

**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**

06/21/2013

**4. Applicant Identifier:**

**5a. Fed Entity Identifier:**

**5b. Federal Award Identifier:**

DE-EE0006159

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**a. Legal Name:** Maryland, State of

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

526002033

**c. Organizational DUNS:**

028492598

**d. Address:**

**Street 1:** 7800 Harkins Road

**Street 2:**

**City:** New Carrollton

**County:** PRINCE GEORGE'S County

**State:** MD

**Province:**

**Country:** U.S.A.

**Zip / Postal Code:** 207060000

**e. Organizational Unit:**

**Department Name:**

Department of Housing and Community Development

**Division Name:**

Division of Development Finance

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

**Prefix:** Mr **First Name:** Jonathan

**Middle Name:**

**Last Name:** Bluey

**Suffix:**

**Title:** Deputy Director

**Organizational Affiliation:** Energy Programs

**Telephone Number:** 3014297819

**Fax Number:**

**Email:** Jonathan.Bluey@maryland.gov

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**9. Type of Applicant:**

A State Government

**10. Name of Federal Agency:**

U. S. Department of Energy

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

81.042

CFDA Title:

Weatherization Assistance Program

**12. Funding Opportunity Number:**

DE-WAP-0002016

Title:

2016 Weatherization Assistance Funding Opportunity

**13. Competition Identification Number:**

Title:

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

Statewide

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

The Maryland Weatherization Assistance Program

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**16. Congressional District Of:**

a. Applicant: Maryland Congressional District 01

b. Program/Project: MD-Statewide

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

**17. Proposed Project:**

a. Start Date: 07/01/2016

b. End Date: 06/30/2017

**18. Estimated Funding (\$):**

a. Federal	2,524,106.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	2,524,106.00

**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 on: 07/07/2016
- 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 comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code Title 218, Section 1001)

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 specific instructions.

**Authorized Representative:**

Prefix: Mr First Name: Kenneth

Middle Name:

Last Name: Holt

Suffix:

Title: Secretary

Telephone Number: 3014297452

Fax Number:

Email: Kenneth.Holt@maryland.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 06/16/2016

Authorized for Local Reproduction

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0006159		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Maryland, State of 7800 Harkins Road New Carrollton, MD 207060000		4. Program/Project Start Date 07/01/2016	5. Completion Date 06/30/2017

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. DOE	81.042	\$ 3,580,415.00		\$ 2,524,106.00		\$ 6,104,521.00
2. State			\$ 1,588,000.00		\$ 0.00	\$ 1,588,000.00
3.						
4.						
5. TOTAL		\$ 3,580,415.00	\$ 1,588,000.00	\$ 2,524,106.00	\$ 0.00	\$ 7,692,521.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATION	(2) SUBGRANTEE ADMINISTRATION	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 79,400.00	\$ 0.00	\$ 38,200.00	\$ 0.00	\$ 117,600.00
b. Benefits	\$ 27,892.00	\$ 0.00	\$ 10,102.00	\$ 0.00	\$ 37,994.00
c. Travel	\$ 12,000.00	\$ 0.00	\$ 5,000.00	\$ 0.00	\$ 17,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 3,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,500.00
f. Contract	\$ 0.00	\$ 298,401.00	\$ 203,219.00	\$ 714,013.00	\$ 7,299,986.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 3,413.00	\$ 0.00	\$ 213,028.00	\$ 0.00	\$ 216,441.00
i. Total Direct Charges	\$ 126,205.00	\$ 298,401.00	\$ 469,549.00	\$ 714,013.00	\$ 7,692,521.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 126,205.00	\$ 298,401.00	\$ 469,549.00	\$ 714,013.00	\$ 7,692,521.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0006159		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Maryland, State of 7800 Harkins Road New Carrollton, MD 207060000		4. Program/Project Start Date 07/01/2016	5. Completion Date 06/30/2017

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		\$ 3,580,415.00	\$ 1,588,000.00	\$ 2,524,106.00	\$ 0.00	\$ 7,692,521.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATION S	(2) HEALTH AND SAFETY	(3)	(4)	
a. Personnel	\$ 0.00	\$ 0.00			\$ 117,600.00
b. Benefits	\$ 0.00	\$ 0.00			\$ 37,994.00
c. Travel	\$ 0.00	\$ 0.00			\$ 17,000.00
d. Equipment	\$ 0.00	\$ 0.00			\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00			\$ 3,500.00
f. Contract	\$ 5,414,353.00	\$ 670,000.00			\$ 7,299,986.00
g. Construction	\$ 0.00	\$ 0.00			\$ 0.00
h. Other	\$ 0.00	\$ 0.00			\$ 216,441.00
i. Total Direct Charges	\$ 5,414,353.00	\$ 670,000.00			\$ 7,692,521.00
j. Indirect	\$ 0.00	\$ 0.00			\$ 0.00
k. Totals	\$ 5,414,353.00	\$ 670,000.00			\$ 7,692,521.00
7. Program Income	\$ 0.00	\$ 0.00			\$ 0.00

**U.S. DEPARTMENT OF ENERGY**



**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: Maryland, State of  
Award number: EE0006159

Budget period: 07/01/2016 - 06/30/2017

**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:

<u>Position</u>	<u>Description of Duties of Professionals</u>
Program Manager	Manages daily operations, joint venture activity, negotiates and resolves program audits, coordinates monitoring activities, establishes program policies and supervises WAP staff.
Compliance Officer	The Compliance Officer oversees the fiscal compliance of the subgrantees of the program, functioning as an independent and objective body that reviews and evaluates fiscal compliance issues/concerns within an organization. The position ensures that subgrantees are in compliance with the rules and regulations and that company policies and procedures are being followed.
Administrative Officer	Operates the contract reimbursement system, manages and performs data entry, maintains database and analyzes WAP activities, compiles federal and state reporting information and other administrative duties.
Quality Assurance Inspector	Conduct comprehensive monitoring visits and prepare reports for the WAP activities reviewed during the visit and provide follow-up with local agencies to clear unresolved and outstanding issues.
Compliance Officer	40% of this position will be charged to T&TA for regular monitoring and training of subgrantees. The Compliance Officer oversees the fiscal compliance of the subgrantees of the program, functioning as an independent and objective body that reviews and evaluates fiscal compliance issues/concerns within an organization. The position ensures that subgrantees are in compliance with the rules and regulations and that company policies and procedures are being followed.
Quality Assurance Inspector	20% of this position's salary will be charged to T&TA. Conduct comprehensive monitoring visits and prepare reports for the WAP activities reviewed during the visit and provide follow-up with local agencies to clear unresolved and outstanding issues.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Program Manager	\$74,000.00	60.0000 % FT	\$44,400.00
Compliance Officer	\$69,000.00	20.0000 % FT	\$13,800.00
Administrative Officer	\$53,000.00	30.0000 % FT	\$15,900.00
Quality Assurance Inspector	\$53,000.00	10.0000 % FT	\$5,300.00
Compliance Officer	\$69,000.00	40.0000 % FT	\$27,600.00
Quality Assurance Inspector	\$53,000.00	20.0000 % FT	\$10,600.00
		Direct Pay Total	\$117,600.00

**2. FRINGE BENEFITS**

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

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

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Program Manager	\$44,400.00	38.0000 %	\$16,872.00
Compliance Officer	\$13,800.00	33.0000 %	\$4,554.00
Administrative Officer	\$15,900.00	30.0000 %	\$4,770.00
Quality Assurance Inspector	\$5,300.00	32.0000 %	\$1,696.00
Compliance Officer	\$27,600.00	27.0000 %	\$7,452.00
Quality Assurance Inspector	\$10,600.00	25.0000 %	\$2,650.00
		Fringe Benefits Total	\$37,994.00

**3. TRAVEL**

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

<u>Purpose of Trip</u>	<u>Number of Trips</u>	<u>Cost Per Trip</u>	<u>Total</u>
In State and Out of State travel calculated at \$2,000 per week long trip for conferences, including airfare, hotels, per diem, and conference fees.	6	\$2,000.00	\$12,000.00
In state travel days for quality assurance inspections, administrative and financial monitoring visits, on-site agency training, outreach support, and general oversight. Costs calculated on a per-day average of \$200.00 per day which includes per diem, hotels, and mileage.	25	\$200.00	\$5,000.00
		Travel Total	\$17,000.00

- b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

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

**4. EQUIPMENT** - Equipment is generally defined as an item with an acquisition cost greater than \$5,000 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.

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

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

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

General Category	Cost	Justification of Need
Office Supplies	\$3,500.00	General office supplies for program administration such as organizers, calendars, paper, pens, binders, envelopes, and file folders.
Materials and Supplies Total	\$3,500.00	

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

General office supplies and printing for weatherization staff will be necessary in order to develop training materials for subgrantees. Prior expenditures for office supplies have averaged \$3,500.

**6. CONTRACTS AND SUBGRANTS** - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e. weatherization subgrants, Annual File section II.3).

Name of Proposed Sub	Total Cost	Basis of Cost*
Subgrantee Program Operation	\$5,414,353.00	WAP/DOE Program Operations
Subgrantee Health & Safety	\$670,000.00	Subgrantee Health & Safety
Subgrantee Admin	\$298,401.00	Subgrantee Admin
Subgrantee T&TA	\$714,013.00	For training and technical assistance activities of subgrantees.
BCCC	\$203,219.00	To conduct HEP training.
Contracts and Subgrants Total	\$7,299,986.00	

\*For example, Competitive, Historical, Quote, Catalog

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

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

General Description	Cost	Justification of Need
Vehicle Maintenance	\$2,213.00	Regular maintenance on vehicles.
T&TA and Monitoring	\$213,028.00	Additional Training and monitoring activities for Grantee staff.
Printing/Educational Materials	\$1,200.00	Printing and Educational Materials for outreach.
Other Direct Costs Total	\$216,441.00	

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

Printing and educational materials for weatherization staff are necessary in order to increase production and provide education. It is estimated that \$1,200 will be needed. Training and technical assistance and monitoring activities are conducted with Maryland State vehicles. It is estimated that \$2,213 will be needed for maintenance on those vehicles. All costs included in Other Direct Costs are properly segregated from indirect costs to ensure there are no duplicate charges. All costs proposed are only being used in support of the WAP Program.

**8. INDIRECT COSTS**

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

Yes, approval is granted by HUD, 94.03% last approved April 2010 for Fiscal Year 2011. FY 14 & FY 15 rate of 93.96% pending. However, indirect costs will not be charged to this grant due to the size of the award.

- 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: Debbie Childers

Phone Number: 4105147071

**U.S. Department of Energy**  
**BUDGET INFORMATION REMARKS**

**(Grant Number: EE0006159)**

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**Remarks**

Personnel are paid for by multiple grant programs such as the State's utility funded program.

**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET**

(Grant Number: EE0006159, State: MD, Program Year: 2016)

**IV.1 Subgrantees**

Subgrantee (City)	Planned Funds/Units
Allegany County Resources Development Commission (Cumberland)	\$246,788.00 30
Baltimore City Department of Housing & Community Development (Baltimore)	\$1,812,991.00 223
Community Action Council of Howard County (Columbia)	\$942,164.00 116
Community Assistance Network, Inc. (Baltimore)	\$2,078,995.00 256
Frederick Community Action Agency (Frederick)	\$252,572.00 31
Garrett County Community Action Committee, Inc. (Oakland)	\$47,558.00 6
Housing Authority of St. Mary's County, MD (Lexington Park)	\$588,756.00 72
SHORE UP! Inc. (Salisbury)	\$456,943.00 56
<b>Total:</b>	<b>\$6,426,767.00 790</b>

**IV.2 WAP Production Schedule**

Weatherization Plans	Units
Total Units (excluding reweatherized)	790
Reweatherized Units	0

Note: Planned units by quarter or category are no longer required, no information required for persons.

