

Arkansas

Weatherization Assistance Program Program Year 2015 State Plan July 1, 2015 – June 30, 2016

Revised Proposed Rule



Arkansas Economic Development Commission – Energy Office
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Mission Statement

The mission of the Arkansas Energy Office, a division of the Arkansas Economic Development Commission (AEO), is to promote energy efficiency, clean technology, and sustainable strategies that encourage economic development, energy security and the environmental well-being for all citizens of Arkansas.

The State Goals

The policies contained in this document are meant to enable the state and the subgrantee network to effectively provide weatherization services for the maximum amount of Arkansans as possible by:

- Ensuring that only the most cost effective measures are employed,
- Leveraging all available resources; financial or otherwise, and
- Significantly reducing wait time for Arkansans seeking weatherization services to one year or less.

I. Overview

Executive Summary

The Arkansas Weatherization Assistance Program State Plan for Program Year 2015 serves as Arkansas's application to the U.S. Department of Energy (U.S. DOE) for Weatherization Assistance Program (WAP) funding. These funds will provide assistance to approximately 170 households across the State. (NOTE: the estimate of 170 households is based on DOE funding only.)

The purpose of the WAP is to install energy conservation measures in the homes of income-eligible persons, especially homes occupied by the elderly, persons with disabilities, families with children, high energy burden and high energy users. Funds are directed toward the most cost-effective energy efficiency measures, as determined by an on-site energy audit of the eligible building. The program helps to reduce national energy consumption, reduces carbon emissions that contribute to climate change, and lessens the impact of higher energy costs for low-income families. The program also improves the health and safety of assisted households.

Arkansas relies on a network of eight (8) subgrantees, six (6) of the subgrantees are Community Action Agencies (CAAs) who deliver weatherization services in their designated service area; the remaining two (2) are non-profit subgrantees; with one delivering services to a designated service area and the other focusing on multi-family developments.

Subgrantees provide energy efficiency weatherization services using their own trained crews and by subcontracting work to qualified contractors. Energy efficiency measures financed through the program can range from air sealing and insulating single-family homes to replacement of heating systems. The program assists all types of housing units, including single and multifamily housing, manufactured housing, and group homes. The state will allocate program funds for the Program Year (PY) 2015 in accordance with this plan.

I.2 Budget

Category	DOE	LIHEAP
2014 Program Year Allocation	\$ 1,668,947.00	\$ 3,981,945.00
Training and Technical Assistance	\$ 313,211.00	\$ 0.00
AEO Administration	\$ 67,786.80	\$ 199,097.00
Subgrantee Administration	\$ 67,786.80	\$ 199,097.00
CPA Audits	\$ 10,000.00	\$ 0.00
Pollution Control Insurance (LIHEAP)	\$ 0.00	\$ 17,000.00
Leveraging Plan (LIHEAP)	\$ 0.00	\$ 165,000.00
Liability Insurance	\$ 10,000.00	\$ 0.00
Multi-Family Projects (LIHEAP)	\$ 0.00	\$ 350,000.00
Health & Safety	\$ 183,024.36	\$ 457,763.00
Capital Intensive Measures (LIHEAP)	\$ 0.00	\$ 500,000.00
Program Operations	\$ 1,017,138.04	\$ 2,093,988.00
Totals	\$ 1,668,947.00	\$ 3,981,945.00

I.3 Proposed Weatherization Projects

DOE Allocation Subgrantee Network PY2015

Black River Area Development Corporation	\$ 102,525.49
Central Arkansas Development Council	\$ 180,662.36
Community Action Program for Central Arkansas	\$ 63,563.66
Crowley's Ridge Development Council	\$ 143,453.47
Crawford-Sebastian Community Development Council	\$ 233,198.62
Pine Bluff-Jefferson County Economic Opportunities Commission	\$ 111,455.74
Elevate	\$ 182,278.70
Better Community Development, Inc.	LIHEAP

I.4 Summary of Major Changes from the 2014 Program Year

In 2014, the Arkansas Energy Office (AEO) issued a Request for Qualifications (RFQ) for additional service providers to cover the Central Arkansas area; there were two (2) responsive bidders each of whom met the minimum requirements to participate in the WAP. Elevate has been selected. AEO announced Elevate as the successful bidder at a public hearing held on March 16, 2015. The public comment period ended on March 27, 2015 and Elevate was installed as the Central Arkansas subgrantee on April 13, 2015. Elevate will cover the following counties: Conway, Lonoke, Perry, Pope, Pulaski and Yell.

In 2014, the AEO also issued a Request for Qualifications (RFQ) for a third-party contractor to conduct Quality Control Inspections (QCI) for the state. Qualifications were accepted, and there was one responsive bidder; however, the bidder withdrew their proposal prior to the review period. AEO will re-issue the RFQ in order to seek additional offerors.

The Quality Control Inspector will verify the work performed against the work plan, specifications and standards, perform building diagnostics, record/report findings and concerns, and specify corrective actions. In order to accomplish these tasks, the Inspector will conduct a methodological audit/inspection of the building, perform safety and diagnostic tests, and observe the retrofit work. These actions would help ensure the completion, appropriateness and quality of the work, thereby providing for safety, comfort, and energy savings of the building occupants.

The Quality Control Inspector will be expected to inspect approximately 100 homes using all diagnostic equipment such as: a blower door, an infrared camera, a duct blaster, a Watts Up meter, a monoxor, and a gas leak detector.

The AEO will implement new program management software, Energy Conservation Online Software, (ECOS) that will allow the program staff to manage the program from application intake to invoice processing. ECOS will replace NEAT and MHEA and will be used to mandate measures to be installed on all homes, site built, manufactured and multifamily.

II. Application for Federal Assistance – Standard Form 424

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	
1. TYPE OF SUBMISSION: Application		3. DATE RECEIVED BY STATE	
<input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY	
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		Applicant Identifier #	
5. APPLICANT INFORMATION			
Legal Name:		Organizational Unit: Arkansas Energy Office	
Arkansas State of		Department: Arkansas Economic Development Commission	
Organizational DUNS: 784114217		Division: Arkansas Energy Office	
Address:		Name and telephone number of person to be contacted on matters involving this application (give area code)	
Street: 900 West Capitol Ave, Suite 400		Prefix: Mr.	
City: Little Rock		First Name: Mitchell	
County: Pulaski		Last Name: Simpson	
State: Arkansas		Suffix:	
Zip Code: 72201		Email: MSimpson@arkansasEDC.com	
Country: United States		Phone Number (give area code) (501) 682-1060	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 710489145		7. TYPE OF APPLICANT: (See back of form for Application Types) A	
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify)		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: 07/01/15		a. Applicant Second	
Ending Date: 06/30/16		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. Yes <input checked="" type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: b. No <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
15. ESTIMATED FUNDING:		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes" attach an explanation. X No	
a. Federal \$1,668,947			
b. Applicant \$			
c. State \$			
d. Local \$			
e. Other (HEAP) \$3,981,945			
f. Program Income \$			
g. TOTAL \$5,650,892			
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 Mitchell	
Last Name Simpson		Middle Name	
b. Title Interim Director		Suffix	
d. Signature of Authorized Representative		c. Telephone Number (give area code) (501) 682-1060	
		e. Date Signed	

STATE CLEARINGHOUSE
APPLICATION SUPPLEMENT

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. AEO-1301 (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 2015-2016 XX
5. GRANT START DATE 07 / 01 / 15 GRANT END DATE 06 / 30 / 16 (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*			

GRANTS ANALYST _____

 Signature
 AGENCY _____ Arkansas Energy Office

DATE _____

III. Budget

III.1 SF 424A Budget Preparation

SUPPLEMENTARY GRANT INFORMATION

APPLICANT: Arkansas Energy Office
900 West Capitol Ave, Suite 400
Little Rock, Arkansas 72201

PROJECT DURATION:
07/01/15 - 06/30/16

Name of Funding Agency: Arkansas Energy Office

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 519 units for the low-income families in program year 2015 using DOE and LIHEAP funds.

Part II: Budgetary Information:

	<u>Applicant</u>	<u>Federal</u>	<u>State Local Other (LIHEAP Funds)</u>	<u>Total</u>
Personnel Services	\$ _____	\$ <u>122,946.00</u>	\$ <u>173,097.00</u>	\$ <u>296,043.00</u>
Supplies and Equipment	_____	\$ <u>13,000.00</u>	\$ <u>14,000.00</u>	\$ <u>27,000.00</u>
Travel	_____	\$ <u>72,000.00</u>	\$ <u>12,000.00</u>	\$ <u>84,000.00</u>
SF Capital Outlay	_____	<u>0</u>	<u>0</u>	<u>0</u>
Consultants Services	_____	\$ <u>1,461,001.00</u>	\$ <u>3,617,848.00</u>	\$ <u>5,078,849.00</u>
Other	_____	<u>0</u>	\$ <u>165,000.00</u>	\$ <u>165,000.00</u>
Total	_____	\$ <u>1,668,947.00</u>	\$ <u>3,981,945.00</u>	\$ <u>5,650,892.00</u>
Indirect Cost (__%)	_____	<u>0</u>	<u>0</u>	<u>0</u>
Total Support	\$ _____	\$ <u>1,668,947.00</u>	\$ <u>3,981,945.00</u>	\$ <u>5,650,892.00</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.

