.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 36,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,000.00
f. Contract	\$ 180,004.00	\$ 150,945.00	\$ 0.00	\$ 0.00	\$ 1,790,798.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 6,000.00	\$ 2,000.00	\$ 98,000.00
i. Total Direct Charges	\$ 180,004.00	\$ 150,945.00	\$ 6,000.00	\$ 2,000.00	\$ 2,012,590.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 180,004.00	\$ 150,945.00	\$ 6,000.00	\$ 2,000.00	\$ 2,012,590.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. SE0001848		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Department of Economical Development and Commerce P.O. Box 362350 San Juan, PR 009362350		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	\$ 2,012,590.00	\$ 0.00	\$ 2,012,590.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total
	(1) SUBGRANTEE T&TA	(2)	(3)	(4)	(5)
a. Personnel	\$ 0.00				\$ 72,000.00
b. Fringe Benefits	\$ 0.00				\$ 9,792.00
c. Travel	\$ 0.00				\$ 36,000.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 6,000.00
f. Contract	\$ 58,000.00				\$ 1,790,798.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 98,000.00
i. Total Direct Charges	\$ 58,000.00				\$ 2,012,590.00
j. Indirect Costs	\$ 0.00				\$ 0.00
k. Totals	\$ 58,000.00				\$ 2,012,590.00
7. Program Income	\$ 0.00				\$ 0.00

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: PR Grant Number: SE0001848 Program Year: 2025

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Name: **TBD**

Contact: Alvin Miranda Colón

UEI: HHFQLX1DPWM7

DUNS:

Address: 355 Roosevelt Ave, Suite 401, 00918 Sa  
San Juan, PR 00918-0000

Phone: (787) 758-474725506

Fax: () -

Email: alvin.miranda@ddec.pr.gov

Counties served: SAN JUAN Municipio

Tentative allocation: \$ 1,650,157.00

Congressional

CD

Planned units: 150

districts served:

PR-Statewide

Type of organization: Non-profit organization

Source of labor: Agency

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U.S. Department of Energy

Weatherization Assistance Program (WAP)

WEATHERIZATION ANNUAL FILE WORKSHEET

Grant Number: SE0001848, State: PR, Program Year: 2025

Recipient: Department of Economical Development and Commerce

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
TBD (San Juan)	\$1,650,157.00 150
Total:	\$1,650,157.00 150

IV.2 WAP Production Schedule

Weatherization Plans		Units
Total Units (excluding reweatherized)		150
Rewatherized Units		0
Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	150
C	Total Units Rewatherized	0
D	Total Dwelling Units to be Weatherized and Rewatherized (B + C)	150
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$1,113,208.00
G	Total Dwelling Units to be Weatherized and Rewatherized (from line D)	150
H	Average Program Operations Costs per Unit (F divided by G)	\$7,421.39
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$7,421.39

IV.3 Energy Savings

Method used to calculate savings: ☒ WAP algorithm ☐ Other (describe below)

	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	150	29.3	4395
Prior Year Estimate	300	29.3	8790
Prior Year Actual	0	29.3	0

Method used to calculate savings description:

IV.4 DOE-Funded Leveraging Activities

PPPE does not expect to perform DOE-funded leveraging activities.
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IV.5 Policy Advisory Council Members

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

	Type of organization: Financial Institution
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**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number:** SE0001848, **State:** PR, **Program Year:** 2025  
**Recipient:** Department of Economical Development and Commerce

Association of Renewable Energy Contractor Consultants	Contact Name: Javier Baella Phone: 7873797362 Email: <a href="mailto:remcoop@reemcoop.com">remcoop@reemcoop.com</a>
Department of Economic Development & Commerce	Type of organization: Unit of State Government Contact Name: José Torres Quiñones, Esq. Phone: 78775847473434 Email: <a href="mailto:jose.torresquinones@ddec.pr.gov">jose.torresquinones@ddec.pr.gov</a>
Department of the Family	Type of organization: Unit of State Government Contact Name: Ciení Rodríguez Troche Phone: 78729449001252 Email: <a href="mailto:cieni.rodriguez@familia.pr.gov">cieni.rodriguez@familia.pr.gov</a>
Office of the Advocate for Persons of Advanced Age	Type of organization: Unit of State Government Contact Name: Dra. Carmen Delia Sánchez Phone: 7877216121 Email: <a href="mailto:csanchez@oppea.pr.gov">csanchez@oppea.pr.gov</a>
Office of the Advocate for Persons with Disabilities	Type of organization: Unit of State Government Contact Name: Juan Troche Villeneuve Phone: 7877252333 Email: <a href="mailto:jtroche@dpi.pr.gov">jtroche@dpi.pr.gov</a>

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

Date Held	Newspapers that publicized the hearings and the dates the notice ran
06/30/2025	Newspaper: El Nuevo Dia Date Held: Wednesday, June 12, 2025 to Wednesday, June 25, 2025

**IV.7 Miscellaneous**

**Clarification Note #1:** To differentiate the different task that will be conducted by the Public Energy Policy Program (PEPP), this program year, the PPPE will be referred as "Grantee".

**Clarification Note #3:** The objective of EPP is to weatherize the most possible dwellings in a cost effective way to achieve the necessary economy of scale in the operational costs. Therefore, we will use any surplus amount of money, if any, in the weatherization of additional units.

**Goals of Monitoring**

The Puerto Rico Weatherization Assistance Program goals for WRF monitoring activities include:

1. Analyzing whether best possible program services are being delivered to the deferral unit.
2. Determining program compliance and accountability.
3. Analyzing program performance.
4. Analyzing quality and effectiveness of the work on completed dwellings.
5. Being an advocate for program improvement.
6. Identifying problems, deficiencies, and areas that need improvement.
7. Assisting agencies in their program operations and compliance with DOE and State regulations.
8. Advising agencies on how to correct any weaknesses and deficiencies.
9. Assessing the need for training and technical assistance to improve local agency service delivery, cost-effectiveness, and accountability.
10. Determining ways that monitoring activities can be improved.

**Monitoring Process:**

The WAP will be variety of mechanism to determine compliance with the requirements of Deferral process.

**Desk Monitoring:**

Desk monitoring is an essential part of the ongoing monitoring process when performed regularly for all projects. As part of this procedure the monitor reviews any deficiencies in reporting such as delinquent reports, and if any error or inconsistency is detected, the monitor should contact the Program Manager for clarification.

Where discrepancies exist between planned activities and actual accomplishments reported, the Monitor will conduct follow-up with the Grantee (PEPP) to determine cause and future actions to correct the discrepancy.

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number:** SE0001848, **State:** PR, **Program Year:** 2025  
**Recipient:** Department of Economical Development and Commerce

The Agency will be notified in advance of any desk-reviews to be performed by a project monitor. The monitor may request evidentiary documents including receipts, invoices, time sheets, photographs, monthly reports and others relevant material for purposes of this view.

During the desk-review, the monitors will complete a Checklist for Desk-Review, which consist of various questions covering all performance indicators (Budget, Schedule, Scope and Compliance). After the Checklist is completed, the monitor will make notes of any issues identified, recommendations, and required corrective actions.

**Fiscal Monitoring:**

Weatherization Fiscal Monitoring will typically occur during the PEPP program monitoring. The fiscal monitoring will be conducted by the PEPP Fiscal Monitor. During the visit, the fiscal monitor will review all of the fiscal operations of all deferral unit being impacted by the program WAP. Activities of the fiscal monitoring at local agencies will include:

1. Review financial records.
2. Review purchasing and bidding practices.
3. Review travel records.
4. Review vendor payments.

On site visit:

Monitors should conduct on site monitoring at least annually for 5-10% of their high priority projects. The timing of on-site monitoring is important. Site visits should be conducted early enough so that the project can benefit from any changes implemented and late enough so that there is activity to measure.

