

**Request for Proposal 18-RFP-006-BM
CSBG/LIHEAP/WAP Data Tracking System
Technical Questions and Answers**

Please note that the Department’s responses are not **final, official or binding**. Violation of section 287.057(23) of the Florida Statutes, by a respondent to a solicitation, or persons acting on their behalf, may be grounds for rejecting a response. The Department’s responses to timely submitted questions are provided below:

Question Number	Page Number, Section	Question	Answers
1		Whether companies from Outside USA can apply for this? (like,from India or Canada)	DEO does not have any preference for respondents from a specific geographical area.
2		Whether we need to come over there for meetings?	DEO does not foresee the need for in person project review meetings, but we do foresee weekly conference calls with the project team.
3		Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	DEO does not have any preferences for location of work from where vendor provides services (onsite, near shore or offshore), but expects a vendor to respond in a timely manner to all requests related to services provided.
4		Can we submit the proposals via email?	No. DEO expects that all proposal responses be submitted as outlined in Section B.34, Submittal Requirements.
5		Are there any publicly available documents that may provide additional details on this project such as feasibility studies, schedule IV-B or Legislative Budget requests?	No. There are no documents available with additional details on this project.
6	Page # 5 Section B.10	The RFP states that proposals must be submitted only in printed copy in sealed envelopes and explicitly states that that electronic submissions of proposals will be rejected. Paper copies of proposals are expensive to prepare because they require printing, collating and shipping which contradicts the RFP’s stated goal that proposals such be “prepared simply and economically.” In addition, paper proposals can not easily be compared side by side in an evaluation matrix or be searched for key words to ensure compliance with mandatory requirements. Lastly the inability of a printed paper to support the level of transparency available in an electronic document makes paper a less than ideal medium for a public procurement process that aspires to be open and transparent via FOI. Can the RFP be amended to require electronic submissions of proposals.	DEO expects that all responses be submitted as outlined in Section B.34, Submittal Requirements.
7	Page #6 Section B.13	MANDATORY REQUIREMENTS FOR EVALUATIONS makes no reference to a bidder experience in successfully implementing a CSBG/WAP/LIHEAP system for other state offices. Failing to establish a mandatory requirement for a minimum number of live customers on	DEO anticipates that responses to Section B.36.1 should provide the information necessary for an evaluation. Past performance information or contract references should be included in all responses to this section.

**Request for Proposal 18-RFP-006-BM
CSBG/LIHEAP/WAP Data Tracking System
Technical Questions and Answers**

		the bidder proposed system opens up the procurement to any custom development organization who can write a proposal but who has no previous experience implementing a large and complex low income program management system. Since experience does matter can the mandatory requirements be expanded to required bidders to have at least two systems in production in another state.	
8	Page #11 Section B.29	The RFP states, "DEO supports diversity in its procurement program and requests that all subcontracting opportunities afforded by this Contract embrace diversity enthusiastically." Can the State of Florida's commitment to MBE inclusion by requiring the designation of evaluation points for bidders who include MBE's in their proposals? This would require a reorganization of the evaluation points.	DEO does not expect to reorganize its evaluation criteria at this time.
9	Page #16 Section B36.1	Tab 9 – Attachments. Can the required attachments be provided separately in the precise layout and format required by the RFP. Converting the RFP from PDF to MS Word results in a loss of formatting putting the burden on bidders to create exact replications of the forms.	DEO expects that all responses be submitted as outlined in Section B.34, Submittal Requirements.
10	Page #17 Section B.36.2	The RFP states," The rates provided shall include the cost of all things necessary to accomplish the services outlined in Section C." However Attachment B does not provide for a software license or annual subscription service fee, or help desk (standard or premium), etc. <i>Are bidders able to modify Attachment B to reflect their traditional Commercial off the Shelf pricing arrangements.</i> The current Attachment B is geared towards a custom development process which is labor intensive. Many of the categories in the current attachment B such as the Disaster Recovery Plan or Application Functionality Test Plan are embedded in our standard DevOps infrastructure and not something we charge separately for since it exists and are part of our support for IT Best Practices.	Yes. Respondents are encouraged to modify "Attachment B" as necessary to reflect their Commercial off the Shelf pricing arrangements.
11	Page #19 Section B.40.3	Evaluation Scoring. Can the current Evaluation Scoring system be modified to offer points for companies who have experience providing similar solutions to other state offices and who include MBE's in their proposals?	See Response to Item #7 and #8.
12	Page #25 Section C.2	Can DEO provide a description of the system architecture, database platform, programming language and API interfaces for the existing	A description of the in-house reporting system is unavailable. Proposed solution should have ability to


**Request for Proposal 18-RFP-006-BM
CSBG/LIHEAP/WAP Data Tracking System
Technical Questions and Answers**

		system? Is there a user or system administration guide that describes the functionality of the LIHEAP, WAP and CSBG solution in use at DEO? Can the user guide or system admin guides be shared with bidders?	transfer current and applicable data from existing systems applications currently being used by Subrecipient entities.
13	Page #25 Section C.3	<ul style="list-style-type: none"> • Can DEO provide bidders with a copy of the current DOE plan for Weatherization? • Can DEO provide any copies of recommendations that might have resulted from a review of the current LIHEAP system by HHS or Apprise? • How many WAP, LIHEAP and CSBG applicants are processed annually? • How many utilities or fuel delivery vendors provide services to LIHEAP recipients? • How are payments paid to utilities or fuel delivery vendors? Checks printed by the CCA, EFT or the State's central accounting system. • How many subgrantees are there for each program (WAP/LIHEAP and CSBG?) 	<ul style="list-style-type: none"> • Yes. See attached Weatherization State Plan. • There are no recommendations from HHS or APPRISE available at this time. • A precise application transaction volume is unknown at this time. • There are approximately 19 utility vendors. • Utility vendors are paid through a variety of methods as agreed upon in each Subrecipient vendor agreements. • See Response to Item #20.
14	Page #26 Section C.4	CLWS_2002. Is there a Master Address Repository (MARS) that is referenced for geographic data? Is there an API for the MARS system? Is there a unique Parcel ID for each physical address in the state?	No, However, DEO is open to all viable recommendations.
15	Page #26 Section C.4	CLWS_2009: can they clarify how partial records come into being and under what conditions they are allowed/must be merged	Required to avoid duplicate records of individuals/families. (i.e. if a family signs up for nutrition services, then a year later comes back for rental assistance).
16	Page #26 Section C.4	CLWS_2013: what is the purpose behind this requirement? why are newly developed properties entered into the system prior to their occupants applying for services?	Provide options for location data recognition that includes street address, zip codes, geographic coordinates, etc.
17	Page #33 Section C.5	Data Migration Plan. Bidders need information about the existing system in order to create or price a data migration plan. Does WAP/LIHEAP and CSBG database implement 100% referential integrity, data validation, and use of appropriate data types (e.g. dates always stored in date columns)? What database technology is used by the current WAP/LIHEAP/CSBG database? Does a test/sanitized copy of the WAP/LIHEAP/CSBG database exist (i.e. one without real PII, but with generated test data)? For the data conversion, does DEO envision a process in which DEO IT	Currently, client related data is collected on Excel Spreadsheets to support reporting to Federal Funders. No database is being used.

**Request for Proposal 18-RFP-006-BM
CSBG/LIHEAP/WAP Data Tracking System
Technical Questions and Answers**

		staff deliver data extracts to the vendor for import to vendor system, a professional services approach where the vendor is primarily responsible for extracting data from the DEO system or something in between?	
18	Page #39 Section C.7	The Staffing Levels proposed on the RFP appear to be based on a custom software development project as opposed to the deployment of a COTS solution that meets or exceeds all the stated requirements. The software development staffing is completely unnecessary for a mature COTS solution that is maintained by the bidder under a Continuous Integration environment. Can the staffing levels be adjusted to remove unnecessary staffing that only services to increase the overall project cost? Bidders should not be penalized for having mature and highly automated development, test and deployment DevOps in place	Yes. Staffing levels can be adjusted by respondent to remove unnecessary staffing that only serve to increase the overall project costs?
19	Page #46 Section C.23	The RFP requires the bidder to maintain a Performance Bond and that the State will not be responsible for the payment of premiums or assessments. In the case where the bidder has been providing the required solution for over 12 years, has more that a dozen other states who use their low income program management solution in production and has a COTS solution that meets or exceeds the stated system requirements is a performance bond really necessary? It only services to increase the overall cost of the project in this case.	DEO expects that all responses be submitted as outlined in Section C.23 Performance Bond.
20		List and Number State Sub-Contractors to access system? - Each organization requires individual credentials	DEO has 39 subrecipient entities that will be required to access the system. Yes. Each Subrecipient entity will require individual credentials. a. Approximately 19 subrecipient entities will access and require training on WAP module. b. Approximately 27 subrecipient entities will access and require training on CSBG module. c. Approximately 30 subrecipient entities will access and require training on LIHEAP module. d. The number of subrecipient entities that operate programs other than those listed in Bid is unknown at this time.

**Request for Proposal 18-RFP-006-BM
CSBG/LIHEAP/WAP Data Tracking System
Technical Questions and Answers**

		 <p>a. How many will access and require training on WAP - Weatherization module? b. How many will access and require training on CSBG module ? c. How many will access and require training on LIHEAP module ? d. How many operate programs other than those listed in Bid if this is available ?</p>	
21		<p>Will Sub-Contractors have Sub-Contractor organizations (Sub-Sub) that will be accessing system? a. If so which organizations and how many sub-sub contractors?</p>	<p>A precise number of Sub-Subs that will access the system is unknown at this time.</p>
22		<p>User capacity - How many users of sub-contractors will be accessing the system under this bid? > User maximums or ranges. - This will be used to understand system capacities that must be determined and established.</p>	<p>Approximately 150-300 subrecipient entity users including utility vendor users will access the system.</p>
23		<p>Will you require a minimum number of Live or Online trainings for sub-contractor organizations?</p>	<p>DEO anticipates that respondent will conduct a training needs analysis and recommend a best-fit training and user support solution that will meet implementation goals.</p>
24	Pg 8 B.18	<p>How many subgrantees or agencies do you anticipate entering client information into the system?</p>	<p>See Response to item #20.</p>
25		<p>Do you anticipate Community Action Agencies (CAAs) in FL entering their client specific data – i.e. Jane Doe, Born 4/25/1970 and the</p>	<p>DEO anticipate Subrecipient CAA's entering the client specific data.</p>

**Request for Proposal 18-RFP-006-BM
CSBG/LIHEAP/WAP Data Tracking System
Technical Questions and Answers**

		specific services she received—into the system? Or are you anticipating that the CAAs provide you with ‘aggregated’ information as required by the CSBG annual report?	
26		<ul style="list-style-type: none"> Do you anticipate ALL CAAs in the state using the system to do actual case management with their clients? Are CAAs being required to use this system? 	<ul style="list-style-type: none"> Yes. DEO anticipates all CAA’s will use the system to do actual case management. Yes. DEO will require all CAA’s to use this system.
27		Are there non-CSBG entities that complete LIHEAP applications in the state?	Yes. There are LIHEAP entities that do not have CSBG.
28	Pg 44, C15	Who will manage the roll out of use of the system at local agencies?	DEO expects that the assigned project management team in consultation with the vendor management team, will manage the roll-out of the use of the system at the local agencies.
29	Pg 28, C5 CSWS 5001	To what extent have agencies, and partner agencies agreed on how to obtain client consent for sharing of client data? Is it a requirement to allow or stop sharing based on client consent?	DEO requires Subrecipient entities to obtain client signed consent to share client data per each service transaction.
30	Pg. 15, Tab 4;	You note wanting to understand’s “DEO’s rights to the data,” are we to assume that DEO’s right to any data entered by subgrantees or agencies is covered under separate grant agreements?	Yes. DEO’s rights to the data is covered under the subgrant agreements.
31	Pg. 38, C6	#17 and #20 both suggests requirements gathering and potentially development. Do you anticipate customization development or some custom development of an off the self software? Are one of these approaches preferable to DEO?	The proposed solution must meet federal requirements, and DEO is open to all recommendations.
32	Pg. 38, C6	You note: “Development of Business Process Reengineering (BPR) Plan.” Changes in Business Processes often result in the need for new operating handbooks or procedures that move beyond the use of the software itself. Is the intention here, to provide information about how to use the software?	Yes. DEO anticipates the respondent will provide user manuals for the software.
33	Pg. 29, C5 CLWS 7005	<ul style="list-style-type: none"> Capability to use active directory authentication/passwords and access levels to restrict staff access to certain client/outcome data. Is it a requirement that we use active directory to manage login? 	Yes. DEO anticipates the solution will use active directory authentication/passwords and access levels to restrict staff access to certain client/outcome data. Additionally, DEO is currently implementing an IAM solution which will meet this

