

## 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

03/17/2025

## 4. Applicant Identifier:

## 5a. Federal Entity Identifier:

## 5b. Federal Award Identifier:

DE-SE0001854

## State Use Only:

## 6. Date Received by State:

## 7. State Application Identifier:

## 8. APPLICANT INFORMATION:

a. Legal Name: Utah Department of Workforce Services

b. Employer/Taxpayer Identification Number (EIN/TIN):  
876000545c. UEI:  
JJKAPZHF5KB3

## d. Address:

Street 1: 140 E. 300 S.

Street 2:

City: Salt Lake City

County: SALT LAKE County

State: UT

Province:

Country: U.S.A.

Zip / Postal Code: 841110000

## e. Organizational Unit:

Department Name:

Department of Workforce Services

Division Name:

Housing &amp; Community Development Division

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

Prefix: Mr First Name: Matthew

Middle Name:

Last Name: Turner

Suffix:

Title: Weatherization Program Manager

Organizational Affiliation: State of Utah Workforce Services

Telephone Number: 8013681173

Fax Number:

Email: mjtturner@utah.gov

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**9. Type of Applicant:**

A State Government

**10. Name of Federal Agency:**

U. S. Department of Energy

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

81.042

CFDA Title:

Weatherization Assistance Program

**12. Funding Opportunity Number:**

DE-WAP-0002025

Title:

2025 Weatherization Assistance Program (WAP) Funding

**13. Competition Identification Number:**

Title:

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

Statewide

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

The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient.

## APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

## 16. Congressional District Of:

a. Applicant: Utah Congressional District 04

b. Program/Project: UT-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	3,236,792.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	3,236,792.00

## 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: Matthew

Middle Name:

Last Name: Turner

Suffix:

Title: Weatherization Program Manager

Telephone Number: 8013681173

Fax Number:

Email: mturner@utah.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 07/21/2025

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: Utah Department of Workforce Services  
Award number: SE0001854

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
Weatherization Program Manager - Matthew Turner	Weatherization Program Manager Wages split 50% Admin 50% T&TA Wages based on PY 24 Actual with 2.5% COLA and 1% PBP Increase per Governor's state FY 26 budget.
WX Program Specialist - Makara Keo	Field Monitoring & Training Local WX Agencies, verifies compliance to Energy Auditing standards. Development of State H&S Plan, policies, & procedures. Trains energy auditing, use of audit tool. develops audit procedures. Wages split 50% Admin 50% T&TA Wages based on PY 24 actuals with 2.5% COLA and 1% PBP Increase per Governor's state FY26 budget.
WX Program Specialist - Matt Rogers	Field Monitoring & Training of local agencies. Inspects completed homes at subgrantee agencies. Supports training activities at the IWTC. Trains field crews on wx measure installation to field guides. Wages split 50% Admin 50% T&TA Wages based on PY 24 actuals with 2.5% COLA and 1% PBP Increase per Governor's state FY26 budget.
WX Program Specialist - Technical - Justin Davidson	Field Monitoring & Training of local agencies. Inspects completed homes at subgrantee agencies. Supports training activities at the IWTC. Trains field crews on wx measure installation to field guides. Wages split 50% Admin 50% T&TA Wages based on PY 24 actuals with 2.5% COLA and 1% PBP Increase per Governor's state FY26 budget.
WX Program Specialist - Technical - Kyia Hill	Field Monitoring & Training Local WX Agencies, verifies compliance to Energy Auditing standards. Development of State H&S Plan, policies, & procedures. Trains energy auditing, use of audit tool. develops audit procedures. Wages split 50% Admin 50% T&TA Wages based on PY 24 actuals with 2.5% COLA and 1% PBP Increase per Governor's state FY26 budget.
WX Program Specialist - Programmatic- Nikole Snyder	Programmatic Monitoring & Programmatic Training of local agencies. Agency reporting, procurement, and property management. Wages split 50% Admin 50% T&TA Wages based on PY 24 actuals with 2.5% COLA and 1% PBP Increase per Governor's state FY26.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Weatherization Program Manager - Matthew Turner	\$103,572.00	46.9850 % FT	\$48,663.30
WX Program Specialist - Makara Keo	\$51,366.00	46.9697 % FT	\$24,126.46
WX Program Specialist - Matt Rogers	\$70,267.00	46.9779 % FT	\$33,009.96
WX Program Specialist - Technical - Justin Davidson	\$63,701.00	46.9756 % FT	\$29,923.93
WX Program Specialist - Technical - Kyia Hill	\$65,144.00	46.9762 % FT	\$30,602.18
WX Program Specialist - Programmatic- Nikole Snyder	\$66,952.00	46.4768 % FT	\$31,117.15
		Direct Pay Total	\$197,442.98

**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 average percentage is 65% although individual total fringe rates vary due to health and dental plan options selected by the employee.
- Fringe average % is based on PY 24 actual expenses.
- Fringe is split between Admin and T&TA following the split established under Personnel.
- \$ = Admin
- \$ = T&TA
- \$ = Total
- Approximate Breakout of Fringe
- FICA 7%
- Health & Dental 26%
- Unemployment/Workers Comp 1%
- State Retirement 25%
- Annual & Sick leave 6%
- The variable in all fringe is due to the multiple health plans the state offers. Each has a Single, Double, and Family rate.

## Fringe Benefits Calculations

<b>Position</b>	<b>Direct Pay</b>	<b>Rate</b>	<b>Benefits</b>
Weatherization Program Manager - Matthew Turner	\$48,663.30	56.8615 %	\$27,670.68
WX Program Specialist - Makara Keo	\$24,126.46	66.5355 %	\$16,052.66
WX Program Specialist - Matt Rogers	\$33,009.96	67.6499 %	\$22,331.20
WX Program Specialist - Technical - Justin Davidson	\$29,923.93	67.6105 %	\$20,231.72
WX Program Specialist - Technical - Kyia Hill	\$30,602.18	43.5229 %	\$13,318.96
WX Program Specialist - Programmatic- Nikole Snyder	\$31,117.15	70.4620 %	\$21,925.77
Fringe Benefits Total			\$121,530.99

**3. TRAVEL**

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

<b>Purpose of Trip</b>	<b>Number of Trips</b>	<b>Cost Per Trip</b>	<b>Total</b>
2 Out of State Admin travel to attend national organization event such as HPC,EOW or NASCSP.	2	\$4,860.50	\$9,721.00

\$10,335 Budgeted 15 various in-state trips for Grantee to provide monitoring, QCI oversight, and training at seven local agencies statewide throughout the 12 month period. Cost Basis per trip Average T&TA or monitoring trip is 3 days Lodging \$91 x 3 = \$270.00 Per Diem \$44 x 3 = \$132 Vehicle costs \$.547 x 500 miles = \$273.50 Travel Incidentals = \$10 Total cost is \$688.50 per 3 day trip. This travel would cover Grantee: Program Manager 4-5 trips per year (training & monitoring) WX field monitoring 4-5 trips per year (training & monitoring) QCI/Energy Auditor T&TA 4-5 trips per year (training & monitoring)	15	\$689.00	\$10,335.00
		Travel Total	\$20,056.00

- 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.

Utah's PY25 proposed Travel cost (\$18,775) only supports Utah's WAP program and is separate from, and in addition to, the previously approved BIL Travel costs (\$208,420) Travel by State of Utah employees is governed by state statute Title 63A. Lodging, Per Diem and other rates are established in policy authorized by this statute.

<http://apps.finance.utah.gov/nxt/gateway.dll?f=templates&fn=default.htm&vid=nxtpu b:app1>

#### **Admin Travel**

\$9,721 Budgeted

1 Out of State trip is planned to attend an event like NASCSP

Cost Basis per trip

Air Fare - \$1,560

Lodging - \$1,940

Per Diem - \$360

Registration - \$1,000

#### **T&TA Travel**

\$10,335 Budgeted

15 various in-state trips for Grantee to provide monitoring, QCI oversight, and training at seven local agencies statewide throughout the 12 month period.

Cost Basis per trip

Average T&TA or monitoring trip is 3 days

Lodging \$91 x 3 = \$273

Per Diem \$44 x 3 = \$132

Vehicle costs \$.547 x 500 miles = \$273.50

Travel Incidentals = \$10.5

Total cost is \$689 per 3 day trip.

This travel would cover Grantee:

Program Manager 4-5 trips per year (training & monitoring)

WX field monitoring 4-5 trips per year (training & monitoring)

QCI/Energy Auditor T&TA 4-5 trips per year (training & monitoring)

The monitoring process implemented over the last few years have developed some efficiencies that have allowed us to reduce our Travel Budget.

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

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

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

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

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

General Category	Cost	Justification of Need
T&TA Supplies	\$8,497.00	T&TA Supplies: Represents the costs for printing, copies, office supplies, and training materials used during the training and monitoring of the program. Cost Basis - 44% of the total average of PY 24 actual expenses. Training Center Maintenance & Materials \$4,514 (training expendables, prop construction & maintenance etc.) Tools, Equipment >\$5k - \$2,990 (includes recalibration costs, shipping, etc of items like DG-1000's combustion analyzers, combustible gas detectors) Publications \$427 Printing & Copies - \$182 Office Supplies - \$384
Admin Supplies	\$678.00	Admin Supplies: Represents the costs for public notices, printing, copies, office supplies used in the administration of the program. Cost Basis - 44% of the total average of PY 24 actual expenses. Advertising Public Notices - \$294 Office Supplies - \$384
Materials and Supplies Total	\$9,175.00	

- 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.

Utah's PY25 proposed Supplies cost (\$9,175) support only Utah's WAP program and are separate from, and in addition to, the previously approved BIL Supplies budget cost (\$78,943)

**Supplies:** Represents the costs for printing, copies, office supplies, building maintenance, prop construction and maintenance @ training center, tools and equipment less than \$5k used during the administration, training and monitoring of the program. This is broken out between Admin and T&TA.

These costs are based on 44% of the average from actual costs using PY 24. Additional costs are covered by Non-DOE formula award funds.

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

Name of Proposed Sub	Total Cost	Basis of Cost*
Sub-Grantee Health & Safety	\$293,348.00	H&S Funds allocated to sub-grantees using Utah WAP Allocation Formula.

Final Inspection	\$265,327.00	Funding for New Optional Category: Final Inspection as allowed per WPN 25-1. Includes Only Salaries, Fringe Benefits, and Travel (mileage, lodging, and per diem) associated with the staff performing these duties.
Sub-Grantee T&TA	\$240,701.00	T&TA Funds allocated to Sub-Grantee using Utah WAP Allocation formula.
Program Operations	\$894,594.00	Program Operations funds allocated to Sub-Grantees using Utah WAP Allocation Formula
Intake and Eligibility	\$132,661.00	Funding for New Optional Category: Intake and Eligibility as allowed per WPN 25-1. Includes Only Salaries, Fringe Benefits, and Travel (mileage, lodging, and per diem) associated with the staff performing these duties.
WRF	\$297,624.00	Weatherization Readiness Funds allocated to sub-grantees using established criteria.
Energy Audit	\$284,278.00	Funding for New Optional Category: Energy Audit as allowed per WPN 25-1. Includes Only Salaries, Fringe Benefits, and Travel (mileage, lodging, and per diem) associated with the staff performing these duties.
Sub-Grantee Insurance	\$25,000.00	Funds dedicated to Sub-grantee that elected to use this budget line.
Sub-Grantee Admin	\$266,310.00	Administrative funds allocated to Sub-Grantee per 10 CFR 440.18(e) Additional 5% Admin Funds awarded to sub-grantees using established criteria.
Contracts and Subgrants Total	\$2,699,843.00	

\*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>
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T&TA Other	\$105,797.00	<p>The costs from the approved Cost Allocation Plan are also charged as Other Costs. T&amp;TA Other represents the cost for telephone, cellphones, technology services, rental of motor pool vehicles, and vehicle operating costs that are associated with the training and monitoring of the program. The cost of certifications, testing, employee continuing education, memberships, dues, licenses are also included in this budget line. Cost Basis: 40% of the actual expenses derived from 3 year average using PY 22 , PY 23, and PY 24 will be assigned to DOE. 50% of the cost assigned to DOE will be charged to T&amp;TA. Specific items like certification testing will all be charged to T&amp;TA. Cost Allocation - \$80,667 Telecommunications - \$2,754 Technology Services - \$5,768 Motor Pool - \$1,660 Vehicle Operating Expenses - \$1,547 Certs, Testing, Training - \$12,013 Membership Dues - \$1,388 Total - \$105,797 Expenses over \$105,797 will be covered by non-DOE funding sources. All costs included in Other Direct Costs are properly segregated from Indirect Costs to ensure there are not duplicate charges. All costs proposed are only being used in support of the WAP program.</p>
Admin Other Costs	\$82,947.00	<p>The costs from the Approved Cost Allocation Plan are also charged as Other Cost. ADMIN Other: Represents the costs for telephone, cellphones, rental of motor pool vehicle, and vehicle operating costs, and State Technology Services that are associated with the administration of the program. Cost Basis: 44% of the actual expense data from 3 year average using PY 22, PY 23, and PY 24 will be assigned to DOE. 50% of the cost assigned to DOE will be budgeted to Admin Cost Allocation - \$80,315.00, Motor Pool - \$678 Vehicle Operating Expenses - \$572 State Technology Support - \$1,382 Membership Dues to professional and trade organizations, licenses. Total - \$82,947 Expenses over \$82,947 will be paid from non-DOE funding sources.</p>
Other Direct Costs Total		\$188,744.00

- 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.