During the monitoring visit, the auditor will complete a Checklist for On-site Monitoring Visit, which consists of various questions covering all performance indicators (Budget, Schedule, Scope and Compliance). After the checklist is completed, the monitor will make notes of any issues identified, recommendations, and required corrective actions. The Checklist will then be included as part of a Monitoring Report that the monitor will submit to the program WAP.

**Adjusted Average Cost per Dwelling Unit (ACPU)**

Every year Puerto Rico WAP has an average of 14 units that are determined to be deferral. Based on that calculation, the average ACPU per unit will be \$6,490.

**Monitoring**

The WRF will be monitored through the monthly reimbursement process. Subgrantees will be required to indicate and identify the homes where WRF was utilized on their Financial Activity. The WRF ACPU will also be monitored at that time. Additionally, the WRF will be monitored during yearly remote and onsite monitoring. The Subgrantee will be responsible for producing documentation (e.g. invoices, etc.) to corroborate the expenditures for the purpose of making the dwelling weatherization ready.

**Recipient Business Officer:**

Paola Rosario De Jesus  
CFO | DDEC  
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(787)758-4747 x.25491

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**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001848, **State:** PR, **Program Year:** 2025  
**Recipient:** Department of Economical Development and Commerce

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

10 CFR 440-Section 440.22 (Eligible Units)

A dwelling unit shall be eligible for weatherization assistance if it is occupied by a family whose income is at or below 200% of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget (OMB) or contains a member who has received cash assistance payments under Title IV or XVI of the Social Security Act or applicable State or local law at any time during the 12-month period preceding the determination of eligibility for weatherization assistance.

Describe what household eligibility basis will be used in the Program

The primary goal is to provide weatherization services and reduce energy costs for low-income households in accordance with 10 CFR §440.3, §440.22 and §440.16

(b). Priority shall be given to households with elderly persons (over the age of 60), persons with disabilities, families with children (up to age 19), hi residential energy users, and households with a high energy burden.

Income refers to total cash receipts, before taxes, from all sources for all people living in the dwelling unit.

This includes money, wages and salaries before any deductions but do not include food or rent in lieu of wages. Other receipts would be public assistance, social security, unemployment and workers compensation, strike benefits from union funds, veteran's payments, training stipends, regular foster parent grants or payments, alimony, child support, and military family allocations or other regular support from an absent family member or someone not living in the household, private pensions, government employee pensions, regular insurance or annuity payments, grants, scholarships work study, income from dividends, interest, rents, royalties, or periodic receipts from estates or trust and lottery earnings if paid monthly or annua

Not considered income are capital gains, any assets drawn down as withdrawals from a bank, sale of property, house, or car, tax refunds, gifts, lump sum inheritances, one-time insurance payments, or compensation for injury. Also excluded are non-cash benefits, food or rent received in lieu of wages, energy grants, student loans, and bank loans. Rebate checks provided by the Economic Stimulus Act of 2008, will be also excluded.

The period of time for income eligibility will be the 12-month period preceding the determination of eligibility for weatherization assistance.

**Description of the process for extending WAP categorical eligibility to applicants (WPN 22-5)**

Extending WAP categorical eligibility to applicants who meet HUD's income eligibility requirements better facilitates referral services for low-income households, reducing burden on both intake agencies and impacted households trying to obtain services. Better coordination and alignment encourage leveraging (or braiding) of multiple funding sources, reduces complexity, and results in further energy efficiency upgrades and savings for low-income households.

Expanding DOE's income eligibility to categorically include HUD means-tested programs will better facilitate referral services for low-income households reducing the burden on both the intake agencies and households trying to obtain services.

Current income eligibility guidelines include:

- DOE's WAP accepts households using up to 200% of Federal Poverty Guidelines (FPG).
- HHS' LIHEAP accepts households using 150% of FPG, or states may elect to use 60% of State Median Income (SMI), whichever is greater for their respective state. Each Grantee is permitted under 42 U.S. Code § 8624(b)(2)(B) to set an income limit within this range.
- HUD's means-tested programs accept households using percentages of Area Median Income (AMI) ranging from 30% AMI to 80% AMI, depend on specific program parameters. HUD uses 4,684 Fair Market Rent (FMR) areas to establish AMIs, based on metropolitan areas and non-metropolitan counties.
- VA has no income-based eligibility programs to align with this purpose and is therefore not included in the scope of this expanded definition of income eligibility.

The effort explored the overlap in incomes of the different households served through the various programs. The overlap is sufficient to consider "categorical income eligibility", defined across programs as automatically granting program eligibility to applicants who have already met the eligibility requirements of another agency's identified program.

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001848, **State:** PR, **Program Year:** 2025  
**Recipient:** Department of Economical Development and Commerce

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

The beneficiaries of this change include:

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

**Multifamily-Specific Guidance**

This WPN simplifies (and supersedes) procedures previously outlined in WPN 17-4, Multifamily Housing – Procedure for Certifying Income-Eligible HUD Assisted Buildings. WAP Providers generally encounter three types of multifamily properties assisted by HUD: (1) housing owned and operated by HUD Public Housing Agencies (PHAs), (2) privately-owned multifamily buildings receiving project-based assistance, and (3) privately-owned multifamily buildings that house residents who receive tenant-based (housing voucher) assistance.

- Housing owned and operated by PHAs: WAP providers shall consider all such buildings managed by the PHAs referenced in this HUD Web page be 100 percent income eligible.
- Privately owned multifamily buildings receiving project-based assistance: WAP providers should refer to these lists to determine the percentage of the units in each building that are income eligible.
- Privately-owned multifamily buildings that house residents receiving tenant-based assistance: WAP providers will determine the percentage of income eligible residences by either contacting the building owner/manager to obtain such Section 8 Housing Choice Voucher records (from HUD Tenant Based Rental Assistance Program [TBRA]) or by individually verifying which residents hold such vouchers.

Additional changes in procedures directly related to verification of families receiving HUD assistance in multifamily buildings and how those buildings are qualified going forward will be included in updated FAQs, available through the respective DOE Project Officers.

U.S. Department of Agriculture (USDA) and Low Income Housing Tax Credit (LIHTC) Properties: The certification procedures outlined in this Guidance do not apply to LIHTC properties, or for properties with USDA guaranteed loans. The LIHTC and USDA lists of income-eligible properties are no longer valid and will no longer be updated; WAP providers should follow standard procedures for verifying individual resident incomes for USDA and LIHTC properties.

The PY 2025 income eligibility thresholds are the following (Puerto Rico will continue to use Alaska's poverty guidelines as stated in WPN 24-3 since they are not defined for Puerto Rico or another outlying jurisdiction:

**Size of Family Unit Threshold 200%**

1	\$18,810	\$37,620
2	\$25,540	\$51,080
3	\$32,270	\$64,540
4	\$39,000	\$78,000
5	\$45,730	\$91,460
6	\$52,460	\$104,920
7	\$59,190	\$118,380
8	\$65,920	\$131,840

Income refers to total cash receipts, before taxes, from all sources for all people living in the dwelling unit.

This includes money, wages and salaries before any deductions but do not include food or rent in lieu of wages. Other receipts would be public assistance, social security, unemployment and workers compensation, strike benefits from union funds, veteran's payments, training stipends, regular foster parent grants or payments, alimony, child support, and military family allocations or other regular support from an absent family member or someone not living in the household, private pensions, government employee pensions, regular insurance or annuity payments, grants, scholarships, work study, income from dividends, interest, rents, royalties, or periodic receipts from estates or trust and lottery earnings if paid monthly or annually.

Not considered income are capital gains, any assets drawn down as withdrawals from a bank, sale of property, house, or car, tax refunds, gifts, lump sum inheritances, one-time insurance payments, or compensation for injury. Also excluded are non-cash benefits, food or rent received in lieu of wages, energy grants, student loans, and bank loans. Rebate checks provided by the Economic Stimulus Act of 2008, will be also excluded.