III.2 Budget Categories – Section B

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 DOE	81.402	600,000.00		\$1,668,947.00		\$ 2,268,947.00
2						\$0
3						\$0
4						\$0
5 Totals		\$600,000.00	\$0	\$1,668,947.00	\$0	\$ 2,268,947.00

Section B - Budget Categories									
6 Object Class Categories	Grant Program, Function or Activity				Grant Program, Function or Activity				Total (9)
	(1) Grantee Adm	(2) Sub Grantee Adm	(3) Grantee T & TA	(4) Sub-Grantee T & TA	(5) Program Operations	(6) Liability Insurance	(7) Financial Audit	(8) Health & Safety	
a. Personnel	\$47,608.00		\$46,000.00						\$93,608.00
b. Fringe Benefits	\$12,586.00		\$16,752.00						\$29,338.00
c. Travel	\$7,593.00		\$64,407.00						\$72,000.00
d. Equipment - Program Monitoring	\$0		\$9,000.00						\$9,000.00
e. Supplies	\$0		\$4,000.00						\$4,000.00
f. Contractual - 3rd Party QCI, Client Ed, Tech Conf, JAI Trg	\$0	\$67,787.00	\$122,341.00	\$50,711.00	\$1,017,138.00	\$10,000.00	\$10,000.00	\$183,024.00	1,461,001.00
g. Construction									
h. Other (WTC)									
i. Total Direct Charges (sum of 6a-6h)	\$67,787.00	\$67,787.00	\$262,500.00	\$50,711.00	\$1,017,138.00	\$10,000.00	\$10,000.00	\$183,024.00	1,668,947.00
j. Indirect Charges									\$0
k. Totals (sum of 6i-6j)	\$67,787.00	\$67,787.00	\$262,500.00	\$50,711.00	\$1,017,138.00	\$10,000.00	\$10,000.00	\$183,024.00	1,668,947.00
7 Program Income									\$0

SF-424A (Rev. 4-92)

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III.3 Budget Justification

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
Budget Specialist
Grants Analyst (2)
Administrative Assistant

- 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, and reviews subgrantee contracts. Salary for the Program Manager will be paid using 50% DOE Administration funds and 50% LIHEAP Administration funds.

Budget Specialist assist in the development and management of the sub grant program operations budget. Salary for the Budget Specialist will be paid using 50% DOE funds and 50% LIHEAP Administration funds.

Grants Analyst/Program Monitor monitors performance of weatherization subgrantees. The Grants Analyst will also assist with the states training center, coordinating hands-on training, develops the statewide training plan, review subgrantees for compliance with policies/procedures. Salary for the Grants Analysts (Program Monitors) will be paid using 50% DOE T&TA funds and 50% LIHEAP Administration funds.

Administrative Assistant provides clerical support to the staff and assists the program manager with subgrantee contracts, typing reports and maintains all records. Salary will be paid 100% from LIHEAP funds.

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.

Weatherization Positions for 2015

ST- Using AEDC Formulas To Calculate Adm Cost				0.0765*Salary	(0.1488+0.0765)* Salary	410*12 months		
AEDC Personnel 2015	Position Number	Salaries (00)	Career Service Bonus (00)	FICA (03)	Retirement (03)	Health (03)	Workers Compensation Premium Tax (03)	Total
Program Manager	NA	\$ 51,124.00	\$ 900.00	\$ 3,910.99	\$ 11,518.31	\$ 4,920.00	\$ 1.00	\$ 72,374.30
Admin. Assistant	22098742	\$ 29,251.00	\$ 600.00	\$ 2,237.70	\$ 6,590.33	\$ 4,920.00	\$ -	\$ 43,599.03
Budget Specialist	22100278	\$ 44,505.00	\$ -	\$ 3,404.63	\$ 10,027.05	\$ 4,920.00	\$ -	\$ 62,856.69
Grants Analyst	22103086	\$ 44,505.00	\$ 900.00	\$ 3,404.63	\$ 10,027.05	\$ 4,920.00	\$ -	\$ 63,756.69
Grants Analyst	22099370	\$ 44,505.00	\$ -	\$ 3,404.63	\$ 10,027.05	\$ 4,920.00	\$ -	\$ 62,856.69
Adm Total		\$ 213,890.00	\$ 2,400.00	\$ 16,362.59	\$ 48,189.80	\$ 24,600.00	\$ 1.00	\$ 305,443.38

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

- a. Indicate the purpose(s) of proposed travel.
 - (1) Program Monitor & Third Party QCI Training - two trips for certifications for program monitors and on the SWS Deck of Cards.
 - (2) In state monitoring - at least four (4) trips by the program monitors to visit each of two new subgrantees; and at least two (2) visits to each of the remaining six (6) subgrantees for the purpose of monitoring and providing technical assistance. At least one trip to the subgrantee to conduct financial monitoring.
 - (3) Weatherization Assistance Program Meeting.
 - (4) Two trips to the National Association for State Community Services Programs (NASCSPP) Conferences (Mid-Winter and Annual).
 - (5) Annual State WAP Conference for state staff.
- 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) (Training and Technical Assistance) T&TA \$ 13,590 - Program Monitor Training
(2)
 - (2) T&TA – \$22,610 – Annual Weatherization Conference
 - (3) Admin – \$1,898.65 – DOE Program Meeting
 - (4) T/TA - \$16,830 – In-State Travel
 - (5) Admin. - \$10,000 - NASCSPP Conference
 - (6) T&TA - \$10,000 – Energy Audit Training

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.

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

Catalog quotes and prior purchases - \$8,700.00

- b. Briefly justify the need for items of equipment to be purchased.

The Program Monitors will need Blower Door, Duct Blaster, Infrared Camera to conduct QCI verification in the field.

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.

- a. Provide the basis for the materials and supplies cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.). \$3,540.00

- b. Briefly justify the need for items of material to be purchased.

Office purchases for stationary and other office supplies, printing and postage.

6. **CONTRACTS AND SUB GRANTS** – 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.

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.).
- N/A
- 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.

III.4. Carryover Explanation

Carryover is listed in the table below:

IV.1 Subgrantees

In accordance with 10 CFR Part 440.15, an entity that receives funds from the state to manage a weatherization project is considered a WAP subgrantee. The state enters into contracts with subgrantees to perform WAP services within specified service areas throughout the State.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	Total
	Black River Area Development Corporation	Central Arkansas Development Council	Community Action Program for Central Arkansas, Inc.	Crowley's Ridge Development Council	Crawford-Sebastian Community Development Council	Pine Bluff-Jefferson County Economic Opportunities Commission	Elevate	Better Community Development, Inc.	
DOE Allocation	\$ 102,525.49	\$ 180,662.36	\$ 63,563.66	\$ 143,453.47	\$ 233,198.62	\$ 111,455.74	\$ 182,278.70		\$ 1,017,138.04
Admin	\$ 6,832.77	\$ 12,040.18	\$ 4,236.18	\$ 9,560.40	\$ 15,541.44	\$ 7,427.93	\$ 12,147.90		\$ 67,786.80
H&S	\$ 18,448.49	\$ 32,508.48	\$ 11,437.68	\$ 25,813.09	\$ 41,961.88	\$ 20,055.40	\$ 32,799.33		\$ 183,024.35
T&TA	\$ 5,111.57	\$ 9,007.20	\$ 3,169.07	\$ 7,152.10	\$ 11,626.48	\$ 5,556.80	\$ 9,087.79		\$ 50,711.00
Liability & Fin Audit	\$ 2,015.96	\$ 3,552.37	\$ 1,249.85	\$ 2,820.73	\$ 4,585.39	\$ 2,191.56	\$ 3,584.15		\$ 20,000.01
Total DOE	\$ 134,934.28	\$ 237,770.59	\$ 83,656.44	\$ 188,799.79	\$ 306,913.81	\$ 146,687.43	\$ 239,897.87		\$1,338,660.20
Total DOE Units*	17	30	11	24	39	19	30		170
LIHEAP Allocation	\$ 211,069.82	\$ 371,930.63	\$130,858.87	\$ 295,328.48	\$ 480,087.34	\$ 229,454.57	\$ 375,258.21	\$257,420.00**	\$2,093,987.93
Admin	\$ 20,068.61	\$ 35,363.32	\$ 12,442.12	\$ 28,079.96	\$ 45,646.91	\$ 21,816.64	\$ 35,679.71	10,280.00	\$ 199,097.27
H&S	\$ 46,141.56	\$ 81,307.02	\$ 28,606.80	\$ 64,561.18	\$ 104,950.95	\$ 50,160.61	\$ 82,034.46	52,500.00	\$ 457,762.58
Cap Intensive	\$ 50,399.01	\$ 88,809.16	\$ 31,246.33	\$ 70,518.19	\$ 114,634.70	\$ 54,788.89	\$ 89,603.72	29,800.00	\$ 500,000.00
Pollution Ins					\$ 17,000.00				\$ 17,000.00
Total LIHEAP	\$ 327,679.00	\$ 577,410.13	\$203,154.12	\$ 458,487.81	\$ 762,319.90	\$ 356,220.71	\$ 582,576.10	\$350,000.00**	\$3,267,847.78
Total LIHEAP Units	35	62	22	49	80	38	63	60***	349
Total DOE & LIHEAP	\$ 462,613.23	\$ 815,180.63	\$286,810.53	\$ 647,287.53	\$1,069,233.58	\$ 502,908.09	\$ 822,473.87	\$350,000.00**	
Total Number of DOE + LIHEAP Units*	52	92	33	73	119	57	93	60***	519
Congressional District	1, 2, 3, 4	2, 4	1, 2	1	3, 4	1, 4	1, 2, 3, 4	1, 4	

*Number of Units = Allocation/5000

**BCD's allocation comes from the \$350,000 set aside for multi-family. The \$350,000 added to the \$2,093,987.93 equals \$2,443,987.92.

