

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

## 1. Type of Submission:

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

## 2. Type of Application:

- ☒ New
- ☐ Continuation
- ☐ Revision

If Revision, select appropriate letter(s)

Other (specify):

## 3. Date Received

05/01/2025

## 4. Applicant Identifier:

## 5a. Federal Entity Identifier:

## 5b. Federal Award Identifier:

DE-SE0001855

**State Use Only:**

## 6. Date Received by State:

04/01/2025

## 7. State Application Identifier:

**8. APPLICANT INFORMATION:**

## a. Legal Name:

State of Vermont

## b. Employer/Taxpayer Identification Number (EIN/TIN):

036000264

## c. UEI:

YLQARK22FMQ1

**d. Address:**

Street 1: Office of Economic Opportunity

Street 2: 280 State Drive

City: Waterbury

County: WASHINGTON County

State: VT

Province:

Country: U.S.A.

Zip / Postal Code: 056711050

**e. Organizational Unit:**

## Department Name:

Office of Economic Opportunity

## Division Name:

Department for Children &amp; Families

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

Prefix: First Name: Geoffrey

Middle Name: George

Last Name: Wilcox

Suffix:

Title: State of Vermont Weatherization Program Director

Organizational Affiliation: State of Vermont.

Telephone Number: 8022797964

Fax Number:

Email: geoff.wilcox@vermont.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.):**

Every town and every county in Vermont.

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

Provide Low Income Weatherization Services to the State of Vermont's income eligible population.

## APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

## 16. Congressional District Of:

a. Applicant: Vermont At-Large Congressional District

b. Program/Project: VT-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	1,967,893.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	1,967,893.00

## 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: Geoffrey

Middle Name:

Last Name: Wilcox

Suffix:

Title: Weatherization Program Administrator

Telephone Number: 8022412453

Fax Number:

Email: geoff.wilcox@ahs.state.vt

Signature of Authorized Representative: Signed Electronically

Date Signed: 08/19/2025

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: State of Vermont

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

Award number: SE0001855

### 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
Grantee T and TA	State Monitor (Energy Services Program Officer) to provide monitoring of subgrantees and Training and Technical Assistance.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Grantee T and TA	\$36.49	2080.3200 hours	\$75,910.88
		Direct Pay Total	\$75,910.88

### 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 are calculate per State of Vermont's contract with State Employees Association Union. Attached to SF 424 are the details.

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Grantee T and TA	\$75,910.88	81.9029 %	\$62,173.21
		Fringe Benefits Total	\$62,173.21

### 3. **TRAVEL**

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

Purpose of Trip	Number of Trips	Cost Per Trip	Total
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**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.

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

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

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
SEVCA Southeast Vermont Community Action	\$323,876.20	based on allocation formula.
BROC Community Action of Southwest Vermont	\$340,344.47	based on allocation formula per DOE specifications.
Capstone Community Action	\$354,982.95	Based on allocation formula.
CVOEO Champlain Valley Office of Economic Opportunity Weatherization Program	\$450,133.01	based on allocation formula.
NETO Weatherization	\$360,472.37	based on allocation formula.
Contracts and Subgrants Total	\$1,829,809.00	

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

**8. INDIRECT COSTS**

- a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.
- 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. SE0001855		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Vermont Office of Economic Opportunity Waterbury, VT 056711050		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		\$ 1,967,893.00		\$ 1,967,893.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 1,967,893.00	\$ 0.00	\$ 1,967,893.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) SUBGRANTEE T&TA	(2) PROGRAM OPERATIONS	(3) SUBGRANTEE ADMINISTRATI ON	(4) LIABILITY INSURANCE	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 75,910.80
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 62,173.20
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 50,000.00	\$ 904,198.00	\$ 274,471.00	\$ 27,500.00	\$ 1,829,809.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 50,000.00	\$ 904,198.00	\$ 274,471.00	\$ 27,500.00	\$ 1,967,893.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 50,000.00	\$ 904,198.00	\$ 274,471.00	\$ 27,500.00	\$ 1,967,893.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. SE0001855		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Vermont Office of Economic Opportunity Waterbury, VT 056711050		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	\$ 1,967,893.00	\$ 0.00	\$ 1,967,893.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total
	(1) WEATHERIZATION ON READINESS	(2) ENERGY AUDITS	(3) GRANTEE T&TA	(4)	(5)
a. Personnel	\$ 0.00	\$ 0.00	\$ 75,910.80		\$ 75,910.80
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 62,173.20		\$ 62,173.20
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
f. Contract	\$ 197,603.00	\$ 376,037.00	\$ 0.00		\$ 1,829,809.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
i. Total Direct Charges	\$ 197,603.00	\$ 376,037.00	\$ 138,084.00		\$ 1,967,893.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
k. Totals	\$ 197,603.00	\$ 376,037.00	\$ 138,084.00		\$ 1,967,893.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00



**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
BUDGET INFORMATION REMARKS  
**Grant Number:** SE0001855, **State:** VT  
**Recipient:** State of Vermont

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**Remarks**

The 5 WAPS allocations are based on a formula that follows DOE's requirements in CFR440 and take into account poverty, Heating Degree days, population etc. in each region.

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: VT Grant Number: SE0001855 Program Year: 2025

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Name: <b>BROC Community Action in Southwestern Vermont</b>	Contact: Tharon Malay		
	UEI: QKURK1AXKFJ6		
	DUNS: 162205835		
Address: 45 Union Street	Phone: (802) 665-1730		
Rutland, VT 05701-0000	Fax: () -		
	Email: tmalay@broc.org		
Counties served: RUTLAND County	Tentative allocation: \$ 319,257.66	Congressional districts served:	CD
BENNINGTON County	Planned units: 17		VT-Statewide
	Type of organization: Non-profit organization		
	Source of labor: Agency		

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Name: <b>Capstone Community Action Council</b>	Contact: Will Eberle		
	UEI: Y2QDESVEDEK9		
	DUNS: 073992851		
Address: 20 Gable Place	Phone: (802) 476-2093		
Barre, VT 05663-0000	Fax: () -		
	Email: weberle@capstonevt.org		
Counties served: WASHINGTON County	Tentative allocation: \$ 332,989.17	Congressional districts served:	CD
ORANGE County	Planned units: 20		VT-00
LAMOILLE County	Type of organization: Non-profit organization		
	Source of labor: Agency		

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Name: <b>Champlain Valley Office of Economic Opportunity</b>	Contact: Dwight Decoster		
	UEI: XZLQWBXCWBP6		
	DUNS: 162200125		
Address: 255 South Champlain Street	Phone: (802) 316-6704		
Burlington, VT 05401-0000	Fax: () -		
	Email: ddecoster@cvoeo.org		
Counties served: GRAND ISLE County	Tentative allocation: \$ 422,243.99	Congressional districts served:	CD
ADDISON County	Planned units: 23		VT-Statewide
FRANKLIN County	Type of organization: Non-profit organization		
CHITTENDEN County	Source of labor: Agency and Contractors		

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Name: <b>Northeast Employment and Training Organization</b>	Contact: Wendy McGillivray		
	UEI: KEZPW22UCNS1		
	DUNS: 054488510		
Address: 147 Citizens Road	Phone: (802) 334-7750		
Derby, VT 05855-0000	Fax: () -		
	Email: wendy.mcgillivray@vtneto.org		

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: VT Grant Number: SE0001855 Program Year: 2025

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Counties served:	ESSEX County CALEDONIA County ORLEANS County	Tentative allocation: \$ 338,138.48 Planned units: 20 Type of organization: Non-profit organization Source of labor: Agency	Congressional districts served:	<u>CD</u> VT-Statewide
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Name: **Southeast Vermont Community Action**

Contact: Victor Baisley  
UEI: H7YXUXGGC8V1  
DUNS: 040231797  
Phone: (802) 722-4575  
Fax: () -  
Email: vbaisley@sevca.org

Address: 91 Buck Drive  
Westminster, VT 05158-0000

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Counties served:	WINDSOR County WINDHAM County	Tentative allocation: \$ 303,809.70 Planned units: 15 Type of organization: Non-profit organization Source of labor: Agency	Congressional districts served:	<u>CD</u> VT-Statewide
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U.S. Department of Energy

Weatherization Assistance Program (WAP)

WEATHERIZATION ANNUAL FILE WORKSHEET

Grant Number: SE0001855, State: VT, Program Year: 2025

Recipient: State of Vermont

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
BROC Community Action in Southwestern Vermont (Rutland)	\$319,257.66 17
Capstone Community Action Council (Barre)	\$332,989.17 20
Champlain Valley Office of Economic Opportunity (Burlington)	\$422,243.99 23
Northeast Employment and Training Organization (Derby)	\$338,138.48 20
Southeast Vermont Community Action (Westminster)	\$303,809.70 15
Total:	\$1,716,439.00 95

IV.2 WAP Production Schedule

Weatherization Plans		Units
Total Units (excluding reweatherized)		95
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	95
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	95
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	\$807,833.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	95
H	Average Program Operations Costs per Unit (F divided by G)	\$8,503.51
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,503.51

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	95	29.3	2784
	Prior Year Estimate	150	29.3	4395
	Prior Year Actual	142	29.3	4161

Method used to calculate savings description:	
Section 440.14(b)(5) - Estimated Energy Savings	

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number:** SE0001855, **State:** VT, **Program Year:** 2025  
**Recipient:** State of Vermont

using methods from prior years to estimate energy savings. The average Wx client in Vermont uses 780 gallons of oil a year. We project our average yearly energy savings from Weatherization to be 29.7%.

