



**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-0002021

Title:

2021 Weatherization Assistance Program

**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: 07/01/2021

b. End Date: 06/30/2022

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

a. Federal	3,493,675.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	3,493,675.00

**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 04/29/2021
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372

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

No

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

I AGREE

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

**Authorized Representative:**

Prefix: Mr First Name: Kenneth  
Middle Name: C  
Last Name: Holt  
Suffix:

Title: Secretary

Telephone Number: 3014297452

Fax Number:

Email: Kenneth.Holt@maryland.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 06/15/2021

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0007925		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 07/01/2021		
	5. Completion Date 06/30/2022		

**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 2020 & 2021 WAP Formula Funds	81.042	\$ 1,564,866.00		\$ 3,493,675.00		\$ 5,058,541.00
2. State			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTAL		\$ 1,564,866.00	\$ 0.00	\$ 3,493,675.00	\$ 0.00	\$ 5,058,541.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRA TION	(2) SUBGRANTE E ADMINISTRA	(3) GRANTEE T&TA	(4) SUBGRANTE E T&TA	
a. Personnel	\$ 100,600.00	\$ 0.00	\$ 118,400.00	\$ 0.00	\$ 219,000.00
b. Fringe Benefits	\$ 44,650.00	\$ 0.00	\$ 52,795.00	\$ 0.00	\$ 97,445.00
c. Travel	\$ 0.00	\$ 0.00	\$ 47,100.00	\$ 0.00	\$ 47,100.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00
f. Contract	\$ 77,750.00	\$ 262,026.00	\$ 321,624.00	\$ 996,706.00	\$ 4,638,852.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 19,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 19,500.00
i. Total Direct Charges	\$ 247,500.00	\$ 262,026.00	\$ 539,919.00	\$ 996,706.00	\$ 5,026,897.00
j. Indirect Costs	\$ 14,525.00	\$ 0.00	\$ 17,119.00	\$ 0.00	\$ 31,644.00
k. Totals	\$ 262,025.00	\$ 262,026.00	\$ 557,038.00	\$ 996,706.00	\$ 5,058,541.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0007925		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 07/01/2021		
	5. Completion Date 06/30/2022		

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		\$ 1,564,866.00	\$ 0.00	\$ 3,493,675.00	\$ 0.00	\$ 5,058,541.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3)	(4)	
a. Personnel	\$ 0.00	\$ 0.00			\$ 219,000.00
b. Fringe Benefits	\$ 0.00	\$ 0.00			\$ 97,445.00
c. Travel	\$ 0.00	\$ 0.00			\$ 47,100.00
d. Equipment	\$ 0.00	\$ 0.00			\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00			\$ 5,000.00
f. Contract	\$ 2,484,000.00	\$ 496,746.00			\$ 4,638,852.00
g. Construction	\$ 0.00	\$ 0.00			\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00			\$ 19,500.00
i. Total Direct Charges	\$ 2,484,000.00	\$ 496,746.00			\$ 5,026,897.00
j. Indirect Costs	\$ 0.00	\$ 0.00			\$ 31,644.00
k. Totals	\$ 2,484,000.00	\$ 496,746.00			\$ 5,058,541.00
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: EE0007925

Budget period: 07/01/2021 - 06/30/2022

**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	70% of the Compliance Officer's salary will be charged to T&TA. The Compliance Officer oversees the fiscal and programmatic compliance of the subgrantees of the program, functioning as an independent and objective body that reviews and evaluates fiscal and programmatic 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	The Quality Assurance Inspector conducts 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. Any weatherization staff not charged 100% to this grant will be paid for by non-DOE funds via DHCD's utility funded program.
Compliance Officer	30% of the Compliance Officer's salary will be charged to Admin. The Compliance Officer oversees the fiscal and programmatic compliance of the subgrantees of the program, functioning as an independent and objective body that reviews and evaluates fiscal and programmatic 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.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Program Manager	\$78,400.00	100.0000 % FT	\$78,400.00
Compliance Officer	\$74,000.00	70.0000 % FT	\$51,800.00
Quality Assurance Inspector	\$74,000.00	90.0000 % FT	\$66,600.00
Compliance Officer	\$74,000.00	30.0000 % FT	\$22,200.00
		Direct Pay Total	\$219,000.00

**2. FRINGE BENEFITS**

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

The fringe cost rate is approved by the U.S. Department of Health and Human Services. The latest date of the agreement is September 26, 2016. A copy of the rate agreement is attached.

- 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	\$78,400.00	47.1197 %	\$36,941.84
Compliance Officer	\$51,800.00	42.4196 %	\$21,973.35
Quality Assurance Inspector	\$66,600.00	46.2796 %	\$30,822.21
Compliance Officer	\$22,200.00	34.7189 %	\$7,707.60
		Fringe Benefits Total	\$97,445.00

**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 \$3,500 per week long trip for conferences, including airfare, hotels, per diem, and conference fees.	9	\$3,500.00	\$31,500.00
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 \$300.00 per day which includes per diem, hotels, and mileage.	52	\$300.00	\$15,600.00
		Travel Total	\$47,100.00

- 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 (NASCS), Energy Out West and the Home Performance (HPC) 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.

<u>General Category</u>	<u>Cost</u>	<u>Justification of Need</u>
Office Supplies	\$5,000.00	General office supplies for program administration such as organizers, calendars, paper, pens, binders, envelopes, and file folders.
Materials and Supplies Total	\$5,000.00	

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

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 \$4,500.

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 IV.1).