***BCD's units not included in total units and are based upon \$3000/unit.

1. Black River Area Development Corporation

1403 Hospital Drive, Pocahontas, Arkansas 72455-3847

Contact: James Jansen - Email: jjansen@bradcorp.org

Phone: 870-892-5219 Fax: 870-892-0707

Type of Organization: Community Action Agency

Tentative Allocation: \$102,525.49

Number of Units to be Weatherized: 17 units

Source of Labor: Private Contractors and Crews

Congressional District(s): 1, 2, 3, 4

Counties Served: Baxter, Boone, Clay, Fulton, Independence, Izard, Lawrence, Marion, Newton, Randolph, Searcy, Sharp, Stone, Van Buren

2. Central Arkansas Development Council

321 Edison Avenue, Post Office Box 580, Benton, Arkansas 72018-0580

Contact: Larry Cogburn Email: lcogburn@cadc.com

Phone: 501-315-1121 Fax: 501-778-9120

Type of Organization: Community Action Agency

Tentative Allocation: \$180,662.36

Number of Units to be Weatherized: 30 units

Source of Labor: Crews and private contractors

Congressional District(s): 2, 4

Counties Served: Calhoun, Clark, Columbia, Dallas, Garland, Hempstead, Hot Spring, Howard, Lafayette, Little River, Miller, Montgomery, Nevada, Ouachita, Pike, Polk, Saline, Sevier, Union

3. Community Action Program for Central Arkansas

707 Robins Street, Suite 118, Conway, Arkansas 72034-6517

Contact: Jennifer Welter Email: Jennifer.welter@capcainc.org

Phone: 501-329-0977 Fax: 501-329-9247

Type of Organization: Community Action Agency

Tentative Allocation: \$63,563.66

Number of Units to be Weatherized: 11 units

Source of Labor: Private Contractors

Congressional District(s): 1, 2

Counties Served: Cleburne, Faulkner, White

4. Crowley's Ridge Development Council

2401 Fox Meadow Lane, Post Office Box 16720, Jonesboro, Arkansas 72403-6711

Contact: Terrie Grissom Email: terrie@crdcnea.com

Phone: 870-802-7100 Fax: 870-935-0291

Type of Organization: Community Action Agency

Tentative Allocation: \$143,453.47

Number of Units to be Weatherized: 24 units

Source of Labor: Crews and Contractors

Congressional District(s): 1

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

5. Crawford-Sebastian Community Development Council, Inc.

4831 Armour Street, Post Office Box 4069, Fort Smith, Arkansas 72914

Contact: Mark Whitmer Email: mwhitmer@cscdcaa.org

Phone: 479-785-2303 Fax: 479-785-2341

Type of Organization: Community Action Agency

Tentative Allocation: \$233,198.62

Number of Units to be Weatherized: 39 units

Source of Labor: Private Contractors

Congressional District(s): 3, 4

Counties Served: Benton, Carroll, Crawford, Franklin, Johnson, Logan, Madison, Scott, Sebastian, Washington

6. Pine Bluff-Jefferson County Economic Opportunities Commission, Inc.

817 South Cherry Street, Post Office Box 7228, Pine Bluff, Arkansas 71611-7228

Contact: Roger Lutrell Email: rlutrell@pbjceoc.org

Phone: 870-536-0046 Fax: 870-535-7558

Type of Organization: Community Action Agency

Tentative Allocation: \$111,455.74

Number of Units to be Weatherized: 19 units

Source of Labor: Private Contractors

Congressional District(s): 1, 4

Counties Served: Arkansas, Ashley, Bradley, Chicot, Cleveland, Desha, Drew, Grant, Jefferson, Lee Lincoln, Monroe, Phillips, Prairie

7. Elevate

1701 Moss Street, North Little Rock, Arkansas 72114

Contact: Brannon Runions Email: Brannon@elevateus.org

Phone: 1-800-780-4444

Type of Organization: Non-Profit

Tentative Allocation: \$182,278.70

Number of Units to be Weatherized: 30 units

Source of Labor: Private Contractors

Congressional District(s): 1, 2, 3, 4

Counties Served: Conway, Lonoke, Perry, Pope, Pulaski, Yell

8. Better Community Development, Inc.

3805 West 12th, Suite 203, Little Rock, Arkansas 72204

Contact: Darryl Swinton, Email: dswinton@bcdinc.org

Phone: 501-379-1539

Type of Organization: Non-Profit

Tentative Allocation: \$350,000

Number of Units to be Weatherized: 60

Source of Labor: Private Contractors

Congressional District(s): 1, 4

Counties Served: Drew, Chicot, Hot Springs

IV.2 WAP Production Schedule PY2015

Total Units (Excluding Re-weatherized)	170
Re-weatherized Units	0
<i>Unit Costs Including Reweathering</i>	\$6,000
Total Funds – Federal	\$1,668,947
Total Units to Be Weatherized	170
Total Units to Be Re-weatherized	0
Grand Total Units	170
Total Vehicle and Equipment Budget	\$0
Total Units to Be Weatherized and Re-weatherized	170
Average Vehicle and Acquisition Cost Per Unit	\$0
Total Funds for Program Operations	\$1,668,947
Cost Per Unit	\$6,000
Average Vehicle and Equipment Acquisition Cost	\$0
Total Cost Per Unit	\$6,000

The Arkansas Energy Office would like to request an increase on the average cost per unit from \$5,000 per unit to \$6,000 per unit based on the following factors:

- In past years, the Arkansas Weatherization Assistance Program leveraged U.S. DOE and LIHEAP funds with the Arkansas Weatherization Program (AWP) which is a utility-funded program with participating utilities. A decentralization of the AWP is underway and these funds will no longer be available for leveraging with the AWAP, therefore, the DOE investment averages expected in the 2015-16 PY will be higher than previous program years.
- As a result of the DOE federal monitoring, AWAP received a finding of subgrantee’s under-utilization of wall insulation, floor insulation and mobile home insulating. As a part of the AWAP corrective action plan, AWAP has assured the U.S. DOE WAP that all subgrantees will properly insulate walls, floors and mobile homes where applicable. These increased efforts may cause an increase in the average cost per unit.
- NEAT/MHEA is a Windows-based computerized residential energy audit system that allows individual users the ability to set key variables used to calculate energy savings as well as other expenditure parameters that may be used to determine the per unit average for completed units. Because the NEAT/MHEA system is a standalone application that is housed on a user’s individual system, it is unclear how and when Program Support and Additional Costs may be added which would affect an agencies PUA. ECOS aggregates all costs associated to Direct Client Services within each individual job. Program Support and Additional costs are added as part of a billing group. These additional costs that are in support of the overall program were designed to be added as overall program expenditures and not directly associated to the Average Dwelling Costs per unit. So in conclusion, we cannot compare the average cost per dwelling unit (Per Unit Average) between NEAT/MHEA and ECOS because this is comparing “apples and oranges”. The benefit of ECOS is that all program data and expenditures are tracked and reported in one unified system.

Even though, AWAP can grant a waiver on justified measures that exceed the \$5,000 average, we would prefer to raise the average cost per unit to accommodate all the new variables as well as decrease administrative time in processing waivers.

IV.3 Energy Savings & Program Impact

Method Used to Calculate Savings: DOE Algorithm

Estimated Energy Savings: 1,562 kilowatt hours (kWh) of electricity and 106 thousand cubic feet of natural gas usage per housing unit.

In 2012, the state contracted with the University of Arkansas at Little Rock to conduct an analysis of the impact of the Weatherization Program and to develop a tool to measure economic and environmental impact of weatherization activities. The results are discussed below.

Program Impact

The Institute for Economic Advancement (IEA) at the University of Arkansas at Little Rock (UALR) has worked in cooperation with the Arkansas WAP to evaluate the statewide effects of WAP's efforts. This evaluation consisted of several parts, including a series of surveys to determine customer experience. The surveys gathered demographic information as well as characteristics of housing in Arkansas. Economic benefits were evaluated by gathering energy usage data for actual WAP customers and comparing the prior year's usage to that of the year following completion of the weatherization measures. Savings from the customer records were used to compute the average energy savings per unit. This average was applied to the total number of units weatherized from the beginning of the program in 2009 through projects completed by December 31, 2010 to generate the total energy savings of the program.

The initial study included analysis of weatherization measures that were implemented in FY2009, 2010, and 2011. The sample of houses evaluated in the analysis yielded an average annual reduction in electricity usage of 13.6 percent and a reduction in natural gas usage of 17.1 percent due to the weatherization measures undertaken. Approximately, forty-nine percent (49%) of the housing units in the weatherization program used natural gas for water and/or space heating. These reductions in energy usage resulted in a total estimated average annual savings of \$2,409,458 for all recipients of the weatherization services. Over the life of the weatherization measures, it is expected that the weatherization measures will save the recipients \$1.94 for every \$1.00 invested.

IV.4 DOE-Funded Leveraging Activities

DOE funds will be leveraged with the Arkansas Weatherization Program (AWP), utility energy efficiency programs and any other additional appropriate funding sources when available.

IV.5 Policy Advisory Council Members

As required by federal regulations, a Policy Advisory Council (PAC) assists in the development and implementation of the WAP and advises the state on a broad range of issues relating to WAP. The PAC is broadly representative of organizations that provide services to low-income persons in Arkansas.

Member Representing:

ADFA – At Large – Joe Riddle
Aging/Adult Services – Gwen McLarty
Banking – At Large - Keith Fountain
Electric Cooperatives - Brett Curry
Energy Trade Association – At Large – Ken Smith
Environmental and Occupational Health - Morris F. Cranmer
Executive Director Community Action Agency - Mark Whitmer
Federal Housing – HUD – Steve Coop
Health Department - Quinyatta Mumford
Housing - USDA Rural Development – Lawrence McCullough
Local Government – Andre Bernard
Low Income Home Energy Assistance Program – Shirley Mason
Public Service Commission – Wally Nixon
Public Utility – CenterPoint Energy – Kirk Pierce
Public Utility – Entergy Arkansas – Denise Jeter
Pulaski Technical College – Roger Smith
Weatherization Director – Community Action Agency - TBD

IV.6 State Plan Hearings and Transcripts

A public hearing will be held to receive public input on the Program Year 2015 State Plan at 9:00 a.m. Friday, March 20, 2015 at Pulaski Technical College, 3303 East Roosevelt Road, Room 202, Little Rock, Arkansas. Notice of the meeting was published in the statewide daily publication the Arkansas Democrat Gazette, and posted on the Arkansas Energy Office website at www.arkansasenergy.org. It was distributed via email to all WAP program managers and agency executive directors.