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**U.S. Department of Energy**  
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Current income eligibility guidelines include:

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The effort explored the overlap in incomes of the different households served through the various programs. The overlap is sufficient to consider "categorical income eligibility", defined across programs as automatically granting program eligibility to applicants who have already met the eligibility requirements of another agency's identified program.

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. 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.

*NOTE: The Director of Community Services Administration, identified in statute, through reorganization of government offices, is now the Director of the Community Services Block Grant Program in the U.S. Department of Health and Human Services. WAP Grantees and Subgrantees may certify that applicants have met the income requirements of HUD means-tested programs through mechanisms including, but not limited to, applicant documentation, interagency lists of recipients, shared system databases, etc. Method of verification of eligibility must be included in the client file.*

The beneficiaries of this change include:

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Additional changes in procedures directly related to verification of families receiving HUD assistance in multifamily buildings and how those buildings will be qualified going forward will be included in updated FAQs, available through the respective DOE Project Officers.

U.S. Department of Agriculture (USDA) and Low Income Housing Tax Credit (LIHTC) Properties: The certification procedures outlined in this Guidance do not apply to LIHTC properties, or for properties with USDA guaranteed loans. The LIHTC and USDA lists of income-eligible properties are no longer valid and will no longer be updated; WAP providers should follow standard procedures for verifying individual resident incomes for USDA and LIHTC properties.

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

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001848, **State:** PR, **Program Year:** 2025  
**Recipient:** Department of Economical Development and Commerce

To ensure qualified aliens, an important step is to verify nationality and if the individuals are permanent resident aliens. After verification qualified alien status the procedures and eligibility criteria will be the same establish in this section for income and household.

The procedure for proof of nationality is the following:

Individuals receiving weatherization assistance shall be U.S. Citizens or qualified aliens. The weatherization application requests applicant to attest to their citizenship or alien status under penalty of law. However, to minimize fraud, applicants will be required provide one of the following forms of evidence:

- Citizens
  - o Birth Certificate
  - o Passport
  - o Social Security Card (original) with copy
- Permanent Resident Aliens
  - o Permanent Resident Card (Green Card / INS Form I-551)
  - o Social Security Card (original) with copy

### V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

A technical coordinator, contracted by the DDEC, Subgrantee or Contractor, will review and verify that all documents submitted by the client in the application form are in compliance with the program's requirement and eligibility parameters. The list of all the pertinent documents required for the completion of the application will be available at the physical office of the DDEC, located at 355 F.D. Roosevelt Ave, Hato Rey PR. or sent by email, requested, at [energydirector@ddec.pr.gov](mailto:energydirector@ddec.pr.gov). The documentations required for the application are the following:

1. Authorized Representative
2. Income
3. Proof of Ownership of the Unit to be weatherized
4. Proof of Identity
5. Proof of Residency
6. Proof of Nationality

The Client File will include the following forms and documents:

Application Form

Energy Audit Report Form

Work Order Report Form

Inspector Report Form

Additional Information:

- o Financial documentation (ie. Invoices, etc)

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001848, **State:** PR, **Program Year:** 2025  
**Recipient:** Department of Economical Development and Commerce

- o Copy of correspondence, letters to clients.

By the end the of the weatherization process, all pertinent documents mentioned above, must be included as part of the complete client file.

Subgrantees have intake, client selection procedures, and unit energy audit procedures to determine the eligibility of the clients and the dwelling unit. First, staff follow procedures on how to administer an intake form, which gathers information on family data, annual income, and client needs. An assessment of the dwelling unit will be conducted to ascertain whether or not the unit meets the criteria for WAP weatherization services. Subgrantees will also ascertain whether or not the energy consumption levels at the dwelling unit appear to be excessive and amenable to remediation by installation of standard Puerto Rico WAP remediation installations, such as solar hot water heaters and/or energy efficient refrigerators. Then a Program Coordinator will screen the intake form and determine household eligibility within program guidelines. After a client's eligibility has been certified, the client will remain eligible for weatherization assistance twelve months from date of application. If weatherization work has not started before the twelve months are up, the household may reapply using a declaration of income statement. However, applicants who are on the waiting list are subject to the WPN 22-3 requirement that eligibility documentation be updated annually.

Describe Reweatherization compliance

The Energy Policy Program (EPP) has a database of all the past units weatherized in the WAP program. Before conducting any weatherization activity on a dwelling, all new units are first verified against the database to ensure that no dwelling is being weatherized twice before the fifteen (15) year period allowed.

The Consolidated Appropriations Act of 2021 amended to read as follows: "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.

Describe what structures are eligible for weatherization

Eligible Dwelling Units:

1. Single Family: occupied by a family unit whose total income is at or below the level determined in accordance with the criteria established by the Director of the OMB or:

- which contains at least one (1) member who has received cash assistance payments under the following Social Security Act Titles and/or State or Local Laws at any time during the 12-month period preceding the determination of eligibility for weatherization assistance Social Security Act Title IV (TANF)
- Nutritional Assistance Program (PAN by its Spanish Acronym)

2. Multi Family Units: For a building to be considered a Multi-family unit for the purposes of WAP, it:

- Shall contain more than one rented dwelling unit.
- shall be owned by a single owner, business entity, or government agency that rents out all the units in the building.
- Includes duplexes/townhouses, row houses, walk-up and high-rise apartment building

Eligible dwelling units per 10 CFR §440 includes rental or owner occupied single-family dwellings, manufactured homes, multifamily buildings up to 24 units, and shelters.

To receive weatherization services, a manufactured home must be a permanent, stationary, fulltime residential dwelling.

Nonstationary campers and trailers are not allowed to receive weatherization services.

Property fifty (50) years old or older must be reviewed for possible historic status or features and shall be weatherized only in a way that complies with the State Historic Preservation Officer (SHPO) Programmatic Agreement.

Specific eligibility in multifamily buildings is addressed in 10 CFR 40.22(b)(2), which states: Not less than 66 percent (50 percent for duplexes and for unit buildings, and certain eligible types of large multifamily buildings) of the dwelling units in the building: i) Are eligible dwelling units, or ii) Will become

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001848, **State:** PR, **Program Year:** 2025  
**Recipient:** Department of Economical Development and Commerce

eligible dwelling units within 180 days under a Federal, State, or local government program for rehabilitating the building or making similar improvements to the building.

DOE's initial expectation is Grantees will target buildings with 5 or more units wherein between 66 – 100 percent of the occupants meet the income eligibility requirements. However, DOE acknowledges in the regulations there are certain buildings where 50 percent eligibility is a more appropriate threshold. DOE is explicit in establishing that this lower threshold is appropriate in duplex and four-unit buildings. In addition, in the Interim Final Rule update 10 CFR 440 DOE provided guidance on what types of large multifamily buildings may be subject to the 50 percent threshold, (65 FR 77210, [8, 2000]). DOE indicated that "certain eligible types of large multifamily buildings" are those buildings for which an investment of DOE funds would result in significant energy efficiency improvement because of the upgrades to equipment, energy systems, common space, or the building shell, (Id. at 77215).

Describe how Rental Units/Multifamily Buildings will be addressed

Subgrantees may weatherize any rental unit including dwelling units in a small multifamily building using Puerto Rico's priority list, which was approved by DOE on June 13, 2024. Small multifamily buildings are defined as having 5 to 24 dwelling units in the building. Prior to weatherization of any rental unit, written permission of the building owner or their agent is required. Subgrantees will also have the property owner sign a Landlord Cooperation Agreement, to help identify the direct benefits of the weatherization work and ensure the benefits accrue primarily to the low-income client, in accordance with 10 CFR §440.22(b)(3)(i). The landlord tenant agreement prevents the landlord from evicting the tenant or from increasing rent, upon the eviction or rent increase is demonstrably related to matters other than the weatherization work performed. In accordance with 10 CFR §440.22(b)(3), the landlord tenant agreement also requires cooperation from the landlord in supporting the goals of these WAP weatherization installations. Subgrantees may use their own versions of a landlord tenant agreement provided that it complies with all applicable policies and procedures regarding rentals as described in Puerto Rico's WAP Policies and Procedures Manual.