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
Maryland Community Action Partnership	\$18,156.00	DHCD service provider to provide programmatic and fiscal training and assistance to the network.
Subgrantee Health & Safety	\$496,746.00	Subgrantee Health & Safety
Subgrantee Admin	\$262,026.00	Subgrantee Admin
Maryland Environmental Services	\$77,750.00	Records management and historic preservation oversight.
CHP	\$106,047.00	DHCD service provider to train, test, and provide technical assistance to the network.
Subgrantee Program Operation	\$2,484,000.00	WAP Program Operations
Subgrantee T&TA	\$996,706.00	For training and technical assistance activities of subgrantees.
Energy Software	\$197,421.00	Help Desk Service, Maintenance, Customizations and Software updates.
Contracts and Subgrants Total	\$4,638,852.00	

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

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

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

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
NASCSP Membership Dues	\$4,500.00	The National Association for State Community Services Programs provides critical services to States that are essential. Some of those services include keeping States informed of critical issues, research, and resources; customization of opportunities for network and training, providing personalized strategies and support and working to strengthen and maintain partnerships with federal funding sources.



MCAP Conference Fees	\$15,000.00	DHCD sponsors and participates in the Maryland Community Action Partnership Annual Conference. Program updates are given and technical training is provided to the subgrantees.
Other Direct Costs Total	\$19,500.00	

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

All costs included in Other Direct Costs are properly 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 the U.S. Department of Health and Human Services at 87.81% dated September 26, 2016. A copy of the rate agreement is attached. DHCD intends to charge an indirect rate of 10%.

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: Ruth Putnam

Phone Number: 3014297583

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
T&TA	\$171,195.00	10.0000 %	\$17,119.50
Admin	\$145,250.00	10.0000 %	\$14,525.00
		Indirect Costs Total	\$31,644.50

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: MD Grant Number: EE0007925 Program Year: 2021

Name: <b>Allegany County Resources Development Commission</b>	Contact: Susan Malone			
	DUNS: 084997493			
Address: 125 Virginia Ave. Cumberland, MD 21502-0000	Phone: (301) 783-1713			
	Fax: (301) 777-5890			
	Email: smalone@allconet.org			
Counties served: ALLEGANY County WASHINGTON County	Tentative allocation: \$ 139,055.00	Congressional districts served:		<u>CD</u> MD-06 MD-06
	Planned units: 14			
	Type of organization: Non-profit organization			
	Source of labor: Contractors			

Name: <b>Baltimore City Department of Housing &amp; Community Development</b>	Contact: Jeffrey Holland			
	DUNS: 140231759			
Address: 417 East Fayette St., 3rd Floor Baltimore, MD 21202-0000	Phone: (443) 396-4103			
	Fax: (410) -			
	Email: Jeffrey.Holland@baltimorecity.gov			
Counties served: BALTIMORE City	Tentative allocation: \$ 597,978.00	Congressional districts served:		<u>CD</u> MD-07 MD-02 MD-03 MD-07 MD-02 MD-03
	Planned units: 59			
	Type of organization: Unit of local government			
	Source of labor: Contractors			

Name: <b>Community Action Council of Howard County</b>	Contact: Bitia Dayhoff			
	DUNS: 965824212			
Address: 6751 Columbia Gateway Drive, 2nd Floor Columbia, MD 21046-1934	Phone: (410) 313-6318			
	Fax: (410) 313-6479			
	Email: bdayhoff@cac-hc.org			
Counties served: CAROLINE County SOMERSET County MONTGOMERY County QUEEN ANNE'S County HOWARD County WORCESTER County DORCHESTER County KENT County TALBOT County WICOMICO County	Tentative allocation: \$ 2,192,234.00	Congressional districts served:		<u>CD</u> MD-07 MD-07 MD-03 MD-03
	Planned units: 214			
	Type of organization: Non-profit organization			
	Source of labor: Contractors			

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: MD Grant Number: EE0007925 Program Year: 2021

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Name:	<b>Frederick Community Action Agency</b>	Contact:	Michelle Ott
		DUNS:	619357650
Address:	100 South Market Street Frederick, MD 21701-0000	Phone:	(301) 600-1506
		Fax:	(301) 662-9079
		Email:	mbarton@cityoffrederickmd.gov
Counties served:	WASHINGTON County FREDERICK County	Tentative allocation:	\$ 166,612.00
		Planned units:	16
		Type of organization:	Unit of local government
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> MD-08 MD-06

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Name:	<b>Garrett County Community Action Committee, Inc.</b>	Contact:	Duane Yoder
		DUNS:	069404523
Address:	104 East Center Street Oakland, MD 21550-1328	Phone:	(301) 334-9431
		Fax:	() -
		Email:	dyoder@garrettcac.org
Counties served:	GARRETT County ALLEGANY County	Tentative allocation:	\$ 55,113.00
		Planned units:	5
		Type of organization:	Non-profit organization
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> MD-06 MD-06

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Name:	<b>Housing Authority of St. Mary's County, MD</b>	Contact:	Dennis Nicholson
		DUNS:	22516140
Address:	21155 Lexwood Drive Suite C Lexington Park, MD 20653-0000	Phone:	(301) 866-6590
		Fax:	(301) 737-5628
		Email:	dnicholson@stmaryshousing.org
Counties served:	ST. MARY'S County PRINCE GEORGE'S Count CALVERT County ANNE ARUNDEL County CHARLES County	Tentative allocation:	\$ 662,842.00
		Planned units:	65
		Type of organization:	Unit of local government
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> MD-01

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Name:	<b>Maryland Rural Development Corporation</b>	Contact:	Chris Benzing
		DUNS:	021467675
Address:	101 Cedar PO Box 739 Goldsboro, MD 21639	Phone:	(410) 482-2585
		Fax:	() -
		Email:	execdir@mrhc.net
Counties served:	KENT County ALLEGANY County QUEEN ANNE'S County CAROLINE County CECIL County TALBOT County	Tentative allocation:	\$ 34,849.00
		Planned units:	3
		Type of organization:	Non-profit organization
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> MD-01

