

State of Idaho  
Weatherization Assistance Program  
Program Year 2018 Grant Application  
Annual File - Draft

DRAFT

**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)  
AC Increase Award, Increase Duration

\*Other (Specify) \_\_\_\_\_

\*3. Date Received: 4/1/2018

4. Applicant Identifier: \_\_\_\_\_

5a. Federal Entity Identifier: \_\_\_\_\_

\*5b. Federal Award Identifier: DE-EE0007916

**State Use Only:**

6. Date Received by State: \_\_\_\_\_

7. State Application Identifier: \_\_\_\_\_

**8. APPLICANT INFORMATION:**

\*a. Legal Name: Idaho Department of Health and Welfare

\*b. Employer/Taxpayer Identification Number (EIN/TIN): 826000995

\*c. Organizational DUNS: 825201486

**d. Address:**\*Street 1: 450 W. State Street, 2<sup>nd</sup> Floor

Street 2: \_\_\_\_\_

\*City: BoiseCounty: Ada\*State: Idaho

Province: \_\_\_\_\_

\*Country: USA\*Zip / Postal Code 83702**e. Organizational Unit:**

Division Name: Division of Welfare

Department Name: Dept. of Health and Welfare

**f. Name and contact information of person to be contacted on matters involving this application:**Prefix: Ms.\*First Name: Dawn

Middle Name: \_\_\_\_\_

\*Last Name: Boyce

Suffix: \_\_\_\_\_

Title: Program Manager

Organizational Affiliation: Division of Welfare

\*Telephone Number: 208-334-5782 Fax Number: 208-334-5817

\*Email: Dawn.Boyce@dhw.idaho.gov

**9. Type of Applicant 1: Select Applicant Type:**

A. State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*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 for Low Income Persons

**13. Competition Identification Number:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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

**15. Descriptive Title of Applicant's Project:** The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. Funds are used to improve the energy performance of dwellings of needy families using the most advanced technologies and protocols available in the housing industry. Final allocations will include adjustments from the planning numbers reflected in WPN 18-2a and the draft state plan necessary to align with final DOE appropriations for WAP.

**16. Congressional Districts Of:**

\*a. Applicant: ID-01

\*b. Program/Project: Idaho Statewide

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

**17. Proposed Project:**

\*a. Start Date: April 1, 2018

\*b. End Date: March 31, 2019

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

\*a. Federal \$1,862,705

\*b. Applicant \_\_\_\_\_

\*c. State \_\_\_\_\_

\*d. Local \_\_\_\_\_

\*e. Other \_\_\_\_\_

\*f. Program Income \_\_\_\_\_

\*g. TOTAL \$1,862,705

**\*19. Is Application Subject to Review by State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E. O. 12372

**\*20. Is the Applicant Delinquent on Any Federal Debt? (If "Yes", provide explanation.)**

Yes  No Explanation:

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

\*\* I AGREE

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

**Authorized Representative:**

Prefix: Mr.

\*First Name: Russell

Middle Name: <u>S.</u>	
Last Name: <u>Barron</u>	
Suffix: _____	
*Title: Director	
*Telephone Number: 208-334-0679	Fax Number: 208-334-5694
* Email: Jodi.Osborn@dhw.idaho.gov	
*Signature of Authorized Representative:	*Date Signed:
<b>*Applicant Federal Debt Delinquency Explanation</b>	
The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt. _____	

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

Grant: DE-EE0007916

State: IDAHO

Program Year: 2018

**IV.1. Subgrantees**

Grantee	City	Funding	Units
Community Action Agency, Inc.	Lewiston	\$360,624	41
Eastern Idaho Community Action Partnership, Inc.	Idaho Falls	\$240,416	20
El-Ada, Inc.	Boise	\$361,640	70
Metro Community Services	Caldwell	\$344,878	24
South Central Community Action Partnership	Twin Falls	\$201,137	34
SouthEastern Idaho Community Action Agency, Inc.	Pocatello	\$184,375	29
<b>Totals</b>		<b>\$1,693,070</b>	<b>218</b>

**IV.2. WAP Production Schedule**

Number of Units (Excluding reweatherized)	218
Reweatherized Units	0
Average Unit Costs, including Reweatherization, Subject to DOE Program Rules*	
A Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B Total Units Weatherized	218
C Units Reweatherized	0
D Total Dwelling Units to be Weatherized and Reweatherized (B+C)	218
E Average Vehicle & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
<b>AVERAGE COST PER DWELLING UNIT (DOE RULES*)</b>	
F Total Funds for Program Operations**	\$ 1,081,021
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	218
H Average Program Operations Cost per Unit (F divided by G)	\$4,958.81
I Average Vehicle & Equipment Acquisition Cost per Unit (from line E)	N/A
J Total Average Cost per Dwelling (H plus I)	\$4,958.81

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

Grant: DE-EE0007916 State: IDAHO Program Year: 2018

**IV.3. Energy Savings**

Idaho uses the WAP algorithm. The formula is the number of units times 29.3:

$$245 \text{ units} \times 29.3 \text{ MBtu} = 7,179 \text{ MBtus (Million British thermal units)}$$

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

Leveraging funds will be used to support activities that will leverage additional community assistance, including creation and development of new partnerships. Current leveraging partners include a pooled group of small non-regulated electric utility companies and the local USDA Rural Development offices. Historically, Idaho has utilized leveraging funds from partners, including regulated utilities, in order to enhance weatherization services and/or to produce additional units. The estimated number of leveraged units to be produced during PY18 is 77 based on PY16 completion of leveraged units.

**IV.5. Policy Advisory Committee Members (names, groups, agencies)**

<b>PAC Name, Group, or Agency</b>	<b>Contact name, phone, e-mail</b>
AARP	Lupe Wissel, (866)295-7284, <a href="mailto:lwissel@aarp.org">lwissel@aarp.org</a>
AVISTA Utilities	Renee Coelho, (509) 495-8607 <a href="mailto:renee.coelho@avistacorp.com">renee.coelho@avistacorp.com</a>
Bonneville Power Administration	John Williams, (208)867-4978, <a href="mailto:jjwilliams@bpa.gov">jjwilliams@bpa.gov</a>
Metro Community Services	Rito Reynoso (208)459-0065, <a href="mailto:rito@metrocommunityservices.net">rito@metrocommunityservices.net</a>
Community Council of Idaho	Irma Morin, (208)989-7917, <a href="mailto:imorin@ccimail.org">imorin@ccimail.org</a>
Idaho Governor's Office of Energy Resources	Jennifer Pope, (208)332-1677, <a href="mailto:jennifer.pope@oer.idaho.gov">jennifer.pope@oer.idaho.gov</a>
Idaho Power Company	Cheryl Paoli, (208)388-2679, <a href="mailto:cpaoli@idahopower.com">cpaoli@idahopower.com</a>
Idaho Public Utilities Commission	Curtis Thaden, (208)334-0322, <a href="mailto:Curtis.thaden@puc.idaho.gov">Curtis.thaden@puc.idaho.gov</a>
Intermountain Gas Company	Cheryl Imlach, (208)377-6179, <a href="mailto:Cheryl.imlach@intgas.com">Cheryl.imlach@intgas.com</a>
Living Independence Network Corporation	James Turner, (208)336-3335, <a href="mailto:jturner@lincidaho.org">jturner@lincidaho.org</a>
Rocky Mountain Power	Becky Eberle, (503)813-5154, <a href="mailto:becky.eberle@pacificorp.com">becky.eberle@pacificorp.com</a>
South Central Community Action Partnership	Ken Robinette, (208)733-9351, <a href="mailto:ken@sccap-id.org">ken@sccap-id.org</a>