Average Unit Costs, Units subject to DOE Project Rules		
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	790
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	790
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
<b>AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
F	Total Funds for Program Operations	\$5,414,353.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	790
H	Average Program Operations Costs per Unit (F divided by G)	\$6,853.61
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$6,853.61

**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

**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0006159, State: MD, Program Year: 2016)**

This Year Estimate	790	29.3	23147
Prior Year Estimate	811	30.5	24736
Prior Year Actual	0	30.5	0
<b>Method used to calculate savings description:</b>			
DHCD used the DOE recommended formula to calculate energy savings.			

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

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

The Department of Human Resources (DHR), Maryland Energy Assistance Program (MEAP), as administered by the Office of Home Energy Programs (OHEP) will make Low Income Home Energy Assistance Program (LIHEAP) funds available to operate furnace repair and replacement and for eligible weatherization activities in conjunction with DHCD's DOE WAP funding. The program began in 1997 with the original agreement providing \$40,000 to replace 20 furnaces. The program is currently funded at \$1,500,000 for the next fiscal year.

Columbia Gas of Maryland contracts with DHCD to provide funding to administer Columbia's Warm Wise Low Income Usage Reduction Program (WW LIURP). Program funds are used to repair and replace gas furnaces and eligible weatherization activities. The program is currently funded at \$90,000 annually and it is expected that this contract will be renewed.

**IV.5 Policy Advisory Council Members**

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

Baltimore City Department of Housing & Community Development	Type of organization: Unit of Local Government Contact Name: Mike Lafferty Phone: 4439841066 Email: <a href="mailto:michael.lafferty@baltimorecity.gov">michael.lafferty@baltimorecity.gov</a>
Community Action Council of Howard County	Type of organization: Non-profit (not a financial institution) Contact Name: Bitia Dayhoff Phone: 4103136318 Email: <a href="mailto:bdayhoff@cac-hc.org">bdayhoff@cac-hc.org</a>
Frederick Community Action Agency	Type of organization: Unit of Local Government Contact Name: Paul Mantello Phone: 3016003974 Email: <a href="mailto:pmantello@cityoffrederick.com">pmantello@cityoffrederick.com</a>
Maryland Energy Administration	Type of organization: Unit of State Government Contact Name: Jenn Gallicchio Phone: 4102607542 Email: <a href="mailto:jgallicchio@energy.state.md.us">jgallicchio@energy.state.md.us</a>
Office of Peoples Counsel	Type of organization: Unit of State Government Contact Name: Cindy Riely Phone: 4107678156 Email: <a href="mailto:cindyri@opc.state.md.us">cindyri@opc.state.md.us</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
08/30/2016	The Maryland State Plan notice was posted to the Maryland Register on 8/19/16. The public hearing will be held on 8/30/16.

**IV.7 Miscellaneous**

**Recipient Business Officer** is the representative authorized to act on behalf of the Grantee to negotiate the award. All DOE official correspondence related to the award will be addressed to the Recipient Business Officer which is designated as Jonathan Bluey, Deputy Director, Energy Programs; [Jonathan.Bluey@maryland.gov](mailto:Jonathan.Bluey@maryland.gov); 301-429-7819.

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0006159, State: MD, Program Year: 2016)**

**Recipient Principal Investigator** is the technical representative authorized to act on behalf of the Grantee as project manager for the award. The Recipient Principal Investigator is the prime point of contact for the DOE Project Officer during the project period of performance and will receive a copy of all DOE official correspondence related to the award, which is designated as Jonathan Bluey, Deputy Director, Energy Programs; [Jonathan.Bluey@maryland.gov](mailto:Jonathan.Bluey@maryland.gov); 301-429-7819.

**Training & Technical Assistance Plan**

The Maryland Weatherization Network is comprised of LWAs with varying degrees of historical experience performing weatherization and related home renovation and human services. DHCD has conducted a thorough analysis in order to reveal the training and technical assistance needs of both the agencies in the Network and the DHCD team responsible for implementation of DOE's WAP. For the Network, the analysis included the results of Quality Assurance Inspections from the last twelve months and a review of applications submitted by LWAs in March of 2015. For DHCD WAP staff, DHCD looked at existing capacity in staff assigned to the program, the depth of experience each staff member has with DOE WAP, and the results of DOE's annual monitoring of DHCD. The following T&TA Plan addresses the needs identified. DHCD's standard training requirements dictate that all subgrantees performing weatherization are required to complete certification and non-certification trainings related to the task they perform. These standard technical training requirements have also been included in this T&TA Plan.

**DHCD Staff Training:**

DHCD's analysis of program staff capacity revealed immediate training needs in the following areas:

- Subgrantee Programmatic & Fiscal Monitoring – DHCD is in the process of procuring a nationally recognized trainer who has ample direct experience with programmatic and fiscal monitoring under DOE WAP. Training will be provided to program staff members who are responsible for subgrantee monitoring.
- QCI – Retraining – Several DHCD QA Inspectors are in the process of retraining for the QCI. DHCD is working with Baltimore City Community College (BCCC) and their QCI Trainer, Everblue, LLC and CHP, to deliver remedial training areas of weakness identified by the inspectors' first attempt at QCI training and testing. Retraining will continue formally with classes lead by the BCCC Trainer. Additionally, informal mentor training is taking place between DHCD's QCI certified inspectors and those who require retraining.

The following designates standard position-based training for specific program personnel:

- DHCD Quality Assurance Inspectors must all be certified as HEP Quality Control Inspectors, effective July 1, 2015. Additionally, all must have at least BPI Building Analyst certification, OSHA 30, Lead Inspector and Asbestos Inspector credentialed status.

On an ongoing basis, program staff attends National Association for State Community Services Program (NASCSPP) conferences for continuing updates in each of their areas of expertise, along with Maryland Community Action Partnership (MCAP), Affordable Comfort, Inc. (ACI), frequent webinar's and industry events. Staff also utilizes programmatic, financial and technical guidance websites such as Weatherization Assistance Program Technical Assistance Center (WAPTAC) and the National Weatherization Training Platform (NWTP).

**Weatherization Network Training and Capacity**

**QC:** Maryland's Weatherization Network is in the process of becoming QCI certified. QC Inspectors from each LWA are attending training delivered by Baltimore City Community College. QCI training began in March of 2015 through an IREC Accredited training provider, Everblue LLC and CHP. Testing began in April 2015. DHCD will reimburse all Quality Control Inspector and Energy Audit personnel from the Subgrantees for the HEP Quality Control Inspector training and testing. DHCD will pay for classes and up to three attempts at testing for each inspector. DHCD fees are covered under our T&TA budget.

As of July 1, 2015, no QC Inspectors or Energy Auditors will be allowed to conduct QC onsite without this credential. Pursuant to WPN 14-4, with this effort, DHCD has set in motion the implementation plan to bring the HEP credentials and SWS objectives into the DOE program.

In the instance that an agency cannot get their staff QCI certified in time to comply with the July 1, 2015 implementation, DHCD will allow a temporary waiver according to the following conditions.

Effective Monday, June 1, 2015, LWAs and SWCs may apply to be temporarily exempted from the requirement that the QC Inspector be employed full time by the LWA/SWC. Application letters must be submitted by June 22, 2015.

Eligible applicant agencies will be agencies that do not, at the time of application, employ personnel certified by the Building Performance Institute as a Home Energy Professional Quality Control Inspector.

The following are required components of an application to be temporarily exempted from DHCD's policy that all QC Inspectors be employed by the LWA/SWC:

- The application letter must identify all QC Inspectors currently on staff and include attached resumes for each.
- The letter must demonstrate, through QC staff resumes, written BPI denial of prerequisites, or evidence of three failed HEP QCI exams, that the agency will not have a Home Energy Professional Quality Control Inspector on staff on July 1, 2015.
- The application letter must outline a plan to secure QCI certified staff by 2/1/2016. The plan should detail efforts to train existing staff or recruit new staffs, who are HEP QCI certified or approved to sit for the exam. Ideally, the plan would describe a mentoring relationship between the QCI certified subcontractor and the LWA / SWC.
- The application letter must identify an individual or entity that will provide QC Inspections as a subcontractor to the LWA/SWC during the period of exemption. Please attach a copy of the QCI certificate and of an agreement between the agency and the subcontractor that acknowledges the subcontractor's knowledge of and willingness to adhere to all relevant policies in the POM and SWS Fields Guide and copies of required certifications and licenses outlined in the POM.

DHCD will review all application letters and approve or deny each, in writing, by July 1, 2015. If granted, the exemption will be a ~~time~~ leniency to allow agencies to meet the POM requirement. Exempted agencies will be required to submit a status update at 90-days from the date of exemption that states progress made toward employing a HEP QCI certified Quality Control Inspector.

All agencies must have HEP QCI certified Quality Control Inspectors on staff or have a written exemption from DHCD on July 1, 2015 in order to continue working in Maryland's weatherization programs.

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**Standardized Training by Job Task:** To achieve the goal of "standardizing" quality services and maintaining worker safety throughout the State, LWA field staff must attend a standardized set of training sessions that are approved, and in some cases, reimbursed by DHCD. The individual must attend both classroom and laboratory sessions and learn how to investigate and remedy the many aspects of a dwelling unit's construction and its use of energy. Some classes can be taken online, while others must be taken at a facility and can be scheduled directly by the subgrantee. DHCD will schedule classes for all sub grantees. Tier 1 training is reimbursed by DHCD. Before being reimbursed, each program participant must show successful completion of the course with the earned certificate. These certificates are kept on file at DHCD to ensure compliance with training deadlines.

**Task specific training requirements:**

- Installers shall have
  - Certification of completion of the DOE/BPI HEP Installer by June 30, 2017
  - certification of weatherization training received 2009 or later that meets the U. S. Department of Energy (DOE) core competencies,
  - certification of EPA Lead Repair Renovation and Painting (LRRP) training, and
  - an Occupational Safety and Health Administration issued 10-hour Construction Safety certification card.
- Crew Leaders shall have
  - Certification of completion of the DOE/BPI HEP Crew Leader by June 30, 2017
  - certification of weatherization training received 2009 or later that meets the U. S. Department of Energy (DOE) core competencies,
  - certification of EPA Lead Repair Renovation and Painting (LRRP) training, and
  - an Occupational Safety and Health Administration issued 10-hour Construction Safety certification card.
- Energy Auditors shall have
  - Certification of completion of the DOE/BPI HEP Energy Auditor by June 30, 2016
  - Building Analyst Professional or Envelope Professional Certification from the Building Performance Institute, Inc. (BPI).
  - certification of weatherization training received 2009 or later that meets the U. S. Department of Energy (DOE) core competencies,
  - certification of EPA Lead Repair Renovation and Painting (LRRP) training, and
  - an Occupational Safety and Health Administration issued 10-hour Construction Safety certification card.
- Quality Control Inspectors shall have
  - Certification of completion of the DOE/BPI HEP QC
  - Building Analyst Professional or Envelope Professional Certification from the Building Performance Institute, Inc. (BPI).
  - certification of weatherization training received 2009 or later that meets the U. S. Department of Energy (DOE) core competencies,
  - certification of EPA Lead Repair Renovation and Painting (LRRP) training, and
  - an Occupational Safety and Health Administration issued 10-hour Construction Safety certification card.

**Tier 2 training:** Tier two training covers specific challenging issues identified by DHCD Quality Assurance Inspector (QAI) monitoring or by network partners themselves. These are available on an as-needed basis. For example, one week courses on combustion safety were provided by DHCD through a local community college in January 2015.

**Field T&TA:** In addition to classroom training, DHCD spends a significant amount of time on Training and Technical Assistance in the field. Quality Assurance Inspectors meet regularly on-site with subgrantees to provide hands-on training and support for weatherization measures installation and standards, and comprehensive energy audit advice. References such as BPI protocols, the Maryland DHCD 2015 Field Guide, the Standard Weatherization Specifications, and the POM are all used in a working format.

