

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision		If Revision, select appropriate letter(s) Other (specify):	
3. Date Received: 09/15/2010			4. Applicant Identifier:		
5a. Fed Entity Identifier:			5b. Federal Award Identifier: DE-EE0000175		
State Use Only:					
6. Date Received by State:			7. State Application Identifier:		
8. APPLICANT INFORMATION:					
a. Legal Name: Alaska Housing Finance Corp					
b. Employer/Taxpayer Identification Number (EIN/TIN): 920047291			c. Organizational DUNS: 010192953		
d. Address:					
Street 1: P.O. Box 101020					
Street 2:					
City: Anchorage					
County: ANCHORAGE Municipality					
State: AK					
Province:					
Country: U.S.A.					
Zip / Postal Code: 995101020					
e. Organizational Unit:					
Department Name: Rural Research and Development			Division Name:		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix:		First Name: Mimi			
Middle Name:					
Last Name: Burbage					
Suffix:					
Title: WAP Manager					
Organizational Affiliation:					
Telephone Number: (907)330-8192			Fax Number:		
Email: mburbage@ahfc.us					

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 for Low-Income Persons

12. Funding Opportunity Number:

DE-FOA-0000641

Title:

Program Year 2012 Weatherization Formula Grants

13. Competition Identification Number:

Title:

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

Statewide

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. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 8.2 million low-income families.

U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET

Identification: EE0000175

State: AK

Program year: 2012

Budget period: 04/01/2012 - 03/31/2013

II.3 Subgrantees

Grantee (city)	Tentative	
	Funding	Units
Alaska Community Development Corp (Palmer)	\$169,256.00	21
Interior Weatherization (Fairbanks)	\$191,225.28	22
Rural Community Action Program (Anchorage)	\$0.00	0
TOTALS	\$360,481.28	43

II.4 WAP Production Schedule

Total Units (excluding reweatherized)	34
Rewatherized Units	9

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Average Unit Costs, including Reweathering, Subject to DOE Program Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	34
C	Total Units Reweatherized	9
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	43
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$291,067.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	43
H	Average Program Operations Costs per Unit (F divided by G)	\$6,769.00
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$6,769.00

II.5 Energy Savings

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

2011-2012 estimated units 1102011-2012 actual units at 433 (13206 BTU savings) unable to enter into chart below

Estimated energy savings: 1,311.00 (MBtu)

Estimated prior year savings: Actual:

If variance is large, explain:

II.6 Training, Technical Assistance, and Monitoring Activities

5

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WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

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TA activities include the following (all costs associated with the following are eligible under the TTA category):

CLIENT EDUCATION: Training and products. Continuing a very successful program with some agencies in distributing and installing products that enhance energy savings and can be replaced easily by the homeowner in the future, such as CFL's (\$1-3 each), LED (\$15-35) window kits (\$4-10 each), low flow shower heads and shower aerators (\$3-15 each), engine heater timers (\$30). The client educator that provides these items (determined by each agency and depending on the client) instructs the client in the value and operation of each item installed. In Fairbanks the engine heater timers used to warm up the engine of cars during extremely cold weather are estimated to save between five and twenty percent on their electric bill. Window kits are extremely valuable since windows do provide a big area of leakage between and around panes and generally we do not replace windows due to cost. CFL's are proven in savings and the client educators take the opportunity to discuss strategic placement with the client, as well as to determine the best type of bulb for the application. Low flow shower heads and other water conservation equipment is so superior to the units that were produced even 5 years ago that all clients are enthusiastic about their use. The savings on hot water is significant when these are applied.

Written materials as well as classroom instruction are used to educate clients on how to further efficiency and conservation efforts as well as examining maintenance issues in the home. Interior Weatherization developed a mandatory (and now used by other agencies) two hour class for clients that really helps to prepare the client for the weatherization experience. Other agencies are moving towards implementing the same. One of the items that has become a staple of our client education materials is the hygro-thermometer. These can measure indoor temperature and moisture and outdoor temperature with a probe. We often will run the probe into a semi conditioned space to alert the homeowner when the freeze point is met and pipes are threatened. At that point they can direct heat into the area or turn on heat tape, but not have it in use all the time. Those clients eligible by income but receiving other funding (state primarily) for weatherization will receive a hygro-thermometer in their home as a part of client education and be reported at year end. **SPECIAL PROJECTS:** IWX will be conducting a monitoring project for air quality in selected homes. Part of the cost of the project is to work with Cold Climate Housing Research Corp. (CCHRC) to develop a protocol and to identify and secure the data loggers and sensors and other equipment that would be needed to accomplish this. The entire cost of this study could include also the labor and materials needed to do the in-depth analysis of air quality in post weatherized homes. This study is badly needed and once these initial steps are completed the study will be able to be repeated in homes throughout the years. A detailed report will be a part of the deliverables and a timeline will be submitted by IWX when this project is approved.

INSPECTION AND MONITORING ACTIVITIES: including travel costs and salaries as approved by the AHFC Program Manager FOR subgrantees and also includes grantee costs for monitoring and field inspections.

THE ANNUAL PROGRAM MONITORING is a time when subgrantee agency staff can discuss any of the bigger obstacles to successful delivery of the program to the clients in the field and with AHFC staff. The fact that the state has only four DOE subgrantee agencies, makes problem identification much easier with those agencies, and helps us to target where the greatest need is present. The grantee T&TA budget includes approximately 30% of overall category funds for monitoring costs on the part of the state. Annual Program Monitoring includes a review of approximately 5% of the client file to verify that the files include all required paperwork. Random files will be reviewed to determine compliance with eligibility requirements.

