



**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-0002023

Title:

2023 Weatherization Assistance Program

**13. Competition Identification Number:**

Title:

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

State of Delaware (Statewide)

**15. Descriptive Title of Applicant's Project:**

Delaware Weatherization Assistance Program

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**16. Congressional District Of:**

a. Applicant: Delaware At-Large Congressional District

b. Program/Project: DE-Statewide

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

**17. Proposed Project:**

a. Start Date: 04/01/2023

b. End Date: 03/31/2024

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

a. Federal	955,864.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	955,864.00

**19. Is Application subject to Review By State Under Executive Order 12372 Process?:**

- a. This application was made available to the State under the Executive Order 12372 Process for review 04/28/2022
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372

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

No

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

I AGREE

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

**Authorized Representative:**

Prefix: Mr First Name: Eric

Middle Name: D

Last Name: Dawson

Suffix:

Title: Chief Operating Officer

Telephone Number: 3027399222

Fax Number:

Email: Eric.Dawson@delaware.gov

Signature of Authorized Representative: Signed Electronically

Date Signed:

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0009893		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Delaware Division of Climate, Coastal and Energy 89 Kings Highway Dover, DE 199010000	4. Program/Project Start Date		04/01/2023
	5. Completion Date		03/31/2024

**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		\$ 955,864.00		\$ 955,864.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 955,864.00	\$ 0.00	\$ 955,864.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) SUBGRANTEE ADMINISTRATI ON	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
c. Travel	\$ 0.00	\$ 0.00	\$ 2,000.00	\$ 0.00	\$ 2,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00
f. Contract	\$ 36,092.00	\$ 92,514.00	\$ 88,500.00	\$ 90,561.00	\$ 952,864.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 37,092.00	\$ 92,514.00	\$ 90,500.00	\$ 90,561.00	\$ 955,864.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 37,092.00	\$ 92,514.00	\$ 90,500.00	\$ 90,561.00	\$ 955,864.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0009893		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Delaware Division of Climate, Coastal and Energy 89 Kings Highway Dover, DE 199010000	4. Program/Project Start Date 04/01/2023		
	5. Completion Date 03/31/2024		

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	\$ 955,864.00	\$ 0.00	\$ 955,864.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) FINANCIAL AUDITS	(4) LIABILITY INSURANCE	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00
f. Contract	\$ 439,396.00	\$ 67,200.00	\$ 10,000.00	\$ 6,600.00	\$ 952,864.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 439,396.00	\$ 67,200.00	\$ 10,000.00	\$ 6,600.00	\$ 955,864.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 439,396.00	\$ 67,200.00	\$ 10,000.00	\$ 6,600.00	\$ 955,864.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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	5. Completion Date 03/31/2024		

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	\$ 955,864.00	\$ 0.00	\$ 955,864.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) Weatherization Readiness	(2)	(3)	(4)	
a. Personnel	\$ 0.00				\$ 0.00
b. Fringe Benefits	\$ 0.00				\$ 0.00
c. Travel	\$ 0.00				\$ 2,000.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 1,000.00
f. Contract	\$ 122,001.00				\$ 952,864.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 0.00
i. Total Direct Charges	\$ 122,001.00				\$ 955,864.00
j. Indirect Costs	\$ 0.00				\$ 0.00
k. Totals	\$ 122,001.00				\$ 955,864.00
7. Program Income	\$ 0.00				\$ 0.00

**U.S. DEPARTMENT OF ENERGY**



**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: Delaware Division of Climate, Coastal and Energy  
 Award number: EE0009893

Budget period: 04/01/2023 - 03/31/2024

**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
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Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
	\$0.00		

**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 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.

**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.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
To attend DOE sponsored (or other weatherization related conferences and courses), including DOE training, and annual conferences (NEUAC, NASCSP, Energy OutWest and Home Performance Coalition).	2	\$1,000.00	\$2,000.00
		Travel Total	\$2,000.00

- b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

Conference registration    \$500  
 Airfare/Travel                \$600  
 Hotels and per diem         \$900

The link to the State of Delaware merit rules for travel:  
<https://budget.delaware.gov/accounting-manual/documents/chapter11.pdf>

**4. EQUIPMENT** - Equipment is generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year.

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

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

**5. SUPPLIES** - Supplies are generally defined as an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance.

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

General Category	Cost	Justification of Need
Misc supplies	\$1,000.00	Misc supplies for office work, including paper, printer ink, mailing materials, brochures, etc.
Materials and Supplies Total	\$1,000.00	

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

All supplies are purchased off state contract - negotiated by the division of Government Support Services. All costs and contracts are available on their website at [delaware.gov](http://delaware.gov)

**6. CONTRACTS AND SUBGRANTS** - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e weatherization subgrants, Annual File section IV.1).

Name of Proposed Sub	Total Cost	Basis of Cost*
ECA (currently at RFP)	\$706,271.00	Program Operations (\$439,396); Subgrantee T&TA (\$90,561); H&S (\$67,200); Subgrantee Admin (\$92,514); Liability Insurance (\$6,600); and Audit (\$10,000).
Contracted State Monitor Position	\$50,000.00	Grantee T&TA - A portion of the total contract for the State Program Monitor
Hancock Software	\$25,836.00	Grantee T&TA - portion of the annual maintenance fee for the WAP database.
Weatherization Readiness for the Subgrantee (ECA)	\$122,001.00	Additional funding for the Subgrantees to provide minor home repairs on weatherized homes.
Training	\$12,664.00	Grantee T&TA - Expected costs for Grantee staff to receive training and certification expenses.
Misc Contracts	\$6,092.00	Grantee Admin - costs for phones, court reporters, legal notices, copier maintenance, printing, legal support costs, state audit fees, etc.
Annual Rent	\$30,000.00	Grantee Admin - Annual rent
Contracts and Subgrants Total	\$952,864.00	



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

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

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

General Description	Cost	Justification of Need
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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 cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.