**Request for Proposal 18-RFP-006-BM
CSBG/LIHEAP/WAP Data Tracking System
Technical Questions and Answers**

		<p>Or is it sufficient to have a login process and management that allows agencies' to determine what kind of data specific staff are able to access?</p> <ul style="list-style-type: none"> • Is single sign on management a requirement? 	<p>need.</p>
34	Pg. 29, C5 CLWS 7007	<ul style="list-style-type: none"> • Is the administrator assumed to be local to the agency or DEO staff? • What constitutes 'previously entered'...i.e. as soon as a record is saved or some data driven event such as the close of the program year? 	<ul style="list-style-type: none"> • DEO staff. • Data driven event.
35	Section C.21. Pg 45 B. 32 Pg 12	The proposed system offered is web hosted 'Software As Service (SAAS Model)'. The vendor owns the copyright, patent and license for this creation. Does the section C21 where you mention that DEO will exclusively own such works, exclude such SAAS offerings?	No, the state would not own the SaaS model, it would only own any code or modifications developed at state expense.
36	Attachment B – Cost Proposal Pag 50	Our cost structure does not fit this breakdown. Can we use our own cost proposal form?	See response to item #10.
37	Attachment B – Cost Proposal Page 50 Line 0014	<ul style="list-style-type: none"> • Training – Please indicate if this is 'Training the trainers' or training the frontline staff'. • Please give anticipated # of users to be trained. Would training be at a single location or multiple locations? 	See response to item #23.
38	Attachment B – Cost Proposal Page 50	Please indicate the # of distinct agencies that would be using the proposed system. Also is it possible to get a number of users by each agency that would be using the system?	See response to item #20 and #22.
39	Attachment B – Cost Proposal Page 50	Data Migration – Do the current existing system have capability of exporting the client household data and client family member information into CSV files or Excel files?	The data is currently collected and stored in Excel files.

**Request for Proposal 18-RFP-006-BM
CSBG/LIHEAP/WAP Data Tracking System
Technical Questions and Answers**

	Line 0004		
40	C5 Page 30 - Deliverables	The proposed system is a SAAS offering and has been in existence for several years and is currently being implemented at several places. This makes many of the deliverables in section C5 not relevant to our offering which follows a different implementation strategy. Would DEO be willing to consider a different strategy for a successful implementation?	Yes. DEO is open to consideration of an implementation strategy that is appropriate for the proposed solution.
41		Is there a budget amount for this project?	The budget for this project is still under development. We anticipate a budget within the range of 150k-300K, contingent upon approval by Federal Funders.
42	Page 26, Section C.4, CLWS_2011 CLWS_2001 & CLWS_2008 Page 15, Section B.36.1, under Tab 4	<ul style="list-style-type: none"> • Is there a description or example of the sources and estimated quantity of customer data to be imported? • If so can you provide? 	An estimated quantity of customer data is unavailable. Proposed solution should have ability to transfer current and applicable data from existing systems applications currently being used by Subrecipient entities.
43	Page 34, Section C.5, Data Migration Page 25, Section C.3, Page 14, Section B.36.1 Tab 4	Are the guidelines and thresholds of eligibility for the other services/programs within the DEO network?	Yes. Proposed solution should have ability to transfer current and applicable data from existing systems applications currently being used by Subrecipient entities.
44		Is there an estimate for how many DEO staff will need access to the proposed system?	Approximately 25-50 DEO staff.

**Request for Proposal 18-RFP-006-BM
CSBG/LIHEAP/WAP Data Tracking System
Technical Questions and Answers**

45		Is the DEO open to a SaaS solution?	Yes. DEO is open to all recommendations.
46		Does the DEO have an expected go-live date?	DEO anticipates a go-live date withing 200 business days of contract execution.
47		Is there a budget that can be shared?	See response to item #41.
48	Pg. 25, C.3	Is DEO willing to consider a Cloud-based system for Client Case Management, Data tracking and reporting?	Yes. DEO is open to all recommendations.
49	Pg 30, C.4, CLWS_7006	Will DEO require integration with existing systems? If so, what are those systems?	Yes. DEO anticipates that respondent solution will have the capability to integrate with existing enterprise system.
50	Pg. 29, C.4, CLWS_6003	Does DEO need the capability to generate branded reports with pre-set configuration?	Yes. DEO is open to all recommendations.
51	Pg 26, C.4, CLWS_2000	Will the system require external users (non-DEO employees) to access, enter/edit, information in the system?	See response to item #20.
52	Pg. 26, C.4, CLWS_2011	Will DEO require loading of legacy data from existing systems? If so, how many databases are involved, and in what formats do these databases exist?	Proposed solution should have ability to transfer current and applicable data from existing systems applications currently being used by Subrecipient entities.
53	P25 – C.2	Has DEO decided to procure a COTS solution? If not, is the evaluation, selection and procurement of an applicable COTS is part of the RFP? Is third party licensing and maintenance cost part of the budget for this RFP?	DEO is open to all recommendations.
54	P25 – C.3	Are there existing API available in the LIHEAP, CSBG and WAP systems that would allow the Data Tracking and Case Management solution to extract information from these systems for data aggregation for subsequent analytics, reporting and dash boarding?	No. There is not an API available.
55	CLWS_1001	Are current alerts and notifications done through emails?	No.
56	CLWS_1002	How are KSA collected? Is it done through API, manually entered or through data feeding?	Manual data entry.
57	CLWS_2001	Does DEO currently subscribe to any address verification services?	No. DEO does not currently subscribe to any address verification services.
58	CLWS_2005	Are there any other information besides SSN that DEO considers as Personally Identifiable Information (PIII) or Sensitive but Unclassified	No. Only SSN (last four digits).

**Request for Proposal 18-RFP-006-BM
CSBG/LIHEAP/WAP Data Tracking System
Technical Questions and Answers**

		(SBU)?	
59	CLWS_2012	<ul style="list-style-type: none"> Does DEO support both Oracle and MS SQL Server as the back-end data base? <p>Does DEO have a Data Retention Policy that would determine the length of time a record will be housed in the repository?</p>	<ul style="list-style-type: none"> No. DEO does not support Oracle. <p>Yes, we have a Data Retention Policy. DEO's data retention policy is for 3 years or greater based on sensitivity of data.</p>
60	CLWS_2013	<ul style="list-style-type: none"> Is DEO using LDAP for supporting RBAC (authorization) as well as authentication? If so, does the LDAP currently have the appropriate set of groups for supporting the desired segregation of security privileges? 	<ul style="list-style-type: none"> Yes. DEO uses LDAP for supporting RBAC. <p>No, the groups are not set.</p>
61	CLWS_5003	Can DEO share sample set of reports and dashboards, it would like to be supported by the new solution?	DEO is open to all recommendations.
62	CLWS_5004	<ul style="list-style-type: none"> What methodology does DEO want us to use? i.e Agile, Waterfall or Prototype 	<ul style="list-style-type: none"> DEO is open to all recommendations.
63	Page #33 Section C.5	<ul style="list-style-type: none"> Are LIHEP, WAP, CSBG, etc. currently all managed by the same legacy system with the same database? If not, are their shared unique identifiers to match persons, households, vendors, etc. between databases? If not, can FL DEO provide an 	<ul style="list-style-type: none"> Yes.
64	Page #24 Section C.2	How many approved subgrantees (CAA's) are currently participating in the WAP, LIHEAP or CSG Program	See response to item #20.
65	Page #24 Section C.2	<ul style="list-style-type: none"> What is the current annual funding commitment for WAP, LIHEAP and CSBG by Program? Can a list of funding sources by program be provided? <p>How many applications are processed annually by each program?</p>	<ul style="list-style-type: none"> WAP \$1.8 million – U.S. Department of Energy WAP/LIHEAP \$12 million - U.S. Department of Health & Human Services CSBG - \$20 million – U.S. Department of Health & Human Services LIHEAP - \$60 million – U.S. Department of Health & Human Services <p>A precise application transaction volume is unknown at this time.</p>
66	Page #26 Section C.4	CLWS-2015. Capability of Accepting Electronic Signature. Can a third party electronic signing solution like Adobe Document Sign be used to satisfy this requirement?	Yes. DEO is open to all recommendations.

**Request for Proposal 18-RFP-006-BM
CSBG/LIHEAP/WAP Data Tracking System
Technical Questions and Answers**

67	Page #26 Section C.4	CLWS_2016. What type of functionality is DEO seeking with this stated requirement	DEO anticipates that respondents will highlight any additional intake related features that is available in their solution.
68	Page #26 Section C.4	<ul style="list-style-type: none"> • CLWS_4003. What type of calendar integration (Google, Outlook, etc is DEO seeking with this requirement 	<ul style="list-style-type: none"> • Calendar integration with Outlook or SharePoint.

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:

- Preapplication
 Application
 Changed/Corrected Application

2. Type of Application:

- New
 Continuation
 Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received

12/27/2017

4. Applicant Identifier:

5a. Fed Entity Identifier:

5b. Federal Award Identifier:

DE-EE0007912

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: Florida State of

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

364706134

c. Organizational DUNS:

968930664

d. Address:

Street 1: 107 E. Madison St. MSC-400

Street 2:

City: Tallahassee

County: LEON County

State: FL

Province:

Country: U.S.A.

Zip / Postal Code: 323990000

DRAFT

e. Organizational Unit:

Department Name:

Florida Department of Economic Opportunity

Division Name:

Community Development

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

Prefix: Mr First Name: Rick

Middle Name:

Last Name: Campbell

Suffix:

Title: Program Manager

Organizational Affiliation: Florida Department of Economic Opportunity

Telephone Number: 8507178468

Fax Number: 8504882488

Email: Rick.Campbell@deo.myflorida.com

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance Program

12. Funding Opportunity Number:

DE-WAP-0002018

Title:

2018 Weatherization Assistance Program Funding

DRAFT

13. Competition Identification Number:

Title:

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

Statewide

15. Descriptive Title of Applicant's Project:

Weatherization Assistance for Low-Income Persons

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007912		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Florida State of 107 E. Madison St. MSC-400 Tallahassee, FL 323990000		4. Program/Project Start Date 07/01/2018	5. Completion Date 06/30/2019

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 0.00		\$ 2,210,133.00		\$ 2,210,133.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 2,210,133.00	\$ 0.00	\$ 2,210,133.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTR ATION	(2) SUBGRANTE E ADMINISTR	(3) GRANTEE T&TA	(4) SUBGRANT EE T&TA	
a. Personnel	\$ 67,874.00	\$ 0.00	\$ 68,071.00	\$ 0.00	\$ 135,945.00
b. Fringe Benefits	\$ 26,159.00	\$ 0.00	\$ 26,235.00	\$ 0.00	\$ 52,394.00
c. Travel	\$ 2,252.00	\$ 0.00	\$ 9,444.00	\$ 0.00	\$ 11,696.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 0.00	\$ 110,507.00	\$ 166,298.00	\$ 115,735.00	\$ 1,995,877.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 2,400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,400.00
i. Total Direct Charges	\$ 98,685.00	\$ 110,507.00	\$ 270,048.00	\$ 115,735.00	\$ 2,198,312.00
j. Indirect Costs	\$ 11,821.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,821.00
k. Totals	\$ 110,506.00	\$ 110,507.00	\$ 270,048.00	\$ 115,735.00	\$ 2,210,133.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs**DRAFT**

1. Program/Project Identification No. EE0007912		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Florida State of 107 E. Madison St. MSC-400 Tallahassee, FL 323990000		4. Program/Project Start Date 07/01/2018	5. Completion Date 06/30/2019