**IV.6. State Plan Hearings (send notes, minutes, or transcript to the Regional Office)**

Hearing Date:	Newspapers that publicized the hearings and the dates that the notice ran:
January 9, 2018	<p>Coeur d’Alene Press – December 22, 26 and 30, 2017          Idaho Press Tribune – December 22, 29 and 31, 2017          Idaho State Journal – December 22, 27 and 29, 2017          Idaho Statesman – December 22, 26, and 30, 2017          Lewiston Tribune – December 22, 27 and 31, 2017          Idaho Falls Post Register – December 22, 24 and 26, 2017          Magic Valley Times News – December 22, 26 and 31, 2017</p>
<p>If desired, hearing notes or transcripts may be cut and pasted into this space.</p> <p>The Draft State Plan is available on Idaho Department of Health and Welfare website (under Food/Cash/Assistance; Home Heating).</p> <p>See Attachment 4a for the Public Hearing Transcript Notes.          See Attachment 4b for the Public Hearing Sign in Sheet.          See Attachment 5a for the Public Hearing Notice (scheduled 1/9/18).          See Attachment 5b for the Proof of Publication.          See Attachment 6 for the PAC Activity Documentation (Minutes) (meeting scheduled 1/4/18).</p>	

**IV.7. Miscellaneous**

<p><b>Recipient Business Officer and Recipient Principle Investigator</b>          Recipient Business Officer: Dawn Boyce, 208-334-5782          Dawn.Boyce@dhw.idaho.gov</p> <p>Recipient Principle Investigator: Dawn Boyce, 208-334-5782  <a href="mailto:Dawn.Boyce@dhw.idaho.gov">Dawn.Boyce@dhw.idaho.gov</a></p>
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**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION (part of the Annual File)**

State: IDAHO Grant Number: DE-EE0007916 Program Year: 2018

Name: Community Action Partnership, Inc.  
Contact: Mark Fleming, Housing Programs Director  
DUNS: 21818786  
Address 1: 124 New 6<sup>th</sup> St  
City: Lewiston State: ID Zip Code: 83501  
Phone: (208) 746-3351  
Fax: (208) 746-5456  
Email: [m.fleming@cap4action.org](mailto:m.fleming@cap4action.org)

Tentative allocation:	\$360,624	Counties served:	Congressional Districts served:
Planned units:	41	Boundary, Clearwater, Bonner, Nez Perce, Kootenai, Lewis, Benewah, Idaho, Shoshone, Latah	ID-01
Type of organization:	Non-profit organization		
Source of Labor:	Direct Service Provider and Contractors		

Name: Eastern Idaho Community Action Partnership, Inc.  
Contact: Brad Simmons, Weatherization Director  
DUNS: 092026863  
Address: 935 E. Lincoln Road  
City: Idaho Falls State: ID Zip Code: 83401  
Phone: (208) 522-5391  
Fax: (208) 523-7878  
Email: [bsimmons@eicap.org](mailto:bsimmons@eicap.org)

Tentative allocation:	\$240,416	Counties served:	Congressional Districts served:
Planned units:	20	Lemhi, Custer, Butte, Clark, Jefferson, Madison, Teton, Fremont, Bonneville	ID-02
Type of organization:	Non-profit organization		
Source of Labor:	Direct Service Provider and Contractors		

Name: El-Ada, Inc.  
 Contact: Kevin Viggers, Weatherization Director  
 DUNS: 098803364  
 Address 1: 701 E. 44<sup>th</sup> #1  
 City: Boise State: ID Zip Code: 83714  
 Phone: (208) 377-0700  
 Fax: (208) 377-0859  
 Email: [kviggers@eladacap.org](mailto:kviggers@eladacap.org)

Tentative allocation:	\$361,640	Counties served: Ada, Elmore, Owyhee	Congressional Districts served: ID-01 ID-02
Planned units:	70		
Type of organization:	Non-profit organization		
Source of Labor:	Direct Service Provider and Contractors		

Name: Metro Community Services  
 Contact: Rito Reynoso, Weatherization Director  
 DUNS: 099324907  
 Address 1: 623 S Kimball Ave., Suite C  
 City: Caldwell State: ID Zip Code: 83605  
 Phone: (208) 459-0065  
 Fax: (208) 455-2342  
 Email: [rito@metrocommunityservices.net](mailto:rito@metrocommunityservices.net)

Tentative allocation:	\$344,878	Counties served: Adams, Valley, Washington, Payette, Boise, Gem, Canyon	Congressional Districts served: ID-01
Planned units:	24		
Type of organization:	Non-profit organization		
Source of Labor:	Direct Service Provider and Contractors		

Name: South Central Community Action Partnership

Contact: Ed Campos, Weatherization Director

DUNS: 70023569

Address 1: P.O. Box 531

City: Twin Falls

State: ID

Zip Code: 83303-0531

Phone: (208) 733-9351

Fax: (208) 733-9355

Email: [ed@sccap-id.org](mailto:ed@sccap-id.org)

Tentative allocation:	\$201,137
Planned units:	34
Type of organization:	Non-profit organization
Source of Labor:	Direct Service Provider and Contractors

Counties served:
Camas, Blaine, Gooding, Jerome, Lincoln, Minidoka, Cassia, Twin Falls

Congressional Districts served:
ID-02

Name: SouthEastern Idaho Community Action Agency, Inc.

Contact: Rick Burgin, Weatherization Director

DUNS: 073077356

Address: 1261 Wilson Suite E

City: Pocatello

State: ID

Zip Code: 83201

Phone: (208) 237-0991

Fax: (208) 237-3951

Email: [rburgin@seicca.org](mailto:rburgin@seicca.org)

Tentative allocation:	\$184,375
Planned units:	29
Type of organization:	Non-profit organization
Source of Labor:	Direct Service Provider and Contractors

Counties served:
Bingham, Power, Bannock, Caribou, Oneida, Franklin, Bear Lake

Congressional Districts served:
ID-02

**Budget Information – Non-Construction Programs**

OMB Approval No.0348-0044

1. Program/Project Identification Number: DE-EE0007916	2. Program/Project Title: Weatherization Assistance Program
3. Name and Address: Idaho Department of Health and Welfare 450 West State St., 2 <sup>nd</sup> Floor Boise, ID 83702	4. Program/Project Start Date: 04/01/2018
	5. Completion Date: 03/31/2019

**Section A – Budget Summary**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Department of Energy Allocation	81.042	\$	\$	<b>\$1,862,705</b>	\$	<b>\$1,862,705</b>
2.		\$	\$	\$	\$	\$
3.		\$	\$	\$	\$	\$
4.		\$	\$	\$	\$	\$
<b>5. Totals</b>		\$	\$	<b>\$1,862,705</b>	\$	<b>\$1,862,705</b>