In instances where a tenant does not pay for utilities directly, Subgrantees must ensure the weatherization benefits accrue to the low-income tenants. The Subgrantee needs to demonstrate in sufficient detail how the benefits of weatherization work will accrue to primarily the low-income tenants of the eligible multifamily building. A combination of at least three of the following benefits which include, but are not limited to:

- Longer term preservation of the property as affordable housing;
- Continuation of protection against rent increases beyond that required under the WAP regulations (10 CFR §440.22(b)(3)(ii));
- Investment of the energy savings in facilities or services that offer measurable direct benefits to tenants;
- Investment of the energy savings from the weatherization work in specific health and safety improvements with measurable benefits to tenants;
- Improvements to ventilation and to heat and hot water distribution to improve the comfort of residents;
- Establishment of a shared savings program; and
- Generic assertions such as "tenant services will be improved" or "weatherization will improve health and safety" are not sufficient to demonstrate that the accrual of benefits requirement is met.

To weatherize multifamily buildings with more than 24 dwelling units, Subgrantees will work with the property owner to document that not less than 50 percent of the dwelling units in the building are income eligible or will become income eligible dwelling units within 180 days under a Federal, State or local government program, in accordance with 10 CFR §440.22(b)(2). Since Puerto Rico does not have an approved priority list or field guide for large multifamily buildings, DDEC will work with Subgrantees to submit each building to DOE for review and approval prior to proceeding with weatherization work (per WPNs 2212 and 225).

There are adequate procedures whereby the Grantee can receive tenant complaints and owners can appeal, should rental increases occur.

Whether single-family or multifamily, the Grantee's procedures for rental unit shall ensure that:

- Written permission of the building owner or authorized agent is obtained before commencing work.
- Benefits of the services accrue primarily to the low-income tenants residing in such units.
- For a reasonable period after completion, the household will not be subjected to rent increases (unless those increases are demonstrably related to other matters other than the weatherization work performed).
- There are adequate procedures whereby the Grantee can receive tenant complaints and owners can appeal, should rental increases occur.
- No undue or excessive enhancement shall occur to the value of the dwelling unit

Describe the deferral Process

Deferral does not mean that assistance will never be available, but that any work deemed beyond the scope of WAP must be postponed until the problems are resolved. When there are major health, safety, or other circumstances that render the dwelling unit untenable, unsafe, or infeasible for weatherization installation, the Subgrantee may decide whether to defer work in a dwelling unit or to not provide weatherization services. The issues that could result in deferral of services include but are not limited to:

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001848, **State:** PR, **Program Year:** 2025  
**Recipient:** Department of Economical Development and Commerce

- Major roof leakage;
- Major infrastructure damages;
- Major foundation damage;
- Major moisture problem, including mold infestation;
- Major plumbing problems;
- Human or animal waste in the home;
- Major electrical problems or fire hazards;
- The home is vacant, or the client is moving; and
- The home is for sale.

Behavioral issues may also be a reason to defer services to a client, including but not limited to:

- Illegal activity on the premises;
- Occupant's hoarding makes difficult or impossible to perform a complete audit; and
- Lack of cooperation by the client.

Should deferral be appropriate, the Subgrantee provides a written Weatherization Deferral Notice to the clients with photographic evidence or documentation of reason for deferral. A copy of the deferral with photographic evidence or documentation must be placed in client file. The client will be given 30 days to take corrective action. Subgrantees will make reasonable efforts to find or direct clients to alternative assistance when DOE funds are unable to address conditions that lead to deferral. When possible, the deferral notice shall include a list of potential agencies or resources that address the specific issues that precludes a client from receiving DOE WAP services. If the client is able to take corrective action within 30 days, the work will resume as soon as possible. The client is able to reapply once the problem on the Deferral Notice has been corrected. If the problem is not corrected within 30 days, the Subgrantee will change the status of the job to inactive. If the client resolves the problem after 30 days of receiving the deferral notice, the Subgrantee will review and reconfirm client eligibility and priority documented in the client file. Client may submit an appeal in writing within 10 business days to the Subgrantee by providing an explanation and supporting documentation for why weatherization should continue. Appeals will be reviewed by the Subgrantee's WAP program staff and the Grantee will provide the final decision. The Subgrantee will respond to appeals in writing within 30 days of receiving appeals.

#### **I. Funding Allocation and Distribution Plan**

Puerto Rico's Department of Economic Development and Commerce (DDEC) will allocate WRF funds to the Subgrantee based on the T&TA distribution model and in alignment with Program Year 2025 Grantee Allocations provided by DOE under WPN 24-9. The funds will specifically target repairs required to make homes eligible for weatherization services, thereby reducing deferral rates.

#### **Prioritization of Households:**

1. **Low-Income Households:** Households at or below 200% of the federal poverty level, prioritizing those with high energy burdens.
2. **High-Deferral Regions:** Regions with a higher frequency of deferrals, particularly in rural and underserved areas.
3. **Health and Safety Concerns:** Homes with documented health or safety risks that require essential repairs before weatherization.

#### **Restrictions on Funding Use:**

- WRF funds will not cover standard weatherization costs; they are allocated exclusively for preparatory repairs such as structural integrity, health, and safety compliance.
- The WRF ACPU will be \$6,000 per unit.

#### **Subgrantee Consultation:**

In developing and refining the distribution plan, we will consult with the Subgrantee and Puerto Rico's Policy Advisory Council (PAC) to address specific regional needs and to ensure statewide applicability.

#### **II. Deferral Process for WRF**

Under the 10 CFR 440 regulation and DOE guidelines, deferrals occur when a home cannot be weatherized due to certain unaddressed repair needs. The WRF will mitigate deferrals by financing necessary repairs.

- **Deferral Criteria:** Deferrals will be limited to situations where repairs exceed the maximum WRF allocation or in cases of unresolvable regulatory issues.
- **Tracking Deferrals and Sunk Costs:** Sunk costs associated with deferrals (such as initial assessments) will be recorded for program review and budget planning.

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001848, **State:** PR, **Program Year:** 2025  
**Recipient:** Department of Economical Development and Commerce

### III. Tracking and Reporting

In compliance with DOE WPN 24-9, the DDEC will track and report WRF usage as follows:

1. **Data Collection:** Subgrantee will maintain records for all WRF repairs, capturing associated costs, repair types, and measures.
2. **Reporting Standards:** Subgrantee will submit quarterly reports, itemizing costs per unit and detailing the measures completed. Reports will include deferral rates and sunk costs.
3. **ICR Compliance:** All tracking data will align with DOE's Information Collection Request (ICR) process.

### IV. Monitoring and Compliance

Annual monitoring of Subgrantee will be conducted by the DDEC to verify compliance with the WRF plan and to ensure funds are spent in line with DOE-approved purposes.

#### Monitoring Actions:

- **Site Visits:** Random site visits to verify repair completion and evaluate the quality of the work performed.
- **Documentation Review:** Review of Subgrantee records to ensure accurate and complete tracking of WRF activities.
- **Feedback Collection:** Ongoing feedback from Subgrantee and homeowners will help identify areas for program improvement.

All findings from monitoring will be compiled into an annual report submitted to DOE for review and feedback.

### V. Adjustments and Improvements

The DDEC commits to revisiting and adjusting the WRF plan as needed based on Subgrantee feedback and DOE guidance. This adaptive approach will help Puerto Rico meet program goals efficiently while supporting more homes in receiving weatherization services.