**Hancock Energy Software / HEAT:** Successfully using the Hancock/HEAT system is a key component to being a successful subgrantee within the program. DHCD has an in-house Energy Technology Officer who is available to troubleshoot process issues, and provide on-site trainings year round to ensure accurate and efficient use of Hancock.

**Network Credentials:** DHCD maintains a certification log that tracks and identifies which subgrantees and contractors have completed each required training, pass/fail status, number of times training has been attempted, and expiration date. This allows DHCD to identify additional training needs and develop a targeted approach to areas of weakness.

**Client Education:** Client education is an essential part of a successful program. Methods of providing client education include palm cards, program brochures, DHCD's website and face-to-face communication. DHCD along with subgrantees participate in a myriad of outreach activities to include events and workshops, in-home audit reports discussed with clients, local radio, television, and print advertisement.

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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

Determination for eligibility takes place in two steps: first, eligibility of the client from the application, and second, eligibility of the dwelling following a site visit or audit.

Income means Cash Receipts earned and/or received by the applicant before taxes during applicable tax year(s) but not certain Income Exclusions. Income and exclusions are identified in the attachment to WPN 16-3.

Income eligibility for assistance is defined under the Low Income Home Energy Assistance Act of 1981. DHCD will provide assistance based on at or below 200 percent of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget.

Describe what household Eligibility basis will be used in the Program

DHCD has partnered with the Maryland Department of Human Resources (DHR), Office of Home Energy Programs (OHEP) which administers the Low-Income Home Energy Assistance Program (LIHEAP). DHCD is a subgrantee recipient of LIHEAP funds received from DHR OHEP for the Maryland Energy Assistance Program (MEAP). Through this partnership, DHCD has access to the DHR OHEP database to download a list of households on a monthly basis that have been certified as financially eligible for MEAP services. Once the list is retrieved, DHCD organizes the results and assigns cases to the subgrantees.

Both DHCD and Maryland's Local Weatherization Agency (LWA) subgrantees will conduct intake and certification procedures for households that exceed the MEAP income limits of 175 percent of poverty but are below 200 percent of the OMB poverty limits. This will be done at the time of intake for customers applying for services.

DHCD also provides outreach to customers that do not receive assistance through the LIHEAP program through informational brochures provided at community centers, community action agencies and local government offices. DHCD attends community energy fairs to provide information on the WAP program. In 2013 and 2014, DHCD has worked with the Maryland Fuel Fund and the Office of Home Energy Programs (housed within Maryland's Department of Human Resources) to create a strategy to ensure that customers that are over income for LIHEAP (which maintains income eligibility at 175% of federal poverty level) receive full eligibility screening and are informed if they are eligible for WAP (which uses 200% of federal poverty level for eligibility). DHCD is working with OHEP to increase the number of LIHEAP applicants in the 175%-200% range of federal poverty level that are referred to DHCD for assistance through WAP. In addition, DHCD and its local weatherization agencies perform intake and income verification in their office, and are working with the Maryland Fuel Fund to provide referrals to DHCD's WAP program from Fuel Fund agencies for applicants earning between 175% and 200% of federal poverty level that are not currently being referred to DHCD for assistance through WAP.

All applications certified eligible expire 12 months from the date of certification.

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

DHCD uses the OHEP application certification process to determine eligibility for MEAP and DOE WAP services and Citizenship status is requested on the application.

An individual with Qualified Alien status is counted as a household member when determining FAP eligibility. Income from a Non-Qualified Alien household member must be documented and included as household income. The Non-Qualified Alien is not counted as a household member. All information must be documented in the client file by the subgrantee.

Intake officers have also reviewed and refer to guidance provided by Health and Human Services (HHS) under LIHEAP at <http://aspe.hhs.gov/hsp/immigration/restrictions>.

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All MEAP eligible households may choose to be referred to DOE WAP.

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

Procedures to determine that units weatherized have eligibility documentation

The process is consistent with DOE Regulations, which allows States to use LIHEAP eligibility criterion as the basis of eligibility under WAP, provided that the LIHEAP basis is at least 200 percent of the poverty level and that the same basis is used throughout the State. Household eligibility is determined by the Department of Human Resources (DHR), Office of Home Energy Programs (OHEP), which administers LIHEAP. DHCD's partnership with DHR, OHEP provides direct access to the OHEP database for a monthly list of low income households that have been certified as eligible by the OHEP intake staff. DHCD retrieves the list and assigns cases to the subgrantees. An executed copy of the certified eligible application of each client is required and is maintained in the electronic client file and by hard copy.

DHCD and Maryland's Local Weatherization Agency (LWA) subgrantees will conduct intake and certification procedures for households that exceed the MEAP income limits of 175 percent of poverty to 200 percent of the OMB poverty limits. Subgrantees are required to document the household income as part of a client's file.

Verification of the household's income information from all sources is recorded on the application and remains in the client's file. Subgrantees must document and verify clients who are homeowners and obtain landlord permission for clients who are tenants prior to beginning work.

Describe Reweathering compliance

Previously weatherized units post-2009 are maintained in DHCD's Hancock program management database. Pre2009 units are maintained by Access database. All aspects of the completed unit are easily identified by subgrantee, funding source, cost and measures completed. If the unit is in the database, the software will acknowledge a duplicate address and deny further access to proceed without DHCD authorization. If a residence is not in the Hancock or Access database, each agency has the ability to visually identify a previously weatherized unit upon audit. At that point, if previous weatherization work has been completed, the file is denied and processed according to those guidelines per the POM 2014.

Reweathering

Generally, WAP services are provided only once for each dwelling unit. However, DOE regulations allow that units weatherized before September 30, 1994 and under the conditions identified in 440.18(f)(2) may be re-weatherized.

However, a significant number of low-income households have received no weatherization services to date. For this reason, no more than ten percent (10%) of a subgrantee's production may be re-weatherized units that were previously weatherized prior to September 30, 1994.

Units that are re-weatherized will be counted toward the per-unit average cost but must be tracked separately from newly weatherized units.

DHCD does not allow the reweatherization of units completed after September 30, 1994.

Describe what structures are eligible for weatherization

**Eligible structures**

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

A qualified dwelling is eligible for weatherization services if it:

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- 1) Is occupied by an eligible household or in the case of multifamily rental units, will become an eligible dwelling unit within one hundred eighty (180) days under a Federal, State, or local government program for rehabilitating the building or making similar improvements to the building; and
- 2) Has not been previously weatherized or was weatherized prior to September 30, 1994; and
- 3) **The dwelling does not require deferral (this does not necessarily prevent the building from receiving WAP services in the future if all deferral conditions are satisfied within a reasonable time).**

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

DHCD does not have an approved multi-family energy audit. Projects having buildings containing in excess of 25 units per building will be reviewed on a case by case basis and submitted to the Program Officer for approval.

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

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

Digital photographs showing general views of all sides of the exterior of the building.

Digital photographs showing the features that will be affected by the proposed work (e.g. the window to be repaired for example).

List the work to be undertaken, for example; replace damaged main entry solid wood door with acceptable insulated fiberglass door.

**NO WORK MAY BEGIN UNTIL THE PROJECT HAS BEEN REVIEWED AND APPROVED IN WRITING BY THE DHCD HISTORICAL REVIEW CONTRACTOR.**

Once approved or denied, the DHCD Historical Review Contractor will notify the LWA/SWC and DHCD with the results of the review by email and the project is released in Hancock.

Describe how Rental Units/Multifamily Buildings will be addressed

DHCD's policy regarding rental units is outlined in DHCD's Program Operations Manual 2014(POM), and generally states.

1. Subgrantees must obtain landlord permission for clients who are tenants prior to beginning work.
2. Benefits of the services accrue primarily to the low-income tenants,
3. Tenants receiving services provided by weatherization work are protected, for a minimum of one year, against rent increases due to the weatherization work that was completed
4. No undue property enhancements occur as a result of the weatherization process. DHCD seeks landlord contributions for weatherization improvements when feasible.

Landlords must sign the Building Owner Agreement (see DHCD Program Operations Manual) for work to occur within said building. This form also states the criteria for accruing benefits to the tenants, including the provision for not raising rents for a negotiated period of time, but not less than one (1) year. However, rents are allowed to be raised for cause not related to the received weatherization.

The customer complaint process is identified in Section 6 of the Program Operations Manual. The customer must first present their dissatisfaction or dispute to the subgrantee. Should the customer dispute the subgrantees decision, the customer has an escalation process available to them to continue their dispute up to the State.

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Undue property enhancements are prohibited with DOE funds. Improvements are limited to cost effective energy saving activities and associated incidental repairs, where the SIR of the combination of improvements does not fall below 1.0.

Weatherization services are generally required to occur as a whole building system; meaning, the whole building, is to receive weatherization services whether a multi-unit building or single family home. There are very few cases where it is appropriate for individual units within a multi-unit building to receive services. Such instances must be submitted to DHCD for review. DHCD will submit the project to its Project Officer if the individual unit project appears to be warranted.

Eligibility for multi-unit projects is determined using the 50%/66% rule per CFR 440.22(2). Not less than 66 percent (50 percent for duplexes and four-unit buildings, and certain eligible types of large multi-family buildings) of the dwelling units in the building must be income eligible.

Additionally, HUD has provided DOE with a list of buildings that have been identified to meet certain eligibility criteria. These buildings require a reduced level of review and verification. The lists can be found at:

<https://energy.gov/eere/wipo/articles/hud-multifamily-property-listings-eligible-weatherization-assistance>

Describe the deferral Process

Per WPN 116 and DHCD's Health and Safety Plan and Program Operations Manual, units may be deferred on a case by case basis. Reasons for deferral are identified at the time of the Energy Audit. Subgrantees are required to consult with a DHCD Quality Assurance Inspector before deferral and completely list the cause(s) for deferral on the DHCD Deferral form, upload it to Hancock and notify the client per the guidelines in the POM. Subgrantees should strive to work with applicants to resolve conditions where a deferral has been issued. Subgrantees are expected to pursue reasonable options and referrals on behalf of the dwelling owner and to exercise appropriate judgment in dealing with challenging situations. Subgrantees should not defer service due to the presence of a hazard without pursuing reasonable options to identify other resources to address the identified hazard(s). Whenever appropriate, educational information on how to address the hazard should be shared with the occupant. An example of educational materials is the EPA booklet "Renovate Right." The subgrantee will select the deferred option in the Hancock Energy Software database so that the information is maintained electronically in the client file.

Deferral Examples may include, but are not limited to:

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

**V.1.3 Definition of Children**

Definition of children (below age): 5

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**V.1.4 Approach to Tribal Organizations**

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

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

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

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

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

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

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

**V.3 Priorities for Service Delivery**

Subgrantees are required to use the Client Priority Score as determined by Hancock to determine the order in which services are delivered to ensure the most vulnerable households are serviced first. All priorities are scored equally however, in cases where all priorities are equal, time on waiting list shall be used as the final deciding factor:

1. Priority for Households with a High Energy Cost Burden: One (1) priority is given to households with a high energy cost burden.
2. High Residential Energy Users: One (1) priority is given to high residential energy users.
3. Priority for Elderly: One (1) priority is given to households with elderly residents. Elderly is defined as age 60 or older.
4. Priority for Persons with Disabilities: One (1) priority is given to households where persons with disabilities reside.
5. Priority for Children: One (1) priority is given to households where children under 5 years old reside.

Subgrantees may also schedule work with reduced regard to priorities where projects are able to coordinate work with other funding sources.

**V.4 Climatic Conditions**

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

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

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

**V.5.1 Technical Guides and Materials**

Decisions as to which Energy Conservation Measures (ECM's) are to be installed are determined by the approved energy audit results according to WPN 13-5 DOE audit procedures, and in strict accordance with DOE guidelines, and 10 CFR 440 Appendix A.

All measures will be installed according to:

- Building Performance Institute (BPI) Standards (2013)
- DHCD Maryland Weatherization Field Guide (2015) [http://wxfieldguide.com/md/MarylandWxFg\\_033115\\_Web.pdf](http://wxfieldguide.com/md/MarylandWxFg_033115_Web.pdf)
- DHCD Weatherization Program Operations Manual (POM) (2014).

