



**DIVISION OF COUNTY OPERATIONS  
OFFICE OF COMMUNITY SERVICES**



**WEATHERIZATION ASSISTANCE PROGRAM  
2011-2012 STATE PLAN**

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**PART I**  
**ANNUAL FILE**

## OVERVIEW

### A. Background

Arkansas Department of Human Services, Division of County Operations, Office of Community Services (DHS) will administer the Low-Income Weatherization Assistance Program in compliance with Title IV, Energy Conservation and Production Act, as amended. DHS will administer the weatherization program in compliance with the applicable law, including regulations contained in 10 CFR Part 440 (issued February 1, 2002), and other procedures applicable to this regulation as the United States Department of Energy may prescribe for the administration of financial assistance. The plan is for a one year period beginning April 1, 2011 through March 31, 2012.

DHS will monitor subgrantee performance in an effort to increase production of weatherized units. Quarterly production reports and leveraging reports will be submitted to DOE on time.

All units weatherized using funds from DOE will comply with all requirements for a completed unit and will be reported to DOE.

The primary purpose of the weatherization program is to conserve energy. The only health and safety measures installed with DOE funds will be “energy-related” health and safety measures. The state ensures that it will comply with the DOE “prudent use” policy for health and safety funds.

### B. General Funding

The federally appropriated DOE funds and the LIHEAP funds are included in the plan for DOE approval. The DOE allocation is \$1,622,103 and the HEAP allocation is \$2,353,791. A total of \$500,000 from LIHEAP funds will be dedicated to capital intensive efficiency measures.

### C. Adjusted Average

The adjusted average of \$6,500 will be in use for program year 2011.

### D. Funds for Administrative Purposes

The state uses 5% for administration. The subgrantees receiving less than \$350,000 will be allowed to use 10% for administration.

### E. Leveraged Resources

The local agencies will use DOE resources to leverage with the Arkansas Weatherization Program.

### F. Training and Technical Assistance

The state will use the DOE T/TA funds to provide training and technical assistance to subgrantees and to monitor subgrantees.

## **G. Application Package**

The state will comply with E-Gov requirements as prescribed by DOE.

The Master file has been eliminated from the plan. The state, however, will keep relevant information on file.

The state does not use funds for Low-Cost/No-Cost. The state will use the MHEA and NEAT energy audits. These plans are kept on file but are not included in this plan.

The state will revise the budget to include carryover prior to June 30.

The source of labor is no longer required to be reported.

The Congressional Districts served by the various subgrantees are included in this plan. However, a breakdown of the percentage of funds going to the various districts is no longer required.

The production, as required by DOE, is included in this plan. There are no downsizing efforts this program year.

The potential energy savings are included in this plan.

The Training and Technical Assistance Plan and the Monitoring Plan are combined into one plan. A house may be re-weatherized if it was previously weatherized prior to September 30, 1994.

The annual application includes both DOE and LIHEAP funds. The weatherization program is exempt from the Davis-Bacon Act (wage rate requirements).

Subgrantees use DOE funds for leveraging purposes with the Arkansas Weatherization Program. Electric base load measures are included in the NEAT/MHEA Audits.

A list of PAC members is included in this plan.

A transcript is included in this plan. The state requires subgrantees and contractors to maintain adequate liability insurance and pollution occurrence insurance.

## **H. Public Hearing**

The state conducts a public hearing in compliance with DOE requirements.

## **I. Training and Technical Assistance Plan**

The Training and Technical Assistance Plan is combined with the Monitoring Plan.

## **J. Client Education**

The state provides client information and material at the time of weatherization.

**K. Program Evaluation**

The Office of Energy Efficiency and Renewable Energy (EERE) began conducting a national evaluation of the program in September 2010. The evaluation will assess a variety of program structures and options for program development.

**L. Grantee Program Oversight**

The state will monitor each subgrantee at least one time annually and monitor at least 10% of the units and files. In most instances, the state will monitor twice annually and monitor 10% of the files and units.

**M. Energy Audit Criteria**

The state will use the MHEA and the NEAT energy audits. DOE approved the state's energy audit for single family homes and mobile homes on October 5, 2010.

**N. Health and Safety**

The Health and Safety Plan is included in the Master File and is not included in this Annual File. The plan has been amended to include DOE requirements regarding mold and mildew.

**O. Vehicle Purchases**

The state will allow vehicle purchases with an acquisition price of \$5,000 or more to be spread over the entire life of the vehicle and the number of homes served during that period.

**P. Policy Advisory Council**

The state will maintain the Policy Advisory Council instead of using a State Council.

**Q. Reporting Requirements**

The state will comply with the financial and program reporting requirements of DOE.

**R. Reporting DOE Completed Units**

The state will report all units to DOE that contain DOE funds. All units weatherized with DOE funds will comply with the DOE definition of a completed unit.

**S. Financial Audits**

Subgrantees may budget financial audit cost as a separate budget category.

## T. Newly Legalized Aliens

The Immigration and Nationality Act made certain aliens legalized under the Immigration and Control Act of 1986 temporarily ineligible for weatherization assistance. The provisions of this law have expired. The only potential implications are those cases that were open while this law was in effect. Local agencies that are charitable and nonprofit are exempt from implementing new status verification requirements for nonqualified aliens. However, local government agencies must conduct status verification when serving nonqualified aliens.

## U. Multi-Family Eligibility

The Department of Energy has advised states that a multi-family building may be weatherized if two-thirds of the units are eligible. Certain multi-family buildings with significant energy efficiency improvements or leverage resources require only one-half of the units to be eligible. A building containing two or four units may be weatherized if one-half of the units are eligible. A nonqualified alien could be the recipient of weatherization services as part of the two-thirds or one-half rule.

In selecting an energy audit to address multi-family units, Arkansas will use the following selection criteria:

**For small multi-family buildings, less than 25 units,** *where the units are individually heated or cooled,* DOE has previously reviewed and accepted for use in the Weatherization Assistance Program the following software: NEAT.

**For small multi-family buildings, less than 25 units,** *with buildings containing central heating and cooling systems,* DOE has previously reviewed and accepted for use in the Weatherization Assistance Program the following software: EA-Quip and TREAT.

**For large multi-family buildings, more than 25 units,** DOE has previously reviewed the accepted for use in the Weatherization Assistance Program the following software: EAQUIP and TREAT.

## V. Recovered Materials

Each subgrantee has a policy and procedure for using insulation composed of the highest percentage of recovered materials practical.

## W. Rental Requirements

There are no changes in rental procedures.

## X. Income Eligibility

The state will use 200 percent of poverty as the income eligibility level.

## Y. Fuel Switching

DOE does not permit the general practice of fuel switching when replacing furnace and appliances.

**GRANT APPLICATION**  
**STANDARD FORM 424**



**APPLICATION FOR  
FEDERAL ASSISTANCE**

1. TYPE OF SUBMISSION: Application  <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		Pre-application  <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	2. DATE SUBMITTED
			3. DATE RECEIVED BY STATE
			4. DATE RECEIVED BY FEDERAL AGENCY Applicant Identifier # DCO011050875
5. APPLICANT INFORMATION			
Legal Name:  Arkansas State of		Organizational Unit: Office of Community Services	
Organizational DUNS: 024720901		Department: Human Services	
Address: P.O. Box 1437/Slot S330		Division: County Operations	
Street: 700 Main Street		Name and telephone number of person to be contacted on matters involving this application (give area code)	
Tho City: Little Rock		Prefix: Mr.	
County: Pulaski		Middle Name: E.	
State: Arkansas		Last Name: Green	
Zip Code: 72203	Suffix:		
Country: United States		Email: thomas.green@arkansas.gov	
6. EMPLOYER IDENTIFICATION NUMBER (EIN):  71-0422536		Phone Number (give area code) (501) 682-8715	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.)  Other (specify)		7. TYPE OF APPLICANT: (See back of form for Application Types) A  Other (specify)	
10 CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:  81-042 TITLE (Name of Program): Title IV, Part A, P.L. 94-385		9. NAME OF FEDERAL AGENCY: U. S. DEPARTMENT OF ENERGY	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc): State of Arkansas		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:  Weatherization Assistance Program - The program provides energy conservation for the homes of low-income elderly and disabled.	
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF:	
Start Date: 04/01/11	Ending Date: 03/31/12	a. Applicant Second	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$1,622,103.00	a. Yes <input checked="" type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON	
b. Applicant	\$	DATE:	
c. State	\$	b. No <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
d. Local	\$	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other (HEAP)	\$2,353,791.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
f. Program Income	\$	<input type="checkbox"/> Yes If "Yes" attach an explanation. X No	
g. TOTAL	\$3,975,894.00		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative			
Prefix Mr.	First Name Thomas	Middle Name E.	
Last Name Green		Suffix	
b. Title Director		c. Telephone Number (give area code) (501) 682-8715	
d. Signature of Authorized Representative		e. Date Signed	

<p style="text-align: center;">STATE CLEARINGHOUSE APPLICATION SUPPLEMENT</p>
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1. IF THIS IS A "NOTIFICATION OF INTENT" TO APPLY OR A PREAPPLICATION, PLEASE CHECK THIS BOX ☐ AND INDICATE GRANT I.D. ASSIGNED.  
GRANT I.D. \_\_\_\_\_ X(8)
2. IF THIS IS AN ACTUAL GRANT APPLICATION, PLEASE CHECK THIS BOX ☒, AND INDICATE GRANT I.D. ASSIGNED. Grant I. D. DCO-11050875 \_\_\_\_\_ X(8)  
\*NOTE: IF A NOTIFICATION OF INTENT OR PREAPPLICATION HAS BEEN PREVIOUSLY SUBMITTED, USE THAT I.D. TO COMPLETE ITEM 2 AND INDICATE SAI# THAT WAS ASSIGNED TO THE NOI OR PREAPP. SAI# \_\_\_\_\_ X(8)
3. IF THIS IS AN APPLICATION FOR SUPPLEMENTAL FUNDS OR IS A REVISION, PLEASE INDICATE ORIGINAL GRANT I.D. AND SAI# TO WHICH IT APPLIES.  
GRANT I.D. \_\_\_\_\_ X(8) SAI# \_\_\_\_\_ X(8)
4. GRANT YEAR 2010-2011 XX  
GRANT START DATE 04 / 01 / 11 GRANT END DATE 03 / 31 / 12 (mo/day/yr)
6. APPLICANT (AGENCY) CODE 710H X(7) (see Applicant Code List)
7. GRANTOR CODE DOE X(5) (see Grantor Code List)
8. ORGANIZATION UNIT Department of Energy
9. FUNDING PERCENTAGE REQUIREMENTS:  
FEDERAL 100 % STATE \_\_\_\_\_ % OTHER \_\_\_\_\_ %
10. TYPE OF ASSISTANCE (A THROUGH P) \_\_\_\_\_ (see instructions on back)
11. METHOD OF FUNDING 3  
1. ADVANCE BY TREASURY CHECK 2. REIMBURSEMENT BY TREASURY CHECK  
3. ADVANCE BY LETTER OF CREDIT 4. REIMBURSEMENT BY LETTER OF CREDIT
12. FEDERAL FUNDS FOR THIS GRANT WILL BE RECEIVED DIRECTLY FROM (CHECK ONE)  
☒ A FEDERAL AGENCY ☐ ANOTHER STATE AGENCY ☐ OTHER SOURCE  
\*\*If a source is OTHER please specify \_\_\_\_\_
13. DO YOU HAVE AN INDIRECT COST RATE? YES ☐ NO ☒
14. IF YES, IS THE RATE BEING APPLIED TO THIS PROJECT? ☐ YES ☐ NO

15.	A. DIRECT COST BASE	B. INDIRECT COST RATE	C. INDIRECT COSTS CLAIMED*
	\$	%	\$
D. EXPLANATION*			

PROGRAM MANAGER \_\_\_\_\_  
 \_\_\_\_\_ Signature  
 AGENCY \_\_\_\_\_ Office of Community Services  
 DATE \_\_\_\_\_

### SUPPLEMENTARY GRANT INFORMATION

**APPLICANT:** Office of Community Services  
 Post Office Box 1437/S330  
 Little Rock, Arkansas 72203-1437

**PROJECT DURATION:**

04/01/11 - 03/31/12

**Name of Funding Agency:** Department of Energy

**Part I: Project Description: Briefly describe the purpose of the grant, the work to be done and the projected accomplishments:**

The Weatherization Assistance Program for Low-Income Persons will weatherize 180 units for the low-income families in fiscal year 2011. The same number is planned for fiscal year 2012.

**Part II: Budgetary Information:**

	<u>Applicant</u>	<u>Federal</u>	<u>State Local Other (Specify)</u>	<u>Total</u>
Personal Services	\$ _____	\$ <u>254,830</u>	\$ _____	\$ <u>254,830</u>
Supplies and Materials	_____	<u>40,500</u>	_____	<u>40,500</u>
Travel	_____	<u>25,000</u>	_____	<u>25,000</u>
Capital Outlay	_____	<u>0</u>	_____	<u>0</u>
Consultants Services	_____	<u>1,220,969</u>	_____	<u>1,220,969</u>
Other	_____	<u>2,891,103</u>	_____	<u>2,891,103</u>
Total				
Indirect Cost (___%)	_____	<u>80,256</u>	_____	<u>80,256</u>
Total Support	\$ _____	\$ <u>4,513,206</u>	\$ _____	\$ <u>4,513,206</u>

Indicate Other Services: \_\_\_\_\_

Indicate "In-Kind" support by an (\*) next to amount.

If the project is for more than one year, you should submit a separate budget for each applicable year.