**Cost Basis:** 44% of the actual expenses derived from 3 years average using PY 22, PY 23, and PY 24 will be assigned to DOE. Of the costs assigned to DOE they will split 44% Admin and 56% T&TA using the split of wages as the reasonable base.

**Other Direct Costs:** Represents the costs for telephone, cellphones, technology services, rental of motor pool vehicles, and vehicle operating costs that are associated with the training and monitoring of the program. The cost of certifications, testing, employee continuing education, memberships, dues, licenses are also included in this budget line. Certain costs, such as certification testing, will only be charged to T&TA.

Other direct costs also include the cost assigned to the program from the approved Cost Allocation Plan.

**Costs Assigned to DOE:**

Telecommunication - \$2,754

Motor Pool - \$2,338

Vehicle Operating Expenses - \$2,119

State Technology Services Support - \$7,150

Membership dues to professional and trade organizations, license fees. (NASCP, EOW, RMGA) - \$1388

Certifications, testing, licenses - \$12,013

Cost Allocation - \$160,982

Total - \$188,744

Expenses over \$ will be paid from non DOE funding sources.

All costs included in Other Direct Costs are properly segregated from Indirect Costs to ensure they are not duplicate charges.

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

**8. INDIRECT COSTS**

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

Phone Number:

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. SE0001854		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Utah Department of Workforce Services 140 E. 300 S. Salt Lake City, UT 841110000		4. Program/Project Start Date 07/01/2025	
		5. Completion Date 06/30/2026	

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 0.00		\$ 3,236,792.00		\$ 3,236,792.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 3,236,792.00	\$ 0.00	\$ 3,236,792.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) GRANTEE T&TA	(3) SUBGRANTEE ADMINISTRATI ON	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 98,505.00	\$ 98,938.00	\$ 0.00	\$ 0.00	\$ 197,443.00
b. Fringe Benefits	\$ 60,632.00	\$ 60,899.00	\$ 0.00	\$ 0.00	\$ 121,531.00
c. Travel	\$ 0.00	\$ 20,056.00	\$ 0.00	\$ 0.00	\$ 20,056.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 675.00	\$ 8,500.00	\$ 0.00	\$ 0.00	\$ 9,175.00
f. Contract	\$ 0.00	\$ 0.00	\$ 266,310.00	\$ 240,701.00	\$ 2,699,843.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 82,947.00	\$ 105,797.00	\$ 0.00	\$ 0.00	\$ 188,744.00
i. Total Direct Charges	\$ 242,759.00	\$ 294,190.00	\$ 266,310.00	\$ 240,701.00	\$ 3,236,792.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 242,759.00	\$ 294,190.00	\$ 266,310.00	\$ 240,701.00	\$ 3,236,792.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. SE0001854		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Utah Department of Workforce Services 140 E. 300 S. Salt Lake City, UT 841110000		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	\$ 3,236,792.00	\$ 0.00	\$ 3,236,792.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total  (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) Weatherization Readiness	(4) LIABILITY INSURANCE	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 197,443.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 121,531.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,056.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,175.00
f. Contract	\$ 894,594.00	\$ 293,348.00	\$ 297,624.00	\$ 25,000.00	\$ 2,699,843.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 188,744.00
i. Total Direct Charges	\$ 894,594.00	\$ 293,348.00	\$ 297,624.00	\$ 25,000.00	\$ 3,236,792.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 894,594.00	\$ 293,348.00	\$ 297,624.00	\$ 25,000.00	\$ 3,236,792.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. SE0001854		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Utah Department of Workforce Services 140 E. 300 S. Salt Lake City, UT 841110000		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	\$ 3,236,792.00	\$ 0.00	\$ 3,236,792.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) INTAKE & ELIGIBILITY	(2) ENERGY AUDIT	(3) FINAL INSPECTION	(4)	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 197,443.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00		\$ 121,531.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 20,056.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00		\$ 9,175.00
f. Contract	\$ 132,661.00	\$ 284,278.00	\$ 265,327.00		\$ 2,699,843.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 188,744.00
i. Total Direct Charges	\$ 132,661.00	\$ 284,278.00	\$ 265,327.00		\$ 3,236,792.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
k. Totals	\$ 132,661.00	\$ 284,278.00	\$ 265,327.00		\$ 3,236,792.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: UT Grant Number: SE0001854 Program Year: 2025

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Name:	<b>Bear River Association of Governments</b>		Contact:	Jesse Waite, Weatherization Director	
			UEI:	ZEXAAEFPEVJ4	
			DUNS:	168941839	
Address:	170 North Main Street		Phone:	(435) 752-7242	
	Logan, UT 84321-0000		Fax:	(435) 512-4298	
			Email:	jessew@brag.utah.gov	
Counties served:	BOX ELDER County	Tentative allocation:	\$ 282,994.00	Congressional districts served:	<u>CD</u>
	CACHE County	Planned units:	25		UT-01
	RICH County	Type of organization:	Unit of local government		
		Source of labor:	Agency and Contractors		

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Name:	<b>Five County Association of Governments</b>		Contact:	Scott Bolander, Weatherization Coordinator	
			UEI:	QVSKNLS56733	
			DUNS:	832538479	
Address:	1070 W. 1600 South, Building B		Phone:	(435) 673-3548	
	P.O. Box 1550		Fax:	(435) 673-3540	
	St. George, UT 84771-1550		Email:	sbolander@fivecounty.utah.gov	
Counties served:	KANE County	Tentative allocation:	\$ 317,130.00	Congressional districts served:	<u>CD</u>
	IRON County	Planned units:	27		UT-02
	GARFIELD County	Type of organization:	Unit of local government		
	BEAVER County				
	WASHINGTON County	Source of labor:	Agency and Contractors		

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Name:	<b>Mountainland Association of Governments</b>		Contact:	Jake Leifson	
			UEI:	CCKVXTN17L54	
			DUNS:	073000879	
Address:	478 South Geneva Road		Phone:	(801) 229-3681	
	Vineyard, UT 84058-0000		Fax:	()-	
			Email:	jleifson@mountainland.org	
Counties served:	UTAH County	Tentative allocation:	\$ 413,009.00	Congressional districts served:	<u>CD</u>
	WASATCH County	Planned units:	39		UT-04
	SUMMIT County	Type of organization:	Unit of local government		UT-03
		Source of labor:	Agency and Contractors		UT-01

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U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: UT Grant Number: SE0001854 Program Year: 2025

Name: <b>R6 Regional Council</b>		Contact: KerrieLynn Beard	
		UEI: TSSBMPQE2UP7	
		DUNS:	
Address: 82 E 600 N		Phone: (435) 893-0742	
Richfield, UT 84701-0000		Fax: () -	
		Email: klbeard@sixcounty.com	
Counties served:	WAYNE County	Tentative allocation: \$ 227,064.00	Congressional <u>CD</u>
	SANPETE County	Planned units: 15	districts served: UT-02
	SEVIER County	Type of organization: Unit of local government	
	MILLARD County		
	PIUTE County		
	JUAB County		
Source of labor: Agency and Contractors			
Name: <b>Salt Lake Community Action Program</b>		Contact: Sahil Oberoi	
		UEI: M4FSJW2F3KL3	
		DUNS: 144483377	
Address: 1307 S 900 W		Phone: (801) 864-3188	
Salt Lake City, UT 84104-0000		Fax: () -	
		Email: sahil.oberoi@utahca.org	
Counties served:	DAVIS County	Tentative allocation: \$ 1,010,398.00	Congressional <u>CD</u>
	MORGAN County	Planned units: 100	districts served: UT-02
	SALT LAKE County	Type of organization: Local agency	UT-01
	TOOELE County		
	WEBER County		
Source of labor: Agency and Contractors			
Name: <b>Southeastern Utah Association of Local Governments</b>		Contact: Jade Powell	
		UEI: J3E7CKBLS2L6	
		DUNS: 097758627	
Address: P.O. Drawer 1106		Phone: (435) 613-0022	
225 South Fairgrounds Road		Fax: () -	
Price, UT 84501-0000		Email: jpowell@seualg.utah.gov	
Counties served:	SAN JUAN County	Tentative allocation: \$ 246,569.00	Congressional <u>CD</u>
	EMERY County	Planned units: 17	districts served: UT-03
	CARBON County	Type of organization: Unit of local government	
	GRAND County		
Source of labor: Agency and Contractors			

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: UT Grant Number: SE0001854 Program Year: 2025

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Name: **Uintah Basin Association of Governments**

Contact: Korey Farnsworth, Weatherization Coordinator

UEI: PPH7VW8RNEA8

DUNS: 618111165

Address: 330 East 100 South

Phone: (435) 722-4518

Roosevelt, UT 84066-0000

Fax: (435) 722-4890

Email: koreyf@ubaog.org

Counties served: UINTAH County  
DUCHESNE County  
DAGGETT County

Tentative allocation: \$ 202,679.00

Planned units: 13

Type of organization: Unit of local government

Source of labor: Agency and Contractors

Congressional  
districts served:

CD  
UT-01



U.S. Department of Energy

Weatherization Assistance Program (WAP)

WEATHERIZATION ANNUAL FILE WORKSHEET

Grant Number: SE0001854, State: UT, Program Year: 2025

Recipient: Utah Department of Workforce Services

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Bear River Association of Governments (Logan)	\$282,994.00 25
Five County Association of Governments (St. George)	\$317,130.00 27
Mountainland Association of Governments (Vineyard)	\$413,009.00 39
R6 Regional Council (Richfield)	\$227,064.00 15
Salt Lake Community Action Program (Salt Lake City)	\$1,010,398.00 100
Southeastern Utah Association of Local Governments (Price)	\$246,569.00 17
Uintah Basin Association of Governments (Roosevelt)	\$202,679.00 13
Total:	\$2,699,843.00 236

IV.2 WAP Production Schedule

Weatherization Plans		Units
Total Units (excluding reweatherized)		236
Rewaterized Units		0
Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	236
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	236
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	\$894,594.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	236
H	Average Program Operations Costs per Unit (F divided by G)	\$3,790.65
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$3,790.65

IV.3 Energy Savings

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	236	29.3	6915
Prior Year Estimate	318	29.3	9317

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number:** SE0001854, **State:** UT, **Program Year:** 2025  
**Recipient:** Utah Department of Workforce Services

Prior Year Actual	169	29.3	4952
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**Method used to calculate savings description:**