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 2,210,133.00	\$ 0.00	\$ 2,210,133.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATION S	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 135,945.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 52,394.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,696.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 1,299,203.00	\$ 194,134.00	\$ 44,000.00	\$ 66,000.00	\$ 1,995,877.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,400.00
i. Total Direct Charges	\$ 1,299,203.00	\$ 194,134.00	\$ 44,000.00	\$ 66,000.00	\$ 2,198,312.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,821.00
k. Totals	\$ 1,299,203.00	\$ 194,134.00	\$ 44,000.00	\$ 66,000.00	\$ 2,210,133.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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

(Grant Number: EE0007912, State: FL, Program Year: 2018)

DRAFT

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Bay County Council on Aging, Inc. (Panama City)	\$51,135.00 4
Brevard County Board of County Commissioners (Melbourne)	\$57,178.00 5
Capital Area Community Action Agency, Inc. (Tallahassee)	\$91,943.00 10
Central Florida Community Action Agency, Inc. (Gainesville)	\$104,094.00 11
Centro-Campesino Farmworker Center, Inc. (Florida City)	\$204,115.00 25
Community Action Program Committee, Inc. (Pensacola)	\$153,006.00 18
Lake Community Action Agency, Inc. (Eustis)	\$42,887.00 3
Manatee Community Action Agency, Inc. (Bradenton)	\$68,151.00 6
Meals on Wheels, Etc., Inc. (Sanford)	\$48,634.00 3
Miami-Dade County (Miami)	\$102,234.00 11
Mid Florida Community Services, Inc. (Brooksville)	\$142,779.00 17
Monroe County Board of County Commissioners (Key West)	\$21,659.00 1
Northeast Florida Community Action Agency, Inc. (Jacksonville)	\$157,625.00 19
Orange County (Orlando)	\$100,830.00 11
Osceola County Council on Aging, Inc. (Kissimmee)	\$45,053.00 3
Pinellas County Urban League, Inc. (St. Petersburg)	\$74,327.00 7
St. Johns Housing Partnership, Inc. (St. Augustine)	\$76,065.00 7
Suwannee River Economic Council, Inc. (Live Oak)	\$66,008.00 6
Tampa Hillsborough Action Plan, Inc. (Tampa)	\$146,153.00 17
TBD (Tallahassee)	\$52,357.00 4
TBD2 (Tallahassee)	\$23,346.00 1
Total:	\$1,829,579.00 189

IV.2 WAP Production Schedule

Weatherization Plans	Units
-----------------------------	--------------

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

(Grant Number: EE0007912, State: FL, Program Year: 2018)

DRAFT

Total Units (excluding reweatherized)	189
Rewatherized Units	0
Note: Planned units by quarter or category are no longer required, no information required for persons.	

Average Unit Costs, Units subject to DOE Project Rules		
<i>VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</i>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	189
C	Total Units Rewatherized	00
D	Total Dwelling Units to be Weatherized and Rewatherized (B + C)	189
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
<i>AVERAGE COST PER DWELLING UNIT (DOE RULES)</i>		
F	Total Funds for Program Operations	\$1,299,203.00
G	Total Dwelling Units to be Weatherized and Rewatherized (from line D)	189
H	Average Program Operations Costs per Unit (F divided by G)	\$6,874.09
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$6,874.09

IV.3 Energy Savings

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	189	29.3	5538
Prior Year Estimate	150	29.3	4395
Prior Year Actual	109	29.3	3194
Method used to calculate savings description:			

IV.4 DOE-Funded Leveraging Activities

<u>DOE Funded Leveraging Activities</u>
During Program Year (PY) 2018, Florida will not be utilizing any DOE funding for leverage activities.

IV.5 Policy Advisory Council Members

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

Mr. Eric Poole	Type of organization: Other Contact Name: Phone: (850)922-4300 Email: epoole@fl-counties.com
Mr. Steve Kay	Type of organization: Local agency Contact Name: Phone: 3523785892 Email: skay@CFCAA.org
Mr. Vernon McQueen, Sr.	Type of organization: Utility Contact Name: Phone: 4079429661 Email: vernon.mcqueen@duke-energy.com

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

(Grant Number: EE0007912, State: FL, Program Year: 2018)

DRAFT

Ms. Barbara Patten	Type of organization: Local agency Contact Name: Phone: (941)827-2887 Email: bpatten@manateecaa.org
Ms. Deloris Johnson	Type of organization: Local agency Contact Name: Phone: 8639563491 Email: djohnson@alpi.org
Ms. Faith Pullen	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 9549408041 Email: faith@faca.org
Ms. Lilli Copp	Type of organization: Unit of State Government Contact Name: Phone: 8507178648 Email: lilli.copp@oel.myflorida.com
Shila Salem	Type of organization: Unit of State Government Contact Name: Phone: 8502457466 Email: Shila.Salem@deo.myflorida.com

IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)

Date Held	Newspapers that publicized the hearings and the dates the notice ran
04/16/2018	The Public Hearing and the Advisory Council notifications were published in the Florida Administrative Register (FAR) on April 16-25, 2018.
04/30/2018	Public Hearing Held; Transcript pending

IV.7 Miscellaneous

The following personnel are the official Florida points of contact that will be identified in the Assistance Agreement, which is the authorizing award document issued by the DOE contracting officer:

Recipient Business Officer
The representative authorized to act on the behalf of the Grantee to negotiate the award. All DOE official correspondence related to the award will be addressed to the Recipient Business Officer.

Debbie Smiley, Bureau Chief

Bureau of Economic Self-Sufficiency, Division of Community Development
Florida Department of Economic Opportunity
107 East Madison Street, MSC 400
Tallahassee, Florida 32399
Phone (850) 717-8467

Principal Investigator
The technical representative authorized to act on behalf of the Grantee as project manager for the award. The Recipient Principal Investigator is the prime point of contact for the DOE Project Officer during the project period of performance and will receive a copy of all DOE official correspondence related to the award.

Rick Campbell, Manager
Florida Weatherization Assistance Program
Bureau of Economic Self-Sufficiency, Division of Community Development
Florida Department of Economic Opportunity
107 East Madison Street, MSC-400
Tallahassee, FL 32399-6508
Phone (850) 717-8468 Facsimile (850) 488-2488

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

(Grant Number: EE0007912, State: FL, Program Year: 2018)

DRAFT

Policy Advisory Council:

Please see Policy Advisory Council members profiles attached to SF-424.

Florida WAP Service Provider Termination:

- Calhoun County BOCC notified the Florida Department of Economic Opportunity of their wish to terminate their status as a Weatherization Assistance Program service provider in August 2017. DEO awarded a short-term contract to another subrecipient agency (Capital Area Community Action Agency, Inc.) to serve the territory temporarily until a permanent replacement provider is selected. A permanent service provided for Calhoun County will be selected through the appropriate competitive application process during August, 2018.
- EOC Indian River notified the Florida Department of Economic Opportunity of their wish to terminate their status as a Weatherization Assistance Program service provided on March 22, 2018. A permanent service provided for Indian River, Okeechobee, St. Lucie and Martin counties will be selected through the appropriate competitive application process during August 2018. In the interim before a permanent replacement provider is in place, DEO awarded a short-term contract to another subrecipient agency (Centro Campesino Farmworker Center, Inc.) to serve the territory temporarily.”

DOE F 540.5
(08/05)

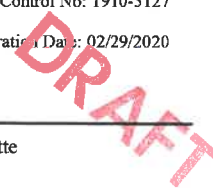
U.S. Department of Energy

OMB Control No: 1910-5127

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: FL Grant Number: EE0007912 Program Year: 2018



Name:	Bay County Council on Aging, Inc.	Contact:	Ms. Elizabeth N. Coulliette
		DUNS:	171124621
Address:	1116 Frankford Avenue Panama City, FL 32401-0000	Phone:	(850) 769-3468
		Fax:	(850) 872-2151
		Email:	coull1074@aol.com
Counties served:	BAY County	Tentative allocation:	\$ 51,135.00
		Planned units:	4
		Type of organization:	Non-profit organization
		Source of labor:	Agency and Contractors
		Congressional districts served:	<u>CD</u> FL-02
Name:	Brevard County Board of County Commissioners	Contact:	Mr. Ian Golden, Executive Director
		DUNS:	106520666
Address:	Department of Housing and Human Services 2725 Judge Fran Jamieson Way, Bldg B First Floor Melbourne, FL 32940	Phone:	(321) 633-2076
		Fax:	(321) 633-2026
		Email:	ian.golden@brevardcounty.us
Counties served:	BREVARD County	Tentative allocation:	\$ 57,178.00
		Planned units:	5
		Type of organization:	Unit of local government
		Source of labor:	Agency and Contractors
		Congressional districts served:	<u>CD</u> FL-08
Name:	Capital Area Community Action Agency, Inc.	Contact:	Mr. Tim Center, Executive Director
		DUNS:	803636950
Address:	Post Office Drawer 1775 309 Office Plaza Drive Tallahassee, FL 32301-0000	Phone:	(850) 222-2043
		Fax:	(850) 942-2090
		Email:	tim.center@cacaainc.org
Counties served:	FRANKLIN County LEON County LIBERTY County GULF County GADSDEN County WAKULLA County JEFFERSON County	Tentative allocation:	\$ 91,943.00
		Planned units:	10
		Type of organization:	Non-profit organization
		Source of labor:	Agency and Contractors
		Congressional districts served:	<u>CD</u> FL-02
Name:	Central Florida Community Action Agency, Inc.	Contact:	Mr. Charles J. Harris, CEO
		DUNS:	046753901
Address:	Post Office Box 1503 1405 Northwest 13th Street, Suite B Gainesville, FL 32602-1503	Phone:	(352) 378-5892
		Fax:	(352) 378-2168
		Email:	charris@cfcaa.org
Counties served:	MARION County ALACHUA County LEVY County	Tentative allocation:	\$ 104,094.00
		Planned units:	11
		Type of organization:	Non-profit organization
		Source of labor:	Agency
		Congressional districts served:	<u>CD</u> FL-05 FL-11 FL-03

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: FL Grant Number: EE0007912 Program Year: 2018

DRAFT

Name: Centro-Campesino Farmworker Center, Inc.	Contact: Mr. John Martinez, Executive Director	
	DUNS: 173849191	
Address: Post Office Box 343449 35801 Southwest 186th Street Florida City, FL 33034-0000	Phone: (305) 245-7738	
	Fax: (305) 245-0078	
	Email: jmartinez@ccfcfl.org	
Counties served: HARDEE County DESOTO County HENDRY County COLLIER County GLADES County PALM BEACH County BROWARD County LEE County HIGHLANDS County ALACHUA County	Tentative allocation: \$ 204,115.00 Planned units: 25 Type of organization: Non-profit organization	Congressional districts served: <u>CD</u> FL-01 FL-19 FL-25 FL-21 FL-17 FL-20 FL-18 FL-08
Source of labor: Agency and Contractors		

Name: Community Action Program Committee, Inc.	Contact: Mr. Douglas Brown, Executive Director	
	DUNS: 087511069	
Address: Post Office Box 628 1308 West Garden Street Pensacola, FL 32593-0628	Phone: (850) 438-4022	
	Fax: (850) 438-0121	
	Email: d.brown@capc-pensacola.org	
Counties served: WALTON County JACKSON County WASHINGTON County ESCAMBIA County HOLMES County OKALOOSA County SANTA ROSA County	Tentative allocation: \$ 153,006.00 Planned units: 18 Type of organization: Non-profit organization	Congressional districts served: <u>CD</u> FL-02 FL-01
Source of labor: Agency		

Name: Lake Community Action Agency, Inc.	Contact: Mr. James H. Lowe, Executive Director	
	DUNS: 606560985	
Address: 501 North Bay Street Eustis, FL 32726	Phone: (352) 357-3497	
	Fax: (352) 483-2298	
	Email: jamesl@lakecaa.org	
Counties served: LAKE County	Tentative allocation: \$ 42,887.00 Planned units: 3 Type of organization: Non-profit organization	Congressional districts served: <u>CD</u> FL-10 FL-05
Source of labor: Agency and Contractors		