IV.7 Miscellaneous –

Recipient Business Officer:

Mitchell Simpson

msimpson@arkansasedc.com

501-682-1060

Recipient Principal Investigator:

Andy Hendricks

ahendricks@arkansasedc.com

501-682-7690

Other Funding Sources

Low Income Home Energy Assistance Program (LIHEAP) funds have been directed toward the weatherization program since 1982. The amount of LIHEAP funds available for weatherization during the 2015 program year is \$3,619,658.00; which represents fifteen percent (15%) of the state's LIHEAP allocation. LIHEAP funds are received October 1 of each year and must be expended by September 30 of the following year. LIHEAP funds for Program Year 2015 will become available to the WAP October 1, 2015. LIHEAP funds are used in accordance with all applicable U.S. DOE and Arkansas State Plan rules and regulations.

Subgrantees Involved in the Leveraging and Collaboration Process

Leveraging Activities

- (1) The Arkansas subgrantees will utilize the Arkansas Weatherization Program (AWP) a utility Demand-side Management Program approved by the Arkansas Public Service Commission.

With the new implementation of the Energy Conservation Online Software (ECOS), the state will begin the first of its kind in the state Residential Carbon Trading Initiative. The National Association for State Community Services Programs (NASCSPP) Residential Carbon Trading Program creates new revenue through the sale of carbon offsets on the voluntary carbon market. The Residential Carbon Trading Initiative will help the WAP measure its environmental impact by quantifying emissions reductions and generate additional revenues to expand weatherization program services to more low income and moderate income households.

- (2) AEO has signed an Inter-Local Agreement with the United States Department of Agriculture (USDA) Rural Development Program to work on blended homes that qualify for both programs. Subgrantees are asked to utilize USDA Rural Development 504 loan and 504 grant funds on health and safety measures. This agreement allows WAP dollars to be better utilized on energy conservations measures.

Collaborative Efforts:

- (3) The state has entered into a Memorandum of Understanding (MOU) with the United States Department of Agriculture (USDA) Rural Development. This MOU will allow the state to reduce the number of deferrals and assist the Secretary of Agriculture's Poverty Initiative as

well as to advance the cause of healthy and sustainable affordable housing in rural communities by enabling both parties to serve more families in more ways and in more rural areas.

- (4) The state is also collaborating with the United States Department of Housing and Urban Development (HUD) and USDA on multifamily weatherization. The state will set aside funding to address multifamily developments in the state's four (4) Congressional Districts.
- (5) The AEO plans to implement a WAP Pilot called AEO Community Efficiency Project (CEO). The CEO will allow the state to collaborate with the AWP, other utility funding programs, USDA and HUD. The CEO will target a community in an area of the state with high poverty and high energy burden; the state will coordinate with the municipal leadership to target income eligible clients for WAP and USDA funding. Utility funding will be leveraged with WAP and USDA funds to allow the state to complete more units. The state will collaborate with USDA and HUD to address multi-family units in the community.

Once the work is completed the community will be recognized by the state as an ***“Energy Efficient Community”***. The municipal leadership and any participants who would like to attend will be invited to participate in the Annual Weatherization Day activities where they will be formally recognized.

- (6) In addition, during the Community Efficiency Project, the AEO will pilot its Home Energy Labeling Project using the DOE Home Energy Score for residents who are ineligible for the WAP. The Home Energy Scoring Tool will allow Arkansas homeowners to compare the energy performance of their homes to other homes across the state and nationwide. It will also provide homeowners with suggestions for improving their homes efficiency.
- (7) Healthy Homes is a comprehensive approach to combat disease and injury in the home driven by scientific evidence that links substandard housing and poor health. Healthy Homes interventions take a holistic approach to coordinated mitigation of housing-related hazards, rather than addressing a single hazard at a time. This method allows Healthy Homes practitioners to address a wide array of health and safety issues, including lead poisoning, asthma (exacerbated by moisture, mold, and pests), exposure to radon and other toxic chemicals, and injury caused by old or dilapidated housing among myriad others. Healthy Homes funding is provided by several federal agencies including the U.S. Department of Housing and Urban Development (HUD), the Centers for Disease Control and Prevention (CDC), and the U.S. Environmental Protection Agency (EPA).

Weatherization Plus Health: A National Effort for Local Healthy Homes Collaboration

The U.S. Department of Energy (DOE) Weatherization Plus Health initiative is a national effort to enable the comprehensive, strategic coordination of resources for energy, health, and safety in low-income homes. The National Association of State Community Services Programs (NASCSPP) is implementing the project on behalf of DOE. Weatherization Plus Health will ensure energy efficient and healthy indoor environments by facilitating the establishment of strong, effective partnerships between grantees of the Weatherization

Assistance Program (WAP) and providers of healthy homes services. Arkansas will work with the Policy Advisory Council (PAC) to establish a Healthy Homes Initiative.

V. Master File

V.1 Eligibility

AEO understands that every dwelling weatherized must meet both the client eligibility and the building eligibility requirements.

V.1.1 Approach to Determining Client Eligibility

In accordance with 10 CFR 440.16(a), AEO understands that no dwelling unit may be weatherized without documentation that the unit is an eligible dwelling unit as provided in 440.22.

Income Verification

- A dwelling unit shall be eligible for weatherization assistance under this part if it is occupied by a family unit;
 - (1) Whose income is at or below 200 percent of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget, or
 - (2) Which contains a member who has received cash assistance payments have been paid at any time during the preceding twelve months under Titles IV and XVI of the Social Security Act, or
 - (3) That is eligible for assistance based on energy assistance payments that have been paid under the Low Income Home Energy Assistance Program (LIHEAP) at any time during the preceding twelve months.
- AEO will follow DOE's Poverty Income Guidelines and Definition of Income. AEO and its subgrantees will use the revised definition of income to determine how to define income, cash receipts, exclusions, proving eligibility, child support, annualizing income, and re-certification.
- AEO acknowledges that all supporting documentation for applicants who are on a waiting list (or for other reasons) must contain eligibility verification that has been updated within 30 days prior to weatherization.

Procedures to Determine That Units Weatherized Have Eligibility Documentation (Household Eligibility)

All dwelling units certified as eligible for services shall be occupied by an income-eligible household family unit with income at or below 200 percent of the poverty level, or

- which contains a member who receives cash assistance payments under Title IV or XVI of the Social Security Act or has received such payments during the twelve (12) month period preceding the determination of eligibility for weatherization assistance," or
- which contains a member which has received energy assistance payments under the Low Income Home Energy Assistance Program during the twelve (12) month period preceding the determination of eligibility for weatherization assistance.

Such documentation can include: payroll stubs, social security administration award letter, income tax forms, etc. Subgrantees are required to keep documentation in each client file for review during Program Compliance and Onsite Program monitoring visits by state WAP staff.

Qualified Aliens Receiving Weatherization Benefits:

U.S. DOE directs grantees to guidance provided by Health and Human Services (HHS) under LIHEAP. This guidance can be found by going to: <http://aspe.hhs.gov/hps/immigration/restrictions-sum.shtml> Subgrantees must verify qualified alien status of Weatherization Program applicants. The verification documentation is required as part of the Subgrantee Client Files.

V.1.2 Approach to Determining Building Eligibility

Procedures to Determine that Units Weatherized Have Eligibility Documentation

All dwelling units certified as eligible for services shall be occupied by an income-eligible household family unit with income at or below 200 percent of the poverty level, or "which contains a member who has received cash assistance payments under Title IV or XVI of the Social Security Act or applicable State or local law during the twelve (12) month period preceding the determination of eligibility for weatherization assistance," or which contains a member which has received energy assistance payments under the Low Income Home Energy Assistance Program during the twelve (12) month period preceding the determination of eligibility for weatherization assistance. Subgrantees are required to keep documentation in each client file for review during Program Compliance and Onsite Project monitoring visits by the state WAP staff.

Reweatherization Compliance

Homes weatherized on or before September 30, 1994 are eligible to be reweatherized. No more than ten percent (10%) of a subgrantee's DOE completions may be reweatherized without approval from the AEO. The priority wait list will be followed in addressing reweatherized units.

Building Eligibility – Housing Types

Eligible housing types include owner and renter-occupied single-family homes, manufactured (mobile) homes, and multifamily buildings.

State Historic Preservation Officer (SHPO) Compliance

Prior to the expenditure of federal funds to alter any structure or site, AEO Subgrantees are required to comply with Section 106 of the National Historic Preservation Act (NHPA). Section 106 applies to historic properties or sites that are listed on or eligible for listing on the National Register of Historic Places. In order to fulfill the requirements of Section 106, the Subgrantee must contact the Historic Preservation Office to coordinate the Section 106 review as set forth in 36 CFR Part 800 and consistent with DOE's 2009 Letter of Delegation of Authority.

Subgrantees are required to obtain/verify the year built for all homes prior to weatherization (typically records are located with the county assessor's office) and follow the protocol listed below prior to weatherizing a home that is 50 years old or older.

- Take a picture of the front and rear of the home;
- Draft a cover letter that states the address of the home, include an ECOS printout, work order and pictures as attachments, and requests approval to complete weatherization measures.