## **B U D G E T**

Replaces EIA.-459C

1,888

1910-0400

**Budget Information – Non Construction**

OMB Approval No.0348-0044

Section A – Budget Summary						
Grant Program, Function or Activity (a)	Cost Accounting Number (b)	Estimated Obligated Funds		New or Revised Budget		
		General (c)	Non-General (d)	General (e)	Non-General (f)	Total (g)
1. DOE	81.042			\$1,622,103		\$1,622,103
2.		2,891,103				2,891,103
3.						
4.						
5. <b>Totals</b>				\$1,622,103		\$4,513,206
Section B – Budget Categories						
Grant Program, Function or Activity						Total (5)
6. Object Class Categories		(1) Grantee Administration	(2) Subgrantee Administration	(3) Grantee T&TA	(4) Subgrantee T&TA	
a. Personnel		\$ 18,666		\$ 114,336		\$133,002
b. Fringe Benefits		4,182		36,546		40,728
c. Travel		5,000		20,000		25,000
d. Equipment		3,040		10,000		13,040
e. Supplies		2,500		25,000		27,500
f. Contractual		0	162,208	25,000		187,208
g. Construction		0		0		0
h. Other		7,500		24,422		31,922
i. Total Direct Charges (sum of 6a-6h)		40,898	162,208	255,304		458,400
j. Indirect Charges		40,216		65,000		105,216
k. <b>Totals</b> (sum of 6i and 6j)		\$81,104	162,208	320,304		563,616
7. Program Income						

## Budget Information – Non Construction Programs

OMB Approval No.0348-0044

Section A – Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (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. <b>Totals</b>						
Section B – Budget Categories						
Grant Program, Function or Activity						Total (5)
6. Object Class Categories		(1) Program Operations	(2) Health and Safety	(3) Vehicles and Equipment	(4) Liability Insurance	
a. Personnel						
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual		868,487	150,000		25,000	1,033,487
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a-6h)		868,487	150,000		25,000	1,033,487
j. Indirect Charges						
k. <b>Totals</b> (sum of 6i and 6j)		868,847	150,000		25,000	1,033,487
7. Program Income						

## Budget Information – Non Construction Programs

OMB Approval No.0348-0044

Section A – Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (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. <b>Totals</b>						
Section B – Budget Categories						
Grant Program, Function or Activity						Total
6. Object Class Categories		(1) Leveraging	(2) Financial Audits	(3)	(4)	(5)
a. Personnel						
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual		0	25,000			25,000
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a-6h)		0	25,000			25,000
j. Indirect Charges						
k. <b>Totals</b> (sum of 6i and 6j)		0	25,000			25,000
7. Program Income						

## 2011 DOE ALLOCATION

AGENCY	UNITS	PS & M	ADMINISTRATION	TOTAL
BRAD	6	\$ 25,624	\$ 5,177	\$ 37,401
CADC	34	151,759	30,658	221,507
CAPCA	8	37,844	7,645	55,237
CRDC	21	94,184	19,027	137,470
C-SCDC	8	33,524	6,772	48,931
CSO	4	17,413	3,518	25,416
MCAEOC	4	17,074	3,449	24,922
M-DCS	8	36,971	7,469	53,963
NADC	9	41,552	8,394	60,649
OHC	15	65,449	13,222	95,529
OOI	11	50,994	10,302	74,431
PB-JCEOC	11	50,356	10,173	73,500
SEACAC	9	43,261	8,740	63,144
SWADC	13	58,600	11,838	85,532
UHDC	18	78,283	15,815	114,262
TOTAL	180	\$802,890	\$162,200	\$1,171,895

\*This formula incorporates \$6,500 maximum average.

Health & Safety (15%) - \$206,805



2011 LIHEAP  
ALLOCATIONS

AGENCY	UNITS	PS & M	ADMINISTRATION	TOTAL
BRAD	12	\$ 73,187	\$ 5,366	\$ 76,478
CADC	72	433,447	31,779	452,939
CAPCA	18	108,089	7,925	112,950
CRDC	44	269,003	19,722	281,101
C-SCDC	16	95,749	7,020	100,055
CSO	8	49,734	3,646	51,971
MCAEOC	8	48,767	3,575	50,960
M-DCS	17	105,596	7,742	110,345
NADC	20	118,679	8,701	124,016
OHC	31	186,933	13,705	195,339
OOI	24	145,646	10,678	152,196
PB-JCEOC	2	143,826	10,545	150,294
SEACAC	20	123,561	9,059	129,118
SWADC	28	167,370	12,270	174,897
UHDC	37	223,589	16,392	233,644
TOTAL	379	\$2,293,174	\$ 168,128	\$ 2,461,302

\*This formula incorporates \$6,500 maximum average.

Leveraging \$65,000

State Administration \$168,128

Sub grantee Administration \$168,128

2011  
CAPITAL INTENSIVE EFFICIENCY ALLOCATION

AGENCY	TOTAL FUNDING
BRAD	15,958
CADC	94,508
CAPCA	23,568
CRDC	58,653
CSCDC	20,877
CSO	10,844
MCAEOC	10,633
MDCS	23,024
NADC	25,877
OHC	40,759
OOI	31,757
PB-JCEOC	31,360
SEACAC	26,941
SWADC	36,493
UHDC	48,751
TOTAL	\$ 500,000



2011  
HEALTH AND SAFETY ALLOCATION

AGENCY	TOTAL FUNDING
BRAD	\$ 6,600
CADC	39,089
CAPCA	9,748
CRDC	24,259
CSCDC	8,635
CSO	4,485
MCAEOC	4,398
MDCS	9,523
NADC	10,703
OHC	16,858
OOI	13,135
PB-JCEOC	12,971
SEACAC	11,143
SWADC	15,094
UHDC	20,164
TOTAL	\$206,805

## ALLOCATION FORMULA

AGENCY	HDD+CDD	PERCENT HDD+CDD	POVERTY%	AVERAGE HDD+CDD AND POVERTY
BRAD	16168	4.2122	2.1709	3.1915
CADC	59459	15.4906	22.3127	18.9016
CAPCA	15365	4.003	5.4241	4.7135
CRDC	41971	10.9345	12.5268	11.7306
CSCDC	10699	2.7873	5.5636	4.1754
CSO	4934	1.2849	3.0514	2.1688
MCAEOC	5368	1.3997	2.854	2.1266
MDCS	20438	5.3246	3.885	4.6048
NADC	27098	7.0597	3.291	5.1753
OHC	21753	5.6672	10.6363	8.1517
OOI	32274	8.4082	4.2944	6.3513
PB-JCEOC	24872	6.4798	6.064	6.2719
SEACAC	23727	6.1815	4.5949	5.3882
SWADC	33904	8.8329	5.7643	7.2986
UHDC	45807	11.9339	7.5666	9.7502
TOTAL	383837	100	100	100

## U.S. DEPARTMENT OF ENERGY

(10/01)

**BUDGET EXPLANATION FOR FORMULA GRANTS**

Provide detailed information to support each Cost Category using this form. Cost breakdown estimates may be entered on this form or attach a breakdown of costs using your own format as Attachment A.

**1. PERSONNEL** – Prime Applicant only (all other participant costs must be listed on 6. below and form DOE F 4600.4, Section B. Line 6.f. Contracts and Sub Grants.

- a. Identify, by title, each position to be supported under the proposed award.

Weatherization Program Administrator  
Education and Instruction Analyst  
Grants Analyst (2)

- b. Briefly specify the duties of professionals to be compensated under this project.

Weatherization Program Administrator supervises staff, develops annual grant, develops grant guidance, provides technical assistance to subgrantees, reviews subgrantee contracts.

Education and Instruction Analyst develops training packages, provides hands-on training, develops training plan, reviews subgrantees for compliance with policies/procedures.

Grants Analyst monitors performance of weatherization subgrantees.

**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 include a copy of the rate agreement.  
No
- b. If 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 as an attachment.

<u>Position/Person</u>	<u>Time</u>	<u>X</u>	<u>Rate</u> =	<u>Total</u>
Weatherization Program Administrator	50%		\$18,666	\$18,666
Weatherization Grants Analyst	50%		\$29,378	\$29,378
Grants Analyst	100%		\$42,369	\$42,369
Grants Analyst	100%		\$38,600	\$38,600
Grants Analyst	100%		\$34,000	\$34,000

		WX. Program Administrator	WX. Training Analyst	(3) Grants Analyst
FICA Match	7.650%	\$ 4,858	\$ 4,415	\$ 8,523
Retirement	10.000%	6,350	-0-	11,140
Unemployment Tax	.089%	57	51	100
Workers Comp Insurance	2.000% \$285 per employee x 12 months	1,270  <u>3,420</u>	1,154  <u>3,420</u>	2,228  <u>10,260</u>
Sub-Total TOTAL		\$15,955	\$ 9,040	\$32,251 =57,246

**3. TRAVEL** - Identify total Foreign and Domestic Travel as separate items.

- a. Indicate the purpose(s) of proposed travel.
  - (1) One trip to the Weatherization Conference for five people.
  - (2) At least two trips to each of 15 subgrantees for the purpose of monitoring and providing technical assistance.
  - (3)
- b. Specify the basis for computation of travel expenses (e.g., current airline ticket quotes, past trips of a similar nature, federal government or organization travel policy, etc.).
  - (1) Admin. - \$5,000 – Weatherization Conference
  - (2) T/TA - \$20,000 – In-State Travel
  - (3) Admin. - \$ 2,500 - NASCSP Conference

**4. EQUIPMENT** – as defined in 10 CFR 600.202. Definitions can be found at [http://www.access.gpo.gov/nara/cfr/waisidx\\_00/10cfr600\\_00.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html).

- a. Provide the basis for the equipment cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).
 

Prior purchases  $\$1,250 \times 2 = \$ 2,500$  (Adm.)  
 Vendor quote  $450 \times 3 = \$ 1,350$  (T/TA)  
 Cost estimate  $1,050 \times 3 = \$ 3,150$  (T/TA)  
 Vendor quote  $6,000 \times 1 = \$ 6,000$  (Adm.)
- b. Briefly justify the need for items of equipment to be purchased.
 

Weatherization staff needs new computers;  
 Weatherization staff needs digital cameras;  
 Weatherization staff needs carbon monoxide detectors;  
 Cost to repair Niton Analyzer.

5. **MATERIALS AND SUPPLIES** – as defined in 10 CFR 600.202. Definitions at [http://www.access.gpo.gov/nara/cfr/waisidx\\_00/10cfr600\\_00.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html).

- a. Provide the basis for the materials and supplies cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).
- b. Briefly justify the need for items of material to be purchased.

T & TA - \$10,000 for office purchases for stationary and other office supplies

Admin - \$17,500 for office purchases for stationary and other office supplies

6. **CONTRACTS AND SUBGRANTS** – All other participant costs including subcontractor, sub-grants, and consultants.

Provide the information below for new proposed sub recipients and subcontractors. For ongoing subcontractors and sub recipients, if this information is provided elsewhere in the application, it does not have to be restated here, but please indicate the document and page numbers where it can be found.

Information is provided elsewhere in the application.

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

7. **OTHER DIRECT COSTS** - Include all direct costs not included in above categories.

- a. Provide the basis for the cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).

Admin – Costs are for telephone service charge, credit card purchases and subscriptions, publications and books and for audit costs - \$4,000.

T/TA – Costs are for freight expenses, printing, advertisements, equipment maintenance, rent of copier, office space rent, telephone, credit card purchases, and subscriptions - \$3,500.

- b. Briefly justify the need for items to be purchased.  
These expenses are based on prior year experience.

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 below, and include a copy of the rate agreement.

The state uses a cost allocation formula that has been approved by the Department of Energy. The cost allocation formula is updated annually.



Community Services Administration  
420509 HG1X00XX

Code	Program	Quarter Ending 12/31/10	Quarter Ending 09/30/10	Quarter Ending 06/30/10	Quarter Ending 03/31/10
FK	Lead Based Paint				
F5	HEAP	27.27	27.27	33.34	33.33
F8	Weatherization	36.37	36.36	33.33	33.34
F9	CSBG	36.36	36.37	33.33	33.33
	TOTAL	100	100	100	100

- b. If a 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 as an attachment.

GO-PF20  
(11/97)

DOE F 540.5  
(12-04)

**S U B G R A N T E E S**  
**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**

OMB Control No. \_\_\_\_\_  
Expires \_\_\_\_\_

**Grant #:** 841 **Amendment:** \_\_\_\_\_ **State:** AR **Program Year:** 2011-2012

Name: Black River Area Development Corporation Phone: (870) 892-5219

Address 1: 1403 Hospital Drive \*Contact: Jim Jansen, Executive Director

Address 2: \_\_\_\_\_ \*Fax: (870) 892-0707

City: Pocahontas State: AR Zip Code: 72455-3847

\*Email: [jjansen@bradcorp.org](mailto:jjansen@bradcorp.org)

Tentative allocation:	\$37,404
Planned units:	6
Type of organization:	501(c) (3)
Sources of Labor:	DOE

Counties served:
Clay
Lawrence
Randolph

Congressional Districts:
1

\* These fields are optional.

Name: Central Arkansas Development Council Phone: (501) 315-1121

Address 1: 321 Edison Avenue \*Contact: Larry Cogburn, Executive Director

Address 2: Post Office Box 580 \*Fax: (501) 778-9120

City: Benton State: AR Zip Code: 72018-0580

\*Email: [lcogburn@cadc.cc](mailto:lcogburn@cadc.cc)

Tentative allocation:	\$221,523
Planned units:	34
Type of organization:	501(c)(3)
Sources of Labor:	DOE

Counties served: Calhoun, Clark,
Columbia, Dallas, Hot Spring, Lonoke,
Montgomery, Ouachita, Pike, Pulaski,
Saline, Union

Congressional Districts:
1, 2, 4,

\* These fields are optional.

Name: Community Action Program for Central Arkansas, Inc. Phone: (501) 329-3891

Address 1: 707 Robins Street, Suite 118 \*Contact: Archie Musselman, Executive Director

Address 2: \_\_\_\_\_ \*Fax: (501) 329-9247

City: Conway State: AR Zip Code: 72034-6517

\*Email: [archie.musselman@capcainc.org](mailto:archie.musselman@capcainc.org)

Tentative allocation:	\$55,241
Planned units:	8
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served:
Cleburne
Faulkner
White

Congressional Districts:
1 2,

\* These fields are optional.

DOE F 540.5  
(12-04)

**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

OMB Control No. \_\_\_\_\_  
Expires \_\_\_\_\_

**Grant #: 841 Amendment: \_\_\_\_\_ State: AR Program Year: 2011-2012**

Name: Crowley's Ridge Development Council Phone: (870) 802-7100 Ext. 113

Address 1: 2401 Fox Meadow Lane \*Contact: Troy Branscum, Executive Director

Address 2: P.O. 16720 \*Fax: (870) 935-0291

City: Jonesboro State: AR Zip Code: 72403-6711

\*Email: [lprice@crdcnea.com](mailto:lprice@crdcnea.com)

Tentative allocation:	\$137,481
Planned units:	21
Type of organization:	501(c) (3)
Sources of Labor:	DOE

Counties served:
Craighead, Crittenden
Cross, Greene
Jackson, Poinsett
St. Francis, Woodruff

Congressional Districts:
1

\* These fields are optional.