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U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: MD Grant Number: EE0007925 Program Year: 2021

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Name:	<b>SHORE UP! Inc.</b>	Contact:	Freddy Mitchell
		DUNS:	82603028
Address:	520 Snow Hill Road Salisbury, MD 21804-0000	Phone:	(410) 749-1142325
		Fax:	() -
		Email:	fitchell@shoreup.org
Counties served:	CAROLINE County WICOMICO County WORCESTER County QUEEN ANNE'S County SOMERSET County KENT County TALBOT County DORCHESTER County	Tentative allocation: \$ 390,795.00 Planned units: 38 Type of organization: Non-profit organization	Congressional districts served: <u>CD</u> MD-02
		Source of labor:	Contractors

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

**(Grant Number: EE0007925, State: MD, Program Year: 2021)**

**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
Allegany County Resources Development Commission (Cumberland)	\$139,055.00 14
Baltimore City Department of Housing & Community Development (Baltimore)	\$597,978.00 59
Community Action Council of Howard County (Columbia)	\$2,192,234.00 214
Frederick Community Action Agency (Frederick)	\$166,612.00 16
Garrett County Community Action Committee, Inc. (Oakland)	\$55,113.00 5
Housing Authority of St. Mary's County, MD (Lexington Park)	\$662,842.00 65
Maryland Rural Development Corporation (Goldsboro)	\$34,849.00 3
SHORE UP! Inc. (Salisbury)	\$390,795.00 38
<b>Total:</b>	<b>\$4,239,478.00</b> <b>414</b>

**IV.2 WAP Production Schedule**

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

Weatherization Plans	Units
Total Units (excluding reweatherized)	414
	414
Reweatherized Units	0
	0

Average Unit Costs, Units subject to DOE Project Rules

**VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)**

A Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B Total Units Weatherized	414
C Total Units Reweatherized	0
D Total Dwelling Units to be Weatherized and Reweatherized (B + C)	414
E Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00

**AVERAGE COST PER DWELLING UNIT (DOE RULES)**

F Total Funds for Program Operations	\$2,484,000.00
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	414
H Average Program Operations Costs per Unit (F divided by G)	\$6,000.00
I Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J Total Average Cost per Dwelling (H plus I)	\$6,000.00

**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: EE0007925, State: MD, Program Year: 2021)**

This Year Estimate	414	29.3	12130
Prior Year Estimate	1132	29.3	33168
Prior Year Actual	663	29.3	19426

**Method used to calculate savings description:**

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

DHCD expects to partner with other state agencies to blend 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.

**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: Jeffrey Holland Phone: 4433964103 Email: <a href="mailto:Jeffrey.Holland@baltimorecity.gov">Jeffrey.Holland@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>
Complete Home Solutions	Type of organization: Contact Name: Rob Burgee Phone: 4108671202 Email: <a href="mailto:rob@chs-1.com">rob@chs-1.com</a>
Frederick Community Action Agency	Type of organization: Unit of Local Government Contact Name: Phone: 3016003974 Email: <a href="mailto:gdixon@cityoffrederick.com">gdixon@cityoffrederick.com</a>
Garrett County Community Action Committee	Type of organization: Non-profit (not a financial institution) Contact Name: Duane Yoder Phone: 3013349431 Email: <a href="mailto:dyoder@garrettcac.org">dyoder@garrettcac.org</a>
Housing Authority of St. Mary's County, MD	Type of organization: Unit of Local Government Contact Name: Dennis Nicholson Phone: 3018666590 Email: <a href="mailto:dnicholson@stmaryshousing.org">dnicholson@stmaryshousing.org</a>
Maryland Community Action Partnership	Type of organization: Non-profit (not a financial institution) Contact Name: Angela Martin Phone: 4434825168 Email: <a href="mailto:amartin@maryland-cap.org">amartin@maryland-cap.org</a>
Maryland Energy Administration	Type of organization: Unit of State Government Contact Name: Dean Fisher Phone: 4105374068 Email: <a href="mailto:Dean.Fisher@maryland.gov">Dean.Fisher@maryland.gov</a>
Office of Peoples Counsel	Type of organization: Unit of State Government Contact Name: Phone: 4107678156 Email: <a href="mailto:cindyr@opc.state.md.us">cindyr@opc.state.md.us</a>
	Type of organization:

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Shore Up Inc.	Contact Name: Freddie Mitchell Phone: 4107491142325 Email: <a href="mailto:fmitchell@shoreup.org">fmitchell@shoreup.org</a>
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**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

02/25/2021 WAP PAC Meeting held.

04/13/2021 Notice of public hearing on the State Plan was published on the Maryland DHCD website.

04/26/2021 The public hearing for the 2021 DOE State Plan was held.

**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.

**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 Kiahna Burney, Program Manager, Energy Programs; [Kiahna.Burney@maryland.gov](mailto:Kiahna.Burney@maryland.gov); 301-429-7793.

**American Customer Satisfaction Index (ACSI) Survey Action Plan**

Immediately after receiving the results of the ACSI, DHCD met to analyze and discuss the results. DHCD worked up a plan of action to address the concerns raised in the ACSI. The plan of action included the following:

- Begin development of the State Plan earlier to allow for additional time for subgrantee involvement. Implement at least two meetings to discuss the plan and incorporate network feedback.
- Initiate an Advance Payment policy to allow for more efficient billing and minimize cash flow concerns.
- Increase the number of in-progress job inspections by State Inspectors.
- Increase training and technical assistance via individual phone calls, emails and agency specific site visits.
- Work to streamline communications and announcements to the network. Initiate monthly calls with the entire network which would include any program updates and notices from the federal and state level.
- Initiate an RFP to coordinate comprehensive and single issue trainings for the network.
- Revise the monitoring tool to create more clear and concise questions which will allow for easier comprehension of what questions are being asked and why.
- Revise the Program Operations Manual to include individual program policy, clear guidance on how to leverage funding sources, and other updates.