WAP Algorithm

**IV.4 DOE-Funded Leveraging Activities**

None

**IV.5 Policy Advisory Council Members**

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

211 Database Team	Type of organization: Non-profit (not a financial institution) Contact Name: Kirk Rasband Phone: 8017368929 Email: <a href="mailto:kirk.rasband@uw.org">kirk.rasband@uw.org</a>
Catholic Community Services of Utah	Type of organization: Non-profit (not a financial institution) Contact Name: Monica Rich Phone: (801)977-9119 Email: <a href="mailto:mrch@ccsutah.org">mrch@ccsutah.org</a>
Catholic Community Services of Utah	Type of organization: Non-profit (not a financial institution) Contact Name: Rose Olivas Phone: 8019779119 Email: <a href="mailto:rolivas@ccsutah.org">rolivas@ccsutah.org</a>
Dominion Energy	Type of organization: Utility Contact Name: Ricky Macias Phone: 8013243523 Email: <a href="mailto:ricky.macias@dominionenergy.com">ricky.macias@dominionenergy.com</a>
Futures Through Training	Type of organization: Non-profit (not a financial institution) Contact Name: Natalie Alejandre Phone: 8013949774 Email: <a href="mailto:nalejandre@fttinc.org">nalejandre@fttinc.org</a>
Housing Authority of the County of Salt Lake	Type of organization: Non-profit (not a financial institution) Contact Name: Britnee Dabb Phone: 8014280562 Email: <a href="mailto:bdabb@haslcutah.org">bdabb@haslcutah.org</a>
Mountainland Association of Governments	Type of organization: Local agency Contact Name: Katie Mitchell Phone: 8018749016 Email: <a href="mailto:kmitchell@mountainland.org">kmitchell@mountainland.org</a>
Mountainland Association of Governments	Type of organization: Local agency Contact Name: Heidi Demarco Phone: (801)229-3804 Email: <a href="mailto:hdemarco@mountainland.org">hdemarco@mountainland.org</a>
Rocky Mountain Power	Type of organization: Utility Contact Name: Stephanie Dobberfuhr Phone: 8019552468 Email: <a href="mailto:Stephanie.Dobberfuhr@pacificorp.com">Stephanie.Dobberfuhr@pacificorp.com</a>
Salt Lake CAP	Type of organization: Non-profit (not a financial institution) Contact Name: Jennifer Godfrey Phone: 8019771122 Email: <a href="mailto:jgodfrey@slcap.org">jgodfrey@slcap.org</a>
Salt Lake Cap	Type of organization: Non-profit (not a financial institution) Contact Name: Patrice Dickson Phone: 8017591506 Email: <a href="mailto:pdickson@slcap.org">pdickson@slcap.org</a>

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Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
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Southeastern Utah Association of Local Government	Type of organization: Unit of Local Government Contact Name: Geri Gamber Phone: 4356130037 Email: <a href="mailto:ggamber@seualg.utah.gov">ggamber@seualg.utah.gov</a>
State Energy Assistance Lifeline	Type of organization: Unit of State Government Contact Name: Mike Murdock Phone: 8014680069 Email: <a href="mailto:mikemurdock@utah.gov">mikemurdock@utah.gov</a>
United Way of Salt Lake	Type of organization: Non-profit (not a financial institution) Contact Name: Anna Fannesbeck Phone: (801)746-2577 Email: <a href="mailto:anna@uw.org">anna@uw.org</a>
Utah AARP	Type of organization: Non-profit (not a financial institution) Contact Name: Joseph Hirabayashi Phone: 8015672643 Email: <a href="mailto:jhirabayashi@aarp.org">jhirabayashi@aarp.org</a>
Utah Division of Public Utilities	Type of organization: Unit of State Government Contact Name: Stefanie Liebert Phone: 8015306285 Email: <a href="mailto:sliebert@utah.gov">sliebert@utah.gov</a>
Utah Weatherization Assistance Program	Type of organization: Unit of State Government Contact Name: Matthew Turner Phone: 8013681173 Email: <a href="mailto:mjturner@utah.gov">mjturner@utah.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
03/12/2025	State of Utah Public Notice Website Published on 2-20-2025 and was available through 3-17-2025. Deseret News Published 2-21-2025. SL Tribune Published on 2-21-2025 and 2-23-2025 Public Hearing Notice Confirmations and Transcript attached to the SF 424 as: PY25 Utah WAP PAC Meeting Agenda and Attendees.pdf PY25 Utah WAP Public Hearing Notice's.pdf PY25 Utah WAP Public Hearing Transcript - signed.pdf There were no major changes to program administration, or service areas. And there were no public comments made. See Hearing Transcript.

**IV.7 Miscellaneous**

PAC reviewed the Annual Weatherization Plan as part of their meeting. There were no comments received regarding the plan.

**Production & Average Cost Per Unit**

The ACPU represented in this application does not take into account the braiding of LIHEAP WAP funds Utah WAP uses. Since DOE funds equals approximately 43% +/- of our total funding the ACPU reflected in this application is likewise approximately 43% +/-.

**HCD Staff Charges**

Any HCD staff member charging less than 100% to WAP grant will be paid by other programs such as but not limited to: LIHEAP; HUD Home Program; State Housing Program (this encompasses the single family home rehab program); CSBG and CDBG.

**Policy Advisory Council (PAC)**

To the extent possible, Utah's PAC advocates for and provides a broad representation of 'At-Risk' and 'Low-income' populations such as but not limited to: children, elderly, Persons with Disabilities, and Native Americans. The current members are noted in the Annual File section.

**RECIPIENT BUSINESS OFFICER:**

Matt Turner  
State of Utah

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET  
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WX Program Manager-DWS  
Building A-16-D Freeport Center

P.O. Box 160524  
Clearfield, Utah 84016  
801-626-3320

UtahWAP@utah.gov  
  
mjturner@utah.gov

**RECIPIENT PRINCIPAL INVESTIGATOR**

Matt Turner  
State of Utah  
WX Program Manager-DWS  
Building A-16-D Freeport Center

P.O. Box 160524  
Clearfield, Utah 84016  
801-626-3320

UtahWAP@utah.gov  
  
mjturner@utah.gov

**U.S. Department of Energy**  
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This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

**V.1 Eligibility**

**V.1.1 Approach to Determining Client Eligibility**

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

The definition of income used to determine eligibility for all service areas in the Utah WAP is as follows:

State of Utah Weatherization Assistance Program (WAP) provides services to applicants who are verified to be "Low Income" in accordance with 10 CFR 440.22.(a) (1)(2)(3) and DOE's current Federal Poverty Guidelines, typically published as WPY##-3.

Each weatherized unit must include documentation that the unit is an eligible dwelling unit.

Describe what household eligibility basis will be used in the Program

Section C1. of the Utah WAP Guidelines details the entire eligibility process. This process is fully documented by the local agencies using the Client File. The required contents of the Client File are covered in Section C4. of the Utah WAP Guidelines.

A dwelling unit is eligible for assistance if it is occupied by a family unit:

- 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).  
Opportunity Act of 1964; Pub. L. No. 88-452, 42 U.S.C. § 2701 et seq;

- Utah WAP acknowledges that DOE distributes Poverty Income Guidelines and Definition of Income to Grantees. This document includes a revised definition of income for use by Grantees and Subgrantees in their programs. The revisions in this document include defining income, cash receipts, exclusions, proving eligibility, child support, annualizing income, and re-certification. The most current version of this document will always be used to determine client eligibility.
- Utah WAP and its Subgrantees acknowledge that applicants applying for weatherization must have their eligibility documentation recertified within 12 months of service.

- Which contains a member who has received cash assistance payments during the preceding twelve month-period under Titles IV and XVI of the Social Security Act, Pub. L. No. 88-452, 42 U.S.C. § 2701 et seq. or applicable State or local law; or
- Is eligible for assistance under the Low-Income Home Energy Assistance Act of 1981, provided that the income eligibility level is at least 200 percent of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget.
- WPN 22-5 and 25-4 extended categorical income eligibility to HUD and USDA means-tested programs. WAP Grantees and Subgrantees may certify that applicants have met the income requirements of HUD or USDA means-tested programs through mechanisms including, but not limited to, applicant documentation, interagency lists of recipients, shared system databases, etc. Method of verification of eligibility must be included in the client file.

Sub-Grantees verify Income eligibility using one of the above methods. When necessary they will obtain additional documentation to meet reporting requirements.

Multi-Family Units will meet the provisions of 10 CFR 440.22(b)(2)

Sub-grantees will ensure not less than 66% of the households in the building are qualified. 50% when the building is a duplex or 4-plex.

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

In determining eligibility of qualified aliens agencies have been instructed to view the HHS guidance referenced in WPN 24-3. Additionally Utah WAP has provided additional guidance to assist them.

To be considered for eligibility all applicants must be an adult (18 years old) and US Residents, or a "Qualified Alien".

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- US residents would typically have a birth certificate from the US and/or Social Security card.
- Qualified Aliens are residing in the US in a legal status and are in possession of documentation that indicates that status. Intake staff are trained and educated to refer to Attachment #3 - Form M-396 (INS pamphlet about travel and identity documents) for more details on those documents.
- Any applicant who cannot produce documentation indicating citizenship or qualified alien status are not eligible.
- Social Security numbers will be requested for all residents. This is needed to identify employment using E-Share or E-Rep.(Utah Dept. of Workforces Services eligibility systems) Refusals to provide this information will be dealt with by the local agency on a case-by-case basis but the approval process cannot proceed until residency status is determined.
- Utah WAP also utilizes the guidance in the HHS LIHEAP document on the use of SSN's and citizenship status verification. (Document cited in the DOE WAP Application Instructions page 36)
- Total income from all of the occupants of the home must be counted, but only those individuals that are citizens or qualified aliens will be counted towards the Total Household in household count when determining income eligibility and priority points.

See also Program Guidelines C1.6 Residency Status

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

Procedures to determine that units weatherized have eligibility documentation

##### Approach to Determining Building Eligibility

To verify building eligibility, Proof of Legal Ownership documentation is collected to confirm the legal owner and secure both Right of Entry and Right of Alteration from the owner. This documentation typically includes the building's construction date, which helps determine the need for lead testing and SHPO approval. It also aids the sub-grantee in identifying if the property is used for income purposes, triggering classification as a rental unit and potentially pursuing a cost share from the owner.

Proof of legal ownership should come from government sources, such as tax rolls or DMV titles for mobile homes. It must confirm the structure is permanent and has a physical address (not a P.O. Box). An exception applies on the Navajo Reservation and other tribal lands, where individual land ownership is prohibited. In these cases, a GPS location will be recorded during the audit for properties with a P.O. Box.

The client must provide utility billing information or a release for the sub-grantee to obtain this directly from the utility company. Utah WAP collects the required Occupant Pre-Existing or Potential Health Condition Screening during the Intake phase, as per WPN 22-7.

Once these conditions are met, the unit is deemed eligible.

##### Documentation Collected:

- Signed application
- Proof of household income
- Proof of property ownership
- Owner right of entry and alteration
- Landlord agreement for rental units
- SHPO approval for homes 50+ years old (if required)
- Occupant Pre-Existing or Potential Health Condition Screening
- Fuel usage history
- Proof of citizenship

Utah's SHPO agreement, initially executed on May 27, 2010, was renewed on November 27, 2020, and is valid until December 31, 2030.

As per DOE's WAP Memorandum 110, the SHPO Programmatic Agreement does not apply to weatherization work on Tribal Lands. Work on homes 45+ years old on Tribal land requires DOE review and approval (see Utah WAP Guidelines C1.7.e).

The Utah Department of Heritage and Arts, which administers SHPO, now offers an online system for local agencies to submit for SHPO approval:

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[SHPO Compliance Online System](#)

Describe Reweatherization compliance

**Reweatherization Compliance for Utah WAP**

Utah WAP has updated its policy to comply with the Consolidated Appropriations Act of 2021, which amended the provision regarding reweatherization. As per the act, the “previously weatherized” date will now use a 15-year rolling period to determine eligibility for reweatherization.

The LIHEAP program, administered by HCD, is the only Utah program, outside of the WAP, using federal funds for weatherization. Both programs are managed by Utah WAP. Weatherization completions are tracked in the existing reporting system, ensuring compliance with new regulations.