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: FL Grant Number: EE0007912 Program Year: 2018

DRAFT

Name: Manatee Community Action Agency, Inc.	Contact: Ms. Barbara Patten, Executive Director	
	DUNS: 058251356	
Address: 302 Manatee Avenue, East Suite 322 Bradenton, FL 34208-0000	Phone: (941) 827-2887 Fax: (941) 827-3001 Email: bpatten@manateecaa.org	
Counties served: CHARLOTTE County SARASOTA County MANATEE County	Tentative allocation: \$ 68,151.00 Planned units: 6 Type of organization: Non-profit organization Source of labor: Contractors	Congressional districts served: <u>CD</u> FL-16 FL-17

Name: Meals on Wheels, Etc., Inc.	Contact: Ms. Sherry Fincher, Executive Director	
	DUNS: 186527834	
Address: 2801 South Financial Court Sanford, FL 32773-0000	Phone: (407) 333-8877 Fax: (407) 829-2468 Email: sfincher@mealsetc.org	
Counties served: SEMINOLE County	Tentative allocation: \$ 48,634.00 Planned units: 3 Type of organization: Non-profit organization Source of labor: Contractors	Congressional districts served: <u>CD</u> FL-07

Name: Miami-Dade County	Contact: Ms. Lucia Davis-Raiford, Executive Director	
	DUNS: 004148292	
Address: 395 Northwest 1st Street, Suite 2630 Miami, FL 33128-0000	Phone: (786) 469-4729 Fax: (786) 469-4750 Email: davisra@miamidade.gov	
Counties served: MIAMI-DADE County	Tentative allocation: \$ 102,234.00 Planned units: 11 Type of organization: Unit of local government Source of labor: Agency and Contractors	Congressional districts served: <u>CD</u> FL-26 FL-25

Name: Mid Florida Community Services, Inc.	Contact: Mr. Michael J. Georgini, Executive Director	
	DUNS: 084719640	
Address: Post Office Box 896 820 Kennedy Boulevard Brooksville, FL 32406-0896	Phone: (352) 796-1425 Fax: (352) 796-9952 Email: mg@mfc.us.com	
Counties served: SUMTER County VOLUSIA County CITRUS County HERNANDO County PASCO County	Tentative allocation: \$ 142,779.00 Planned units: 17 Type of organization: Non-profit organization Source of labor: Contractors	Congressional districts served: <u>CD</u> FL-07 FL-11 FL-06 FL-12

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: FL Grant Number: EE0007912 Program Year: 2018

Name:	Monroe County Board of County Commissioners	Contact:	Ms. Sheryl Graham, Social Services Director
		DUNS:	073876757
Address:	1100 Simonton Street Key West, FL 33040	Phone:	(305) 292-4510
		Fax:	(305) 295-4359
		Email:	graham-sheryl@monroecounty-fl.gov
Counties served:	MONROE County	Tentative allocation:	\$ 21,659.00
		Planned units:	1
		Type of organization:	Unit of local government
		Source of labor:	Agency and Contractors
		Congressional districts served:	CD FL-26
Name:	Northeast Florida Community Action Agency, Inc.	Contact:	Mr. Berneitha McNair, Executive Director
		DUNS:	050055185
Address:	Post Office Box 52025 411 West Adams Street, Suite 200, 3rd Floor Jacksonville, FL 32201-0000	Phone:	(904) 358-7472
		Fax:	(904) 791-9299
		Email:	bmcnair@nfcaa.org
Counties served:	BAKER County PUTNAM County FLAGLER County NASSAU County DUVAL County	Tentative allocation:	\$ 157,625.00
		Planned units:	19
		Type of organization:	Non-profit organization
		Source of labor:	Agency and Contractors
		Congressional districts served:	CD FL-06 FL-04 FL-05
Name:	Orange County	Contact:	Mr. Lonnie Bell, Department Director
		DUNS:	064797251
Address:	2100 East Michigan Street, 2nd Floor Orlando, FL 32856-8927	Phone:	(407) 836-5180
		Fax:	(407) 836-0979
		Email:	lonnie.bell@ocfl.net
Counties served:	ORANGE County	Tentative allocation:	\$ 100,830.00
		Planned units:	11
		Type of organization:	Unit of local government
		Source of labor:	Agency and Contractors
		Congressional districts served:	CD FL-09 FL-07 FL-08
Name:	Osceola County Council on Aging, Inc.	Contact:	Ms. Beverly Hougland, Chief Executive Director
		DUNS:	163153661
Address:	700 Generation Point Kissimmee, FL 34744-0000	Phone:	(407) 846-8532
		Fax:	(407) 846-8550
		Email:	houglanb@osceola-coa.com
Counties served:	OSCEOLA County	Tentative allocation:	\$ 45,053.00
		Planned units:	3
		Type of organization:	Non-profit organization
		Source of labor:	Contractors
		Congressional districts served:	CD FL-09

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: FL Grant Number: EE0007912 Program Year: 2018

DRAFT

<p>Name: Pinellas County Urban League, Inc.</p> <p>Address: 333-31st Street, North St. Petersburg, FL 33713-7603</p> <p>Counties served: PINELLAS County</p>	<p>Contact: Mr. Watson Haynes, President/CEO DUNS: 032594251</p> <p>Phone: (727) 327-3568 Fax: (727) 321-8349 Email: whaynes@pcul.org</p>	<p>Tentative allocation: \$ 74,327.00 Planned units: 7</p> <p>Type of organization: Non-profit organization Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u> FL-12 FL-13</p>
---	---	--	---

<p>Name: St. Johns Housing Partnership, Inc.</p> <p>Address: 525 West King Street Post Office Box 1086 St. Augustine, FL 32095-0000</p> <p>Counties served: CLAY County ST. JOHNS County</p>	<p>Contact: Mr. William Lazar, Executive Director DUNS: 097620392</p> <p>Phone: (904) 824-0902 Fax: (904) 824-9635 Email: sjhpbl@bellsouth.net</p>	<p>Tentative allocation: \$ 76,065.00 Planned units: 7</p> <p>Type of organization: Non-profit organization Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u> FL-07</p>
---	--	--	---

<p>Name: Suwannee River Economic Council, Inc.</p> <p>Address: Post Office Box 70 1171 Nobles Ferry Road, Northwest, Building #2 Live Oak, FL 32060-0070</p> <p>Counties served: MADISON County COLUMBIA County BRADFORD County HAMILTON County DIXIE County TAYLOR County UNION County GILCHRIST County SUWANNEE County LAFAYETTE County</p>	<p>Contact: Mr. Matthew Pearson, Executive Director DUNS: 040207904</p> <p>Phone: (386) 362-4115 Fax: (386) 362-4078 Email: mattpearson@suwanneec.net</p>	<p>Tentative allocation: \$ 66,008.00 Planned units: 6</p> <p>Type of organization: Non-profit organization Source of labor: Contractors</p>	<p>Congressional districts served: <u>CD</u> FL-03 FL-02</p>
--	---	--	---

<p>Name: Tampa Hillsborough Action Plan, Inc.</p> <p>Address: 5508 North 50th Street, Suite 1-A Tampa, FL 33602-0000</p>	<p>Contact: Mr. Derrick G. Blue, Interim CEO DUNS: 877966069</p> <p>Phone: (813) 626-4926 Fax: (813) 626-9695 Email: derrick.blue@thap-inc.org</p>		
--	--	--	--

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: FL Grant Number: EE0007912 Program Year: 2018

DRAFT

Counties served:	HILLSBOROUGH County POLK County	Tentative allocation: \$ 146,153.00 Planned units: 17 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> FL-17 FL-14 FL-10 FL-15
Source of labor: Agency and Contractors				

Name:	TBD	Contact:	Rick Campbell
		DUNS:	000000000000
Address:	107 E. Madison Tallahassee, FL 32399-0000	Phone:	(850) 717-8468
		Fax:	() -
		Email:	Rick.campbel@deo.myflorida.com

Counties served:	MARTIN County OKEECHOBEE County ST. LUCIE County INDIAN RIVER County	Tentative allocation: \$ 52,357.00 Planned units: 4 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> FL-18 FL-08 FL-17
Source of labor: Agency and Contractors				

Name:	TBD2	Contact:	Rick Campbell
		DUNS:	111111111111
Address:	107 East Madison Street Tallahassee, FL 32399	Phone:	(850) 717-8468
		Fax:	() -
		Email:	Rick.Campbell@deo.myflorida.com

Counties served:	CALHOUN County	Tentative allocation: \$ 23,346.00 Planned units: 1 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> FL-02
Source of labor: Agency and Contractors				

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET**

(Grant Number: EE0007912, State: FL, Program Year: 2018)

This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

Provide a description of the definition of income used to determine eligibility

All dwelling units to be weatherized shall be determined eligible in such a manner to ensure that each weatherized unit meets the qualifications of 10 CFR 440.22, "Eligible Dwelling units." Eligibility may be categorical or traditional.

Categorical Eligibility:

Categorical eligibility applies when one or more persons living in the dwelling unit has received cash assistance payments under Title IV or XVI of the Social Security Act or applicable state or local law at any time during the 12-month preceding the determination of eligibility for weatherization assistance; or one or more persons in the unit is eligible for assistance under the Low Income Home Energy Assistance Act of 1981, provided that such basis is at least 200 percent of the poverty level.

Traditional Eligibility:

Traditional eligibility applies to any household 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 for the 12 months preceding application.

All income documentation/information must be recertified after 180 days of original income verification date. If it is determined that a Subrecipient weatherizes a dwelling of a household that does not meet the income eligibility guidelines in WAP, that Subrecipient will be required to reimburse WAP the total cost of weatherization activity and generated Program Support (PS).

Describe what household eligibility basis will be used in the Program

A household shall be defined as a family unit meeting the qualifications listed above to qualify for weatherization. In Florida, any household meeting either categorical or traditional eligibility would be eligible to receive weatherization benefits by the WAP.

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

Florida will follow the guidance provided by the U.S. Department of Health and Human Services (HHS) under the Low-Income Home Energy Assistance Program (LIHEAP) available at:
<http://www.acf.hhs.gov/programs/ocs/programs/liheap>.

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

No dwelling unit may be weatherized without documentation that the dwelling unit is an eligible unit.

During the initial client application process, the application must provide evidence or income documentation satisfactory to the Subrecipient outreach worker that the household meets the eligibility requirements. The documentation must be maintained in the client file and made available for inspection by the Subrecipient and state staff. Applicant income must be verified for the one-year period to the certification month. In accordance with the U.S. Department of Energy (DOE) Weatherization Program Notice 15-3, income data for a part of the year may be annualized in order to determine eligibility, for example, by multiplying by four the amount of income received during the most recent three months. The method of calculation is to be determined by the Subrecipient and should be uniformly applied. Tax forms may be used to verify income only if the certification period is from January through December. Applications on file for six months (180 days) or more must be recertified for the six months prior to pre-inspection. Applicant eligibility verification shall be documented in the file and shall include, a minimum, (1) which 12-month period was considered, (2) a list of all sources of applicant income, (3) documentation of income from each source for the period (s) being considered and (4) the date and initials of the agency employee verifying income.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007912, State: FL, Program Year: 2018)

Describe Reweathering compliance

Florida has adopted the reweatherization date of September 30, 1994. The priority is to serve dwelling units that have not received prior services. All dwelling units completed prior to September 30, 1994, must be addressed using the DOE approved priority list, or have a DOE energy audit, such as the National Energy Audit Tool (NEAT) or the Mobile Home Energy audit tool (MHEA), performed to justify the cost of the measures being installed. Dwellings weatherized after September 30, 1994, may not receive weatherization services again unless such dwelling unit has been damaged by fire, flood or act of God and repair of the damage to weatherization materials is not paid for by insurance or other federal funds such as the Federal Emergency Management Agency (FEMA).

Note: The term "Reweathering" applies only to those units which fall into the category of time indicated above and described under 10 CFR 440.18(e)(2) (iii).

Describe what structures are eligible for weatherization

Structures eligible for weatherization include single family, manufactured housing and multi-family housing. All structures must be stationary and have a specific mailing (street) address. Campers and non-stationary trailers are not eligible.