DHCD has addressed all of the issues raised by the subgrantees in the ACSI. In developing policies, the State has worked to include the subgrantees in a more active role and will continue to incorporate a more inclusive program for partners that will not just consider their feedback but engage new ideas, encourage participation at the onset of program changes and explore additional opportunities for open discussion in all aspects of the program. This is another way DHCD is ensuring that future concerns raised are effectively addressed.

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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

DHCD has developed a process to ensure that assisted units meet the eligibility requirements of 10 CFR 440.22(a), with respect to income eligibility. Subgrantees are required to collect third-party documentation from each assisted household to confirm income and must keep documentation on file to support eligibility determinations. DHCD will use the "Definition of Income" defined in the most current version of DOE's WPN 21-3 "2021 FEDERAL POVERTY GUIDELINES AND DEFINITION OF INCOME. Pursuant to 10 CFR 440.22 (2), some households are deemed categorically eligible if they contain a member who has received cash assistance payments (i.e., TANF, SNAP, SSI) under Title IV or XVI of the Social Security Act or applicable State or local law at any time during the 12-month period preceding the determination of eligibility for weatherization assistance.

Income eligibility is verified using one of three methods, depending upon the type of building or whether the household is claiming categorical eligibility: 1) households that reside in buildings that have received assistance from certain HUD programs are considered eligible for Program assistance without additional documentation (pursuant to DOE Notice WPN 17- 4); 2) households residing in any other building that claim categorical eligibility by participation in another assistance program that has eligibility requirements that are as restrictive as those of the Program must provide documentation from the administrator of the other program establishing participation; or, 3) all other households must provide third-party documentation of income (i.e., pay stubs, statements from income providers) to support income claimed.

Describe what household eligibility basis will be used in the Program

DHCD has adopted the income eligibility guidelines used in the LIHEAP Program as the standard for the Program for households with nine or fewer persons. This limit – 60% of State median income – is higher in Maryland than the 200% of federal poverty option for households with fewer than ten persons and provides opportunity for participation by more households in the State. For families of 10 or more persons, the 200% of poverty level is higher than 60% of State median income, and DHCD sets the eligibility threshold for those households at the higher (200% of federal poverty) level. This threshold has been selected in accordance with Federal LIHEAP rules and with 10 CFR 440.22(3).

DHCD's 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. This approach to determining client eligibility is specific to Maryland's WAP only.

Client eligibility for LIHEAP is determined by the Department of Human Services (DHS), Office of Home Energy Programs (OHEP), which administers LIHEAP.

DHCD is a subrecipient of LIHEAP funds received from DHS OHEP for the Maryland Energy Assistance Program (MEAP). Through DHCD's partnership with DHS, 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 maintained at DHS and is accessible upon request by DHCD.

Any cases that are assigned by DHCD are in addition to the subgrantee's responsibility to effectively conduct outreach and client intake to solicit applications from eligible households of potential weatherization projects. 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 at 60% of State median income or at/or below 200 percent of the OMB poverty limits. This will be done at the time of intake for customers applying for services.

Subgrantees are required to document the household income as part of the client file. All applications certified eligible expire 12 months from the date of certification and must reapply.

DHCD also provides outreach to customers that do not receive assistance through the LIHEAP program through presentations and informational brochures provided at community centers, community action agencies and local government offices.

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



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DHCD uses the OHEP application certification process to determine eligibility for services and citizenship status is requested on the application. An individual with Qualified Alien status is counted as a household member when determining WAP eligibility. Income from a NonQualified Alien household member must be documented and included as household income. The NonQualified Alien is not counted as a household member. All information must be documented in the client file by the subgrantee. LIHEAP/MEAP eligible households are referred to DOE WAP.

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

Procedures to determine that units weatherized have eligibility documentation

DHCD requires that both household income eligibility and building eligibility are established before any work is done on a building. Subgrantees must document and verify clients who are homeowners and obtain landlord permission for clients who are tenants prior to beginning work.

Building eligibility is confirmed prior to the start of an energy audit. Building owners must provide documentation to confirm ownership of the building to be assisted. Procedures for confirming eligibility in buildings with rental units and in certain other types of buildings are described below and in more detail in the Program Operations Manual (POM).

Historic Preservation

Subgrantees are required to complete, prior to any weatherization activity, a State Historic Preservation (SHPO) review for units that are in excess of 45 years old at the time the work takes place, units that are historic properties, or units that are in a designated historic area.

DHCD has entered into a programmatic agreement with Maryland Energy Services to facilitate historic reviews of projects assisted with Program funds. The agreement covers the 2021 Program Year.

Describe Reweathering compliance

Subgrantees are required to retain records that allow them to determine which dwellings have been previously weatherized, including the date weatherization activities were completed. Homes previously weatherized with federal funds less than fifteen years ago are not eligible for re-weatherization utilizing federal funds. This includes WAP, LIHEAP, HUD, and USDA.

The statewide energy software system provides verification of units that have been previously weatherized. Previously weatherized units are maintained in DHCD's Hancock program management 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 database, each agency shall 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.

Examples of evidence of previously weatherized homes would include but are not limited to:

- Cellulose in the attic at R30 or better (check the attic access). Look for signed and dated certificate as to who insulated and when (date is required).
- Signs of air sealing in the attic. In most cases, only WAP would have air sealed top plates, etc. Older Wx units may have cellulose and no baffles.
- Hot water tank wraps.
- Air sealing in the rim/band areas. Also, evidence of fiberglass batts in the rim and band areas.