#### WRF Expenditure

For WRF funds allocated to the Subgrantee, a reasonable time for expenditure is defined as one program year within the same grant cycle. This limit ensures that necessary repairs are completed promptly to facilitate weatherization eligibility and maintain program momentum. The DDEC will regularly monitor Subgrantee progress to ensure adherence to this timeline and provide support as needed to address any delays.

#### 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.

Eligible applicants are served without regard of race, color, age, sex, disability, national origin, or political and religion belief.

In accordance with 10 CFR 440.16(f), that low-income members of a Tribe will receive benefits equivalent to the assistance provided to other low-income persons within the state unless the Grantee has made the recommendation provided in 10 CFR 440.12(b)(5). In such a case, the Grantee shall provide a recommendation in their Grantee Plan that a Tribal Organization be treated as a local applicant eligible to submit an application pursuant to 10 CFR 440.13(b).

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

As per 10 CFR 440.14 (c)(6)(ii): The location of the houses to be weatherized is not considered as a factor in determining the distribution of units since Puerto Rico climate does not exhibit significant variations between low elevations and mountain areas. The application process will be opened to all eligible residents of Puerto Rico.

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001848, **State:** PR, **Program Year:** 2025  
**Recipient:** Department of Economical Development and Commerce

### V.3 Priorities

Priority for service delivery is given to elderly people, people with disabilities, families with children, high residential energy users, and households with high energy burden, in compliance with 10 CFR §440.16 and 10 CFR §440.22.

Once a potential client has filled out the intake form, the Subgrantee determines eligibility and ranks them on a point system, giving more points on basis of priorities listed in 10 CFR §440.16.

Application eligibility expires twelve (12) months from certification date if work on dwelling unit (energy audit) has not been initiated. Subgrantees are required to reverify eligibility and income at expiration in order to maintain a current certification date.

#### Priorities

As notified in the Program Operation Manual Part 4.0 Weatherization Priority Population\_Section 4.1-Priority Classification,

#### 4.1 Definitions

- Elderly – Person age sixty (60) or older.
- Children – Persons under the age of six (19).
- High residential energy users
- Household with a high energy burden; and
- Persons with Disabilities means any individual:
  1. Who is a handicapped individual as defined in section 7(6) of the Rehabilitation Act of 1973, that is:
  2. Who is under a disability as defined in section 1614(a)(3)(A) or 223(d)(1) of the Social Security Act or in section 102(7) of the Developmental Disabilities Services and Facilities Construction Act, or
  3. Who is receiving benefits under chapter 11 or 15 of title 38, U.S.C.
- Cited sections from the Regulations listed above can be found in APPENDIX B – DEFINITIONS OF DISABILITY for reference.

#### 4.2 Priority Ranking System

An applicant priority ranking system will be used to identify and prioritize services to households. The system will award points to applicants whose households contain one or more of the following priority persons: children, disabled, and/or elderly.

The total number of points will be based on the information provided in the application. Households classified as eligible will become part of a list organized in order of highest to lowest points that will be used to select the next house to be weatherized. Eligible households with the highest number of points will be the first to receive weatherization services. Priority points will not be a factor in the determination of eligibility of a household.

These PLs apply to any DOE WAP eligible dwelling that meets the following checklist:

1. Building type is included in approved in DOE plan.
2. Job will not exceed \$750 in incidental repairs meeting the definition outlined in WAP WPN 19-5.
3. Job will not exceed \$600 in H&S expenditures. Grantees utilizing these PLs with any DOE funds must install all required Health and Safety (H&S) measures per the Grantee's DOE-approved H&S plan.

If the PL is applied to a project using any DOE funds, then any measure listed as "mandatory" may only be skipped if it is physically impossible to install, regardless of funding source used for the measure. If another funding source is used for a mandatory measure, it must meet the requirement of the DOE WAP as outlined in the PL. "Optional" measures may only be installed if all other applicable mandatory measures are installed as well. ACI expenditure of financial assistance provided under WAP for labor, weatherization materials, and related matters cannot exceed the Average Cost Per Unit (ACPU) limits as defined in DOE's annual Weatherization Program Notice (WPN) XX-1. All installation costs must be procured in compliance with CFR 200 and Grantee's procurement policies. Individual measure cost caps, if applicable, are detailed in the Priority List.

1. Mandatory: Install all applicable Health and Safety (H&S) measures per the Grantee's DOE-approved H&S Plan.

2. Required: Light Emitting Diode (LED) lighting replacement of all existing screw-based incandescent, halogen, compact fluorescent lighting, or pin-based fluorescent tube lighting used for a minimum of one hour per day.

a. Lighting Replacement SWS

3. Required: Replace up to (1) refrigerator per home, with a label rating of less than 450kWh/yr and maximum installed cost of \$2,500 per unit when the existing refrigerator:

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001848, **State:** PR, **Program Year:** 2025  
**Recipient:** Department of Economical Development and Commerce

- 
- a. Was manufactured before 2001, OR b. Uses >1000 kWh/yr based upon energy use metering or industry accepted resource.
- i. Refrigerator Replacement SWS c. Documentation of existing refrigerator data tag must be included in the client file
4. Required: Install low-flow showerheads and faucet aerators in all applicable locations in the home.
- a. Faucet aerators (<2.2 GPM) – Low-Flow Devices SWS b. Showerhead (<2.5 GPM) – Low-Flow Devices SWS
5. Optional: Install Tier 2 Advanced Power Strip (APS) devices. Two types of devices are allowed:
- a. Motion sensing power strips that shut off power to controlled devices when no motion is detected for a set period of time regardless of the level of power draw; and
- b. IR sensing strips that shut off power to controlled devices when no IR signal is detected for a set period of time regardless of the level of power draw.
- i. Devices must consume less than 1W, have a one-year warranty, provide warranty for connected devices, provide surge protection to 740 joules, be UL 1449 and 1362 listed, be rated for 15 amps, and have a resettable circuit breaker.
- ii. Master/peripheral load sensing strip must have at least 3 connected device outlets and include adjustable sensitivity.
- iii. Direct-installed strips must disconnect power to at least 2 controlled devices.
- iv. Households should not receive more than two devices per home.
- v. Devices shall not cost more than \$75.00 to purchase and install.
6. Optional: Air-Conditioning System Replacements
- a. Small Room A/C Replacements – SWS 5.0301.1
- i. Replace up to 3 window air conditioner units that are less than 12 kbtu/hr that meet the following requirements:
1. Operated at least 8 hours a day.
2. Manufactured before June of 2014, or with an EER of 9.7 or less.
- ii. Replacements must be with Energy Star qualified window air conditioner models of 12.8 CEER or higher that are the same or less btu/l as the existing unit(s).
- iii. Documentation of existing unit data tag must be included in the client file.
- b. Large Room A/C Replacements – SWS 5.0301.1
- i. Replace up to 3 window air conditioner units that are less than 12 kbtu/hr that meet the following requirements:
1. Operated at least 8 hours a day.
2. Manufactured before June of 2014, or with an EER of 9.7 or less.
- ii. Replacements must be with Energy Star qualified window air conditioner models of 12.8 CEER or higher that are the same or less btu/l as the existing unit(s).
- iii. Documentation of existing unit data tag must be included in the client file.
- c. Ductless Mini-Split Replacements – SWS 5.0108.3
- i. Replace existing ductless mini-split air conditioners that meet the following requirements:
1. Operate at least 8 hours per day.
2. Were manufactured before 2014, or with an EER or 10.1 (11.5 SEER) or less.
- ii. Replacements must be with an Energy Star qualified ductless mini-split rated for a minimum 19 SEER2 of the same or lesser capacity
-



U.S. Department of Energy

Weatherization Assistance Program (WAP)

STATE PLAN / MASTER FILE WORKSHEET

Grant Number: SE0001848, State: PR, Program Year: 2025

Recipient: Department of Economical Development and Commerce

than the unit(s) it is replacing.