Additionally, every dwelling weatherized must meet both the client eligibility and the building eligibility requirements. Structures are ineligible for weatherization funds if they are condemned, scheduled for demolition or designated for acquisition or clearance by a federal, state or local program within 12 months from the date of weatherization scheduled completion.

If conditions exist that preclude the weatherization of the structure, a brief written description of the conditions should be supplied to the client. This notification should be coupled with the notification that weatherization assistance is deferred until such time that the problem conditions have been resolved. The Subrecipient should inform the client of a "reasonable" amount of time for the resolution of the problem conditions. (See Deferral Standards).

Subrecipients will exercise caution in dealing with non-traditional type dwelling units to ensure that they meet program regulations on whether the unit is, in fact, eligible.

Describe how Rental Units/Multifamily Buildings will be addressed

Rental Units:

Weatherization of rental units is an allowable activity and there are specific guidelines that are addressed in the Florida WAP Manual, Procedures and Guidelines section. These include:

1. After the client application has been received and it is determined that the household meets the eligibility requirements the owner must provide proof of ownership (a copy of the deed or property tax receipt).
2. The property owner must sign the Building Owner Agreement (BOA) and Permission to Enter Premises (PEP) form. The Landlord Agreement Form (LAF) stipulates that:
 - o The benefits of the services accrue primarily to the tenants.
 - o For a period of 12 months, the tenant will not be subject to a rent increase (unless demonstrated that they are related to other matters not related to the weatherization work performed).
 - o A tenant rent increase complaint may be appealed by the owner.
 - o No undue enhancements shall occur to the value of the dwelling unit.
 - o Encourage financial participation by the owner if feasible.

Multi-Family Units:

Florida requirements for determining eligibility of multi-family dwellings following DOE guidance:

1. WPN 10-15, Final Rule on Amending Eligibility Provisions to Multi-Family Buildings for the Weatherization Assistance Program;
2. WPN 10-15A, Guidance Regarding Accrual of Benefits to Low-Income Tenants in Multi-Family Buildings under the Weatherization Assistance

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET**

(Grant Number: EE0007912, State: FL, Program Year: 2018)

DRAFT

Program; and

3. WPN 10-17, Guidance on Using Non-Federal Resources as a Buy-Down for Meeting the Savings- to-Investment Ratio for Materials Used in the Weatherization Assistance Program.

Projects being considered for weatherization do not have to be on the HUD Community Development lists referenced in WPN 10-15. However, these projects are confirmed to meet the 66 percent occupancy level of households qualifying (income requirements) and therefore, already qualify for receiving services.

The same assessment of property/unit requirements utilized for single family rental units (PEP and BOA/LAF) will apply to any multi-family projects that a Subrecipient may consider weatherizing. Subrecipients considering undertaking a multi-family project within their service area must contact the state WAP office for any additional guidance and then submit the application documentation for review. Then the package will be forwarded to DOE for review and approval. A multi-family project cannot proceed until approved by DOE and then by the state WAP office.

Describe the deferral Process

The Florida Weatherization Assistance Program (WAP) may elect to defer a dwelling from receiving weatherization services where health and safety hazards exist for WAP staff, contractors, clients or where conditions prevent the safe and effective implementation of weatherization measures. The decision to defer work in a dwelling, or in extreme cases, provide no weatherization services, is difficult but necessary in some cases. This does not mean that assistance will never be available, but that work must be postponed until the problem can be resolved. Information for making this determination may become evident during the eligibility process, during the audit or after work has started.

Conditions which may cause a dwelling to be deferred may include, but are not limited to the following:

- The dwelling was weatherized after September 30, 1994.
- A dwelling unit is vacant.
- A dwelling unit is for sale.
- A dwelling unit is scheduled for demolition.
- When there are minor children in the dwelling but no adult client or adult agent of the client at the time of the estimate or at any other time, Subrecipient personnel must enter the dwelling.
- The eligible member of the household moves from the dwelling unit where weatherization activities and services are in progress. In such a case, the Subrecipient must determine whether to complete the work and the circumstances must be documented in the client file.
- The client has known health conditions that prohibit the installation of insulation and other weatherization materials. When a person's health may be at risk and/or the work activities could constitute a health or safety hazard, the occupant at risk will be required to take appropriate action based on severity of risk. Temporary relocation of at-risk occupants may be allowed on a case-by-case basis. Failure or the inability to take appropriate actions must result in deferral.
- A dwelling unit is deemed by the auditor to have irreparable conditions that pose a threat to the health or safety of the crew or subcontractor.
- A mobile home is improperly installed (for example, inadequate supports).
- A dwelling unit is uninhabitable (for example, a burned out apartment).
- There are health or safety hazards that must be corrected before weatherization services may begin including, but not limited to:
 - The presence of animal feces and/or other excrement,
 - Disconnected waste water pipes,
 - Hazardous electrical wiring, or
 - Unvented combustion appliances.
- The building structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that failure is imminent and the conditions cannot be resolved cost-effectively.
- The house has sewage or other sanitary problems that would further endanger the client and weatherization installers if weatherization work were performed. Deferral may be necessary in cases where a known agent (odors, mustiness, bacteria, viruses, raw sewage, rotting wood, etc.) is present in the home that may create a serious risk to occupants or weatherization workers.
- The property has been condemned or electrical, heating, plumbing or other equipment has been "red tagged" by local or state building officials or utilities.
- Moisture problems, mold and/or mildew are so severe they cannot be resolved under existing health and safety measures and with minor repairs.
- The home has drainage related conditions (gutters, downspouts, extensions, flashing, sump pumps, landscape, etc.) that may create a serious health concern and require more than incidental repair.
- Dangerous conditions exist due to high carbon monoxide levels in combustion appliances and cannot be resolved under existing health and safety measures.
- Dangerous conditions exist due major gas leak(s) and cannot be resolved under existing health and safety measures.
- If pollutants pose a risk to workers and removal cannot be performed or is not allowed by the client. Pollutants include formaldehyde, Volatile Organic

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET**

(Grant Number: EE0007912, State: FL, Program Year: 2018)

DRAFT

Compounds (VOCs) and other air pollutants.

- When the extent and condition of lead-based paint in the house would potentially create further health and safety hazards.
- Infestation of pests, including rodents, vermin, fleas, roaches, may be cause for deferral where it cannot be reasonably removed or poses health and safety concern for workers.
- If there is a dangerous dog or other animal which poses a threat to weatherization workers.
- Improperly stored chemicals, combustible materials or other fire hazards that present a danger to the occupants or workers.
- The home cluttered to the extent that mobility and ability to perform weatherization work is hindered and obstacles create a safety hazard.
- If the home is being remodeled or rehabilitated and the weatherization work is not coordinated with that effort.
- Obvious discrepancies are found between the information supplied by the client on the application and observed conditions at the time of weatherization. The Subrecipient must resolve these discrepancies before weatherization work can continue.
- The client is uncooperative with the weatherization Subrecipient, either in demanding that certain work be done and refusing higher priority work which is needed, by being abusive to the work crew or subcontractor or by being unreasonable in allowing access to the unit. Every attempt should be made to explain the program and the benefits of the work. If this fails, work should be suspended and the state weatherization office should be consulted.
- If, at any time prior to the beginning of work (materials installed in a unit), the Subrecipient determines that the client is no longer eligible or Subrecipient personnel believe that circumstances may have changed, the unit shall not be weatherized until updated information can be obtained from the client.
- The presence of live knob-and-tube wiring in areas where weatherization work must be performed.
- The illegal presence or use of any controlled substance in the home during the weatherization process.

Deferral Procedures:

Deferrals during Audit:

If an auditor arrives at a home, begins to review the dwelling and determines it should be deferred prior to concluding the audit, the auditor shall immediately contact the Subrecipient Weatherization Director to describe the situation and ask for guidance. If in the auditor's judgment during the audit, he/she feels the dwelling should be deferred for a problem likely and/or easily fixed and that the dwelling will eventually be weatherized, the audit may continue, however, the auditor shall immediately contact the Subrecipient Weatherization Director to describe the situation and ask for guidance. If possible, the Weatherization Director (or his/her assignee) may want to meet the auditor in the field to discuss the situation further and brainstorm ideas to allow the audit to continue and avoid deferral. No dwelling may be deferred without approval from the Subrecipient Weatherization Director. If possible, all areas of the home should be inspected to identify all deferral issues in order to avoid multiple deferrals. Photos of all deferral conditions should be taken and included in the client file.

If the dwelling must be deferred, the auditor shall provide the homeowner with a brief statement (when feasible) of why they are recommending a deferral. The auditor will then report the recommended deferral to the Subrecipient Weatherization Director, who will assess the documentation (photos, description of the situation); approve or disapprove the deferral; and notify the homeowner in writing of the deferral decision.

If a deferral occurs before the audit is completed, the unit is eligible for payment, as an audit cut short for deferral reasons. If the cause of the deferral is resolved, the Subrecipient shall assign the same auditor to the unit to conclude the audit. If a dwelling is deferred after the audit is completed, payment may not be made unless and until the "Administrative Procedures to be Followed for Deferred Units" below is concluded.

Deferral at Time of Measure Installation:

Any crew or contractor who arrives on site and discovers what they believe to be a cause for deferral shall immediately contact the Weatherization Director to discuss the situation and determine a course of action. No work shall be done on the dwelling.

If the unit is to be deferred, the contractor shall provide the homeowner with a brief statement (when feasible) of why they are recommending deferral, before departing. The contractor will then report the recommended deferral to the Subrecipient Weatherization Director, who will assess the documentation (photos, description of situation); approve or disapprove the deferral; and notify the homeowner in writing of the deferral decision. The Contractor shall then be entitled to payment for work completed prior to the deferral.

Administrative Procedures to be followed for Deferred Units:

Once a unit has been deferred, the Subrecipient shall make every effort to bring homeowners back into the program. The Subrecipient shall:

1. Direct a letter to the homeowner informing them the dwelling has been deferred and asking them to correct the deferral conditions and contact the Agency when work is complete. The agency should give the client 60 days or a reasonable amount of time to correct the issue(s). The letter should refer the client to any help or resources that may assist with the deferral conditions, as well as information on their right to appeal.
2. If no action is taken by the homeowner, a second letter will be sent to the client by certified mail, informing them that they must contact the Subrecipient within 30 days to be eligible for weatherization.

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET**

DRAFT

(Grant Number: EE0007912, State: FL, Program Year: 2018)

3. If no response is received to the certified letter, the unit is removed from further consideration by WAP at the current time.
4. If at any time the homeowner states that they cannot or will not make the needed repairs, a final letter shall be sent to the homeowner informing them that they have been removed from the program and that they may not participate in WAP unless and until the identified conditions have been remedied and an updated application is submitted.

All letters and documentation of efforts to contact or help the homeowner shall be kept in the clients file by the Subrecipient.

It is the homeowner's responsibility to correct the above conditions(s) in order for weatherization services to proceed. When the conditions causing the deferral have been addressed, homeowners are asked to contact the weatherization Subrecipient to reevaluate the dwelling. When possible, weatherization Subrecipients are encouraged to make referrals or collaborate with other programs and other local resources in order to best serve the customer.

Notification and Appeal:

Households shall be informed in writing by the Subrecipient when services are deferred based on the deferral guidelines above. The deferral notice will include instructions to remedy the conditions that led to the deferral or to appeal the deferral based on the 'Complaints and Dispute Resolution' policy.

In unusual situations not covered above or where other problems of a unique nature exist, DEO should be consulted.

If obvious discrepancies are found between the information supplied by the client on the application and observed conditions at the time of weatherization, the Subrecipient must resolve these questions prior to weatherization. Some examples of discrepancies are an obvious change in the client's income, e.g., an unemployed client who is now back to work, a difference in the number of persons living in the dwelling unit (fewer persons than listed, a person or persons not accounted for who may have income), evidence of unreported business being conducted in the unit, etc.

V.1.3 Definition of Children

Definition of children (below age): 12

V.1.4 Approach to Tribal Organizations

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

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

Low-income members of an Indian tribe whose household meets the eligibility requirements are eligible to receive benefits equivalent to the assistance provided to other low-income persons within the state.