Name: Crawford-Sebastian Community Development Council, Inc. Phone: (479) 785-2303

Address 1: 4831 Armour Street \*Contact: Mark Whitmer, Executive Director

Address 2: P.O. 4069 \*Fax: (479) 785-2341

City: Fort Smith State: AR Zip Code: 72914

\*Email: [mwhitmer@cscdcca.org](mailto:mwhitmer@cscdcca.org)

Tentative allocation:	\$48,935
Planned units:	8
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served: ,
Crawford
Sebastian

Congressional Districts:
3,

\* These fields are optional.

Name: Community Services Office, Inc. Phone: (501) 624-5724

Address 1: 600 West Grand Avenue \*Contact: Leon Massey, Executive Director

Address 2: P.O. Box 1175 \*Fax: (501) 624-1645

City: Hot Springs State: AR Zip Code: 71902-1175

\*Email: [lemass@csohs.org](mailto:lemass@csohs.org)

Tentative allocation:	\$25,418
Planned units:	4
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served:
Garland

Congressional Districts:
4

\* These fields are optional .

DOE F 540.5

(12-04)

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**

OMB Control No. \_\_\_\_\_

Expires \_\_\_\_\_

**Grant #:** 841 **Amendment:** \_\_\_\_\_ **State:** AR **Program Year:** 2011-2012

Name: Mississippi County, Arkansas Economic Opportunity Commission, Inc. Phone: (870) 776-1054

Address 1: 1400 North Division \*Contact: Samuel Scruggs, Executive Director

Address 2: P.O. Box Drawer 1289 \*Fax: (870) 776-1875

City: Blytheville State: AR Zip Code: 72316

\*Email: [sam.scruggs@sbcglobal.net](mailto:sam.scruggs@sbcglobal.net)

Tentative allocation:	\$24,923
Planned units:	4
Type of organization:	501(c) (3)
Sources of Labor:	DOE

Counties served:
Mississippi

Congressional Districts:
1

\* These fields are optional.

Name: Mid-Delta Community Services, Inc. Phone: (870) 338-6406

Address 1: 610 Biscoe Street \*Contact: Margaret Staub, Executive Director

Address 2: P.O. Box 745 \*Fax: (870) 338-3629

City: Helena State: AR Zip Code: 72342-0745

\*Email: [mmstaub@suddenlinkmail.com](mailto:mmstaub@suddenlinkmail.com)

Tentative allocation:	\$53,967
Planned units:	8
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served:
Lee
Monroe
Phillips
Prairie

Congressional Districts:
1

\* These fields are optional.

Name: Northcentral Arkansas Development Council, Inc. Phone: (870) 793-5765

Address 1: 550 9<sup>th</sup> Street \*Contact: Larry Goodwin, Executive Director

Address 2: P.O. Box 3349 \*Fax: (870) 793-2167

City: Batesville State: AR Zip Code: 72503-3349

\*Email: [nadc\\_larry@yahoo.com](mailto:nadc_larry@yahoo.com) (underscore between nadc and larry)

Tentative allocation:	\$60,654
Planned units:	9
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served: Fulton
Independence
Izard
Sharp
Stone

Congressional Districts:
1

\* These fields are optional.

DOE F 540.5

(12-04)

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**

OMB Control No. \_\_\_\_\_

Expires \_\_\_\_\_

Grant #: 841 Amendment: \_\_\_\_\_ State: AR Program Year: 2011-2012Name: Office of Human Concern, Inc Phone: (479) 636-7301Address 1: 506 East Spruce Street \*Contact: Al West, Executive DirectorAddress 2: P.O. Box 778 \*Fax: (479) 636-7312City: Rogers State: AR Zip Code: 72757-0778\*Email: [alwest@ehc.org](mailto:alwest@ehc.org)

Tentative allocation:	\$95,537
Planned units:	15
Type of organization:	501(c) (3)
Sources of Labor:	DOE

Counties served: Benton
Carroll
Madison
Washington

Congressional Districts:
3

\* These fields are optional.

Name: Ozark Opportunities, Inc. Phone: (870) 741-9406Address 1: 701 East Prospect 72602 \*Contact: Richard "Toby" Atkinson, Executive DirectorAddress 2: P.O. Box 1400 \*Fax: (870) 741-0924City: Harrison State: AR Zip Code: 72601-1400\*Email: [exdirooi@windstream.net](mailto:exdirooi@windstream.net)

Tentative allocation:	\$74,436
Planned units:	11
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served: Baxter, Boone
Marion, Newton
Searcy, Van Buren

Congressional Districts:
1, 2, 3

\* These fields are optional.

Name: Pine Bluff-Jefferson County Economic Opportunities Commission, Inc. Phone: (870) 536-0046Address 1: 817 South Cherry Street \*Contact: David Knight, Executive DirectorAddress 2: P.O. Box 7228 \*Fax: (870) 535-7558City: Pine Bluff State: AR Zip Code: 71611-7228\*Email: [dknight@pbjceoc.org](mailto:dknight@pbjceoc.org)

Tentative allocation:	\$73,506
Planned units:	11
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served: Arkansas
Cleveland
Jefferson
Lincoln
Grant

Congressional Districts:
1, 4

\* These fields are optional.

DOE F 540.5

(12-04)

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**

OMB Control No. \_\_\_\_\_

Expires \_\_\_\_\_

**Grant #:** 841 **Amendment:** \_\_\_\_\_ **State:** AR **Program Year:** 2011-2012

Name: Southeast Arkansas Community Action Corporation Phone: (870) 226-2668

Address 1: 1208 Myrtle \*Contact: Larry Henderson, Executive Director

Address 2: P.O. Box 312 \*Fax: (870) 226-5637

City: Warren State: AR Zip Code: 71671-0312

\*Email: [larryhenderson@seacac.com](mailto:larryhenderson@seacac.com)

Tentative allocation:	\$63,149
Planned units:	10
Type of organization:	501(c) (3)
Sources of Labor:	DOE

Counties served: Ashley
Bradley
Chicot
Desha
Drew

Congressional Districts:
4

\* These fields are optional.

Name: Southwest Arkansas Development Council, Inc. Phone: (870) 773-5504

Address 1: 3902 Sanderson Lane \*Contact: Donald Nelson, Interim Executive Director

Address 2: \_\_\_\_\_ \*Fax: (870) 772-6540

City: Texarkana State: AR Zip Code: 71854-2516

\*Email: [donaldnelson@cableone.net](mailto:donaldnelson@cableone.net)

Tentative allocation:	\$85,538
Planned units:	13
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served: Hempstead, Howard
Lafayette, Little Rock
Miller, Nevada
Sevier

Congressional Districts:
4

\* These fields are optional.

Name: Universal Housing Development Corporation Phone: (479) 968-5001

Address 1: 301 East Third Street \*Contact: Pat Atkinson, Executive Director

Address 2: P.O. Box 846 \*Fax: (479) 968-5002

City: Russellville State: AR Zip Code: 72801-0846

\*Email: [pat@uhdc.net](mailto:pat@uhdc.net)

Tentative allocation:	\$114,271
Planned units:	18
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served: Conway, Franklin
Johnson, Logan
Perry, Polk
Pope, Scott
Yell

Congressional Districts:
2, 3

\* These fields are optional.

Revised 12/14/09

## OFFICE OF COMMUNITY SERVICES

## ARKANSAS WEATHERIZATION SUBGRANTEES

		<u>County</u>
BRAD	<p>Mr. James Jansen, Executive Director  Black River Area Development Corp.  1403 Hospital Drive  Pocahontas, Arkansas 72455-3847  Telephone: (870) 892-5219  FAX: (870) 892-0707  E-mail: <a href="mailto:jjansen@bradcorp.org">jjansen@bradcorp.org</a></p> <p>Mr. Kris Rose, Weatherization Director  (870) 892-5219 Ext. 254  E-mail: <a href="mailto:krose@bradcorp.org">krose@bradcorp.org</a></p> <p>Financial: Ms Debbie Shannon  (870)892-5219 Ext. 229  E-mail: <a href="mailto:dshannon@bradcorp.org">dshannon@bradcorp.org</a></p>	Clay Lawrence Randolph
CADC	<p>Mr. Larry Cogburn, Executive Director  Central Arkansas Development Council  321 Edison Avenue  Post Office Box 580  Benton, Arkansas 72018-0580  Telephone: (501) 315-1121  FAX: (501) 778-9120  E-mail: <a href="mailto:lcogburn@cadcc.cc">lcogburn@cadcc.cc</a>  Also E-mail: <a href="mailto:lblair@cadcc.cc">lblair@cadcc.cc</a></p> <p>Financial: Mr. James White  E-mail: <a href="mailto:jwhite@cadcc.com">jwhite@cadcc.com</a></p> <p>Ms. Beverly Palmer, Weatherization Coordinator  Telephone: (501) 776-8446  E-mail: <a href="mailto:bpalmer@cadcc.com">bpalmer@cadcc.com</a></p>	Calhoun Clark Columbia Dallas Hot Spring Montgomery Ouachita Pike Lonoke Pulaski Saline Union

## Weatherization Subgrantees' List

Page Two

CAPCA	<p>Mr. Archie Musselman, Executive Director Community Action Program for Central Arkansas, Inc. 707 Robins Street, Suite 118 Conway, Arkansas 72034-6517 Telephone: (501) 329-3891 FAX: (501) 329-9247 E-mail: <a href="mailto:archie.musselman@capcainc.org">archie.musselman@capcainc.org</a></p> <p>Ms. Melissa McWilliams, Weatherization E-mail: <a href="mailto:Melissa.mcwilliams@capcainc.org">Melissa.mcwilliams@capcainc.org</a></p>	Cleburne Faulkner White
CRDC	<p>Mr. Troy Branscum, Executive Director Crowley's Ridge Development Council Post Office Box 16720 2401 Fox Meadow Lane Jonesboro, Arkansas 72403-6711 Telephone: (870) 802-7100 Ext 113 FAX: (870) 935-0291 E-mail: <a href="mailto:troybranscum@crdcnea.com">troybranscum@crdcnea.com</a></p> <p>Mr. Kenny Gunn, Weatherization Director Telephone: (870) 802-7100 Ext. 120 FAX: (870) 935-0291 E-mail: <a href="mailto:kennygunn@crdcnea.com">kennygunn@crdcnea.com</a></p>	Craighead Crittenden Cross Greene Jackson Poinsett St. Francis Woodruff
C-SCDC	<p>Mr. Mark Whitmer, Executive Director Crawford-Sebastian Community Development Council, Inc. 4831 Armour Street Post Office Box 4069 Fort Smith, Arkansas 72914 Telephone: (479) 785-2303 Ext. 107 FAX: (479) 785-2341 E-mail: <a href="mailto:mwhitmer@cscdcaa.org">mwhitmer@cscdcaa.org</a></p> <p>Ms. Debbie Biggs, Weatherization Director Telephone: (479) 785-2303 Ext. 110 E-Mail: <a href="mailto:dbiggs@cscdcaa.org">dbiggs@cscdcaa.org</a></p>	Crawford Sebastian



## Weatherization Subgrantees' List

Page Three

CSO	<p>Mr. Leon Massey, Executive Director          Community Services Office, Inc.          600 West Grand Avenue          Post Office Box 1175          Hot Springs, Arkansas 71901-1175          Telephone: (501) 624-5724          FAX: (501) 624-1645          E-mail: <a href="mailto:lemass@csohs.org">lemass@csohs.org</a></p> <p>Mr. Joe Bob Garner, Weatherization Director          Telephone: (501) 624-5724, Ext 0          E-mail: <a href="mailto:jgarner@csohs.org">jgarner@csohs.org</a></p>	Garland
MCAEOC	<p>Mr. Sam Scruggs, Executive Director          Mississippi County, Arkansas Economic          Opportunity Commission, Inc.          1400 North Division          Post Office Drawer 1289          Blytheville, Arkansas 72316-1289          Telephone: (870) 776-1054          FAX: (870) 776-1875 or 776-1567          E-mail: <a href="mailto:Sam.Scruggs@sbcglobal.net">Sam.Scruggs@sbcglobal.net</a></p> <p>Mr. Clark Phillips, Weatherization Director          E-mail: <a href="mailto:clarkphillipswx@yahoo.com">clarkphillipswx@yahoo.com</a></p>	Mississippi
M-DCS	<p>Ms. Margaret Staub, Executive Director          Mid-Delta Community Services, Inc.          610 South Biscoe          Post Office Box 745          Helena, Arkansas 72342-0745          Telephone: (870) 338-6406          FAX: (870) 338-3629          E-mail: <a href="mailto:mmstaub@suddenlinkmail.com">mmstaub@suddenlinkmail.com</a></p> <p>Mr. Jacob Bright, Weatherization Director          1125 North Columbia          Post Office Box 745          Helena, Arkansas          Telephone: (870) 338-3411          Fax: (870) 338-3629          E-mail: <a href="mailto:j.bright@suddenlinkmail.com">j.bright@suddenlinkmail.com</a></p>	Lee Monroe Phillips Prairie

Weatherization Subgrantees' List  
Page Four

NADC	Mr. Larry Goodwin, Executive Director Northcentral Arkansas Development Council, Inc. 550 9th Street Post Office Box 3349 Batesville, Arkansas 72503-3349 Telephone: (870) 793-5765 FAX: (870) 793-2167 E-mail: <a href="mailto:nadc_larry@yahoo.com">nadc_larry@yahoo.com</a>	Fulton Independence Izard Sharp Stone
OHC	Mr. Al West, Executive Director Office of Human Concern, Inc. 506 East Spruce Street Post Office Box 778 (mail address only) Rogers, Arkansas 72757-0778 Telephone: (479) 636-7301 FAX: (479) 636-7312 E-mail: <a href="mailto:alwest@eohc.org">alwest@eohc.org</a>	Benton Carroll Madison Washington
	Ms. Jerrie Dutton, Weatherization Director 2810 North Second Street Post Office Box 778 Rogers, Arkansas 72757-0778 Telephone: (479) 636-4194 Fax: (479) 631-3945 E-mail: <a href="mailto:jdutton@eohc.org">jdutton@eohc.org</a>	