Currently, the language in the Weatherization Agreements state, "WHEREAS, the Program is also governed by the State Regulations set forth in COMAR 05.04.14 (the "State Regulations"), the Program Operations Manual (the "Manual"). The Act, Federal Regulations including the Special Terms and Conditions (the "DOE Terms"), State Regulations, and the Manual are hereinafter referred to collectively as the Program Guidelines and are incorporated herein;"

The Field Guide and Program Operations Manual was distributed to each agency during the 2015 Annual Network Meeting. Each agency executed an acknowledgement of receipt form which has been provided as an attachment.

Audit Local Weatherization Agency (LWA) staff will perform a comprehensive energy audit of each home to identify the problems in the building that promote air movement, heat loss and heating system inefficiency. The auditor will use the blower door, furnace efficiency testing equipment and other devices to determine the levels of efficiency and any health and safety issues with existing combustion appliances. The auditor will also assess health and safety issues requiring abatement prior to service delivery. Local agency staff will use the Hancock Energy Audit Tool (HEAT) to model the house and determine the most cost-effective measures. The HEAT tool will model the house and based on a number of custom factors specific to each home, will determine the best measures for treating the problems identified in the energy audit, including the selection of materials best suited for correcting the deficiencies. Detailed technical guidance for audit procedures can be found in the POM 2014.

**V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

**Single-Family :** HEAT energy modeling tool, approved 3/15/2014. Multiunit developments of buildings with 25 and fewer units not centrally heated/cooled and single family dwelling units are included with this tool.

**Manufactured Housing :** DHCD is currently using the MHEA audit which was last approved by DOE on September 20, 2011 and all LWAs are required to use it for mobile homes until such time that HEAT is approved. The request will be submitted for approval to DOE in the next 30 days.

**Multi-Family :** DHCD is not approved for auditing multifamily buildings in excess of 25 units or fewer where units are centrally heated/cooled. DHCD typically performs weatherization activities on multifamily

Comments

**V.5.3 Final Inspection**

100% of WAP units receive a quality control inspection by the subgrantee to ensure that all work meets the specifications per WPN 13-5 auditing protocol, WPN 154 Quality Work Plan requirements, DOE guidelines, CFR.440, the POM, and the 2015 DHCD Maryland Field Guide. The 2015 Maryland Field Guide includes applicable SWS by which the QCI is required to assess each project.

Units are not reported to DOE as complete until the project passes a subgrantee Final Inspection.

In the 2016 Program Year, Quality Assurance Inspectors and Quality Control Inspectors must possess the Home Energy Professional Quality Control Inspector certification verifying the individual has the required DOE credentials to conduct an inspection.

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The purpose of the Quality Control Inspection is:

- To provide services in a manner that meets the highest level of professionalism and to comply with standards established by DHCD, DOE, and the industry; and
- To provide services in a timely fashion and with the highest level of resource accountability possible in accordance with the scope of work provided.

The following are mandatory for QC Inspectors:

- Each person performing a Quality Control inspection on a WAP job must be certified as a Home Energy Professional Quality Control Inspector. The Subgrantee is responsible for ensuring that all Quality Control Inspectors are adequately trained and credentialed. Proof of QCI certification is required for every Subgrantee. Copies of certifications must be sent to DHCD before QCI activities are authorized.
- Quality Control Inspectors must be independent of the work they are inspecting. The Quality Control Inspector cannot be the same individual who audited the property or performed any of the work for the property they are inspecting. DHCD may issue a temporary exemption to this policy in writing on a case by case basis while a subgrantee is building their capacity to fully comply with this policy. DHCD will perform QA inspections on no less than 5% of jobs that have an independent QC. DHCD will perform QA inspections on no less than 10% of jobs where the state has issued a temporary exemption based on LWA capacity to perform independent QC.
- QCIs must be fulltime employees of the agency for which they perform inspections so that there is singular accountability. DHCD may issue a temporary exemption to this policy in writing on a case by case basis while a subgrantee is building their capacity to fully comply with this policy.

Each agency is required to have two fulltime BPI certified staff members to audit and perform quality control on 100% of their WAP units. DHCD will work with smaller agencies that lack the resources to employ two fulltime Inspectors to find an acceptable compromise.

It is the responsibility of the Quality Control Inspector to ascertain the completeness and quality of work of each dwelling unit before certifying in the Hancock system that the unit is complete and submitting an invoice.

Every client file must contain a signed Quality Control Inspection Form that certifies that the unit has had a final QC inspection and meets the required standards.

Quality Control Inspections must contain these elements at a minimum:

- Perform a blower door test to verify results of air infiltration reduction achieved;
- Perform a combustion efficiency test of the central heating system (fossil fuels) and all combustion based appliances.
- Perform a walkthrough inspection of the property to verify the comprehensiveness of audit, installation of materials as recorded on the Work Order per the Maryland DHCD 2015 Field Guide, POM and DOE regulations. Verification that all measures meet SWS objectives is mandatory.
- Document customer comments and obtain customer signature on the appropriate forms which verify the work performed; and E. Certify completeness and quality of all items listed in the work scope in HEAT.

#### Quality Assurance Inspections

WAP Quality Assurance (QA) Inspectors are required to review not less than 5% of units completed by each subgrantee, and provide T&TA on a continuing basis equally. If production for the agency is slipping, or the QA Inspector finds a pattern of missing or inferior work in their random sampling, a higher percentage or all dwelling units of that agency may be inspected, with increased T&TA until the jobs are considered resolved and the agency is back on track to meet production goals. Continued poor quality work may result in suspension of reimbursement for jobs, suspension, and ultimately termination of contract if issues cannot be resolved.

All DHCD QA Inspectors are HEP Quality Control Inspectors. New hires already have their QCI certification or will test for certification within 60-days of hiring.

DHCD QA staff will primarily inspect only those units that have been certified as complete in the Hancock system by the Quality Control (QC) Inspector. However, random in-progress inspections will also be performed.

When a subgrantee is issued a temporary exemption on having an independent QCI (independent from who audited or installed measures), DHCD QA will increase the rate of inspection from 5% to a 10% minimum rate of inspection.

If a unit is rated "Poor" the contact person at the agency will be notified via email by the QA Inspector and an automated email from HEAT advising of the QA Inspector results. The agency must access HEAT and create a work order of all outstanding items (see POM 2014, Appendix D, Hancock Manual for specific process). The software will email the subgrantee informing that a call back work order has been created. Once the outstanding items are completed and certified by the QC Inspector, the call back work order is completed and the software will email the QA Inspector that the unit is ready for reinspection.

DHCD understands that "Poor" rated units will occur periodically. However, after a comprehensive inspection that has been certified by the subgrantees QC

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Inspector, measures rated "Poor" by WAP QA Inspectors should be relatively minor and infrequent. When QA Inspectors see a pattern of "Poor" rated units, inspection rates will increase from 10% to up to 100% until DHCD QA staff can verify that the trend has been interrupted by T&TA and subsequently improved performance.

Ongoing T&TA by DHCD QA Inspectors from audit to closeout stage is available if an agency wants to verify that their audit standards are acceptable, if challenges arise in the field, or if workmanship seems to be slipping. The DHCD HEAT technology officer is available for inhouse or remote training to resolve any program management software issues.

Visits to correct units that were rated, "Poor" must be scheduled within five days. Failure to adhere to this policy could result in the withholding of referrals, stopping payment on current invoices and, in extreme cases, suspension or removal from the WAP. If multiple "Poor" rated units are identified, DHCD will insist that all outstanding "Poor" units be resolved and request a corrective work plan from the agency to ensure future satisfactory work. Units rated "Poor" based on Health and Safety issues must be resolved within 24 72 hours depending on the seriousness of the issue as determined by DHCD Quality Assurance Inspector.

To briefly clarify standard QA inspection protocols, please note the following:

- A unit will be rated poor if materials reported as installed cannot be found
- A unit will be rated poor if measures were not installed to industry standards or to HEAT audit
- No unit will be rated poor for missed opportunities regarding air infiltration reduction unless the inspector uses a blower door and can verify that substantial air leakage still exists;
- A unit may be rated poor if major WAP services or leveraging opportunities were missed (e.g., no attic insulation installed and could have been, no furnace work performed etc.) and the file does not indicate why the service was omitted.
- A unit will be rated poor if health and safety measures are still required to protect the family.

#### Enforcing HEP QCI Standards

As the Maryland weatherization program integrates the HEP QCI into the standard training regimen required by DOE, it is imperative that DHCD's Quality Assurance team enforce the standards and practices identified in the QCI training. All current DHCD inspectors will be HEP QCI certified inspectors and newly hired DHCD inspectors must receive training and certification in order to perform independent Quality Assurance inspections. In the course of routine QA inspections they will review work against the SWS standard along with the Maryland Field Guide and the policies in the Maryland Weatherization Program Operations Manual (POM).

When a QA inspection reveals that the LWA QC inspection has failed to meet the standards prescribed by the SWS, HEP QCI training, Maryland Field Guide, and the POM, DHCD will follow a progressive chain of correction to address the failure. Failures to meet the prescribed standards will be categorized as either "Health & Safety" or "General". The action taken will vary depending on the category of the failure.

#### Health & Safety:

1. Any identification of a QC failure that results in a Health and Safety issue will trigger delivery of T&TA for the LWA Inspector who performed the QC inspection. DHCD's QA Inspector will contact the LWA and schedule an onsite T&TA tailored to the issue identified. The issue will be corrected on site and the correction will be verified by the QA Inspector. The incident will be documented in Hancock. 2. A second identification of a QC failure that compromises Health and Safety will result in additional T&TA to include the principles of the LWA and the other field staff who interacted with the job. The issue will be corrected onsite and the correction will be verified by the QA Inspector. The incident will be documented in Hancock. 3. If DHCD identifies a third QC failure that compromises Health and Safety within 6 months of the first failure, DHCD will suspend the QC Inspector from performing QC inspections. The issue will be corrected onsite and the correction will be verified by the QA Inspector. The incident will be documented in Hancock. The Subgrantee will be required to provide additional training for the suspended inspector as specified by the QA Inspector.

#### General:

1. The first QC failure that results in poor work under the "general" measure category will be addressed with a QA "poor" and an email sent through

Hancock ordering correction with an additional explanation of the deficiency. The explanation will reference specific sections of the Maryland Field Guide and the POM. The incident will be documented in Hancock. 2. A second occurrence will trigger a T&TA tailored to the specific issue. T&TA will be delivered on-site and will reference specific sections of the

Maryland Field Guide and POM. Correction of the deficient work will be verified onsite by the DHCD QA Inspector. The incident will be documented in Hancock. 3. A third occurrence will result in additional T&TA to include the principles of the LWA and the other field staff who interacted with the job. The issue will be corrected onsite and the correction will be verified by the QA Inspector. The incident will be documented in Hancock. 4. A fourth occurrence of a poor QA will lead to suspension of the QC Inspector. The issue will be corrected onsite and verified by the QA Inspector. The incident will be documented in Hancock. The Subgrantee will be required to provide additional training for the suspended QC Inspector as specified by the QA Inspector.

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**V.6 Weatherization Analysis of Effectiveness**

DHCD analyzes the effectiveness of weatherization measures performed by the Network Partners in these ways: The effectiveness of the local agency is assessed on their ability to meet production goals, pass QA inspection without reoccurring "Poor" ratings, produce accurate quarterly financial reports, effectively use the HEAT and Hancock tools, and by a compilation of data obtained by annual State monitoring visits to review local agency administrative, programmatic and quality control inspection activities.

These are assessed using these formats and compiling results in an ongoing effort to determine program effectiveness..

Quarterly reporting deliverables and discussion between DHCD Fiscal and Sr. Management and individual partners including:

- Expenses by each fund source,
- Average cost per unit (ACPU),
- Administration and Program expenses,
- Health and Safety average,
- Number and dollar amount of projects in the pipeline,
- Projections for monthly production for the next quarter,
- Financial reports including the General Ledger.