Assistance is made available to all low-income residents of the state without regard to tribal organization status, to the extent that funding is available.

V.2 Selection of Areas to Be Served

Services will be available in each of Florida's 67 counties. The weatherization funds are allocated to the local Subrecipient based on an allocation formula comprised of the low-income population of the state against the low-income population of each county, the average number of heating and cooling days in each of the two climate zones and the overall average energy cost per kilowatt.

Allocation of funds to Subrecipients and across budget categories will be based on the base formula and will not require additional public hearings.

The WAP Subrecipient Procedures Manual describes the state's response to Subrecipient noncompliance, including recoupment or reduction of funding, Subrecipient probation and Subrecipient termination.

Redistributing provision: DEO retains the right to allow for re-allocation of funds to Subrecipients and across budget categories using the same formula as originally proposed or any other funding plan that meets the needs of targeted Florida citizens. This can be done without holding additional public hearings. Active management and reallocation of the grant allows the grant to be fully expended during the budget period.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007912, State: FL, Program Year: 2018)

DRAFT

V.3 Priorities for Service Delivery

Service to eligible clients must be provided on a first-come, first-serve basis in most cases. However, applications should be assessed with a number of priorities based on information taken from the application. Priority is given to disabled, elderly, elderly handicapped, households with children and households with high energy burdens. The number of preference points determines client position on the waiting list. The person with the most points will be placed at the top of the waiting list. Lower priority ranked, income-eligible households will be served later in the program year, or when funding is available. **It is important all this information be conveyed to the client during the intake process.**

V.4 Climatic Conditions

Florida has two distinct climate zones. Based upon the provided climate zone map, almost the entire state falls under one climate zone. The applicable energy audits are set to reflect the appropriate climate zone for determining applicable weatherization activity recommendations.

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

During Program Year (PY) 2018, all Florida technical guides and materials will meet the specifications, objectives and desired outcomes outlined in the Standard Work Specifications for Home Energy Upgrades (SWS).

The following guides will be utilized by all Subrecipients and as applicable, contractors in performing weatherization activities:

- a) Florida WAP Procedures and Guidelines (P&G),
 - b) SWS/Florida Field Guides (SWS/FFG),
 - c) Florida Site Built Priority List (SBPL) and Manufactured Home Priority List (MHPL),
 - d) NEAT and MHEA,
 - e) Florida Weatherization Health and Safety Plan,
 - f) Florida Weatherization Program Notices,
 - g) Quality Control Inspection (QCI) report,
 - h) Monthly reporting forms,
 - i) Contractors agreement language, and
 - j) DOE-Approved State Plan Application for 2018-19.
- k) Subrecipient WAP contractual agreement attachments - *(Scope of Work, Reporting, Record Keeping and Special Conditions, as applicable).*

Communication of guidelines and standards:

1. During program year 2018, all Sub-grantee contracts and Sub-grantee vendor contracts will contain language that specifically includes adherence to the Field Guide and SWS requirement, Procedures Manual, Health and Safety Plan and Program Notices. "... Work performed on dwellings shall be completed in accordance with the Standard Work Specifications (SWS)/Florida Field Guide (FFG), the Florida Weatherization Procedures Manual,

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET**

DRAFT

(Grant Number: EE0007912, State: FL, Program Year: 2018)

- Weatherization Priority List, Supporting Weatherization Program Notices, along with any supplemental DEO and USDOE guidelines...”
2. The Florida WAP Procedures and Guidelines will include sections for quality work standards, inspection compliance and Quality Control Inspector qualifications, training requirements and certification. By signing the DEO agreement, Subrecipients are acknowledging receipt of all technical manuals, policies and protocols.
 3. The state will require written Subrecipient communication and verification to ensure that the requirements are understood. The state will require the Subrecipient to provide written communication verification from all vendors of the SWS.

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

- Single-Family :** Florida Weatherization Assistance Program, Single Family Dwelling Priority List based on NEAT, submitted for Energy Audit Procedure Approval, July 16, 2014; Approved September 11, 2015.
- Manufactured Housing :** Florida Weatherization Assistance Program, Manufactured Home Priority List based on MHEA, submitted for Energy Audit Procedure Approval, August 22, 2014; Provisional Approval September 11, 2015; Full Approval December 11, 2015.
- Multi-Family :** Multi-family units will represent less than 20 percent of all units weatherized during any program year: DEO and all its subrecipients will submit multi-family projects to DOE for approval on a case-by-case basis.

Comments

Florida Subrecipients will use the following energy audit procedures:

(a) Follow the applicable priority list or (b) conduct a full site-specific energy audit, as appropriate. An assessment of the central heating and cooling (HVAC) unit and the water heater and an assessment of building’s characteristics, will determine whether a priority list or site-specific energy audit must be utilized. Guidelines for that determination are:

a) A site-specific energy audit (NEAT or MHEA) is not required: When the initial assessment indicates that the HVAC or water heater is not a candidate for replacement AND the building is typical of the type of dwelling units for which the priority list was developed, the applicable priority list may be used and the measures on the priority list must be installed in priority order.

b) A site-specific energy audit (NEAT or MHEA) is required: When the initial assessment indicates that the HVAC or water heater is a candidate for replacement OR if the building is not typical of the type of dwelling units for which the priority list was developed, the site-specific energy audit must be used (NEAT or MHEA) and the audit recommendations must be followed in priority by decreasing Savings to Investment Ratio (SIR).

c) No dwelling will be weatherized utilizing both an audit and a priority list.

Multi-Family Audit:

Florida historically has fallen below the DOE 20 percent threshold of weatherizing multi-family dwelling units and does not currently have a DOE-approved audit and procedures for multifamily buildings. However, in the event a Subrecipient decides to undertake a multi-family building project for weatherizing, it will:

- a. Follow the multi-family dwellings criteria outlined in Section V.1.2 Approach to Determining Building Eligibility.
- b. Conduct the building assessment (diagnostic testing and inspection) and have a qualified energy auditor complete a DOE-approved energy audit (see WPN 13-5 for DOE-approved multifamily energy audits) to determine the energy conservation measures that should be implemented through weatherization.
- c. Submit to the state WAP office all documentation and material from the assessment and audit, including the recommended scope of work and installation procedures.

After the state WAP office assessment is completed, it will forward that proposal to its DOE Project Officer for review and approval. Multi-family projects will be assessed on a case-by-case basis.

V.5.3 Final Inspection

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007912, State: FL, Program Year: 2018)

DRAFT

DOE requires that Quality Control Inspectors working for WAP possess the knowledge, skills and abilities 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 approve work performed in homes including final inspectors.

The Quality Control Inspection will ensure that the weatherization work was completed properly, that all measures called for in the assessment, work orders and change orders have been installed and completed in a quality workmanship like manner, and are in accordance with the priorities determined by the audit procedures, standard work specifications and all other Florida DEO Weatherization Assistance Program requirements.

Florida Subrecipients may apply one of the two options available for meeting the Quality Control Inspection (QCI) requirement:

- a. Independent QCI (Subrecipient staff or outsourcing)
- b. Independent Auditor /QCI

No dwelling unit will be considered as completed and reported to the state WAP office until:

- The QCI is performed (either by a Subrecipient staff who is certified to perform the QCI or through an outsourced entity approved to conduct the QCI by the state WAP office).
- The QCI individual will complete the QCI Report and both the QCI individual and whomever performed the initial inspection and diagnostic testing on the dwelling will sign this report.
- When the dwelling unit is ready for submittal to the state WAP office, a copy of the QCI Report will also be submitted.
- An approved deferral was used on the home due to client noncompliance.

The state WAP office verifies the QCI certification through the Building Performance Institute (BPI) website. Confirmation of current certification of all individuals performing the QCI in the Florida WAP will be performed at the beginning of each PY.

Quality Control Inspectors are individuals who are not involved in the prior work inspected as the energy auditor/assessor as a member of the crew or affiliated with a contractor hired to install any weatherization item. If a Quality Control Inspector is found to have ANY conflict of interest, DEO may at its own discretion require the Subrecipient to hire a third party QCI to redo the inspection on a home or homes at their own cost.

QCI Completed Inspection Form

Each Subrecipient weatherized dwelling will be inspected by a QCI. The QCI/DIR form will:

- a. Indicate the relationship of the QCI to the Subrecipient (I/QCI or IA/QCI),
- b. Document the inspection items and be signed and dated by the QCI,
- c. Be placed in the client file, and
- d. A copy must be included with the monthly Financial Status Report (FSR) when the dwelling is submitted to the state WAP office.

State Monitoring:

- a. Subrecipients implementing the I/QCI approach will require the state WAP office to perform a QCI on a minimum of 5 percent of the projected dwellings to be completed with DOE WAP funding.
- b. Subrecipients implementing the IA/QCI will require the state office to perform a QCI on a minimum of 10 percent of the projected dwellings to be completed with DOE WAP funding.

Non-Compliance Situations:

During a state monitoring visit, if it is determined that the certified QCI individual demonstrated inadequate inspection practices, the state WAP office may implement the following steps:

- a. Bring the issue to the attention of the Subrecipient inspector and/or certified QCI individual during the visit;
- b. Discuss the issue to determine why the error occurred;
- c. Document the issue by photograph;
- d. Determine what corrective actions are required;
- e. Have the Subrecipient coordinate with the contractor/crew to perform the corrective actions required (if a workmanship issue) to achieve compliance and provide photo documentation of the corrected activity to the state WAP office within a prescribed time frame;

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET**

DRAFT

(Grant Number: EE0007912, State: FL, Program Year: 2018)

- f. Determine if additional training is required for the QCI individual (if only a minor or one-instance situation);
- g. Consider having another independent QCI individual perform a spot check of dwellings and files to be reported on the following months FSR prior to that report being submitted;
- h. Request a copy of all documentation (PLAT, DAT, audit, priority list, etc.) for a dwelling to be reported in the following month along with photos of all measures installed; and
- i. Coordinate a follow-up spot check Quality Assurance (QA) visit focusing on the past issue, the QCI documentation and conduct a dwelling inspection.

Repeat Non-Compliance Situation

Each QCI non-compliance situation will be handled on a case-by-case basis. If the Certified QCI individual is found to be in non-compliance (repeat infractions) in performing the QCI, a written notification from the state WAP office will be provided to the Subrecipient directing it to seek alternate means for having the QCI performed on future dwellings.

The QCI individual will also be notified in writing of their suspension from performing future QCIs for Florida Subrecipients. If that individual participates in refresher QCI training, they may be given an opportunity to demonstrate competency in a supervised, probationary period. Each suspension situation will be handled on a case-by-case basis.

V.6 Weatherization Analysis of Effectiveness

Subrecipient effectiveness is assessed through multiple measures. On-site monitoring requirements described in V.8.3 Monitoring Activities, provide ideal conditions during which Subrecipients may be evaluated and areas in need of improvement can be identified.

In addition to the formal monitoring reporting that tracks deficiencies and findings and outlines how to make improvements, monitoring visits allow for a comprehensive review of the agency. Such reviews may include technical and financial systems and procedures, follow up on previous training outcomes and identification of future training needs and the sharing of "best practices" at all levels of operation.

Additionally, the following approaches are used to determine Subrecipient implementation level and competency in meeting the goals of WAP:

- Reviewing monthly reports submitted by Subrecipients, reviewing the pre-and-post weatherization utility bills of households served and performing monitoring visits and dwelling inspections either supports Subrecipient effectiveness or brings up ineffective areas that need to be addressed.
- Comparing productivity or energy savings of all Subrecipients can indicate if additional training is required and supports initiating peer to peer or state coordinated training and technical assistance (T&TA) activities.
- Analysis of Subrecipient monitoring report responses can also indicate if additional assistance or training is needed.
- Following up with Subrecipients' corrective actions to ensure improvement on issues discovered during monitoring visits.
- Reviewing of training credentials or attendance records to ensure that the Subrecipient is meeting the DOE required Quality Work Plan in implementing the QCI and the Job Task Analysis (JTA) training/certification requirements.
- Comparing the annual risk analysis assessment of each Subrecipient's past performance to summarize the financial reviews, monitoring report(s) and any outstanding issues. From this assessment, each Subrecipient's needs, strengths and weaknesses may be determined and plans made to followup on providing the necessary T&TA to ensure future compliance.
- Subrecipients determined to be at risk may be placed on probationary status for a period of time. Failure to achieve compliance during that time period may result in termination of their agreement.