All units that are eligible to be re-weatherized will receive a new energy audit. Units that are re-weatherized will be counted toward the per unit average cost but must be tracked separately from newly weatherized units.

Homes ineligible for weatherization are still eligible to receive assistance and services such as client education to assist with energy management and evaluation of installed weatherization materials.

Homes not eligible for weatherization may become eligible if the home has been damaged from an act of God and/or a federally declared natural disaster that has occurred post weatherization of the home as per DOE WPN 12-7.

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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:

1. Is occupied by an eligible household; and
2. Has not been previously weatherized with federal funds less than 15 years ago; 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, boats, nonstationary 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 nonfederal funds.

DHCD does not have an approved multifamily energy audit. Projects having buildings containing in excess of 4 units per building will be reviewed on a case by case basis and submitted to the DOE Project 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. An amendment to the agreement has been executed to extend the expiration date an additional 10 years, through December 31, 2030.

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 subgrantee 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 subgrantee 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 (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,

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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. 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 the DOE 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 multifamily buildings) of the dwelling units in the building must be income eligible. Additionally, HUD has developed an income certification process for individual properties that relies on certified annual income records and building information maintained by the property owner pursuant to Federal requirements. Subgrantees will comply with WPN 17-4 Multifamily Housing Procedure for certifying income eligible HUD Assisted Buildings.

**Describe the deferral Process**

Per WPN 17-7 and DHCD's Health and Safety Plan and Program Operations Manual, units may be deferred on a case by case basis. 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 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.
8. 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.

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**V.1.3 Definition of Children**

Definition of children (below age): 17

**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 areas where subgrantees experience problems delivering the desired level of production or quality of weatherization services.

**V.3 Priorities**

Subgrantees are required to provide weatherization services to clients based on the priorities defined in the DOE regulations, 10 CFR 440.3, to ensure that the most vulnerable households are serviced first.

It is the subgrantees responsibility to administer weatherization services based on the priorities however to assist with this requirement, DHCD has implemented the Client Priority Score, an automated algorithm provided by the Hancock Software. The Client Priority Score will assign points to each client based on data inputs and then determine the order in which services should be delivered to each household. Once the score is determined, each household will receive a "WAP Rank". Clients will be automatically filtered and listed in Hancock by the highest to lowest WAP Rank.

The priority score is defined below. In cases where all priorities are equal, time on the waiting list shall be used as the final deciding factor:

1. Priority for Elderly: Four (4) priority points are given to each elderly person residing in the household. Elderly is defined as age 60 or older.
2. Priority for Children: Four (4) priority points are given to each child under 5 residing in the household.
3. Priority for Persons with Disabilities: One (1) priority point is given to each person with disabilities residing in the household.
4. High Residential Energy Users: One (1) priority point is given to high residential energy users.
5. Priority for Households with a High Energy Cost Burden: Up to four (4) priority points can be given to households with a high energy cost burden. The high energy burden calculation percentage is defined as the total annual household energy cost divided by the total annual household income across all fuel sources.
  - o Group 1 - 0-10% - One (1) priority point
  - o Group 2 - 11-15% - Two (2) priority points
  - o Group 3 - 16-20% - Three (3) priority points
  - o Group 4 - 21%+ and clients with no income - Four (4) priority points

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Additionally, at-risk clients with valid medical documentation as described in the Health and Safety Plan, will receive the highest priority. 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. See attached climate data spreadsheet.

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

**V.5.1 Technical Guides and Materials**

The language in the Weatherization Grant Agreement states the following: "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") and the Weatherization Field Guide/SWS ("Field Guide"). The Energy Conservation and Production Act (the "Act"), Federal Regulations including the Special Terms and Conditions (the "DOE Terms"), State Regulations, Field Guide and the Manual are hereinafter referred to collectively as the Program Guidelines and are incorporated herein;" Upon execution of the agreement, subgrantees acknowledge the expectations and SWS specifications for work quality and performance outlined in WPN 154, Section 2.

The Maryland Field Guide was distributed electronically to each agency on August 30, 2018. The Program Operations Manual was distributed electronically to each agency on March 4, 2021. The most current State Plan, Field Guide and Program Operations Manual (POM) can be found at DHCD's website <http://dhcd.maryland.gov/Pages/EnergyEfficiency/default.aspx>

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 DOE approved energy audit tool to model the house and determine the most cost-effective measures. The audit 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.

Decisions as to which Energy Conservation Measures (ECMs) are to be installed are determined by the DOE approved energy audit results and WPN 19-4 Attachment 7 "Appendix A" and in accordance with the Field Guide and SWS.

Field guide types approval dates

Single-Family: 8/13/2018
Manufactured Housing: 8/13/2018
Multi-Family: 8/13/2018

**V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family
Audit Name: Other (specify)
HEAT energy modeling tool, approved 4/1/2014. Multiunit developments of buildings with 4 and fewer units not centrally heated/cooled and single family dwelling units are included with this tool.

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Approval Date: 12/26/2019

Audit Procedure: Manufactured Housing

Audit Name: Other (specify)

DHCD use of the MHEA audit was last approved by DOE on June 19, 2018.

Approval Date: 6/19/2018

Audit Procedure: Multi-Family

Audit Name: Other (specify)

DHCD is not approved for auditing multifamily buildings in excess of 4 units or where units are centrally heated/cooled. DHCD will submit multifamily projects to DOE for approval on a case by case basis.

Approval Date:

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 16-8 auditing protocol, WPN 15-4 Quality Work Plan requirements, DOE guidelines, CFR.440, the POM, and the 2018 DHCD Maryland Field Guide. The 2018 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.