Weekly reviews at HBEP staff meetings on LWA current status on these items:

- Quality Assurance results and T&TA visits
- Partner capacity and ability to meet production goals,
- Consistency in the use and continuous update the HEAT and Hancock tools,
- the percentage of contracted funds expended,
- high levels of Subgrantee staff turnover

Monthly reporting for MD State Stat covering: Production, T&TA visits numbers, "Poores", Units completed

Annual State monitoring visits as referenced in the monitoring section:

- DHCD will conduct comprehensive monitoring of each local agency at least once a year using the most up to date DOE Monitoring Guidelines and Checklist. The comprehensive monitoring visit will include review of:
  - Client files
  - Fiscal record management and A-133 audit review
  - Energy Audits/Work Orders,
  - Program coherence (including compliance with 10CFR440, 10CFR600, 2CFR200, relevant OMB circulars and Weatherization Program Notices),
  - Subgrantees records including Procurement, Regulation, Insurance, Inventory and Report files, Inspection of at least 5 percent of the completed units or up to 10% when including units in the process of being weatherized.
- The Subgrantee will be briefed on the observations and findings generated by the monitoring visit while onsite, and DHCD will provide a written assessment of the monitoring process to the Subgrantee within 30 days, along with recommended next steps or corrective action if needed. Part of the findings or recommendations from the monitoring visit may include provision of technical assistance, additional recommendations for training and additional guidance and oversight related to fiscal record-keeping and processes. Any Subgrantees who receive a monitoring report with findings or recommendations for additional training will be contacted for a follow-up monitoring visit by the WAP Senior Program Manager. Subsequent monitoring visits or technical assistance visits will be provided on a regular basis until any outstanding issues have been resolved.

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**V.7 Health and Safety**

**Health and Safety Plan**

Health and Safety (H/S) issues are a critical component to be included in the auditing protocol used by DHCD's weatherization programs. DHCD regularly assesses new health and safety regulations and training to ensure that weatherization activities do not cause or exacerbate health and safety problems for workers and/or occupants. Health and safety funds are allowed to be expended by subgrantees where direct weatherization activities occur. The Department of Housing and Community Development (DHCD) budgets health and safety costs as a separate category from Program Operations and, thereby, excludes such costs from the Savings to Investment Ratio (SIR) and the average per-unit cost calculation.

***Incidental Repair Measure***

Incidental Repair Measures (IRM) includes materials and installation which are performed because they are deemed necessary for the preservation and effectiveness of one or more energy saving measures. The energy saving measure that requires the installation of an incidental repair must be documented in Hancock. IRM costs are not added to any individual or partial group of energy saving measure costs. The total cost of all IRMs is added to the cost of the package of weatherization measures to calculate the whole unit (SIR). Such repairs include the following categories and can never be applied to the health and safety budget category under this program:

- o Drainage (gutters, down spouts, extensions, flashing, sump pumps, landscape, etc.
- o Electrical, other than Knob-and-Tube Wiring
- o Electrical, Knob-and-Tube Wiring
- o Ventilation
- o Window and Door Replacement, Window Guards

***Health and Safety Expenditure Limits***

DHCD sets health and safety expenditure limits using historical data pulled from the Hancock Energy Software to identify all H&S measures installed and the number of completed jobs per measure to establish an average cost per measure. Based on the number of measures installed associated with moisture management, DHCD anticipates a significant increase in health and safety expenditures. The average cost of bath exhaust fan installation alone in FY2015 was \$272 per unit. It is estimated that the additional cost to cover these measures will be approximately \$500 per unit. Additional detail to justify the increase in H&S expenditures is provided as an attachment.

DHCD will set an average H&S expenditure limit of 14% of the per unit average for Program Operations. This percentage will vary based on actual expenditures and will be averaged across all units. Subgrantees will be required to maintain their budget limitation, exceeding budget limits shall result in disallowed costs. DHCD will require subgrantees to track H&S costs and related measures in order to support future budget requests. Allowable energy efficiency-related health and safety actions are those actions necessary to maintaining the physical well-being of both the occupants and/or weatherization workers where:

- o Costs are reasonable AND
- o The actions must be taken to effectively perform weatherization work; OR
- o The actions are necessary as a result of weatherization work.

Health and safety measures are allowed to be conducted only where energy efficiency measures are identified for installation. We need to ask:

- o What must we do within reasonable costs to get the home to a point we can go forward with weatherizing, where the weatherization work will be lasting and effective?
- o What must we do to ensure that the weatherization work we conduct does not create a health or safety problem for the occupant?

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Not all observed health and safety conditions need to be corrected in order to proceed with weatherization; however, the client will still be notified of any observed conditions and if the condition is not corrected, it should be clearly explained in the client's electronic file in Hancock how the condition is not related to the planned weatherization work.

***Deferral***

The decision to defer work in a dwelling is difficult but necessary in some cases. This does not mean that assistance will never be available, but that work must be postponed until the problems can be resolved and/or alternative sources of assistance are found. In the judgment of the auditor, any conditions that exist, which may endanger the health and/or safety of the workers or occupants, should be deferred until the conditions are corrected.

Deferral may also be necessary where occupants are uncooperative, abusive, or threatening. Local Weatherization Agencies (LWAs) who determine that a home is beyond the scope of DHCD's Weatherization Program must notify a DHCD Quality Assurance Inspector before the unit is deferred. Pending DHCD approval, LWAs must document the decision to defer in the Hancock Energy Software by providing a description of the repairs needed, uploading photographic evidence to support the repairs needed, and completing the Deferral Form to include cost estimates. The Deferral Form must be signed by the Auditor and client.

Clients shall be notified in writing within 7 calendar days of the site visit wherein a determination was made to defer the work. The notification shall include:

- o client's name and address
- o date of the audit/assessment
- o date the client was informed of a potential health and safety issue
- o clear description of the problem
- o statement indicating conditions under which weatherization could continue
- o responsibility of all parties involved
- o appeal process
- o signature of Local Weatherization Agency Representative
- o client's signature indicating that they understand and have been informed of their rights and options.

LWAs are expected to make reasonable efforts on behalf of their clients to find alternative assistance when DHCD funds for weatherization are unable to address conditions that lead to deferral. When possible, the notice shall include a list of potential agencies with funding designed to address the specific issue which precludes a client from participating.

All measures identified in the H&S Plan are allowable H&S costs in accordance with WPN 11-6. However, a measure is charged as an ECM where it meets an SIR of 1.0. DHCD will monitor the use of H&S educational literature during Quality Assurance Inspections and subgrantee programmatic monitoring.

Deferral conditions may include:

Costs – Health and Safety items are cost-prohibitive

Condemned - The house has been condemned or is scheduled for demolition or electrical, heating, plumbing, or other equipment has been "red tagged" by local or state building officials or utilities.

Extensive Work Scope - the building is in need of extensive rehabilitation, and no such rehabilitation has been provided for.

Excessive Clutter or Hoarding Conditions – If the house has excessive clutter that would impede the installation of the weatherization work performed.

Uncooperative Client - The client is uncooperative, abusive, or threatening to the crew, subcontractors, auditors, inspectors, or others who must work on or visit the house. When an eligible client is uncooperative with the LWA, either in demanding that certain work be done and refusing higher priority work which is needed (e.g., demanding only windows), by being abusive to the work crew or subcontractor, or by being unreasonable in allowing access to the unit, every attempt should be made to explain the program and the benefits of the work. If this fails, work must be suspended and the DHCD Quality Assurance Inspector consulted.

Illegal Activities - Illegal activities are being conducted in the dwelling unit.

Structure for sale - building or dwelling unit is for sale or subject to bankruptcy or foreclosure.

Legal Dispute - building or dwelling unit where ownership cannot be confirmed due to a legal dispute. Clear title must be established before services can

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be provided.

Conflict of interest or appearance of conflict - when the structure is owned, managed or occupied by an employee, board member, officer or relative of a LWA employee, prior approval must be obtained from the regional supervisor before any work is started. If the client is a board member or senior staff member of the LWA prior approval will not be granted.

Before a house is deferred, a DHCD Quality Assurance Inspector must be notified. Pending their approval, a Deferral Form that is signed by the Auditor and client must be uploaded in Hancock. When a home has been deferred, the client must be notified in writing of the deferral and what corrective actions are necessary for weatherization to continue.

Additionally, the client should be informed of the process of appeal to a higher level in the organization. In unusual situations not covered above or where other problems of a unique nature exist, the DHCD Quality Assurance Inspector will inspect the property. If obvious discrepancies are found between the information supplied by the client on the application and observed conditions at the time of weatherization, the LWA must resolve these discrepancies prior to weatherization.

#### *Procedures for Deferral*

The Energy Auditor must obtain prior approval from a DHCD Quality Assurance Inspector to defer a unit. The Energy Auditor or

LWA representative must complete the Deferral Form. The Auditor and client must sign the form. A copy of the signed form must be provided to the client. If the property is a rental, the Auditor and client must sign the form and a copy of the signed form must be provided to the client and the property owner. Additionally, a copy must be maintained in the client file and uploaded into Hancock.

If the client refuses to sign the form, the Energy Auditor must contact the LWA. The LWA must attempt to contact the client to clearly explain the reason for the deferral and what corrective actions are necessary for weatherization to proceed. If the client still refuses to sign the form, the LWA representative must provide information of the process for them to appeal to a higher level in the organization. If the client still refuses to sign, the LWA representative will write "client refused to sign" on the client signature line and leave the client with a copy of the form.

Client files must include a copy of deferral documentation. Deferral documentation must include supporting documentation of the reason for deferral outlined on the Weatherization Deferral Form. LWAs may use the DHCD Deferral Form or equivalent documentation. This documentation must be uploaded in to the Hancock system.

Additionally, the client record must be updated in the Hancock System. The LWA must note the reason for the deferral in the 'Denied Client' Measure in order for the case to be closed. Note that not all deferral methods have been listed as separate measures in Hancock, so it may be necessary to choose one that is similar and provide additional information in the comments section online. The deferral form must be uploaded before the job will be closed.

#### *Identifying Occupant Health Concerns*

Agencies should be aware that some individuals' health problems could be exacerbated by weatherization activities. During the initial visit to the home, Energy Auditors are required to discuss with the homeowner the work that will be done during the audit and during installation, including detail regarding materials and installation procedures. Weatherization processes and potential impacts should be explained to the owner with consideration of any health issues. Health conditions will not preclude clients from receiving weatherization if reasonable accommodations can eliminate the issue.

#### *Health and Safety Categories*

##### Air Conditioning and Heating Systems

Red tagged, inoperable or nonexistent heating systems replacement, repair or installation is allowed when it meets an SIR of 1.0. If an SIR of 1.0 is not attainable then other funds may be leveraged. Many furnaces may not be included in the overall measures. Furnaces and/or air conditioning system replacement, repair or installation will be considered in homes occupied by at risk occupants when climate conditions are warranted and when other funds are leveraged. According to recent NOAA data, Cooling Degree Days (CDD) for Baltimore Washington International (BWI) Airport ranged from 1084 CDD in 2014 to 1742 CDD in 2010.

The local agency will provide client education to discuss and provide written information on the appropriate use and maintenance of the units and proper disposal of bulk fuel tanks when not removed.

##### Combustion Appliances and Water Heaters

Repair or replacement is allowed where necessary due to high CO, poor drafting, water leaks, etc. and repair or replacement costs do not provide an

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adequate SIR.

If diagnostic testing determines that a combustion appliance isn't properly drafting, the cause must be determined and remedied. Costs associated with correcting a drafting issue is an allowable H/S expense if the remedy for the vent/drafting issue is not corrected by an installed energy savings measure or a direct component of the energy savings measure being installed.

If the expected cost for repairing the draft/venting issue is determined to be a H/S expense and causes the cumulative H/S costs for the project to become "unreasonable" (as determined by the Subgrantee's available per-unit H/S average) the job may need to be deferred until those issues are remedied by the owner or another funding source.