Plans of Action include training efforts with contractors and assessors, job site monitoring of contractors during blower door directed air sealing efforts and field workshops sponsored or conducted by DEO.

DEO will strengthen the monitoring process by requiring a Subrecipient response to monitoring reports with findings or numerous or repetitive observations that requires not only documentation of correction of work deficiencies, but also the actions taken or planned that will ensure that similar deficiencies will not be repeated in future weatherization work.

V.7 Health and Safety

In accordance with the Final Rule and Weatherization Program Notice (WPN) 11-6, DEO will adopt the following approach to implementing health and safety

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET**

(Grant Number: EE0007912, State: FL, Program Year: 2018)

DRAFT

measures:

Subrecipients shall comply with all applicable federal, state and local building codes and regulations.

DEO provides Subrecipients with an allocation of funds identified as a budget line item, to be used for required health and safety measures. Specific health and safety related measures are reported in the designated electronic data reporting system. The purchase and maintenance of personal protective equipment and other safety equipment is allowed. Each Subrecipient has a local Training and Technical Assistance budget, and those funds may be used to provide training and certification to address health and safety issues.

Florida will budget health and safety funds at less than 15 percent of the Program Operations funds budgeted. Florida tracks health and safety labor and materials costs on its work order. Reporting data that populates the statewide database makes it possible to track and manage all health and safety costs.

DEO encourages Subrecipients to maintain coverage for Pollution Occurrence Insurance (POI), but no longer makes it mandatory.

***For further details on the applicable health and safety standards, please see Health and Safety Plan in compliance with WPN 17-7 attached to this application.

V.8 Program Management

V.8.1 Overview and Organization

The Florida WAP is administered under the Florida Department of Economic Opportunity (DEO). It is located in the Division of Community Development, Bureau of Economic Self-Sufficiency (BESS). WAP direct personnel roster consists of a Bureau Chief, Administrative Assistant, Program Manager, a Grants Specialist and three Government Operations Consultants II (monitors). In addition to WAP, the Community Services Block Grant (CSBG) and the Low-Income Home Energy Assistance Program (LIHEAP) are also located in the BESS. A complete DEO organizational chart is included in the application. *(See attached DEO Organization Chart 2018.)*

Overall, there are 41 DEO funded Subrecipients statewide for providing WAP and/or CSBG and/or LIHEAP. There are 19 Subrecipients providing WAP services statewide (all 67 counties are served).

Financial assistance provided will be used to supplement and not supplant, state or local funds.

Florida's use of WAP funding from DOE described in this plan conforms to the rules and regulations issued by DOE for expenditure of WAP funding.

V.8.2 Administrative Expenditure Limits

The Florida WAP will follow the rules for administrative expenditure limits outlined in 10 CFR 440.18 (e), which states that no more than 10 percent of any grant made to a state may be used by the grantee and Subrecipient for administrative purposes in carrying out duties under this part, except that not more than 5 percent may be used by the state for such purposes, and not less than 5 percent must be made available to Subrecipients by states.

An exception to exceed the 10 percent administrative requirement shall apply to Subrecipients funded at less than \$350,000 of DOE funds. Subrecipient agencies are required to submit justification for administrative funds in excess of 5 percent of the total grant, with state approval based on the individual Subrecipient needs. However, in PY 2018, FL DEO has chosen not to include any additional Subgrantee Administration funds in the Budget beyond the minimum required 5% of the total PY 2018 award.

V.8.3 Monitoring Activities

In accordance with 10 CFR 440, DEO, as the Grantee of the DOE Weatherization Assistance Program, has an established monitoring system for evaluating Subrecipients performance regardless of funding source. Monitoring functions will be the state's principal method for determining Subrecipient compliance with

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET**

(Grant Number: EE0007912, State: FL, Program Year: 2018)

the regulations contained in 10 CFR 440, applicable 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, Weatherization Program Notices and any other procedures that DOE may issue. Additionally, monitoring activities will ensure the evaluation of actual accomplishments against planned activities and determining the effectiveness of WAP policy. Monitoring also provides objective reporting to and from Subrecipients and makes recommendations to address program and administrative deficiencies and needs.

The three state WAP staff who perform technical and administrative monitoring of Subrecipients are classified as Government Operations Consultant II (GOC II). A portion of staff salaries are paid for out of WAP Grantee administrative funding. The outsourcing of the state QCI activity will be covered in Grantee T&TA.

Supplemental funding received from LIHEAP covers the remaining cost for salaries, monitoring and a portion of the outsourcing of additional QCI performed during monitoring visits. A breakout of projected monitoring expenditures to be charged to WAP is provided in the budget detail (PF-20A) of this State Plan.

During PY 2018, the state level QCI function will be outsourced utilizing certified QCI independent contractors. DEO has recently hired a WAP/LIHEAP Program Manager who is a Certified QCI. This added skillset incorporated in WAP leadership will enhance the technical competency of the GOC II as well as the Subrecipient network of technical staff.

Each Subrecipient will be monitored on site during PY 2018 by state WAP staff. The visit will consist of an administrative, fiscal and programmatic review in addition to completing state level required QCI on:

- a) At least 5 percent of the completed dwellings inspected for Subrecipients utilizing the Independent QCI option; and
- b) At least 10 percent of the completed dwellings inspected for Subrecipients utilizing the Independent Auditor/QCI option.

Quality Assurance Activities:

Based upon the review of the monthly program, fiscal and QCI Reports (QCIR) and the results of any modified or regular monitoring visits, the GOC II may determine that additional on-site Quality Assurance (QA) visits may be warranted.

In the interim, the GOC II will perform a desk monitoring of monthly reports and supporting documentation submitted to confirm the Subrecipient performance in regard to meeting agreement deliverables, reporting deadlines, material and labor costs and budget/expenditure. Monitoring schedules may also be changed based on the results of the review of the following items:

- The DEO Office of Inspector General audit,
- The last monitoring report,
- Most recent independent audit,
- Monthly fiscal reports,
- Up-to-date production records,
- A review of applicable board minutes,
- Interactions/communications with the Subrecipients' coordinator and fiscal staff,
- Needs or requests submitted by the Subrecipient, and
- Deferral units reported to the state office since the last monitoring visit.*

**Note: As referenced in Section V.1.2 Approach to Determining Building Eligibility, subsection "Describe the Deferral Process," a dwelling unit may be deferred services for a number of reasons. During the monitoring visit, the client files on any deferred clients will be reviewed for compliance to following guidelines and if applicable, consider visiting the deferred dwelling unit to confirm the conditions of situations that resulted in the deferral action being implemented.*

State Level QCI Monitoring:

Prior to conducting a monitoring visit, the GOC II will review the QCIRs that have already been submitted by the Subrecipient for completed dwellings. Any QCIRs that are questionable or have conflicting information will be earmarked for inspecting during the visit. Also during the visit, the credentials of the individual performing the QCI will be reviewed.

During the visit, if it is determined that there is a diagnostic testing result or workmanship issue that was not reported in the QCIR, the infraction will be brought to the attention of the individual who conducted the QCI and the Subrecipient to discuss how it was missed and what corrective actions are to be taken.

The Subrecipient will coordinate the required corrective action to be taken and have thorough photo documentation of the resolved issue. The QCI will be re-conducted and a new QCIR will be submitted to the state office along with all supporting photo documentation. The QCI individual will be put on notice and

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

DRAFT

(Grant Number: EE0007912, State: FL, Program Year: 2018)

supporting documentation (photos and test readings) may be required to be submitted along with the QCIR by the Subrecipient for dwellings that had the QCI conducted by the same individual.

If applicable, the Subrecipient will be required to provide the state WAP office with the necessary changes that have been implemented in its implementation and oversight activities that will ensure the issue is not repeated on future dwellings. The Subrecipient may also be required to submit QCI supporting photo documentation of dwellings completed for review and approval when they are submitted to the state WAP office with a monthly Financial Status Report (FSR).

If there is a second repeat occurrence of a QCI failed inspection, the issue will be discussed with all parties (Subrecipient management, QCI individual and state WAP staff) to determine the best course of action. If it is determined that a QCI individual is not performing the task as required, that QCI individual may not be allowed to perform the QCI activity for Florida WAP Subrecipients or the state WAP office.

The GOC II will work with the Subrecipient to find another certified QCI individual to avoid any delay in meeting production goals.

State Level Monitoring Instrument:

- Financial/Administration
- Vehicles and Equipment Inventory
- Audits
- Financial Management/Accounting Systems
- Payroll/Personnel
- Records Retention
- Invoicing
- Contractor Procurement Process
- Client Eligibility (Client File Review)
- Contractor Qualifications and Licensing
- Pre and Post Inspections Results
- Percentage of change-orders
- Priority List and Energy Audits
- Preparation of Work Orders
- Health and Safety Compliance
- Weatherization Measures Installation
- Quality Control Inspection Report
- Qualifications and Training Assessment
- Needed Training and Technical Assistance

The applicable percentage of each Subrecipient's completed weatherized dwellings reported since the last monitoring visit will have a QCI performed and at least one dwelling "in progress" will be visited in order to assess:

- Quality and compliance
- Appropriate and allowable materials
- Appropriateness and accuracy of energy audits
- Comprehensive final inspections
- Safe work practices
- Lead safe weatherization protocols

In addition, one dwelling ready for bid (diagnostic tests completed and bid prepared) will be visited to ensure the accuracy of applicable testing that had been performed. During the visit, a Subrecipient may also be required to conduct diagnostic testing procedures if it appears that the interpretation of the results are questionable and if additional training is needed.

The monitoring process consists of the following activities:

The visit:

- A formal notification of upcoming visit correspondence is sent to the Subrecipient to schedule the time frame of the visit. The correspondence will include a list of documents to be made available for review and other specific programmatic activities relating to weatherized dwellings.
- An entrance interview will be held with Subrecipient management and weatherization staff to discuss any previous non-compliance issues along with the agenda for the visit.
- During the dwelling inspection process, if any health and safety issues are found that present imminent danger to the household, the Subrecipient will be directed to immediately resolve the issues

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007912, State: FL, Program Year: 2018)

DRAFT

- The applicable QCI dwelling and files inspection will be performed.
- An exit interview is held and issues that will be addressed in the follow-up report are covered.

The report:

- A written report that describes the monitoring assessment is issued to the subrecipient within 30 days of the visit.
- The report will identify any existing or potential non-compliance issues found during the visit.
- For non-compliance or workmanship issues found during the dwelling inspection, photo documentation is included.
- Corrective actions are recommended and the appropriate guidance document is referenced. Samples of best practices and what training is available may be provided if applicable.
- For issues regarding workmanship or measures installed on a dwelling that has already been reported as a completed unit, the Subrecipient is responsible for addressing the issue with the subcontractor and corrective actions should be the responsibility of the subcontractor.
- Disallowed costs will be reimbursed to the state.

Subrecipient response:

- Subrecipients will have 30 days after receipt of the monitoring report to respond.
- If the Subrecipient response and/or corrective action to be implemented are not sufficient to assure future compliance, additional clarification may be requested and the Subrecipient will have an additional 30-day time frame to achieve compliance.
- Failure by a Subrecipient to implement acceptable corrective actions or rectify a non-compliance issue at the end of the second response period may result in the Department withholding of program reimbursements until compliance is met.
- Follow-up visits may be scheduled as determined by state staff or requested by Subrecipient staff to focus on a specific area of concern or to provide specific oversight or training.

Risk Assessment:

Annually a risk analysis assessment of each Subrecipient's past performance will be conducted after the program year to summarize the financial reviews, monitoring report(s) and any outstanding issues. From this assessment, each Subrecipient's needs, strengths and weaknesses may be determined and plans made to followup on providing the necessary T&TA to ensure future compliance. Subrecipients determined to be at risk could be placed in a probationary status for a period of time.