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.

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 from 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 without the written consent of DHCD. Exceptions will be granted on a case by case basis.

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 2018 Field Guide, POM and DOE regulations. Verification that all measures meet SWS objectives is mandatory.

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- 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. Ten percent of units completed will be inspected for those agencies who have been granted an exception to the Independent Quality Inspector policy. 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.

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, 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 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. Failure 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.

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QC Fail - 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.

QC Fail - 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 onsite 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.

**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,



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- 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

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 annual 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% 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. Subsequent monitoring visits or technical assistance visits will be provided on a regular basis until any outstanding issues have been resolved.

**V.7 Health and Safety**

The Health and Safety Plan is attached to SF-424

**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

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EmPOWER Low Income Energy Efficiency Program (LIEEP), a low income energy efficiency program similar to WAP that is funded through a ratepayer surcharge for customers in territories of participating utility companies. The HBEP unit also administers a market rate energy efficiency lending program funded through the U.S. Department of Energy's Better Buildings program. The HBEP unit receives additional funding to support low income weatherization activities through the Strategic Energy Investment Fund (SEIF) provided by the Maryland Energy Administration and through the Maryland Energy Assistance Program/Low Income Home Energy Assistance Program (MEAP/LIHEAP) provided by the Maryland Department of Human Services.

The Housing and Building Energy Programs is a unit within DHCD's Division of Development Finance, and operates with a Director and Deputy Directors, program managers, a compliance officer, administrative staff, an intake team and a quality assurance inspection team that serves all programs. Specific staff titles and their responsibilities are as follows:

Program Manager – Manages daily operations, 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 overseeing field operations, coordinating training and technical assistance opportunities, leverage activities and assists in policy development.

Compliance Officer – Assists in the oversight of the program, analyzing data, managing and accounting for expenditures of subgrantee program fund allocations and ensuring compliance of fiscal program regulations. Operates the contract reimbursement system, performs data entry, and performs contract processing, procurement and other administrative duties.

**V.8.2 Administrative Expenditure Limits**

The total amount available to the subgrantees for administrative funds is at least 7.5% of the state's grant; however, any subgrantee that receives a grant of less than \$350,000 can be provided up to another 5% of their allocation for administrative expenses provided the subgrantee meets any one of the following criteria:

- Skills Development Needed - The subgrantee has one or more employees who have less than one full year of weatherization experience.
- Participation in Special Projects - The subgrantee is currently participating in any special project at the request of, or with the approval of, the State or Federal Weatherization Office (DHCD or DOE).
- Other Demonstrated Hardship - The subgrantee has demonstrated extraordinary hardship, the nature of which is so severe that it jeopardizes the ability of the subgrantee to operate an effective weatherization program at the 7.5 percent administrative level.

**V.8.3 Monitoring Activities**

DHCD will conduct comprehensive monitoring of each local agency at least annually using the most up to date Monitoring Guidelines and Checklist. The comprehensive monitoring can take place in-person, virtually, or any combination thereof. The comprehensive monitoring visit will include review of:

- Client files
- Fiscal record management and 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

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recommendations from the monitoring visit may include provision of technical assistance, additional recommendations for training and additional guidance and oversight related to fiscal recordkeeping and processes.

Any subgrantees who receive a monitoring report with findings or recommendations for additional training will be contacted for follow up. Subsequent follow up and/or technical assistance will be provided on a regular basis until any outstanding issues have been resolved. 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, backcharges, stopping payment on current invoices and, in extreme cases, suspension or removal from the WAP.

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

**Training & Technical Assistance (T&TA) Plan**

The Maryland Weatherization Network is comprised of LWAs and contractors with varying degrees of historical experience performing weatherization and related home renovation and human services. Maryland DHCD staff conducts ongoing assessments and tracks subgrantee effectiveness through desk monitoring, final inspections and field monitoring results. These activities are key in the evaluation of subgrantee performance and contracted resources engaged in service delivery. DHCD is working with the subgrantees in developing a process between productivity and energy savings to incorporate the development of T&TA activities.

DHCD considers all performance related reporting in developing a comprehensive training strategy. Individual subgrantee training needs and results are continuously tracked and training and monitoring is systematically adjusted to meet demands for all phases of administrative and production effectiveness and improvement goals.

The Department of Energy (DOE) allocates Training and Technical Assistance (T&TA) funding to support State program operations such as analysis, measurement and documentation of program performance, skill development, and local monitoring, to improve program effectiveness. To ensure consistent delivery of high quality weatherization services, DOE through a network of Weatherization Professionals, identified and developed a set of core competencies for the various staff positions that implement the Weatherization Program including the types of training required to increase levels of core competencies for these job categories. Increasing competency levels and workforce expertise helps assure that every home weatherized receives appropriate, properly installed cost-effective measures.

All training will be in compliance with DOE WPN 15-4, Weatherization Field Guide SWS Aligned Edition and the current year State Plan/Master File and be provided quarterly throughout the year on an as needed basis.

To increase Maryland's WAP network expertise, numerous program training opportunities have been conducted with the goal to maximize energy savings, minimize production costs, improve quality of work, and foster management expertise, while reducing the potential for waste, fraud abuse and mismanagement. T&TA funds are primarily used to train State and local Weatherization staff on program operations, management, and technical topics. Staff members receive training at national and regional conferences, regional and state training centers, state and Subgrantee provided workshops, and in the field.

Subgrantees are required to have qualified weatherization staff (and contractors, as may be applicable) fully trained in the performance of individual functions.

Through monitoring review and assessments, the state coordinates with Subgrantees to determine types of training needed to strengthen Wx services. Based on the need of the Wx network, the state will continue to periodically provide training and workshops.