FIELD MONITORING will remain at a minimum of 5% of the homes. The schedule of visits has increased. Basically we visit The Anchorage area and Interior Weatherization, in Fairbanks and many of the Southeast communities on multiple trips year round. Generally we inspect all of the bush projects between July and November with one trip to

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WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

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each community (sometimes 2, if time permits) when they are close to completion and before the crews are disbanded. Juneau inspections are in the spring and/or late fall normally. Technical Assistance trips to the field are as needed and I would estimate that between all of us, we might do between 2 and 10 each year. These might be to train administrative staff or to just look at work in progress and make suggestions

WX. OPERATIONS MANUAL: Updated annually and distributed to all agencies. Posted on website as well. Costs associated with update of materials. Cost of developing a standards handbook or an installation and specifications field guide.

BUILDING PERFORMANCE INSTITUTE CERTIFICATION PROCESS (BPI): Training and certification of practitioners and proctors. Also any costs associated with providing Continuing Education Credits through Occupational Licensing.

PRIORITY LISTS: Special Project was assigned to Interior Weatherization to update out Priority List and prescriptive measures. This was delayed this year as we continue to work with DOE representatives who issue approvals. Continue to consult with experts who have helped to do this with other states to facilitate rapid expansion and maintain quality control. Several consulting contracts with experts and Peer We can use our approved priority list, but we would like a good method of gathering savings data.

MONITORING AND EVALUATION OF ACTUAL SAVINGS. We will be working through the demographic reporting system to compare for savings (before and after AkWarm and deriving estimated savings). The next process would be to measure actual savings. We would begin the initial process to implement a significant selection of monitoring. AHFC is also developing the ARIS system of data reporting and evaluation on predicted savings. Adapting this to weatherization is an eligible activity.

NATIONAL EVALUATION: We are participating in the National Evaluation (NE) and costs associated with working on the NE are allowed to come from the TTA category.

HANCOCK. With the purchase of Hancock there will be dedicated training to the adoption of Hancock for reporting ASAP. Associated expenses will fall under this category.

SPECIAL PROJECTS: Can be undertaken by a subgrantee to enhance overall monitoring and evaluation, training, or application of new technologies. All special projects must be presented to and approved by the AHFC Program Manager.

NATIONAL STANDARDS: Training on the specifics of the national standards, applicability and usefulness to Alaska and any costs associated with the development and delivery of associated classroom or hands on training.

CLIENT QUESTIONNAIRES. The client questionnaires, which are sent to every home after the job is completed, are reviewed by AHFC and then forwarded to the subgrantee agencies for review. These are most helpful in pinpointing weaknesses in communication with the clients and in the quality of the installation work.

TRAINING: All of our agencies are very current on advanced technical training and when new staff comes on, the

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first effort is to utilize peer mentoring to bring individuals through all of the basics. Basic classes in technical training recognized by the state for weatherization technicians provide a lot of the fundamental skill development. Several organizations assist with providing appropriate classes including Alaska Works Partnership, Alaska Building Science Network, Alaska Craftsman Home Program, the Building Performance Center, the Opportunity Council, Building Performance Center, Community Housing Partners and others. Specific Trainers that are used often include but are not limited to Anthony Cox, Chris clay, Dave Finet, Tom Brodbeck, Marquam George, Joe Lstiburek, Mac Pierce, and others. Often workers get additional advanced training at technical conferences such as Energy Outwest, Affordable Comfort Inc. and the DOE National Conferences. Through frequent monitoring visits, close contact with the agencies, regular review of diagnostic results submitted monthly, and the client questionnaires, AHFC is armed with more than sufficient information to assess training needs. We also work in tandem with the grantee agencies in determining training priorities.

Annually AHFC sponsors a two day summit that includes all of the weatherization agencies in the state regardless of funding. There is ongoing year round training offered in Lead, Basic Building Science, Diagnostics, Hands-on-applications of various methods, etc.

MOLD: All of our agencies have received the DVD mold training from DOE. They are well trained in the mitigation of those situations that cause mold (i.e.: ground and ambient moisture). Future training opportunities will often include mold and related other issues.

HEALTH AND SAFETY PLAN: Any costs associated with the implementation and training for the Health and Safety Plan are eligible.

CERTIFIED RENNOVATOR: Since the new EPA Lead Rule came into place, AHFC has been very aggressive in informing all contractors of the new requirement for April 2010; in helping agencies get their Certified firm status; and, in helping two training entities get through the process to help them get their credentials as a certified training agency for Renovator Repair and Painting certifications and compliance processes. Recertification will begin during the next two program years.

MOBILE HOME TRAINING: Offered as needed. AHFC has trained continuously over the years through its Subgrantee agencies the specific weatherization techniques used in mobile home weatherization. Most of our agencies have a number of employees that have received hands on training in this specialty and renew that at Energy Outwest and Affordable Comfort. Otherwise they are trained on the job. Other training that is tied to mobile homes includes duct sealing. We have had repeated visits by Chris Clay, Anthony Cox, and Tom Brodbeck to train workers in various parts of the state on many different aspects of weatherization especially air and duct sealing methods.

AKWARM-The energy audit used in our program is now approved for single and small multifamily buildings. Costs associated with securing approval for all building types as well as the priority lists are eligible under this category.

HISTORIC PRESERVATION: Continued training on SHPO compliance procedures and/or installation techniques and materials selection.

DOE REGULATIONS: Training associated with any new DOE or other applicable state or federal regulations and guidance or requirements will be conducted under this category.

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OTHER: Peer exchange activities may include training from one agency to another as well as participation in the regional peer group ENERGY OUTWEST including covering the costs and travel expenses of trainers from Alaska to participate in the conference, Other special projects will be considered as proposed and implemented when it is in the best interest of the program. Many of our weatherization technicians will participate in the Energy Outwest training opportunities as well as some Peer Mentoring. There is a regional focus on the expansion of weatherization services to tribal areas and in the development of appropriate training and technical assistance tools that will increase local capacity.

This category also includes any other project or specific training that will assist our performance in the implementation of weatherization services.