## Weatherization Subgrantees' List

Page Five

OOI	<p>Mr. Richard “Toby” Atkinson, Executive Director  Ozark Opportunities, Inc.  701 East Prospect 72602  Post Office Box 1400  Harrison, Arkansas 72601-1400  Telephone: (870) 741-9406 Ext. 235  FAX: (870) 741-0924  E-mail: <a href="mailto:exdirooi@windstream.net">exdirooi@windstream.net</a></p> <p>Mr. Randy McAllister, Weatherization Director  200 W. Nome (Delivery Address Only)  Post Office Box 306  Marshall, Arkansas 72650  Telephone: (870) 448-2010  Fax: (870) 448-2018  E-mail: <a href="mailto:ooiwxdr@windstream.net">ooiwxdr@windstream.net</a></p>	<p>Baxter  Boone  Marion  Newton  Searcy  Van Buren</p>
PB-JCEOC	<p>Mr. David Knight, Executive Director  Pine Bluff-Jefferson County Economic  Opportunities Commission, Inc.  817 South Cherry Street  Post Office Box 7228  Pine Bluff, Arkansas 71611-7228  Telephone: (870) 536-0046  FAX: (870) 535-7558  E-mail: <a href="mailto:dknight@pbjceoc.org">dknight@pbjceoc.org</a></p>	<p>Arkansas  Cleveland  Jefferson  Lincoln  Grant</p>
SEACAC	<p>Mr. Larry Henderson, Executive Director  Southeast Arkansas Community Action Corporation  1208 Myrtle  Post Office Box 312  Warren, Arkansas 71671-0312  Telephone: (870) 226-2668  FAX: (870) 226-5637  E-mail: <a href="mailto:larryhenderson@seacac.com">larryhenderson@seacac.com</a></p> <p>Ms. Betty Forrest, Weatherization Director  914 East Church Street.  Warren, Arkansas 71671  Telephone: (870) 226-2923  Fax: (870) 226-2952  E-mail: <a href="mailto:betty.forrest@seacac.com">betty.forrest@seacac.com</a></p>	<p>Ashley  Bradley  Chicot  Desha  Drew</p>

## Weatherization Subgrantees' List

Page Six

SWADC	<p>Mr. Donald Nelson, Interim Executive Director          Southwest Arkansas Development          Council, Inc.          3902 Sanderson Lane          Texarkana, Arkansas 71854-2516          Telephone: (870) 773-5504          FAX: (870) 772-6540          E-mail: <a href="mailto:donaldnelson@cableone.net">donaldnelson@cableone.net</a></p> <p>Mr. Taft Wilson, Weatherization Director          1600 Arkansas Blvd., Ste. 112          Texarkana, Arkansas          Telephone: (870) 774-1664/1667 Ext. 103          FAX: (870) 774-1668          E-mail: <a href="mailto:taftwilson@cableone.net">taftwilson@cableone.net</a></p>	<p>Hempstead          Howard          Lafayette          Little River          Miller          Nevada          Sevier</p>
UHDC	<p>Ms. Patricia Atkinson, Executive Director          Universal Housing Development          Corporation          301 East Third Street          Post Office Box 846          Russellville, Arkansas 72801-0846          Telephone: (479) 968-5001          FAX: (479) 968-5002          E-mail: <a href="mailto:pat@uhdc.net">pat@uhdc.net</a></p> <p>Mr. Loyd Collins, Weatherization Director          Email: <a href="mailto:loyd@uhdc.net">loyd@uhdc.net</a></p>	<p>Conway          Franklin          Johnson          Logan          Perry          Polk          Pope          Scott          Yell</p>

## CONGRESSIONAL DISTRICT 1

AGENCIES	COUNTIES
<b>BLACK RIVER AREA DEVELOPMENT CORPORATION (BRAD)</b> 1403 HOSPITAL DRIVE POCAHONTAS, ARKANSAS 72455-3847 JAMES JANSEN, EXECUTIVE DIRECTOR (870) 892-5219	CLAY LAWRENCE RANDOLPH
<b>CENTRAL ARKANSAS DEVELOPMENT COUNCIL (CADC)</b> 321 EDISON AVE POST OFFICE BOX 580 BENTON, ARKANSAS 72018-0580 LARRY COGBURN, EXECUTIVE DIRECTOR (501) 315-1121	LONOKE
<b>COMMUNITY ACTION PROGRAM FOR CENTRAL ARKANSAS, INC. (CAPCA)</b> 707 ROBINS STREET, SUITE 118 CONWAY, ARKANSAS 72034-6517 ARCHIE MUSSELMAN, EXECUTIVE DIRECTOR (501) 329-3891	CLEBURNE
<b>CROWLEY'S RIDGE DEVELOPMENT COUNCIL (CRDC)</b> 2401 FOX MEADOW LANE POST OFFICE BOX 16720 JONESBORO, ARKANSAS 72403-6711 TROY BRANSCUM, EXECUTIVE DIRECTOR (870) 802-7100 EXT. 113	CRAIGHEAD CRITTENDEN CROSS GREENE JACKSON POINSETT ST. FRANCIS WOODRUFF
<b>MID-DELTA COMMUNITY SERVICES, INC. (M-DCS)</b> 610 SOUTH BISCOE POST OFFICE BOX 745 HELENA, ARKANSAS 72342-0745 MARGARET STAUB, EXECUTIVE DIRECTOR (870) 338-6406	LEE MONROE PHILLIPS PRAIRIE

## CONGRESSIONAL DISTRICT 1

AGENCIES	COUNTIES
<p>MISSISSIPPI COUNTY, ARKANSAS ECONOMIC OPPORTUNITY COMMISSION, INC. (MCAEOC) 1400 NORTH DIVISION POST OFFICE DRAWER 1289 BLYTHEVILLE, ARKANSAS 72316-1289 SAM SCRUGGS, EXECUTIVE DIRECTOR (870) 776-1054</p>	<p>MISSISSIPPI</p>
<p>NORTHCENTRAL ARKANSAS DEVELOPMENT COUNCIL, INC. (NADC) 550 9<sup>TH</sup> STREET POST OFFICE BOX 3349 BATESVILLE, ARKANSAS 72503 LARRY GOODWIN, EXECUTIVE DIRECTOR (870) 793-5765</p>	<p>FULTON INDEPENDENCE IZARD SHARP STONE</p>
<p>OZARK OPPORTUNITIES, INC. (OOI) 701 EAST PROSPECT POST OFFICE BOX 1400 HARRISON, ARKANSAS 72601 RICHARD "TOBY" ATKINSON, EXECUTIVE DIRECTOR (870) 741-9406</p>	<p>SEARCY</p>
<p>PINE BLUFF-JEFFERSON COUNTY ECONOMIC OPPORTUNITIES COMMISSION, INC. (PB-JCEOC) 817 SOUTH CHERRY STREET POST OFFICE BOX 7228 PINE BLUFF, ARKANSAS 71611-7228 DAVID KNIGHT, EXECUTIVE DIRECTOR (870)536-0046</p>	<p>ARKANSAS</p>

## CONGRESSIONAL DISTRICT 2

AGENCIES	COUNTIES
<p>CENTRAL ARKANSAS DEVELOPMENT COUNCIL (CADC)  321 EDISON AVE  POST OFFICE BOX 580  BENTON, ARKANSAS 72018-0580  LARRY COGBURN, EXECUTIVE DIRECTOR  (502) 315-1121</p>	SALINE
<p>COMMUNITY ACTION PROGRAM FOR CENTRAL ARKANSAS, INC. (CAPCA)  707 ROBINS STREET, SUITE 118  ARCHIE MUSSELMAN, EXECUTIVE DIRECTOR  CONWAY, ARKANSAS 72034-6517  (501) 329-3891</p>	FAULKNER WHITE
<p>CENTRAL ARKANSAS DEVELOPMENT COUNCIL  5620 WEST 12<sup>TH</sup> STREET STE 9  LITTLE ROCK, ARKANSAS 72204  LARRY COGBURN, EXECUTIVE DIRECTOR  (501) 603-0909</p>	PULASKI
<p>OZARK OPPORTUNITIES, INC. (OOI)  701 EAST PROSPECT  POST OFFICE BOX 1400  HARRISON, ARKANSAS 72601-1400  RICHARD "TOBY" ATKINSON, EXECUTIVE DIRECTOR  (870) 741-9406 EXT. 235</p>	VAN BUREN
<p>UNIVERSAL HOUSING DEVELOPMENT CORPORATION (UHDC)  301 EAST THIRD STREET  POST OFFICE BOX 846  RUSSELLVILLE, ARKANSAS 72801-0846  PATRICIA ATKINSON, EXECUTIVE DIRECTOR  (479) 968-5001</p>	CONWAY YELL PERRY

## CONGRESSIONAL DISTRICT 3

AGENCIES	COUNTIES
<p>CRAWFORD-SEBASTIAN COMMUNITY DEVELOPMENT COUNCIL, INC. (C-SCDC) 4831 ARMOUR STREET POST OFFICE BOX 4069 FORT SMITH, ARKANSAS 72914 MARK WHITMER, EXECUTIVE DIRECTOR (479) 785-2303 EXT. 107</p>	<p>CRAWFORD SEBASTIAN</p>
<p>OFFICE OF HUMAN CONCERN, INC. (OHC) 506 EAST SPRUCE STREET POST OFFICE BOX 778 ROGERS, ARKANSAS 72757-0778 AL WEST, EXECUTIVE DIRECTOR (479) 636-7301</p>	<p>BENTON CARROLL MADISON WASHINGTON</p>
<p>OZARK OPPORTUNITIES, INC. (OOI) 701 EAST PROSPECT POST OFFICE BOX 1400 HARRISON, ARKANSAS 72601-1400 RICHARD "TOBY" ATKINSON, EXECUTIVE DIRECTOR (870) 741-9406 EXT. 235</p>	<p>BAXTER BOONE MARION NEWTON</p>
<p>UNIVERSAL HOUSING DEVELOPMENT CORPORATION (UHDC) 301 EAST. THIRD STREETPOST OFFICE BOX 846 RUSSELLVILLE, ARKANSAS 72801-0846 PATRICIA ATKINSON, EXECUTIVE DIRECTOR (479) 968-5001</p>	<p>FRANKLIN JOHNSON LOGAN POLK POPE SCOTT</p>



## CONGRESSIONAL DISTRICT 4

AGENCIES	COUNTIES
<p>CENTRAL ARKANSAS DEVELOPMENT COUNCIL (CADC)  321 EDISON AVE  POST OFFICE BOX 580  BENTON, ARKANSAS 72018-0580  LARRY COGBURN, EXECUTIVE DIRECTOR  (501) 315-1121</p>	<p>CALHOUN  CLARK  COLUMBIA  DALLAS  HOT SPRING  OUACHITA  MONTGOMERY  PIKE  UNION</p>
<p>COMMUNITY SERVICES OFFICE, INC. (CSO)  600 WEST GRAND AVENUE  POST OFFICE BOX 1175  HOT SPRINGS, ARKANSAS 71901-1175  LEON MASSEY, EXECUTIVE DIRECTOR  (501) 624-5724</p>	<p>GARLAND</p>
<p>PINE BLUFF-JEFFERSON COUNTY ECONOMIC OPPORTUNITIES COMMISSION, INC. (PB-JCEOC)  817 SOUTH CHERRY STREET  POST OFFICE BOX 7228  PINE BLUFF, ARKANSAS 71611-7228  DAVID KNIGHT, EXECUTIVE DIRECTOR  (870)536-0046</p>	<p>CLEVELAND  JEFFERSON  LINCOLN  GRANT</p>
<p>SOUTHEAST ARKANSAS COMMUNITY ACTION CORPORATION (SEACAC)  1208 MYRTLE STREET  POST OFFICE BOX 312  WARREN, ARKANSAS 71671-0312  LARRY HENDERSON, EXECUTIVE DIRECTOR  (870) 226-2668</p>	<p>ASHLEY  BRADLEY  CHICOT  DESHA  DREW</p>
<p>SOUTHWEST ARKANSAS DEVELOPMENT COUNCIL (SWADC)  3902 SANDERSON LANE  TEXARKANA, ARKANSAS 71854-2516  DONALD NELSON, INTERIM EXECUTIVE DIRECTOR  (870) 773-5504</p>	<p>HEMPSTEAD  HOWARD  LAFAYETTE  LITTLE RIVER  MILLER  NEVADA  SEVIER</p>

## **PRODUCTION SCHEDULE**

DOE F 540.2

(12-04)

**U.S. Department of Energy**  
**WEATHERIZATION ANNUAL FILE WORKSHEET**

OMB Control No. \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Grant #: 841 Amendment: \_\_\_\_\_ State: AR Program Year: 2011-2012Budget Period: 2011-2012**II.3 Subgrantees**

Grantee	City	Tentative	
		Funding*	Units*
BRAD	Pocahontas	\$ 37,404	6
CADC	Benton	221,523	34
CAPCA	Conway	55,241	8
CRDC	Jonesboro	137,481	21
C-SCDC	Fort Smith	48,935	8
CSO	Hot Springs	25,418	4
MCAEOC	Blytheville	24,923	4
M-DCS	Helena	53,967	8
NADC	Batesville	60,654	9
OHC	Rogers	95,537	15
OOI	Harrison	74,436	11
PB-JCEOC	Pine Bluff	73,506	11
SEACAC	Warren	63,149	10
SWADC	Texarkana	85,538	13
UHDC	Russellville	114,271	18
<b>Totals</b>		<b>\$1,171,983</b>	<b>180</b>

\* Funding can include non-DOE sources if included in DOE budget. Units can include those completed with non-DOE funding if included in the DOE budget.