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Subgrantees must ensure that Wx staff and contractors maintain required levels of training and certifications. New staff shall obtain certification within 60 days of hire. DHCD requires that subgrantees evaluate their Wx workforce to determine the types of training needed. Each subgrantee's policy shall be to encourage its staff, and that of its contractors, to attend training to strengthen worker competencies and skills.

The state allocates funding directly to the subgrantees for local staff, and sometimes contractor personnel, to attend program related training. To facilitate contractor training, subgrantees are allowed to pay a per diem for contractor personnel to attend training when it is designated as mandatory and has prior state approval. Subgrantees may charge the cost of training to the T&TA category and the employee's time for participation in the event under the labor category (Program Ops). Costs associated with training contractors that work within the Weatherization Program may also be charged to T&TA. 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 that they are active and compliant with training deadlines.

The current Maryland WAP workforce is comprised of Grantee, Subgrantee and Contractor level Building Performance Institute (BPI) Certified Home Energy Professionals (HEP):

- Grantee Certified Quality Control Inspectors (QCI)
- Subgrantee Auditors
- Subgrantee Certified QC Inspectors
- Contractor Auditors
- Contractor Certified QC Inspectors
- Contractor Crew Leader
- Contractor Installers

Program Year 2021 Comprehensive Training

Projected T&TA budgets have been structured to allow continued reassessment and supplemental training as determined necessary. DHCD will reimburse all Quality Control Inspector and Energy Audit personnel for the HEP Quality Control Inspector and HEP Energy Auditor training and testing. DHCD will pay for classes up to three attempts at testing for each inspector and will encourage participation by subcontractors in good standing with subgrantees that have been carefully screened and have agreed to execute retention agreements.

All Comprehensive training will be provided by an IREC accredited training center that will provide NREL, JTA aligned, training in close proximity to Maryland and deliver both single family and multifamily curriculums. Ongoing evaluation of resources will be conducted to evaluate and determine opportunities for best outcomes and cost effectiveness, prior to procurement of services. DHCD has completed its competitive bid process and has contracted with a service provider to train, test, and provide technical assistance to the network.

Program Year 2021 Comprehensive Training plan seeks to train as follows:

<b>Training Plan</b>			
<b>JTAs</b>	<b>Currently Certified and/or has met JTA Requirements</b>	<b>JTA Training Planned for PY2021</b>	<b>Total</b>
Retrofit Installer (RIT)	171	30	<b>201</b>
Crew Leader (CL)	38	25	<b>63</b>
Energy Auditor (EA)	57	20	<b>77</b>
Quality Control Inspector (QCI)	28	10	<b>38</b>
<b>Totals</b>	<b>294</b>	<b>85</b>	<b>379</b>

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 OSHA 10 and Certified Renovator credentialed status.

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Weatherization Network Training and Capacity

Task specific training requirements:

Installers shall have:

- Certification of completion of the BPI HEP Retrofit Installer Technician (RIT) or skills, knowledge and abilities as outlined in NREL Job Tasks Analysis for the RIT
- Certification of EPA Lead Repair Renovation and Painting (LRRP) training, and;
- Occupational Safety and Health Administration issued 10-hour Construction Safety certification card.

Crew Leaders shall have:

- Certification of completion of the BPI HEP Crew Leader (CL) or skills, knowledge and abilities as outlined in NREL Job Tasks Analysis for the CL
- Certification of completion of the BPI HEP RIT or skills, knowledge and abilities as outlined in NREL Job Tasks Analysis for the RIT
- Certification of EPA Lead Repair Renovation and Painting (LRRP) training, and;
- Occupational Safety and Health Administration issued 10-hour Construction Safety certification card.

Energy Auditors shall have:

- Certification of completion of the BPI HEP Energy Auditor (EA) This requirement applies to any energy auditor whose existing BPI Building Analyst or Envelope Specialist certification is expiring or has expired, and to new energy auditors who have not held any BPI certifications. The only exception to this requirement applies to energy auditors that currently have an active BPI Building Analyst or BPI Envelope Specialist certification, in which case those certifications are acceptable until they expire.
- Certification of EPA Lead Repair Renovation and Painting (LRRP) training, and;
- Occupational Safety and Health Administration issued 10-hour Construction Safety certification card.

Quality Control Inspectors shall have:

- Certification of completion of the BPI HEP QCI
- Certification of EPA Lead Repair Renovation and Painting (LRRP) training, and;
- Occupational Safety and Health Administration issued 10-hour Construction Safety certification card.

Regular Comprehensive Training will be provided every three years for the position based positions listed above. To maintain QCI certification, retesting on a 3 year cycle is required. The written exam can be skipped and only the field test retaken if the holder of the certificate has acquired sufficient Continuing Education Units (CEUs) according to BPI's policy. Current policy requires at least 24 qualifying CEUs to maintain certification without retaking the written exam. View BPI's QCI Certification Scheme Handbook for more details about maintaining certification.

Program Year 2021 Specific Training:

DHCD has completed the process to competitively contract with a service provider to train, test, and provide technical assistance to the network.

**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 onsite with subgrantees to provide hands on training and support for weatherization measures installation and standards, and comprehensive energy audit advice. References such as the Maryland DHCD Field Guide, the Standard Weatherization Specifications, BPI protocols and the POM are all used in a working format.