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

##### Section 440.14 (b) (9) (xiv) - Leveraging Additional Funds

As normal, all DOE funded homes that are Weatherized will receive enhanced client education and electrical baseload saving measures. The enhanced client education takes part via the Efficiency Coach visit. This initial Weatherization visit is separate from the Energy Auditor visit and is paid for via State Weatherization Program dollars, not DOE funds. The electrical efficiency measures are funded by Vermont's state wide utility Efficiency Vermont who funds energy efficient light bulbs, old fridge and freezer replacement, as well as other measures designed to lower the clients electric bills. The presence of the EVT "LEAP Program" allows all of DOE funds to be used for Thermal Efficiency work as well as the appropriate Health and Safety work. No DOE funds will be used for Electrical savings measures. The separate Efficiency Coach visit (funded by State Weatherization funds) is instrumental in ensuring client education, and communication is established. This process is over 10 years old now and has significantly improved client education and communication and has allowed our program to implement our "One Touch" referral program that links clients with other applicable programs (social, health, and housing). The average Wx client living in a single family home, saves approximately 1,000 kwh per year of electricity which equates to approximately \$150per year. Efficiency Vermont contributes approximately \$1,000 per household for Efficiency measures.

#### IV.5 Policy Advisory Council Members

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

Champlain Valley Office of Economic Opportunity	Type of organization: Non-profit (not a financial institution) Contact Name: Paul Dragon Phone: 8024824180 Email: <a href="mailto:pdragon@cvoeo.org">pdragon@cvoeo.org</a>
Community Representative	Type of organization: Other Contact Name: Elaine Jacovini Phone: 8028788031 Email: <a href="mailto:elainejuliet1@gmail.com">elainejuliet1@gmail.com</a>
Department of Children & Families Economic Services Division	Type of organization: Unit of State Government Contact Name: Mr. Richard Giddings Phone: 8027696448 Email: <a href="mailto:richard.giddings@vermont.gov">richard.giddings@vermont.gov</a>
Dept. of Public Service	Type of organization: Unit of State Government Contact Name: Kelly Launder Phone: 8028280110 Email: <a href="mailto:kelly.launder@state.vt.us">kelly.launder@state.vt.us</a>
Electrical Utility	Type of organization: Utility Contact Name: Holly Bruso Phone: 8888364672 Email: <a href="mailto:holly.bruso@greenmountainpower.com">holly.bruso@greenmountainpower.com</a>
NeighborWorks of Western Vermont	Type of organization: Non-profit (not a financial institution) Contact Name: Melanie Paskevich Phone: 8027978610 Email: <a href="mailto:mpaskevich@nwwvt.org">mpaskevich@nwwvt.org</a>
U.S. Department of Agriculture	Type of organization: Unit of Federal Government Contact Name: Misty Sinsigalli Phone: 8028286069 Email: <a href="mailto:misty.sinsigalli@usda.gov">misty.sinsigalli@usda.gov</a>
Vermont Department of Health	Type of organization: Unit of State Government Contact Name: Jared Ulmer Phone: 8028657784 Email: <a href="mailto:jared.ulmer@vermont.gov">jared.ulmer@vermont.gov</a>
Vermont Energy Investment Coop	Type of organization: Non-profit (not a financial institution) Contact Name: Tim Yandow Phone: 8028604099 Email: <a href="mailto:tyandow@veic.org">tyandow@veic.org</a>

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number:** SE0001855, **State:** VT, **Program Year:** 2025  
**Recipient:** State of Vermont

Vermont Fuel Dealers Association	Type of organization: Other Contact Name: Mr. Matt Cota Phone: (802)375-0000 Email: <a href="mailto:matt@vermontfuel.com">matt@vermontfuel.com</a>
Vermont Housing Conservation Board	Type of organization: Non-profit (not a financial institution) Contact Name: Craig Peltier Phone: 8028283250 Email: <a href="mailto:craig@vhcb.org">craig@vhcb.org</a>
Vt Gas	Type of organization: Utility Contact Name: Tim Perrin Phone: 8028634511 Email: <a href="mailto:tperrin@vermontgas.com">tperrin@vermontgas.com</a>
Weatherization Assistance Program	Type of organization: Local agency Contact Name: Wendy McGillivray Phone: 8022797820 Email: <a href="mailto:wendy.mcgillivray@vtneto.org">wendy.mcgillivray@vtneto.org</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
05/01/2025	The public hearing was posted in the Burlington Free Press on April 4, 2025. This public hearing was a virtual meeting held via TEAMS Meeting and phone call in option. It was held May 1, 2025 at 2 pm virtually via conf. call and TEAMS meeting. Details of each are attached to this state plan.

**IV.7 Miscellaneous**

<p><b><u>PY25 Readiness Funds Implementation:</u></b></p> <p><b><u>Vermont WAP: Weatherization Readiness Fund (WRF)</u></b></p> <p><b><u>Note: for all details on Vermont's WRF, please see attached Wx Program Notice to SF-424.</u></b></p> <p>WRF will be used to prevent deferral of units when the work needed before a home can receive services is beyond the scope or budget of Weatherization.</p> <p><u>Distribution of Funds</u></p> <p>Funds will be distributed to each agency using the same agency allocation formula as program funding, similar to PY24.</p> <p><u>Restrictions</u></p> <p>The following restrictions will apply to the use of Readiness funding:</p> <ul style="list-style-type: none"><li>• OEO approval is required by Agencies for projects over \$10,000.</li></ul> <p><u>Monitoring</u></p> <p>OEO will monitor the use of this funding in accordance with the regular monitoring of Wx Services. This includes desk monitoring before an invoice is paid, and QCI when a unit is selected for inspection.</p> <p><u>Maximum ACPU</u></p> <p>Agencies must keep the ACPU for this category at or below \$15,000. This is kept separate from the weatherization ACPU. Vermont no longer has a Health and Safety ACPU.</p> <p><u>Tracking and Reporting</u></p> <p>The following items are currently tracked and will continue to be tracked:</p> <ul style="list-style-type: none"><li>• Location</li><li>• Client Ranking</li></ul>
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**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number:** SE0001855, **State:** VT, **Program Year:** 2025  
**Recipient:** State of Vermont

- House type
- Year built
- Specific nature of repairs
- Per unit average
- Other funds used

**Process**

- **Prioritization of WRF:** Homes that have been previously deferred that are still eligible will be the first to receive services. For all other WRF needs, the agencies must follow the same priority and ranking used for weatherization.
- Agencies will follow the already existing policies used with OEO's Home Repair Funds which can be shared. This includes an \$10,000 average per home final cap.
- All state and local codes must be followed with WRF.
- Weatherization work is expected to occur as close to completion of WRF work as possible.
- Final QCI for the weatherization work includes final inspection of the WFR work. If deficiencies are present, a punch list for the contractor is generated and the contracting party does not receive final payment until the work is satisfactory.
  - Both the client and final inspector must sign off on the scope of work for both WRF and weatherization (two signatures are required).
- Completed units are reported to OEO during invoicing.
- Units that received WRF are tracked separate with their own ACPU
- Units that need work that is beyond what WRF, other funding sources, and weatherization can provide, will be deferred following the regular deferral policy and tracked.

Please Note: The State of Vermont Agency Of Human Services Cost Allocation Plan is attached to the SF-424.

The affidavit from the Burlington Free Press was posted **April 1, 2025** stating the time and link to a TEAMS Meeting and phone call number for a phone in option. This affidavit is attached to the SF-424.

The OEO office continues to use feedback from the ACSI survey in order to strengthen its working relationship with the 5 local Weatherization providers across Vermont. Monthly meetings occur between the 5 local Weatherization Directors and the OEO Weatherization office. We meet every other month at the Waterbury State Office and the alternating months at a local agency office. OEO respects the views of its subgrantees and is always looking for input and buy in when implementing new initiatives.

The Recipient Business Officer for this award is Lily Sojourner, Director of the Vermont Office of Economic Opportunity.

Lily Sojourner  
Director

Office of Economic Opportunity

Department for Children and Families

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The Recipient Principal Investigator for this award is Geoff Wilcox, Vermont Weatherization Program Director.

**Geoff Wilcox**

*Weatherization Program Director*

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**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET  
**Grant Number:** SE0001855,   **State:** VT,   **Program Year:** 2025  
**Recipient:** State of Vermont

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**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001855, **State:** VT, **Program Year:** 2025  
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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 low income chosen by the State of Vermont for determining eligibility of Department of Energy (DOE) funds for low income weatherization is households whose income is at or below 200% of the federal poverty guidelines for the number of family members in that household.

Vermont's WAP does elect to classify households that receive assistance under the Low Income Home Energy Assistance Act of 1981 (LIHEAP) to be eligible for DOE WAP services, provided that the income eligibility level for the LIHEAP program in Vermont 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. We hereby affirm in writing that the income eligibility level for the LIHEAP program in Vermont is currently, and will remain throughout the duration of the upcoming program year, established at a threshold that 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 and it is not arbitrarily lowered for any part(s) of our statewide WAP service territory. When classifying a DOE WAP applicant as eligible for services based on their receipt of LIHEAP services, the application eligibility expires 12 months from the eligibility certification date if work on the dwelling unit, i.e., the energy audit has not yet been initiated.