II.7 DOE-Funded Leveraging Activities

N/A

II.8 Policy Advisory Council Members (names, groups, agencies)

Susan Marshall	LIHEAP-HHS Representative
Marquam George	University research and training
Mr. Todd Hoener	Golden Valley Electric Assoc.
Richard Green / SBS	SBS- suppliers of WX material
Phil Kaluza	Energy Professionals and At Large
Toy Owen	WX network rep.
Ethel Stoneman	Seniors representative

II.9 State Plan Hearings (send notes, minutes, or transcript to the DOE office)

Hearing Date	Newspapers that publicized the hearings and the dates that the notice ran.
07/23/2012	State Plan available on line at www.ahfc.us . The PAC members will be notified of the Public Hearing and asked to review the state plan on line. The vote for approval of the state plan will be conducted by e-mail. All PAC members will be polled and their votes will be recorded and a hard copy saved to be filed with the state plan.

II.10 Adjustments to On-File Information

Changes were made in the following areas: III.1.2 (c) change "2005" to "current" III.3.1 Added a reference to the state of Alaska Weatherization Operations Manual (Chapter 5 includes all eligible activities that can be completed under the program. it is about 60 pages long currently. III.3.1 last sentence, insert "other parts fo the State Plan and in" III.3.2 Added a sentence on the client evaluation forms III.5 strike last paragraph starting "under 10cfr..." III.6.1 (d) change "Subgrantee" to "Weatherization" III.6.3 strike last paragraph III.6.4 strike "cold comfort conf in line 6 change five to "four" in paragraph 2 referring to agencies strike "one or more" in paragraph 3 line 2 strike "Alaska" in paragraph 4 line 2 add two sentences to paragraph 5 regarding Northern Shelter add "memberships and sponsorships" paragraph 6 line 1 strike final sentence paragraph 6

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II.11 Miscellaneous

CARRYOVER FUNDS: The funds available for distribution equal less than 6% of the total funds included in EE0000175. These are left over funds from the admin and TTA categories from past program years. We are reallocating the majority of these funds to be used in the Program area. AHFC will be taking no admin funds or TTA funds in an effort to complete more units. **AVERAGE COST PER UNIT:** The average cost per unit is 6769 according to DOE guidance. When we receive the final allocation from DOE the budgets will be recalculated to adjust to the new average cost per unit. If the average cost per unit is changed during the course of the period of performance, subgrantee funding may be recalculated to allow for a different average cost per unit and the number of completions required modified if necessary. No further public hearing will be required to change the average cost per unit. Subgrantees will be notified in writing of any change. If a need arises to separate a percentage of the budget for Health and Safety for the subgrantee agencies, that will be done with approval from DOE and without further public hearing. **HEALTH AND SAFETY PLAN:** Health and Safety will be covered by other funds and subject to the Wx. Standards. The DOE Health and Safety Plan is on the www.ahfc.us website. Ashrae 62.2 will be incorporated into the State of Alaska Standards and required starting April 2013 for all projects utilizing DOE funds. All agencies will receive training in the implementation of 62.2 during the course of PY 2012. **WEATHERIZATION ELIGIBLE MEASURES:** The Weatherization Operations Manual is a living document that goes through a continuous review process with users and staff. The Standards (Chapter 5) details out all eligible weatherization measures. Chapter 9 also includes the DOE rules and Appendix A. All of this can be found on line at www.ahfc.us. **DISTRIBUTION:** DOE Funds are being allocated to regions where the most need exists and the work can be completed in a timely manner. **SERVICE AREAS FOR 2012-2013:** Due to the fact that DOE was unable to put new funding towards the State of Alaska Weatherization Program, and our remaining funds from 2011-2013 were very limited, we are issuing those funds to two subgrantees only, Interior Weatherization (Fairbanks) and Alaska Community Development Corp. (Southcentral road connected and Southeast). If more funds are allocated to this grant, the funds will be distributed fairly. Meanwhile State funds are serving all other areas of the state so there is no break in service. **STATEWIDE SERVICE DISTRICT AREAS:** the weatherization Program run by AHFC includes approximately \$70,000,000 plus funds this year from the state which is distributed to 15 grantee agencies. The DOE funds are normally distributed to four grantees that serve statewide and have a long history with DOE weatherization. This year the DOE carryover funding available is so small that only two grantees will receive DOE funds for their areas. Under the AHFC program DOE eligible clients are prioritized highest for all funding sources and the allocation statewide is determined using population, heating degree days, fuel type and price, condition of housing, previous weatherization, etc. This allocation continues to ensure that all eligible clients will be served this year regardless of whether the agency received DOE funding or not.

RENEWABLES: The renewable adjusted average is part of the total allowable average cost per unit. AHFC will allow expenditures on renewables within the guidelines established by DOE.

FUEL SWITCHING: Although switching out a heating source that is dependent on a "non-renewable" fuel resource is prohibited, if a switch to a renewable resource is both cost effective and meets the SIR of one or above and is deemed appropriate for the community being served, it will be allowed. This must be approved by the AHFC Program Manager in writing. This measure is especially appropriate in certain communities in Southeast where hydropower is abundant and very cheap in many communities. It would be counter productive to the program goals to replace those systems with fossil fuel fired systems when clean efficient electric is inexpensively available.

ELIGIBILITY: The Weatherization Operations Manual (WOM) contains details on all of the automatically eligible clients and how to prioritize them. Eligible income for DOE clients will be determined at 200% of poverty unless otherwise indicated by DOE. Grantees will be updated annually on specific income guidelines by AHFC. AHFC will notify grantees if income guidelines change. Details on eligibility and prioritization reside in the WOM.

ALLOCATION: The allocation formula determines the amount of funding that is distributed to each agency.

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Additional DOE funding will be subject to the same formula allocation within the state without further public review. As well, deviation from the plan allocation will be allowed in cases of areas demonstrating documented need or special emergency situations (natural disaster, fuel crisis, etc). AHFC reserves the right to reduce the number of subgrantee agencies receiving DOE funding if in fact the annual funding amount falls below \$1,000,000. Given the fact that state money is used to fund weatherization services at much higher levels and DOE eligible clients are the highest priority under the state program, there will be no lapse in service to the potential clients.