**Compliance with 10 CFR 440.18(e)(2)(iii) and the Consolidated Appropriations Act of 2021**

To comply with the amended regulations, sub-grantees will verify each unit’s history against the HCD database (WebGrants) to ensure it meets the 15-year requirement.

- Units weatherized under WAP or another federal program are ineligible for reweatherization within 15 years of completion.
- Units weatherized more than 15 years ago are eligible for reweatherization, provided they meet Utah WAP procedures. These units will be reported as reweatherized to DOE.

The 15-year provision allows flexibility to revisit units weatherized 15+ years ago that may not have received full weatherization services, including advanced energy audits or the resolution of health and safety concerns. However, these units cannot receive further federal weatherization assistance until 15 years after the previous completion date.

Utah’s reporting system tracks completed units back to 1977. Local agencies also review their records to verify whether a unit has been previously weatherized. This system ensures that reweatherized units are tracked and reported accurately.

Units eligible for reweatherization must meet all other applicant and building and household income eligibility requirements outlined in V.1.2 (e.g., household income, energy audit, health and safety assessments).

**Note:** The 15-year restriction does not prevent previously weatherized units from receiving non-federal weatherization assistance or services (e.g., energy management support, evaluation of weatherization effectiveness).

Describe what structures are eligible for weatherization

**Eligible Dwellings for Weatherization**

To qualify for weatherization, the applicant’s residence must meet one of the following criteria:

- Single-family dwelling
- Townhome (multi-family)
- Apartment (multi-family)
- Studio apartment (multi-family)
- Cottage
- Condo
- Manufactured home
- Mobile home

The dwelling must be permanent in nature. Typically, this means the unit would require significant disassembly or disconnection of utilities to be moved. Units may be ineligible if they:

- Have a hitch or towing device
- Are self-propelled
- Have operable axles, tires, or wheels
- Can be easily relocated

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- Are not connected to public utilities

#### **Nontraditional Dwelling Units**

For nontraditional dwelling units, such as shelters or apartments above businesses, Agencies must verify eligibility with the Utah WAP, which will in turn verify eligibility with its DOE Program Officer (PO) before proceeding with weatherization. These units must meet WAP regulations to qualify for weatherization assistance.

#### **Ineligible Dwellings**

Funds cannot be used to weatherize:

- Dwellings previously weatherized within the last 15 years
- Vacant or unoccupied dwellings
- Dwellings designated for acquisition or clearance by a federal, state, or local program
- Foreclosed dwellings
- Properties that are not the primary residence of the applicant (e.g., summer homes or cabins)
- Commercial buildings
- Non-stationary campers or trailers that do not have a mailing address or where a post office box is used

#### **Additional Requirements**

- Weatherization of non-stationary campers or trailers without a mailing address associated with the applicant is prohibited. A post office box does not meet this requirement.
- Agencies must comply with all restrictions and requirements related to the National Environmental Policy Act (NEPA) and Historic Preservation. All requirements of the state's Programmatic SHPO agreement must be followed.
- All work on tribal lands on structures less than 45 years old, must have be SHPO reviewed and approved by DOE.

Describe how Rental Units/Multifamily Buildings will be addressed

#### **Qualified Multi-Family Buildings**

To qualify for DOE funding, at least 66% of households in a multi-family building must be income eligible, or 50% for duplexes or 4-plexes.

#### **Income Property Owner Weatherization Agreement**

Each client file must include a signed and notarized Income Property Owner Weatherization Agreement between the property owner and the local agency. This agreement grants the agency the right of entry and alteration of the structure and outlines the grievance process for both the landlord and tenant. It also includes provisions for dispute resolution via the Utah Energy Advisory Council or a third-party arbitrator, if necessary.

#### **Protection of Renters' Rights**

In compliance with 10 CFR 440.22(b)(3), the following procedures are in place to protect the benefits of weatherization for tenants:

- **Owner Permission:** Written permission from the property owner or authorized agent is obtained before starting any weatherization work.
- **Tenant Benefit:** Weatherization services must benefit low-income tenants. The benefits of weatherization accrue primarily to tenants residing in the units.
- **Rent Protection:** For a 12 month period after weatherization, tenants will not face rent increases unless the increase is due to factors unrelated to the weatherization services. In such cases, tenants have access to procedures for filing complaints, and landlords can appeal any tenant complaints.
- **No Undue Enhancement:** Weatherization services will not unduly enhance the value of the property. An energy audit with an energy conservation measure (ECM) of 1 or greater will not constitute an undue enhancement.

#### **Cost Share and Compliance**

A 50% cost share for weatherization materials and labor for major measures is encouraged but not required for rental units to comply with 10 CFR 440.22(b)(3)(iv) (preventing undue enhancement). Utah WAP policy allows property owner participation to expand options under WPN 16-5 & 6. Cost-sharing measures include:



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- HVAC system replacement
- Window replacement
- Door replacement
- Refrigerator replacement

**Enforcement and Monitoring**

- Agencies are responsible for enforcing these procedures and ensuring that weatherization work is performed in compliance with all applicable regulations, including tenant protections and rent increase restrictions.
- Agencies use the Income Property Owner agreement to secure the federal investment and address issues such as eviction or sale of the property, as outlined in 10 CFR 440.22.
- State WAP verifies compliance with these regulations during its annual monitoring

Describe the deferral Process

## E5. Deferral/Referral Policy

Deferral of services is necessary when an otherwise eligible dwelling unit cannot receive weatherization services due to certain occupant issues or dwelling characteristics that are beyond the scope of WAP and will prevent the installation of major measures, or are necessary to safely install measures or are necessary to preserve weatherization measures. The decision to defer work in a dwelling is difficult but necessary in some cases. This does not mean that assistance will never be available, but that work must be postponed until the problems can be resolved and/or alternative sources of help are found. If, in the judgment of the auditor, any conditions exist which may endanger the health and/or safety of the workers or occupants, that are beyond the scope of an allowable HSM, the unit should be deferred until the conditions are corrected. Deferral may also be necessary where occupants are uncooperative, abusive, or threatening. Agencies shall follow this policy when service is deferred.

**Common Conditions Requiring Deferral of Services:**

- Structurally unsound or condemned dwellings unfit for human habitation.
- Persistent infestation of rodents, insects, or other vermin.
- Electrical or plumbing hazards (e.g., knob-and-tube wiring) that cannot be addressed during weatherization.
- Presence of sewage in any part of the dwelling.
- Environmental hazards such as moisture problems, mold, mildew, carbon monoxide, gas leaks, friable asbestos, or other hazardous materials that cannot be resolved before weatherization.
- Animal or human feces in areas where field staff must perform weatherization work.
- Excessive garbage or clutter preventing access for weatherization work.
- Negligent maintenance or housekeeping practices limiting access or creating unsafe conditions for workers.
- Threats of violence, verbal abuse, or physical harm toward workers or household members during the weatherization process.
- Evidence of illegal drug use, cultivation, distribution, or manufacturing on the premises.
- Unvented space heaters or combustion appliances that cannot be removed before weatherization.

### E5.1. Client Notification of Deferred Service

The most important aspect of Deferred Service is setting and managing the Clients expectations. Sub-grantees should make every effort to clearly communicate to the client the reason for deferral and exactly what is required of them for the weatherization process to proceed.

#### E5.1.a. Client Notification

Clients must be notified, in writing, of the reason they are being placed in Deferral Status. Notification shall be via a sub-grantee letter that complies with the State WAP established criteria. A copy of the notification shall be placed in the client file.

i. Notification shall be in a method that confirms receipt of the document(s) by all parties with a signature. This could be:

1. Hand delivery with a signature of acceptance.
2. Registered Mail with Return Receipt
3. FedEx, UPS or similar delivery service where a signature is obtained.

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ii. The Notification shall include:

- Agency point of contact information for occupant(s) (Landlord when applicable)
- Client name and address of the unit in question. (Landlord when applicable)
- Date, time, location which the hazard was identified.
- Nature & extent of the problem /concern as it is related to the Weatherization of the dwelling
- A statement indicating if, or when weatherization could continue. This should include any corrective action(s) required prior to the resumption of Weatherization work with a related time frame to correct the situation: and,
- An explanation regarding the right to appeal and the appeals process

**E5.1.b. Deferral Description and Corrective Action**

Sub-grantees shall clearly describe and detail each reason the client is being deferred and the corrective action required by the client to allow weatherization activities to resume. If there is more than one reason for deferral there shall be a corrective action for each deficiency.

**E5.1.c. Time Limits**

Sub-grantee shall notify the client of the time limits for correction of the cause for deferral. A minimum of thirty (30) calendar days will be afforded to the client per deferral notification.

When approved by State WAP sub-grantee may have written policy that extends this to not greater than sixty (60) days.

When Deferral of Service occurs per section E5 and there is a completed Energy Audit a project's eligibility is secured.

**E5.1.d. Notice of Termination**

After the time limits of the deferral have been met the Sub-grantee may close the client file and remove the client from its waiting list. A client can always reapply for the program in the future.

i. If Deferral was prior to installation of any materials the home will not be reported as a completion and will not be subject to the Re-Weatherization provisions of Section C1.9.a.i.

ii. If materials have been installed on the dwelling it shall be considered a Partial Weatherization and reported according to Section A5.2 Partial Weatherized Unit.

iii. Delivery of Notice of Termination shall be in accordance with Section E5.1.a.i.

**E5.2. Deferred Service Appeals Procedure**

Applicants who are denied Weatherization assistance will be assured an opportunity to have a fair administrative hearing regarding the deferral of services pertaining to the Deferred Service Policy.

**A5.2.a. Local Resolution**

It is the desire of HCD to see these issues resolved at the local level when possible. When contacted by a client HCD will first contact the sub-grantee to help facilitate a local resolution.

**A5.2.b. State WAP Resolution**

When necessary, State WAP may intervene to help resolve the matter. This may be accomplished by State WAP staff or the assistance of other sub-grantees to help facilitate a resolution.

**A5.2.c. Formal Appeal**

If the client disagrees with the decisions, they have the right to a hearing before an impartial Hearing Examiner. To request a hearing, they must ask for it within

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60 days of the date of notice. Send a written request and a copy of the deferral letter to the Department of Workforce Services, Division of Adjudication; P.O. Box 45244, Salt Lake City, UT 84145-0244.

### **E5.3. Referral of Service**

A5.3.a. There will be times that the needs of the client exceed the abilities of the program. Agencies should make reasonable effort to direct the client to other programs or organizations that might be able to assist them. The intent is to find assistance for the client that will allow the weatherization activities to proceed.

### **E5.4. Tracking of Deferrals**

E5.4.a. Local Agencies shall use the Deferrals tracking system on their respective WAP Reports for jobs that are Deferred. This systems shall track by job at a minimum the following:

- i. Each reason for deferral
- ii. Data of notification (letter)
- iii. Date of re-inspection
- iv. Date home was weatherized
- v. Work Start Date
- vi. Deferral Date
- vii. Deferral Removal Date
- viii. Job Closed Date
- ix. Client Re-Application date
- x. Weatherization Completion Date

### **E5.5. Weatherization Readiness**

- How funds will be distributed ([see E5.5.n.iii Allocation and Distribution of Funds](#))
- How households will be prioritized for WRF ([see E5.5.g.i. & ii. Job Selection and Job Prioritization](#)).
- Define a reasonable time for unit completion ([see E5.5.g.iii Income Requalification and Time Limits](#)).
- Outline any restrictions related to the funding ([see E5.5.i. Cost Controls](#), [E5.5.j Ineligible Work](#), [E5.5.n.i, Funds only used on WRM's](#)).
- Outlines how the Grantee will monitor WRF activities ([see E5.5.m. Quality Assurance](#)).
- Identifies the maximum amount per unit or identify the WRF Average Cost per Unit (WRF ACPU) ([see E5.5.i. Cost Controls](#)).

E5.5.a. Weatherization Readiness Funds (WRF) are to address necessary repairs in dwellings deferred from receiving weatherization services, or dwellings that are currently in the queue to be weatherized, but need to be deferred per the Deferral/Referral Policy in E5. The use of WRF on a dwelling must result in a DOE completed weatherization unit. For additional information see [WAP-WPN-24-9](#).