**II.4 Production Schedule**

<b>Number of Units</b> (Excluding reweatherized)	<b>180</b>
<b>Reweatherized Units</b>	<b>10</b>

Average Unit Costs, including Reweatherization, Subject to DOE Program Rules*	
VEHICLES & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)	
A Total Vehicles & Equipment (\$5,000 or more) Budget	\$100,000
B Units Weatherized	180
C Units Reweatherized	10
D Total Dwelling Units to be Weatherized and Reweatherized (B+C)	190
E Average Vehicle & Equipment Acquisition Cost per Unit (A divided by D)	526
AVERAGE COST PER DWELLING UNIT (DOE RULES*)	
F Total Funds for Program Operations**	\$802,967
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	190
H Average Program Operations Cost per Unit (F divided by G)	4,226
I Average Vehicle & Equipment Acquisition Cost per Unit (from line E)	526
J Total Average Cost per Dwelling (H plus I)	4,752

\* Funding can include non-DOE sources if included in DOE budget. Units can include those completed with non-DOE funding if included in the DOE budget.

\*\* Funds for program operations include expenditures described by 440.18(c)(1) through (9).

**U.S. Department of Energy**  
**WEATHERIZATION ANNUAL FILE WORKSHEET (continued)**

Grant: 841 Amendment: \_\_\_\_\_ State: AR Program Year: 2011-2012

Budget Period: 4/1/11 – 3/31/12

**II.5 Energy Savings**

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

Estimated energy savings (Mbtus): 18,026

Other Energy Savings Method Description

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**II.6 Training, Technical Assistance, and Monitoring Activities**

**Grant Guidance 01/21/2011**  
**MWBE Workshop 01/20/11**  
**Annual Training Conference 07/13 – 07/15, 2011**  
**Skills Training 10/5-7/11**

**II.7 DOE-Funded Leveraging Activities**

N/A

**II.8 Policy Advisory Committee Members**

Thomas Green, Rita Byers, Al West, Martie North
Kenny Gunn, Patricia Atkinson, Susan Reckon, William Taft Wilson
Kelly Lassiter, Jamie Stringfellow, Mark Whitmer
Jane Todd, Beverly Palmer

**II.9 State Plan Hearings (send notes, minutes, or transcript to the Regional Office)**

Hearing Date:	Newspapers that publicized the hearings and the dates that the notice ran.
01/21/11	Arkansas Democrat-Gazette – 01/7-9/11
If desired, hearing notes or transcripts may be cut and pasted into this space.	
See Attached Transcription	

**U.S. Department of Energy**  
**WEATHERIZATION ANNUAL FILE WORKSHEET (continued)**

Grant: 841 Amendment: \_\_\_\_\_ State: AR Program Year: 2011-2012  
Budget Period: 4/1/11– 3/31/12

**II.10 Adjustments to On-File Information**

**\*Reference the Adjustments to On-File section of Plan**

**II.11 Miscellaneous**

## **ENERGY SAVINGS**

## Energy Savings

An estimate of the amount of energy to be conserved.

The fuel analysis is representative of the typical unit weatherized by each of the subgrantees. The analysis provides the data regarding energy conservation.

<b>DOE PROGRAM</b>	<b>AMOUNT</b>	<b>LINE</b>
Total DOE State Weatherization Allocation	\$1,622,103	(a)
Total Cost associated with Administration, T&TA, Financial and Energy Audits or 15% of allocation	\$243,315	(b)
Subtract the amount entered in line (b) from Line (a), for total Federal (DOE) funds available to weatherize homes	\$1,378,788	(c)
State Average Cost per Home or National WAP Program Year Average Cost per Home (i.e., PY2007-\$2,885*)	\$ 6,500	(d)
Total Estimated Homes to be Weatherized	190	(e)
Multiply (e) by 30.5 MBTU** for total Annual Estimated Energy Savings resulting from DOE appropriated funds	5,795	(f)
<b>ALL FUNDING SOURCES</b>		
Total funds (e.g., DOE-WAP, State, Leveraged, LIHEAP, and other non-Federal sources of funds used by the State to weatherize homes	\$3,975,894	(g)
Total cost associated with the administration of Weatherization funds or 15% of total funds available to weatherize homes	\$ 596,384	(h)
Subtract the amount entered in line (h) from line (g), for total funds available to weatherize homes	\$3,379,510	(i)
State Average Cost per Home or Nation WAP Program Year Average Cost per Home (i.e., PY2009 - \$3,055*)	\$ 6,500	(j)
Total Estimated Homes to be Weatherized	419	(k)
Multiply (k) by 30.5 MBTU** for total Annual Estimated Energy Savings resulting from all funding sources	12,780	(l)

**TRAINING AND TECHNICAL  
ASSISTANCE ACTIVITIES  
AND  
MONITORING ACTIVITIES**



## **TRAINING AND TECHNICAL ASSISTANCE**

Milestones and training guidance is based on information received from evaluation of each subgrantees submittal

The Department of Energy (DOE) has developed a Standardized Training Curriculum for the Weatherization network. The Office of Community Services will begin using the Weatherization Training CXenters located on the campuses of Pulaski Technical College in Little Rock and the Northwest Arkansas Community College in Rogers, Arkansas for training purposes. Arkansas will require all weatherization staff at the subgrantee level to become certified once the certification process is finalized. Subgrantees will be allowed to attend Arkansas training facilities only.

### **GRANT GUIDANCE**

Minority Woman Owned Business Enterprise Workshop (MWBE)  
January 20, 2011

The state Weatherization Assistance Program staff will provide information to minority and woman owned vendors on how to access the year.

January 21, 2011

State weatherization manager will provide information on changes that will be mandatory for the new program year.

Arkansas has scheduled the following opportunities for training:

**WAP ANNUAL TRAINING CONFERENCE**  
JULY 13<sup>th</sup> – 15<sup>th</sup> , 2011

Various new subject matter, as well as updated information will be taught that are directly related to new requirements from DOE (i.e. regional, national conferences & other related sources).

**WAP SKILLS TRAINING**  
October 5<sup>th</sup> – 7<sup>th</sup> , 2011

Weatherization personnel come together in state wide hands on training. This allows everyone to participate in a wide array of skilled demonstrations needed to professionally show “how to” perform the different tasks needed on each unit.

## WAP MONITORING PROTOCOL

The Office of Community Services (OCS) receives funding from the Department of Energy (DOE) to implement the Weatherization Assistance Program (WAP). The program is designed to increase the energy efficiency of dwellings owned or occupied by low-moderate income persons, reduce their total residential expenditures, and improve their health and safety, especially low-income persons who are particularly vulnerable such as the elderly, persons with disabilities, families with children, high residential energy users, and households with high energy burden.

OCS subcontracts with Community Action Agencies (CAA's) to implement the program at the local level. OCS subcontracts with 15 Community Action Agencies (CAA's) and one housing corporation to implement the program at the local level. The WAP has been in existence for over 30 years and has two (2) Program Monitors (PM) to provide program oversight.

The Program Monitors alternate assigned agencies each year. The attached Organizational Chart will serve to illustrate the flow of operations within OCS. All staff report to the Program Manager.

Each Program Monitor will follow the monitoring protocol listed below which in addition to desk reviews will require a visit to the agency every three months.

### **Subgrantee Desktop Reviews**

Subgrantees will be monitored via standardized, periodic desktop monitoring. Desktop program evaluations examine subgrantee reports to assess progress and determine compliance with OCS Financial Reporting requirements. The PM will review the WAP-03, WAP-04. The PM will determine if production goals have been met and if the LIHEAP statistical data is captured and input is in the correct columns and matches the cumulative total. The PM will also review the Financial Workbook and Invoice electronically prior to submitting an invoice for payment. During this review the Funds Received page will be reviewed to ensure the subgrantee entered all funds received during the report month additionally, the PM will review the purchase order in AASIS to ensure that funds are available to pay the invoice and will record the total funds received in the financial workbook. After conducting the desk review, the PM will then schedule a monitoring visit to the agency. As a result of the desk review the PM will

- Identify any deficiencies in reporting such as delinquent reports. Where discrepancies exist between planned activities and actual accomplishments reported, the Monitor will follow-up with the subgrantee to determine causes and propose solutions that will correct the discrepancy. These findings will be reported to the Program Manager.
- Identify both major and minor problems that require resolution, such as significant staffing changes or excessive employee turnover. This information will be provided to the Program Manager and WAP Trainer. Together they will also identify and implement corrective actions.

### **Onsite Monitoring**

Program Monitors will visit every three months. After the initial visit during which a full report will be developed, the Program Monitor will conduct a follow up visit during which the focus will be on technical monitoring. A Training and Technical Assistance report will be submitted after this visit. A year-end evaluation will be conducted during the last quarter of the program year.

Onsite monitoring visits will occur at subgrantee agencies and work sites. Monitors will review a representative sampling of customer files at the agency to determine that proper documentation of service delivery is maintained and that quality control inspections are being performed on each home. In addition, Monitors will:

- Review prior findings to determine existing deficiencies or areas of concern and determine whether those issues have been resolved.
- Inspect up to 25 percent of homes at various stages of weatherization to ensure compliance with DOE rules and consistency between reported activities and actual measures.
- Conduct quality control inspection of at least 10 percent of completed homes to determine the quality of workmanship and appropriateness of service delivered by each sub-grantee.
- Interview WAP sub-grantee staff and clients to determine whether all tests were performed and appropriate measures installed on each unit.
- Interview Contractor employees to determine if Davis-Bacon wages are being paid.
- Verify that each home/client met program eligibility guidelines.
- Verify that each home received a Final Inspection conducted by the sub-grantee before the home was reported to the OCS as complete.
- Track expenditures from purchase to inventory to installation on the unit.
- Submit a written report to the Team Leader who will review it and submit it to the Program Manager. After review by the Program Manager, the report will be finalized and submitted to the Assistant Director for signature.

### **On Site Fiscal Review**

During the quarterly monitoring visit, Program Monitors will examine previous subgrantee invoices and expenditure reports and verify that they match the agency general ledger. A sample of payments will be examined to verify the existence of documentation that supports the charges, that payments were made to vendors and that payments are allowable under program rules and regulations.

The books and records for any program activities allocated to or charged back to the WAP funds are also subject to review by the Program Monitor. If the Program Monitor notes a problem with allocations or charge backs, the findings will be noted in the report. If training and technical assistance is warranted, it will be provided to the subgrantee. Subsequent visits by the Program Monitor will verify that the problem has been corrected or that additional action is necessary.

## **OCS WAP MONITORING PROCEDURE –**

**Using the Monitoring Instrument, review the following areas:**

- ☐ File documentation, including income verification
- ☐ Compliance with state & federal regulations
- ☐ Compliance with state weatherization assistance program specifications
- ☐ Completed project inspection
- ☐ Performance testing of homes
- ☐ Inventory control
- ☐ Health & safety inspection
- ☐ Audit results
- ☐ Resource accountability
- ☐ Work quality
- ☐ Fiscal controls

### **Who to meet with:**

- ☐ Agency Coordinator
- ☐ Fiscal Officer
- ☐ Crew members
- ☐ Participants

### **Routine Program Evaluation Outline:**

1. Review prior program evaluations.
2. Set up dates for the on site visit and request that agency has completed files from the prior month ready for review.
3. Travel to agency.
4. Meet and greet.
5. Discuss agency operations.
6. Discuss community partners.
7. Discuss other resources.
8. Review participant files with staff.
9. Based upon the monthly production goals, choose 25% of the completed jobs for field inspection. Of this number, conduct a performance test on 10%.
10. Perform field inspection.
11. Performance test homes.
12. Program Monitor and agency representative will discuss any opportunities identified during the inspection and performance testing of the homes.
13. Interview participants.
14. Prepare exit interview report.
15. Discuss findings.
16. Incorporate mutually agreed upon comments into the final review.

17. Discuss new techniques, approaches or protocols.
18. Discuss training needs.
19. Schedule additional follow up(s) on technical assistance topics identified.
20. Review corrective action from prior review.
21. Draft final review.
22. Send copy to executive director and agency coordinator.

### **Field Test Detail**

Inspection of completed houses, with the accompaniment of the local agency auditor/inspector, provides an opportunity to provide on-site technical assistance. Various installation techniques, quality control issues, or test procedures may be discussed during the course of performing the inspection.

Diagnostic testing is performed, including blower-door tests, combustion safety tests, and duct leakage tests. The test results are compared with those noted in the participant file.

Set-up values of the NEAT/MHEA audit are checked to ensure they are current and accurate, that staff is proficient in the use of the NEAT/MHEA audit, and that it is used as directed by OCS.

**\*\*Exemplary practices, successful approaches, or creative ideas in the operation of the local program will be identified and noted.\*\***

Crew Health and Safety procedures will be checked for compliance with OCS Health and Safety Plan as contained in the DOE State Plan.

At the conclusion of the monitor's visit, an exit conference will be conducted with the Program Coordinator and the Executive Director. If there are deficiencies, a recommended course of action will be agreed upon.

Every effort will be made to complete and mail a final report to the Executive Director and Program Coordinator within one week of the monitor visit. The agency will submit a written response providing assurance that identified problems are resolved in a timely manner and documented.

### **Reference Material**

1. Weatherization Program Operations Manual.
2. Arkansas Field Guide State Weatherization Assistance Program Specification and requirements.
3. US Department of Energy 10CFR Part 440 Weatherization and 10 CFR Part 600.

Technical procedures adopted for the weatherization program, include:

- Blower Door and Air Sealing Procedures, which are used to determine a baseline goal for directing air-sealing work of the building envelope.
- Duct Pressure Test Procedures are the standards by which to measure the effectiveness of the HVAC system. The pre- and post weatherization test information is required to be collected and recorded in each client file.
- The Combustion Safety Test Procedures establish worst-case depressurization, spillage, flue draft, carbon monoxide, as well as a visual inspection. This procedure also contains safety thresholds. These tests must be performed and recorded, at a minimum, at the time of audit and final inspection. The test report form is to be completed on all homes that contain combustion appliances and maintained in the participant file.

### **Evaluation Tools and Equipment**

The following tools and equipment will be used by Program Monitor to help determine satisfactory work performance:

1. Blower-door tests on a sample of completed jobs to verify the extent of air-sealing work and to assess the risk of indoor air quality problems.
2. A carbon monoxide detector and manometer on a sample of completed jobs that have combustion appliances to verify compliance with combustion safety test procedures.
3. An infrared scanner on a sample of completed jobs to verify uniform insulation coverage in closed cavities and inaccessible areas, as well as adequate air sealing work.
4. Digital cameras to take photos of houses inspected and to record extraordinary circumstances or work performance.