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:

Phone Number:

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

**(Grant Number: EE0009893, State: DE, Program Year: 2023)**

**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
Energy Coordinating Agency (Philadelphia)	\$706,271.00 55
<b>Total:</b>	<b>\$706,271.00</b> <b>55</b>

**IV.2 WAP Production Schedule**

Weatherization Plans		Units
Total Units (excluding reweatherized)		46
Reweatherized Units		9
Average Unit Costs, Units subject to DOE Project Rules		
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	46
C	Total Units Reweatherized	9
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	55
E	Average Vehicles & 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	\$439,396.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	55
H	Average Program Operations Costs per Unit (F divided by G)	\$7,989.02
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$7,989.02

**IV.3 Energy Savings**

Method used to calculate savings: <input type="checkbox"/> WAP algorithm <input checked="" type="checkbox"/> Other (describe below)				
		Units	Savings Calculator (MBtus)	Energy Savings
	This Year Estimate	55	N/A	731 *
	Prior Year Estimate	52	N/A	731 *
	Prior Year Actual	14	N/A	0 *
* Energy Savings values were manually entered.				
<b>Method used to calculate savings description:</b>				
<p>In 2017, Delaware contracted with Optimal Energy to utilize Delaware utility data of the weatherization clients to develop a methodology to calculate energy savings. As part of this methodology, the consultant looked at the Delaware-specific measures used in each of the homes and distinguished between fossil fuel-heated homes and electric-heated homes. Again in 2019, Delaware contracted with EcoMetric to validate the energy savings for the Delaware homes weatherized. EcoMetric also provided a revision to the Optimal Energy methodology to improve on the accuracy of the estimates. The energy saving estimates provided for the grant used this revised methodology from EcoMetric. The most recent EcoMetric report has been uploaded as an attachment to this grant.</p>				

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

**(Grant Number: EE0009893, State: DE, Program Year: 2023)**

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

**IV.5 Policy Advisory Council Members**

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

Bill Leitzinger	Type of organization: Unit of State Government Contact Name: Phone: 3027444811 Email: <a href="mailto:William.Leitzinger@delaware.gov">William.Leitzinger@delaware.gov</a>
Brandy B. Nauman	Type of organization: Unit of Local Government Contact Name: Phone: 3028557779 Email: <a href="mailto:Bnauman@sussexcountyde.gov">Bnauman@sussexcountyde.gov</a>
Chrystal Kirby	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 3024720764 Email: <a href="mailto:Chrystal.Kirby@USE.SalvationArmy.org">Chrystal.Kirby@USE.SalvationArmy.org</a>
Cynthia Ventresca	Type of organization: Utility Contact Name: Phone: 3024544015 Email: <a href="mailto:Cindy.Ventresca@pepcoholdings.com">Cindy.Ventresca@pepcoholdings.com</a>
Haly Laasme	Type of organization: Unit of State Government Contact Name: Phone: 3022559744 Email: <a href="mailto:Haly.Laasme-McQuilkin@delaware.gov">Haly.Laasme-McQuilkin@delaware.gov</a>
Shweta Arya	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 6142163744 Email: <a href="mailto:Shweta.Arya@delawareipl.org">Shweta.Arya@delawareipl.org</a>
Susan Eliason	Type of organization: Unit of State Government Contact Name: Phone: 3027394263 Email: <a href="mailto:susane@destatehousing.com">susane@destatehousing.com</a>

**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
01/12/2022	The Public Hearing was held on 1/12/22 and the transcript of the hearing is attached to the SF-424. The requirement to submit a revised State Plan was included in the Hearing Notice and that the State Plan was developed using the prior year's allocation.

**IV.7 Miscellaneous**

DNREC is currently out to RFP for a Subgrantee, as our current Subgrantee, ECA, has a contract with us that expires 3/31/23. Therefore, references to the identity of our Subgrantee throughout the application is left unknown.

**The Plan and Use of the Weatherization Readiness Fund (WRF):**

- 1) The funds will be distributed to our subgrantee(s) and earmarked to place toward deferred homes that require needed repairs.
- 2) Homes will be prioritized based on the amount of repairs necessary to undefer the home. Delaware has a Pre-Weatherization Program in place that addresses home repairs with a unit limit at approximately \$10,000. Those homes located in areas where the housing stock is older and the community is underserved will be targeted with utilizing WRFs.
- 3) Delaware WAP will apply an average cost per unit of \$3,000 per home using the WRFs.
- 5) The types of repairs that will be allowed will be those that fall outside the usual incidental repairs based on cost. These repairs tend to be minor structural

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

**(Grant Number: EE0009893, State: DE, Program Year: 2023)**

repairs, small roof repairs, and general repairs focused on moisture control, WPN 22-6 will be used as a reference.

6) DNREC will monitor the allocation of the WRFs through Grantee-level review of each invoice using WRFs. This will ensure that the WRFs have been used toward the small repairs allowed prior to payment.

7) The guidance in WPN 22-6 provided the list of data to collect for each home that receives the WRFs. These data will be collected at the Grantee and provided to DOE on request and reported in the annual T&TA Report.

Eric D. Dawson will serve as the Business Officer and Principal Investigator for this grant. He can be reached at (302) 739-9222 or [Eric.Dawson@delaware.gov](mailto:Eric.Dawson@delaware.gov)

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

**(Grant Number: EE0009893, State: DE, Program Year: 2023)**

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

The State of Delaware defines eligibility for weatherization assistance as follows: A dwelling shall be eligible for weatherization assistance if it is occupied by a family whose income is at or below 200% of poverty level as determined and established by the Director of the Office of Management and Budget (OMB), and as specified in 10 CFR 440.22(a). The application eligibility expires 12 months from the certification date if work on the dwelling unit (energy audit) has not been initiated. Work beginning on the unit is the date of the home energy audit. DNREC recognizes clients as being "categorically eligible" for weatherization when they have qualified for Housing and Urban Development (HUD) means-tested programs like LIHEAP and TANF. Our Subgrantee(s) (pending current RFP for a new subgrantee) provides intake services for the LIHEAP throughout Delaware and places all LIHEAP client eligibility data into the state's ASSIST database. The method of verification of eligibility is placed into the WAP Online system. WAP intake staff access the ASSIST database and contact LIHEAP-eligible clients directly via U.S. mail or telephone. Native Americans are served in the general population and will be eligible to receive benefits equivalent to assistance provided to other low income persons within the State. Interested persons wishing to apply for the program can apply through the Subgrantee(s). The Subgrantee has employed different processes to expedite the application process by receiving some of the documents via email and over-the phone interviews. Verification of eligibility is monitored by the State through an online review of documentation in the State's WAP Online system. Periodic, random reviews occur using the Online system that assesses the client eligibility documents prior to any weatherization work being initiate. This is a link to the Delaware WAP Manual: <http://de.gov/wap> and click on "Info for Professionals"

Describe what household eligibility basis will be used in the Program

As per 10 CFR 440.22 Eligible dwelling units, the dwelling unit is eligible for assistance if it is occupied by a family unit: that is eligible for assistance under HUD means-tested eligibility criteria and under WAP criteria showing that such basis is at or below the 200% of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget.

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

Delaware's eligibility criteria are in compliance with Federal requirements. Services are provided only to U.S. citizens or qualified aliens, as defined in section 431 of Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA). Qualified aliens are eligible to receive assistance and services under the WAP program so long as they meet all other WAP program requirements.