**Section B – Budget Categories**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) Grantee Administration	(2) Subgrantee Administration	(3) Grantee T&TA	(4) Subgrantee T&TA	
a. Personnel	\$21,532				\$21,532
b. Fringe Benefits	\$11,236				\$11,236
c. Travel			\$12,500		\$12,500
d. Equipment					\$0

e. Supplies	\$1,173				\$1,173
f. Contractual	\$50,000	\$141,681	\$60,000	\$253,025	\$504,706
g. Construction					\$0
h. Other					\$0
i. Total Direct Charges (sum of 6a-6h)	\$83,941	\$141,681	\$72,500	\$253,025	\$551,147
j. Indirect Charges	\$9,194				\$9,194
k. <b>Totals</b> (sum of 6i and 6j)	<b>\$93,135</b>	<b>\$141,681</b>	<b>\$72,500</b>	<b>\$253,025</b>	<b>\$560,341</b>
	<b>Grant Program, Function or Activity</b>				Total (10)
6. Object Class Categories	(6) Program Operations	(7) Health and Safety	(8) Liability Insurance	(9) Leveraging	
a. Personnel					\$0
b. Fringe Benefits					\$0
c. Travel					\$0
d. Equipment					\$0
e. Supplies					\$0
f. Contractual	\$1,081,021	\$151,343	\$42,000	\$10,000	\$1,284,364
g. Construction					\$0
h. Other					\$0
i. Total Direct Charges (sum of 6a-6h)	\$1,081,021	\$151,343	\$42,000	\$10,000	\$1,284,364
j. Indirect Charges					\$0

k. <b>Totals</b> (sum of 6i and 6j)	<b>\$1,081,021</b>	<b>\$151,343</b>	<b>\$42,000</b>	<b>\$10,000</b>	<b>\$1,284,364</b>
	<b>Grant Program, Function or Activity</b>				Total (12)
6. Object Class Categories	(11) Financial Audit				
a. Personnel					\$0
b. Fringe Benefits					\$0
c. Travel					\$0
d. Equipment					\$0
e. Supplies					\$0
f. Contractual	\$18,000				\$18,000
g. Construction					\$0
h. Other					\$0
i. Total Direct Charges (sum of 6a-6h)	\$18,000				\$18,000
j. Indirect Charges					\$0
k. <b>Totals</b> (sum of 6i and 6j)	<b>\$18,000</b>				<b>\$18,000</b>
<b>Grand Totals</b>	<b>\$1,192,156</b>	<b>\$293,024</b>	<b>\$114,500</b>	<b>\$263,025</b>	<b>\$1,862,705</b>
7. Program Income					\$0

SF-424A (Rev. 4-92)

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**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: Idaho Department of Health and Welfare Budget Period: 04/01/2018 To: 03/31/2019

Award Number: DE-EE0007916

1. **PERSONNEL** – Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B. Line 6.f. Contracts and Sub-Grants).  
Positions to be supported under the proposed award and brief description of the duties of professionals.

**Position**

**Description of Duties of Professionals**

Program Specialist

The IDHW Program Specialist applies a portion of their time to the following elements of the Weatherization program;  
1. policy oversight, 2. technical guidance, 3. budget review and analysis, 4. contracts administration, 5. fair hearings, 6. monitoring assistance, 7. PAGE submission, and 8. reports.

Program Manager

The IDHW Program Manager applies a portion of their time to the following elements of the Weatherization program;  
1. program management, 2. policy oversight, 3. technical guidance, 4. budget review and analysis, 5. fair hearings, and 6. PAGE submission.

**Direct Personnel Compensation:**

<b><u>Position</u></b>	<b><u>Salary/Rate</u></b>	<b><u>Time</u></b>	<b><u>Direct Pay</u></b>
Program Specialist	\$23.51	445 hours	\$10,462.00
Program Manager	\$31.72	349 hours	\$11,070.00

**2. FRINGE BENEFITS**

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

IDHW currently does not have a Federal fringe rate agreement, either pending or in effect. IDHW uses the following formula to calculate fringe benefit rates:

- 6.20% FICA SSDI
- 1.45% FICA SSHI
- .15% Unemployment Insurance
- .68% Life Insurance
- 11.32% Retirement
- .65% Sick Leave
- .31% Human Resources
- .96% Workman's Compensation
- 30.47% Health Insurance
- 52.18% Total Fringe Rate**

**Fringe Benefits Calculations**

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Program Specialist	\$10,462___	52.18%	\$5,459___
Program Manager	\$11,070___	52.18%	\$5,776___
	<b>Fringe Benefits Total</b>		<b>\$_11,236___</b>

**3. TRAVEL**

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

<u>Purpose of Trip</u>	<u>Number of Trips</u>	<u>Cost Per Trip</u>	<u>Total</u>
PY18 NASCSP Conference- Spring	2	\$2,000	\$4,000
PY18 Energy Out West Board Meetings	1	\$2,000	\$2,000
PY18 Energy Out West Conference	1	\$4,000	\$4,000
PY18 NASCAP Conference- Fall	1	\$2,500	\$2,500

**4. EQUIPMENT** - Generally defined as an item with an acquisition cost excess of \$5,000 and a useful life expectancy of more than one year. Further definitions can be found at 10 CFR 600.

a. List the proposed equipment below and briefly justify its need as it applies to the objective of the award.

<u>Equipment Item</u>	<u>Unit Cost</u>	<u>Number</u>	<u>Total Cost</u>	<u>Justification of Need</u>
-----------------------	------------------	---------------	-------------------	------------------------------

b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.



5. **SUPPLIES** - Generally defined is an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance. Further definitions can be found in 10 CFR 600.

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

<u>General Category</u>	<u>Cost</u>	<u>Justification of Need</u>
Printing	\$723	Public Hearing Notices – required under grant
Printing	\$450	Printing cost for Weatherization forms

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

Costs are based on prior purchase costs.

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

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Short Work Description</u>
Community Action Partnership Association of Idaho	\$114,000	Includes: Grantee Administration: \$50,000; Grantee T&TA: \$60,000; Leveraging: \$4,000
Direct Service Providers (7) listed In Annual File, Sect. IV.1.	\$1,693,070	Includes: All funds allocated to Direct Service Provider Administration: \$141,681; Direct Service Provider T&TA: \$253,025; Program Operations: \$1,081,021; Health & Safety: \$151,343; Liability Insurance: \$42,000; Financial Audit: \$18,000; and Leveraging: \$6,000

**Contracts and Subgrants Total \$1,807,070**

7. **OTHER DIRECT COSTS** - Other direct costs are items that cannot be properly included in the above categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscriptions costs, printing costs, etc.

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

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
----------------------------	-------------	------------------------------

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

**8. INDIRECT COSTS –**

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

The IDHW Indirect Cost Agreement was approved by the Department of Health and Human Services on November 21, 2016. It went into effect on July 1, 2016. Please see Attachment 8 Cost Allocation Plan to view the approval letter from HHS.

b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name: Jodi Osborn

Phone Number: 208-334-0679

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
PY18 Indirect	\$1,862,705	.4936%	\$9,194

## STATE PLAN/MASTER FILE WORKSHEET

### V.1 Eligibility

#### V.1.1 Approach to Determining Client Eligibility

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

Idaho utilizes the definition of income as defined in the most current guidance received by DOE for the grant application program year.

##### **Describe what household eligibility basis will be used in the Program**

The US Census Model-based Small Area Income & Poverty Estimates (SAIPE) data estimate for 2015 reports total Idaho population at 1,683,140. 2015 SAIPE estimates also indicate, of that population, approximately 14.4% are below federal poverty guidelines. Idaho will continue to provide weatherization services to these families as funding permits. For the purposes of the Idaho Weatherization Assistance Program, low income is defined as households at or below 200% of the OMB Poverty Guidelines or receiving assistance under the Low Income Home Energy Assistance Program. Weatherization services are prioritized to certain portions of the eligible population. Household Priority is given to households with elderly or disabled occupants, young children (age 6 or younger), or with actual annual energy consumption costs greater than ten percent (10%) of the household's annual gross income (high energy burden). High energy burden and high energy consumption households will be defined as households receiving the highest tier of Low Income Home Energy Assistance Program benefits.