#### Asbestos

All costs associated with asbestos are to be charged to H&S. Asbestos removal is allowed for pipes, heating systems and other small surfaces, though encapsulation is preferred. Encapsulation of friable asbestos is allowed by an AHERA asbestos control professional and should be conducted prior to blower door testing. Materials containing or suspected of containing asbestos identified during the evaluation will be brought to the attention of the owner/occupant. The condition of the asbestos will be assessed and occupants will be advised not to disturb the material. Every crew member will have taken the required "Asbestos Awareness" class so that workers are protected by inadvertent exposure to this hazard. Major asbestos problems should be referred to the appropriate state agency and/or the Environmental Protection Agency (EPA).

Vermiculite must be assumed to contain asbestos and not disturbed other than testing performed by an AHERA certified tester. Partial weatherization is not an option when asbestos containing vermiculite is present. Asbestos on pipes may be removed by an AHERA certified professional but this may be cost prohibitive. In cases where it is not cost-effective to abate the asbestos a home should be deferred. Documentation will include cost estimates to remove the asbestos and photographic evidence.

Client will be informed that suspected asbestos is present and instructed to not disturb material containing asbestos. If suspected asbestos is present, the client will be provided U.S. EPA's "Learn About Asbestos" and "Asbestos, Protect Your Family". The documents can be found at <http://www2.epa.gov/asbestos>.

#### Biologicals and Unsanitary Conditions

Small occurrences (less than 10 total square feet) may be addressed using DOE funds under MD WAP during the normal course of weatherization activities. Work must be approved prior to starting. Approval will be granted on a case by case basis. Use of weatherization funds to remove mold, odors, viruses, bacteria, etc. (including raw sewage or animal excrement) is not allowed however, program workers frequently encounter these conditions. DHCD's required "Asbestos Awareness", "Mold Identification", and "Weatherization Tactics" courses allow workers to identify these problems and effect safe work practices. The decision on next steps to remediate these issues begins with the BPI certified auditor, and the determination if a Remediation Specialist, or other Hazardous materials removal specialist specific to the issue, should be involved.

Other considerations include identifying the cause of the issue (moisture, etc.). Health and Safety funds may be used if the source of these conditions is identified and can be resolved to allow effective weatherization work and/or to assure the immediate or future health of workers and clients. Caution should be taken when selecting air tightness limits for dwellings with these problems. Since these conditions are often related to moisture, the Auditor should assess moisture conditions as a part of the initial audit procedure and treat them as part of the weatherization work.

If necessary, weatherization services may need to be delayed until the problem can be referred to another agency that can take remedial action. In cases where a known biological agent is present and may create a serious risk to occupants or weatherization crews/contractors, the home should be deferred and the homeowner immediately alerted to the risk. Documentation will include written notes by the auditor as well as photographic evidence supporting the visual inspection.

Inform client of observed hazardous conditions and that they must be corrected by a certified professional and signed clearance notification must be provided to the agency prior to weatherization continuing. Non-hazardous conditions can be corrected by the client, and if performed within 30 days, weatherization can continue.

#### Building Structure and Roofing

If the building structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that failure is imminent and the conditions cannot be resolved cost-effectively, the home will be deferred. Documentation for deferral will include notes of the visual inspections, diagrams of the visual inspection, photographic evidence to support the visual inspection, and costs estimates to replace the wiring.

#### Code Compliance

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State and Local codes must be followed while installing weatherization measures. Workers must be qualified and adequately trained according to state and local codes specific to the work being conducted (electrical, plumbing, etc.). Correction of pre-existing code compliance issues is not an allowable cost other than where weatherization measures are being conducted. Condemned properties and properties where "red tagged" health and safety conditions exist that cannot be corrected will be deferred. Documentation for deferral will include notes of the visual inspections, diagrams of the visual inspection, and photographic evidence to support the visual inspection. Inform client of observed code compliance issues.

#### Combustion Gases

Carbon Monoxide (CO) is produced anytime fossil fuels are burned to produce heat and the burn is incomplete. There are many circumstances that can cause this situation to occur and the danger of CO spilling into the ambient air of the household is always present. The furnace analyzer used by Maryland's LWAs and SWCs has the capability of identifying CO presence. Acceptable operating standards can be found in the BPI Technical Standards. When dangerous CO levels are present, the LWA or SWC is required to contract a licensed service contractor to visit the home and eliminate the health and safety hazard.

Client will be informed of safety hazards of CO. The agency will provide either the U.S. EPA document "Protect Your Family and Yourself from Carbon Monoxide Poisoning" located at [www.epa.gov/iaq/pdfs/co\\_factsheet\\_en.pdf](http://www.epa.gov/iaq/pdfs/co_factsheet_en.pdf), or the Center for Disease Control's "What is Carbon Monoxide?" located at [www.cdc.gov/co/pdfs/faqs.pdf](http://www.cdc.gov/co/pdfs/faqs.pdf), or both.

#### Fire Hazards

Correcting fire hazards is an allowable expense under MD WAP, using DOE funds, when correcting the hazard will allow weatherization and the cost is within the H&S allowance. Approval is required before starting work. Clients, occupants, and building owners/landlords will be notified in writing of potential fire hazards identified during the initial inspection performed by the Auditor, and advised to bring in a specialist on the identified hazard immediately (electrician for example.). Visual inspection is the primary mechanism for determining the fire hazard. If the fire hazard is within the range of the BPI Technical Standards, the Auditor can ask the homeowner to resolve the issue (gas cans by furnace, etc.). For any other instance, the house must be deferred until the hazard has been resolved.

Documentation for deferral will include notes of the visual inspections, diagrams of the visual inspection, photographic evidence to support the visual inspection of the fire hazards. Inform client of identified fire hazards. Provide the client with the U.S. Fire Administration's "Home Fire Safety Checklist". This document can be found at [http://www.usfa.fema.gov/downloads/fief/handouts/fief\\_home\\_fire\\_safety\\_checklist.pdf](http://www.usfa.fema.gov/downloads/fief/handouts/fief_home_fire_safety_checklist.pdf).

#### Formaldehyde and Volatile Organic Compounds (VOCs)

Formaldehyde vapors may be slowly released by some new carpets, Oriented Strand Board (OSB), plywood, etc. VOCs are also emitted by some household cleaning agents. Removal of pollutants is allowed and is required if they pose a risk to workers. If pollutants pose a risk to workers and removal isn't possible or allowed by the client, the unit must be deferred. Visual and sensory inspection is the primary mechanism for determining the hazards of VOCs and other air pollutants. Documentation for deferral will include notes of the inspections and photographic evidence to support the inspections.

Client will be made aware of condition. Client will be provided the US EPA "Care for Your Air: A Guide to Indoor Air Quality". The document can be found at [www.epa.gov/iaq/pdfs/careforyourair.pdf](http://www.epa.gov/iaq/pdfs/careforyourair.pdf).

#### Injury Prevention of Occupants and Weatherization Workers

The DHCD reminds Subgrantees that Weatherization staff will attend the OSHA 10 or OSHA 30 General Construction Worker course. As part of the safety for crew and auditors, the course will identify health and safety hazards according to the OSHA method "Focus Four" which includes electrical, fall protection, caught in and between, and struck-by hazards. If these hazards cannot be remedied prior to the installation of ECMs, the unit should be deferred. Visual inspection is the primary mechanism for OSHA. Documentation for deferral will include notes of the visual inspections and photographic evidence to support the visual inspection of the OSHA hazards.

#### Lead Based Paint Hazards

Homes built prior to 1978, and particularly, built before 1950 are very likely to contain lead based paint. The ill effects of lead based paint and lead dust on children under the age of six and pregnant women are well documented. Exposure to lead based paint can lead to learning and developmental disabilities. DHCD follows these procedures when considering weatherizing a home built before 1978.

DHCD will require that lead safe work practices are followed by the weatherization crews. DHCD requires energy auditors, crew supervisors and all workers be trained and certified through the Maryland Department of Environment's approved curriculum for lead paint inspectors, supervisors and workers. The training will be in compliance with Environmental Protection Agency (EPA) standards for Lead Renovators; each contractor is required to

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have and maintain RRP certification. DHCD will work with the local agencies to coordinate and provide the training. Document any lead safe work practices by taking photographs of the work while in process.

In homes where the work disturbs more than two square feet of interior painted space per room or 20 square feet of exterior space, will require that all materials containing lead paint be disposed of properly. This process is not allowed to be handled by weatherization crews.

DHCD developed a "deferral" policy from dwellings where funds or crew training are insufficient to weatherize a home in a lead safe work manner. The policy includes procedures for the lead trained and certified energy auditor to determine the need to "defer a house" based on its condition and the nature of the weatherization services needed. Homes deferred service will be referred to the appropriate agency for rehabilitation. Weatherization services may be considered for the homes once lead hazard reduction or abatement occurs.

Client will be informed of the hazards of lead paint. Each affected family will be provided with the EPA booklet "The Lead-Safe Certified Guide to Renovate Right" prior to the start of work. Have the client sign and date the confirmation of receipt of the lead pamphlet and keep it in the file. The "Renovate Right" document can be found at [ww2.epa.gov/sites/production/files/documents/renovaterightbrochure.pdf](http://ww2.epa.gov/sites/production/files/documents/renovaterightbrochure.pdf).

#### Mold and Moisture

DHCD developed a policy to defer weatherization service when the presence has been confirmed of an identified existence of mold and moisture problems. Weatherization workers at all levels are required to take a mold awareness class. Suspected mold of individual areas less than or equal to 10 square feet are considered minor and weatherization can continue as long as adequate ventilation or dehumidification can be provided and the homeowner is instructed in cleaning the area.

Limited water damage repairs that can be addressed by weatherization workers and correction of moisture and mold creating conditions are allowed when necessary in order to weatherize the home and to ensure the long term stability and durability of the measures. The Auditor evaluates the existence of mold and moisture problems which may prevent the weatherization of the home at that time. The LWA or SWC will refer the unit to an appropriate local agency for remedial action before any further weatherization activities are performed. Documentation for deferral will include notes of the visual inspections and photographic evidence to support the visual inspection. In cases where mold like substances have been detected, assessors will include the square footage of the area affected.

Client will be informed of the presence and location of mold. The client will be provided the US EPA's "A Brief Guide to Mold and Moisture and Your Home". The document can be found at [www.epa.gov/mold/pdfs/moldguide.pdf](http://www.epa.gov/mold/pdfs/moldguide.pdf).

#### Occupant Preexisting or Potential Health Concern

Agencies should be aware that some individuals' health problems could be exacerbated by weatherization activities. During the initial visit to the home, Energy Auditors are required to discuss with the homeowner the work that will be done during the audit and during installation, including detail regarding materials and installation procedures. The auditor will allow the occupant to identify any preexisting health conditions or concerns that could be exacerbated by the audit or work and note it on the audit. Health conditions will not preclude clients from receiving weatherization if reasonable accommodations can eliminate the issue. The Energy Auditor will plan to address any preexisting health conditions or concerns through isolation or work tasks, temporary occupant relocation, or deferral in extreme cases. Occupant revealed health concerns or conditions will be noted on the audit form as necessary to direct installation staff to isolate work or use alternate methods. Weatherization processes and potential impacts should be explained to the owner with consideration of any health issues. If the occupant determines that the weatherization work will cause undue stress on an existing condition, the house will be deferred. Documentation includes the homeowners concerns and signature on the Deferral form.

#### Occupational Safety and Health Administration (OSHA) and Crew Safety

Subgrantees must follow OSHA standards and Safety Data Sheets (SDS) and take precautions to ensure the H/S of themselves and other workers. SDS must be posted wherever workers may be exposed to hazardous materials. OSHA's Hazard Communication Standard is designed to ensure that all hazardous chemicals in the workplace and on worksites are identified, catalogued and labeled, and that information about the hazards are communicated to weatherization workers along with training on steps the workers can take to protect themselves.