Describe what household eligibility basis will be used in the Program

**Section 440.16(a) - Dwelling Unit Eligibility Determination and prioritization of households.**

No dwelling unit may be weatherized without documentation that the unit is an eligible unit. The WAP shall determine eligibility through utilization of a client intake/declaration form. The following informational items on each dwelling unit will be collected and retained by OEO as part of the documentation of records for the program:

- 1.Name/address of client.
- 2.Total gross annual household income/ Number of persons in household.
- 3.Whether property is owner/renter occupied.
- 4.To insure that only eligible units are weatherized, income and public assistance payments are verified by employers or the appropriate government agency from whom the client(s) receives income or assistance.
  - (a) In accordance with Section 440.22 of 10 CFR Part 440, no dwelling unit shall be eligible for weatherization assistance unless it is the dwelling unit of a family unit (meaning an income eligible family lives in the home):
    - (1) Whose income is at or below 200% of federal poverty limit determined in accordance with criteria established by the Director of the Office of Management and Budget; or
    - (2) Which contains a member who has received cash assistance payments under Title IV or XVI of the Social Security Act or applicable State or local law during the twelve-month period preceding the determination of eligibility for weatherization assistance; or
  - (b) No building containing rental dwelling units eligible for weatherization assistance under paragraph (a) of this section may be weatherized unless:
    - (1) The subgrantee has obtained the written permission of the owner or his/her agent;
    - (2) The subgrantee, the tenant, and the owner have completed and signed the tenant/owner agreement, which states that rents shall not be raised more than 3% a year for each of the first 5 years after Weatherization services.
    - (3) Outreach activities have made every effort to determine the number of eligible units in a multi-unit building.
  - (I) Once an apartment in a multi-dwelling unit is eligible to be weatherized, any work that is done must strictly apply and have a direct benefit to the eligible apartment.
  - (ii) Apartments may be weatherized if they will become eligible dwelling units within 180 days under a Federal, State, or local government program for rehabilitating the building or making similar improvements to the structure.

**Prioritization of Clients:** The Hancock Energy Software Program prioritizes clients and provides a WAP rank for service. See the explanation of algorithm that Hancock uses.

DOE Funded Multi Family Building Eligibility Criteria:

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Weatherization Assistance Program (WAP)  
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The eligibility criteria in regards to multi family buildings require:

A minimum of 66% of the dwelling units in a building are occupied by a family unit that meets the income requirement, or a minimum of 50% of the dwelling units are eligible in duplexes, four unit buildings, and certain eligible types of large multi family buildings or property be listed on DOE approved HUD lists.

**Note:** When addressing multi family units with DOE funds, multiply the total number of income eligible units in the building by the current average cost per unit to determine the amount of DOE funding available for weatherizing the building. Weatherization can result in improvements to all units in the building, even those that are not eligible. All units should be reported to DOE.

**Note:** DOE funds are no longer allowed or used for the Weatherization of large multi family buildings or properties. This is defined as units or properties that total 5 or more units. Vermont WAP has significant non DOE funds it uses to fund its state wide multi family Weatherization provider (3E Thermal) that serves the entire states large multi family, income eligible buildings.

**VERMONT WAP Client Rank Algorithm**

The client's with the highest WAP rank, determined from point criteria, will be served before a client with a lower

WAP rank if there is a wait list.

Client WAP ranks are determined by points per criteria described below.

**1. Factor: Categorical Eligibility**

Ø Details: 5 points added if client is an active fuel assistance recipient

**2. Factor: High Usage** *\*MMBTU equivalent of 850 gallons of fuel oil per year*

Ø Details: 5 points added if client exceeds the high use threshold

**3. Factor: Elderly** *\*only the first occurrence generates points*

Ø Details: 3 points added if elderly client in household aged 60 -69 yrs. old

Ø Details: 5 points added if elderly client in household aged 70 yrs. (+)

Elderly points are only added for 1 person (the oldest) residing in the household. If there is a 60 year old and a 70 year old in the household then only the points for the 70 year old would be accrued.

**4. Factor: Disability** *\*only the first occurrence generates points*

Ø Details: 5 points added if there is a disabled client in household

**5. Factor: Households with Children** *\*only the first occurrence generates points*

Ø Details: 5 points added if there is a child aged 0-5 in household

Ø Details: 3 points added if there is a child aged 6-17 in household

Child points are only added for 1 person (the youngest) residing in the household. If there is a 3 year old and a 10 year old in the household then only the points for the 3 year old would be accrued.

**6. Factor: Client is Eligible for Vermont WAP Services**

Ø Details: 1 point automatically added for all program eligible households

Please note that the algorithm above is applied for clients residing in single dwelling unit homes that are entered via the client list in the Hancock software.

For all clients residing in two-dwelling unit structures and larger, only one prioritization point will be automatically generated by the Hancock software and the point is awarded to the project as a whole.

All clients/projects in two dwelling unit structures and larger, are entered via the multi-family list in the Hancock software.

Agencies shall prioritize projects that are entered via the multi-family list (2-4 unit) in the Hancock software in accordance with Chapter 6 of the Administrative Policies and Procedures Manual. See below for this prioritization criteria for multi family projects.

**Table 6.1 Priority Criteria for Rental or Multifamily Jobs**

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
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Item in Rank Order	Priority given to . . .
1. LIHEAP	Buildings with LIHEAP-eligible tenants.
2. Who pays for heat?	Buildings with tenants paying heat.
3. Building demographics	Projects housing elderly, disabled, and families with children.
4. Energy intensity	Buildings with highest energy intensity, measured in Btu/ft2/heating degree day.
5. Rent stabilization period	Buildings with the longest existing or owner-agreed-to future rent stabilization period.
6. Tenants' average income	Buildings with the lowest average tenant income.
7. Magnitude of job	Larger projects and/or full ("gut") rehabilitation.
8. Private or public project?	Projects that are publicly, rather than privately, owned.

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

Qualified aliens are eligible to receive state benefits including weatherization as documented in OEO's Weatherization Administrative Policy and Procedures Manual.

### V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

#### Section 440.16(a) - Dwelling Unit Eligibility Determination

No dwelling unit may be weatherized without documentation that the unit is an eligible unit. The WAP shall determine eligibility through utilization of a client intake/declaration form. The following informational items on each dwelling unit will be collected and retained by OEO as part of the permanent records of the program:

1. Name/address of client.
2. Total annual household income and number of persons in the household.
3. Public assistance payments received during the previous twelve months.
4. Whether property is owner/renter occupied.

To ensure that only eligible units are weatherized, income and public assistance payments are verified by employers or the appropriate government agency from which the client(s) receives income or assistance.

In accordance with Section 440.22 of 10 CFR Part 440, no dwelling unit shall be eligible for weatherization assistance unless it is the dwelling unit of a family unit:

- (1) Which contains a member who has received cash assistance payments under Title IV or XVI of the Social Security Act or applicable State or local law during the twelve-month period preceding the determination of eligibility for weatherization assistance; or
- (2) Whose income is at or below 200% of federal poverty guidelines, but not to be placed ahead, on a waiting list, of households containing elderly or handicapped persons, children, or households with incomes of 125% of the federal poverty guidelines; or
- (3) the building / property appears on the HUD List provided and specified in DOE WPN.

No building containing rental dwelling units eligible for weatherization assistance under paragraph (a) of this section may be weatherized unless:

- (1) The subgrantee has obtained the written permission of the owner or his/her agent.
- (2) The subgrantee, the tenant, and the owner have completed and signed the tenant/owner agreement, which states that rents shall not be raised more than 3% per year for the first 5 years after Weatherization services are received.

The landlord tenant agreement states the rent will not be raised more than 3% each year, and tenants are told if this is not adhered to, to contact the WAP office.

Outreach activities have made every effort to determine the number of eligible units in a multi-unit building:

- (i) Every apartment in a multi-dwelling unit is eligible to be weatherized. Any work that is done must strictly apply and have a direct benefit to the eligible apartment.
- (ii) Not less than 66% of the dwelling units in the building must be eligible in order to treat the entire building envelope and shared heating systems. In these cases, wall insulation, attic insulation, heating systems and air leakage control work may be performed on the entire building. Any work that is to be done in an ineligible unit must be done in order to improve the energy performance of the eligible units.
- (iii) Apartments may be weatherized if they will become eligible dwelling units within 180 days under a Federal, State, or local government program for rehabilitating the building or

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making similar improvements to the structure.

(iv) The grantee and subgrantees, in order to avoid undue or excessive enhancement in the value of rental dwelling units resulting from the provision of weatherization services, have strengthened the owner tenant agreement.

**Describe Reweatherization compliance**

No buildings will be weatherized that have been previously Weatherized in the past 15 years (rolling re-Weatherization date). Each agency is required to check the address of a home of a client that has applied for weatherization against a complete list of previously weatherized homes dating back to 2000. If it has been weatherized within the last 15 years, no services will be provided to that home. The date the project was closed, is the date that must be at minimum 15 years or longer from date a client can be deemed eligible for Weatherization again.