Upon being classified as an "at risk" Subrecipient and being placed on probationary status, the Subrecipient will be required to submit a detailed Corrective Action Plan (CAP) that will outline the processes to be implemented to address the issue(s) along with a timeline to achieve resolution. The GOC II will monitor the progress of the Subrecipient to determine the status of the resolution and that the submitted CAP is being implemented. If a site visit to the Subrecipient is warranted, it will be prioritized to be performed.

Failure by a Subrecipient to rectify the situation within the prescribed probationary time frame may result in the termination of the Subrecipient agreement and DEO seeking another provider of weatherization services for that area. For any Subrecipient that is considered "at risk," QA visits will become part of the state oversight activity to ensure the CAP is being implemented.

Subrecipient Audit Reviews:

All Subrecipients are required to submit a copy of their annual audit to the Florida Department of Economic Opportunity Office of Inspector General (OIG) for review. The OIG performs a preliminary review of the audit and then provides the audit and a technical review questionnaire to the Florida WAP office. WAP staff and management review the audit and discuss.

If there are findings regarding the Subrecipient's direct administration of WAP or indicate an organizational activity considered to be a material weakness or deficiency finding, WAP management provides comments and drafts a management decision letter for review. Then, upon consultation with OIG staff, the final management decision letter is provided to the Subrecipient.

WAP staff will follow up with the Subrecipient to address any questions or provide additional clarification in regard to corrective actions required to resolve the issue. As indicated in the QA section, additional onsite visits as applicable may be coordinated to ensure applicable corrective actions are being implemented to ensure resolution in a timely manner.

Subrecipient Termination:

If it is determined that a Subrecipient does not have the capacity to implement WAP to ensure compliance with all procedures, guidelines, etc. even after substantial T&TA is provided by the state WAP office, that Subrecipient's agreement may be terminated.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007912, State: FL, Program Year: 2018)

DRAFT

V.8.4 Training and Technical Assistance Approach and Activities

DEO believes that strong internal systems, oversight, training and technical assistance are essential to enable Subrecipients to achieve the objectives of the weatherization program. The training and technical assistance budget and narrative reflects the philosophy and will ensure quality weatherization work and adequate financial and programmatic management controls.

The purpose of all training and technical assistance will be to maximize energy savings, improve program and operation efficiencies, improve crew/contractor work quality, reduce the potential of waste, fraud, abuse and mismanagement, and increase client satisfaction.

T&TA funding is used to pay salary, travel and operational cost for WAP staff and contractors to provide monitoring T&TA to Subrecipient and contractor staff. Subrecipient expenses for participation in T&TA activities will be funding from DOE T&TA and other funds.

DEO will use the following methods to provide T&TA:

1. DEO staff or contractor(s) will provide on-site or off-site T&TA as needed. Needs may be identified by the Subrecipient staff, DOE project officer monitoring visits, internal state audits, Inspector General reports or by DEO staff as a result of observation for resolution of problems or to meet updates required by DOE.
2. On-site visits provide firsthand, observable evidence for T&TA. Therefore, through monitoring, DEO staff will analyze data on a variety of financial, production and weatherization retrofit information. Trends indicating extremes high/lows in production and completed weatherization measures will be noted and tracked for appropriate follow up. Technical weatherization skills will be closely monitored and any deficiencies will be shared with Subrecipients and specific training requirements will be mandated.
3. Subrecipients will have the opportunity to identify and address their own T&TA needs through local initiatives.
4. Florida requires successful completion of certification training for all inspectors. Requirements include: Quality Control Inspection Certification, Mobile Home Inspection Training, LSW certification, OSHA 10 and 30 Hour. For current certified staff, use of continuing education credits to maintain certification will be funded through T&TA funds. DEO allocates T&TA funds to each Subrecipient for the mandated training, as needed.
5. DEO will work with IREC accredited training providers to administer Tier 1 occupation specific NREL Job Task Analysis (JTA) training for all WAP workers.
6. As needed, Subrecipients may receive Tier 2 training for single issue, short-term training pertaining to identified field deficiencies and/or enhancement of existing knowledge, skills and abilities.
7. A training needs database with a master list of all Subrecipient staff and their associated training records will be developed to highlight the needs of the individuals working within the program and to send notification when continuing education training is required.
8. DEO management and Subrecipient staff will attend DOE mandated activities/events, NASCSP events, state weatherization managers' meetings, national DOE conference and other staff development trainings as needed or required.
9. The Annual Florida Weatherization Training Workshop includes all fiscal and technical program training and is a mandatory T&TA activity.

Provision of training and technical assistance:

1. On-site technical assistance visits will be conducted by DEO monitoring staff, as requested or required. Any Subrecipient experiencing management, production, operational or compliance problems will be provided technical assistance and a plan of recommended corrective action. Verbal recommendations will be given to the Executive Director, Weatherization Director or Weatherization Coordinator prior to the end the visit. A letter or a monitoring report reiterating those recommendations will be sent within 45 days of the visit and a follow-up visit will be made to evaluate progress.
2. Subrecipients will have the opportunity to select a training provider for meeting the training needs recommended and mandated by the DEO WAP office. Subrecipients must have DEO approval for all out-of-state training and travel costs. It is strongly recommended that Subrecipients utilize local/in-state training resources to maximize their T&TA funds.
3. Should a Subrecipient hire a new Weatherization Director/Coordinator, the Subrecipient is required to notify DEO in writing within 30 days of the date of hire and request training. DEO will contact the Subrecipient within 30 days of receipt of notification to arrange for training. DEO will use in-house staff and/or other weatherization professionals to provide training.
4. Subrecipients may use available T&TA funds to support locally initiated training and to make effective use of available state training venues. To assure coordination of training activities, all Subrecipient T&TA funds shall be itemized and budgeted into the following categories:
 - Costs for travel and per diem for attendance at all DEO hosted T&TA workshops, seminars, meetings or classes.
 - Supplemental training not offered by DEO for Subrecipient staff training must relate directly to the attendee's WAP job duties.
 - Purchase of training materials, including training and testing costs, necessary to meet OSHA safety standards.
 - Percentage of salary for a staff person responsible for ensuring that training, safety requirements and needs are met and to oversee in-house weatherization training.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007912, State: FL, Program Year: 2018)

DRAFT

5. To assure coordination of training activities, all Grantee T&TA funds shall be itemized and budgeted into the following categories:

- Purchase of training materials, including training and testing costs, necessary to meet OSHA safety standards.
- Travel for DEO WAP staff to attend conferences, meetings, trainings and seminars.
- Other T&TA initiatives in conjunction with local T&TA programs.

6. DEO shall continue to assure and effective exchange of program information through:

- Active involvement with the WAP Policy Advisory Committee (PAC).
- Promotion of statewide meeting initiated by the Florida Weatherization Network (FWN) Council and representatives of the PAC at which management, technical and general informational topics will be discussed according to current need.
- Scheduling statewide weatherization meetings to develop new training approaches and refine the existing courses to best meet the needs of the Subrecipient.
- Updates to program management guidance, including operations memos, information updates and revisions in the Policy and Procedures Manual, when necessary.
- Encouragement of information exchange and skills transfer among Subrecipients on an informal basis.

Attendance/Training Requirements

To help insure an adequate level of knowledge and understanding among individuals who perform certain duties, Florida will adopt the DOE Standardized Training Curriculum as the reference for minimum training requirements. The following modules will be used to meet all network training needs:

Tier 1 Training:

- Weatherization Install/Technician Fundamentals
- Weatherization Energy Auditor – Single Family
- Weatherization Energy Auditor – Multi Family
- Quality Control Inspector
- Technical Monitor/Inspector
- HVAC Systems for Energy Auditors and Inspectors – Single Family
- Manual J
- Mechanical Systems – Multi Family
- Crew Leader
- Health and Safety Training for programmatic staff
- Lead Safe Weatherization
- ASHRAE 62.2
- OSHA 10/30

Tier 2 Training:

- Annual Network Workshop
- Project Management 101
- Procurement regulations under 10 CFR 600
- Peer Exchange Training and Technical Assistance
- Florida Weatherization Network Council

Attendance at state sponsored training may be required based on the importance of the topic and information to help correct program deficiencies or to ensure competence in specific areas. In such cases, Subrecipient attendance *will be mandated as a matter of program compliance.*

Assessment of State T&TA Activities

Effectiveness of T&TA activities will be evaluated through the following:

- Local training activities and local T&TA expenditure reports,
- Quarterly review of the Florida WAP training tracking database to measure and track training efficiency,
- Onsite monitoring and observations and reporting of improvement in work standards,
- Review of local T&TA curriculum and activities,
- Formal evaluation forms completed by participants to statewide training workshops, and
- Surveys to Subrecipients and contractors.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007912, State: FL, Program Year: 2018)

DRAFT

Client education has been provided over the years by different methods in each area of the state, ranging from detailed discussions with clients during pre-and post-inspections to access to program-related publications. DEO will continue to require WAP Subrecipients to provide client education to each WAP client. Subrecipients will be required to provide (at the minimum) educational materials in verbal and written format.

The Florida WAP will assess fuel savings effectiveness using data provided by the Subrecipients on pre-and post-weatherization energy usage derived from client-submitted energy bills. This analysis provides DEO with the information on a sampling of weatherized units that allows staff to identify significantly high and significantly low performers. DEO will analyze the data for T&TA purposes that allows them to compare effectiveness within a Subrecipient's area and between Subrecipients. The need for additional T&TA will be identified through these comparisons.

Quality Control reviews will be conducted year round by a certified quality control inspector. Based on the findings of a quality control review, a Subrecipient may receive on-site technical assistance aimed at improving individual Subrecipient staff skills in assuring work quality. Technical assistance will be provided by the DEO reviewer or other monitoring staff. Attendance is required for those persons specified by the quality control reviewer. Overall energy audits will be reviewed to determine if the best weatherization measures with the highest potential energy savings have been called for or if additional training is needed.

Standard monitoring and technical assistance sessions often point out the need for one-on-one work with crew members. Subrecipient-specific needs may include such items as basic energy conservation concepts, program requirements and work techniques. Technical assistance will be provided by DEO staff. Attendance is required for those persons specified by the quality control reviewer, the monitor or other staff.

V.9 Energy Crisis and Disaster Plan

The purpose of DEO's disaster planning and relief is to provide emergency services to low-income individuals and families affected by a disaster as determined by a Presidential or gubernatorial order declaring either a federal or state emergency. WAP grant funds have a very limited role in any disaster response. Funds are limited to eligible weatherization activities and the purchase and delivery of weatherization materials.

Subrecipients will be required to prioritize service to buildings occupied by disaster victims. In some cases, Subrecipients covering adjacent areas will be allowed to perform work in disaster areas, with the consent of the Subrecipients that primarily serves that area. Work will be limited to allowable program measures. In cases where a previously assisted unit has been damaged by fire, flood or other natural disaster, assistance can be provided with prior approval from DEO.

The DOE-issued WPN 12-07 provides guidance on the use of WAP in the event of disasters. In the event that a disaster area is declared, DEO would issue a State Weatherization Program Notice clarifying the policies, procedures and activities that will be allowed to be implemented by Subrecipients in the declared area.

Reprioritization of weatherization services requests coming from the disaster area may include households located in the disaster area as a priority as long as the households are eligible, meet one of the priorities established in regulations and are free and clear of any insurance claim or other form of compensation resulting from damage incurred from the disaster.

Other disaster-related activities that may be considered but will require prior approval from DEO include:

- a. Debris removal at a dwelling unit so that the dwelling can be weatherized;
- b. Weatherization personnel can be paid to perform functions related to protecting DOE WAP investment, such as:
 - i. Securing weatherization material, tools, equipment, weatherization vehicles; or
 - ii. Protection of local Subrecipient weatherization files, records and the like during the initial phase of the disaster response.

Weatherization vehicles and/or equipment may be used to help assist in disaster relief provided WAP is reimbursed in accordance with Title 2 CFR Part 200.

The cost to pay for weatherization personnel to perform relief work outside the scope of weatherization, in the community due to a disaster is not allowable.

The total allowance for the installation of each weatherization measure is limited to the current maximum reimbursement per Subrecipient contract.