DHCD will require each subgrantee to produce a Hazard Communication Plan (HCP) that is specific to their workplace and materials used. The HCP must be shared with weatherization workers through comprehensive training. The HCP must remain accessible. Subgrantees are advised to maintain copies in the workplace in an accessible location as well as in the vehicles used for weatherization services for access at work sites. The HCP must be reviewed and updated annually.

#### Pests

Pest removal is allowed to be funded using DOE H&S funds, under MD WAP, only where infestation would prevent weatherization, poses a health and

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safety concern for workers, and can be managed within Health and Safety funding parameters. Screening of windows and points of access is allowed to prevent intrusion. Infestation of pests may be cause for deferral where it cannot be reasonably removed. Documentation for deferral will include notes of the visual and sensory inspections, as well as photographic evidence to support the inspection. The client file will also include cost estimates for the removal of the pests from a Pest Removal specialist. Inform client of observed conditions and associated risks.

Radon

Where there is a previously identified radon problem, work that would exacerbate this problem will not be allowed. Radon abatement is not an allowable activity under DHCD's weatherization programs. Major radon problems should be referred to the appropriate local environmental organization or agency for mitigation or abatement. Client will be informed of the hazards of radon and a client with a previously identified radon problem will be provided the US EPA's "Consumers Guide to Radon". This document can be found at [www.epa.gov/radon/pdfs/citizensguide.pdf](http://www.epa.gov/radon/pdfs/citizensguide.pdf).

Refrigerant

The replacement of refrigerators, air conditioners and any other appliances containing refrigerant requires agencies to follow the Clean Air Act 1990, section 608, as amended by 40 CFR82, 5/14/93. Inform the client to not disturb the refrigerant.

Smoke, Carbon Monoxide Detectors and Fire Extinguishers

Installation of smoke/CO detectors is allowed where detectors are not present or are inoperable. There will be one smoke/CO detector per floor. Replacement of operable smoke/CO detectors is not an allowable cost. Providing fire extinguishers is allowed only when solid fuels are present. The local agency will provide client with verbal and written educational information on the use and location of the smoke/CO detectors.

Solid Fuel Heating (Wood Stoves, etc.)

Wood stoves will be allowed as a weatherization protocol for replacement in the event an energy audit supports its replacement and DHCD staff approves the measure. Wood stove installation must be conducted by qualified personnel. Wood stoves that are installed must be certified and labeled by fire and building code officials and the electrical parts must be certified by the Underwriter Laboratory. Wood stoves must meet EPA emission standards or local standards if they are stricter. Local agencies must obtain appropriate liability insurance. Wood stove installation must be coordinated with the State and County fire marshal to ensure that restrictions and codes are met and that permits are obtained.

Local agencies must provide appropriate client education outlining safe operation and maintenance of the stove.

Space Heaters

Vented space heaters will be treated as if they are furnaces. Unvented fossil fuel space heaters must be removed, except as secondary heat where the unit conforms to ANSI Z21.11.2. Auditors should visually inspect all unvented space heaters as well as complete a CO test. In cases where health and safety funding cannot alleviate the problem the home should be deferred. Documentation for deferral will include documentation of the visual inspection (i.e. broken grates, rubber hose) and photographic evidence to support the visual inspection.

Client will be informed of safety hazards of unvented fossil fuel heaters. The agency will provide either the U.S. EPA document "Protect Your Family and Yourself from Carbon Monoxide Poisoning" located at [www.epa.gov/iaq/pdfs/co\\_factsheet\\_en.pdf](http://www.epa.gov/iaq/pdfs/co_factsheet_en.pdf), or the Center for Disease Control's "What is Carbon Monoxide?" located at [www.cdc.gov/co/pdfs/faqs.pdf](http://www.cdc.gov/co/pdfs/faqs.pdf), or both.

Spray Polyurethane Foam (SPF)

Use EPA recommendations available online at: [http://www.epa.gov/dfe/pubs/projects/spf/spray\\_polyurethane\\_foam.html](http://www.epa.gov/dfe/pubs/projects/spf/spray_polyurethane_foam.html) when working within the conditioned space or when SPF fumes become evident within the conditioned space. The EPA has expressed the following on SPF application:

Spray polyurethane foam (SPF) is a widely used and highly-effective insulator and sealant; however, eye, skin, and inhalation exposures to its key ingredient, isocyanates, and other chemicals in SPF products of concern in vapors, aerosols, and dusts during SPF installation can cause:

- o Asthma, a potentially life-threatening disease
- o Lung damage, Respiratory problems and other breathing difficulties
- o Skin and eye irritation
- o Other potential adverse health effects

During SPF installation, residents and other unprotected building occupants should vacate the premises until after the foam is applied, cured, trimmed, and the area has been thoroughly cleaned to eliminate any residual isocyanates and ventilated. Some manufacturers recommend 23 to 72 hours before re-

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occupancy for two-component applications and 6 to 12 hours for one component foam applications, but re-entry time is dependent on product formulation and other factors. When working outside the building envelope, isolate the area where foam will be applied, take precautions so that fumes will not transfer to inside conditioned space, and exhaust fumes outside the home.

Client will be informed of the intent to use foam and asked if anyone in the household is known to be sensitive to chemicals. The client will also be informed of the need to vacate the premises for a specified number of hours based on specific manufacturer recommendations.

## **V.8 Program Management**

### **V.8.1 Overview and Organization**

The Weatherization Assistance Program in the State of Maryland is administered by Maryland's Department of Housing and Community Development (DHCD), a cabinet level agency of state government and Maryland's affordable Housing Finance Agency. DHCD's mission is to work with partners to finance housing opportunities and revitalize great places for Maryland citizens to live, work and prosper. Part of this mission involves working to ensure that Maryland citizens have housing that is safe and affordable, in neighborhoods that are vibrant and desirable. DHCD utilizes funding from a variety of State and Federal sources to accomplish this mission, with energy efficiency programs playing a key role in the preservation of affordability and safety in housing.

The Weatherization Assistance Program (WAP) is housed within DHCD's Housing and Building Energy Programs (HBEP), which also administers the EmPOWER Low Income Energy Efficiency Program (LIEEP), a low-income weatherization program similar to WAP that is funded through a ratepayer surcharge for electric customers. The HBEP unit also administers a market-rate energy efficiency lending program funded through the U.S. Department of Energy's Better Buildings program, and a "Targeted, Enhanced Weatherization Program" for customers in the Baltimore Gas and Electric service territory, funded through the Constellation/Exelon merger settlement. The HBEP unit receives additional funding to support low-income weatherization activities through the Regional Greenhouse Gas Initiative/Strategic Energy Investment Fund (RGGI/SEIF) provided by the Maryland Energy Administration and through Maryland Energy Assistance Program/Low Income Home Energy Assistance Program (MEAP/LIHEAP) provided by the Maryland Department of Human Resources.

The HBEP unit is overseen by the Director and Deputy Director of DHCD's Division of Development Finance, and operates with an HBEP Director and Deputy Director, program managers, a compliance officer, an administrative officer, an administrative assistant, an energy technology officer, a manager for operations, an intake team and reporting team, and a quality assurance inspection team that serve all programs.

The Program Manager provides the management, technical assistance, and administrative support for the program. Specific staff titles and their responsibilities are as follows:

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

**Quality Assurance Officer** – Conducts quality assurance evaluations, assists in leverage activities and assists in policy development.

**Compliance Officer** – Assists in the oversight of the program, analyzing data, supervising and accounting for expenditures of subgrantee program fund allocations and ensuring compliance of fiscal program regulations.

**Administrative Officer** – Operates the contract reimbursement system, performs data entry, updates the database and analyzes WAP activities, compiles federal and state report information, and performs contract processing, procurement and other administrative duties.

### **V.8.2 Administrative Expenditure Limits**

No more than 10 percent of the new DOE grant funds will be used to administer the WAP at the state and local levels. Not less than 50 percent of the administrative funds (or 5 percent of the new grant amount) will be provided to local agencies to administer WAP projects. The balance of administrative funds

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will be used by DHCD to offset allowable administrative expenses. DHCD does not intend to alter administrative allowance to local agencies beyond the limits expressed herein.

### V.8.3 Monitoring Activities

DHCD staff assesses and supports Subgrantee performance with a partner approach.

**Ongoing Field Monitoring and T&TA** - Not including inspection visits, WAP Quality Assurance Inspectors spend 10% of their time providing Training and Technical Assistance to subgrantees. If a subgrantee wishes to verify that their standards are acceptable, if challenges arise in the field, or if workmanship is unsatisfactory, DHCD QA Inspectors can immediately identify and address any issues with the subgrantees through the provision of technical assistance or additional training. Early identification and ongoing support limits unspecified and sudden drops in quality and production, and ensures a workforce that is well trained and producing consistently at a high level.

“Poor” rated units must be scheduled for resolution by subgrantees within five working days. Issues impacting occupant health and safety must be resolved within 24-72 hours, depending on the seriousness of their nature. Subgrantee failure to adhere to this policy could result in the withholding of referrals, back-charges, stopping payment on current invoices and, in extreme cases, suspension or removal from the WAP. DHCD requires that all outstanding “Poor” units be resolved in a timely manner and may request development and implementation of a corrective work plan, additional training, or additional T&TA for the Subgrantee. When DHCD QA Inspectors recognize a trend in units rated “poor”, they may request that the subgrantee auditor attend QA Inspections to provide immediate-on-site T&TA with corrective action.

**Program Oversight and Monitoring** - DHCD will conduct comprehensive monitoring of each local agency at least once a year using the most up to date DOE Monitoring Guidelines and Checklist. The comprehensive monitoring visit will include review of:

- Client files
- Fiscal record management and A-133 audit review
- Energy Audits/Work Orders,
- Program coherence (including compliance with 10CFR440, 2CFR200, relevant OMB circulars and Weatherization Program Notices),
- Subgrantees records including Procurement, Regulation, Insurance, Inventory and Report files,
- Inspection of at least 5 percent of the completed units or up to 10% of units when including units in the process of being weatherized.

The Subgrantee will be briefed on the observations and findings generated by the monitoring visit while onsite, and DHCD will provide a written assessment of the monitoring process to the Subgrantee within 30 days, along with recommended next steps or corrective action if needed. Part of the findings or recommendations from the monitoring visit may include provision of technical assistance, additional recommendations for training and additional guidance and oversight related to fiscal record-keeping and processes. Any Subgrantees who receive a monitoring report with findings or recommendations for additional training will be contacted for a follow-up monitoring visit by the WAP Program Manager. Subsequent monitoring visits or technical assistance visits will be provided on a regular basis until any outstanding issues have been resolved. Noncompliance findings unresolved within forty-five days will be reported to DOE. Sensitive or significant noncompliance findings will be reported to DOE immediately. A detailed review of local agency records and inspections will be maintained by DHCD and be available at the request of DOE.

The results of this annual monitoring should be considered during annual planning and will be available at DHCD for DOE staff to review during their Grantee program monitoring visits.

Subgrantee failure to adhere to this policy and/or resolve monitoring findings could result in the withholding of referrals, back-charges, stopping payment on current invoices and, in extreme cases, suspension or removal from the WAP.

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

**Training & Technical Assistance Plan**

The Maryland Weatherization Network is comprised of LWAs with varying degrees of historical experience performing weatherization and related home renovation and human services. DHCD has conducted a thorough investigation in order to reveal the training and technical assistance needs of both the agencies in the Network and the DHCD team responsible for implementation of DOE's WAP. For the Network, the investigation included an analysis of the results of Quality Assurance Inspections from the last twelve months and a review of applications submitted by LWAs in March of 2015. For DHCD WAP staff, DHCD looked at existing capacity in staff assigned to the program, the depth of experience each staff member has with DOE WAP, and the results of DOE's annual monitoring of DHCD. The following TTA Plan addresses the needs identified. DHCD's standard training requirements dictate that all subgrantees performing weatherization are required to complete certification and non-certification trainings related to the task they perform. These standard technical training requirements have also been included in this TTA Plan.