The re-weatherization date for State Weatherization Funds is the same. Agencies however have the ability to request a waiver of OEO for re-weatherization regardless of the prior closed date with proper justification (significant cost-effective energy savings opportunities or significant missed opportunities / questionable quality work during original Weatherization). Any re-weatherization allowed in those circumstances will be purely funded with state Weatherization funds.

**Describe what structures are eligible for weatherization**

A structure is eligible for weatherization if an eligible client lives there and it is their documented primary residence, as long as the home has no structural or health or safety issues that are beyond the scope of weatherization. A camper on wheels is not weatherized (however no heat situations can be repaired via the state funded Emergency Heating System Grant). Mobile homes, and site built homes and multi family buildings are weatherized.

The Vermont Multi Family / Rental Property Policy and Procedures Manual documents the Vermont weatherization program policies regarding DOE funding and State Weatherization funding. It clearly documents the processes that assure Vermont follows DOE's rules regarding the weatherization of rental properties.

**Describe how Rental Units/Multifamily Buildings will be addressed**

5 or more unit Multi Family Buildings will not be Weatherized with DOE funds. OEO has a grant in place with a state wide Multi Family Provider (3E Thermal), that is part of one of its Community Action Agencies (Capstone), who has \$6 million dollars through June 30, 2026 to Weatherize 5 or more unit low-income buildings to the same standards that DOE requires, and which are documented below. The 5 local Weatherization Agencies funded by DOE funds will only be weatherizing 1-4 unit homes.

The same is always true, just the source of funding is no longer DOE, that the State of Vermont's Weatherization Program encourages weatherization of eligible multifamily buildings. The DOE rules and regulations are followed in terms of eligibility, cost per unit, etc. Health and Safety issues are identified at the energy audit and any necessary repairs or measures are the responsibility of the building owner unless the owner is income eligible. These repairs must be done by the landlord before the installation of energy saving measures begins. A list of these Landlord Responsibilities and the form used to document and attest owner agreement is attached to the State Plan (Form 617 MF Owner Responsibilities).

Funds spent on multi family / rental buildings are strictly for cost effective thermal measures (air sealing and insulation). Electrical efficiency measures are leveraged and paid for by Efficiency Vermont.

The Office of Economic Opportunity has separate Multi Family / Rental Policies and Procedures and accompanying forms. This document specifies both DOE and State funded projects and is attached to our state plan every year.

The benefits of multifamily weatherization must primarily accrue to the tenant. This is guaranteed primarily through the requirement of a 5-year rent stabilization agreement for all units that are income eligible for Weatherization services, regardless of who pays the heat. A maximum 3% rent increase per year is allowed as long as it is justified for reasons not related to Weatherization. This was discussed (for a year), reviewed and approved by our Wx Policy Advisory Council.

**Describe the deferral Process**

Please see the Vermont Weatherization Deferral Policy that is attached. The VT WAP continues to evolve and find ways to reduce if not eliminate the deferral of Weatherization Projects. This can be challenging as Vermont has the second oldest housing stock in the United State, and many of our clients, being low income have had to defer maintenance in order to pay for other necessities of life. We continue to develop relationships with other programs such as the USDA Rural Development 504 loan / grant program, and the network of Homeownership Centers in Vermont that offer home repair programs to low-income clients. Our deferral policy was updated in 2022 to ensure clients are provided with information on what is prohibiting weatherization, what needs to be done before it can resume, the benefits of weatherization, and resources available from the Weatherization Program (home repair funds or incidental repair funds). The Program refers clients to other programs for resources as well.

Vermont has added additional funding sources for Home Repairs and Vermiculite in recent years (ARPA and State Weatherization funded).

See attached Deferral Policies (to SF 424).

See the Health and Safety Plan for specifics on what is an allowable health and safety expense.

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Partial weatherization / measure skipping: The Vermont Weatherization Program does not allow partial weatherization projects or the skipping of major measures. A project must meet the specifications of the Tech. manual or be referred to other funding sources until items hindering complete weatherization are resolved. If a client does not want a certain measure completed, the Weatherization Agency will submit an Atypical Project Form to OEO for review and pre-approval (required). OEO will review each on a case-by-case basis and determine if the scope meets the overall goals of the TEC manual and the VT Weatherization Program and if so, will approve. Incomplete or partial Weatherization jobs are not allowed or approved. Typically, these "atypical" projects are paid for with state Weatherization funds.

### V.1.3 Definition of Children

Definition of children (below age): 6

### 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.

#### Section 440.16(f) - Indian Tribe Benefits

There is no federally recognized Indian tribe within the State of Vermont. However low-income Vermonters who are Native American shall receive benefits equivalent to the assistance provided to other low-income citizens within the State of Vermont. No provision for a separate application has been made pursuant to Section 440.12(b)(5).

Native American dwelling unit characteristics and the number of anticipated unit completions are located in Sections 440.14(b)(2)(I)-(vi) and 440.14(b)(6)-(7).

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

#### Section 440.14(b)(9)(ii) - Subgrantee Selection

The State of Vermont has used the same 5 subgrantees that receive DOE funds, for the past 45 plus years. The selection of the agencies to be subgrantees was made on the basis of public comment received during public hearings and on the basis of the following findings as specified under Section 440.15(a)(2) and 440.15(a)(3).

Section 440.15(a)(2) states

- "(i) The extent to which the past or current program achieved or is achieving weatherization goals in a timely fashion;
- (ii) The quality of work performed by the subgrantee.
- (iii) The number, qualifications, and experience of the staff members of the subgrantee; and
- (iv) The ability of the subgrantee to secure volunteers, training participants and public service employment workers pursuant to JTPA."

All counties and towns in the State of Vermont are eligible for service by the State of Vermont Weatherization Program.

In 2019, the State of Vermont added a 6th subgrantee on a pilot basis to provide state-wide Multi Family Weatherization services. This pilot has been successful and purely funded with state Weatherization dollars or ARPA SFR funds. No DOE Funds are provided to the Statewide MF Provider. This provider, 3E Thermal will continue as a Vermont WAP subgrantee. Next Year, OEO plans to include this Multi Family provider (3E Thermal) in its state plan. We will be reaching out prior to ensure we follow all rules and guidance.

### V.3 Priorities

#### Section 440.16(b) - Prioritization of Weatherization Services

The Vermont Weatherization Program utilizes its web-based data management system Hancock Energy Software (HES) to prioritize eligible clients based on the criteria below. Because of waiting lists at all 5 Subgrantees, prioritizing service is critical to help those with the greatest need. Hancock provides the weatherization agency or provider with a "WAP Ranking" of all eligible clients based on these criteria. The providers start the weatherization process for clients by starting with the highest WAP rank available at the time.

The WAP Rank or prioritization of service is described below.

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**VERMONT WAP**

**Client Rank Algorithm**

2025

**1. Factor: Categorical Eligibility**

**0 Details:** 5 points added if the client is an active fuel assistance recipient

**2. Income:** clients with income less than 125% of FPL are given 10 points.

**3. Factor: High Usage** *\*MMBtu equivalent of 850 gallons of fuel oil per year*

5 points added if client exceeds the high use threshold

**4. Factor: Elderly** *\*only the first occurrence generates points*

3 points added if elderly client in household aged 60 -69 yrs. old

5 points added if elderly client in household aged 70 yrs. (+)

(Elderly points are only added for 1 person (the oldest) residing in the household. If there is a 60-year-old and a 70-year-old in the household, then only the points for the 70-year-old would be accrued.)

**5. Factor: Disability** *\*only the first occurrence generates points*

5 points added if there is a disabled client in household

**6. Factor: Households with Children** *\*only the first occurrence generates points*

5 points added if there is a child aged 0-5 in the household

3 points added if there is a child aged 6-17 in the household

(Child points are only added for 1 person (the youngest) residing in the household. If there is a 3-year-old and a 10-year-old in the household, then only the points for the 3-year-old would be accrued.)

**7. Factor: Client is Eligible for Vermont WAP Services**

1 point automatically added for all program eligible households

Please note that the algorithm above is applied for clients residing in single dwelling unit homes that are entered via the client list in the Hancock software.

For all clients residing in two-dwelling unit structures and larger, only one prioritization point will be automatically generated by the Hancock software and the point is awarded to the project.

All clients/projects in two dwelling unit structures and larger are entered via the multi-family list in the Hancock software.

Agencies shall prioritize projects that are entered via the multi-family list in the Hancock software in accordance with Chapter 6 of the Administrative Policies and Procedures Manual.

**V.4 Climatic Conditions**

**Section 440.14(b)(3) - Statewide Climatic Conditions**

Heating degree days (HDD) vary by region but not significantly.. Vermont has long cold winters throughout the state.

Being a small state, typically climatic conditions are the same throughout the state (precipitation, humidity, etc.).

In the Hancock Modeling Tool, there are 4 options when modeling a home to choose weather data (for the modeling) from. Burlington VT (northwest), Montpelier VT (central), Rutland VT (south central), and Springfield (south east). The annual Heating Degree Days when doing a search on Red Calc are as

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follows:

Burlington: 5,950 HDD

Montpelier: 6,160 HDD

Rutland: 6,150 HDD

Springfield: 5,840 HDD

This shows that our climatic conditions are very similar throughout the small state of Vermont.