E5.5.b. Agencies must only use WRF on necessary repairs, cleanup, and remediation needs of the physical dwelling itself that, if left uncorrected, has led, or would lead to a deferral under the deferral policy; and if corrected, will lead to a DOE completion. There may be situations where structural or health and safety issues are so great that the limited WRF resources cannot adequately correct the conditions to make the unit weatherization ready. In these situations, Agencies shall follow the deferral policy and refer the dwelling to other resources. Agencies may not use WRF to cover the cost of expenditures allowable with formula funds (i.e., client intake, energy audits, energy conservation measures (ECM), final inspections, etc.).

E5.5.c. Agencies must track funds for each building and unit, and at a minimum collect measures/repairs details and associated costs for reporting purposes. Agencies must track WRF funded projects to ensure they result in a DOE completed weatherization unit.

E5.5.d. Wx Ready funds are intended to take units that have been Deferred per Section E5 and identify the deferral barriers that can be removed using these funds, develop scope, execute work and return them to the weatherization process for a reported Weatherized Unit completion.

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E5.5.e. I09 WX Ready Flowchart serves as an outline to the process. Wx Ready is merely a detour from the weatherization process but the principles of the program and WAP Guidelines still apply.

E5.5.f. Definitions:

- i. **Weatherization Readiness Measure(s)** – An individual or package of necessary repairs, cleanup, or remediation that is beyond the scope of the weatherization program. If left unaddressed, these issues have led to, or would lead to, a deferral. If corrected, they will enable a DOE weatherization completion.
- ii. **Wx Ready Work Start Date** - The work start date for Weatherization Readiness jobs is the same as the work start date for regular weatherization. It is the date the agency sends personnel to the job to begin the energy audit (see C1.3.a) As with all weatherization jobs, the work start date is the date used to establish the clients eligibility for services.
- iii. **Agency Approval** - Date sub-grantee Weatherization Coordinator authorizes the SOW and allows procurement to proceed.
- iv. **Wx Ready Completion Date** - Date a QCI inspects and approves the Wx Ready Work and ensures that Weatherization can proceed allowing the unit to be reported as a Weatherized Unit as defined in Section A5.
- v. **Wx Ready Close Date** - Date the project is moved from Deferral and returned to the sub-grantee's normal weatherization work flow.
- vi. **Wx Ready Reported Date** - Date unit is reported to State WAP

E5.5.g. Selection, Prioritization, Income Requalification

i. Job Selection

1. Selection will take into consideration the Audited MmBtu's for ECM's in the energy audit package and the deferral barriers identified that are preventing the installation of those EMCs. Jobs with a higher potential energy savings and fewest deferral barriers should be selected for Wx Ready. As the budget line depletes over the course of the year a lower energy savings job may be selected because funds available are only sufficient to do that work.

ii. Job Prioritization

1. Prioritization or Wx Ready Work will be done by use of the points awarded during the intake process in Section C1.10. The prioritization of target, High Energy User and High Energy Burden clients should be applied after selection criteria in E5.4.a.i.

iii. Income Requalification and Time Limits

1. Readiness work must be completed promptly. Agencies should actively obtain bids, secure materials, and coordinate with subcontractors to finish WRMs. If more than 12 months pass between the work start date and the commencement of WRM installation, the client's income qualification will expire, and re-qualification will be required.

E5.5.h. Wx Ready Packet

1. In addition to the requirements of Section C a Weatherization Readiness Packet will be included in the client file. The packet will contain the I09 Wx Ready Checklist and all supporting documents it requires. The I09 Wx Ready Packet is an addition to the Weatherization Client File. When documents are required by other provisions of the WAP Guidelines it is not necessary to duplicate them in I09 Wx Ready Packet

a. Wx Ready Project Justification

1. Justification is made with the Scope of Work in I09 Wx Ready Packet. Refer to Section B7.15. for more on Scope of Work development.

E5.5.i. Cost Controls

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i. Utah WAP has elected to use a Wx Ready ACPU of \$20,000 and per measure cost control limit for vermiculite abatement of \$14,000 and a per measure cost control limit of \$5,000 for all other measures. Utah WAP will use the existing Case by Case Approval process in the H&S Plan to allow agencies to submit for exceptions to the per measure cost controls.

E5.5.j. Ineligible Work

1. Wx Ready shall not be used for Deferral of Service caused by:

- a. Biological hazards
- b. Mold Abatement
- c. Hostile clients
- d. Drug usage or cultivation abatement

2. Items not listed in Eligible Work Section E5.5.e. should be consulted with State WAP prior to proceeding and maybe subject to Disallowance of Cost.

E5.5.k. Eligible Work

i. Utah WAP has reviewed our existing Deferral Log and have identified the work below as eligible for use of Wx Ready Funds.

- 1. Vermiculite abatement
- 2. Plumbing repairs
- 3. Electrical repairs (e.g. knob-n-tube wiring)
- 4. Non-Structural repairs (e.g. roof repairs)
- 5. Structural repairs that do not require engineering
- 6. Removal of trash and debris
- 7. Bug/Rodent Infestation (to include associated biological hazard)
- 8. Mold removal that exceeds the current Utah WAP H&S Plan cost controls.

ii. Utah WAP will not remove or dispose of client property. If the deferral barrier involves trash or debris the removal will be approved and directed by the client and done using a 3rd party. Sub-grantee will develop internal policy and procedure that supports this position and meets their needs.

E5.5.l. Quality Control

i. Quality at the sub-grantee level consists of 2 components.

- 1. Review and Approval of the proposed project must be done by the Agency Coordinator. It is their responsibility to ensure all necessary elements have been met prior to obligating any funds. This approval is documented on I09 Wx Ready Checklist.
- 2. Inspection of Wx Ready Work will be done by a certified QCI. A QCI has the background and knowledge to know if the deferral barriers have been removed, review of a project file and experience doing an evaluation of work against scope. This approval will be documented on I09 Wx Ready Checklist.

E5.5.m. Quality Assurance

i. Utah WAP will include the Wx Ready Work in the normal monitoring sample selected per D2.5.a..

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E5.5.n. Allocation and Distribution of Funds

- i. DOE Weatherization Readiness funds are set aside funding. WRFs can only be used on Weatherization Readiness measures (WRMs) that result in a DOE completed weatherization unit. WRFs cannot be reallocated for other purposes. They may be carried over into the next program year within the same grant cycle but must be returned to DOE if unused by the end of the 3-year grant cycle. Agencies should aim to use their allocated WRFs within the program year, and use all allocated WRF so funds do not have to be returned. Any carried-over funds will be allocated at the State WAP's discretion. Any funds at risk of not being used within the program year or within the grant cycle may be reallocated to other agencies by the State WAP.
- ii. Since DOE WRFs can only be used for Weatherization Readiness Measures (WRMs), and all DOE WRFs must be fully expended to avoid returning unused funds; up to \$10,000 of an agency's LIHEAP WAP Program funding may be used for Weatherization Readiness. This is because the total cost of WRMs is unlikely to exactly match an agency's DOE WRF allocation. LIHEAP WRFs should only be used once all DOE WRFs have been expended. Beginning in PY25, \$10,000 of each agency's LIHEAP WAP Program funding will be allocated to LIHEAP WRF using a separate budget category. Agencies must track all Weatherization Readiness expenses and charge any expenses exceeding their annual DOE WRF budget to the LIHEAP WRF budget category. Agencies can work with the State WAP to reallocate or reprogram any unused LIHEAP WRFs to LIHEAP Program funds when needed.
- iii. DOE WRFs will be allocated at the discretion of the State WAP, typically following the same funding ratios as the DOE Formula funds allocation formula. Agencies must develop a plan to use all DOE Weatherization Readiness funds within the contract period. If an agency anticipates that its Weatherization Readiness needs will exceed its regular allocation, it may submit a proposal for additional funding. Proposals must be submitted to the State WAP before the Public Hearing for the relevant Program Year. Readiness funding will first be prioritized based on the proposals received and then allocated using the allocation formula.

**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.

In accordance with 10 CFR 440.16(f), qualified low-income members of all Utah Native American Tribes shall receive benefits and priority ranking equivalent to the assistance provided to other low-income persons within the state.

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

Compliance with 440.14(c)(6)(ii) - Utah will serve the entire state during the Program Year

The current Utah Service Areas are aligned with the existing boundaries of the parent organizations of the sub-grantees. Sub-grantee selection is predominantly Association of Governments (AOG) (6) with one non-profit CAA. The AOG are the CAA for that portion of the state. The AOG model is the preferred means of service delivery by the State for the mostly rural areas. This has proved to be the most economical in delivery of services over these large areas. 6 of 7 sub-grantees have been delivering weatherization to the citizens of the State since the inception of the program. There have been no historic public comments during the public hearing process or otherwise to the State for the selection of sub-grantees.

Utah has updated its policies on both selection and termination of sub-grantees based on recommendations and best practices after the change of a sub-grantee in PY 18. These changes better reflect the requirements in 2 CFR 200, 10 CFR 440 and state requirements.

Agency Selection Criteria:

All eligible local Weatherization agencies were selected on the following basis:

- Public comment,
- Experience in weatherization
- Availability of State Certified Energy Auditors & Quality Control Inspectors
- Trained furnace technicians

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- Past & Current weatherization performance,
- Ability to secure qualified labor
- Experience in serving low-income households

These boundaries are mapped in an agency map included in the Utah WAP PY 25 Monitoring document attachment.

### V.3 Priorities

Utah has a comprehensive priority system that encompasses all the requirements of 10 CFR 440.16(b). When a sub-grantee has a backlog of clients exceeding 2 months or more they are required to create and maintain a Waiting List. This list shall be prioritized on a points system. The Clients with the most points are pulled from the list and added to the sub-grantee's production based on their capacity. This process is documented in the client file.

Priority points are awarded to applicants in the key areas as required by 10 CFR 440.16(b).

- Elderly (Age 60 or older)
- Persons with Disabilities
- Families with Pre-school age children
- High energy user (calculated using the method below)
- High energy burden (calculated using the method below)

Since the Utah WAP point system awards for each specific priority households with more than one category will be served sooner.

Energy User Percentage - The most recent 12 consecutive month consumption, from date of application, of the applicant's metered primary heating fuel divided by Utah average energy usage for low-income households. (6540kWh and 59.5dth) These numbers were derived with the assistance of the primary natural gas and electric utilities in the state.

Energy Burden Percentage – The sum of expenses of the most recent 12 consecutive month, from date of application, of the applicant's metered utilities divided by their annualized household income. This would typically be natural gas & electricity.

The sub-grantee will enter the relevant data in to the HCD WebGrants database as part of their completion reporting. This data will be collected and used in the Grantee reporting to DOE.

See Also Utah WAP Guidelines C1.10 Weatherization Priority Rating System

### V.4 Climatic Conditions

The state of Utah has a climate of extremes. In populated areas, heating degree days range from less than 3,200 to over 10,000. Cooling degree days range from near zero to over 2,200. Elevations in these same areas range from less than 2,500 feet to over 8,500 feet. Temperature extremes commonly go from less than -30 degrees F. to over 110 degrees F. Many of these extremes occur within the same local Weatherization agency area less than 100 miles apart. The average wind speed in the state is eight to twelve mph. Seasonal wind speeds may average 15 to 20 mph with occasional sustained average wind speeds far exceeding 50 mph.

Due to the extremes of temperature found throughout the state and even within some local WAP agency areas, the audit procedures used by all local WAP agencies have been prescribed to require specific weather files based on the location of the client. This allows more accurate audits whose results are tailored to each specific dwelling unit and climate zone.

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The state of Utah is primarily a heating climate even though the southern portion of the state has major cooling loads. When using the WA v10 audit tool, heating is a far more significant factor than cooling in determining energy conservation measures. In every case the heating loads require more comprehensive measures than cooling loads. Where possible and allowable under the WA v10 audit tool, weatherization improvements will meet the state energy code.

State WAP has established a list of weather stations to be used in the WA v10 audit tool to address the varied climate due to changes in altitude and proximity. A weather station has been selected for every city in the state.