PRIORITY POINT SYSTEM

1. Household with a disabled person - 10 points
2. Household with elderly person (60 or over) - 10 points
3. If total annual income of household is at or below 200% of Poverty Guidelines 10 points
4. Household with children under 19 years of age - 5 points
5. High utility bill using more than \$200.00 a month - 5 points

The first consideration must be by priority category. Grantees then may choose to use the oldest application certification date for positioning applicants within the same allowable priority category. This will also be the method of the Grantee to choose applicants from the waiting-list.

V.4 Climatic Conditions

Puerto Rico enjoys a tropical climate, which means it experiences warm temperatures year-round. The average temperature typically ranges from 71 to 85°F (21°C to 29°C). The island has two main seasons: the wet season and the dry season. The wet season runs from May to November, bringing frequent rain showers and occasional thunderstorms. The dry season, from December to April, is characterized by less rainfall and more sunshine.

The island's climate is influenced by the trade winds, which help moderate temperatures and bring refreshing breezes. Coastal areas tend to be warmer, while the central mountainous regions can be cooler. Puerto Rico is also susceptible to hurricanes, particularly during the Atlantic hurricane season from June to November.

Fahrenheit-based 5-year-average (2020 to 2024) cooling degree days with a base temperature of 65 F			Fahrenheit-based 5-year-average (2020 to 2024) heating degree days with a base temperature of 65 F		
	CDD 65	% Estimated		HDD 65	% Estimated
Jan	408	0.2	Jan	0	0.2
Feb	369.3	0.2	Feb	0	0.2
Mar	412.3	0.2	Mar	0	0.2
Apr	435.5	0.2	Apr	0	0.2
May	534.2	0.2	May	0	0.2
Jun	557.3	0.2	Jun	0	0.2
Jul	574.5	0.2	Jul	0	0.2
Aug	592.4	0.3	Aug	0	0.3
Sept	574.9	0.2	Sept	0	0.2
Oct	571.5	0.2	Oct	0	0.2
Nov	486.7	0.6	Nov	0	0.6
Dec	445.3	0.2	Dec	0	0.2
Total	5961.9	0.2	Total	0	0.2

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

All work is being performed in accordance to the DOE-approved energy audit procedures and 10 CFR 440 Appendix A.

The Puerto Rico Standard Work Specifications (SWS) Field Guide can provide subgrantees with guidance in addition to the 10 CFR §440 and 2 CFR §200. Before DDEC contracts the Subgrantees, they are required to submit a quality assurance plan that provides, in detail, their procedures to ensure all Federal, State and County requirements are being met.

Currently, weatherization services include;

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001848, **State:** PR, **Program Year:** 2025  
**Recipient:** Department of Economical Development and Commerce

- Intake;
- Assessment and audit;
- Energy saving measures;
- Energy education;
- Verification of work; and
- Monitoring energy usage and savings.

Installation measures are dependent on the energy audit that the Subgrantee conducts for each household. Currently, there are seven approved weatherization measures in the Approved Puerto Rico Priority List that applies to single family homes and multi-family buildings with units of four or less. The following measures are listed in the order of lowest to highest in terms of cost effectiveness:

- Low-Flow Showerheads;
- Tier 2 Advanced Power Strips;
- Light Emitting Diode (LED) Lighting;
- Domestic Water Heater Replacements;
- Small Room Air Conditioners;
- Energy Star Refrigerators;
- Solar Water Heater;
- Large Room Air Conditioners and;
- Roof Coating/Sealing.

By signing PY2025 WAP contracts with DDEC, Subgrantees acknowledge they received the Field Guide and are held accountable to make sure all weatherization work meets or exceeds the standards set forth in the Field Guide. DDEC will ensure that Subgrantees are providing their contractors with the required information on their expectation of work quality and program guidance by including the following language in their contract:

1. Subgrantee must certify it has informed contractors that work must meet the standards as outlined in the Puerto Rico Weatherization Field Guide and the

Standard Work Specifications. This certification must be done annually, and must be signed off by the Subgrantee and an authorized employee of the contractor company.

2. All energy audits performed by the Subgrantee or its contractor will meet or exceed the requirements set forth in Weatherization Program Notice 23-06.

During onsite monitoring, DDEC will ensure that the language and required signatures for the Field Guide are in the Subgrantee contractor files. Subgrantees will ensure that all contractors sign the final inspection form to indicate that the SWS Field Guide procedures and standards were implemented in the installation of the weatherization measures. (See Puerto Rico Priority List Attachment.)

Subgrantees and Contractors must review and follow the Grantee's NEPA determination and historic preservation programmatic agreement (PA), as applicable, to ensure they comply with all restrictions. An Environmental Questionnaire must be submitted for any activities not listed in the NEPA determination.

Field guide types approval dates

Single-Family: 7/5/2022
Manufactured Housing:
Multi-Family:

#### V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family
Audit Name: Priority List
Approval Date:

Audit Procedure: Manufactured Housing
Audit Name:

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001848, **State:** PR, **Program Year:** 2025  
**Recipient:** Department of Economical Development and Commerce

Approval Date:

Audit Procedure: Multi-Family

Audit Name:

Approval Date:

Comments

Puerto Rico will proceed with the use of approved Priority List as the energy audit procedure.

Priority List was approved 6/13/2024. Grantee is committed to comply with the requirements of the energy audit procedure and approved Priority List.

To weatherize multifamily buildings with more than 24 dwelling units, Subgrantees will work with the property owner to document that not less than 50 percent of the dwelling units in the building are income eligible or will become income eligible dwelling units within 180 days under a Federal, State or local government program, in accordance with 10 CFR §440.22(b)(2). Since Puerto Rico does not have an approved priority list or field guide for large multifamily buildings, DDEC will work with Subgrantees to submit each building to DOE for review and approval prior to proceeding with weatherization work (per WPNs 2212 and 225).

There are adequate procedures whereby the Grantee can receive tenant complaints and owners can appeal, should rental increases occur.

Whether single-family or multifamily, the Grantee's procedures for rental unit shall ensure that:

- Written permission of the building owner or authorized agent is obtained before commencing work.
- Benefits of the services accrue primarily to the low-income tenants residing in such units.
- For a reasonable period after completion, the household will not be subjected to rent increases (unless those increases are demonstrably related to other matters other than the weatherization work performed).
- There are adequate procedures whereby the Grantee can receive tenant complaints and owners can appeal, should rental increases occur.
- No undue or excessive enhancement shall occur to the value of the dwelling unit

**V.5.3 Final Inspection**

As stated in 10 CFR 440.16(g), a dwelling unit may be reported completed as long as the grantee or its authorized representative, has performed a final inspection and certifies that the work has been completed in a workmanlike manner.

In accordance with 10 CFR §440.21, to complete installation of weatherization services for a dwelling, the Subgrantee or its authorized representative conducts a final inspection of the dwelling unit to certify that all weatherization and mechanical work has been completed in a quality manner, follows applicable rules and codes, and is in accordance with the priorities determined by the audit.

Due to the type of weatherization done in the State of Puerto Rico and geographical location, Puerto Rico has an exemption for Certified Quality Control Inspectors (QCI). Therefore, the final inspector needs to be trained on the specific measures the State of Puerto Rico implements but does not need to go through the QCI training.

The Puerto Rico SWS Field Guide aligns with WPN 22-4, which governs the quality control inspection process and outlines disciplinary actions for inadequate inspection practices. The inspector conducts a final inspection of all weatherized dwellings, which includes photos of the weatherized dwelling to show visual proof of installation and compliance to verify the following:

- Review all completed work with the client;
- Confirm that the client is satisfied;
- Specify corrective actions whenever the work does not meet standards; and
- Verify that all required paperwork, with required signatures, is in the client file.