- Letters should be mailed to: J. Eric Gilliland, Senior Archeologist and Section 106 Review Coordinator, Arkansas Historic Preservation Program, Tower Building, 323 Center Street, Little Rock, AR 72201.

The SHPO has thirty (30) days to review the information and render a decision as to whether or not the measures will change the historic nature of the property.

Rental and Multifamily Building Procedures

Rentals may be weatherized when occupied by an eligible client 3, and:

³ See V.1.1 Approach to Client Eligibility

- The subgrantee has written permission from the owner or agent of the rental unit. Such written permission shall be permanently maintained in the file of the client whose unit is weatherized.
- The benefits of weatherization assistance will accrue primarily to low-income tenants.
- Not less than 66 percent (50 percent for duplexes and four-unit buildings) of the dwelling units in the building are eligible dwelling units or will become eligible dwelling units within 180 days under a Federal, State, or local program for rehabilitating the building or making similar improvements to the building.
- The subgrantee must obtain and place in the client file a signed agreement from the landlord (or authorized agent of the landlord) that states that for a minimum of twelve (12) months after weatherization work has been completed on a dwelling, the tenants in that dwelling will not be subjected to rent increases because of the increased value of dwelling units due solely to weatherization assistance provided under this part.
- Subgrantees will provide copies of the signed Landlord Agreements to the tenants and ensure that documentation is placed in the Subgrantee Client File.
- Other Considerations:
 - No undue or excessive enhancement shall occur to the value of the dwelling units.
 - In the event of a dispute between the tenant and property owner regarding the issues listed above, the subgrantee will attempt to resolve the dispute; if that fails, the tenant will be referred to legal aid by the subgrantee.
 - In the case of a vacant rental dwelling, weatherization assistance may be provided if there is assurance that a low-income household will inhabit the dwelling within 180 days of the date the weatherization service was completed.
 - The Arkansas Weatherization Assistance Program does not seek property owner agreements for placement of liens nor does it use other contractual restriction.

Multi-family Buildings

The total amount of funds that can be invested in a multi-family project is determined by the following formula: multiply the total number of income-eligible units in the multi-family building by the current statewide average cost per unit. The total is the maximum amount of DOE funding available to weatherize the building. All units in the building can be served and all units should be reported to DOE.

Deferral Process

There are conditions and situations under which a subgrantee must not or may choose not to weatherize an otherwise eligible dwelling unit. Information for making this determination may become evident during either the eligibility process or during the initial inspection process. The Arkansas WAP Deferral policy is part of the Health & Safety plan found in the Arkansas Subgrantee Operations Manual, Chapter 7 Technical Standards and Best Practices, VI. Health & Safety.

V.1.3 Definition of Children

Children are defined as those individuals under the age of 19.

V.1.4 Approach to Tribal Organizations

Low-income members of Indian tribes will receive benefits equivalent to the assistance provided to other low-income persons within Arkansas. Arkansas has no identified Indian Tribes.

V.2 Selection of Areas to be Served

Current service areas are predominantly based upon the historic boundaries of the state's community action agencies (CAA's). This was done for two (2) reasons. Traditionally, Arkansas subgrantees have been CAA's and, in general, these boundaries represented their operational boundaries. Second, this approach enables CAA's to use existing outreach structures to recruit eligible clients. However, the State reserves the right to:

- Re-designate weatherization service areas; the AEO invoked this right in 2013 to re-bid and restructure the service delivery network. As a result, Arkansas's traditional service areas have been changed.
- Change the service delivery areas during a program year should production of homes or service to eligible clients become deficient in any given service area for the Weatherization Assistance Program.
- Operate, on a temporary basis, the Weatherization Program in the territory of any defunded subgrantee. This will be done to ensure continued service to an area during the search for a new subgrantee.
- To issue a Request for Qualifications (RFQ) at any time during the program year.

Generally, eligible entities that wish to become a subgrantee under the Weatherization Assistance Program must notify the state by January 15 of their interest in becoming a subgrantee for the program year beginning July 1 of that year. The state will, upon receiving written notification of intent to apply

for subgrantee status, provide to the potential applicant an application package containing, but not limited to requests for: Articles of Incorporation, Mission Statement, key agency personnel, Board of Directors and representation, two most recent Certified Public Accountant audits, organizational chart, and proposed staffing levels. The application must also address:

- the organization’s experience, performance and training in weatherization or housing renovation activities;
- the organization’s experience in assisting low income persons in the area to be served; and
- the organization’s capacity to undertake a timely and effective weatherization program.

The completed application must be returned to the state by February 15 of that year. The state will hold a public hearing for all potential subgrantees prior to April 15 of that year.

V.3 Priorities for Service Delivery

Eligible clients will receive weatherization assistance in Arkansas according to the following priorities:

1. Elderly persons (60 years of age or older)
2. Persons with disabilities
3. Families with children (children under six years of age)
4. High residential energy users, and
5. Households with a high energy burden.

The term "disabled person" means any individual who:

- (1) has a physical or mental disability which constitutes or results in a substantial handicap to the individual’s employment,
- (2) has had a record of having, or is regarded as having a physical or mental impairment which substantially limits one or more of the individual's major life activities,
- (3) has a disability which would make the individual eligible to receive disability insurance benefits or Supplemental Security Income from the Social Security Administration or developmentally disabled assistance from the Department of Health and Human Services,
- (4) is a veteran or surviving spouse, child, or dependent parent of a veteran receiving compensation from the Veteran’s Administration for a service connected disability or death,
- (5) is a veteran or surviving spouse or child of a veteran receiving a pension from the Veteran’s Administration because of a non-service connected disability, or
- (6) is a veteran receiving a pension from the Veteran’s Administration because of being on a Medal of Honor Roll of one of the military services.

The term “high energy burden” generally refers to households with the lowest income and highest home energy costs or pays more than fourteen percent (14%) of their total income on energy bills. Other categories of high energy burden households can include any individual who:

- (1) has received energy assistance payment from the Low Income Heating Assistance Program within the last twelve (12) months,
- (2) is considered a “no-heat” households who could not afford to maintain their utilities, or

- (3) are considered “vulnerable” clients, such as clients with asthma or other health concerns, or households with children.

The term “high energy-user” refers to households that are regulated utility users whose energy consumptions are considered over average consumptions.

Drawing from a Waiting List

AEO’s first priority will be applicants that fall within the priority categories. Applicants that are within the same priority category will be selected next on the waiting list according to date of application submission (by county). As a rule, within an individual county, a lower priority client should never be served prior to a higher priority client. Applicants may also be given service with timing to coordinate services with another funding source.

Subgrantees must document irregularities in the selection of clients. Subgrantees are authorized to develop procedures for addressing applications that have aged for more than twelve (12) months because of lengthy waiting lists in individual counties.

Prioritization of Single Family Homes and High Energy Users

Single-family homes remain the primary target of the Arkansas Weatherization Assistance Program. Subgrantees have been authorized to develop procedures to prioritize client households based on their energy burden.

V.4 Climatic Conditions

Total heating degree-days (dd) in Arkansas range from a high of 5,708 in the northwestern corner of the State to a low of 4,555 in southeastern Arkansas. The average heating degree-days are thirty (30) year averages that have been supplied by the National Oceanic and Atmospheric Administration. In counties without reporting stations and some without complete data for thirty (30) years, data from nearby stations was utilized.

Provider	DD
Black River Area Development Council	5,458
Central Arkansas Development Council	4,961
Community Action Program for Central Arkansas	5,276
Crowley’s Ridge Development Council	5,291
Crawford-Sebastian Community Development Council	5,331
Pine Bluff-Jefferson County Economic Opportunities Commission	5,064
Elevate	5,182

V.5 Types of Weatherization Work to be Implemented

Beginning Program Year 2015, Arkansas will use the Energy Conservation Online Software (ECOS) to mandate measures to be installed on all homes: site built, manufactured and multifamily homes. Subgrantees should install all measures that have an individual and cumulative SIR of 1.0 and above to the maximum cost per unit as established by the state.

The primary goal of the weatherization program remains the conservation of energy. Primary emphasis is on insulation, lighting, and air sealing. See measures below:

FRAME, MASONRY AND MODULAR HOUSING

Health and Safety Measures
General Heat Loss Measures
Envelope Insulation Measures
Electric Baseload Measures
Window Measures

MOBILE HOMES

Electric Baseload Measures
Health and Safety Measures
General Heat Loss Measures
Envelope Insulation Measures
Window Measure

V.5.1 Technical Guides and Materials

Arkansas has adopted the Standard Work Specifications (SWS) Field Guide “Deck of Cards” maintained on an on line system by Santa Fe Community College (“SFCC”). The SWS Deck of Cards Field Guide (issued 2014) will replace our existing Arkansas Weatherization Assistance Program Field Guide. The Standard Work Specification Deck of Cards (SWSDC) is considered the Gold Standard by DOE for compliance with the SWS. The SWSDC is comprised of a set of PDF documents (“cards”) that incorporate the National Standard Work Specifications (SWS), which define performance requirements for a particular task, into the Department of Energy (DOE) Weatherization Assistance Program (WAP) Field Guide to be used as a tool for weatherization services training, implementation and inspection. Each “Card” in the “Deck” addresses the elements of an individual SWS, providing both written instructions and photographic illustrations for performance of the SWS.

- **Providing An Electronic Link**

Prior to the beginning of Program Year 2015, the SWS Field Guide will be available to subgrantees via the Energy Conservation Online System (ECOS). It will also be available to subgrantees and direct hire contractors through an electronic link at the Arkansas Economic Development Commission-Energy Office website. A third access option for contractors and subgrantees will be through the National Renewable Energy Laboratory (NREL) website; and the user will be able to download the complete field guide as a pdf which can be emailed or printed out.