**DHCD Staff Training:**

DHCD's analysis of program staff capacity revealed immediate training needs in the following areas:

- **Subgrantee Programmatic & Fiscal Monitoring** – DHCD will provide ongoing training for staff and subgrantees on programmatic and fiscal monitoring under DOE WAP.
- **QCI – Retraining** – Several DHCD QA Inspectors are in the process of retraining for the QCI. DHCD is working with Baltimore City Community College (BCCC) and their QCI Trainer to deliver remedial training areas of weakness identified by the inspectors' first attempt at QCI training and testing. Retraining will continue formally with classes lead by the BCCC Trainer. Additionally, informal mentor training is taking place between DHCD's QCI certified inspectors and those who require retraining.

The following designates standard position-based training for specific program personnel:

- DHCD Quality Assurance Inspectors must all be certified as HEP Quality Control Inspectors. Additionally, all must have at least BPI Building Analyst certification, OSHA 30, Lead Inspector and Asbestos Inspector credentialed status.

On an ongoing basis, program staff attends National Association for State Community Services Program (NASCSPP) conferences for continuing updates in each of their areas of expertise, along with Maryland Community Action Partnership (MCAP), Affordable Comfort, Inc. (ACI), frequent webinar's and industry events. Staff also utilizes programmatic, financial and technical guidance websites such as Weatherization Assistance Program Technical Assistance Center (WAPTAC) and the National Weatherization Training Platform (NWTP).

**Weatherization Network Training and Capacity**

**QCI:** Maryland's Weatherization Network is in the process of becoming QCI certified. QC Inspectors from each LWA are attending training delivered by Baltimore City Community College. QCI training began in March of 2015 through an IREC Accredited Training Provider. Testing began in April 2015. DHCD will reimburse all Quality Control Inspector and Energy Audit personnel from the Subgrantees for the HEP Quality Control Inspector training and testing. DHCD will pay for classes and up to three attempts at testing for each inspector. DHCD fees are covered under our T&TA budget.

As of July 1, 2015, no QC Inspectors or Energy Auditors will be allowed to conduct QC onsite without this credential. Pursuant to WPN 14-4, with this effort, DHCD has set in motion the implementation plan to bring the HEP credentials and SWS objectives into the DOE program.

All agencies must have HEP QCI certified Quality Control Inspectors on staff or have a written exemption from DHCD in order to continue working in Maryland's weatherization programs.

**Standardized Training by Job Task:** To achieve the goal of "standardizing" quality services and maintaining worker safety throughout the State, LWA field staff must attend a standardized set of training sessions that are approved, and in some cases, reimbursed by DHCD. The individual must attend both classroom and laboratory sessions and learn how to investigate and remedy the many aspects of a dwelling unit's construction and its use of energy. Some classes can be taken online, while others must be taken at a facility and can be scheduled directly by the subgrantee. DHCD will schedule classes for all sub grantees. Tier 1 training is reimbursed by DHCD. Before being reimbursed, each program participant must show successful completion of the course with the earned certificate. These certificates are kept on file at DHCD to ensure compliance with training deadlines.

**Task specific training requirements:**

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- **Installers shall have**
  - Certification of completion of the DOE/BPI HEP Installer by June 30, 2017
  - certification of weatherization training received 2009 or later that meets the U. S. Department of Energy (DOE) core competencies,
  - certification of EPA Lead Repair Renovation and Painting (LRRP) training, and
  - an Occupational Safety and Health Administration issued 10-hour Construction Safety certification card.
- **Crew Leaders shall have**
  - Certification of completion of the DOE/BPI HEP Crew Leader by June 30, 2017
  - certification of weatherization training received 2009 or later that meets the U. S. Department of Energy (DOE) core competencies,
  - certification of EPA Lead Repair Renovation and Painting (LRRP) training, and
  - an Occupational Safety and Health Administration issued 10-hour Construction Safety certification card.
- **Energy Auditors shall have**
  - Certification of completion of the DOE/BPI HEP Energy Auditor by June 30, 2016
  - Building Analyst Professional or Envelope Professional Certification from the Building Performance Institute, Inc. (BPI).
  - certification of weatherization training received 2009 or later that meets the U. S. Department of Energy (DOE) core competencies,
  - certification of EPA Lead Repair Renovation and Painting (LRRP) training, and
  - an Occupational Safety and Health Administration issued 10-hour Construction Safety certification card.
- **Quality Control Inspectors shall have**
  - Certification of completion of the DOE/BPI HEP QCI
  - Building Analyst Professional or Envelope Professional Certification from the Building Performance Institute, Inc. (BPI).
  - certification of weatherization training received 2009 or later that meets the U. S. Department of Energy (DOE) core competencies,
  - certification of EPA Lead Repair Renovation and Painting (LRRP) training, and
  - an Occupational Safety and Health Administration issued 10-hour Construction Safety certification card.

**Tier 2 training:** Tier two training covers specific challenging issues identified by DHCD Quality Assurance Inspector (QAI) monitoring or by network partners themselves. These are available on an as-needed basis. For example, one week courses on combustion safety were provided by DHCD through a local community college.

**Field TTA:** In addition to classroom training, DHCD spends a significant amount of time on Training and Technical Assistance in the field. Quality Assurance Inspectors meet regularly on-site with subgrantees to provide hands-on training and support for weatherization measures installation and standards, and comprehensive energy audit advice. References such as BPI protocols, the Maryland DHCD Field Guide, the Standard Weatherization Specifications, and the POM are all used in a working format.

**Hancock Energy Software / HEAT:** Successfully using the Hancock/HEAT system is a key component to being a successful subgrantee within the program. DHCD has an in-house Energy Technology Officer who is available to troubleshoot process issues, and provide on-site trainings year round to ensure accurate and efficient use of Hancock.

## V.9 Energy Crisis and Disaster Plan

The purpose of Maryland's Department of Energy (DOE) disaster planning and relief is to provide emergency services to low-income individuals and families affected by a disaster as determined by a Presidential or gubernatorial order declaring either a Federal or State Emergency. DOE WAP has a very limited role in any disaster response. Funds are limited to eligible weatherization activities and the purchase and delivery of weatherization materials.

To the extent that services are in support of eligible weatherization (or permissible re-weatherization) work for eligible households, such expenditure is allowable.

Additional guidance is provided in the DOE WPN 12-7 which can be found at <http://energy.gov/eere/wip/downloads/wpn-12-7-revised-guidance-weatherization-disaster-planning-and-relief>

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U.S. Department of Energy

OMB Control No: 1910-5127

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 11/30/2016

State: MD Grant Number: EE0006159 Program Year: 2016

<b>Name:</b>	<b>Allegheny County Resources Development Commission</b>	<b>Contact:</b>	Susan Malone
		<b>DUNS:</b>	084997493
<b>Address:</b>	125 Virginia Ave. Cumberland, MD 21502-0000	<b>Phone:</b>	(301) 783-1713
		<b>Fax:</b>	(301) 777-5890
		<b>Email:</b>	smalone@allconet.org
<b>Counties served:</b>	WASHINGTON County ALLEGANY County	<b>Tentative allocation:</b>	\$ 246,788.00
		<b>Planned units:</b>	30
		<b>Type of organization:</b>	Non-profit organization
		<b>Source of labor:</b>	Agency and Contractors
		<b>Congressional districts served:</b>	CD MD-06 MD-06

<b>Name:</b>	<b>Baltimore City Department of Housing &amp; Community Development</b>	<b>Contact:</b>	Mike Lafferty
		<b>DUNS:</b>	140231759
<b>Address:</b>	417 East Fayette St., 3rd Floor Baltimore, MD 21202-0000	<b>Phone:</b>	(443) 984-1066
		<b>Fax:</b>	(410) -
		<b>Email:</b>	michael.lafferty@baltimorecity.gov
<b>Counties served:</b>	BALTIMORE City	<b>Tentative allocation:</b>	\$ 1,812,991.00
		<b>Planned units:</b>	223
		<b>Type of organization:</b>	Unit of local government
		<b>Source of labor:</b>	Agency
		<b>Congressional districts served:</b>	CD MD-03 MD-07 MD-07 MD-02 MD-03 MD-02

<b>Name:</b>	<b>Community Action Council of Howard County</b>	<b>Contact:</b>	Bitia Dayhoff
		<b>DUNS:</b>	965824212
<b>Address:</b>	6751 Columbia Gateway Drive, 2nd Floor Columbia, MD 21046-1934	<b>Phone:</b>	(410) 313-6318
		<b>Fax:</b>	(410) 313-6479
		<b>Email:</b>	bdayhoff@cac-hc.org
<b>Counties served:</b>	HOWARD County MONTGOMERY County	<b>Tentative allocation:</b>	\$ 942,164.00
		<b>Planned units:</b>	116
		<b>Type of organization:</b>	Non-profit organization
		<b>Source of labor:</b>	Agency and Contractors
		<b>Congressional districts served:</b>	CD MD-03 MD-07 MD-03 MD-07

<b>Name:</b>	<b>Community Assistance Network, Inc.</b>	<b>Contact:</b>	Antonio Coffield
		<b>DUNS:</b>	602843898
<b>Address:</b>	7900 East Baltimore Street Baltimore, MD 21224-0000	<b>Phone:</b>	(410) 285-4674
		<b>Fax:</b>	(410) 285-6707
		<b>Email:</b>	acoffield@canconnects.org

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: MD Grant Number: EE0006159 Program Year: 2016

Counties served: HARFORD County ANNE ARUNDEL County CARROLL County CECIL County BALTIMORE County PRINCE GEORGE'S Count	Tentative allocation: \$ 2,078,995.00 Planned units: 256 Type of organization: Non-profit organization	Congressional districts served:	CD MD-03 MD-07 MD-07 MD-06 MD-06 MD-03 MD-01 MD-01 MD-02 MD-02
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Source of labor: Agency and Contractors

Name: <b>Frederick Community Action Agency</b>  Address: 100 South Market Street Frederick, MD 21701-0000	Contact: Mike Spurrier DUNS: 619357650  Phone: (301) 600-1506 Fax: (301) 662-9079 Email: mspurrier@cityoffrederick.com	Tentative allocation: \$ 252,572.00 Planned units: 31 Type of organization: Unit of local government Source of labor: Agency and Contractors	Congressional districts served:	CD MD-06 MD-06
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Name: <b>Garrett County Community Action Committee, Inc.</b>  Address: 104 East Center Street Oakland, MD 21550-1328	Contact: Lisa Swift DUNS: 069404523  Phone: (301) 334-9431 Fax: () - Email: lswift@garrettcac.org	Tentative allocation: \$ 47,558.00 Planned units: 6 Type of organization: Non-profit organization Source of labor: Contractors	Congressional districts served:	CD MD-06 MD-06
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Name: <b>Housing Authority of St. Mary's County, MD</b>  Address: 21155 Lexwood Drive Suite C Lexington Park, MD 20653-0000	Contact: Dennis Nicholson DUNS: 22516140  Phone: (301) 866-6590 Fax: (301) 737-5628 Email: margiec@md.metrocast.net	Tentative allocation: \$ 588,756.00 Planned units: 72 Type of organization: Unit of local government Source of labor: Contractors	Congressional districts served:	CD MD-01
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SUBGRANTEE INFORMATION**

State: MD Grant Number: EE0006159 Program Year: 2016

Name: **SHORE UP! Inc.**

Contact: Freddy Mitchell

DUNS: 82603028

Address: 520 Snow Hill Road  
Salisbury, MD 21804-0000

Phone: (410) 749-1142325

Fax: () -

Email: fmitchell@shoreup.org

Counties served: DORCHESTER County  
WORCESTER County  
WICOMICO County  
SOMERSET County

Tentative allocation: \$ 456,943.00

Planned units: 56

Type of organization: Non-profit organization

Source of labor: Agency and Contractors

Congressional districts served:

CD  
MD-02