Deficiencies identified due to monitoring may require corrective action, which will be identified through the service provider's monitoring report. The provider must make the necessary corrections in a timely manner agreed upon by DDEC and the provider. The date that the service provider must implement the corrective action cannot be less than 30 days.

If the provider fails to make the necessary corrections by the agreed upon date, DDEC reserves the right to temporarily withhold cash payments pending correction of the deficiencies, suspend the award, redistribute the available funds, or terminate the contract.

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001848, **State:** PR, **Program Year:** 2025  
**Recipient:** Department of Economical Development and Commerce

Grantee will provide copies of the monitoring inspection forms that will be used by Grantee monitors to ensure that work is completed in accordance with the work quality requirements outlined in Weatherization Program Notice 22-4: Quality Work Plan Requirement Update.

## V.6 Weatherization Analysis of Effectiveness

The effectiveness of the Subgrantee's weatherization work is assessed using monthly program reports that reflect the targeted number of outcome the number of homes that were weatherized, the measures that were implemented, and the status of applicants and potential applicants.

In addition, the Subgrantees submit a narrative to DDEC with a more detailed account of what the Subgrantee did within the month.

Through the monthly report, the WAP Manager is able to see the variance between the targeted outcomes and the current outcomes per Subgrant. This allows the WAP Manager to have a high level of awareness of the progression of each Subgrantee towards meeting their contracted outcomes and effectiveness.

The Grantee plans to offer OSHA training and other relevant professional development opportunities that support program goals and improve service delivery. Comparisons between current staff competencies, program requirements, and best practices are used to establish T&TA priorities, ensuring that training activities address both immediate operational needs and long-term capacity building for the program.

The Grantee incorporates monitoring feedback through the review of monthly reports submitted by subgrantees, which include monitoring data, performance metrics, and operational observations. This information is evaluated to identify areas for improvement, address compliance issues, and guide technical assistance and training efforts. Feedback gathered through this process is also used to adjust program procedures and ensure alignment with program requirements and performance goals.

Additionally, the Grantee tracks Subgrantee performance reviews by maintaining detailed records of monthly report submissions, monitoring visit outcomes, and any corrective actions or recommendations issued. Performance data is regularly analyzed to assess trends, measure progress toward established goals, and ensure program standards are consistently met. This structured approach helps the Grantee proactively support subgrantees address challenges, and promote continuous improvement across the program.

When a Subgrantee fails final inspections or receives management findings as a result of Grantee monitoring or audit proceedings, the Grantee takes immediate action to address the issues and support program improvement. Subgrantees are required to submit monthly reports that include monitoring data and inspection outcomes, which allows the Grantee to closely track performance and identify recurring issues or areas of concern.

Upon identifying deficiencies, the Grantee provides targeted technical assistance and may require corrective action plans to address the findings. Training opportunities, such as OSHA courses and other relevant program-specific trainings, are offered to strengthen staff knowledge, improve field practices, and prevent future deficiencies. Additionally, the Grantee uses the information from monitoring feedback and performance reviews to adjust program procedures and refine training and technical assistance priorities. This proactive, structured approach promotes accountability, continuous improvement, and the effective delivery of program services. This process also represents how the Grantee is implementing internal controls during current program year to promote operational improvements and ensure compliance with program standards.

Puerto Rico General Services Administration makes sure to perform a market analysis to ensure measures are costed accurately.

## V.7 Health and Safety

Refer to the Health and Safety plan for Puerto Rico.

## V.8 Program Management

### V.8.1 Overview and Organization

The Puerto Rico Weatherization Assistance Program (WAP) will be administered by the Department of Economic Development and Commerce (DDEC) by Energy Policy Program (EPP) previously known as the State Office of Energy Policy (SOPP). Act No. 141 of July 11, 2018, also known as the Execution Act of the Reorganization Plan of the Department of Economic Development and Commerce:

EPP serves as one of the public agencies that oversee the development of the energy industry in Puerto Rico. As such, it's responsible for promoting

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001848, **State:** PR, **Program Year:** 2025  
**Recipient:** Department of Economical Development and Commerce

and implementing Puerto Rico's energy policy. EPP will also serve as liaison between Puerto Rico and the Department of Energy, the Federal Energy Regulatory Commission, the U.S. Energy Information Administration and/or any agency or office having interference on energy issues at the federal level.

EPP receives and manages state and federal grants. Federal grants are managed using the State Plans approved by the award agency or through cooperation and/or contract agreement with grantees. EPP is also responsible for the administration and implementation of the following programs:

- Weatherization Assistance Program (WAP)
- State Energy Program (SEP)

The Program mission is to reduce energy costs, while ensuring the health and safety for eligible low-income families. Priority is provided for households with children, the elderly, and persons with disabilities. As previously mentioned, the Program will be administered by EPP, acting as the Grantee. EPP will administer the WAP in compliance with applicable laws; including regulations contained in 10 CFR Part 440, 2 CFR Part 200, DOE WAP notices and other procedures applicable to these regulations as the United States Department of Energy (DOE) may prescribe for the administration of financial assistance.

The EPP through an RFP process, will request program operations to be overseen by a Subgrantee.

#### V.8.2 Administrative Expenditure Limits

Allocation for administrative costs will be as follows:

7.5% for grantee's administrative costs.

7.5% for subgrantee's administrative costs.

#### V.8.3 Monitoring Activities

##### **DDEC Goals for Monitoring WAP Activities:**

1. Analyzing service delivery, program performance, and quality and effectiveness of the work on completed dwelling units.
2. Determining program compliance and accountability.
3. Identifying problems, deficiencies, and areas for program improvement.
4. Assisting subgrantees in their program operations and compliance with DOE and State regulations.
5. Advising subgrantees on how to correct any weaknesses and deficiencies.
6. Assessing the need for training and technical assistance to improve local agency service delivery, cost-effectiveness, and accountability.
7. Assessing how subgrantees, contractors, and anyone installing weatherization measures abide by the standards and technical requirements as stated in the updated Puerto Rico Weatherization Field Guide.
8. Determining ways that monitoring activities can be improved.

##### **Monitoring Process:**

1. **Desk Monitoring:** DDEC reviews all available subgrantee reports for progress, expenditures, timeliness, and audit findings.
2. **Subgrantee Agency On-Site Monitoring Visits:** Each subgrantee receives at least one monitoring visit per year, including:
  - **Fiscal Monitoring:**
    - Review of financial records, purchasing and bidding practices, payroll documentation, travel records, vendor payments, and last financial audit.
  - **Program Monitoring:**
    - Review of client files, weatherization materials, tools, equipment, inventory, scheduling practices, safety policies, and 10% of all weatherized units.
  - **Technical Monitoring:**
    - Evaluation of the implementation of weatherization measures to ensure compliance with technical standards and requirements as outlined in the updated Puerto Rico Weatherization Field Guide. This includes assessing the quality of work performed and adherence to standards.

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001848, **State:** PR, **Program Year:** 2025  
**Recipient:** Department of Economical Development and Commerce

to best practices in installation.

**3. Monitoring Procedures:**

- Visits scheduled in advance, with ten business days for subgrantees to prepare documents.
- Entrance interview at the start of the visit to explain the purpose and required records.
- Inspection of at least 10% of completed units.
- Exit interview to review monitoring analysis.
- Monitoring inspections documented in a report sent to subgrantees within 30 days, identifying corrective actions.

**4. Frequency of Monitoring:**

- Monitoring frequency increased to twice a year if significant deficiencies are found, with increased inspection percentages.
- Q1 - Q2 we will inspect 15 units and Q3 - Q4 we will inspect the rest of the 15 units left. These monitoring activities will be made every weekly, specifically on Fridays.