### **Levels of Agency Performance**

As a result of the monitoring process, the Program Monitor will assess the subgrantee and assign a level of performance based upon the categories listed below:

**Exemplary:** Exceeds program expectations. Program is visionary, excels in all program aspects, highly responsive and innovative. Files are complete, organized and accurate. Administrative systems are good models for the entire network. Service delivery routinely exceeds targets and goals. Material installation consistently meets standards. Workmanship is good quality.

**Stable:** Meets program expectations. Activities are generally accurate, effective, organized, sound, proficient, and proactive. Good administration systems. Files are generally complete, organized and accurate. Overall program delivery is effective and sound. Staff is proficient in diagnostics. Material installation consistently meets standards. Workmanship is good quality.

**Vulnerable:** Noncompliance issues. Sometimes meets program expectations. Marginal administrative systems exist. File information inconsistent. Overall program delivery has gaps. Diagnostics are inadequate. Material installation sometimes meets standards. Workmanship is inconsistent.

**At-Risk:** Frequently does not meet program expectations. Inadequate, poor, substandard, incomplete, or deficient documentation exist. There is poor communication between state and agency staff. Inadequate administrative systems exist. Files are incomplete or inaccurate. Overall program delivery is substandard. Diagnostic work is deficient. Material installation and/or workmanship do not meet program standards.

### **Levels of Agency Performance and Program Evaluation (PE) Frequency High Performance or Exemplary Agencies**

By way of monitoring review, an exemplary agency demonstrates performance that meets or exceeds expectations in the following areas:

#### **1. Program operations:**

- No Health and Safety finding as identified in previous monitoring report.
- No procedural findings related to program rules, and policies and procedures

#### **2. Fiscal:**

- No findings related to weatherization in the annual agency audit.

#### **3. Technical:**

- Provides comprehensive services utilizing the latest building science and renewable technology, in a cost-effective manner in accordance with State of Arkansas Weatherization Assistance Program guidelines.

#### **4. Production:**

- Agency unit production is high relative to funding.
- Agency routinely exceeds monthly production goals.
- Few incomplete or pending units at month end.

#### **5. Qualified staff:**

- Agency staff routinely attends OCS trainings and obtain required certifications in a timely way.

#### **6. Risk:**

- No “at-risk” elements are found in any major category.

The Program Monitor will determine whether this standard is met during the final visit.

### **Stable Agency Performance**

OCS expects every agency to meet this standard of performance:

1. Well-established systems for program administration and operations, with no more than one finding in the following areas:
  - Compliance with major program requirements, such as, lead-based paint procedures, cost allocation plan/indirect rate, required contractor information.
  - No more than one program specific finding in the annual audit.
  - No more than one fiscal specific finding in the annual audit.
  - Staff well trained in performance of specific job duties.
  - Complete and organized files.
2. Evidence of prudent decision making as to the use of program resources:
  - Sufficiently detailed scopes of work.
  - NEAT/MHEA documentation is current and consistent with billing.
  - Staff proficient in use NEAT/MHEA software.
  - Evidence NEAT/MHEA is run with actual and true pre-post data (including costs).
3. Staff and contractors have demonstrated proficiency in technical applications, including diagnostics.
4. Agency has a minimal number of minor procedural findings (as related to programs rules, policies and procedures) and health and safety findings from previous monitoring report and no major findings.
5. Agency complies with OSHA/DHS/OCS safety rules, as applicable.
6. The agency maintains a professional working relationship with OCS.
7. Past corrections made and reported in a timely manner.
8. No “at-risk” elements are found in major categories for an agency.

### **Vulnerable Agency Performance**

Agency’s performance is deficient in some or all of the following levels of performance:

1. Agency has a well-established system for program administration and operations, with no more than one finding in the following areas:
  - Compliance with major program requirements, such as, lead-based paint procedures, cost allocation plan/indirect rate, required contractor information.
  - No more than one program specific finding in the annual audit.
  - No more than one fiscal specific finding in the annual audit.
  - Staff well trained in performance of specific job duties.
  - Complete and organized files.



2. No evidence of prudent decision making as to use of program resources:
  - Complete scopes of work
  - NEAT/MHEA documentation is current and consistent with billing.
  - Staff proficient in its use
  - Evidence NEAT/MHEA is used with actual and true pre-post data (including costs).
3. Staff and contractors have not demonstrated proficiency in technical applications, including diagnostics.
4. Agency has a number of and severity of procedural findings (as related to programs rules, policies and procedures) and health and safety findings from previous monitoring report.
5. Agency does not comply with OSHA/DHS/OCS safety rules, as applicable.
6. The agency does not maintain a professional working relationship with OCS.
7. Past corrections were not made and reported in a timely manner.
8. Several “at-risk” elements are found in major categories for an agency.

#### **At-Risk Agency Elements**

At-risk agencies may be identified as a result of a variety of factors that may include:

1. The agency’s probation, i.e. new agency / program.
2. There is evidence of significant administrative or program sub-standard performance; for example, repetitive pattern of findings, failure to have copies of permits on file or lack of compliance with historical preservation rules.
3. The agency is not in compliance with program policies, procedures and specifications.
4. The agency has repeated health and safety findings.
5. Agency staff members/crew has deficient technical skills.
6. There has been a change in key staff.
7. There has been a change in key weatherization contractors.
8. The agency has deficient scopes of work (work plan is insufficient).
9. The agency has program specific audit findings.
10. The agency has fiscal specific audit findings
11. The agency files are incomplete or disorganized.
12. The agency staff is unresponsive to OCS requests and deadlines. For example, the agency consistently fails to provide monthly reports and contract closeouts in a timely manner.

13. Agency production is low relative to funding.
14. Other OCS programs (CSBG, LIEAP, Homeless) have indicated problems with or concerns about the agency.
15. At-risk agencies will be monitored no less than twice monthly. Other factors in the frequency of monitoring visits may be based upon the requirements of specific funding sources.

#### **Performance Findings Correction Process**

1. Each sub grantee shall be advised within 10 days after the conclusion of the monthly review process of any findings with a rating below “stable” resulting from the monitoring of its program. If the agencies performance rating is deficient in any category and the program is out of compliance with contract provisions or that the program is out of compliance with state or federal regulations, OCS shall issue preliminary findings which provide specific examples of each such issue, request corrective action on each deficiency rated below “stable” and offer assistance to the sub grantee in developing a corrective action plan.
2. Subgrantee shall respond to preliminary finding corrective action request within 15 days from receipt of the request. The response either shall include a corrective action plan which specifically addresses identified deficiencies or explain why the preliminary findings were in error.
3. OCS shall notify the sub grantee within ten days of the acceptance or rejection of all or parts of the sub grantee's response. The sub grantee shall be given an additional 10 days from the receipt of the Monitors notification to provide an acceptable corrective action plan for any remaining, unresolved deficiencies.
4. If after additional monitoring, unresolved deficiencies remain, OCS shall transmit to the sub grantee a finding of facts detailing the specific deficiencies, required corrective actions and establishing a 5 day time period for corrective action to take place.
5. If at the end of that 5-day period, specific corrective actions have not been effected, OCS shall inform the sub grantee of the sanctions which shall be applied due to noncompliance. Such sanctions may include but not be limited to withholding of funds, disallowance of costs, suspension of contract, or termination of contract. OCS shall inform the sub grantee of any appeal rites and procedures to state and federal authorities in the sanction transmittal.

## **LEVERAGING ACTIVITIES**

## Leveraging Activities - Other Sources

### DOE Funded Leveraging

The state will leverage utility funds and other non-federal funds where possible. Subgrantees will administer the Arkansas Weatherization Program, which is contracted through the largest Community Action Agency in the state.

Leveraged Resources - The program will allow subgrantees to use DOE vehicles/equipment for use in the Arkansas Weatherization Program for non-DOE houses. Subgrantees will use a cost allocation plan to determine the amount of funds to be reimbursed to the DOE program for use of its vehicles/equipment.

## **POLICY ADVISORY COUNCIL**

## **Arkansas Policy Advisory Council Meetings**

The PAC will meet on January 21, 2011 for the purpose of holding a public hearing on the 2011-2012 State Weatherization Plan. Other items on the agenda will include the approval of minutes, planned 2010 PAC meeting, an update on the Weatherization Training Centers, a report on Weatherization Day 2010, and AWP Program update.

The PAC members are involved in weatherization activities such as training and Weatherization day activities and leveraging funds. Entergy is represented on the PAC and funds some weatherization activities of subgrantees each year. The State Energy Office is represented on the PAC and provides client education material for weatherization clients. Rural Development is represented on the PAC and provides funding to some weatherization subgrantees for housing rehabilitation.

Revised 12/30/05

WEATHERIZATION ASSISTANCE PROGRAM  
POLICY ADVISORY COUNCIL MEMBERS

TERM OF SERVICE

<u>NAME/ADDRESS/PHONE</u>	<u>GROUP/ORGANIZATION REPRESENTED</u>	<u>EXPIR. DATE</u>
Thomas E. Green Post Office Box 1437/S330 Little Rock, AR 72203 Phone: (501) 682-8715	Office of Community Services Ex-Officio	N/A
Rita Byers Mainstream 300 South Rodney Parham Rd Ste 5 Little Rock, AR 72205-4774 Phone: (501) 280-0012 Ext 15 FAX: (501) 280-9267 E-Mail: <a href="mailto:ritabyers@yahoo.com">ritabyers@yahoo.com</a>	Elderly and Handicapped	1/11
Al West, Vice Chair Office of Human Concern Post Office Box 778 Rogers, AR 72757 Phone: (479) 636-7301 FAX: (479) 636-7312 E-Mail: <a href="mailto:alwest@eohc.org">alwest@eohc.org</a>	Weatherization Subgrantee CAA Executive Director	1/11
Vacant		
Beverly Palmer Weatherization Director Central Arkansas Development Council Post Office Box 580 Benton, Arkansas 72018-0580 Phone: (501) 776-8446 FAX: (501) 778-9120 E-Mail: <a href="mailto:bpalmer@cadc.com">bpalmer@cadc.com</a>	Weatherization Director	1/11

PAC - Term of Service  
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<p>Mark Whitmer, Chair Weatherization Director Crawford-Sebastian Community Development Council, Inc. 4831 Armour Street Post Office Box 4069 Fort Smith, AR 72914 Phone: (479) 785-2303 FAX: (479) 785-2341 E-Mail: <a href="mailto:mwhitmer@cscdcca.org">mwhitmer@cscdcca.org</a></p>	<p>At Large Position</p>	<p>1/11</p>
<p>Susan Recken AR Department of Economic Development 900 W Capitol, Suite 400 Little Rock, AR 72201 Phone: (501) 682-7334 FAX: (501) 682-7499 E-Mail: <a href="mailto:srecken@1800ARKANSAS.com">srecken@1800ARKANSAS.com</a></p>	<p>At Large Position</p>	<p>1/11</p>
<p>Martie North, V.P., and Director of Community Development 325 W Capitol, Suite 100 Little Rock, AR 72201 Phone: (501) 978-2234 FAX: (501) 975-3596 E-Mail: <a href="mailto:mnorth@bankozarks.com">mnorth@bankozarks.com</a></p>	<p>At Large Position</p>	<p>1/11</p>
<p>Kenny Gunn, Weatherization Dir. Crowley's Ridge Development Council, Inc. Post Office Box 16720 Jonesboro, Arkansas 72403-6711 Phone: (870) 802-7100 ext. 120 Fax: (870) 935-0291 E-Mail: <a href="mailto:kennygunn@crdcnea.com">kennygunn@crdcnea.com</a></p>	<p>At Large Position</p>	<p>1/11</p>
<p>William Taft Wilson Weatherization Director Southwest Arkansas Development Council, Inc. 3902 Sanderson Lane Texarkana, Arkansas 71854 Phone: (870) 773-5504 FAX: (870) 774-1668 E-Mail: <a href="mailto:taftwilson@cableone.net">taftwilson@cableone.net</a></p>	<p>At Large Position</p>	<p>1/11</p>



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<p>Kelly Lassiter, Manager Regulatory Affairs CenterPoint Energy 401 W Capitol, Suite 600 Little Rock, AR 72201 Phone: (501) 377-4746 FAX: (501) 377-4701 E-Mail: <a href="mailto:kelly.lassiter@centerpointenergy.com">kelly.lassiter@centerpointenergy.com</a> (This e-mail address has an underscore between first, middle</p>	Public Utilities	1/11
<p>Patricia Atkinson Universal Housing Development Council Post Office Box 846 301 Third Street Russellville, AR 72801-0846 Phone: (479) 968-5001 FAX: (479) 968-5002 <a href="mailto:uhdcpat@cox-internet.com">uhdcpat@cox-internet.com</a></p>	Housing	1/11
<p>Jamie Stringfellow ENTERGY 1405 Hwy 62 SW Mountain Home, AR 72653 Cell: 870 866-6005 Home: 870 425-5178 FAX: 870-425-9011 E-mail: <a href="mailto:jstring@entergy.com">jstring@entergy.com</a></p>	Public Utilities	1/11
<p>Jane Todd Public Service Commission Post Office Box 400 Little Rock, AR 72203-0400 Phone: (501) 682-5988 FAX: (501) 682-5882 E-Mail: <a href="mailto:janie_gray@psc.state.ar.us">janie_gray@psc.state.ar.us</a> (This e-mail address has an underscore between first and last name)</p>	Public Service Commission	1/11
<p>Lawrence McCullough Rural Development USDA Service Center Federal Building, Room 3416 700 West Capitol Avenue Little Rock, AR 72201-3225 Phone: (501) 301-3200 FAX: (501) 301-3278 E-Mail: <a href="mailto:Lawrence.mccullough@ar.usda.gov">Lawrence.mccullough@ar.usda.gov</a> Vacant</p>	Housing	1/11
	Local Government	

# ARKANSAS WEATHERIZATION POLICY ADVISORY COUNCIL

## BY-LAWS

### ARTICLE I THE COUNCIL

#### Section 1 - Name

The name of the Council shall be the Arkansas Weatherization Policy Advisory Council (PAC).

#### Section 2 - Purpose

The purpose of the PAC shall be to promote the full development and utilization of the State's weatherization resources.