**Hancock Energy Software / HEAT:**

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Successfully using the Hancock/HEAT system is a key component to being a successful subgrantee within the program. DHCD staff are available to troubleshoot process issues, and provide onsite trainings year round to ensure accurate and efficient use of Hancock. T&TA funds may be used for most any training activity which will clearly improve the quality of the subgrantee's Wx work. Such training would include, but not be limited to:

**Program Admin/Training:**

Training is important in all aspects of WAP, including the nontechnical and administrative functions. Some examples include:

- Program management and Weatherization program supervision
- Financial management including budgets, claims, Wx financial rules
- Client services including program application/eligibility policies & procedures
- Client energy education and delivery of Wx information
- Procedural training on program forms, including WAP (Hancock, HEAT) software

Weatherization Services Training: Training related to specific Wx functions is key to effective service delivery. Areas of expertise include training in:

- Energy Audit & Final Inspection: techniques, tools, testing used in all of the technical aspects of Wx; evaluation skills, building science; audit software/forms training.
- Wx Installation: tools, techniques, & materials used in installation of Wx measures; carpentry, spray foam techniques, ventilation; plumbing and electrical safety.
- Crew Supervision: technical training on every aspect of Wx; supervisory skills & human relations; specialized site safety training such as OSHA and lead safe work practices; proper use of protective equipment (PPEs) and MSDS.
- Mechanical Systems: tools, techniques, parts and materials used in various areas of the installation of Wx mechanical measures; worst case draft testing (CAZ), combustion appliances, plumbing and electrical; other specific mechanical work; state certification. Manufactured Home Training for Auditors, Inspectors and Installers: tools, techniques, and materials used in auditing, inspecting, and installations including special aspects to weatherizing manufactured homes.
- Comprehensive training on SWS aligned MD Field Guides: overall training on protocols and technical information needed for Wx work.
- H&S Training: Wx work must be conducted in such a way as to avoid current and future harm to the client and other residents, and Wx workers. H&S training is vital, including some of the following areas:
  - Indoor Air Quality: all training on the recognition and mitigation of IAQ issues, including mold, moisture, volatile compounds, and so forth.
  - Combustion Appliance Safety
  - OSHA: worker safety training for new subgrantee staff and contractor staff
  - Lead Safety: EPA lead safety regulations and EPA Certified Renovator course; Maryland regulations; Lead safe work practices
- Lead Safety Training Requirement: Unless there is existing evidence that a home has been certified lead free, or the work is below lead threshold limits, lead safe work practices in accordance with the SWS and EPA protocols must be applied to all pre-1978 target housing. The EPA LRRP rule requires that such work must be conducted under supervision of a Certified Renovator. (Note that EPA rules apply to all work, not just weatherization.)

**TRAINING RESPONSIBILITIES:**

A meaningful training curriculum works when all of the stakeholders participate fully in both the training, and in suggesting ways in which the curriculum may be designed and improved.

Subgrantee Responsibilities: The subgrantee is responsible for tracking compliance to training requirements for all individuals at the local level, and for reporting on training participation in the State monitoring process. Subgrantees should also provide information and suggestions regarding the training curriculum as local needs are identified.

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Training Plan and Budget: Prior to the development of the State Plan, the State works with Subgrantees to determine training needs and plan for that Program Year's State sponsored training activities. Subgrantees may submit additional requests to the State for training activities not outlined in the State Plan. Subgrantees may also obtain training for their staff and/or contractors through their T&TA funding. Subgrantee sponsored training requires a training request and State approval.

Training Compliance Monitoring: It is the subgrantee's responsibility to maintain records confirming that all certification, licensing, and training are current. Subgrantees must maintain an inventory of all training attended by individuals working on the weatherization program, whether it is with the subgrantee itself or its contractors. Subgrantees must also track all contractors' licenses for all contractors working in areas that require licensing. The State will monitor the participation by subgrantees and subgrantee contractors to ensure compliance with certification, licensing, and training requirements. Wx measures installed by untrained personnel, whether employed by the Subgrantee or by its contractors, may result in questioned and/or disallowed costs for the entirety of Wx work completed on a unit.

Retention Agreement: Pursuant to DOE's Weatherization Program Notice 12-1, dated January 31, 2012, T&TA funds may also be used to train contractors at the subgrantee level participating in the Program. In making the determination to pay for contractors' training, subgrantees must secure a retention agreement in exchange for the training. The retention agreement shall require that contractors will work in the Program for a specific amount of time and must align with the cost of the T&TA provided.

Contractor Responsibilities: Given the continuous evolution of residential Wx practices, it is important for all individuals to maintain a strong knowledge of current best practices in the industry. Maryland's contractors agree in contractual assurances that their Wx employees will participate fully in training appropriate to their work, as required by the subgrantee and the State. Contractors are also required to maintain current and proper licenses, and certifications, as required by law for their particular work. Client education is one of the most important parts of the audit process because it has been proven to significantly increase the potential for energy savings in the homes that are weatherized.

Percent of overall trainings

Comprehensive Trainings:	65.0
Specific Trainings:	35.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	40.0
Percent of budget allocated to Crew/Installer trainings:	50.0
Percent of budget allocated to Management/Financial trainings:	10.0

**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 Governorial 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.

MD WAP will weatherize homes in accordance with program rules and regulations. Acceptable uses of DOE WAP funding during Disasters include:

- Replacement of prior weatherization materials in compliance with 10 C.F.R § 440.18(f) (2) (ii), which permits replacement if the materials are not paid for by the insurance.
- Incidental repairs to make the installation of weatherization materials effective in compliance with WPN 12-09 Incidental Repair Measure Guidance (debris removal is included in disaster replacement).
- Cost to eliminate health and safety hazards necessary to the installation of weatherization materials.
- Energy-related health and safety as identified in the MD Health and Safety Plan outlined in the Master File. Health and Safety expenditure could be increased by DHCD for crisis damaged units as applicable.

Additional guidance is provided in the DOE WPN 12-7 which can be found at <http://energy.gov/eere/wip/downloads/wpn127revisedguidanceweatherizationdisasterplanningandrelief>

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