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

Household income includes income of legal and undocumented individuals. The total gross income from all individuals that live in the dwelling is considered the total household income for this program.

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

##### **Procedures to determine that units weatherized have eligibility documentation**

Idaho's Weatherization Assistance Program has developed, published, and implemented procedures to ensure documentation of eligible dwellings. The procedures require the Direct Service Provider to obtain income documentation or a signed statement of income from the participant, a copy of which is entered into the participant's file. If copies are not kept in the participant's file, the location of the documentation must be noted in the participant file.

The current guidance on Poverty Income Guidelines and Definition of income will be utilized by Idaho to ensure income verification is in compliance and that applicant households are not provided weatherization services unless their current income is at or below 200% of the federal poverty line. Idaho considers households who have received LIHEAP assistance, contain a member who has received cash assistance during the preceding twelve-month period under titles IV and XVI of the Social Security Act; or whose income is at or below 200% of the federal poverty line eligible for weatherization services. Idaho acknowledges that application eligibility expires twelve (12) months from certification date if work on the dwelling (energy audit) has not been initiated.

##### **Describe Reweathering Compliance**

Weatherization program funds may be used to weatherize a dwelling under the following conditions:

1. If a dwelling has been damaged by fire, flood, or an act of Nature, and repair of the damage to the weatherization materials is not paid for by insurance.
2. If a dwelling was previously weatherized between September 30, 1975 and September 30, 1994; and
  - a. The applicant meets the eligibility criteria for assistance and the Energy Audit takes into account any previous energy conservation; and
  - b. The proposed measures and the total job has a SIR  $\geq$  1.0 and does not exceed the DOE average cost per dwelling for the program year.

Reweatherized dwellings are tracked separately but are included in the total completed dwellings to determine the average cost per dwelling.

### **Describe what structures are eligible for weatherization**

An eligible dwelling is defined as a house, including a stationary mobile home, an apartment, and a group of rooms or a single room representing a separate living quarter occupied by a household who is income-eligible for weatherization services.

### **Describe how Rental Units/Multifamily Buildings will be addressed**

Rental dwellings are eligible for weatherization services when an eligible renter occupies them. Once the renter is determined eligible for weatherization services and prior to scheduling an Energy Audit, the renter and owner must certify in writing they accept without protest the special conditions outlined in the Homeowner and Renter Agreement.

For example:

- A. OWNER agrees to reimburse the DIRECT SERVICE PROVIDER for the un-depreciated total amount of the weatherization costs if the dwelling is sold within the (12) month period beginning on the date the Job Completion Form is signed by the OWNER and/or RENTER and /or assignee. Reimbursement may be waived by IDHW on a case by case basis.
- B. As the RENTER, I understand as long as I comply with the ongoing obligations and responsibilities to the OWNER, my rent will not be increased for 12 months following the completion of weatherization, nor will I be evicted solely due to the weatherization work. Nor will my rent be raised solely due to weatherization work performed.
- C. As the OWNER and/or RENTER of the above property, I understand that no undue or excessive enhancement will occur to the value of the dwelling as a result of the weatherization measures funded by the US Department of Energy.

A copy of the signed agreement must be given to the property owner and renter upon completion of the weatherization services. The original must be kept in the eligible renter's file. When the form is mailed to the Owner, a letter of explanation will accompany the form.

Complaints received regarding a property owner raising the rent amount in a weatherized dwelling will follow the complaint process:

1. The Direct Service Provider, as the initial point of contact, will contact the property owner to determine if the rent increase was due to provision of weatherization services to the household.

2. If it is determined by the Direct Service Provider that the rent increase is due to the weatherization measures provided, Idaho's Administrative Contractor will be contacted to send a letter to the property owner explaining program guidelines, specifically that any rent increases within twelve (12) months of weatherization were agreed to per the signature on the Owner/Renter Agreement form.
3. The Direct Service Provider will follow up with the tenant to ensure the rent increase is discontinued to comply with the language on the Owner/Renter Agreement.
4. Escalation to the IDHW level will only occur in cases that cannot be resolved at the Direct Service Provider and/or Idaho's Administrative Contractor level.

### **Multifamily Units**

Duplex or four-plex multi-family buildings may be weatherized if fifty percent (50%) of the dwellings in the building are occupied by eligible tenants. Larger multi-family buildings (five or more units) or tri-plex may be weatherized if sixty-six percent (66%) of the dwellings in the building are occupied by eligible tenants.

A qualified participant occupying a single dwelling unit in a multi-family building which does not meet the required criteria (50% or 66%) may receive weatherization services; however; services will be limited to the single dwelling unit and not include the common areas in the building. Eligibility of multi-family rental dwelling is determined by the type of rental as discussed in the following paragraphs.

### **Low Income Subsidized Multi-Family Rental Dwellings**

If the dwelling is a low-income rent subsidized complex, proof of the tenant's income may be obtained from Housing Authority and/or property management. The Direct Service Provider must review the proof of income and sign as the verifier. Management for the multi-family dwelling must sign a master Owner/Renter Agreement for the eligible tenants. An application will be completed for the non-income eligible units, listing the names, address and apartment number and referencing it to the multi-family master application. The property owner or their designee must sign an Owner and Renter Agreement prior to receiving weatherization services. Each dwelling unit shall be assigned a job number and each dwelling unit shall be counted as a complete unit.

### **Non-Subsidized Multifamily Rental Dwellings**

For multi-family dwellings which are not low-income subsidized, an application will be required for each dwelling unit. Once the required number of units has been identified as eligible, applications for the remaining dwellings will indicate only the address and apartment number and services provided based upon the fifty or sixty six percent (50% or 66%) criteria. The owner or their designee must sign an Owner/Renter Agreement for each dwelling to be weatherized. Each dwelling unit shall be assigned a job number and each multi-family dwelling unit weatherized will be counted as a completed unit.

### **Describe the Deferral Process**

#### **Deferral Process/Walk-Away Policy**

Direct Service Providers performing weatherization activities which may aggravate existing unsafe conditions involving lead paint, asbestos, radon, VOC's, or other hazardous substances should determine whether to proceed with work based on the following factors:

1. Does the Direct Service Provider have the necessary training, equipment and insurance to allow work to proceed; and
  - a. Does the condition of the dwelling and/or the hazardous substances to be encountered during the weatherization process pose a threat to the health and safety of the participants or to the workers themselves; and
  - b. To what extent will the specific energy efficiency measures to be installed disturb or aggravate conditions within the home; and
  - c. Will the cost of doing work safely represent a large portion of the total cost and exceed the average of 14% of total job cost allowed by the state for health and safety?
2. Based on consideration of these factors, Direct Service Providers should determine whether to:
  - a. Proceed with all the weatherization work following safe work practices, or
  - b. Complete some of the weatherization tasks and defer others for a period of 90 days, or
  - c. Defer all the weatherization work until unsafe conditions are corrected.

Limited weatherization activities may be conducted which do not affect or aggravate conditions related to hazardous substances, but which provide energy efficiency benefits to participant households. If additional weatherization measures are deferred, Direct Service Providers will allow a deferment period of ninety (90) days following job completion for participants to correct deficiencies and/or hazards thereby allowing for the installation of those additional measures.