**5. Skills, Training, and Credentials for Monitoring Personnel**

To effectively monitor the Weatherization Assistance Program (WAP), individuals assigned to monitoring roles should possess the following skills and credentials:

- **Relevant Education:** A degree in fields such as environmental science, engineering, or a related discipline.
- **Experience in Weatherization:** Prior experience in weatherization programs or related fields is essential.
- **Certification Requirements:**
  - Completion of Quality Control Inspector (QCI) training is preferred; however, exemptions can be made as outlined in Weatherization Program Notice (WPN) 22-4 regarding Quality Work Plan requirements.
  - All monitoring personnel should be familiar with relevant regulations and best practices in weatherization.

**6. Action for Removal of a Subgrantee from the Program:** DDEC may terminate financial assistance if a subgrantee materially fails to provide services as per their contract.

**Tracking and Analysis:** All the results of Grantees monitoring including, financial reviews, will be tracked by the Grantee to final resolution. The tracking record will include findings, concerns, recommendations, commendations, best practices, corrective actions, deliverables, technical assistance, and training provided, and resolutions. As required, within 30 calendar days after each monitoring visit, a written report (identifying findings, concerns, recommendations, commendations, and best practices) and any corrective actions, as applicable, will be provided to the Subgrantee.

**Effectiveness of Grantee Monitoring**

Grantee monitoring is essential for ensuring that all work performed—including audits, installations, and inspections—is carried out by properly trained individuals. The effectiveness of the Grantee monitoring includes:

- **Audits and Inspections:** Conducting regular audits and on-site inspections to verify the quality of work completed by subgrantees.
- **Training Requirements:** Ensuring that all personnel involved in installations are properly trained and hold the necessary certifications.
- **Feedback Mechanism:** Establishing a feedback loop with subgrantees to address issues promptly and improve service delivery.

**Funding for Grantee Monitoring**

The Grantee will be allocating 13.85% (\$16,000) of the T&TA directed toward Grantee monitoring efforts.

At the moment DDEC does not have monitoring staff but it is undergoing the process of hiring a monitoring team.

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

T&TA funds are budgeted for both DDEC and Subgrantees to attend weatherization specific trainings. DDEC ensures that Subgrantees have adequate training and technical assistance available to maintain and improve program performance and work quality. Each Subgrantee must submit a monthly Fiscal and Program report through documentation of hard copy, soft copy on the computer files and excel spreadsheet. Each Subgrantee is allocated with T&TA funds intended for WAP staff to attend comprehensive and specific trainings offered by Energy OutWest, NASCSP, Building Performance Association, and other DOE approved IREC accredited organizations. As the DDEC does not have any in-state IREC accredited training programs, DDEC

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001848, **State:** PR, **Program Year:** 2025  
**Recipient:** Department of Economical Development and Commerce

will coordinate trainings with IREC accredited training providers to provide virtual trainings specifically for the Subgrantees to continue improving WAP knowledge and best practices. T&TA needs are assessed through monitoring visits, email requests, detailed evaluation from regional training session and monthly program reports. A portion of DDEC's T&TA funds will be used to pay annual NASCSP membership dues to continue partnering with NASCSP to provide training for Subgrantees and utilize as a resource for guidance on federal requirements. DDEC will also use T&TA funds to conduct onsite monitoring visits during PY 2025. Most of these trainings are for management activities for personnel.

As per WPN 22-4, due to the type of weatherization done in Puerto Rico and the geographical location, Puerto Rico has an exemption for certified Quality Control Inspectors (QCI). Therefore, Final Inspectors need to be trained on the specific measures Puerto Rico's WAP installs but does not need to go through the QCI training and get certified.

Programs which do not install envelope measures are exempt from the QCI certification requirement. Those Grantees are:

- Hawaii
- American Samoa
- Guam
- Northern Mariana Islands
- Puerto Rico
- US Virgin Islands.

These Grantees must still comply with Section 1 and Section 3. Individuals performing inspections in these locations must be adequately trained and skilled to inspect in accordance with the Standard Work Specifications and DOE-approved Field Guide, Energy Audit Tool, or Priority List. Grantees should work with their DOE Project Officers to ensure that all aspects of the training plan meet the overall intent of this WPN.

Subgrantees are required to have all individuals that are either full-time or part time Inspectors receive regular comprehensive training. In order to maintain program transparency, Subgrantees are required to identify all Final Inspectors on staff. Subgrantees are responsible for ensuring that WAP Final Inspectors are trained and in compliance with all Puerto Rico's WAP Policies and Procedures, and Puerto Rico's approved Field Guide. DDEC ensures that untrained Subgrantee WAP staff are supervised while weatherizing homes to ensure accuracy and quality of work is conducted. Subgrantees will notify DDEC's Program Specialist of new WAP hires, weatherization related experience they have, and who will be supervising them in the field until they receive the necessary trainings to properly weatherize homes. When Subgrantees complete trainings, Subgrantees will send DLIR OCS confirmation of registrations and certificates of completion for each staff enrolled.

DDEC's tentative T&TA activities for Program Year 2025 may consist of the following:

- DDEC will work with NASCSP to find an IREC accredited training provider to provide Subgrantees with specific weatherization training and other areas of improvement during PY25 monitoring.
- OSHA 30 Hours Training
- AEE Energy Auditor certifications
- Any DOE approved trainings.

Percent of overall trainings

Comprehensive Trainings:	50.0
Specific Trainings:	50.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	20.0
Percent of budget allocated to Crew/Installer trainings:	40.0
Percent of budget allocated to Management/Financial trainings:	40.0

**V.9 Energy Crisis and Disaster Plan**

In the event of a crisis, many agencies participate in closed coordination to assist in such event. The Emergency Operation Centers (EOC's) is the location in which coordination of information and resources to support in the prompt solution of domestic incidents takes place. EPP is part of the emergency response group and therefore could provide technical assistance, recovery and clean-up efforts, crisis management and other assistance as required by the type of incident. DOE funding will not be used to pay for weatherization personnel to perform relief work in the community as a result of a crisis or emergency. As stated in the WPN 25-1 "The use of DOE WAP funds is limited to eligible weatherization activities and the purchase and delivery of weatherization materials." Therefore DOE funds used to address disaster related hazard will be limited to those established in the Weatherization Program Notice 25-1.

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001848, **State:** PR, **Program Year:** 2025  
**Recipient:** Department of Economical Development and Commerce

During the emergency, agencies will be required to report activities performed and shall coordinate their efforts with other disaster assistance programs, such as FEMA, in order to provide assistance to the community. The WAP program manager will submit to the DOE a report of activities performed or suspended during the emergency crisis. Only activities related to the WAP program will be included in the report.

Eligible household located in the disaster area or that have been directly affected by the crisis, and with damages that could impact weatherization measure implementation and costs would be deferred until damages have been addressed. All work completed during disaster periods shall conform to the Puerto Rico Weatherization Program standards.

Disaster relief services are only available to qualified low-income households directly affected by the declared disaster. PR WAP may reprioritize services requests from these households so that timely weatherization can be provided. Dwellings may only be provided weatherization services that are not paid for by insurance. The burden of proof of what is and is not covered by insurance is put on the policy holder.

Emergencies may be a result of natural or manmade factors. The Weatherization Assistance Program works within the WAP guidelines in WPN 25-1 to assist the territory and community authorities in normalizing areas affected by a disaster by providing WAP resources to assist Puerto Rico low-income citizens in recovering and rebuilding after the disaster. The Weatherization Program will adhere to the WAP guidelines when responding to any disaster in which the low

Disaster mitigation planning activities shall be implemented as soon as practical after the declaration of a disaster. The PR WAP shall not commit WAP resources (labor or financial) until it receives approval from the WAP Manager.

Any additional disaster related funds will be allocated based on the extent of the disaster in each district area. Funds must supplement, not supplant other funds available for disaster assistance. All funds received by the client to cover damages must be considered prior to the allocation of WAP resources.