REWEATHERIZATION: The re-weatherization date is Sept. 30, 1994. The re-weatherized unit limit will be 22% statewide. Additional units may be approved on a case-by-case basis by the State Program Manger under exceptional circumstances. Homes weatherized prior to Sept. 30, 1994 are eligible for reweatherization. No agency can exceed 22% without permission.

PUBLIC HEARINGS: If a major problem is found by DOE in the state plan, it will be changed or adjusted by the Program manager and if needed reviewed by the PAC either through e-mail or teleconference for final approval. In this case no second public hearing will be required. If suggestions are made to the method of implementation, allocation, training, the budget, and/or logistics by DOE that are necessary to comply with Federal regulation, these changes will be instituted by the program manager without further public hearing. If for some reason, a second public hearing was absolutely necessary for final approval of the plan, the PAC would be contacted by teleconference or electronically for the final approval, if meeting in person as a group proved difficult. Many of our PAC members and agency directors have to travel significantly to attend meetings in Anchorage.

HISTORIC PRESERVATION: The Programmatic Agreement (PA) between DOE, AHFC and SHPO specifies exempt activities and structures from having to meet the requirements of the Historic Preservation office prior to commencing work. The SHPO PA will be attached to the WOM. All homes outside of those exempted must meet SHPO requirements.

RESOURCES: DOE rules and guidance are found on line at www.waptac.org and are part of the compliance with any grant that AHFC issues containing DOE funds. DOE funds are subject to compliance with all applicable DOE and Federal rules. The WOM is the document that all subgrantees are required to follow in implementation of the weatherization program and is updated frequently to include new guidance on DOE requirements. It can be found on line at www.ahfc.us.

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0000175		2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.	
3. Name and Address Alaska Housing Finance Corp P.O. Box 101020 Anchorage AK 99510-1020		4. Program/Project Start Date 04/01/2012	5. Completion Date 03/31/2013

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. DOE	81.042	\$ 360,481.28		\$ 0.00		\$ 360,481.28
2. STATE			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTAL		\$ 360,481.28	\$ 0.00	\$ 0.00	\$ 0.00	\$ 360,481.28

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	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 0.00	\$ 14,553.00	\$ 0.00	\$ 54,861.28	\$ 360,481.28
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 0.00	\$ 14,553.00	\$ 0.00	\$ 54,861.28	\$ 360,481.28
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 0.00	\$ 14,553.00	\$ 0.00	\$ 54,861.28	\$ 360,481.28
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0000175		2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.	
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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		\$ 360,481.28	\$ 0.00	\$ 0.00	\$ 0.00	\$ 360,481.28

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity					Total (5)
	(1) HEALTH AND SAFETY	(2) PROGRAM OPERATION S	(3)	(4)		
a. Personnel	\$ 0.00	\$ 0.00				\$ 0.00
b. Benefits	\$ 0.00	\$ 0.00				\$ 0.00
c. Travel	\$ 0.00	\$ 0.00				\$ 0.00
d. Equipment	\$ 0.00	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00				\$ 0.00
f. Contract	\$ 0.00	\$ 291,067.00				\$ 360,481.28
g. Construction	\$ 0.00	\$ 0.00				\$ 0.00
h. Other	\$ 0.00	\$ 0.00				\$ 0.00
i. Total Direct Charges	\$ 0.00	\$ 291,067.00				\$ 360,481.28
j. Indirect	\$ 0.00	\$ 0.00				\$ 0.00
k. Totals	\$ 0.00	\$ 291,067.00				\$ 360,481.28
7. Program Income	\$ 0.00	\$ 0.00				\$ 0.00

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1. Program/Project Identification No. EE0000175		2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.	
3. Name and Address Alaska Housing Finance Corp P.O. Box 101020 Anchorage AK 99510-1020		4. Program/Project Start Date 04/01/2012	5. Completion Date 03/31/2013

Comments:

No new funding is allocated from DOE to AHFC. Funds in this grant come from the following: 2009-2925.042010-231524.96\$2011-129583.83TOTAL=364033.83 Carryover funds were available due to the fact that new state funding and ARRA funding changed the allocations of costs and some areas of our budgets were not spent out. the focus was on spending ARRA and over the three years of EE0000175, we spent everything but \$364000.

**U.S. DEPARTMENT OF ENERGY
GOLDEN FIELD OFFICE**



BUDGET EXPLANATION FOR FORMULA GRANTS

Applicant: Alaska Housing Finance Corp
Award number: EE0000175

Budget period: 04/01/2012 - 03/31/2013

1. PERSONNEL - Prime Applicant only (all other participant costs are listed in 6 below and form DOE F 4600.4, 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:

<u>Position</u>	<u>Description of Duties of Professionals</u>
Energy Program Manager	Administer the Weatherization Program, manage technical and administrative staff, conduct monitoring and inspections.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Energy Program Manager	\$0.00	6.0000 % FT	\$0.00
			\$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 include a copy of the rate agreement.
- b. If a above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations as an attachment.
The Corporate fringe is 64.5%. This includes FICA, PERS (retirement), medical, Unemployment, Worker's Comp, and Misc. (leave cash out, etc.). The actual fringe varies by person and can only be reconciled by the end of the year to account for the actual expenditures in each category.