In cases where deficiencies or hazards are beyond the scope of weatherization (including dangers posed by lead based paint and/or laden dust residues, asbestos, radon, VOC's, or other hazardous substances), the participant will be informed of the condition and the file will be documented. The participant should be referred to additional support services, and a delay/denial of services may be required until repairs, upgrades or abatement activities have been completed.

### **V.1.3 Definition of Children**

Definition of Children (below age): 18

### **V.1.4 Approach to Tribal Organizations**

Recommend tribal organization(s) to be treated as local applicant? No

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

### **Services to Idaho Native American Tribes**

Five (5) Native American tribes reside in Idaho: Kootenai, Coeur D'Alene, and Nez Perce tribes in the northern part of Idaho, and Shoshone-Bannock and Shoshone-Paiute tribes in southern Idaho. The U.S. Department of Energy allows the Grantee and local Direct Service Providers to provide service to tribal members living on the reservations. Direct Service Providers are to ensure services are provided proportionately to low-income Native Americans in their respective service areas. The Grantee will work with Direct Service Providers and encourage shared initiatives with tribal housing authorities.

Direct Service Providers are required to establish a referral system with the Tribal Councils to ensure that members of the Indian nation residing on reservations who are eligible for weatherization services are linked quickly and effectively with the local Direct Service Providers.

Native Americans not residing on tribal reservations will not be included in the referral system, but are equally eligible for services with all other applicants applying for weatherization through the Direct Service Providers.

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

The Idaho Weatherization Assistance Program is operated through local Direct Service Providers in accordance with DOE program requirements.

The designated Direct Service Providers serve every county in Idaho and ensure delivery of weatherization services are provided statewide. Each Direct Service Provider’s delivery of service will be proportionate to the number of low-income residents within Idaho’s counties.

**V.3 Priorities for Service Delivery**

Priority service shall be given to households with:

1. One member who is elderly (age 60 and older), disabled, or a child age 6 and younger;
2. Actual annual energy consumption costs that are greater than ten percent (10%) of the household’s annual gross income (high energy burden); and
3. High residential energy users.

Idaho will utilize the current client information database to identify households with high energy burden, defined as receiving the highest tier of LIHEAP benefit. Households who are considered high energy burden based on the above will be reported annually to DOE using information collected from Weatherization providers.

Direct Service Providers are required to use the Application Priority Formula in order to determine positioning and maintain a waiting list. Applicants with emergency situations have the highest priority, applicants are then weighted utilizing a points system. The list is then further broken down to application date for applicants with similar points totals.

**V.4 Climatic Conditions**

Heating degree days vary from 5,000 to over 10,000. Idaho is composed of populated valleys surrounded by sparsely populated mountainous areas. The population is concentrated along the valleys and river basins. The chart below illustrates data from NOAA concerning heating degree days for representative locations in Idaho.

Direct Service Provider	City	County	HDD	Elevation
CAP	Lewiston	Nez Perce	5,220	745
CAP	Golden	Idaho	10,582	4,354
MCS	Caldwell	Canyon	6,120	2,375
MCS	McCall	Valley	9,549	4,800

EICAP	Idaho Falls	Bonneville	7,509	4,705
EICAP	Drummond	Fremont	10,024	5,610
EI-Ada	Boise	Ada	5,022	3,048
EI-Ada	Riddle	Owyhee	7,349	5,367
SCCAP	Twin Falls	Twin Falls	6,565	3,734
SCCAP	Hailey	Blaine	8,542	5,318
SEICAA	Pocatello	Bannock	7,461	4,462
SEICAA	Georgetown	Bear Lake	9,010	6,043

Idaho's varied elevation and heating degree day variances are documented for each weatherized unit using the web-based energy audit application. The exposure factor is also documented in order to accurately assess which measures will save the most energy for each individual dwelling. This practice ensures that measures provided to a dwelling are appropriate based on the local climatic conditions.

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

### **V.5.1 Technical Guides and Materials**

#### **SWS Incorporation and Implementation**

The Grantee's Weatherization Operations Manual (IWOM) and Appendices are aligned to meet or exceed Standard Work Specifications (SWS) for Home Energy Upgrades. The DOE approved manual will be distributed to the Grantee, Idaho's Administrative Contractor, Direct Service Providers and contractors to ensure all work performed in Idaho is compliant with this document.

Initial audits, material installations and quality assurance inspections performed in Idaho will be to the standards in the Idaho Weatherization Operations Manual and in compliance with all DOE Weatherization Program requirements.

The Grantee will provide language to be included in contracts that outline the expectation for work quality and instructs Idaho's Administrative Contractor to include these expectations in any agreements entered into with Direct Service Providers and vendors.

All contracts and agreements will contain language which clearly states work performed meets the SWS specifications for work quality as prescribed by DOE program guidance.

Idaho has language in DSP subgrants requiring technical manuals and field guides are provided to all staff and service providers/contractors and the signature on the DSP subgrant by the agency Executive Director serves as acknowledgement.

Idaho will ensure that all weatherization activities not included in the list of Categorical Exclusion activities in Section 2.8 of WPN 18-1 require an Environmental Questionnaire (EQ-1) submission for review.

All Program Guidance updates are communicated by the Grantee to Idaho's Administrative Contractor. Idaho's Administrative Contractor follows the process detailed below:

1. Direct Service Provider program managers are advised of policy updates via email.
2. Direct Service Provider program managers are allowed time to review, comment, and implement expected changes.
3. Updates, with effective dates, will be added to the IWOM and/or other appropriate documents.



4. Direct Service Provider program managers must reply to the email containing guidance stating that they have received, read and understand the guidance.
5. Direct Service Providers will be monitored to this requirement to ensure consistency in response.

The Idaho Weatherization Assistance Program uses a US DOE approved computerized Energy Audit to determine the most cost-effective measures and the savings to investment ratio (SIR) of each measure. The most recent approval of the computerized energy audit by US DOE is October 18, 2016. The Energy Audit (EA5) is described in the Idaho Weatherization Operations Manual.

Direct Service Providers are required to conduct two blower door tests (pre-and post) on all dwellings. Crews are encouraged to perform a third blower door test during installation of air sealing measures to determine if targeted airflow rates within the dwelling unit are achieved.

The average cost per dwelling for materials, support, and labor shall follow DOE annual guidelines.

Expenditures for Health and Safety measures, including Lead Safe Weatherization, will be charged to the Health and Safety budget line item and are not included in the average cost per dwelling. The health and safety average percentage cost will be evaluated throughout the program year. Equipment will be tracked separately.

Any existing refrigerators will be removed from the residence and disposed of properly if a new refrigerator is provided to the applicant. Vendors providing refrigerators must sign off that the existing refrigerator was properly disposed of and the Freon recycled.

#### **V.5.2 Energy Audit Procedures Audit Procedures and Dates Most Recently Approved by DOE**

##### **Single Family Units**

The Energy Audit (EA5) which incorporates the mechanical/architectural measure interaction requirement of DOE was approved on 10/18/2016. The EA5 includes a web-based platform (Visual Basic.NET) that interfaces with Idaho's WITSWeb data tracking system.

##### **Manufactured Housing Units**

The Energy Audit (EA5) which incorporates the mechanical/architectural measure interaction requirement of DOE was approved on 10/18/2016. This application is also approved for use when auditing mobile homes.