See Attached document PY24 WAP WA v10 Table of Cities and Weather Stations

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1981-2010 Population Weighted Heating Degree Day Norms

**BEAR RIVER AOG**

Box Elder 6,383

Cache 7,481

Rich 9,381

**FIVE COUNTY AOG**

Beaver 6,332

Garfield 7,235

Iron 6,327

Kane 5,815

Washington 4,462

**MOUNTAINLAND AOG**

Summit 8,592

Utah 5,861

Wasatch 7,436

**SALT LAKE CAP dba Utah Community Action**

Salt Lake 5,594

Tooele 6,153

Davis 5,943

Morgan 6,752

Weber 6,245

**R6 Regional Council**

Juab 6,496

Millard 5,934

Piute 6,541

Sanpete 6,423

Sevier 6,088

Wayne 7,291

**SOUTHEASTERN UTAH ALG**

Carbon 6,847

Emery 6,692

Grand 5,469

San Juan 5,979

**UINTAH BASIN AOG**

Daggett 8,632

Duchesne 6,881

Uintah 7,650  
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**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. Measures are determined by using the Weatherization Assistant v10. All materials approved for use that are not included in Appendix A are as follows:

1. Proprietary Aerosolized Duct Sealant meeting UL-1381



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2. Spray Polyurethane Foam (SPF) Insulation
3. Refrigerators (Energy Star)
4. Light Emitting Diode (LEDs) Lighting

**UTAH FIELD GUIDE**

The current Utah Weatherization Field Guide can be found at the following url: <https://sites.google.com/utah.gov/fieldguide/home>

The current Field Guide is available online thru the [Utah WAP Resources website](#). The website is open to the public. All of our subgrantees have been given a link to the website and trained on how to access and use the Field Guide. Subgrantees are responsible to ensure their contractors have access to the Field Guide. Programmatic monitoring includes a check to ensure this happens.

**CONTRACT LANGUAGE**

All Subgrantee agreements and vendor contracts, will contain language which clearly documents how to access the Field Guide, that work must meet the SWS for work quality outlined in WPN 22-4, Section 1. The contracts also contain the confirmation of delivery. Signature on the executed contract is their acknowledgement. This has been ongoing since PY 14 to comply with WPN 22-4. (see Agency Sample Standard Terms and Conditions doc attached to SF-424)

Sub-grantee efforts to ensure this documentation is delivered to contractors working on their behalf is verified during the annual monitoring process. (See Programmatic Monitoring Checklist: Procurement-21) State Staff has worked with the sub-grantees to develop either Standard Terms and Conditions or contractual language to meet the requirement of WPN 22-4. Since agencies use the contractors for non-DOE work as well they are required to add other terms as needed. The required language covers: Confirmation of delivery of work specifications, training cost and retention/repayment for training expenses.

**NEPA**

Utah WAP is aware of and review the NEPA EQ-1 document. At this time Utah WAP is not considering any work that exceeds the existing DOE NEPA Determination.

**ATTACHMENTS**

2025 DOE Contract Scope of Work

Agency Sample Standard Terms & Conditions

**Field guide types approval dates**

Single-Family: 3/18/2021

Manufactured Housing: 3/18/2021

Multi-Family: 3/18/2021

**V.5.2 Energy Audit Procedures**

**Audit Procedures and Dates Most Recently Approved by DOE**

Audit Procedure: Single-Family

Audit Name: Other (specify)

DOE NEAT Audit - WA v8.9 Approved July 14, 2020 by Eric Burin, Program Manager, DOE Notice of Intent to transition to WA v10 sent via email to Jon Muckey and Shawn Green on June 20, 2023.

Approval Date:

Audit Procedure: Manufactured Housing

Audit Name: Other (specify)

DOE MHEA Audit - Approved July 14, 2020 by Eric Burin, Program Manager, DOE Notice of Intent to transition to WA v10 sent via email to Jon Muckey and Shawn Green on June 20, 2023.

Approval Date:

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Audit Procedure: Multi-Family

Audit Name:

Approval Date:

Comments

Utah's Energy Audit Approval expires 6/10/30.

**ENERGY AUDIT**

Energy auditing for the program is covered using the Weatherization Assistant software version 10 (WA v10).

WA v10 is currently used when there are up to 4 dwelling units that are individually heated and/or cooled.

Utah's Approval to use the WA v10 tool for NEAT and MHEA audits expires 6/10/2030

Utah was approved for LED lighting on 8 December 2015. Measure lifespan increases 3-5-2019. Refrigerators 4-30-2019.

Since Multi-family units are less than 5% of the housing stock Utah does not have an approved multi-family audit. Multi-Family units are handled using the protocol covered in WPN 23-6. It is our intent to pursue a multi-family audit when we have a sufficient number of multi-family applicants to warrant it. We are working on a Multi-Family Pilot in one of our most populated areas to better serve this housing stock. We intend to use the Multi-Family Priority List for the pilot. We are in the process of submitting a request to use the Multi-Family Priority List.

The Energy Auditor training and certification has been a priority for Utah. Utah WAP has fully implemented the requirement of the BPI Home Energy Professional Energy Auditor Certification. Currently all of Utah's Energy Auditors are certified and these requirements have been added to our policy. Additionally we have developed and Auditor In Training process to guide and track the training of new hires to ensure they are prepared for the role.

Utah has been actively training auditors on auditing standards that were part of the audit tool re-certification. Utah has implemented a technical monitoring specifically for energy auditing to better evaluate the needs and develop and deliver training on this critical area.

**V.5.3 Final Inspection**

Utah strives to have a minimum of 2 QCI certified inspectors at each sub-grantee, this varies with turnover. State WAP currently has 4 QCI certified individuals. And our Sub-grantees have 22 QCI certified individuals. This covers the entire needs of the program. The state has an active role in tracking these certifications and CEU's through its training center to ensure continuity of service.

These certified QCI's must conduct a detailed inspection of all aspects of the project prior to it being reported as a Weatherized Unit. This inspection is documented on the Utah WAP QCI Inspection form. In an effort of continued improvement we recently restructure our form. Some key features are:

- Cross referenced citations to policy
- Parallels the State WAP Monitoring Checklist
- Incorporation of the state Standard File Format
- Agency level internal review of the QCI

Utah WAP is aware of the changes in WPN 22-4 allowing a mentorship and has language allowing this in their policy.

**WPN 22-4 Section Compliance**

Utah WAP's method for addressing QCI's not performing to standards was to institute a verification of 3rd party certification. This is detailed in Section D2.7. of the Utah WAP policy. When it is identified that a person performing a QCI is not meeting the requirements of that certification corrective action is taken to include:

- Probationary period and Retraining

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- Non-acceptance of that individual's work
- Disallowance of measures
- Disallowance of entire job

This methodology allows Utah WAP to take a more immediate and direct action for those individuals who are not directly employed by Utah WAP but still need to be accountable to us.

All weatherization work will be directed by a work order that meets the requirements of the State Weatherization Guidelines. All materials purchased and installed will comply with Appendix A 10 CFR 440.

To comply with WPN 22-4 Section 2 Utah has developed policies and procedures to regulate the QCIs. These policies cover:

- Independent QCI & Auditor/QCI – (section B11.5. a. iii.) this is required in Scope of Work in the contracts to the sub-grantee
- QCI Validation by State WAP Staff – (section D2. 7.) certifications and CEU's are tracked by IWTC staff
- Revoking QCI validation and non-acceptance of work – (D2. 7. B. iv. )
- Monitoring of the QCI – (section D2. 7. b.)

At this time, since Utah does not have an approved audit for multi-family, QCI of these types of units are not a pressing concern. Once Utah has an approved multi-family audit tool we will begin training of QCI's to the multi-family QCI JTA's.

Utah policy (section B11.5.a.iv.) allows the smaller sub-grantees to use an Auditor/QCI. Utah will monitor 10% of production for any sub-grantee taking this approach. Utah will monitor 5% of production for any sub-grantee using an independent QCI. For PY 25 below are the monitoring percentages.

**Sub-Grantee QCI Approach Monitoring Percentage**

Bear River AOG: Independent QCI 5%  
Salt Lake CAP: Independent QCI 5%  
Mountainland AOG: Independent QCI 5%  
Uintah Basin AOG: Independent QCI 5%  
Southeastern Utah ALG: Independent QCI 5%  
R6 Regional Council: Independent QCI 5%  
5 County: Independent QCI 5%

All units will receive a Final Inspection to insure they comply with the requirements of 10 CFR 440.16(g).

No dwelling unit may be reported to DOE as completed until all weatherization materials have been installed and the sub-grantee, or its authorized representative, has performed a final inspection(s) including any mechanical work performed and certified that the work has been completed in a workmanlike manner and in accordance with the priority determined by the audit procedures.

This dwelling would have the following:

1. Has received a Health & Safety Assessment and been documented on A07 H&S Assessment form.
2. Has had all requisite testing conducted and results documented.
3. Has received an Energy Audit by a qualified person in the program.
4. Has had all approved measures installed in a professional and workman like manner.

This includes:

- Audited measures with an SIR of 1 or higher
- Health & Safety Measures
- Incidental Repairs associated with approved audited measures.

Has received a final inspection by a certified QCI:

1. Accounts for all materials credited to the job.
2. Verifies that those materials have been installed according to the program's work specifications.
3. Verifies that all work invoiced by contractors was done and meets the program's work specifications.
4. Reviews the energy audit to compliance with the Utah WAP Guidelines
5. Confirms the accuracy of the Energy Audit field data collection, software inputs, and measures called for on the work order

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6. Reviews the Work Order to compliance with the Utah WAP Guidelines
7. Includes a final Worst Case Draft Test.
8. Includes a Post Blower Door test.
9. Has a signed Final Inspection Partnership Agreement
10. Has a signed QCI Inspection form

A reported completion will also have a complete Client File that includes all the required application, production, inventory, purchasing, testing, and inspection documents.

Has been reviewed by the sub-grantee Weatherization Coordinator/Director or designated representative for completeness and accuracy prior to submission to the State as a completion.

Is a first-time weatherization project or a qualified re-weatherization project.

Was not an amended project previously reported as a Weatherized Unit.

A "*Partial Weatherized Unit*" is a dwelling that has NOT met the above requirements. This might be caused by Deferral or that the client refuses services or access after the weatherization process has began. These units have had funds expended on them but cannot be reported or counted as a completion. Utah tracks these partial weatherized units in the statewide database.

**MONITORING INSPECTION FORMS**

See Utah WAP PY-25 Monitoring Documents doc attached to SF-424 \*\*

\*\*Note: Item A13 on the Technical Monitoring Checklist checks to see if the QCI conducted a thorough review of the audit.

**V.6 Weatherization Analysis of Effectiveness**

How the effectiveness of Subgrantee weatherization is assessed?

Utah WAP has been collecting a reasonable amount of data considering the limitations of our antiquated reporting system. Below are some of the data points we collect and evaluate to measure effectiveness of the sub-grantees.

- **Estimated MmBtu's saved.** This data is collected from the energy audit. We have 3 good years worth of data now and are able to start seeing trending. We can use this to identify agencies that might need auditor training based on this data.
- **Pre & Post Blower Door data.** This data point is look at both from Percentage of Reduction and Average CFM Reduced. This is out key metric for air sealing and pressure diagnostics training.
- **Pre & Post ACH 50.** This data is being used to help keep the Blower Door data in context. We are beginning to see some correlation to air sealing effectiveness but building tightness prior to Wx can skew that data. The average ACH helps us better understand that impact to the overall air sealing effectiveness at the agency.
- **Average Energy Index.** We are just getting a decent data set here and trying to understand what it is telling us. One thing that has us puzzled right now is some of the sub-grantees who struggle with MmBtu and Air Sealing have higher Energy Index as well. Instinct would tell us that these homes should have a higher potential savings but we are not seeing those results.

How the comparisons are used in the development of T&TA activities and priorities?