- Arkansas Weatherization Assistance Program has opted to have the Center of Excellence Green Building/Energy Efficiency (Santa Fe Community College), the creators of the Deck of Cards, to customize the SWS Deck of Cards to our region. The AEO invited Arkansas’s WAP stakeholders (subgrantees and WTC staff) to review the existing cards for state customization. Final review will take place April 20, 2015. The Center of Excellence is expected to complete the customization of the cards by the beginning of the 2015 Program Year.

- **Documenting the Process for Distribution**

The AEO will send each subgrantee one copy of the SWS Deck of Cards via certified mail. Each subgrantee must sign for delivery. The United States Postal Service will send us a copy of the signature cards which will be our written verification that the subgrantees have received a copy. As a reminder, the SWS Deck of Cards will be available throughout the 2015 Program Year (and beyond) on three (3) different web links. Likewise, subgrantees will have their direct hires sign-off that they have received a copy of the SWS Deck of Cards at the time of their contract signing. Subgrantees will then send AEO a copy of the sign-offs for each of its direct hires.

AEO's Statement of Assurances on *Language within all Subgrantee Agreements & Vendor Contracts*

The AEO will ensure that all subgrantee agreements and subgrantee direct hire contractor's contracts will contain language which clearly specifies that all work performed will be of a quality outlined in WPN 15-4, Section 2.

The language will clearly document the following:

- (1) written verification from subgrantees stating they understand that work quality standards must align with the SWS,
- (2) that each subgrantee's direct hire is aware of these standards, and
- (3) that they all must sign off that they have received a copy of the SWS Deck of Cards.

AEO's Declaration Statement of Using the Appropriate Audit & Materials to Be Used

All work will be performed in accordance with our DOE-approved Energy Audit procedures and all materials will be approved materials specified in the 10CFR 440 Appendix A.

- **Language in Subgrantee Agreement**

In 2013, AEO revamped its subgrantee agreements which incorporated clarifying language which stated the expectations for work quality and how the subgrantee's direct hire contracts must specify the same. See a copy of the Subgrantee Agreement and an example of the Subgrantee's Contractor's contract.

- **Describe Mechanism Used**

The mechanism AEO will utilize to verify that subgrantees understand and agree to expectations of work to be performed will be via the subgrantee's signature on the contract documents.

V.5.2 Energy Audit Procedures

In accordance with the 10 CFR 440.21 (i), all Grantees must resubmit their audit procedures to DOE for approval every five (5) years. In March 2014, AEO submitted the Energy Conservation Online System (ECOS) for review and approval. The software was submitted to Glen Silas for review. A second submission was made on August 11, 2014. Erica Burrin submitted a notification to AEO on final approval of the software on December 22, 2014.

Single Family Energy Audit

Energy Conservation Online Software will be utilized to audit single family homes. Site specific audits must be run on all single family homes weatherized with Arkansas Weatherization Assistance Program funds.

Manufactured Housing Energy Audit

Energy Conservation Online Software will be utilized to audit manufactured housing. Site specific audits must be run on all mobile homes weatherized with Arkansas weatherization Assistance Program funds.

Multifamily Energy Audit

AEO will utilize NEAT on its garden-style, single story fourplexes which make up a multifamily complex; the MulTea (once available) will be used on any multifamily complexes that are high rises. In the event that AEO falls below the twenty percent (20%) threshold in servicing multifamily units and the MulTea is not yet available, AEO will address multifamily units in the manner described below:

- **Multifamily Units Receiving Cost-effective Measures**

The AEO budgeted funds specifically for servicing multifamily complexes. AEO's newest service provider will only service multifamily complexes throughout the entire state. Our goal is to service at least one complex within each of our four congressional districts.

Ten percent (10%) of the total number of units that make up each multi-family complex will have a site specific audit ran. This sampling will create a priority list including health and safety measures for the entire multifamily complex.

In the event that additional ECMs or health and safety measures are needed on non-sampled units, those measures will be itemized and adjustments to the work order for that unit will be noted. The same holds true if measures are listed for a unit and that specific unit does not need the measure, adjustments will be noted and deducted from the total cost of the job.

- **Project Officer Review Prior to Commencing Work**

AEO will submit to our Project Officer all pertinent materials to approve the multifamily project prior to commencing weatherizing the building. AEO will submit Auditor's Input Sheets, Recommended Measures Output Report, etc., for a case-by-case approval.

AEO estimates that the number of multifamily complexes it will weatherize during the 2015 Program Year will not represent more than twenty percent (20%) of AEO's building type.

Describing the Approach for Multifamily Service Delivery

The AEO has signed MOU's with both the local-level HUD Office and the USDA Rural Development Office to develop partnerships with a goal of weatherizing multifamily complexes throughout the state of Arkansas. The AEO will utilize HUD's pre-approved list for multifamily complexes and USDA Rural Development is offering funds for a blended service approach. Pre-audits have already been conducted on three (3) potential complexes. A more detailed analysis must be conducted to determine the site-specific needs.

AEO's Verifying Statement for Project Approval

The AEO understands the approval process for multifamily complexes begins with submitting all pertinent material (Auditor's Input Sheets, Recommended Measures Output Report, etc.) to the Project Officer for approval. The Project Officer will review material and determine approval or denial on a case-by-case basis.

V.5.3 Final Inspection –

Inspection and Monitoring of Work Using Guidelines and Standards

DOE requires that Quality Control Inspectors working for the WAP possess the knowledge, skills and abilities outlined in the National Renewable Energy Laboratory (NREL) Job Task Analysis for Quality Control Inspectors. This requirement applies to all individuals who perform an evaluation and sign off on work performed in homes including final inspectors and state monitoring staff.

For Program Year 2015, the state will ensure that Quality Control Inspector (QCI) competency is demonstrated by mandating certification as a Home Energy Professional (HEP) QCI. The state will require that each Program Monitor become certified as a HEP QCI and/or the state will hire a third-party contractor with the HEP QCI credentials. Each subgrantee will employ or contract with a HEP QCI. And because the state is ultimately responsible for ensuring that every unit reported to DOE meets the work quality guidelines required by the WAP, subgrantees must include in their application package the credentials of all staff employed as a QCI and of any third party organizations engaged to conduct QCI's.

AEO's Final Inspection & Assurance Statement

Beginning in Program Year 2015, the AEO will require that every DOE WAP unit reported as a "completed unit" undergoes a final inspection by a certified QCI ensuring that all work meets the minimum specifications outlined in the SWS in accordance with 10 CFR 440.

- Units will be inspected using criteria found in the specifications outlined in the *Work Quality* section of this plan.
- Every client file will have a form that certifies that the unit had a final inspection and that all work met the required standards. The certification will be by a certified QCI. Signatures will meet the requirement. If a unit has received both a final inspection and has also been monitored by the state, two certification forms will be available in the client file - one for each inspection.
- The Quality Control Inspection will include an assessment of the original audit and confirm that the measures called for on the work order were appropriate and compliant with the state audit procedures and protocols approved by DOE.

The Use of Quality Control Inspectors

Arkansas has elected to implement one of the DOE standard options for administering quality control inspections by requiring an independent QCI. The QCI is the individual who has no involvement in the work on the home either as the auditor or as a member of the crew. Each subgrantee must have either a QCI-certified staff member or a QCI-certified third party perform final inspections on each unit prior to submitting the unit as a "completed unit" to the state.

AEO staff or a DOE approved representative (QCI-certified third party) will perform quality assurance reviews on at least ten percent (10%) of all completed units. If the subgrantee does not have a certified QCI on staff they will be allowed to contract with a state approved certified QCI.

To ensure the individual who is functioning as the QCI is able to consistently perform both tasks, the AEO has developed a quality assurance plan that requires the individual complete the Quality Control Inspector training at an accredited WAP Training Center and become a certified Quality Control Inspector (QCI).

Ensuring Sufficient Quality Control Inspectors (QCI)

To ensure that there are a sufficient number of certified individuals available to meet the requirements of this section, the state has developed a training and certification plan as described in section V.8.4:

The WAP has been providing Quality Control Inspector (QCI) Training for its subgrantee network since 2012. During this time there have been numerous Tier 1 trainings at our Weatherization Training Center to prepare our QCIs for certification. The QCI training ensures that all pertinent personnel will possess the Knowledge, Skills and Abilities outlined in the National Renewable Energy Laboratory (NREL) Job Task Analysis (JTA) for Quality Control Inspectors.

We have seven (7) subgrantees and the current breakdown of QCI among these seven (7) subgrantees is as follows: Three (3) agencies each have one QCI. One agency has two (2) QCIs. Three (3) agencies do not have a certified QCI.

QCI training is on-going for subgrantees whose staff has not passed or taken the test as of the date of this submission and for subgrantees who wish to have multiple employees certified. If some subgrantee's final inspectors fail to pass the QCI certification by July 1, 2015, they will be required to contract with another agency or independent QCI to complete the final inspections.

Policy & Procedures for Inadequate Inspection Practices

Effective PY 2015, Arkansas will implement policy and procedures to address situations when units are either not inspected or the QCI is not inspecting units using the standards consistent with the SWS as adopted by the state. This policy will include disciplinary action that will result in the disallowance of reimbursement for the unit until the final inspection is properly conducted by a QCI and additional monitoring by the state has occurred to ensure that state protocols are consistently followed. If state protocols are not consistently followed, the AEO may reduce the subgrantee's funding allocation and use the funds to hire a third party QCI or reallocate to another subgrantee.

Quality Assurance Inspection Form

A copy of the Quality Assurance form can be found in the attachments.

V.6 Weatherization Analysis of Effectiveness

The State of Arkansas is concerned that all entities that participate in the program be qualified and has sufficient ability to effectively deliver a quality product to the citizens of Arkansas. The following evaluation system has been developed to analyze current subgrantee performance and to assess viability for continued participation in the weatherization program.