##### **Multi-Family Units**

Idaho does not currently meet the 20% requirement of multi-family completions necessary for use of a multi-family energy audit. Idaho utilizes the current comprehensive single-family audit application for multi-family units that are individually heated.

**Comments:** Multifamily production is estimated to be 16.4% of Idaho's overall production based on PY16 data.

The Idaho Weatherization Assistance Program uses a US DOE approved computerized Energy Audit to determine the most cost-effective measures and the savings to investment ratio (SIR) of each measure. The most recent approval of the computerized energy audit by US DOE is October 18, 2016. The Energy Audit (EA5) is described in the Idaho Weatherization Operations Manual. Idaho will provide their Energy Audit processes (and priority list(s) if applicable) to DOE for approval every 5 years.

The Weatherization Assistance Program will continue to use a comprehensive audit system to ensure funds are managed effectively. Use of the computerized Energy Audit coupled with program policies and management decisions will ensure the most cost-effective measures are installed on a dwelling and support/labor costs are within contract requirements.

Idaho uses the computerized Energy Audit to calculate the cost effectiveness of each measure and the interaction of all measures that may be installed on a dwelling to determine the point of diminishing returns of the measure.

Direct Service Providers are required to conduct two blower door tests (pre-and post) on all dwellings. Crews are encouraged to perform a third blower door test during installation of air sealing measures to determine if targeted airflow rates within the dwelling unit are achieved.

The average cost per dwelling for materials, support, and labor shall follow DOE annual guidelines.

Expenditures for health and safety measures, including Lead Safe Weatherization, will be charged to the Health and Safety budget line item and are not included in the average cost per dwelling. The health and safety average percentage cost will be evaluated throughout the program year.

Fuel Switching - Idaho was approved by DOE with the FY17 State Plan to allow fuel switching when the site-specific energy audit demonstrates the cost effectiveness of the fuel switch over the life of the measure as indicated by the calculated SIR.

### **V.5.3 Final Inspection**

A final inspection compliant with current DOE guidance and the Grantee Quality Control Inspection Policy will be conducted on every weatherized dwelling before it is reported as completed to the Grantee and US DOE. Weatherization inspection procedures include, but are not limited to, ensuring the following:

1. Adult member or designated head of household is present during inspection.
2. Installed materials conform to DOE standard for weatherization materials.
3. Recommendations in the Energy Audit were followed.
4. All materials charged to the job were installed properly and to standards and specifications found in the Idaho Weatherization Operations Manual.
5. Any necessary minor adjustments are made.

6. Participants are educated on operation of newly installed measures, including equipment operation and maintenance.
7. Job Order Sheet is completed with all related information including documented justification for changes.
8. Participant and/or Property Owner are satisfied and their signature is obtained on the Job Completion Form.
9. A Home Energy Quality Control Inspector (QCI) will use a Quality Assurance Job Inspection Form to review and sign-off on jobs reported as complete.

To allow flexibility, Idaho will be allowing its Direct Service Providers to either contract with an outside QCI or to certify in-house staff as QCI. Currently, all Direct Service Providers have decided to have in-house staff QCI certified who will be defined as an Independent QCI as per current DOE requirements. Idaho's Administrative Contractor will review the BPI Certified Individuals search tool found at [http://www.bpi.org/individual\\_locator.aspx](http://www.bpi.org/individual_locator.aspx) at least every other year to track Direct Service Provider staff certifications.

The Grantee will ensure that sub-grantees have QCI certified staff by either the national QCI database or by receipt of QCI certification credentials. Inspections are completed by Direct Service Provider in-house QCI certified staff on 100% of completed units. The inspecting QCI will have no involvement in the prior work on the home either as the energy auditor or as a member of the crew. Any agency not meeting this requirement will be subject to increased monitoring and/or additional requirements.

Assurance that sub-grantees' jobs are receiving inspections from QCI-certified inspectors and to the standard of SWS will be verified once during the year and then again during annual monitoring. The annual monitoring reviews will consist of 5% plus one of completed units. The interim review will consist of a minimum of three random participant file reviews to ensure that QCI-certified inspectors are utilizing the correct forms, inspecting work to SWS standards and documenting any irregularities that could result in additional training. Any irregularities will be treated in accordance with Idaho's established monitoring protocols.

The Inspector will note deficiencies in the job completion and request follow up work not meeting State standards and procedures. Any follow up work or additional work, considered 'Go Backs' will not be charged to DOE if the unit has been reported as completed per Department of Energy guidance. Please see Attachment 3b QCI\_TMF to view the current QA Final Inspection form.

Any inadequate inspection practices will be addressed using the following process:

1. Direct Service Provider program manager will provide information on how the inadequate practice will be addressed; and
2. Idaho's Administrative Contractor will take corrective action such as providing T&TA or increasing quality assurance measures until such time when the Direct Service Provider is in compliance with established inspection practices.

See Attachment 10 for additional detail on Corrective Action Removal Procedures.

## **V.6 Weatherization Analysis of Effectiveness**

Analysis of effectiveness of weatherization projects is made through the energy audit software, ensuring at least a savings to investment ratio of 1.0. Monthly production and energy savings data obtained through the online data system (WITSWeb) are compared to track outcomes. Comparative data, annual programmatic and on-site monitoring reports, and meetings with the WX Managers provide the basis for identifying deficiencies and opportunities for T&TA either across the network or for individual DSPs.

The Grantee incorporates monitoring feedback by reviewing policies and procedures, monitoring tools a minimum of annually to ensure relevance and compliance with programmatic requirements. The Grantee encourages sharing of best practices through peer exchange in order to continually improve program implementation and a consistent approach across the state.

The Grantee tracks Direct Service Provider performance reviews using the Annual Monitoring Summary reports provided by Idaho's Administrative Contractor. Technical and financial systems and practices are reviewed by Idaho's Administrative Contractor as described in Section V.8.3. Accepted OMB procurement procedures are used to ensure current market measure costing.

## **V.7 Health and Safety**

The Idaho Weatherization Assistance Program has a Health and Safety Program that allows for production funds to be utilized for health and safety measures. While such measures may not meet the savings to investment ratio (SIR) of 1.0, they are necessary to address health and safety issues. Please see Attachment 2 to view the current Health and Safety Plan.

Idaho's Health and Safety Program expenditures will not exceed 14% of the Program Operations budget line item. All Direct Service Providers will be held to the Health and Safety budget, regardless of per unit expenditures. This percentage is based on historical spending patterns of Program Operations and Health and Safety. Health and Safety measures, when charged to the Health and Safety line item, will not be included in the average cost per unit calculation. All Direct Service Providers have been provided an electronic copy of the most current DOE guidance.

As part of Idaho's Health and Safety plan, Direct Service Provider Staff use the Occupant Health Assessment form and the Health & Safety checklist to assist in assessing an occupant's pre-existing health conditions. In addition, Direct Service Provider staff utilize the dual Lead/Mold Acknowledgement form to document presence of lead and/or mold hazards to occupant health.

As part of Idaho's Health and Safety plan, Direct Service Provider Staff also use the Idaho Weatherization Deferral Form to assess situations that may be beyond the scope of weatherization. Idaho's Health and Safety Plan will include ongoing training on most current DOE requirements.