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

Procedures to determine that units weatherized have eligibility documentation

DNREC requires that the Subgrantee maintains client files in our WAP online database and tracking system that document client and building eligibility. Client files are available electronically to DNREC for program evaluation and monitoring purposes. The Subgrantee's auditors review the client files and the buildings upon the initial home energy audits ensure that the structures comply with the WAP federal guidelines. State staff will monitor files and check application dates to ensure that clients received services during the period of eligibility within one year of their application; if work has not begun, starting with the energy audit.

- Owner documentation website [de.gov/wap](http://de.gov/wap) under Eligibility Guidelines
- Income documentation for renters website [de.gov/wap](http://de.gov/wap) under Required Documentation
- Landlord Agreement is provided as an attachment to the SF424

According to the Consolidation Appropriations Act 2021 amended (42 USC 6865 (c) (2)), allows for weatherization services for previously weatherized homes after a period of 15 years from the date that previous weatherization services were completed. All re-weatherized homes are denoted in the WAP Online system along with the completion date of the previous WAP services (final inspection date); ensuring that at least 15 years has passed since the date of previous services. DNREC maintains a database of previously weatherized units and has included this list into the search mechanism of the WAP Online system. The Subgrantee is responsible for ensuring that all means of checking for already weatherized homes is conducted before proceeding with WAP services.

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

**(Grant Number: EE0009893, State: DE, Program Year: 2023)**

Describe Reweathering compliance

DNREC maintains a database of previously weatherized units and has made it available to the Subgrantee, this list is referred to as the "Legacy List". The combination of the Legacy List and the WAP Online database of clients is the comprehensive list of all units weatherized in Delaware. The Subgrantee is responsible for cross-checking all eligible households with the database of weatherized homes in Delaware to ensure that re-weatherization of a home does not occur until at least 15 years has transpired since the home's final inspection date.

Describe what structures are eligible for weatherization

Single family residential (stick built and mobile homes) are eligible, as are duplexes or other structures with four or less units per building structure. Included in this definition are rowhomes and townhouses and other similar structures. Delaware will be cautious with respect to nontraditional housing stock (shelters, apartments over businesses, nonstationary dwellings, etc.), making sure that all units weatherized meet eligibility requirements. Where any question on eligibility arises, we will consult with our DOE Project Officer. Multifamily structures are eligible under the Delaware program for WAP services where 66% or more of the multifamily unit residents are eligible for services (50% for duplex's and units with four or fewer units) as per 65 Fed. Reg. 77210, Dec. 8, 2000. Delaware may also weatherize multifamily buildings preapproved by HUD and DOE as eligible projects under HUD DOE MOU executed in 2010. In such circumstances where a dwelling unit is located in a disaster area, the Grantee will refer to the procedures contained in WPN 12-7. For Historic Structures, DNREC has an executed agreement with the Delaware State Historic Preservation Office dated December 2020 which is available on the Department of Energy's website: [https://energy.gov/sites/prod/files/2014/01/f7/state\\_historic\\_preservation\\_programmatic\\_agreement\\_de.pdf](https://energy.gov/sites/prod/files/2014/01/f7/state_historic_preservation_programmatic_agreement_de.pdf)

Describe how Rental Units/Multifamily Buildings will be addressed

Rental units are eligible providing that the Subgrantee has obtained written authorization from landlords/building owners and said landlords agree to the stipulation regarding rent increases in the Landlord Agreement form. The Delaware WAP Manual contains the policy for renters and the Landlord Agreement form as an appendix to the manual (which is in adherence to 440.22 (b)(3) and 440.22 (c)(e)). The Landlord Agreement is provided as an attachment to this Plan. The policy for renters is located in the Delaware WAP Manual, Section 2.2.9 at [de.gov/wap](http://de.gov/wap) under Info for Professionals. In situations where Delaware weatherizes rental units, the Subgrantee is required to ensure that the benefits of the weatherization assistance accrue primarily to the low income tenants. No undue enhancement to the property should occur beyond the scope of energy conservation. Owners may not increase rent for a period of two years after completion of the unit's weatherization. Unless increases are demonstrably related to matters other than the weatherization work performed, the owner will have to repay the full cost of weatherization if rent is increased. Any dispute of the circumstances for a rent increase will be reviewed by the Subgrantee. The determination may also be reviewed by DNREC, if requested by the Subgrantee, landlord or tenant. Landlords are not required to contribute toward the cost of weatherization. However, they may do so voluntarily. Work on the unit agreed to by the landlord does not affect any aspect of the unit cost or the program. Landlord financial contributions made to the Subgrantee for weatherization work performed are to be considered by the Subgrantee to be program income and as such, used for weatherization work costs. Beginning in Program Year 2022, Delaware will be undertaking weatherizing multifamily dwellings (as allowed under WPN 11-4) depending on the DOE funding levels for 2022. If Delaware proceeds with this new extension to WAP services, WAP will use a state competitive process to attract a new Subgrantee just to weatherize multifamily units. WAP will be working closely with the DOE Project Officer and the new multifamily Subgrantee to ensure that all DOE approvals and training needs are met. Priority will be given to identifying and providing weatherization assistance to: elderly persons, persons with disabilities, families with children, high residential energy users, and households with high energy burden. Multifamily buildings, because of their size and character, may offer an opportunity to meet many of these priorities. When addressing "significant energy improvement" in multifamily dwellings, WAP will contact the DOE Project Officer and refer to the WPN 16-5 Multifamily Weatherization and WPN 16-6 Weatherization of Rental Units.

Describe the deferral Process

The deferral process is defined in our Deferral Policy which is provided as Section (5) in the Health and Safety Plan, the Health & Safety Plan is attached to this application with the SF424. Since the incorporation of the Pre-Weatherization Program (Pre-WAP) in Delaware in 2016, the Subgrantee tracks all reasons for deferrals in a spreadsheet. In addition the agency, Energize Delaware, who oversees Pre-WAP tracks all deferrals and return rates back into WAP.

**V.1.3 Definition of Children**

Definition of children (below age): 18

**V.1.4 Approach to Tribal Organizations**

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

**(Grant Number: EE0009893, State: DE, Program Year: 2023)**

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.

In accordance with 440.16(f) the State requires that low-income members of an Indian tribe receive benefits equivalent to the assistance provided to other low-income persons within the state unless the applicant has made the recommendation provided in 10 CFR 440.12 (b)(5). In such case, the applicant shall provide a recommendation that a tribal organization be treated as a local applicant eligible to submit an application pursuant to 10 CFR 440.13(b).