This data is used in the Training Needs Analysis. Review of the Utah WAP T&TA Report will give a better idea of how all of our data is used to drive T&TA

- Utah WAP is still using a "needs based" approach for development of training. This process takes place after the conclusion of the prior PY so we can examine all relevant data. In most cases we are now trying to compare this data in a running 3 year average so we can better see trends.
- We use a process that compiles all monitoring comments in a tracking sheet that gives us a more comprehensive analysis of our monitoring data. This is allowing us to make informed decisions on when the training need is program wide versus an individual sub-grantee.
- We have been collecting Energy Index data from the WA tools. We hope to compare this data with the Audited MmBtu data. It should give some indication of how well the audit captured the potential savings of the home. This will guide development of audit training.

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How the training needs are being assessed?

- At the end of each PY State WAP staff conducts a Training Needs Analysis. It takes in to account monitoring data, performance data, and feedback from the sub-grantees. This is rolled in to our training plan and other management aspects of the program. State WAP staff does this typically in late July during their 2 day annual strategic planning meeting.
- The monitoring process collects data on local training subgrantees have conducted or participated in. This prevents us from providing something they have already addressed locally.
- Subgrantee can directly request help from State WAP/IWTC.
- Technical monitor's guidance is to try and establish agency specific training plans for the area evaluated based off their monitoring.
- Required certifications and licensure renewal dates are tracked at state training facility. This allows us to anticipate and offer CEU's or renewal classes.

How the Grantee is incorporating monitoring feedback?

- The monitoring team conducts Technical and Programmatic Monitoring in two separate visits. Upon completion, the Program Manager provides a monitoring overview to local management at the conclusion of the annual monitoring process. This provides the sub-grantee direct access to the State Program Manager to give feedback.
- Data and comments from monitoring are used in development of the State Training Plan.
- There is a Monitoring Survey issued at the conclusion of the PY to collect additional feedback as well.

What is the Grantee doing to be on a path of continuous improvement?

- The Training Needs Analysis process is really designed to maintain the program on a path of improvement since it encompasses so many facets of the program.
- Professional Development of the network has resumed. It is our belief that investing time in training and developing our local leaders it will facilitate growth and improvement program wide. State WAP staff realized that we were spending more time and energy managing the agency in things the local leaders should be doing but, were not equipped to do that. It is our opinion that effective leadership and management training is more beneficial to the improvement to the program than almost any other training.
- Collecting more data to better influence our decisions on the program

How is the Grantee tracking Subgrantee performance reviews?

The monitoring process creates a document that summarizes strengths, improvements and weaknesses in 8 functional areas.

- Client Intake
- Client Files
- Energy Audits
- Field Work
- Purchasing & Inventory
- Final Inspections
- Program Operations
- Administrative Functions

All monitoring documents are centrally maintained on a common drive electronically which all team members can access. The pre-monitoring includes review of previous year's monitoring to follow up on any items and become familiar with any trends or past issues. Utah WAP has been tracking all results/comment from the monitoring process since 2018. This includes any Findings or open Areas of Concerns to ensure they are resolved and closed. We have also restructured some monitoring tools to incorporate 3 year trending to better view the results.

If a Subgrantee has failed final inspections, how are things improving?

- There has been a trend from PY-20 to present showing an increase in the quality of work. This is attributed to:
  - Revised QCI Form
  - Upgrade of Utah WAP Field Guide to a online visual document
  - Development of a YouTube channel knowledge base of prior Technical Meetings
- The Energy Audit Technical Monitoring results show improvement as well but these are more conservative gains. In general Utah WAP finds that error rates on energy audits vary from individual to individual and from year to year.

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If a Subgrantee has management findings or concerns cited as a result of Grantee monitoring or audit proceedings, how are things improving?

In PY-24 Utah WAP had one Internal Auditor management findings for one of its subgrantees. The finding was that Mountainland AOG was not able to quickly compile all the data needed for a financial monitoring due to lack of an effective accounting system. The agency is in the process of implementing a new accounting system. The program manager issued a corrective action letter, and will be following up on a quarterly basis until corrections are fully implemented.

What are the management mechanisms being put in place this year to affect improvement?

- Utah WAP has a full technical and programmatic staff. During PY25 staff are required to accomplish 1 or more professional improvement goals. The program manager will also be working with staff to involve them in the program management aspects of the program. Each will be involved in specific aspects of the grant application process.

Are there technical and financial systems that have been reviewed?

- Utah WAP conducts a technical monitoring of each subgrantee which includes Production/QCI & Energy Auditing, and a separate Programmatic monitoring.
- Financial systems are now being monitored by the DWS Fiscal Grant Managers. They also may be subject to an additional monitoring from DWS Internal Audit Team.
- Desktop monitoring is done as part of any request for funds.
- Each sub-grantee does an annual single audit that is reviewed by DWS Internal Audit and the Risk Assessment Team.

What has the Grantee done in the area of market analysis to ensure particular measures are being costed accurately?

Market analysis is broken down in to 3 areas:

1. Fuel Costs

State staff conducts an annual survey of fuel providers across the state and compiling this data for distribution and implementation to the audit tool fuel library. This data is adjusted to the average annual low-income household usage.

2. Material Costs

Material costs are reviewed by the sub-grantee and updated in the audit tool as the purchase price changes. This process and data is verified as part of annual monitoring.

3. Labor Costs

Labor costs are updated annually with the State in the Wx Operations Plan the subgrantee submits. Checks are also made on this data during monitoring ensuring that it is being updated in the audit tool.

Attached Documents

Utah WAP PY25 Training Plan contains examples of mentioned data

**V.7 Health and Safety**

The Utah WAP Health & Safety Plan is designed to ensure reasonable precautions are taken to protect clients and personnel. Contained in this policy are guidelines for identifying Health & Safety (H&S) issue(s), and determining whether issue(s) should be remedied, referred, deferred, or result in partial weatherization. When an agency identifies an issue that is not specifically addressed in policy they consult with the State WAP staff to determine the best course of action.

**H&S Budgeting**

Utah WAP braids funding and the H&S budget line is used in non-DOE funds also. This supplements DOE funds and makes the H&S budget determination process slightly different. This is better detailed in the attached H&S Template.

Based off PY 24 data we are setting the **H&S funding for all funding sources at 15.05%** of Program Operations. Since DOE funds

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represent approximately 43% of the braided funding **the DOE portion of H&S will be 6.6%.** (15.05 X .43 = 6.06)

The statewide average H&S Cost per Unit (**including all funding sources**) should not exceed \$2,785 for the program year. **The DOE portion of that H&S ACPU would equate to \$1,193** creating the basis for the H&S budget total of \$272,004 (228 X 1,193 = 425,518)

Utah WAP uses these numbers to create our internal controls and define Minor and Major Repair. A Major Repair is any measure that exceeds H&S ACPU and need state approval with the exception of water heater replacement. The Minor Repair threshold also serves as a trigger for the use of a Case by Case review process for various items on the H&S Table of Measures. Minor Measure Cost Limit is \$1,500.

Case by Case requests are submitted by the sub-grantee using a Google Form system Utah WAP has built. The Criteria for approval of a Case by Case is outlined in Section E3.4.b of Utah WAP policy. They are:

E3.4.b. State WAP staff will review the request using the following criteria:

- Verify the action is not prohibited by DOE guidance
- Verify the issue cannot be addressed as a NAM
- Verify there is an opportunity for more than 15 MMBtu's in energy savings
- Verify the costs are not excessive compared to readily available materials within the agency's service area

Utah does not permit the use of Health & Safety funds to be used in air conditioner replacement. This activity is funded using LIHEAP Crisis funding. Target Client Households (households that contain elderly, disabled, or pre-school age children) are the only homes eligible.

Prior to any weatherization activities being implemented, subgrantees are required to inspect dwellings for the presence of health and safety issues, conduct applicable required testing, and to inform the client of any issues that are identified. This is to identify any issues up front that might impede weatherization.

If issues such as work outside of scope of the program, health & safety concerns which are not permissible to correct, or other items that would prevent weatherization work the job is deferred to prevent partial weatherization, which is not allowed. Work may resume when the cause for deferral has been met by the client. Any work conducted on the home that is in deferral status would be disallowed.

Part of the Health & Safety Inspection is identifying occupant health concerns and attempting to identify & mitigate the impacts of weatherization activities on those concerns. Some of this information will be collected during the application process, but subgrantees are required to perform additional screening during the audit process to ensure that steps are taken to ensure that weatherization work will not worsen any occupant health issues. AO7 Health & Safety Assessment Form has been created as the primary tool to collect and record this information.

The Utah WAP Health & Safety Template contains a list of issues that, when identified during the Health & Safety Testing, will result in the corresponding action. While situations might arise these items will be the typical Health & Safety measures for the program.

Compliance monitoring of RRP are included in the Production Monitoring process. The technical field monitoring staff is RRP licensed by the State of Utah Dept. Environmental Quality. H&S Plan will comply with all the requirements in WPN's 22-7.

Health & Safety document attached are:  
PY 25 Utah WAP H&S Template

## V.8 Program Management

### V.8.1 Overview and Organization

The Utah Housing & Community Development Division (HCD) shall be responsible for the administration of the Utah Weatherization

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Assistance Program. It is a division within the Department of Workforce Services (DWS) in the Executive Branch of the State of Utah. Program implementation is completed by a program manager, a program specialist, four monitor/trainers, and a fiscal/budget officer.

HCD operates a wide variety of programs that assist the residents of Utah including the following which align with WAP:

LIHEAP

HUD Home Program

State Housing Program (this encompasses the single family home rehab program)

CSBG

CDBG

The State Energy Program is not part of HCD. SEP is part of the Governor's Office of Energy Development. Utah WAP does have a relationship with this office and informally communicates with their staff throughout the year.

Section D of the Utah WAP Guidelines covers the HCD operations and responsibilities. As the state administering agency, the Housing & Community Development Division shall complete the following:

1. Disseminate information and technical assistance to local participating agencies regarding the application process and requirements for the program. Provide training opportunities as needed.
2. Assist local participating agencies in implementing policies and guidelines of both the DOE and the state.
3. Assure that agencies meet reporting requirements to the state. Provide the required monthly, quarterly, semi-annual, and final reports to the DOE.
4. Prepare and submit the annual state application to the U.S. Department of Energy along with all required reports to the cognizant federal agencies.
5. Oversee production and workmanship quality through yearly monitoring of each subgrantee.
6. Provide funding reimbursement based upon achieving production goals, meeting administrative requirements, and following state and federal requirements.

An HCD Org Chart is included in the Utah WAP PY25 Monitoring attachment.

#### V.8.2 Administrative Expenditure Limits

The DOE allocation including the **Administrative funds** are allocated according to the allocation formula which is attached to the SF-424 as Utah WAP Allocation.

Administration Funds: 15% of total allocation will be allotted as administration funds. 7.5% of total allocation will be allotted to the state for administrative purposes, and 7.5% of total allocation will be allotted to subgrantees for administrative purposes.

The state has determined that the 5 sub-grantees whose total grant is less than \$350,000 will require additional administrative funds in order to effectively implement the requirements as established by DOE, (per 10 CFR 440.18(d) an additional 5% of the subgrantee's total grant is allotted as administration funds for all sub-grantees whose total allocation is below the \$350,000 threshold.

Criteria for this determination is:

Pre-Award Risk Assessment rating of Medium or Low

Timely Reporting to State WAP

Prior Program Year production 80% or better

As part of the DWS annual Risk Assessment process each sub-grantee must indicate their indirect rate approach for the year (FNICR, De Minimums, Cost Allocation) and this is included on the contract coversheet. Controls are in place through the contracting and



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payment mechanisms to ensure no over expenditure of admin funds is possible.

Attached Documents:  
PY25 DOE Allocations

### V.8.3 Monitoring Activities

Utah WAP's monitoring will comply with the provisions in WPN 24-4, including but not limited to Programmatic, Management, and Financial Monitoring of sub-grantees.

Annual Monitoring of all sub-grantees is conducted throughout the year. This consists of two on-site visit to each sub-grantee, one technical monitoring visit and one programmatic. The financial monitoring is conducted as a desk monitoring.

There is a 5% - 10% sample size of contracted completions on all monitoring dependent on if the agency has a Independent QCI or Auditor/QCI.