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
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3. TRAVEL - Identify total foreign and domestic travel as separate items.

a. Proposed travel:

<u>Purpose of Trip</u>	<u>Number of Trips</u>	<u>Cost Per Trip</u>	<u>Total</u>
PAC Member Travel to State Plan Hearing and Spring Meeting also to Conferences representing Ak. Weatherization, such as EOW or DOE (8-12 members)	10	\$0.00	\$0.00
NASCSP	1	\$0.00	\$0.00
Technical Training for staff on a variety of topics including infrared, lead based paint, wx. manager, compliance issues (such as SHPO), etc.	0	\$0.00	\$0.00
Tribal Weatherization Training. Additional educational training in remote communities where subgrantees have collaborate agreements. This could be up front to assist in setting up a program, or on going with additional visits to provide technical assistance.	0	\$0.00	\$0.00
In state summit	2	\$0.00	\$0.00
Peer Exchange	0	\$0.00	\$0.00
Monitoring of grantee agencies for program, client files and fiscal compliance.	7	\$0.00	\$0.00

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In state technical monitoring and assistance travel. This is the primary types of agency visits that we make in an effort to get the minimum inspections of completed units and to see if agencies are in compliance with regular site visits.	0	\$0.00	\$0.00
			\$0.00

b. Basis for computation of travel expenses (e.g., current airline quotes, past trips, federal or organization travel policy, etc.):

Costs for travel within and to and from the state of Alaska vary widely. AHFC has strict procurement procedures regarding travel and all requests are processed through the Procurement Department. Reasonable cost comparison and procurement of best prices available is the result of a long history and experience with arranging and procuring travel for the administration of all programs at AHFC. We have raised allowable budgets recently to accommodate a greater degree of PAC member participation and the extreme increases in the cost of travel.

4. EQUIPMENT - As defined in 10 CFR 660.202. Definitions are at http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr660_202.html

a. Basis of cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.):

b. Equipment to be purchased and justification of need:

Equipment	Unit Cost	Number	Total Cost	Justification of Need
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5. MATERIALS AND SUPPLIES - As defined in 10 CFR 660.202.

a. Basis cost estimates (e.g., vendor quotes, prior purchases of like items, etc.):

Almost all materials and supplies go through the Procurement Department where all State and Federal laws and regulations are followed. Occasional purchases may be made by P.O. from the Research and Rural Development general administrative assistant.

b. Supplies to be purchased and justification of need:

General Category	Cost	Justification of Need
Technical Monitoring Supplies	\$0.00	For data collection, testing, and inspections.
Publications	\$0.00	Grant management periodicals, home energy magazines, professional publications, newspapers, builder/construction publications, stipend to R2D2 public library for updated ee publications.
Monitoring tools	\$0.00	Personal CO monitors, small hand tools (measuring tape, flashlights, etc.), notebooks, weather protectors, first aid, etc.
Supplies for meetings	\$0.00	For PAC Meetings and Administrative and technical training
Office Supplies	\$0.00	Program administration/Misc. supplies
	\$0.00	

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

For ongoing subcontractors and sub recipients described elsewhere in the application, document and item number is listed.

Name of Proposed Sub	Total Cost	Basis of Cost*
Alaska Community Dev Corp	\$169,256.00	subgrantee agency-regional formula, investment per home/admin and TTA

Interior Weatherization	\$191,225.28	subgrantee agency-regional formula, investment per home/admin and TTA
Grantee T&TA/Admin	\$0.00	Continue technical standards development, memberships, dues fees and sponsorships for EOW, NASCSP, Northern Shelter and other groups that work to sustain and perfect weatherization technology and trade.; continued special training sessions for statewide participation(building science, lead, etc.); training organized by Alaska Works Partnership and other training groups on our behalf for compliance, certification and technical advancements; data collection system development, meeting coordination and logistics; and, continued P&P updated manual, pilot projects for tracking savings; and client ed materials. Work with training affiliations and begin on weatherization apprenticeship program. Implement Hancock software with added training. Continue training operations manual and standards updates, SHPO, new DOE directions, etc. Other things that may arise during the year falling under general admin or TTA categories that may be beneficial to the overall strength and efficiency of the Ak. Weatherization Program.
Rural Alaska Community Action Program	\$0.00	subgrantee agency-regional formula, investment per home/admin and TTA
Contracts and Subgrants Total	\$360,481.28	

*For example, Competitive, Historical, Quote, Catalog

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

- a. Basis for cost estimates (e.g., vendor quotes, prior purchase of similar items, etc.):
- b. Other direct costs and justification of need:

General Description	Cost	Justification of Need
N/A		

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: _____

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STATE PLAN/MASTER FILE WORKSHEET

Identification Number: EE0000175, State: AK, Program Year: 2012

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

III.1 Eligible Population

III.1.1 General Description

Definition of income used to determine eligibility:

AHFC can determine each program year whether to base household eligibility on median income as determined by the Low Income Heating Assistance Program or the Department of Energy Percent of Poverty or other DOE approved methodology AHFC will analyze which system of determining income is most beneficial to and serves the most number of people within the state at the time of the state plan review. The method of calculating income will be listed in the Annual Plan, posted on line at www.ahfc.us and/or sent in written notification to the subgrantees.

Procedures to determine that units weatherized have eligibility documentation:

A dwelling unit is eligible if it has never been weatherized, or, if it was weatherized under the federal WAP, after September 30, 1979, but prior to September 30, 1994. Existing priorities will be utilized for selection of clients in dwellings that are to be re-weatherized. Households with elderly, handicapped, and children under six years will be given priority. Households who have not received weatherization assistance, will generally be served before the prior weatherization client of the same priority ranking. No weatherization agency shall attempt to recruit clients who have been previously weatherized, and funding for reweatherization shall not exceed the allowed number of units of the total grant allocation noted in the Annual File. Subgrantees must request and receive, in writing, prior approval to re-weatherize after the agency meets its cap. Subgrantees have the option of adopting a policy for further priority ranking, subject to approval, in writing, by AHFC.

Definition of children: Below age 6 0

Recommend tribal organization(s) 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:

Historically the State of Alaska has exceeded service to Native Americans on a population basis.

All low income people in Alaska are equally eligible for weatherization services. Four of the regions served comprise all of the area not connected by road and are primarily populated by Native American people. Remote communities are served one or two at a time per region to provide cost effective services in those areas. The weatherization services will be made available to all residents of a targeted community and priority clients will be served first. All eligible residents of a targeted community, who apply and are qualified at the time of the initial intake, must be served before moving on to another community.