## V.5 Type of Weatherization Work to Be Done

### V.5.1 Technical Guides and Materials

#### Section 440.14(b)(4) - Types of Weatherization Work to be Performed

**Technical Requirement and Specifications:** Vermont requires adherence to its TEC Manual, which is SWS compliant, and is also our field guide. Vermont requires adherence of its DOE and State funded weatherization work to the DOE QCI requirements. The following language is in DOE Weatherization Grants between OEO and its 5 subgrantees to relay this importance to subgrantees. "All weatherization work will comply with, and be consistent with, HES the DOE approved energy auditing tool and procedures for Vermont WAP. All weatherization work will be directed by a work order that meets the requirements of the State Weatherization Guidelines and compliant with the DOE-approved field guide that is cross referenced to the most recent SWS. All materials purchased and installed will comply with 10 CFR 440 Appendix A. Confirmation of the delivery of these requirements, as well as acknowledgement and confirmation of the necessity to comply with them is evidenced via signature on the executed grant."

**Assuring Subgrantee acknowledgement of WPN 15-4 (SWS and QCI requirements):** OEO's "TEC Manual" provides clear guidance. The TEC Manual is both SWS compliant, user friendly and an approved field guide. All subgrantees must be compliant with the TEC manual and DOE QCI Protocols. These expectations are set forth in subrecipient grants. OEO has issued a VT Wx Program Notice regarding QCI Protocols with signatory requirements of all staff responsible at each agency.

OEO requires that agencies follow the TEC manual (SWS) and all requests to vary from it require an Atypical Waiver to OEO for pre-approval. If any waiver is granted, the job must be paid for with state Weatherization Funds. These requirements and expectations are relayed and codified each year in the State and DOE Weatherization Grants to subgrantees and a copy is available on request.

The Vermont WAP continues to take full advantage of diagnostic technology. The science of analyzing and retrofitting residential buildings has developed to the point where strict prescriptive standards are not the most cost-effective approach. It is necessary to utilize weatherization diagnostic technology to select the appropriate set of measures that are tailored to the particular needs of a given building. In order to make an intelligent assessment, energy auditors and crews shall use normalized fuel consumption data, blower doors, flue gas test equipment, CO detectors, combustible gas detectors, differential pressure measurement equipment, client supplied information, infrared cameras, and common sense to analyze buildings. HEAT and the VT Multi Family Audit Tool (aka "Beast") will be used as the analysis tool to help screen the cost effectiveness of individual and aggregate measures on Single Family homes and Multifamily homes. A DOE Approved Mobile Home Priority list and Mobile Home Audit will be used for mobile homes, however, full diagnostics are still necessary by the auditor and crew to provide high quality Wx.

**Distribution of Field Guide:** OEO keeps the most recent version of the TEC Manual updated on its website. [www.dcf.vermont.gov/benefits/weatherization](http://www.dcf.vermont.gov/benefits/weatherization)

#### Allowable Measures:

(1) Air Leakage Control - the utilization of a variety of approved materials that are used to help reduce the infiltration and ex-filtration of air through the building envelope. Pre-and-post blower door test data will be recorded to quantify the overall reductions of air infiltration attributable to the program's efforts.

(i) It is the responsibility of the subgrantees' to assure at the time weatherization work was performed that air leakage reduction and ventilation work does not adversely affect indoor air quality or the combustion and/or venting process of combustion appliances.

(ii) Subgrantees shall use, whenever possible, blower doors to quantify the relative leakiness of homes, reveal the location of leakage areas, and diagnose the potential for negative impacts due to air leakage reduction work.

(2) Heating system efficiency modifications including, but not limited to:

(i) Materials used for heating and cooling system tune-ups, repairs, and modifications that will result in improved energy efficiency (including cleaning chimneys and flues and minor repairs to chimneys and flues):

(ii) Thermostat and control systems including clock thermostats, the relocation of thermostats, and the replacement of ineffective thermostats:

(iii) Devices for modifying flue openings that will increase the energy efficiency of the heating system:

(iv) Electrical or mechanical ignition systems that replace standing gas pilot lights.

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- (v) Replacement burners, furnaces, or boilers designed to substantially increase the energy efficiency of the heating system.
- (vi) Modifications and repairs to forced air and hydronic distribution systems to include air sealing cold and warm air duct work and plenums: repairing blower chamber doors: balancing the ratio of cold air return to warm air supply, and adding or deleting distribution lines to balance pressures within buildings.
- (3) Cost-effective levels of attic, wall, floor, duct insulation and foundation insulation.
- (i) Before insulation is added to an attic space, thermal bypasses must be sealed.
- (ii) To take full advantage of both the conductive and convection reduction capabilities of blown in cellulose insulation the one-hole dense blow method is required.
- (iii) Where the heating system is in the cellar and/or basement, un-insulated floors shall not be insulated.
- (4) Water heater and water pipe insulation include modifications to the water temperature, and water flow controls.
- (5) The following insulation, energy efficiency devices and technologies:
1. Items to repair, install, and improve ventilation.
  2. Materials used for water heater modifications that will result in improved energy efficiency (including chimney and flue cleaning and minor repairs).
  3. Replacement of badly damaged doors.
  4. Replacement of badly damaged windows.
  5. With prior approval from the OEO, movable insulation systems for windows.
  6. Interior storm windows when needed.
  7. Energy saving electric baseload measures, cost effective fuel conversions, replacement of inefficient appliances. \*
  8. Other custom measures which prove to be cost-effective over the life of the measure that utilize current DOE approved materials.
- \* Note: Vermont Weatherization Subgrantees have contracts with Vermont's Efficiency Utility which provides the material and labor dollars for these activities. These contracts allow statewide delivery to qualified low-income households of electric baseload measures.

Field guide types approval dates

Single-Family: 10/31/2022  
Manufactured Housing: 10/31/2022  
Multi-Family:

**V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family

Audit Name:

Approval Date:

Audit Procedure: Manufactured Housing

Audit Name:

Approval Date:

Audit Procedure: Multi-Family

Audit Name:

Approval Date:

Comments

**Section 440.14(b)(9)(xi) - Energy Audit Selection**

The work done under this award will be done in a manner consistent with the the DOE approved audits and priority list and Appendix A.

**NOTE: OEO is in the process of amending its contract with Hancock Energy Software to them be able to transition to the new HES platform and**



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**then immediately submit its Single Family and Mobile Home audits for approval. This is a priority of OEO's and will be completed this summer.**

Unit Types Audits:

Single Family: HEAT

2-4 Unit Multi family: HEAT

5 plus Unit Multi family: no large multi family buildings will be completed with DOE funds.

### V.5.3 Final Inspection

OEO promotes root cause analysis when providing and promoting quality assurance. Monitoring is not only about fixing the work done improperly at "Mrs. Smith's" home. Determining what is the root cause of common issues or trends is paramount to quality control and quality assurance. OEO then works with the agencies to address and correct these root causes.

In Vermont, it has been a long-standing practice that no dwelling unit is reported to DOE as completed until program operators perform a final quality control inspection of the dwelling unit to certify that all applicable work has been completed in a thorough, professional, competent manner, in accordance with the recommended priorities determined by the energy audit procedures. Every completed unit is inspected by the subgrantees and by a BPI QCI Certified inspector. This requirement is included in the contracts between the OEO and subgrantees.

OEO has a signed agreement between OEO and each subgrantee stating that the subgrantee has read and understands the QCI requirements. This agreement is signed by the local Weatherization Director and certified QCI staff.

If OEO, through its subgrantee monitoring, finds a subgrantee to be passing and reporting jobs as complete that do not meet the standards, then OEO will address this with each agency via its monitoring report and potentially a formal Quality Improvement Plan. An increase in the number of jobs monitored or an extra monitoring visit can also be done and has been found to be successful in the past.

The State of Vermont is compliant with the DOE QCI Requirements and strongly believes in the importance of thorough inspections being completed by subgrantees. **The QCI person must not have any oversight responsibility of the crew and cannot have done any of the work he or she is inspecting.** A detachment of quality and quantity is imperative for high quality work being reported to OEO and DOE every month.

An energy auditor can be a quality control inspector for the same home or completed unit. In cases where OEO sees repeated issues of poor quality work being passed by a certain auditor/ QCI, we will not allow that auditor to also do QCI's until they can address shortfalls in their abilities. Currently we have no restrictions in place.

A copy of the Vermont QCI inspection form is attached to the state plan. Each Agency uses this form to inspect every completed unit, and each measure must "pass" before it can be reported and invoiced to our State Office.

If via monitoring, OEO identifies that an agency has a Quality Control Inspector who is doing inadequate Final Inspections this will be addressed via the monitoring report and corrective action called for.

OEO has a full-time position (Energy Services Program Officer / State Monitor) who is fully funded by DOE funds. His number one Job Duty is Technical Monitoring of the Weatherization Agencies and spends at least 1/2 of his yearly time (1,040 hours) doing so.

Currently, 4 of OEO's full time Weatherization staff are QCI certified: Geoff Wilcox, Gordon Brown, Marc Therrien, and Jamie Lewis.