## **V.8 Program Management**

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

The Idaho Department of Health and Welfare, Division of Welfare, is the state agency that applies for Department of Energy Weatherization Assistance Program funding and also functions as Idaho's LIHEAP Grantee. A percentage of two staff persons' time, the Program

Manager and the Program Specialist, is funded with WAP funding and provides administrative oversight, training and technical assistance and reporting functions for this program. The Department's Contracts and External Resources Monitoring team provides compliance monitoring of the Community Action Partnership Association of Idaho.

Idaho currently contracts with the Community Action Partnership Association of Idaho, a private non-profit agency, to provide administrative oversight of the state Weatherization program. Administrative functions include program and fiscal oversight, training, and technical assistance, reporting, and some monitoring functions. Five staff people totaling .90 FTE are funded under this grant.

Idaho is not currently seeking to identify additional Direct Service Providers using a competitive process.

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

The Grantee will permit Direct Service Providers with DOE approved budgets of less than \$350,000 to receive up to an additional five percent (5%) of their total budgeted amount, based upon their approved indirect rate or a Cost Allocation Plan and Budget Summary justification.

All Direct Service Providers are reviewed to ensure its weatherization administrative costs are within the allowable administrative budget limit. Support costs are reviewed to ensure operations are efficient, related to energy savings, and in compliance with Federal DOE Regulations, State programmatic, and fiscal requirements. Additionally, Direct Service Providers are required to have financial audits conducted by an independent audit firm. All requests for reimbursement are verified for accuracy and compliance with Federal DOE Regulations, State programmatic, and fiscal requirements by the Grantee prior to payment.

### **V.8.3. Monitoring Activities**

#### **Purpose**

Monitoring is the single most important management tool used by the Grantee to ensure Direct Service Providers comply with Federal Department of Energy regulations and State of Idaho rules governing the Idaho Weatherization Assistance Program. Monitoring determines the efficiency and effectiveness of program services and identifies areas where additional Direct Service Provider training and technical assistance is needed.

#### **Procedure**

Idaho's Administrative Contractor conducts ongoing monitoring as part of the administrative function. Annual on-site visits are completed in accordance with program guidance. The focus of the on-site visits is to conduct random physical inspections of weatherized homes. Based upon the annual review findings, any activities found to be out of compliance will be resolved by the Direct Service Provider as defined in the Idaho Weatherization Operations Manual, Contract Compliance and Remedial Plan. Up to five percent (5%) of Grantee T&TA funds will be spent on monitoring.

Idaho's Administrative Contractor will provide a technical and administrative monitor. All technical monitor activities will use QCI Certified inspectors to ensure that DOE Inspection requirements are met by Idaho's Weatherization Assistance program.

Idaho's Administrative Contractor will contract with a QCI-Certified Inspector to perform technical on-site monitoring of all Direct Service Providers, including any follow up reviews.

Idaho's Administrative Contractor will coordinate on-site scheduling in a way that minimizes cost and ensures appropriate use of resources. The tentative monitoring for the prior program year will be completed by May 31 annually. Monitoring travel costs are charged to T&TA and administration.

Monitoring results, and accompanying documentation, are submitted to the Direct Service Provider and the Grantee. Direct Service Providers are required to correct any deficiencies identified during the monitor using non-federal funds. Monitor results will also be used to inform T&TA activities as a means of improving work outcomes. Identified noncompliance will require immediate corrective action by Idaho's Administrative Contractor to bring the Direct Service Providers into compliance with program requirements.

Any findings that result in the Direct Service Provider's contract being terminated would be reported to the DOE Project Officer by the Idaho Department of Health and Welfare.

Using Direct Service Provider monitor results as one of its tools, the state will conduct annual monitoring of its Idaho's Administrative Contractor to ensure its sub-grantee is administering the program in compliance with federal and state program requirements.

### **Monitoring**

Monitoring activities comprise three major parts:

1. Fiscal/Administrative monitoring (including a review of internal controls and agency health)
2. File reviews of completed jobs
3. On-site reviews of completed jobs.

Idaho will not be utilizing the 'exemplary agency' waiver for the grant period. All Direct Service Providers will receive onsite reviews (of completed jobs) and file reviews.

The dates that Direct Service Providers were monitored for fiscal and on-site reviews are as follows:

WX review:

- |   |                   |
|---|-------------------|
| 1. SouthEastern Idaho Community Action Agency, Inc. | 03/13/17-03/14/17 |
| 2. Eastern Idaho Community Action Partnership, Inc. | 03/15/17-03/16/17 |
| 3. Community Action Agency, Inc.                    | 04/10/17-04/14/17 |
| 4. Metro Community Services                         | 01/30/17-01/31/17 |
| 5. El Ada, Inc.                                     | 02/01/17-02/03/17 |
| 6. South Central Community Action Partnership       | 02/06/17-02/07/17 |

Financial/Administrative review:

- |   |                   |
|---|-------------------|
| 1. SouthEastern Idaho Community Action Agency, Inc. | 03/10/17-03/14/17 |
| 2. Eastern Idaho Community Action Partnership, Inc. | 03/16/17-03/17/17 |
| 3. Community Action Agency, Inc.                    | 04/13/17-04/14/17 |
| 4. Metro Community Services                         | 01/13/17-01/17/17 |
| 5. El Ada, Inc.                                     | 03/01/17-03/03/17 |
| 6. South Central Community Action Partnership       | 02/09/17-02/10/17 |

## **Projected Dates of Monitoring Visits**

Monitoring visits for all Direct Service Providers will be scheduled between January and May of each year. Please see Attachment 3a OCI\_TMF to view the Technical Monitoring Form.

## **Approach**

Idaho's Administrative Contractor and each Direct Service Provider is monitored annually for compliance with federal, state, and financial requirements. This monitoring includes on-site reviews of at least 5% plus one unit of completed units, participant file reviews, proper procurement/invoicing techniques, proper documentation when determining eligibility, proper designation of allowable administrative expenses between administration and program support categories, and the practice of using DOE funds to return to previously completed homes to make adjustments or include additional measures not done on the initial visit and after the unit was reported to DOE as completed.

## **Visit**

A monitoring exit interview is held for each Direct Service Provider upon completion of the program, on-site quality assurance and participant file review. An initial monitoring report is submitted within three (3) business days. Direct Service Provider responses are due to Idaho's Administrative Contractor within 30 business days. Any significant findings require a Quality Improvement Plan to be developed by the Direct Service Provider and submitted within 30 business days. Direct Service Provider responses are incorporated into a final monitoring report and all outstanding issues are followed up by Idaho's Administrative Contractor within 30 business days after receipt of the final monitoring report. Any noncompliance unresolved within forty-five (45) days will be reported to the DOE Project Officer by the Idaho Department of Health and Welfare. Any sensitive or significant noncompliance findings will be reported to the DOE Project Officer immediately. Please see Attachment 10 for the Corrective Action Removal Procedures.

## **Tracking and Analysis**

Idaho will utilize its current tracking system to note monitoring findings, observations, recommended corrective actions, deliverables, due dates, responsible parties, actions taken, and final resolutions. Upon completion of annual monitoring of all Direct Service Providers, Idaho will analyze the identified strengths, weaknesses and findings to determine any T&TA needs and planning for future monitoring.

## **Reporting**

All Direct Service Provider monitoring visits will be summarized in a written report, including review of financial audit and program results at least annually. The results will be used to identify needs, strengths, and weaknesses of the network. All materials will be available to the DOE Project Officer for review during program monitoring visits.

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

### **Training and Technical Assistance Objective**

The objective of Training and Technical Assistance funding is to provide resources designed to improve the quality of weatherization services delivered to low-income households. The types of assistance that will be provided include technical and program management training opportunities.