In the urban and road connected areas, recruitment is done continuously through other social service agencies and through the media. For the most part, clients are prioritized and served in order of priority and date of application. (In remote communities sometimes order of service is determined with sound cost benefits and logistical planning in mind.)

If a client is not a priority, he/she may be eventually served but only after other priority clients. Subgrantee agencies differ slightly with their individual policies, but all follow the overall State and Federal guidelines.

III.1.2 Selection of Areas to Be Served

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STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000175, State: AK, Program Year: 2012

REGIONS TO BE SERVED

a) The WAP (Alaska uses this to reference the urban and road connected program) serves five designated regions which compose 88 percent of the population and 90 percent of the dwelling units in the state. The Residential Energy Rehabilitation Program serves four other regions comprising 12 percent of the population and 10 percent of the dwelling units, in an area over 400,000 square miles in size. This program is described, for informational purposes only, in Section 19. These regions were revised at a meeting of the Policy Advisory Council on August 29, 1996. The nine regions are as follows:

WAP REGIONS

Fairbanks North Star Borough and adjoining road system; (Interior Weatherization)
Southcentral Alaska; (AKCDC)
Municipality of Anchorage (RCP) Juneau City and Borough (RCAP)
Southeast Alaska (AKCDC)

RESIDENTIAL ENERGY REHABILITATION PROGRAM REGIONS (This is the rural remote program)

Western Region (RCAP)
Northern region (RCAP)
Interior Region (TCC)
Southwestern Region (AKCDC)

b) AHFC uses a set formula allocation. The allocation is based on the 1992 Weatherization formula assessment. The following is the allocation formula established:

c) The formula uses current census data information and fuel costs. New information will be included as it becomes available every five years as part of the RFP process.

Number of Low Income per Region 40%
People x Heating degree days x Fuel Costs 20%
Units x Heating Degree Days x Fuel Costs 20%
Number of Units per Region 10%
Number of occupants per household 10%
100%

The available funding formula is shown as WAP and non-WAP to clarify which of the funding is governed by WAP rules, oversight and reporting requirements. The subgrantee funding by source is calculated from the available funding as follows:

DOE FY annual allocation
Less State Admin.
Less: State T&TA
DOE to Subgrantee
Non-WAP AHFC
NON-WAP LIHEAP
Total Subgrantee Non-WAP Funds

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STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000175, State: AK, Program Year: 2012

Total Subgrantee Funds

d) The Alaska Legislature has appropriated AHFC funds to be used in the Alaska Weatherization Assistance Program. AHFC uses these funds in tandem with the Rural Residential Energy Rehabilitation Program and the Weatherization Assistance Program. AHFC funds will be used in accordance with the Weatherization Operations Manual and applicable AHFC rules and regulations.

e) The allocation formula described in Article 1.b. above, will be used for allocating any carryover money, new money or decreases in funding during the duration of the AHFC five-year Funding Plan. The State reserves the right to reallocate the funds in this plan or any new funds or reductions in funds based on the following criteria:

demonstrated need in a planned service area,
ability of the subgrantee to perform under the terms of the grant; or
qualification for reweatherization under extraordinary circumstances (such as a major natural disaster)

f) If a disaster is declared by the Governor within the state, funds in this plan may be reallocated in part or whole to the area involved in the disaster. Only homes where income criteria are met may be considered for weatherization or reweatherization activities. Those served in a crisis must be added to the list of those who receive regular weatherization. A subgrantee may provide weatherization services in a disaster impact area only with prior approval from the state. The maximum allowable units for reweatherization may be raised at the discretion of the state to allow homes damaged in a disaster to be reweatherized. The State may permit subgrantees to use technical assistance funds in flexible ways to achieve energy efficiency goals of the program. For example, this may be an appropriate time to use weatherization funds to assist local housing agencies to focus on energy efficiency designs as their rehabilitation efforts take place.

If an energy crisis occurs and is considered by the program manager to be of such a magnitude that the crisis alone produces a new category of priority clients, then subgrantee agencies will be allowed to serve such clients out of order of normal priority. Any changes regarding an energy crisis will be issued in a notice to agencies by the AHFC Program Manager.

(g) With written approval of the Program Manager, a given area of the state maybe served on a one time basis (for a specific number of units) by an AHFC DOE weatherization subgrantee, working outside of their service district area under the following circumstances without further public process: 1. A MOA is established between the two subgrantees, and 2. The regular subgrantee has no funding available or remaining; or 3. The regular subgrantee is rendered out of service on a temporary or permanent basis; or 4. An emergency situation arises and cannot be dealt with by the regular subgrantee; or 5. Any circumstance that is deemed appropriate by AHFC for a one time approval of change to service district area; Any long term reallocation of service district must go through the standard public process.

III.1.3 Priorities

Priority one clients include elderly, disabled, and families with children under six. Emergency situations that seriously threaten the health and safety of the occupants can allow a client a higher priority position to encourage a rapid response for mitigation of the situation. Priority 2 clients should include families with children from the age of six and not exceeding nineteen years of age.

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STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000175, State: AK, Program Year: 2012

III.2 Climatic Conditions

CLIMATIC CONDITIONS IN ALASKA

The state of Alaska is so huge geographically that there exist many microclimates each with its own set of challenges for weatherization.

The primary driving forces are temperature, Heating Degree Days (HDD), precipitation and wind. In the regions served by the WAP, the average annual heating degree days range from 7,000 to 15,381. The temperatures by communities range from +104 to -80 degrees Fahrenheit. Cooling degree days are not a consideration in the WAP. In the regions to be served by the Rural Residential Energy Rehabilitation Program, the average annual heating degree days range up to 20,297 and the lowest recorded temperature is -72 degrees Fahrenheit. Some areas in the state experience hurricane strength winds regularly (including parts of Anchorage.)