### V.6 Weatherization Analysis of Effectiveness

#### ***Section 440.14(b)(9)(I) - Performance Analysis***

As always, various spreadsheets are used to track subgrantee achievements throughout the program year as well as the reporting and tracking capabilities in Hancock Energy Software. More detailed analysis of current program operations occurs during regularly scheduled monitoring activities and third-party impact evaluations. In analyzing subgrantee performance, program cost effectiveness is also taken into consideration. The current program operators are all providing satisfactory results. Vermont's most common fuel type is oil which is a bulk delivery fuel and not metered. It is very hard to perform a fuel study in Vermont based on this and the fact that most households use multiple fuel types to heat their homes.

The State of Vermont uses Hancock Energy Software (HES) for energy auditing and weatherization data management and reporting. OEO uses HES to collect WAP data, compare WAP data and better manage the statewide program, striving for best practice at each WAP.

OEO tracks and shares metrics each month of all the WAP providers to the entire network. The performance of each agency is laid out side by side for total transparency and

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perhaps some incentive to agencies that may not be performing as well as their counterparts.

## V.7 Health and Safety

### Weatherization Program Health and Safety Plan

The following is an overview of Vermont's Weatherization Health and Safety Plan. More details can be found in the Health and Safety Plan Template that is attached to this state plan.

**NOTE:\*\*** Continuing for PY25, Vermont will not provide a separate Health and Safety Budget for its Agencies. Due to the leveraging of State Wx dollars (not included in the DOE State Plan), this added complexity does not provide any benefit.

Health and Safety costs will be paid for in a combination of State and DOE Federal funds, all measures being compliant with DOE.

All DOE H and S rules and requirements will be followed and details can be provided on any individual job if requested. This will not affect our Health and Safety Plan, nor what we do.

**Overview:** The content in the health and safety plan below aligns with and is expanded upon in the Vermont Weatherization Technical Policies and Procedures Manual (TEC Manual). The Health and Safety Plan is referenced within each weatherization grant between OEO and five sub-grantees.

The TEC Manual outlines all policies regarding non-energy saving measures, including health and safety classified measures, incidental repair classified measures, and ancillary repair classified measures. Section 4 of the TEC Manual delineates these three measure group classifications in detail and specifies their impact with regards to:

- Implications on and contributions toward the job cost average (JCA) / allowable cost per unit (ACPU)
- Budgeting and expenditure limitations at both the program budget and individual project levels
- Measure level screening and savings to investment ratios (SIR's)
- Project level screening and SIRs
- Shaping project deferral decisions and/or referrals to partner programs that serve Vermont families.

VT WAP will ensure that all projects completed during the agreement period are comprehensive in scope, promote healthy and safe living conditions, are completed in a workmanlike manner and that the established JCA limitations will not be exceeded.

#### **Budgeting & Financial Implications of non-energy saving measures:**

**Job Cost Average (JCA) / Allowable Cost per Unit (ACPU):** WAP funded investments in non-energy saving measures classified as incidental repair or ancillary measures shall be included in the makeup of the \$8,547 ACPU / JCA limit.

Non-energy saving measures classified as health and safety shall not be included in the makeup of the \$8,547 ACPU limit, but will be charged to leveraged funds (non-DOE funds).

**Expenditure Limitation on Health & Safety Measures: With leveraged funds, not DOE:** During the agreement period the health and safety classified WAP investment shall not exceed 20% of the aggregated WAP investments that are included in any budget line item that contribute towards the composition of the JCA.

#### **Maximum Allowable Health & Safety Investments Represented as a Percentage of JCA: NA**

**Savings to Investment Ratios (SIRs):** WAP investments in health and safety classified measures shall not be included in any SIR calculations at a project level or at an individual measure level. Non-energy saving measures that are classified as incidental repair measures or as ancillary repairs (as outlined within Section 4 of the TEC Manual) shall be included in SIR calculation.

**Ancillary Repairs:** Ancillary repairs shall not be considered Health and Safety Costs. Ancillary Repairs are defined as "Items necessary for the proper installation of weatherization materials. Ancillary items refer to small items such as hardware, nails, screws, other fasteners, adhesive, sealant, etc..." These costs must be associated with a specific energy saving measure and must be included in the SIR calculation of the specific energy saving measure that they are associated with. The individual measure must meet or exceed the minimum SIR established for this agreement period—inclusive of ancillary repair costs—for the work to be performed. A comprehensive list of those measures that shall be classified as Ancillary Repair measures can be found on Section 4: Page 5 of the TEC Manual.

**Incidental Repairs:** Incidental Repairs shall not be considered Health and Safety Costs. Incidental Repairs are defined as "those repairs necessary for the effective performance or preservation of weatherization materials". These costs must be included in project level SIR calculations. For example, replacing knob and tube wiring is an incidental repair, so the cost of removing knob and tube and rewiring an attic so that insulation and air sealing can be done shall be included within the overall cost of a project. The project must meet or exceed the minimum SIR established during this agreement for the work to be performed. A comprehensive list of those measures that shall be classified as Incidental Repair measures can be found on Section 4: Page 4 of the TEC Manual.

**Deferral Policy:** A decision to defer a prospective weatherization project may become necessary in some cases. Deferring a job may be necessary in cases where health and safety issues cannot be adequately addressed according to the federal WPN 17-7 and/or if non-energy saving measures necessary for a successful weatherization outcome are not possible to execute in a manner that is compliant with the federal WPN.

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The complete set of Deferral Policies and Procedures is codified in the TEC manual and attached to this state plan.

**Referral Policy:** It is the goal of the VT WAP to provide comprehensive services to every client. If a dwelling unit cannot be thoroughly and safely weatherized and a decision to defer services is needed then attempts should be made to refer a deferred client to other program partners that may be able to help remove identified obstacles to weatherization work.

Information is provided to deferred clients about the USDA Rural Developments' grant and loan programs, Neighborworks of Vermont, and other local or regional programs that may be able to provide assistance that enables comprehensive weatherization work to be performed.

**Procedures for Identifying Occupant Health Concerns:** The health of building occupants is of the utmost importance to the VT WAP. Health and safety related conditions will be identified and improved whenever possible within the confines of applicable program rules and regulations. Every sub-recipient utilizes an intake form that incorporates questions to prospective clients that are partly intended to pre-screen for substantial health and safety related issues. However, most health and safety concerns are identified during in person assessments of the home (Efficiency Coach visit). Sub-recipient staff engage the client in a dialogue about their home, record information on a client questionnaire and visually inspect the home for potential health and safety issues during their inspection. This is performed by the Efficiency Coaches during the first visit to every clients home and the required Efficiency Coach form is attached.

Any health and safety related hazards identified at the home will be identified and recorded on a hazard assessment form. The client will be informed of any identified issues and is required to sign the form. A copy of the completed and signed form will be provided to the client and a duplicate copy is maintained in the electronic client file. Weatherization work may continue if identified conditions will not prevent the execution of a comprehensive weatherization project or healthy living conditions and it is unlikely that the weatherization work will worsen any of the identified conditions.

**Removal and Disposal Considerations:**

When amelioration of a health and safety issue requires the removal of a material good, product or appliance, e.g. a red-tagged furnace, then the removal and proper disposal of the item is required. Removal and disposal considerations are allowable portions of a total health and safety measure expense. State and local codes are followed for proper disposal.

**Worker and Project Safety, VOSHA, State and Local Codes:**

The following rules apply:

- When installing any Health and Safety measure, the sub-recipient and/or their sub-contractor will follow and adhere to all local and state codes.
- The Confined Space Rule is in effect.
- The Vermont Occupational Safety and Health Code VOSHA (Title 21 V.S.A Chapter 3, Sub-Chapters 4 and 5 and their rules are adopted and will be adhered to. The sub-recipient is required to train and educate all employees to these rules and regulations and work in accordance with these rules and regulations.

**Technical Excellence Committee (TEC):**

OEO staff chair a TEC to develop and maintain technical program policy and standards for the VT WAP. This committee consists of two-three technical staff from each sub-recipient in addition to the OEO staff members and will meet quarterly during this program year. This year we have opened up the Meetings to any Technical person from any agency.

**Enforcement and Compliance with EPA RRP, OSHA, Confined Space rule, etc.:** Each sub-recipient is responsible for their respective programs' compliance with applicable codes and regulation. The OEO Energy Services Program Officer and Program Administrator are often at each agency and occasionally will be on site during the weatherization construction process. Regulatory compliance is evaluated during on-site trainings and inspections. Non-compliant work practices will be identified and warnings will be issued. Subsequent violations will result in letters of warning sent to the executive director of the agency.

**Roof Repairs/Roof Replacements**

The Vermont WAP, defines a comprehensive roof repair as any roof repair that exceeds a \$1,000.00 total cost.

DOE WAP funds shall be allowed to contribute toward comprehensive roof repair(s) so long as every condition below is met:

- (a) the comprehensive roof repair measure(s) are classified as incidental repair measures and therefore factor into the project-level SIR calculation
- (b) the project-level SIR shall be 1.0 or greater, inclusive of all DOE WAP funded

incidental repair measure costs

- (c) A maximum of 25% of the total comprehensive roof repair costs shall be funded with DOE WAP funding. Other, Non-DOE funding sources shall be used to fund the balance of the cost associated with the completion of the comprehensive roof repair.