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

The entire State of Delaware is served by our Weatherization Assistance Program as described in this application. As Delaware enters into the new program year, DNREC has a sole Subgrantee, the Energy Coordinating Agency (ECA), servicing the entire state. Currently, DNREC has a live RFP posting to solicit bids for a Subgrantee as the contract with ECA expires on 3/31/23. DNREC ensures equal distribution of all WAP funds across all of Delaware's three counties (New Castle, Kent and Sussex) through contract provisions to ensure that we provide 50% of services to New Castle County (including the City of Wilmington) and 50% of services to Kent and Sussex counties, which is proportional to the distribution of the Delaware's population across the three counties.

**V.3 Priorities**

The State of Delaware's waiting list is comprised of eligible clients who have applied for the WAP program as described previously and is prioritized for families to receive weatherization services and to maximize energy saved. Prioritized categories include one or more of the following; elderly persons, disabled persons, households with children, households with high energy use and/or households with high energy burden as required by 10 CFR 440.16(b). DNREC coordinates a single database of eligible clients and a single, transparent, and objective process is used for prioritizing the client priority list. This process uses an internal algorithm that calculates high energy burden and high energy use. High energy burden is calculated by using the household's annual primary fuel energy usage and multiplies it by the fuel cost (\$), then that value is divided by the total annual household income. The percentage is then compared to the value in the algorithm. The High Energy Use is defined by the household's annual primary fuel energy usage compared to a value that represents high usage for one year. If the usage is larger than the compared value, the home is deemed High Energy Use. The WAP OnLine database system (Hancock Software) algorithm is allatched in the documents section.

DNREC closely monitors the Subgrantee for adherence to the client priority list, which is integrated into our WAP OnLine database system. Additionally, DNREC monitors for compliance of intake procedures and client eligibility. The categories of high energy burden and high energy use are being tracked in the WAP Online database and these data will be provided in the Quarterly Performance Reports. Owner occupied and renter occupied dwelling units have equal priority. Reapplication into the WAP is required if the dwelling unit has not begun services within 12 months of the certification date. If a unit is otherwise eligible for WAP services, and is also receiving home services from other social service agencies, DNREC may elect to prioritize services to those units where interagency coordination may be advantageous in leveraging funding sources and where selected units meet Delaware's and DOE's priorities for providing services to the disabled, elderly, households with children and households with high energy use and burden. These leveraged opportunities have the potential to provide more comprehensive solutions to owners.

**V.4 Climatic Conditions**

Delaware's climatic data is based on a formula calculation found in the Statistical Abstract of the United States, published by the U.S. Bureau of the Census (Wilmington, DE 02/2018). The total number of annual heating and cooling degree-days in the State of Delaware is 4,888 and 1,125 respectively, which indicates relatively mild climatic conditions. There are only slight variations in the number of heating and cooling degree-days among the three counties of the State.

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

**V.5.1 Technical Guides and Materials**

DNREC ensures homes weatherized in Delaware receive the highest quality of work to maximize energy savings and long term efficiency. The Delaware

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

**(Grant Number: EE0009893, State: DE, Program Year: 2023)**

Weatherization Program accomplishes this by maintaining a well trained staff to monitor work completed, as well as providing trainings for all weatherization staff, contractors, and their employees. To ensure that procedures are being properly applied, the Subgrantee receives administrative and technical training, alongwith field visits and enhanced training at the field site. State staff, Subgrantee staff, and contractors are trained to strictly adhere to the approved energy modeling and the Delaware Standard Work Specifications (SWS). At the beginning of the 2019 program year on April 1, the newly approved SWS also became the Delaware Field Guide. The SWS is provided digitally via a Dropbox account and is also provided to the Subgrantee and their contractor in a hard copy form. All technical requirements and specifications are included in our SWS, and every worker in the program has direct access to the SWS at every active weatherization site via the Crew Leader copy on site and digital access. Reference to the SWS is included in the contract between DNREC and the Subgrantee and the contract specifically calls for the Subgrantee and all contractors to follow the provisions contained in the SWS. Upon signing the contract between the Subgrantee and the home performance contractor at the beginning of each program year, the contractor is bound to adhere to the Delaware Standard Work Specifications, the Delaware Weatherization Policy Manual (WAP Manual), and all other applicable state and federal weatherization Program Updates and directives. The contract clearly states the requirement to adhere to the SWS for work quality as outlined in WPN 15-4 and WPN 22-4, Section 2, expresses the adherence to the approved energy audit procedures and 10 CFR 440 Appendix A. Homes being weatherized, first receive testing of combustion appliances to ensure family health and safety. Work is then assigned to the unit based on the specific recommendations from an initial energy audit performed on the unit. The Subgrantee selects contractors to complete the weatherization work based on the energy audit recommendations and Delaware's approved Hancock software modeling. The types of work to be done include general air sealing (blower door directed), insulation (attics, crawlspaces/basements/walls/ducts), DHW insulations and some mechanical equipment efficiency or health and safety work. All work is being performed in accordance to the DOE approved energy audit procedures and 10 CFR 440 Appendix A. In addition, all work done is in compliance with the Delaware WAP Manual, available to the general public, clients, the Subgrantee, contractors and others online at: [www.de.gov/wap](http://www.de.gov/wap) DNREC ensures adherence to federal and state requirements through our contracts with the Subgrantee which require that "...VENDOR shall comply with 42 U.S.C. § 6861 et seq.; and 10 CFR Part 440 and 2 CFR 200, the approved U.S. Department of Energy (DOE) Weatherization Assistance Program (WAP) State Plan for the State of Delaware, the Delaware Weatherization Policy Manual (WAP Manual), the Delaware Standard Work Specifications, and all other applicable state weatherization Program Updates or directives." In turn, the Subgrantee's contract with their home performance contractors require that they adhere to all contractual language held between DNREC and the Subgrantee. Besides the contractual agreement, regular monitoring of site activities by the Subgrantee's auditors and the State Monitor assures that adherence is occurring daily. The Subgrantee provides the required documentation to each subcontractor at the time of entry into the WAP and at the beginning of each program year upon signing new contracts. Beginning in PY16, contractors were required to sign acknowledgements that they received the Delaware SWS and the WAP Manual. The State Monitor visits the in-progress sites on a regular basis and reviews all of the WAP subcontractors' work. At the time of an inprogress review, the subcontractor must verify that the SWS is on site and available for use. The State Monitor also accepts the digital access to the required document, and the subcontractor must demonstrate gaining access, if that is the version desired. As per the guidance in WPN 20-1, Section 2.8, the WAP Manual lists the exempt activities and requires the Environmental Questionnaire (EQ1) to be submitted for review.