- **On-site Inspections of Weatherized Units:** A QCI will inspect a minimum of ten percent (10%) of completed units for each subgrantee.
- **Program Monitoring:** A Program Compliance onsite monitoring visit will be conducted for each subgrantee annually. The visit will focus on fiscal and administrative compliance with all applicable federal and state WAP rules and regulations.
- **CPA Audits:** Each subgrantee must submit a satisfactory CPA audit within thirteen (13) months of the end of their fiscal year. Audits are reviewed by the AEO staff.
- **Productivity:** Each subgrantee must maintain a rate of production that ensures that all U.S. DOE WAP funds are expended in a timely manner each program year.
- With the implementation of ECOS, the AEO will be able to view deficiencies/ findings by subgrantee, measure, and vendor via the ECOS information dashboard. The software can generate a breakdown on pass or fail data, number of reworks, disallowance, etc.
- This dashboard will help AEO staff project and develop all future training, including both Tier 1 and Tier 2 based on finding, results, and priorities.
- AEO contracted with the Center for Applied Building Science at Pulaski Technical College to conduct a site and field visit with our subgrantees in order to assess every technical employee KSAs as it relates to the JTA. This baseline assessment dictates a continuous improvement plan for the network on an individual level.
- ECOS allows for the development of comparison charts to show productivity levels, spending and energy savings between subgrantees.
- AEO tracks subgrantee performance via field monitoring reports, ECOS software, and the WTC training tracker and testing results.
- For improvement plans, please refer to the Quality Management Plan, section 2.
- AEO reviewed the system it and its subgrantees currently use for technical and financial management. In 2015, AEO will implement new software, ECOS, which is a technical and financial system. A new technical field guide, SWS Deck of Cards, will also be implemented.
- AEO staff reviews all bids each program year during our regular procurement process. As a part of this process, subgrantees must seek competitive bids for contracted services. AEO staff analyzes the data across the network and across services. Whenever possible, contractor-sharing is encouraged.

V.7 Health and Safety Plans

Please see 2014 Arkansas Operations Manual, Chapter 7, Technical Standards and Best Practices for Arkansas's WAP Health and Safety plan. Historically, Arkansas has limited Health and Safety investment to fifteen percent (15%) of the cost per unit.

V.8 Program Management

Please see a copy of Arkansas' Quality Management Plan for complete details.

V.8.1 Overview and Organization

The weatherization program is administered by the Arkansas Economic Development Commission – Arkansas Energy Office (AEO), an independent state agency. Beginning with Program Year 2015, the AEO will implement a new program management system called the Energy Conservation Online System (ECOS). ECOS supports the U.S. Department of Energy's state administered Weatherization Program and will allow the AEO to combine the WAP with other state and regionally financed energy conservation programs. The ECOS software is a comprehensive management information system that extends from client selection and energy audit to final billing and monitoring of weatherization jobs. The core of ECOS is a U.S. DOE-approved residential energy audit application and integrated job-costing and management system that generates work orders in addition to providing inspection tools to capture test results and track changes as the job proceeds to completion.

ECOS provides the tools to manage all critical business processes of the weatherization program. Additionally, the software application captures and stores all critical health and safety data about a home, including moisture issues, mold issues, air quality, CO2 levels, and more. It can and will be updated to reflect program changes at the state and federal levels. The application is customizable for any state or local agency.

V.8.2 Administrative Expenditure Limits

The State Energy Efficiency Programs Improvement Act of 1990 permits subgrantees receiving less than \$350,000 in federally appropriated Low Income Weatherization Assistance Program funds to receive up to an additional five percent (5%) share of administrative funds. However, due to the federal requirement that limits administration to a maximum of ten percent (10%), the state would have to reduce its five percent (5%) share in order to allow the subgrantee network an additional amount for administration. To do so would impact the AEO's ability to administer the program and, therefore, is not an option.

V.8.3 Monitoring Activities

To ensure quality workmanship throughout the State, the AEO implements a comprehensive project and program compliance monitoring strategy. The WAP Network of subgrantees provides access to weatherization services in each of the state's seventy-five (75) counties based on the relative need of the low-income population residing in each county of their service area.

Monitoring consists of onsite visits to subgrantees to review program administration and compliance functions as well as field visits to inspect weatherized homes. The state performs annual Program Compliance Monitoring, including a review of fiscal and administrative systems to assure compliance with all applicable rules and regulations. Program Monitors/Quality Control Inspectors conduct monitoring and technical assistance centered on monthly site visits to work sites and completed weatherized homes during several phases of project implementation.

For complete details see our Quality Management Plan, section 1.

See Grantee staff listed in section 1. Grantee staff is listed by name, title, credentials/educational levels, certifications, etc.

Program Manager will be budgeted out of the Administrative budget.

Budget Specialist will be budgeted out of the Administrative budget. The amount estimated for travel for monitoring visits is budgeted at \$5,000.

Grants Analyst will be budgeted partially out of the Administrative and partially out of T&TA budgets. The amount estimated for travel for monitoring visits is budgeted at \$13,590.

Grants Analyst will be budgeted out of the Administrative and T&TA budgets. The amount estimated for travel for monitoring visits is at \$6,830.

AEO’s Final Inspection & Assurance Statement

Beginning in Program Year 2015, the Arkansas Energy Office will require that every DOE WAP unit reported as a “completed unit” undergoes a final inspection by a certified QCI ensuring that all work meets the minimum specifications outlined in the SWS in accordance with 10 CFR 440.

Monitoring Activity	Monitoring Goal
Onsite Inspection of Completed Units	A minimum of 10% of all completed units for each subgrantee
Quality Control Inspections	Minimum of 4 per quarter
Onsite File Review	File review for each completed project that receives an onsite inspection during annual Program Compliance Monitoring
Program Compliance Monitoring	Annually - Program compliance monitoring consists of a financial review and a systems monitoring.
Lead Safe Weatherization	Minimum 1 per quarter/per contractor or crew
Desktop Energy Audit Review	A minimum of 10% of units submitted for reimbursement

**AEO
Program Monitoring and Compliance Strategy**

Type of Monitoring/ Review	Purpose	Conducted by:	# of Units	Frequency
Onsite Inspection of Weatherized Homes	Inspection of completed projects that are submitted to the AEO for reimbursement	WAP Program Monitors	10% of all completed units for each subgrantee	Quarterly or as needed to reach targeted number of units per subgrantee. Monitoring will occur tentatively in Sep., Dec., Mar., early Jun.
Quality Control Monitoring	Accompany subgrantee Quality Control Program Inspector on final diagnostic testing and monitoring of unit prior to submittal for reimbursement to the AEO	WAP Program Monitors	A minimum of four (4) per subgrantee	Quarterly or as needed to reach targeted number of units. Monitoring will occur tentatively in Sep., Dec., Mar., early Jun.
File Review Monitoring	On-site review of subgrantees' reviews	WAP Program Monitors	100% of weatherized homes that receive an onsite inspection	Quarterly or as needed to ensure that file review is completed for every unit inspected by a Program Field Monitor. ECOS is web-based on this monitoring can occur on a monthly basis.
Lead Safe Weatherization	Assure that lead-safe procedures are implemented as required	WAP Program Monitors	At least one (1) per quarter, per contractor or crew.	At least once per quarter/per subgrantee and per crew/contractor. Monitoring will occur tentatively in Sep., Dec., Mar., early Jun.
Program Compliance Monitoring	Comprehensive review of subgrantee program administration	Budget Specialist	Ensure 5% of all completed units are monitored.	At least once annually beginning in Mar – Jun.
Energy Audit Review	Review energy audits submitted with reimbursement requests to ensure all energy efficiency measures are identified and implemented and SIRs for appropriate measures	JAI Software Management Team	10% of all completed units	Monthly sample from Reimbursement Requests

Inspection of Weatherized Homes

Program monitoring consists of the inspection of recently weatherized houses. Some subgrantees will be monitored each quarter, while others are monitored more (or less) frequently depending on production and identified needs to address quality and/or health and safety concerns. The goal will be to inspect ten percent (10%) of weatherized homes for each subgrantee; however, AEO will monitor additional units in progress to ensure work quality; therefore, if deficiencies are noted, the percentage could increase.

Quality Control Monitoring

AEO Program Monitors and Quality Control Inspectors will accompany subgrantee crews and contractors as they conduct final quality control inspections. This provides the opportunity for the AEO to provide technical assistance with weatherization techniques such as CAZ (combustion area zoning) and air sealing.

File Review Monitoring

AEO Program Monitors complete an onsite file review for every weatherized home that is inspected.

Lead Safe Weatherization Site Visits

AEO Program Monitors will make periodic unannounced site visits to homes that are being weatherized to observe that the required lead-safe work practices are being used by crews and

contractors. This is an opportunity to clarify and demonstrate best practices related to lead-safe weatherization.

Program Compliance Monitoring

The AEO believes monitoring is an extremely important aspect of weatherization program management. A successful monitoring program improves subgrantee operations, identifies problems early enough for corrective action, and promotes quality work. The AEO considers monitoring to be an assessment of subgrantee performance in fulfilling program objectives.

A Program Compliance Monitoring will be conducted annually with each subgrantee. Program compliance monitoring consists of a(n) review of financial and administrative policies and practices.