Rain and Snow. The Gulf of Alaska has heavy rains with some areas having over 100 inches a year. Snow accumulation can be ten feet or more in colder parts of the Gulf. Most of coastal Alaska has heavy winds and blowing snow in the winter. Interior and western Alaska have from 10 to 20 inches of rain per year. They may have up to 10 or more feet of snowfall per year.

III.3 Weatherization Work

III.3.1 Type of Work to Be Done

WEATHERIZATION WORK

The WAP uses an Alaska specific home energy assessment (AkWarm) as it's computerized audit tool. AkWarm determines those measures which will be implemented to specifically save energy. AkWarm or the AkWarm derived priority list for the (geographically specific by region) is required to be used on all dwellings weatherized. For specific measures see the State of Alaska Weatherization Operations Manual at www.ahfc.us.

All subgrantees are required to use blower doors and heating system analyzers during the analysis of each home, whenever applicable; and are encouraged to use infrared cameras, monoxers, Duct Blasters and other testing equipment where applicable, while performing home energy assessments.

Heating system diagnostic test procedures and improvements are performed as outlined in the Subgrantee Operations Manual.

The average cost per dwelling unit for materials and program support expenditures will not exceed the prescribed average cost per home when utilizing Department of Energy weatherization program funds. Subgrantees will determine the amount of money spent per unit using AHFC resources (remaining within the average established by AHFC), after determining a cost effective weatherization plan for each home. (This average cost is determined statewide. The number of required units for each subgrantee is determined by the Program Manager.)

All homes declared as complete under the WAP program need to receive a minimum investment of at least one major measure (with an SIR of 1 or more). Justification must be provided to the AHFC Program Manager if this is not achieved. The AHFC Program Manager determines if justification is allowable and how it needs to be documented.

The Alaska WAP will comply with the Environmental Protection Agency's requirements in 40 CFR 248. Purchased building insulation products will be composed of the highest percentage of recovered materials practical. [Reference DOE Policy Guidance dated 2/16/90].

It is not anticipated that any low-cost/no-cost units (maximum \$50 expenditure) will be completed, though there may be occasions where this may occur. No leveraging activities using DOE program funds are anticipated.

DOE funds will only be spent on those items allowable as defined in 10 CFR 440.18(c)(1)-(15) and for high efficiency vented space heaters, and those measures outlined in other parts of the State Plan and in the Health and Safety Plan as permitted by DOE.

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STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000175, State: AK, Program Year: 2012

III.3.2 Energy Audit Procedures

The definition of a DOE Weatherized Unit is a dwelling unit on which a DOE approved energy audit or priority list has been performed. As funds allow, the appropriate measures installed on this unit have an SIR of 1.0 or greater, but also may include any necessary energy-related health and safety measures. The use of DOE funds on this unit may include but are not limited to auditing, testing, measure installation, inspection and/or administration.

Computerized Energy Audit Software (AKWarm)

Alaska Housing Finance Corporation has developed a combination Weatherization/Home Energy Rating Software known as AKWarm. The software has been reviewed by the Department of Energy in accordance with 10 CFR 440.21(g). All energy conservation measures will have a savings-to-investment ratio of one or greater, proving cost effectiveness as measured by AKWarm.

The WAP uses AkWarm as its computerized analysis tool for assessments. AkWarm determines those measures which will be implemented to specifically save energy. All homes must use the priority list derived from AkWarm or the AKWarm itself in the process of making specific recommendations for measures to be implemented under the program funds and guidelines. In an effort to move the program forward and to accommodate greater expansion in the future, pilot studies are being done to create a more prescriptive method of assessment.

<u>Unit Types</u>	<u>Audit Procedures and Dates Most Recently Approved by DOE</u>
Single-Family	2/28/2011
Multi-Family	2/28/2011 small multifamily units 1/6/2012 large multifamily units
Mobile Home	02/28/2011

III.3.3 Final Inspection

All homes weatherized are inspected by an employee of the subgrantee. If the occupants of a home are not in residence at the time of the scheduled inspection, two additional attempts shall be made to reschedule the inspection. These attempts must be documented in the client file. If these attempts fail to provide for satisfactory inspection, the subgrantee may sign the home off as complete, with appropriate notations to the file.

The final inspection also must include client education instruction on the long term maintenance of any given installed measure. If the client education package has not been given to the client prior to this time, it must be presented, demonstrated and/or explained at the final inspection.

III.3.4 Assessment of Effectiveness

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STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000175, State: AK, Program Year: 2012

ANALYSIS OF CURRENT PROJECTS

The active subgrantees are Interior Weatherization, Alaska Community Development Corporation, Tanana Chiefs Conference, and RuralCAP. Long term AHFC monitoring of each of these subgrantees shows that the weatherization work has been of high quality and has met program requirements. Alaska uses client satisfaction forms to evaluate quality of work. Client feedback is examined and used for program improvement..

III.4 Health and Safety

See attachment.

III.5 Rental Procedures

Rental procedures (ref. Section 10 CFR 440.22(b)(3)). The intent of the rental procedures is to insure that the tenants are the primary beneficiaries of the weatherization assistance provided to the unit, and to prevent undue enhancements to the building. The following is a summary of the approach to weatherization assistance of rental units.

WEATHERIZATION OF RENTAL PROPERTY:

All rental properties require a more limited investment per unit and/or owner participation, unless a waiver is granted by the program manager. The participation requirements are detailed in the Weatherization Operations Manual (WOM). General Weatherization Work: WAP subgrantees shall solicit financial participation from the owner of the premises in rental units as detailed in the WOM. All details regarding rentals will be current in the WOM.

The policy provides a binding owner agreement that effectively provides rent stabilization for eighteen months for investor owned property. The low-income tenant will become the legal third party beneficiary of this agreement.

The agreement provides an alternative dispute resolution procedure, through Alaska Legal Services.