If a roof issue would otherwise cause a deferral of a project, Readiness Funds may be used to address the roof and then get the home back in the Weatherization queue.

**V.8 Program Management**

**V.8.1 Overview and Organization**

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The Vermont Weatherization Program is administered by the Vermont Office of Economic Opportunity. The Vermont Office of Economic Opportunity (OEO) administers federal and state programs which strengthen community capabilities for dealing with the causes and symptoms of poverty, including programs dealing with housing, energy use, and the promotion of self-sufficiency. OEO provides financial and other assistance to community action agencies and other community-based organizations and serves as a liaison within state government for community action programs. OEO works with the private sector and other groups outside the government to eliminate the causes and symptoms of poverty, and to coordinate these efforts with state and community-based agencies.

OEO does not expend any administration costs to the DOE Weatherization Grant. In most years, approximately 85% of our total weatherization program funds come from state funding, thus OEO charges its administrative and most personnel costs to the state weatherization funds. The only costs that are charged to the DOE grant, are the salary and fringe of one of our Energy Services Program Officer. OEO will allow subgrantees to charge up to the allowed 15% diminimus admin and will not draw any admin itself.

The following staff are employed by the State of Vermont's Office of Economic Opportunity to administer the VT Weatherization Program.

OEO Director: Lily Sojourner

Office Manager: Kristin Lyons

Weatherization Program Director: Geoff Wilcox

Senior Energy Service Program Officers: Marc Therrien, Robert Leuchs

Program Monitors (Energy Services Program Officer): Gordon Brown, Jamie Lewis, Toni Smith

## V.8.2 Administrative Expenditure Limits

### **10 CFR 440.14(c)(6)(x) - Additional Administrative Fund:**

Three of our five subgrantees receive less than \$350,000 per year of DOE funds. Vermont will be compliant with DOE's 15% administrative cap rule. Vermont does not draw any Grantee Admin. funds but passes through to its subgrantees.

For PY25, OEO will allow the 5 Agencies the full 15% admin, and will not draw any admin. funds itself.

## V.8.3 Monitoring Activities

### **Section 440.12 (b)(6) - Monitoring Plan**

The DOE funded "State Energy Services Program Officer" monitors each agency to the specifications documented below, as well as providing Training and Technical Assistance. Two additional Energy Services Program Officer (ESPO and sometimes noted in this state plan as the State Monitor or Monitor) is supported with ARPA funds.

OEO is dedicated to providing high quality, efficient and cost-effective Weatherization Assistance Program. Programmatic monitoring is used to verify subgrantee compliance, communicate state policies to subgrantees, and influence subgrantee's performance. The monitoring staff consists of the Weatherization Program Director and two Energy Services Program Officer's. Technical Monitoring is the number one job duty of the DOE funded state position. At least 1/2 of the FTE and costs for this position is used for Technical Monitoring (2.7% of VT's award is used for Monitoring, another 2.7% for other T and TA activities for a total of 5.4% allocated to 1 FTE Energy Services Program Officer).

To ensure the highest quality at all program levels, OEO verifies the contractual obligations of the subgrantees through the monitoring process. This process has allowed for program improvement in a variety of areas. Vermont's WAP monitoring is comprised of four succinct efforts. They are:

1. Administrative Monitoring
2. Financial Monitoring
3. Programmatic Monitoring
4. Monthly Report Monitoring (desktop).

A discussion of these monitoring activities follows.

#### **1. ADMINISTRATIVE and 2. FINANCIAL (desktop) MONITORING**

Administrative monitoring of each of the five subgrantees are held annually. These reviews are conducted by the DCF Audit Director and the Weatherization Program Director. The primary purpose of these reviews is to ensure regulatory and contractual compliance. Staffing patterns, internal controls, inventory management, procurement, and property

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management are evaluated during the Administrative Monitoring review, as well as financial management systems.

**Monitoring Goals**

It is the OEO's goal to provide a complete management and contractual review of each of the subgrantee's offices at least once every program year. Further managerial sessions will be developed if the need is established through any of the three monitoring activities.

Subsequent to the management review, an exit conference will be conducted with the program director, and occasionally the executive director of the subgrantee agency.

**Monitoring Instrument**

The administrative monitoring tool used by the OEO is attached to the state plan. The instrument has proven to be comprehensive and thorough. The monitoring instrument collects general information about the current subgrantee operations. The instrument also probes specific areas of the subgrantee's operations for additional information. These areas are: cash receipts, interest income, program income, payroll, procurement, inventory control, property/equipment, cash disbursements, subcontracting activities, client files, and staffing characteristics.

**3.PROGRAMMATIC MONITORING**

During PY24 Programmatic monitoring has been conducted via a contract with Community Housing Partners as well as by the OEO Weatherization Monitor/Technician (Energy Services Program Officer).

The programmatic monitoring process begins with an initial review by the OEO Weatherization Monitor/Technician of an agencies completed units. The Hancock Energy Software Program (HES) allows the OEO Weatherization Monitor to access all specific information concerning any weatherization project via this web-based program (completed and in process jobs). With this information the monitor can ascertain all materials installed on a given job, the costs of and the type of measures installed, fuel consumption, and results of all diagnostic and health & safety tests prior to conducting any field work. The Monitor/Technician also checks production levels against contractual expectations, reviews expenditure levels, and identifies specific jobs for on-site inspections during the field portion of the monitoring visit.

The next step to the programmatic monitoring process involves the visit to the subgrantee office(s) covered during the monitoring visit. The subgrantees operate in multi-county service areas. The Monitor/Technician organizes each monitoring visit to facilitate an effective review based upon each subgrantee's individual operations. For instance, at NETO the Monitor/Technician may choose to monitor the Newport office during one visit and monitor the St. Johnsbury office during another visit due to the distances between the various field offices.

At the field office level, the programmatic monitoring process begins with a client file review (minimum of 15% of the files for the total produced units for year). Since the client file is a historical record of the entire weatherization process, the Monitor/Technician reviews all the information contained in the file. This review establishes that appropriate procedures have been followed concerning: the application and income verification process, the energy audit/diagnostic testing, the selection of measures, the development of the scope of work, the documentation of costs applied to the job, accurate completion of required forms, and that a successful quality control post inspection has been performed on each job. This review helps to ensure that all applicable rules, policies, and procedures have been followed in carrying out weatherization activities.

The Monitor/Technician also tracks selected materials secured from the subgrantees warehouses through inventory records. This verifies the adequacy of those records. It also ensures that federal material specifications are adhered to. Finally, it confirms that materials and costs are properly recorded, charged and reconciled.

The next step to the programmatic monitoring process involves site visits of both completed and in-progress units. This ensures high quality and the highest possible energy savings in each weatherized home. OEO aims to inspect 10% of units on-site. A percentage of the on-site inspections will include work-in-progress jobs. This will allow for crew and Monitor/Technician information exchange and provide T&TA opportunities.

The Monitor/Technician utilizes a full range of diagnostic equipment when inspecting actual dwelling units. Blower doors, infrared scanners, combustion efficiency testers, carbon monoxide detectors, combustible gas detectors, digital manometers and other tools help the Monitor/Technician verify the quality of individual weatherization jobs, ensure the safety of the clients, and validate the test results reported in the client files. The inspection covers much more than basic diagnostic testing. The Monitor/Technician inspects all aspects of each job verifying material installations and overall quality. Interviews with clients provide insights into the customer service provided by the subgrantee.

The holistic view of the weatherization job, created during the on-site visit, allows the Monitor/Technician to formulate a retrospective assessment of the measures called for in the initial energy audit. Any deficiencies in the audit can then be discussed with the individual performing the original evaluation. Inspection of the installed measures identifies problems associated with the installers. Often, if installer problems are identified, immediate training can be arranged during an on-site inspection of an in-progress unit. Customer service concerns uncovered during the on-site inspections are issues discussed with the program management staff.

Monitoring reviews result in a performance-based evaluation ensuring that the best set of approved measures were selected and tailored to meet the energy reduction needs of a particular building. Furthermore, subsequent quality control inspections ascertain the energy saving reliability of the installed measures.

Following the on-site inspections, an exit conference will be conducted with the program director, when feasible. A report summarizing the findings will be sent to the subgrantee within fifteen days. The report will detail both positive aspects of the program and areas of concern or improvement. Details of deficiencies and proposed corrective actions will be included in the letter. A subgrantee response detailing the corrective action taken or Corrective Action Plan is required within 30 days, and selected jobs are rechecked to ensure that the quality of the work has been corrected. After the response is deemed adequate, OEO will issue a letter indicating that fact. Reports encompassing more than one field office are essentially multiple reports from the OEO's and local program management's perspective.

**Programmatic Monitoring Goals**

OEO's goal is to review 10% of the total statewide completed units.

In addition to the above, the technician is responsible for a continual review of recent changes in the residential energy conservation technology and presents those findings to appropriate personnel in local and statewide settings.

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These resources have enabled the monitoring process to be more than just a quality control review, but also a format for on-site training.

In the last 8 months, OEO has changed its monitoring process in the following ways to help ensure high quality work and better use of its Monitoring Reports by its subgrantees to improve work quality, and stop repeat issues.

1. Changed our Monitoring report format to include a 1 page write up of each job monitored, to include a grid to capture objective numbers on quality work, substandard work, etc. An example has been uploaded to the SF424.