The financial review will include a(n):

1. Comparison of the contract files against contract procedures
2. Sampling of journal entries
3. Inventory reconciliation
4. Review of cost categories
5. Assessment of administrative expenses

The program administration review will include a(n):

1. Assessment of how the outreach support level affects the client application process
2. Review of client files for compliance with all federal and state Weatherization Assistance Program rules and regulations regarding mandated documentation of: household income, client certification of eligibility, owner/landlord permission for weatherization, rent declaration, fuel release statement, inspection statement, a complete Building Check & Job Order form, site-specific audit, complete material cost information, funding source designation, final quality control inspection and client release
3. Review of client certification and prioritization system
4. Review of inspection/quality control systems
5. Review of subcontracting system
6. Review of goals for serving elderly, disabled, Native Americans, and renters
7. Review of procurement systems

A minimum of ten percent (10%) of the client files of all DOE and LIHEAP units completed in the twelve (12) months prior to the program compliance monitoring visit will be examined. The AEO staff will review subgrantee management systems to ensure compliance with rules, regulations, and mandated file documentation. Material records shall be examined and inventory will be inspected to verify adherence to federal specifications. The financial review will encompass the examination of all completed programs not previously reviewed.

The AEO will issue a report to the Agency Executive Director and the Weatherization Program Director detailing the monitoring findings if any, along with recommendations for subgrantee improvement. The subgrantee is required to respond within fifteen (15) working days with a corrective action plan that includes steps to be taken to address findings identified during the onsite monitoring. The AEO Program Monitors and Budget Specialist will follow-up during onsite visits to ensure that the corrective actions are implemented as directed.

Energy Audit Review

The AEO will use the JAI ECOS Management Team to review five percent (5%) of the energy audits that are submitted for weatherized homes. The audits will be reviewed to ensure that the appropriate audit tool and inputs are being used to maximize the weatherization measures that are implemented in the home.

Resolutions Strategies

Monitoring reports list recommendations and/or required actions when deficiencies, issues, and/or concerns are found. Each recommendation and required action is based on policies, procedures and/or regulations which are quoted in the left column of the monitoring letter.

Please see Subgrantee Operations Manual (pages 91-101) for how agencies receive ratings based on performance. The Subgrantees Operations Manual also outlines the steps to be taken for disciplinary action and/or removal of a subgrantee on page 104.

V.8.4 Training and Technical Assistance

Continuing in Program Year 2015, the state Training Plan will require comprehensive training for all WAP workers that is aligned with the National Renewable Energy Lab (NREL) Job Task Analysis (JTA) for the position in which the worker is employed.

The Training Plan will address two distinct categories: Tier 1 and Tier 2 Training. The plan reflects feedback from the DOE field visits, Arkansas monitoring visits, and contractor analysis.

Project 1.1: Tier 1 Training: Comprehensive, occupation-specific training which follows a curriculum aligned with the JTA for the occupation. The Tier 1 training will be administered by the Interstate Renewable Energy Council (IREC) training provider for the JTA being taught. All Weatherization staff will receive Tier 1 training.

Tier 1 - Installers

Site Built-Fall 2015

Weatherization Health & Safety-Calendar Year 2016

Mobile Home-Calendar Year 2017

Obtain BPI HEP certification for their discipline by Calendar Year 2017

Tier 2 (Focus areas identified via DOE and State monitoring visits)

Duct sealing

Crawlspace air sealing and insulation

Mobile Home Insulation tactics

OSHA 10 and EPA lead certifications

Tier 1 - Crew Leaders

Complete Installer Requirements

Complete Crew Leader training program

Obtain BPI HEP Credentials for their discipline. All completed in a three year time frame with training each year

Tier 2

Duct sealing
Crawlspace and air sealing
Mobile Home Insulation
OSHA 10 and EPA lead certification

Tier 1 - Auditors

Intermediate – Program Year 2015

Auditors must receive training at an IREC accredited training center every three (3) years. At least once every three (3) years they must attend a nationally recognized home energy training conference and participate in a complete track of training sessions. Certificates will prove participation. Obtain HEP certification by 2017 for their discipline .

Tier 2

ASHRAE 62.2 2013
Zonal Pressure Diagnostics and Air Sealing
IR Camera and Insulation assessment techniques
OSHA 10 and EPA lead certification

Tier 1 – Quality Control Inspector

Quality Control Inspector by beginning of 2015
Completion of requirements and QCI certification
These will be completed every three years

Tier 1

Intermediate
Quality Control Inspector
Field work

Tier 2

ASHRAE 62.2 2013
Zonal Pressure Diagnostics and Air Sealing
IR camera and Insulation assessment techniques
OSHA 10 and EPA certification

Quality Control Inspectors will complete the required continuing education units to maintain BPI certification.

Weatherization Directors or Financial Managers

Although there are no Tier 1 or Tier 2 requirements as stated in WPN 15-4 for Weatherization Directors or Financial Managers. Arkansas developed training for them to help ensure the workforce is well trained in their specific duties.

Weatherization Directors

Milestone: Complete Tier 1 training designed for Retrofit Installers end of 2015 program year
Training for Crew Leaders by end of Program Year 2016
Training for Energy Auditors by the end of Program Year 2017
At least once every three years attend a NASCSP training Conference and complete a track of sessions.

Tier 2

WAP Administrative Training
OMB Circular training
OSHA 30 and EPA lead certification
JAI software

Financial Managers:

JAI Software 16 hours
Financial Toolkit
OMB Circular Training

The state combines comprehensive field monitoring with an extensive training and technical assistance program to identify areas of weakness to improve work quality and delivery of program services and to correct subgrantee administrative and management problems. Field monitoring also provides an opportunity for on-site training and technical assistance and the identification of areas where more extensive training is needed.

Subgrantee Monitoring⁴

⁴ See V.8.6 for WAP Monitoring Strategy

Two Program Monitors and a Budget Specialist are responsible for monitoring and evaluating the operation of the WAP program at the subgrantee level as outlined in the State Plan.

Technical Assistance

Each weatherization subgrantee is assigned a WAP Program Monitor who accompanies a Quality Control Inspector, who is responsible for completion of the inspection and technical assistance activities, that is a part of the Program Monitoring and Compliance Strategy. Technical assistance provided may include but is not limited to: staff training, policy interpretation, state plan clarification, working with subgrantees to address deficiencies, and training subgrantees on new weatherization techniques.

AEO Staff Training

Training is essential for staff development and is provided on an ongoing basis to upgrade the quality of service delivered by the WAP Program Monitors. Each monitor will be required to complete the QCI training and become a Certified Home Energy Professional. Monitors are also expected to research and attend training opportunities offered through the Arkansas WAP Training Center, which will enable them to gain additional knowledge and skills in weatherization technology, furnace technology, and diagnostic equipment.

Lead Safe Weatherization Training

Lead safe weatherization training will be offered through the Arkansas WAP Training Center during the 2015 Program Year. The AEO will continue to ensure that WAP Network contractors and crew receive training and ongoing technical assistance regarding the Renovate Right Protocol (RRP) and Lead-Safe Weatherization Work practices through the WAP Training Center and through monthly site visits to observe Lead Safe Weatherization Practices of crews and contractors.

State Technical Working Group

The Weatherization Director from each subgrantee will attend meetings with the AEO WAP staff to discuss technical issues, specific problems, innovative solutions, and program direction. The Weatherization Training Center, WAP Directors and Program Monitors will make up the State Technical Working Group which will meet during the 2015 Program Year Annual Grant Guidance and during the Annual WAP Training Conference 2015 Program Year to discuss training needs, updates on Weatherization Installation Measures and Standards, including Health & Safety.

Arkansas's WAP Training Center

The accredited training component of the DOE Guidelines for Home Energy Professionals project guarantees the existence and availability of high quality standardized training programs within the home energy upgrade industry. To ensure that Arkansas is in compliance with these guidelines, the state has contracted with the Center for Applied Building Science at Pulaski Technical College to establish a training network strategy that will assure training availability throughout the State using the U.S. DOE curriculum and is supplemented with a series of in-depth trainings on topics that are identified during the 2015 Program Year.

The Center for Applied Building Science at Pulaski Technical College is accredited by the Interstate Renewable Energy Council (IREC). The accredited training program ensures that individuals receive the proper training to become certified Home Energy Professionals and to do the quality work that is defined in the standard work specifications. The Center for Applied Building Science at Pulaski Technical College has provided weatherization training classes including: Installer Fundamentals, Installer Intermediate, Crew Chief, Energy Auditor, Mobile Home Weatherization, Home Energy Auditing, CAZ, Lead-safe Weatherization, and Renovate Right Protocol (RRP).

Ongoing training and direct technical assistance will be provided on subjects such as combustion area zone (CAZ) testing, air sealing techniques, implementation of ASHRAE 62.2, identification of health and safety conditions such as mold and moisture, and the OSHA 10 and 30 hours trainings are among those that will be provided at least once to each subgrantee in the 2015 Program Year.

First priority to attend the trainings is reserved for the Arkansas WAP subgrantee staff and contractors. Training is delivered through a site-based center in North Little Rock, Arkansas and a mobile training center that serves other community college sites across the state. The schedule through June 30, 2016 is not finalized but will include testing for the Home Energy Professional Quality Control Inspector Certification Testing. The delivery of trainings will also be dependent on the amount of funds allocated for training and technical assistance activities from the U.S. DOE.

Subgrantee Training and Technical Assistance

Each subgrantee will receive an allocation of funds to provide training for their weatherization staff and/or contractors or to help offset the cost for the time the inspector and crew workers spend attending training.

Consumer Education and Outreach

The educational component has been designed to enhance program participants' understanding of home energy efficiency improvements, to increase energy savings, and to contribute to the ongoing effectiveness of installed weatherization measures. Educational materials have been prepared by the AEO (a calendar with tips to save energy) and training has been provided to our subgrantees. The

AEO will continue to require WAP subgrantees to provide client education to each WAP client. Subgrantees will be required to provide, at a minimum, educational materials in verbal format to the client along with the calendar as a leave behind.

V.9 Energy Crisis and Disaster Plan

Arkansas will not use any grant funds for energy crisis relief during the 2015 Program Year.