Field guide types approval dates

Single-Family: 2/8/2022  
Manufactured Housing: 2/8/2022  
Multi-Family:

**V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family  
Audit Name: HEAT  
Approval Date: 7/8/2019

Audit Procedure: Manufactured Housing  
Audit Name: HEAT  
Approval Date: 7/8/2019

Audit Procedure: Multi-Family  
Audit Name:  
Approval Date:

Comments

Delaware received a conditional approval from DOE to use HEAT for single family and manufactured homes beginning 02/04/19. This conditional approval is based on providing a list of items to DOE which were all delivered and approved by October 29, 2020. Delaware had provided three trainings to their auditors



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

**(Grant Number: EE0009893, State: DE, Program Year: 2023)**

for energy modeling competency (February and March 2019 by an inhouse trainer and October 2019 by Community Housing Partners (CHP)). At the conclusion of the October training, the auditors were tested for competency with the approved energy modeling software, Hancock.

DOE was tasked with reviewing the home energy audits in Hancock/HEAT to ensure that the energy modeling is being applied accurately. DOE finalized their review of the Delaware audits and provided approval. Delaware is in compliance with having an approved SWS/Field Guide as of 01/15/19 with a re-approval process underway in 2022. For multifamily situations, Delaware will treat such situations on a casebycase until an approved process is established through DOE in 2022. Delaware is anxious to receive the proposed DOE Priority List for Multifamily in the coming months and anticipates using this proposed tool. In pursuing multifamily weatherization, Delaware will use a state competitive process to select a Subgrantee to perform multifamily weatherization state-wide. The 2022 Training Plan contains training designated for the State Program Monitor to ensure that the state has oversight of the operations of a new multifamily Subgrantee.

### V.5.3 Final Inspection

DNREC requires Quality Control Inspectors (QCI) working for, or contracted by, the WAP to possess the knowledge, skills and abilities in the National Renewable Energy Laboratory (NREL) Job Task Analysis for Quality Control Inspectors. Every DOE WAP unit reported as a "completed unit" has received a final inspection ensuring that all work meets the minimum specifications outlined in the Delaware SWS. The WAP Manual requires that all final inspections using federal funds must be conducted by a QCI-certified person (WAP Manual, Section 1.4.3). In addition, every client file will contain verification that certifies that the unit had a final inspection and that all work met the required standards signed by a certified QCI (providing their name, certification number, date and signature). If a unit has received both a final inspection and has also been monitored by DNREC, there will be evidence in the file to that effect, in addition to the QCI report. The State Program Monitor will affix each formal monitoring with his name, certification number, date and signature. Currently the sole Subgrantee, the Energy Coordinating Agency, uses mostly contractual QCI services. ECA has one QCI on staff as a Field Supervisor who oversees all work in the field and performs final inspections as needed. The Subgrantee's QCI will allow final inspections to act as possible training opportunities for uncertified persons in the process of acquiring the QCI credential. The final inspection ensures that all health and safety issues were addressed in a manner which protects the client. Final Inspections include: post blower door readings at CFM 50; health and safety checks including Worst Case CAZ and compliance with ASHRAE 62.2; assessment of the initial energy modeling of the home; checks of accuracy of measures charged against measures installed; and evaluations of the appropriateness of all work completed, including air sealing, insulation, client education, duct nsulation, pressure differentials, and costs. A dwelling unit may not be reported as completed until a final inspection has been performed and it has been certified that the work is high quality, all materials have been properly installed, and approved procedures have been followed. Standardized forms are used to document the results of the final inspection, and are recorded and maintained in the client file in the WAP OnLine database. Only completed dwelling units with successful final inspections are reimbursed by the State using DOE funds. ECA utilizes a model that contracts for all home energy audits. The contractual auditors perform the audit, creates the work order, and advises the WAP PM on other home repair work needed prior to weatherization services (Pre-WAP work). The contractual auditors are not involved in any of the actual work on the home. DNREC will perform quality assurance reviews of at least 10 percent of all completed DOE units. Given the high experience level of our contractors and our small technical staff, we believe a 10 percent target to be justifiable. We will however be measuring any failure rates or problem areas and may increase the quality assurance target if field work is unsatisfactory. In the event that a QCI is found to have inadequate inspection practices and/or lacks adherence to the SWS and WAP policies and procedures, DNREC will notify ECA of the unacceptable work. ECA must enforce the contractual requirements and determine if the QCI should remain under contract. ECA may also invoke the procedures in the WAP Manual for QCI compliance. The policies and procedures that govern QCI inspection and enforcement are located at [de.gov/wap](http://de.gov/wap) under Info for Professionals - WAP Manual Sections 5.2.1, 5.2.6, and 5.2.8.4.3. A copy of the final QCI inspection form, provided as an attachment to this Plan, is used in concert with the Work Order that lists all of the measures installed. The QCI verifies on the Hancock Final Acceptance Report that all measures have been installed and notes if there are any missed opportunities.

### V.6 Weatherization Analysis of Effectiveness

For three years (2019, 2020, and 2021), Ecometric delivered a report to the DNREC Energy Section that evaluated and verified the energy savings reported by WAP and customer satisfaction. Ecometric provided a revision to the energy savings methodology being used prior to PY19. The revised Ecometric methodology provides more accurate results for reporting energy savings due to WAP services. This revised methodology has been used to calculate anticipated energy savings in the Annual File. In addition, the 2020 report quantified the non energy benefits gained by WAP clients due to the WAP services received as being \$264 per household per year and a benefit cost ratio of 1.22 showing that the program is cost effective. In addition, continuous Program improvement is being achieved through the Annual Administrative Review (AAR), Annual Technical Review (ATR), regular meetings with the Subgrantee, formal field monitorings, training, formal corrective actions, and auditor quarterly meetings. Management mechanisms being used are Corrective Action Plans for findings during the AAR and ATR, semiannual meetings with the Program Managers to discuss production goals, auditor shortfalls, staffing challenges, contractor retention, and contractor procurement. Another mechanism is regular meetings with the Subgrantee; DNREC meets monthly with ECA. The findings from the final inspections are included in an ongoing evaluation of quality of the subcontractors that feed directly into the procurement and selection process. Contractors found to have substandard quality work do not continue in the Program, the goal being to create specialized experts in weatherization. The next

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

**(Grant Number: EE0009893, State: DE, Program Year: 2023)**

level of oversight comes from the quality assurance inspections performed by the DNREC staff. The quality assurance inspections assess all the elements of the final inspectors, as well as detailed inspections of the energy audit itself and adherence to the SWS. The quality assurance inspections also include detailed review of the full documentation of the client file, procedures followed by the Subgrantee, procurement, documentation, competency of energy modeling, and the invoicing. DNREC staff performs quality assurance inspections on 10% of completed units. One on one interactions with the Subgrantee's home performance contractors and contractual auditors prove to be effective in reviewing quality workmanship on a daily basis. Training needs are quickly identified and addressed by pertinent training. Currently the Subgrantee is contracting for third-party home energy auditors and QCIs. The only on-staff QCIs are the Field Supervisor at ECA and the State Program Monitor. The quality of final inspections conducted by QCIs is an on going process that is reviewed by the State Monitor. Any lack of quality is addressed by informing ECA and ECA must handle corrective action through their contractual process with their QCIs. The State Monitor performs a biannual market analyses that tracks weatherization prices in the region. He also compares the Delaware Price List to other states in the region to ensure that Delaware pricing is fair and reasonable. The State Monitor stays abreast of new products and includes them on the revised Delaware Price List which is reviewed twice a year. The most recent Price List was provided to ECA in early December 2021.