2. Has started doing 1 hour TEAMS calls with the Weatherization Director and their Team, to go over the Monitoring report and talk about each issue.

3. Instituted Corrective Action Plan type response from the Wx Agency to explain their plan to correct repeat issues (we mimicked the DOE Fall Corrective Action Plan template).

#### 4. MONTHLY REPORT (Desktop) MONITORING

Hancock Energy Software allows OEO to effectively monitor subgrantee performance from a contractual perspective monthly. The system is designed to facilitate ad hoc reporting capabilities and allow thorough analysis of current operations.

The grants OEO negotiates and enters with the subgrantees contain management plans that detail weatherization operations. Integral portions of those grants contain line-item Monthly Plan/Cumulative Monthly Plan budgets. The grant plan data provides a base to evaluate the weatherization program operator's performance by comparing actual results achieved to the proposed performance levels contained in the grants.

#### INTEGRATED MONITORING APPROACH

Administrative Monitoring, Programmatic Monitoring and Monthly Report Monitoring (and data analysis) are integrated as OEO's monitoring program. The underlying intent is to utilize all three efforts to promote a high-quality program that delivers cost effective services, meets the needs of Vermont's low income population, and ensures compliance with Federal and State requirements.

DOE Annual Grant Administrative funds are not used by the State of Vermont. State funds are used to monitor each agency to the standards mentioned above (both state and federally funded projects). Both State and Federal funded projects result in the same Wx product and can't be distinguished other than by funding source (except for a few rare exceptions).

Agencies that have been identified need more frequent visits and monitoring and assistance are given this assistance to the degree needed. In the past this has meant bi weekly visits to the Agency by an Energy Services Program Officer to visit work in process and or shadow energy auditors and QCI's.

The need for a Corrective Action Plan or Performance Improvement Plan to include enhanced monitoring and oversight is identified by successive poor monitoring and client complaints to OEO. Being a small state, OEO is in touch with each agency weekly or biweekly at the longest. This close working relationship is beneficial as it allows the OEO to know soon when things have gone south and need correction.

The yearly Administrative Monitoring conducted by OEO and the DCF Audit Director monitors each agency's administrative and financial office. Currently, the agencies yearly financial audit is reviewed.

A percentage of the State's T and TA funds will be used for state personnel (ESPO) to monitor and provide technical assistance to work funded by the DOE Annual Grant. State funds will also be used to train and monitor the DOE funds.

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

#### **Section 440.12(b)(7) - Training and Technical Assistance**

##### **Update on Training Plan and Training Program for PY 25**

Update / revision per State Plan assessment July 2025. Vermont has launched its Weatherization Training Center in Barre VT and has been providing the network trainings since April. This has been funded by the DOE E and I grant. During this program year and under that funding, OEO and Everblue (our Training Center Operator) will be ironing out training curriculum, schedules, required trainings, etc. in other words our Training Plan. Having a Training Center help us with this will allow us to have a much more formal and regimented plan, that in turn will allow us to access DOE T and TA dollars per your rules and requirement, NEXT year (after June 30, 2026). In the meantime OEO will be using State Weatherization funds to train its workers. Which we feel results in quality work, however is much harder for a small state office like ours to track everyones credentials, etc. This will be done under our Training Center.

OEO does not use any DOE funding to pay for VT WAP Network Training. Each agency does receive \$10,000 each of DOE T and TA funding via their DOE Weatherization Grant. These funds are intended to help cover some of their training costs to attend OEO sponsored or approved training and approved conferences (salary and fringe for attendees for the days attending). The Agencies receive approximately \$150,000 or more of State Funded T and TA funds to cover most of their Training Needs. Use of DOE T and TA funds by an agency requires prior approval by OEO.

**OEO still has 1 contract in place to provide training and technical assistance to its VT Program.**

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1. Statewide Crew Trainer. Bill Hulstrunk LLC.

Crew Training: 150 training days This contract has allowed for 150 training days by Bill Hulstrunk, one of THE national experts on blowing insulation and building science and was a previous VT WAP Director for many years. OEO helps plan and oversee these training of the 5 Agencies. The goal is to continue to provide training in a manner that least disrupts production but that also ensures the work is being done properly and achieves the desired results. More details can be provided.

**This contract is non-DOE Funded but significantly benefits the DOE Weatherization work that we provide for all our clients this year.**

**Note:** Everblue will be providing a statewide Customer Service Training to all workers in our Weatherization Program including OEO this May. It will be an in-person training at each agency. Other training needed such as new-crew and crew chief as well as Building Science Technician will be rolling out early in PY25. Again, at no expense to this DOE grant, but a benefit to.

General Notes on T and TA in VT WAP:

- Typically, attendance at training is mandatory for applicable agency staff.
- Agency reporting and spending and monitoring results of all 5 Agencies are compared and evaluated and from which training and OEO assistance are determined as a result. Hancock Energy allows us to run many reports which provide program metrics that are used for this evaluation and determination as well.

OEO Weatherization staff are frequently out at the 5 local VT Weatherization Programs providing hands on Training and Technical Assistance.

DOE Training and Technical Assistance funds will be used again to fund one of the two Energy Services Program Officers. This equates to 5% of the total funds and will be used for monitoring and providing direct training and technical assistance to OEO's subgrantees / agencies.

Training and technical assistance activities in the State of Vermont are designed to keep the grantee and subgrantees abreast of new weatherization techniques and methodologies. It is used to enhance organizational and management skills and ensure all staff excel at core competencies in their work.

The goal of the training and technical assistance program is to demonstrate advances in building diagnostic techniques and retrofit procedures; solve individual program's management and/or technical problems; and provide an incentive for subgrantees to try new technical and management approaches to resolve various local challenges.

Training will be presented in a variety of formats depending on the subject (i.e., lecture, small group discussion, handouts, guest speakers, etc.). The technical component will be heavily dependent upon hands-on training at the local level on the job site.

OEO requires training for all subgrantee staff including crew members. Thus, training in Vermont is all inclusive and is an attempt to ensure "no findings" monitoring reports; the highest quality of work possible; and increased efficiency and productivity at all levels. Vermont utilizes a variety of methods to assess the training needs of the subgrantee and grantee staff to include monitoring, both programmatic and administrative; monthly production reports; technical innovations; and input from all weatherization personnel. OEO will assess the effectiveness of training sessions by using class evaluations and by field implementation of training objectives.

Finally, OEO's Monitor / Energy Services Program Officer is an instrumental component of OEO's overall training program. Not only is the Monitor/Technician provided with as much state-of-the-art training as possible, he or she works to ensure the latest technologies and findings are provided as training through in-house coordination and procurement of Expert Trainers. The ESPO / Monitor/Technician supplements formal training programs during on-site visits with crews and auditors. These visits not only ensure best practices, but they also identify and inform overall training needs for OEO's Weatherization Program.

**Client Education:** Client education is considered an integral and important part of the Wx process in the Vermont Weatherization Program. Every client that receives the Weatherization service (both DOE and State Funded) will first receive a separate visit from an agency's Efficiency Coach. This visit is funded by state weatherization funds. It will include enhanced client education, referral to other state and local programs (via our award winning One Touch Referral Program), Efficiency Vermont electrical efficiency measures, as well as discussion and explanation of the weatherization process and what the client can do to get the most out of the weatherization process and service.

**Development of T and TA Activities:** T and TA activities are determined in multiple ways. Frequent onsite visits allow OEO to see firsthand the strengths of each agency and the areas in need of improvement. OEO shares best practices amongst the agencies and develops trainings to further the mission of creating a statewide "best practice" weatherization program.

Monthly review of agency reporting and results also can help identify measures and areas where agencies are excelling and where they may be struggling. This also helps identify what training is needed. Hancock Energy Software, the statewide Data Management and Audit tool, has allowed and will continue to provide greater side by side evaluations and comparisons of agencies.

**QCI Policy:** The State of Vermont is compliant with DOE's QCI requirements.

**Certifications:** The State of Vermont endorses and supports BPI certifications and most of the energy auditors in the network are BPI certified. Certification is only a requirement for Quality Control Inspectors and VT is compliant with DOE's requirement for all projects to be inspected by an individual with this certification. Agencies will hire an individual who is not certified but will train them on the job, then formal training and certification (for QCI) within 6 months of hiring and before that an individual performs Quality Control Inspections.

Non-Technical Trainings for WAP: OEO leads a monthly TEAMS meeting with the Admin. / Intake workers at each agency where we identify needs for clarification of

U.S. Department of Energy

Weatherization Assistance Program (WAP)

STATE PLAN / MASTER FILE WORKSHEET

Grant Number: SE0001855, State: VT, Program Year: 2025

Recipient: State of Vermont

Wx guidance as well as needs for training. These recurring meetings help identify as well as provide training for non-Technical / financial and admin. staff workers at Agencies. We also meet in person throughout the year.

Also, the Admin. and Financial monitoring can and does lead to direct T and TA opportunities.

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: 35.0

Percent of budget allocated to Crew/Installer trainings: 35.0

Percent of budget allocated to Management/Financial trainings: 30.0

V.9 Energy Crisis and Disaster Plan

Vermont Wx does not have an energy crisis plan for DOE funds. State Wx funds are used for energy crisis situations.