## **Types of Technical Training**

Annual monitoring visits, program manager meetings (in-person or via teleconference), and release of program guidance will be used to assess Direct Service Provider training needs. Idaho encourages all Direct Service Providers to attend industry conferences, including Energy Out West and Affordable Comfort, and achieve/maintain QCI certification to ensure Idaho's program is utilizing industry standard technologies and techniques.

### **Tier 1 Training**

Idaho will identify and coordinate with IREC-accredited training providers to administer Tier 1 occupation specific NREL Job Task Analysis (JTA) training for all WAP workers in Idaho. All Direct Service Provider staff will be required to attend training events, achieve and maintain Material Installer, Crew Leader or Energy Auditor certification, as appropriate to their job tasks.

Training events will be scheduled by certification type, trainer availability and to allow Direct Service Provider production to continue without delay.

In 2017, Idaho had 52 weatherization staff across 6 Direct Service Providers with Tier 1 Training. Idaho will continue to send staff to Tier 1 training as needed. Idaho is prioritizing Tier 1 training within the Energy Auditor job function as defined by the NREL Job Task Analysis to provide certifications for any DSP staff seeking Auditor certifications. Additional JTAs will be prioritized for the Crew Chief and Retrofit Installation Tech job functions as training requirements for Energy Auditor are met.

Direct Service Provider staff are required to complete a minimum of 20 hours of IREC accredited Tier 1 training for their specific job function annually. New DSP staff hired will begin Tier 1 training within 90 days of achieving permanent full-time employee status.

### **Tier 2 Training**

As needed, subgrantees 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.

### **Direct Service Provider Peer Exchange**

Idaho will utilize the Direct Service Providers to enhance technical expertise and application techniques and to ensure efficient, cost effective use of limited Training and Technical Assistance resources. Idaho has developed a Trainer level of experienced Direct Service Provider staff who will deliver trainings to peers in the network, as appropriate.

### **Other Trainings**

Mandatory trainings will be coordinated by Idaho's Administrative Contractor and will require attendance of at least two Direct Service Provider staff. Some examples of mandatory training events are EPA Lead Renovator training or re-certification, mold and moisture training, training on the use of the energy audit, and/or indoor air quality training.

Direct Service Providers are required to track attendance at trainings (intra-agency, inter-agency, and outside) and report quarterly. This information is included in the annual DOE Leveraging and T&TA Report. These activities will also be reviewed as part of the annual agency monitoring activities.



DSP staff may not function unsupervised until training and certification requirements are met for Energy Auditor and Quality Control Inspectors. DSP staff hired as material installers and crew chiefs will receive training, including on the job training, on Idaho's material installation requirements and techniques.

Idaho will prioritize developing partnerships with the statewide home performance industry on training issues, if needed.

All Direct Service Providers are required to expend at least 50% of allocated Training and Technical Assistance funding on training prior to re-allocating this funding to Program Operation line items.

### **Client Education**

Client education will be provided to align with the requirements in the Standard Work Specifications. In multifamily units, the building manager will also be provided education on the maintenance of provided weatherization measures.

### **Training and Technical Assistance Plan**

#### **T&TA Funding Allocation**

The portion of T&TA funds allocated for program monitoring is five percent (5%). This amount is based on actual costs incurred during PY16 monitoring. Idaho's Administrative Contractor contracts with a QCI-certified inspector to complete annual on-site quality assurance monitoring duties.

#### **Provided Training**

All Direct Service Providers receive a T&TA allocation in order to ensure program staff has access and resources to attend training opportunities. Needs are assessed with Direct Service Provider Program Managers on an individual basis to identify additional trainings not covered in the statewide prioritization to ensure consistency of service delivery and quality assurance. Idaho's Administrative Contractor coordinates all mandatory trainings and tracks attendance. Tier 1 training will be coordinated by Idaho's Administrative Contractor as described in section V.8.4 of this plan.

#### **Lead Training Certification**

Lead Safe Work Practice training is required of all new hires within 90 days of permanent employee status. All Direct Service Providers must have at least two (2) EPA Certified Lead Renovators on staff. All contractors providing services with DOE funds must have at least one (1) EPA Certified Lead Renovator on staff to ensure compliance with current DOE guidance. All Direct Service Providers are encouraged to train program staff at all levels in OSHA, CPR/First Aid, and general safety procedures.

#### **QCI Certification**

All Direct Service Provider Inspectors will be required to achieve and maintain QCI certification. As part of the annual monitor, Idaho will review and verify continued certification standards for QCI inspectors are being met as part of its QA and monitoring activities.

There are currently 17 QCI-certified Inspectors in Idaho's Weatherization network of six Direct Service Providers. In addition, each Direct Service Provider has a minimum of one

Inspector with the majority of Direct Service Providers having more than one staff person certified.

The Grantee, Idaho's Administrative Contractor and Direct Service Providers will be responsible for securing retention agreements from staff or subcontractors in exchange for QCI training.

Idaho's Administrative Contractor will review the BPI Certified Individuals search tool found at [http://www.bpi.org/individual\\_locator.aspx](http://www.bpi.org/individual_locator.aspx) to track Direct Service Provider staff certifications a minimum of quarterly.

### **Training Assessment**

Direct Service Providers will produce and maintain permanent training records for staff that includes date of hire, course work, course date and training provider. Idaho's Administrative Contractor will assess the needs of Direct Service Providers on a quarterly basis to track Direct Service Provider progress and provide training opportunities as needed.

Additionally, Training and Technical Assistance needs are noted and discussed during annual Direct Service Provider on-site monitoring visits, meetings/conferences and upon request from Direct Service Providers.

### **Training Priority Development**

Idaho's Administrative Contractor assesses Direct Service Provider productivity on a quarterly basis. Any anomalies noted in energy audits will allow for additional individualized training in both the energy audit tool and in providing holistic weatherization services to program participants.

The current priorities for training are as follows:

1. Twice per year - quality assurance reviews of participant files;
2. Annual review of trends observed during annual on-site monitoring;
3. Discussion of trends with Weatherization Manager network to share best practices and ensure standards and program guidance are implemented consistently throughout Idaho; and
4. Use of redacted photos to demonstrate onsite observations of measure installation challenges and best practices.

Idaho's Administrative Contractor will also coordinate training and technical assistance events at least once per year and on an individual Direct Service Provider basis, as deemed necessary based on monitoring results and/or at the Direct Service Provider's request.

### **DOE 2017 American Customer Satisfaction Index (ACSI)**

Idaho communicated a process with the network about areas for program improvement which were identified by CFI Group DOE 2017 American Customer Satisfaction Index (ACSI) and developed an action plan to enhance program management and implement process and quality improvements.

Idaho focused our communications on the drivers identified by the survey as having the highest impact and therefore the most influence on satisfaction. Idaho's highest impacts were Communication and Technical Assistance.

Idaho developed an action plan in coordination with Idaho's Administrative Contractor and Direct Service Providers to enhance program management and implement process and quality improvements across the network. An action plan was implemented as a joint effort between Idaho, Idaho's Administrative Contractor and the Direct Service Providers - see Attachment 11 ACSI Table.

#### **V.9 Energy Crisis and Disaster Plan**

In the event of disasters, DOE WAP resources may be requested by the appropriate authority within the state of Idaho. Idaho will enlist their existing weatherization network to appropriately follow DOE program requirements as stated in WPN 12-7.