**Each of our Subgrants will have an Independent QCI for the program year, therefore we will conduct a 5% Monitoring at each subgrantee.**

The sample does not include in progress units which are also monitored. This is a comprehensive process that looks at:

#### **Programmatic Monitoring**

- Sub-grantee Review
- Administrative Operations
- Equipment/Inventory/Materials
- Client Eligibility
- Weatherization Rental Agreements
- Feedback and Reporting
- Health & Safety expenditures
- Program Documentation (Client File Review, Work Orders, etc.)
- Inventory
- Payroll/Personnel
- Procurement
- Records Retention

#### **QCI/Production Monitoring**

- Energy Audit
- Audit Testing & Diagnostics
- Health & Safety Inspection
- Work Order
- Weatherization field work
- Lead Safe Weatherization
- QCI Inspection
- QCI Certification Validation
- Agency Training
- Additional agency qualifications

#### **Energy Auditing Monitoring**

- Field Data collection
- Wx Strategy
- Audit tool input
- Audit tool database settings & management
- Diagnostic testing
- Lead Testing

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- SHPO
- H&S Inspections
- Work Orders
- Auditor Certification Validation

### **Financial Monitoring**

Financial Monitoring is done at 2 levels. A DWS Fiscal Grant Manager assigned to WAP does a Financial Monitoring that meets both DOE requirements and DWS policy. As required by law the single audits are submitted to the State Auditor who reviews them. Likewise DWS Internal Audit and Risk Assessment teams that review the single audits and conduct their own independent audits and monitoring of the sub-grantees. These activities cover the management and accounting systems along with their participation in the pre-award risk assessments.

The monitoring process consists of:

- Pre-Monitoring - State staff reviews previous monitoring documents, sends Entrance Interview Question to sub-grantee. Sample selection and preliminary file review.
- On Site Visit - State conducts site visit to agency and client homes both completions and In Progress. Uses monitoring instruments to check program areas and record data. The On Site Visit is concluded with Exit Interviews with the Program Manager. Exit Interview with the Agency Executive Directors are conducted as part of the Programmatic Monitoring which takes place after Auditing and Production Monitoring.
- Post Monitoring - Compiles & reviews information. Sends a monitoring letter with results and other information to the sub-grantee. This is completed within 30 days of the Exit Interview. Open items are tracked and followed up by the monitor.
- Periodic Monitoring - When there is an identified need, such as a subgrantee with significant or systemic deficiencies additional monitoring visits may be conducted outside of the scheduled Annual Monitoring Visit.

Tracking & Analysis: All open monitoring issues (Finding or Areas of Concern) are tracked by the State until closed. Comments on strengthening the program are tracked in a Monitoring Summary and used in the next monitoring as a gauge of progress. Utah has implemented a central tracking system of monitoring comments. The goal is to be able to see multiple years of comments to better identify trends. This data is mined as part of the Training Needs Analysis as well.

### Non-Compliance:

The State WAP Guidelines cover the procedures for dealing with sub-grantee non-compliance When an issue is identified (Finding or Area of Concern) a Corrective Action Plan (CAP) will be implemented. In most cases this is part of the monitoring letter. In extreme cases it can be a separate document. This will contain a description of the issue, the timeline for resolution of the item, training necessary to address the matter, and actions required by all parties. It further details the punitive actions HCD may take against the sub-grantee such as:

- Disallowed Cost
- Disallowed Job
- Letter of Non-Compliance (A formal warning prior to the commencement of terminations)
- Agency Termination

Utah WAP updated its policy on non-compliance and termination following the change of sub-grantee in PY 18 to clarify the steps in the process and citing 2 CFR 200 as appropriate.

A Monitoring Schedule is included in the Utah WAP Monitoring Documents attachment with the projected dates the agencies will be visited. Financial Monitoring takes place in Q3 of the PY.

**Budgeting:** Monitoring funds for PY25 from DOE are included in the T&TA allocation retained at by the State. Monitoring expenses are braided across DOE and Non-DOE funds. For PY-25 DOE funds are expected to represent approximately 31% of the monitoring expenses. This will cover partial wages and fringe for 6 FTE. Non-DOE funds will be used to cover the balance of the monitoring.

### **Monitoring Funding**

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Monitoring continues to make up a very large percentage of budget for Utah WAP. Current estimated budgeting for monitoring will be:

Admin            T&TA

35%                60%

**Staff:**

Programmatic Monitoring

Matt Turner (QCI & Auditor certified, BPI Proctor, Certified Public Manager, BS)

Nikole Snyder

QCI/Production Monitoring

Matthew Rogers (QCI & Auditor certified, BPI Proctor)

Justin Davidson (QCI & Auditor certified, BPI Proctor)

Energy Auditing Monitoring

Kyia Hill (QCI & Auditor certified, BPI Proctor)

Makara Keo (QCI & Auditor certified, BPI Proctor)

Fiscal Grant Manager

Kaylee Beck, Financial Manager II

Brittany Hardy, Financial Manager I

Vacant Positions

None

Monitoring Documents Attached:

Utah WAP PY 25 Monitoring

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

**Training Plan Feedback & Grantee Provided Training**

The following describes how our T&TA plan reflects feedback from: DOE monitoring visits, Grantee monitoring of the Subgrantees, Training needs analysis, subgrantee feedback, industry updates, internal state audits, and IG reports.

**Grantee Monitoring of the Subgrantees and Training Needs Analysis**

In Q1 of each year, Utah WAP conducts an extensive Training Needs Analysis based on the results of the prior program year's Grantee Monitoring of the Subgrantees. The monitoring includes checks on all aspects of the program including checks based on feedback from DOE monitorings. The training analysis identifies the top 5-10 areas of focus for the year, and we plan a training for each area. These trainings are typically delivered in our bi-monthly technical training meetings, or in a fall or spring in-person training conference.

We do not yet know the topics of training for PY25 since we are still wrapping up PY24's monitoring and the Training Needs Analysis won't be completed until Q1 of PY25 (July). The Areas of focus from PY24's Training needs analysis are listed below, and the month when the Tier II Training was delivered is in parenthesis:

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- Procurement-Materials Purchasing (December 2024)
- Procurement-Contracts w/Sub Contractors (August 2024)
- Energy Audit Shell (February 2025)
- Infiltration Reduction (April 2025)
- QCI: Audit Review, ASHRAE, WCDT (October 2024)

Utah WAP will conduct an anonymous online survey in our PY 24 Q4 to collect network feedback. This data will be rolled into the Training Needs Analysis.

Compliance with mandatory training has never been an issue in the program's history. If needed the State would remove T&TA funding for lack of attendance.

### **Comprehensive Training**

The current year update begins on page 6 of the Utah WAP Training Plan (attached).

Utah WAP continues to utilize a "needs based approach" to training. Our training approach has been thoroughly outlined in the attached Utah WAP PY25 Training Plan document.

Utah WAP's training center achieved IREC accreditation in all 4 JTA on 16 December 2022. All training delivered by Utah WAP, in the 4 JTA, to their network meets the requirements of Comprehensive Training as defined in WPN 22-4

As reflected in the percentages of T&TA funds Utah sees a more balanced approach to the tiers of training thanks to the state conducting a true needs assessment and identifying actuals needs. This would potentially change based upon the results of the complete analysis. The percentage screens in this section regarding budgeting are Utah WAP's best estimate. Utah WAP continues to report the actual training projections in the Annual T&TA Report.

### **Maintaining Workforce Credentials**

The Utah IWTC is an accredited training and testing facility. This allows Utah to actively maintain all workforce credentials. IWTC Staff tracks or monitors for all required credentials:

- IREC accredited (EA, QCI, RIT& CL)
- HEP certifications by BPI (Auditor and QCI)
- OSHA 10 & 30 Hour
- EPA 608
- Rocky Mountain Gas Association (RMGA)
- Lead Inspector
- Lead Renovator (RRP)

There is also monitoring and other checks that verify that local agencies are maintaining necessary licensure required by other state entities such as General Contractor's licensure. We have also established a shared tracking system so the sub-grantees can become more engaged in the management of their staff.

Utah does not establish any licensure or certification requirements prior to hiring, understanding most of the items we desire are not industry required in this state. We do have minimum times from hire that certain requirements are met.

- OSHA 10 = 30 days
- RRP = 1 year (as applicable to employee)
- RMGA = 1 year (as applicable to employee)

In PY 20 Utah has adapted the "badge system" to our New Hire Training requirements. We have taken the 26 most relevant tasks for our housing stock and cross walked these tasks to our field guide and the SWS. The employee must demonstrate competency by completing each task or skill on at least three separate occasions (unless otherwise stated on the badge). Utah WAP included their badge system as part of their IREC accreditation for RIT & CL.

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• Initial Completion: Task is trained by experienced agency staff that signs off that the employee was trained. Employee signs off indicating they understood the training. QCI verifies work complies with program standards.

• Second Completion: Employee preforms task which can be aided by experienced staff. QCI verifies work complies with program standards.

• Third Completion: Employee preforms task unaided. QCI verifies work complies with program standards.

It is understood there are certain tasks that cannot be performed alone. In these instances the New Hire is to be considered the "lead" worker of the task.

The Initial Completion of **each** task must be completed on all badges within the agency's probation period as established by their HR policy. The entire process must be completed within 24 months from the employee's initial hire date.

**Industry Wide Initiative and Future Requirements**

Utah WAP continues to require their Energy Auditors to be BPI certified. Utah has requirements similar to the QCI for people filling this role in the state to ensure their work meets program standards.

Utah Did resume its Annual training conference, holding a conference in June 2024. We will be shifting this to an Annual Fall training conference to better align with our Training Needs Analysis and programmatic scheduling. We plan to hold our next conference in September 2025.

**Evaluation and Comparison of Effectiveness**

The true test of effectiveness of training is measuring the results afterwards. Since Utah is using a needs-based approach we are trying to make data based decisions. The positive effect of that is we can analyze the effectiveness of our training by continued analysis. As part of our training needs analysis we also conduct a training effectiveness evaluation where we look back at the prior year's trainings in conjunction with the current year's monitoring results to determine if the training resulted in any improvement.

**Grantee Assessment**

As noted at the top of this section we are regularly monitored by other state entities. In addition to the State Auditor's Office and DWS Internal Audit we are also monitored annually by the LIHEAP office. We feel the feedback from these external audits provides good insight from a different perspective. Monitoring results from these external audits are incorporated to the planning process. The most recent of all of these monitorings produced one clarification in our LIHEAP service call program guidance.

Utah WAP under went an audit from DOE and site visit during PY 24. The feedback from this has been very valuable.

Feedback is solicited from the sub-grantees by the State Program Manager at the completion of the monitoring cycle as well. This continues to lead to adjustments in the monitoring process to make it more collaborative and capitalize on the training value of the site visits.

State staff will continue to participate in trainings such as Energy OutWest and NASCSP keeping us current on a national level. Our training center participates in the Trainer's Consortium as well.

**H&S Training**

H&S Plan training will always be a dominate focus of training. We plan to provide classes on H&S training as part of our PY25 Fall Training Conference.

**Client Education**

In PY 20 Utah WAP collaborated with the Governor's Office of Energy Development to develop 7 educational videos. These videos are meant to supplement the client education for our network. If the shift to technology seems more effective we will look at other areas we can attempt to convert to video as well.

Utah is continuing to look at ways to deliver the required documentation and still effect some meaningful education of the client on energy usage. A committee of State WAP and sub-grantee staff has been seated to research develop this initiative.

U.S. Department of Energy

Weatherization Assistance Program (WAP)

STATE PLAN / MASTER FILE WORKSHEET

Grant Number: SE0001854, State: UT, Program Year: 2025

Recipient: Utah Department of Workforce Services

Documents Attached:

Utah WAP PY25 Training Plan

Percent of overall trainings

Comprehensive Trainings: 50.0

Specific Trainings: 50.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings: 50.0

Percent of budget allocated to Crew/Installer trainings: 30.0

Percent of budget allocated to Management/Financial trainings: 20.0

V.9 Energy Crisis and Disaster Plan

None.