**V.7 Health and Safety**

The Health and Safety (H&S) Plan is attached. Find on pages 24-25 the Health and Safety survey that is filled out by the client at intake. A second part of the survey is later filled out by the home energy auditor as part of the initial home energy audit of the home.

On page 2 of the H&S Plan, there is an explanation of the maximum percent for the H&S costs of 14.9% per unit when figured across the total number of DOE units weatherized. In addition, Delaware removes H&S from calculating the average cost per unit because we elect to have a separate H&S cost category. When the new H&S guidelines were provided to the WAP network, training for the auditors was provided and all the WPN 22-7 information was sent to the Subgrantee. To ensure the continuation of H&S training, each Subgrantee provides a new contractor with an orientation that includes the Delaware H&S training. Every two years, DNREC holds an All-Hands mandatory H&S training for all persons in the WAP; September 8, 2021 was the last one held which ensured that all changes to H&S in WPN 22-7 were covered.

Delaware has been implementing the radon-safe practice of ensuring that sump pump pits have no bare earth exposed. The measure used is a sump pump pit cover that encapsulates all bare earth areas. The revised H&S Plan (attached as a document) has been updated to reflect the recent requirements in WPN 22-7. The Radon Release Form used for WAP has been attached in the Documents Section.

**Delaware will be allowing the use of DOE funds for air sealing measures that do not meet the SIR of 1.0.**

DNREC tracks all training of the Subgrantee's staff and their weatherization contractors. DNREC and auditors ensure that the installing crews have an RRP-certified individual on-site. Contractors are required to have access to their copy of Firm Status and their RRP certification. The Subgrantee must obtain the Firm Status and copies of all valid RRP certifications for their Crew Leaders at the beginning of each program year for signing new contracts. In addition, these certifications are reviewed for validity during the annual administrative review of the Subgrantee.

Delaware does not repair/replace air conditioning (AC) systems. The only instance when an AC unit is part of a repair/replace is when the AC unit is intrinsic to the primary heating system (heat pump). If AC of the home is necessary for health & safety purposes, the client is referred to the SCAP AC Program that uses state LIHEAP funds to install window AC units.

ASHRAE 62.2 training was slated for May 2020 but was delayed due to COVID-19 and the suspension of WAP operations in the state. The Training Plan for this grant cycle will include the ASHRAE 62.2 refresher training to ensure that there is consistency in how auditors are applying the 2016 standard. The deferral checklist is provided at page 23 in the H&S Plan (attached to the SF-424). When a home is deferred at the time of the audit, the client is notified by mail, the reason(s) for deferral is cited, and the right to appeal information is provided. The Energy Coordinating Agency implements a program that is funded through the Delaware Sustainable Energy Utility that provides home repairs for the sole purpose of having deferred WAP homes placed back into the Weatherization Program; called the Pre-Weatherization Program (Pre-WAP). In implementing this program, a home that is deferred through WAP may be returned to the WAP to proceed with weatherization. The synergy of the Pre-WAP and WAP programs is proving to be tremendously successful in weatherizing more homes that may have remained in a deferral status indefinitely. A rate of 85% of the homes deferred to the Pre-WAP come back into WAP to complete services.

In DOE's guidance, each state is required to define what major and minor repairs constitute. In Delaware, the WAP follows the use of incidental repairs, those repairs employed to support successful installation of ECMs, with a maximum cost of \$400. All other minor and major repairs necessary that fall outside of the definition of an IRM are deferred to a sister program called Pre-WAP and that program provides the necessary repairs within their funding limits. Delaware WAP can also defer homes to other programs for heating system repair/replacements and major home repairs like a complete roof replacement. If the home requires immediate assistance (like a heating system in the dead of winter or major electrical repairs), other WAP state funds are used for these occurrences.

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

**(Grant Number: EE0009893, State: DE, Program Year: 2023)**

**V.8 Program Management**

**V.8.1 Overview and Organization**

The Delaware Weatherization Assistance Program is administered by the Delaware Department of Natural Resources and Environmental Control's (DNREC) Division of Climate, Coastal and Energy. The Division includes other key energy and climate policy staff for DNREC. The role of the Subgrantee has been fulfilled for 4 years in New Castle County by the Energy Coordinating Agency (ECA), and fulfilled in Kent and Sussex Counties in late PY2020. In PY2022, the state will be seeking a new Subgrantee for the New Castle County territory and a new Subgrantee for the Kent/Sussex County territory through a request for proposal process. The RFP process will be initiated in September 2022 and new contracts awarded before the beginning of PY2023 on April 1, 2023.

The Division of Climate, Coastal and Energy in DNREC also administers the State Energy Program (SEP) grant under DOE. The Division is the lead state agency in development of energy policy and plans related to renewable energy systems, energy efficiency and utility policies. We work in concert with the State Public Service Commission, Energize Delaware and other state agencies having an interest in energy issues, including the Department of Transportation, the Division of Historical and Cultural Affairs, the Delaware State Housing Authority, the Division of Air Quality in DNREC and many affected electric and gas utilities across the State. DNREC also works closely with the Department of Health and Social Services, the lead agency for the LIHEAP program in Delaware.

WAP is partnering with LIHEAP to expand the WAP into a multifamily WAP program. DNREC is looking for additional funding to cover the administrative costs of implementing a multifamily program while using additional WAP and LIHEAP funds available for program operations. In addition, Delaware is expanding their Green Energy Program (installing renewable energy systems in Delaware homes) to include low-to-moderate income solar program. This new program will provide free PV solar installations on eligible low-income homes and incentivized installations on moderate income homes (using the 80% median area income) with the state paying 70% of the solar system and installation.

The WAP has undertaken a relationship with the platform called Unite Delaware. This platform acts as a direct referral software for acquiring referrals from other programs in Delaware and placing referrals for clients to other services. This platform has proven to be effective in coordinating other agencies and services for WAP clients as part of the Energize Delaware Pre-Weatherization Program and partner agencies that provide free home repairs.