#### Section 3 - Membership

The PAC shall be appointed by the Office of Community Services' Assistant Director in consultation with the State Weatherization Directors and PAC, consistent with federal regulations. Membership shall consist of no more than fifteen members representing the following groups or organizations:

- a. Office of Community Services (ex-officio)
- b. Elderly and Handicapped
- c. Weatherization Subgrantees
  - CAA Executive Director
  - Weatherization Directors (2)
- d. Local Government
- e. Civic Group
- f. Public Utilities (2)
- g. At-large Positions (4)
  - Choose from the following:
  - Financial Institutions
  - Liquid Petroleum Gas Board
  - Health Department Plumbing Inspector
  - Fire Marshall
  - Other
- h. Public Service Commission
- i. Housing (2)

The term of office of PAC members shall be for three years and may be appointed to serve consecutive terms. Appointments shall be made during the regular meeting of the first quarter of the calendar year.

Members missing three consecutive regular meetings without cause, as determined by the total PAC membership, will be replaced at the next regular meeting of the PAC.

#### Section 4 - Authority

The PAC shall serve in an advisory capacity and will function as follows:

- a. approve the state plan;
- b. serve as a resource to secure additional funds for the State's Weatherization Assistance Program;
- c. make recommendations on the appropriate use of funds obtained from sources other than the Department of Energy;
- d. make policy recommendations;
- e. conduct the Public Hearings on the state plan; and
- f. network with other Weatherization PACs in the country.

### ARTICLE II OFFICERS

#### Section 1 - Officers

The officers of the PAC shall be the Chairperson and Vice Chairperson.

#### Section 2 - Nomination of Officers

The Nominating Committee shall present a slate of officers in advance of the voting meeting. Additional nominations may be made from the floor. From this slate, the nominee receiving the majority vote shall be the officer.

#### Section 3 - Election and Term of Office

- A. The officers shall be elected at the first regular meeting of the calendar year and assume their duties at the next meeting. They shall serve for one year or until their successors are elected.
- B. Voting for officers shall be by written ballot unless the candidate has no opposition and then it may be by unanimous motion.

#### Section 4 - Duties

**Chairperson:** The Chairperson shall preside at all meetings of the PAC and perform all such services as are usually performed by the Chairperson of an organization and shall perform such duties as may be requested by the PAC and shall be ex-officio member of all committees except the Nominating Committee.

**Vice Chairperson:** The Vice Chairperson shall discharge the duties of the Chairperson in the absence of the Chairperson or in the event of his inability to act.

## ARTICLE III PAC MEETINGS

### Section 1 - Regular Meetings

The PAC shall meet on the fourth Tuesday of the third month of each quarter or at other times as specified by the Chairperson.

### Section 2 - Special or Called Meeting

The Chairperson may call special meetings of the PAC as required. Upon receipt of written request from a majority of members of the PAC, the Chairperson shall call a special meeting of the PAC to convene within ten days.

### Section 3 - Quorum

Five members of the PAC shall constitute a quorum for the transaction of business.

### Section 4 - Voting

All actions of the PAC shall be determined by a majority vote of the members present and voting, except the adoption and amendment of the By-laws which shall be by a two-thirds vote of the members present. Proxy voting shall be allowed by persons authorized to attend and represent a member of the PAC.

### Section 5 - Order of Business

The Chairperson and the Assistant Director of the Office of Community Services or designee shall be responsible for ordering the business of the PAC.

### Section 6 - Rules

Roberts Rules of Order shall govern the procedures of the PAC.

## ARTICLE IV COMMITTEES

Section 1 - Committees may be established by the PAC as requested, to deal with specific issues. Members shall be designated by the Chairperson.

## ARTICLE V BY-LAWS AMENDMENT PROCEDURES

### Section 1 - By-Laws Amendment Procedures

The By-laws may be amended at any regular meeting of the PAC by a two-thirds vote of the members present, provided that the proposed amendment has been submitted in writing and made available to all members at least two weeks prior to the meeting at which a vote is taken.

## **HEARINGS AND TRANSCRIPTS**

STATE: ArkansasREGULATION REFERENCE: 440.14DATE ADOPTED: 04/01/96

REVISED DATE: \_\_\_\_\_

## POLICY/PROCEDURES DOCUMENTATION

SUMMARY OF REQUIREMENT: Conduct Public Hearings throughout the state.

POLICY/PROCEDURE:

A draft of the State Plan is published prior to the hearing and held open for comment after the hearing. A Notice of Public Hearing is published in the statewide newspaper at least ten days prior to the hearing.

The State Plan is also promulgated through the Arkansas Administrative Procedures Act which requires that rules be published for review at least 30 days, filed with the Secretary of State, filed with the State Library, and the Arkansas Legislative Council to hold a public hearing on the rule. In addition, the State Plan is filed with the State Clearinghouse.

The State Plan implemented the new Weatherization Assistance Program Operations Manual as of 4/1/11.

## THE ARKANSAS WEATHERIZATION POLICY ADVISORY

HOLIDAY INN PRESIDENTIAL CENTER

INTERSTATE 30

LITTLE ROCK, AR 72203

JANUARY 21, 2011

10:00-11:00 A.M.

## IN THE MATTER OF:

## WEATHERIZATION ASSISTANCE PROGRAM PUBLIC HEARING

---

**CHANGE AS REQUIRED****APPEARANCES:**

MS. BEVERLY PALMER

PAC MEMBER

MS. PATRICIA ATKINSON

PAC MEMBER

MS. MARTIE NORTH

PAC MEMBER

MR. WILLIAM TAFT WILSON

PAC MEMBER

MR. THOMAS GREEN

PAC MEMBER

MS. JANE GRAY-TODD

PAC MEMBER

MS. DORIS WRIGHT, STATE WEATHERIZATION PROGRAM MANAGER, ARKANSAS OFFICE  
OF COMMUNITY SERVICES, DHS**PUBLIC ATTENDEES:**

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**EXHIBITS**

No Exhibits.

## WEATHERIZATION ASSISTANCE PROGRAM

### PUBLIC HEARING

JANUARY 29, 2010

**Mr. Palmer:** Good morning, my name is Larry Palmer, Interim Weatherization Program Manager at the Arkansas Department of Human Services, Office of Community Services. My purpose here today is to conduct a public hearing on the 2010 Weatherization Assistance Program State Plan. We propose a two year plan.

The department has proposed an allocation of \$1,622,100 from the United States Department of Energy funds and \$3,362,558 from the Home Energy Assistance Program funds for FY 10. No carryover is estimated at \$1,888,790. Federal guidance last year allowed the state to submit a two year application. That application is being amended to include the current funding.

The annual file is submitted to DOE and master file is updated as appropriate at the Department of Human Services. There possibly may be some changes in reporting requirements if there are changes required by the Department of Energy.

Grantees are expected to achieve a rate of production and expenditures that will result in all weatherization funds being spent by the end of the each year.

Training and technical assistance will be provided in the following areas on an as needed basis: Management and Administration, Basic Skills, Contract Training, Consumer Education, Leveraging, Rules and Regulations, National Energy Audit, Mobile Home Energy Audit, and Management Information System.

The following trainings have been tentatively scheduled:

Grant Guidance:  
January 29, 2010

Annual Training Conference:  
July 13-16, 2010

Skills Training:  
October 6-7, 2010

General skills training provided annually and additional training needs are determined as a result of monitoring visits and monthly reports. Attendance by appropriate subgrantee personnel is encouraged at all trainings. The effectiveness of state training will be evaluated annually. Attendance at training includes regional and national training sessions provided.

The state compares productivity by use of monthly reports. These reports are compiled and shared with subgrantees annually. It is estimated the 45 percent of the training and technical assistance funds will be used for monitoring activities. Other funds will also be used for monitoring activities.

Weatherization services will be provided in all 75 counties in Arkansas by 15 subgrantees.

Funds for Indian tribes are taken from state allocations. However, Arkansas has no Indian tribes at this time.

Approximately 212 units will be weatherized with Department of Energy funds and approximately 379 units will be weatherized with Home Energy Assistance Program funds.

The state is requiring the use of the blower door on all units. Subgrantees receiving less than \$350,000 will receive ten percent of the United States Department of Energy funds for administration. Home Energy Assistance Program funds are limited to five percent for administration.

The state proposes up to \$65,000 for leveraging using Home Energy Assistance funds; up to \$62,000 for Pollution Control Insurance and \$32,000 for Client Education will be transferred to the ARRA budget. Funds will be used to weatherize homes if not expended for leveraging, and pollution control insurance and Client Education.

Children are included in the priority system. Children are defined to be dependents under the age of 18 who are full-time students in a secondary school or equivalent technical or vocational training who may be reasonably expected to complete the program before reaching age 19.

The financial audit, liability insurance and health and safety, Capital Intensive Efficiency and T&TA will continue to be separate budget items.

Program income is defined as any funds earned from non-federal sources during the course of performing weatherization work. The income generated must be used to complete additional houses in accordance with program rules.

Each subgrantee is required to have a policy on procurement of building insulation products and materials containing recovered materials in compliance with federal and state requirements.

All low-income Weatherization Assistance Program subgrantees completing renovation work on pre-1978 housing are subject to the provisions of a federal regulation that requires them to give a notification to the occupants of the housing about the potential hazards of lead base paint. The renovators are required to give occupants a copy of the Environmental Protection Agency booklet "Renovate Right – Important Lead Hazard Information for Families, Child Care Providers and Schools" at least seven days prior to the start of work. This requirement applies only to those homes covered by the Environmental Protection Agency rule. A house may be reweatherized if it was previously weatherized prior to September 30, 1994.

The state will continue to have a Policy Advisory Council as opposed to having a commission.

The Department of Energy has authorized replacement of refrigerators, electric water heaters, and cook stoves under certain conditions. The maximum average per unit for 2011 will be \$6,500.

The Health and Safety plan includes mold and mildew. This includes a training plan, client certification form, walk-away policy and checklist.

The expenditure limit for Health and Safety measures is 20% of the average per dwelling unit cost.

The Arkansas Department of Human Services is in compliance with Titles VI and VII of the Civil Rights Act and operates, manages and delivers services without regard to age, religion, disability, political affiliation, veteran status, sex, race, color, or national origin. If you need this material in a different format, such as large print, contact our Americans with Disabilities Act Coordinator at (501) 682-8922 voice, or (501) 682-8820 TDD.

Written comments may be submitted by 4:30 p.m., February 21<sup>st</sup> to:

Thomas E. Green, Assistant Director  
Office of Community Services  
P.O. Box 1437, Slot S-330  
Little Rock, AR 72203-1437

This ends the public hearing. Are there any public comments regarding this hearing?

**ON-LINE  
INFORMATION**

The maximum average per unit cost for FY 2011 is \$6,500 per unit.

The state will use 200% of the poverty guidelines as the eligibility criteria. The Department of Energy definition of income will be used.

The expenditure limit for Health and Safety measures is 20% of the average per unit cost.

## MISCELLANEOUS

## Miscellaneous

Energy Audit: Arkansas uses NEAT for stick built homes and MHEA for mobile homes.

Success Stories: Arkansas will report success stories using the DOE prescribed format.

Financial Audits: The State office and each subgrantee has a Single Agency Audit in compliance with Circular A-133.

Reporting: Arkansas will comply with all of DOE's reporting requirements.

Historic Preservation: The Office of Community Services will notify the Arkansas Office of Historic Preservation prior to weatherizing any unit 50 years old or older.



**ASSURANCES  
AND  
CERTIFICATION**

U.S. Department of Energy  
Assurance of Compliance  
Nondiscrimination in Federally Assisted Programs

OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20585.

Arkansas Department of Human Services (Hereinafter called "the Applicant") HEREBY AGREES to comply with Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), Section 16 of the Federal Energy Administration Act of 1974 (Pub. L. 93-275), Section 401 of the Energy Reorganization Act of 1974 (Pub. L. 93-438), Title IX of the Education Amendments of 1972, as amended, (Pub. L. 92-318, Pub. L. 93-568, and Pub. L. 94-482), Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), the Age Discrimination Act of 1977 (Pub. L. 94-135), Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284), the Department of Energy Organization Act of 1977 (Pub. L. 95-91), the Energy Conservation and Production Act of 1976, as amended, (Pub. L. 94-385) and Title 10, Code of Federal Regulations, Part 1040. In accordance with the above laws and regulations issued pursuant thereto, the Applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the Applicant receives Federal assistance from the Department of Energy.

#### **Applicability and Period of Obligation**

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with Federal assistance extended to the Applicant by the Department of Energy, this assurance obligates the Applicant for the period during which Federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which Federal assistance is extended. If any personal property is so provided, this assurance obligates the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Applicant for the period during which the Federal assistance is extended to the Applicant by the Department of Energy.

#### **Employment Practices**

Where a primary objective of the Federal assistance is to provide employment or where the Applicant's employment practices affect the delivery of services in programs or activities resulting from Federal assistance extended by the Department, the Applicant agrees not to - discriminate on the ground of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

#### **Subrecipient Assurance**

The Applicant shall require any individual, organization, or other entity with whom it subcontracts, subgrants, or subleases for the purpose of providing any service, financial aid, equipment, property, or structure to comply with laws and regulations cited above. To this end, the subrecipient shall be required to sign a written assurance form; however, the obligation of both recipient and subrecipient to ensure compliance is not relieved by the collection or submission of written assurance forms.

#### **Data Collection and Access to Records**

The Applicant agrees to compile and maintain information pertaining to programs or activities developed as a result of the Applicant's receipt of Federal assistance from the Department of Energy. Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by the Department of Energy to be relevant to the obligation to assure compliance by recipients with laws cited in the first paragraph of this assurance.

The Applicant agrees to submit requested data to the Department of Energy regarding programs and activities developed by the Applicant from the use of Federal assistance funds extended by the Department of Energy. Facilities of the Applicant (including the physical plants, buildings, or other structures) and all records, books, accounts, and other sources of information pertinent to the Applicant's compliance with the civil rights laws shall be made available for inspection during normal business hours of request of an officer or employee of the Department of Energy specifically authorized to make such inspections. Instructions in this regard will be provided by the Director, Office of Civil Rights, U.S. Department of Energy.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts (excluding procurement contracts), property, discounts or other Federal assistance extended after the date hereof, to the Applicants by the Department of Energy, including installment payments on account after such data of application for Federal assistance which are approved before such date. The Applicant recognizes and agrees that such Federal assistance will be extended in reliance upon the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, the successors, transferees, and assignees, as well as the person(s) whose signatures appear below and who are authorized to sign this assurance on behalf of the Applicant.