DNREC has created a regular meeting (every 6 weeks) of the Delaware energy efficiency and home repair programs. These meetings discuss how the coordination between organizations can improve and increase the quality of services for low-income households. The Delaware WAP will continue to use these connections when expanding into the multifamily WAP services.

**V.8.2 Administrative Expenditure Limits**

Delaware has traditionally received relatively small federal WAP appropriations, so the increase from 10% to 15% has greatly improved the funding to cover the overhead expenditures at the Subgrantee level. In this grant application Delaware allocates the allowable 15% for administrative expenses with a split of 69/31, with the Subgrantee receiving 69%. The total amount for administrative expenses for this grant cycle is split almost equally between the two Subgrantee territories because the 2022 State Plan states that 50% of the funds are to be placed in the lower two counties and the other 50% is to be used in New Castle County. The two contracts for the Subgrantee are aligned with the county territories as prescribed in the State Plan.

**V.8.3 Monitoring Activities**

The monitoring approach is to assist the Subgrantee in providing high quality energy conservation weatherization services to low income individuals and to comply with all Program Rules and Guidance. In addition, monitoring ensures that high quality comprehensive services are consistently applied throughout the state. Monitoring will ensure adherence to new program policies and procedures at the State level and effective implementation of the Program at the local level.

The State has one statewide technical monitor referred to as the State Program Monitor. The Grantee also pays for staff time to monitor the Subgrantee on the administrative and financial portions as well. Our State Program Monitor position is required to be QCI and BPI certified and have a minimum of 5 years of experience in weatherization and home energy performance. The WAP State Manager and a Planner II are the other staff at the Grantee level which provide monitoring at the administrative and financial levels. They participate in the technical monitoring portion of the Annual Administrative/Technical Review yet yield to the technical expertise of the State Program Monitor. During the technical monitoring of the Subgrantee, only the State Program Monitor provides the technical review of homes and he has no other participation in the initial home energy audit or final inspection. The WAP State Manager received the BPI Building Analyst training and has significant experience in building science, which aids in program performance overall.

The goal of the Subgrantee monitoring approach is for constant communication, coordination, assistance, and constructive evaluation between DNREC and the Subgrantee; it is monitored regularly. Onsite monitoring of the Subgrantee includes the following: client file review; most recent organization audit; procurement

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

**(Grant Number: EE0009893, State: DE, Program Year: 2023)**

procedures review; fiscal review; review of Liability & Pollution Occurrence Insurance (POI); review of compliance with all DOE and State regulations and procedures; and production management review. The Subgrantee must provide a copy of their most recent financial audit as part of the annual monitoring. DNREC staff review the client files for completeness, accuracy, and appropriateness of forms and signatures. Monitoring staff also review timelines of vendor payments as well as evaluation of appropriateness of cost for services. Delaware utilizes a monitoring checklist that is based upon Program Guidance 16-4 which includes all provisions in the Subgrantee checklist and applicable programmatic and financial checklists found on EERE. If the Subgrantee has deficiencies, a Corrective Action Plan will be created with deadlines for the deficiencies to be corrected. If the Subgrantee fails to correct the deficiencies as outlined in the Plan, the language in the State Professional Services contract and the WAP Manual provide the vehicle through which to terminate the Subgrantee from the Program. Both of the 2021 Subgrantees were formally monitored in PY21.

In compliance with the Quality Work Plan and SWS goals, DNREC will conduct random quality assurance evaluations of 10% of all completed dwelling units (6 units). We use the 10% minimum because we have opted to allow final QCI inspectors to inspect units on which they conducted the initial audit. The State Monitor is required to conduct 6 formal monitorings in PY 2022; these will be scheduled at approximately one monitoring every other month. The unit being monitored has not received final payment and will not until all issues are completed as per the monitoring report. The travel necessary for the State Monitor is conducted within the standard work day, Delaware is quite small and special travel arrangements and budgets are not necessary. DNREC conducts multiple site visits during weatherization activities (referred to as informal monitorings) to ensure that weatherization services are provided in a professional and workmanlike manner in compliance with all standards, regulations and policies set forth by DNREC in the Delaware SWS and DOE rules and guidance. The State Monitor ensures that all work is being conducted by fully trained contractors and installers (the state is small; the Monitor knows all of the contractors and their crews by name). The field inspection includes: base load measures installed, air sealing, insulation, mechanical ventilation review, CAZ testing etc. The monitor must verify that the work being performed is appropriate and effective, and in compliance with all DOE and State regulations. Monitoring staff also gather feedback from subcontractors and program participants to better understand strengths, weaknesses and opportunities for improvement, training and technical assistance. In the event a unit has a weatherization issue after being deemed complete, the Subgrantee auditor is responsible to conduct an investigation of the issue. If the issue is not resolved, the State Monitor will investigate the issue and make a determination of how to resolve.

The QCI final inspections will verify that the SWS has been followed for each measure installed in the home. QCI certifications will be monitored by the Grantee and records kept on when each final inspector attains his QCI certification and its expiration (DNREC receives electronic notifications from an automated database when credentials are ready to expire). When the State Monitor discovers a lapse in a QCI's credentials or when inspectors are not following established SWS guidelines, such lapses will be brought to the Subgrantee's attention and an additional QCI inspector will be required to redo the inspection. Further, QCI inspectors found not following SWS or other programmatic guidelines in a consistent fashion are subject to programmatic consequences (WAP Manual, Section 5.4.1 and 5.4.2). Similarly, the State Monitor, who is a contractual entity, if found to be disregarding standard work specifications or other standards under the program, or if he fails to maintain the proper credentials, will be subject to disciplinary action and/or dismissal provisions; the same as other QCI professionals.

Sixty three percent (63%) of the Grantee's T&TA funds are spent directly on monitoring the Subgrantee. The remaining T&TA funds are used for training, data management and travel.

Programmatic monitoring occurs at least annually. DNREC uses such monitoring to determine whether a Subgrantee is deficient in its procedures. If a Subgrantee is found deficient they will be required to remedy all deficiencies and will be offered training specific to the agency's needs as per WPN 16-4. A deficient Subgrantee will also be subject to increased frequency and monitoring by the State if deficiencies are not addressed in a timely fashion.

Within thirty (30) days of each formal field monitoring, the State prepares a written report on its findings and sends it to the Subgrantee for corrective action. The Subgrantee has thirty (30) days to respond in writing with a Corrective Action Plan in response to each state monitoring report. Deficiencies found in the process of the formal monitorings and reporting will give reason for Subgrantee suspension or termination through the Delaware WAP Manual, Section 4.2.3 Failure to Meet Program Goals.

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

The State of Delaware's Training and Technical Assistance (T&TA) is intended to increase the efficiency and effectiveness of the weatherization program at all levels. T&TA activities are also designed to help maximize energy savings; minimize production costs; improve the quality of workmanship; and reduce the potential for waste, fraud and mismanagement. All stakeholders in the Program including the state, the Subgrantee, and the weatherization contractors/subcontractors receive T&TA. Each stakeholder engages in training and/or receives technical assistance to replicate best practices and adhere to DOE standards of excellence throughout the entire project. Agencies receive T&TA consultations from the DNREC staff as appropriate. These visits assist local agency staff with issues relating to program operations, fiscal management, procurement procedures, and the technical aspects of the program. The State Monitor quickly addresses deficiencies in the field with training.

The Subgrantee holds retention agreements with their subcontractors to ensure that the subcontractors remain in the Program for a period of at least 6 months after receiving the training. If a subcontractor leaves the Program, the Subgrantee must reimburse the Program for the training received.

The Subgrantee in Delaware receives 51% of the T&TA funds. DNREC arranges the majority of the training by handling professional training contracts, funding, participant registration, and hosting the training days.

##### **Assessment of Training Needs**

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

**(Grant Number: EE0009893, State: DE, Program Year: 2023)**

The State assesses the training needs of the Subgrantees and contractors through quality assurance monitoring in the field, observations of performance, discussions, regularly scheduled management meetings, and monitoring visits. Through close monitoring of contractors' work, the Subgrantee is able to further assess areas for improvement and provide robust feedback to the State for additional training needs of their contractors.

**Maintaining Workforce Credentials**

DNREC and the Subgrantee require all new weatherization contractors coming into the WAP to provide all credentials for their crews as part of submitting their business documents. As a minimum, the Crew Leader must have OSHA 30, Lead-Safe Weatherization, Renovate/Repair/Paint certification and a BPA Energy Auditor certification. Installing crew members must have OSHA 10 and Leaf-Safe Weatherization. Before performing any WAP work on homes, the installing crew must prove competency on installing weatherization measures through credentials and/or close oversight by the Field Supervisor representing the Subgrantee. In addition, at the beginning of each program year the Subgrantee requires all credentials (the company and all individuals) to be submitted as part of their contracting process. All credentials are scanned and maintained in a training database held at DNREC and made available to administrative Subgrantee staff. The database provides monthly notifications of any expiring credentials contained within. DNREC informs the Subgrantee of expiring credentials and then individuals are notified by the Subgrantee to pursue refresher courses and/or recertifications. Once the renewed credentials are obtained, the new certificates are scanned into the DNREC system.

**Training Plan**

The training plan shows the implementation of comprehensive and specific levels of training. All WAP workers will be provided with JTA training provided by an IREC-accredited training facility for comprehensive trainings, as required by DOE. Delaware's program currently holds three staff positions at the Grantee and six staff at the Subgrantee level. Below under **Training Plan Components** is a detailed training schedule and the budget planning to show how the Grantee will meet the needs. If there are any un-utilized T&TA funds, they will be moved to Program Operations to weatherize more homes before the end of the grant cycle in March 2025.

**Specific**

DNREC will continue specific training sessions when new staff are brought into the program and when a need may be evident based on monitorings or other indications that additional training or refreshers are required. Health & Safety training is provided by the Subgrantee as part of their new contractor orientation. Quarterly Auditor Meetings hosted by the State Monitor will have webinars and field observations incorporated for training purposes. These meetings/trainings will serve the purpose of maintaining Program consistency throughout the state.

DNREC has been providing ToolBox Talks since PY20 on various subjects to keep the installing crews abreast of any new program changes, basic safety, knob & tube wiring, and new weatherization techniques and products. In this way, the State Monitor can also focus training for the installing crews where work quality may be faltering. This training approach will continue into PY23 under the direction of the State Monitor on a quarterly basis. These Talks will be given in the field and be a 15-20 minute discussion.

**Training Plan Components**

Formal trainings are mandatory. Failure to attend formal training requires comparable outside training (with proof of passage) or suspension from the Program. Training prior to hire is not a requirement in Delaware, the individual must acquire training as prescribed in the Delaware WAP Update 16-03 (Training Requirements) for each core competency. The Training Plan contained herein is modified as necessary in response to monitoring reports from DOE, state monitoring findings, or observed technical deficiencies as noted by the State Monitor on an as-needed basis. Delaware's WAP Manual specifies minimum qualifications and core competencies for each JTA working in the Delaware Program.

When DNREC requires training, DNREC records the names of attendees and updates the data in the DNREC online training database. When training is obtained outside of DNREC's purview, the worker is required to supply DNREC a scanned copy of the certificate.

**Training courses slated for PY23 include:**

Projected Date	Training	Number Trained	Budget Amount
Name			
Quarterly 2023	Tool Box Talks	20	\$1,000
Quarterly 2023	Auditor Meetings/Trainings	7	\$1,000
Apr-22	HPC Conference	5	\$4,000
May-22	ASHRAE 62.2 (2016)	8	\$1,000
May-22	Multifamily Certification	4	\$10,000
Jul-22	Radon/Asbestos/Mold Refresher Training	5	\$2,500
Aug-22	Energy Outwest	5	\$9,500
Sep-22	NASCSP Conference - Fall	2	\$2,500
Feb-23	NASCSP Conference - Winter	4	\$4,000
May-22	Retrofit Installer	9	\$28,200

**U.S. Department of Energy  
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May-22	Crew Leader	6	\$18,800
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Total \$82,500

**\* Mandatory Training**

Client education is one of the pillars of the Delaware WAP, DNREC and the Subgrantee are ever vigilant to provide client education at intake, during monitoring visits, during the initial audit, and at the final inspection and project completion. Beyond the client education that the WAP Auditor and Crew Leader provides to each client; DNREC has partnered with the Delaware Sustainable Energy Utility to provide additional one-on-one energy efficiency education for free to every WAP client. A radon/asbestos/mold refresher training is slated to solidify the educational component for all of the auditors.

Outreach and education is included as a performance parameter in the state contracts with the Subgrantee and reviewed through the annual Subgrantee monitoring process. Where shortcomings in client education capabilities are discovered the Grantee will provide targeted training to address the need.

**Percent of overall trainings**

Comprehensive Trainings:

Specific Trainings:

**Breakdown of T&TA training budget**

Percent of budget allocated to Auditor/QCI trainings:

Percent of budget allocated to Crew/Installer trainings:

Percent of budget allocated to Management/Financial trainings:

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

Delaware does not include any disaster or energy crisis plans in our WAP application. If the circumstance arises in Delaware, WAP will follow the appropriate procedures defined in WPN 12-7.