#### Applicant Certification

The Applicant certifies that it has complied, or that, within 90 days of the date of the grant, it will comply with all applicable requirements of 10 C.F.R. § 1040.5 (a copy will be furnished to the Applicant upon written request to DOE).

#### Designated Responsible Employee

<u>Bernard Pighee, Administrator</u>	<u>(501) 682-7955</u>
Name and Title (Printed or Typed)	Telephone Number

_____	_____
Signature	Date

<u>Arkansas Department of Human Services</u>	<u>(501) 682-8715</u>
Applicant's Name	Telephone Number
<u>Post Office Box 1437/S330</u>	_____
Address:	Date
<u>Little Rock, Arkansas 72203-1437</u>	

Authorized Official:  
President, Chief Executive Officer  
or Authorized Designee

<u>Thomas E. Green, Assistant Director</u>	<u>(501) 682-8715</u>
Name and Title (Printed or Typed)	Telephone Number

_____	_____
Signature	Date

## CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applications should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements or Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Energy determines to award the covered transaction, grant, or cooperative agreement.

### F1. LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract the making of any Federal grant the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract grant loan, or cooperative agreement.
- (2) If any funds other than an Federal appropriated fund have been paid or will be Paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all - subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 3 1, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

- (1) The prospective Primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining attempting to obtain, or performing a public (Federal State, or local) transaction under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement theft forgery, bribery, falsification or destruction of records, making false statements, or receiving go,- property,
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal State or local) with commission of any of the offenses enumerated in paragraph (i)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

### 3. DRUG-FREE WORKPLACE

This certification is required by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D) and is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989, and May 25, 1990.

#### ALTERNATE I (GRANTEES OTHER THAN INDIVIDUALS)

- (1) The grantee certified that it will or will continue to provide a drug free workplace by:
  - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantees workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an ongoing drug-free awareness program to inform employees about:
    - (1) The dangers of drug abuse in the workplace,
    - (2) The grantee's policy of maintaining a drug-free workplace,
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the work-place not later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to energy grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consisted with the requirements of the Rehabilitation Act of 1973, amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal State, or local health law enforcement, or other appropriate agency,

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a),(b), (c) (d), (e), and (f).

(2) The grantee may insert in the space provided below the site(s) for the

performance of work done in connection with the specific grant:

Place of Performance.  
(Street address,city county, state. zip code)

Office of Community Services  
7th & Main Streets, Pulaski County  
Little Rock, Arkansas 72201

☐ Check if there are workplaces on file that are not identified here

#### 4. Lobbying Disclosure Act of 1995, Simpson-Craig Amendment

Applicant organizations which am described in section 501(cX4) of the Internal Revenue Code of 1986 and engage in lobbying activities after December 31, 1995, shall not be eligible for the receipt of Federal funds constituting an award, grant, or loan. Section 501(cX4) of the Internal Revenue Code of 1986 covers:

*Civic leagues or organizations not organized for profit but operated exclusively for the promotion of social welfare, or local associations of employees, the membership of which is limited to the employees of a designated person or persons in a particular municipality, and the net earnings of which are devoted exclusively to charitable, educational or recreational purposes.*

As set forth in the Lobbying Disclosure Act of 1995 (Public Law 10465, December 19, 1995), as amended ["Simpson-Craig Amendment," see Section 129 of The Balanced Budget Downpayment Art I (Public Law 104-99, January 26, 1996)], lobbying activities is defined broadly. (See section 3 of the Act.)

The undersigned certifies, to the best of his or her knowledge and better that: it IS NOT an organization described in section 50 1 (cX4) of the Internal Revenue Code of 1986; OR that it IS an organization described in section 50 1 (cX4) of the Internal Revenue Code of 1986, whid4 after December 31, 1995, HAS NOT engaged in any lobbying activities as defined in the Lobbying Disclosure Act of 1995, as amended.

#### ALTERNATE II (GRANTEES WHO ARE INDIVIDUALS)

- (1) The grantee certifies that as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing possession, or use of a controlled substances in conducting any activity with the grant.
- (2) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF THE APPLICANT DEPARTMENT OF HUMAN SERVICES DIVISION OF COUNTY OPERATIONS OFFICE OF COMMUNITY SERVICES	PR/AWARD NUMBER AND/OR PROJECT NAME Low-Income Weatherization Assistance Program
PRINTED NAME ANT TITLE OF AUTHORIZED REPRESENTATIVE	
THOMAS E. GREEN, ASSISTANT DIRECTOR	
SIGNATURE	DATE

1. Type of Federal Action: <input checked="checked" type="checkbox"/> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance		2. Status of Federal Action: <input checked="checked" type="checkbox"/> a. bid/offer/application b. initial award c. post-award		3. Report Type: <input checked="checked" type="checkbox"/> a. initial filing b. material change For Material Change Only: year _____ quarter _____							
4. Name and Address of Reporting Entity: <input checked="checked" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier, if known Arkansas Department of Human Services Division of County Operations Office of Community Services Post Office Box 1437/Slot S330 Little Rock, Arkansas 72203-1437			5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:  N/A								
6. Federal Department/Agency:  U. S. Department of Energy			7. Federal Program Name/Description: Low Income Weatherization Assistance Program  CFDA Number, if applicable: 81-042								
8. Federal Action Number, if known:  DE-FOA-0000216			9. Award Amount, if known:  \$1,622,103								
10.a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):  N/A			b. Individuals Performing Services (including address if different from No. 10A) (last name, first name, MI):  N/A								
16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each.						Signature: _____ Print Name: <u>Thomas E. Green</u> Title: <u>Assistant Director</u>					

	Telephone No. <u>(501) 682-8715</u> Date: _____
Federal Use Only:	Authorized for Local Reproduction Standard Form - LLL

## U.S. DEPARTMENT OF ENERGY

## FINANCIAL ASSISTANCE PRE-AWARD INFORMATION SHEET

Grantee: Arkansas Office of Community ServicesGrant No.: DEFG44-02R410841 Amendment No.: \_\_\_\_\_A. INTELLECTUAL PROPERTY

- ☐ A university or other institution of higher education or an organization of the type described in Section 501(c)(3) of the Internal Revenue Code of 1954 (26 USC 501(c)) and exempt from taxation under Section 501 (a) of the Internal Revenue Code (26 USC 501 (a)); or
- ☐ An organization of the type described in Section 501(c)(4) of the Internal Revenue Code of 1954 (26 USC 501(c)) and exempt from taxation under Section 501 (a) of the Internal Revenue Code (26 USC 501(a)); or
- ☐ A nonprofit scientific or educational organization qualified under a State nonprofit organization statute. Please identify the statute.
- ☐ A small business concern as defined at Section 2 of Public Law 85-536 (15 USC 632) and implementing regulations of the administrator of the Small Business Administration.
- ☒ None of the above.

Recipients who have checked NONE OF THE ABOVE have the right to request, in advance or within 30 days after execution of the grant, in accordance with applicable statutes and DOE Procurement Regulation (9.9109-6) a waiver of all or any part of the rights of the United States in Subject Inventions. If the grantee intends to request a waiver to such invention rights pursuant to DOE PR 99.109-6, please indicate:

- ☐ I intend to request an advance waiver in accordance with DOE PR 9-9.109-6.
- ☒ I do not intend to request an advance waiver.

## A.2. RIGHTS IN PROPOSAL DATA

It is DOE policy for a grant award based on a proposal that, in consideration of the award, the Government shall obtain unlimited rights in the technical data contained in

the proposal unless the grantee marks those portions of the technical information which he asserts as "proprietary data" or specifies those portions of such technical data which are not directly related to or will not be utilized in the work to be funded under the grant. Accordingly, please indicate:

- ☒ No restrictions on Government rights in the proposal technical data; or
- ☐ The following identified technical data is proprietary or is not directly related to or will not be utilized in the work to be funded under the grant:

\_\_\_\_\_



### A.3 IDENTIFICATION OF TECHNICAL DATA WHICH IS PROPRIETARY

The Rights in Technical Data clause proposed to be used for this grant may not permit the utilization of proprietary data in the grant work or, if the use of proprietary data is permitted, may not be adequate to meet programmatic requirements. Use of data which is proprietary may, prevent you from meeting, the data requirements of the grant (including delivery of data). Your attention is particularly drawn to the use of LICENSED COMPUTER SOFTWARE.

Please indicate that you have reviewed the requirements in the technical scope of work and to the best of your knowledge:

- ☒ No proprietary data will be utilized in the grant work.
- ☐ Proprietary data as follows will be utilized in the grant work:  
 \_\_\_\_\_  
 \_\_\_\_\_
- ☐ No LICENSED COMPUTER SOFTWARE will be utilized in the grant work.
- ☒ LICENSED COMPUTER SOFTWARE as follows will be utilized in the grant work:

Microsoft Word for Windows, Windows 98, Microsoft Office 97, Excel, and Word Perfect

### B. TYPE OF BUSINESS (IF NOT SPECIFICALLY IDENTIFIED IN SECTION A. 1. OF THIS PRE-AWARD INFORMATION SHEET)

The Recipient is a:

- ☐ Individual
- ☐ Partnership
- ☒ State or Local Government
- ☐ Joint Venture

### C. SOCIAL SECURITY NUMBER (SSN)

If the Recipient does not have an Internal Revenue Service (IRS) assigned Employer Identification Number (EIN), Grantee SSN is \_\_\_\_\_. (See block 5 of Grant Application, Standard Form 424.)

D. DATA UNIVERSAL NUMBERING SYSTEM (DUNS NUMBER)

GO-PF19  
(1/98)

Grantee DUNS Number is 71-0422536. For assistance in obtaining a DUNS Number, call DUNN & Bradstreet at 1-800-333-0505. The officer should be prepared to provide the following information to DUNN & Bradstreet:

- (1) Company name.
- (2) Company address.
- (3) Company telephone number
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the company was started.
- (7) Number of people employed by the company.
- (8) Company affiliation.

E. CIVIL RIGHTS REQUIREMENTS

In accordance with 10 CFR 1040, the recipient is required to appoint a person as the Affirmative Action Officer to be responsible for Civil Rights matters. The person you appoint should be knowledgeable of 10CFR 1040, Nondiscrimination in Federally Assisted Programs. You are also responsible for prominently displaying reasonable numbers of Civil Rights posters at your facility. A copy of 10 CFR 1040 can be found at [www.pr.doe.gov/1f040\\_toc.html](http://www.pr.doe.gov/1f040_toc.html) and the poster at [www.eren.doe.gov/golden/paf.html](http://www.eren.doe.gov/golden/paf.html). Copies can also be obtained from your awarding DOE office.

Doris Wright has been appointed as the Affirmative Action Officer and has familiarized himself/herself with 10 CFR 1040. DOE Civil Rights posters have been displayed prominently and in reasonable numbers at our facility.

Organization Name Office of Community Services Phone: (501) 682-8729  
and address P.O. Box 1437/Slot S330 Fax: (501) 682-6736  
Little Rock, Arkansas 72203 E-mail: [Doris.Wright@mail.state.ar.us](mailto:Doris.Wright@mail.state.ar.us)

I certify that the above information is complete and accurate to the best of my knowledge.

_____ Signature	_____ Date
<u>Thomas E. Green, Assistant Director</u>	
Name and Title of Authorized Representative	

## **ENERGY AUDIT**

DOE F 1325.8  
(8-99)  
EFG (07-90)

United States Government

Department of Energy

# memorandum

DATE: October 5, 2010  
REPLY TO:  
ATTN OF: EE-2K  
SUBJECT: Approval of Arkansas's Audit Procedures for Single-Family Homes and Mobile Homes for the Weatherization Assistance Program  
TO: Angela S. Young, Division Director, Intergovernmental Projects & Outreach Division, Project Management Center, National Energy Technology Laboratory

To ensure that energy audit procedures of sufficient technical rigor are used in the U.S. Department of Energy's (DOE's) Weatherization Assistance Program, states must submit their energy audit procedures to DOE for approval every five years. DOE last approved Arkansas's energy auditing procedures April 10, 2001 for single-family audit tools and June 22, 2004. Arkansas requested DOE approve its audit procedures for single-family houses and mobile homes. DOE received the following materials to assist in its review of Arkansas's request:

- NEAT and MHEA sample audits
- Southeast Weatherization Field Guide
- Correspondence with Arkansas Department of Human Services

The request has been reviewed in accordance with Weatherization Program Notice 01-4 and was found to comply with §440.21 of the final rule. Based on the review of the submitted material, the approval of Arkansas's energy audit procedures is restricted as follows:

- The approval covers single-family buildings containing one to four dwelling units for the use of NEAT. The approval covers mobile homes for the use of MHEA.
- The approval of the energy audit procedures does not constitute approval of measures not listed in Appendix A, or not otherwise approved by the Department, for expenditure of Weatherization funds.
- The approval of the energy audit procedures does not constitute approval of a state's health and safety plan or the materials listed therein for purposes of allowable expenditures.

- Arkansas and its subgrantees should revisit their health and safety protocols to review appropriate measures. Arkansas and its subgrantees should work to eliminate as many as possible unvented space heaters. Weatherization Program Notice 02-5 provides further guidance on what DOE allows. Arkansas should review the knob-and-tube section of WPN 02-5 and consider the allowance of re-wiring homes with knob-and-tube wiring, as funds allow. Elimination of knob-and-tube wiring would allow subgrantees to better air seal and insulate homes.
- The State of Arkansas should continue to increase its capabilities of using NEAT and MHEA to ensure that the audit tools are used consistently and appropriately. The Department encourages Arkansas to support their subgrantees in pursuit of further building science knowledge.

Please provide this information to the State of Arkansas. If there are any questions, please contact Floris Weston at (412) 386-7340.



LeAnn M. Oliver  
Program Manager  
Office of Weatherization and Intergovernmental Program  
Energy Efficiency and Renewable Energy

cc: Floris Weston, Energy Project Specialist, Project Management Center, National Energy  
Technology Laboratory  
Jordan Kelso, Engineer, D&R International