III.6 Program Management

III.6.1 Overview

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STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000175, State: AK, Program Year: 2012

INTRODUCTION

a) The Alaska Housing Finance Corporation (AHFC) has administered the Low-Income Weatherization Assistance Program (WAP) since July, 1992. The State of Alaska administered the program from 1977 to 1992. Alaska Housing Finance Corporation is a quasi state entity that generates revenue for the State of Alaska and serves as the key entity in the state responsible for all housing issues that residents face including but not limited to: homelessness prevention programs, public housing, Section 8 Vouchers, teacher housing, Low income Housing Tax Credits, HOME rehab program, Supplemental to Native Housing Authorities, and the primary mission to underwrite mortgages. AHFC has many innovative loan programs to assist all elements of the general population, including low income assistance programs, education for first time home buyers, non conforming structure loans, etc. The agency is also in charge of the Low Income Weatherization and the Energy Rebate Programs.

b) This State Plan provides the information required by the federal regulation 10 CFR 440, Weatherization Assistance for Low-Income Persons.

c) AHFC administrative procedures for personnel, procurement, and travel are provided to the U.S. Department of Energy (DOE) in an administrative manual for the Research & Rural Development Department. The administrative manual covers the WAP and the other energy efficiency programs administered by the Department.

d) This Plan will continue to be administered with the use of the Weatherization Operations Manual for the WAP. This manual is updated on an as-needed basis.

III.6.2 Administrative Expenditure Limits

Grants that exceed \$350,000.00 in DOE funds are restricted to a maximum of five percent admin in the DOE funding category.
Grants that do not exceed \$350,000 in DOE funds may be allowed up to 10% admin on DOE funds as approved by AHFC.

III.6.3 Monitoring Approach

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STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000175, State: AK, Program Year: 2012

MONITORING APPROACH

T&TA funds are used to provide travel money to monitor weatherization projects throughout the state. As the Alaska Housing Finance Corporation provides the majority of the total weatherization funding for Alaska, and the Enhanced Weatherization (Residential Rehabilitation) portion of the overall Weatherization Program provides weatherization coverage for the smallest communities scattered across the largest land mass and most sparsely populated areas of the state, T&TA funds may be used to cover monitoring expenses of these projects.

There are three types of monitoring visits that will occur throughout the year: The first is Agency Program Monitoring that is conducted by the Program Manager once towards the end of the program year. The second is Fiscal monitoring that is conducted by the grant's administrators scheduled at random once each program year. The third is field monitoring scheduled multiple times throughout the year by the Program manager to inspect a minimum number of homes completed. These field visits can also be made to inspect work in progress or to provide technical assistance to an agency.

Role. To ensure the continuance of quality work and adequate financial management, AHFC will monitor each subgrantee at least once during the program year for compliance with WAP requirements. Additional visits will be made to monitor at least 5%, with a target of 10% of all homes weatherized, making two or more visits likely to each subgrantee. Additional monitoring will include energy savings evaluation on selected homes, and monitoring for durability and effectiveness of measures installed. By the close of each year, AHFC will have completed a comprehensive review of each subgrantee including its most current audit.

Visit. AHFC uses a standard monitoring form to document each monitoring visit. At the end of each monitoring visit with a subgrantee, AHFC will brief the subgrantee on the observations and findings from the visit. Within 30 days after each visit, AHFC will prepare a written report on its findings and send a copy to the subgrantee. Corrective action necessary must be taken by the subgrantee within 45 days and reported back to us. Subgrantees with deficiencies will be more closely monitored.

Tracking. Major findings from subgrantee monitoring and audits will be tracked by AHFC to final resolution. For each major finding AHFC will make a recommendation for corrective action in the monitoring report, identify the responsible party and establish deadlines for completion of the corrective action and submittal of deliverables, if any. AHFC will maintain a record of the actions taken and final resolution.

Reporting. Reporting to DOE will meet or exceed the minimum requirements of the department of Energy Weatherization Program guidance and regulations. Monitoring reports are kept on file with each subgrantee file.

III.6.4 Training and Technical Assistance Approach

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STATE PLAN/MASTER FILE WORKSHEET (continued)

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T&TA is split between Alaska Housing and the subgrantee. AHFC requires that the subgrantees submit a request each year for their funding level and activities. The T&TA total for AHFC is broken down in large categories as follows:

Personnel and Benefits

Travel (Monitoring and Conferences, etc)

Special Contracts (In state training, publications, etc.)

The monitoring process for AHFC is specifically designed to identify any problems in a subgrantee agency. By monitoring throughout the year with occasional on-site visits and overall looking at a minimum of 5% of homes completed, actual implementation deficiencies will be observed early on. The client questionnaire, which goes to every house after the job is completed, are reviewed by AHFC and then forwarded to the subgrantee agencies for review. These are most helpful in pinpointing weaknesses in communication with the clients and in the quality of installation work. The annual agency monitoring is a time when subgrantee agency staff can discuss any of the bigger obstacles to successful delivery of the program to the client in the field with AHFC staff. The fact that the state has only four subgrantees makes problem identification much easier and helps us to target greatest need areas. The grantee T&TA budget includes approximately 30% of overall category funds for monitoring costs on the part of the state.

AHFC assesses each agency to determine their T&TA needs, which is reviewed and approved by the WAP Manager. This targets funding to what each agency needs for training purposes. Additionally, AHFC sponsors training sessions for individual agencies and for all weatherization providers each year. AHFC also contributes to the regional Energy Outwest Conference held every other year and a biannual building/weatherization conference held within the state. AHFC is a strong supporter of the Energy Outwest Peer Exchange group from which many trainers and training curriculum are developed and utilized within the region. AHFC provides training to keep agencies in compliance with mandatroy requirements of DOE, EPA, OSHA etc. We check for RRP credentials.

All of our agencies are very current on advanced technical training and when new staff comes on , the first effort is to utilize peer mentoring to bring individuals through all of the basics . Once they are through the basics, they are enrolled in Building Science courses or some other specific technical training recognized by the State for weatherization technicians. Often they get additional advanced training at Energy Outwest. The individual agency budgets all include client education workshops, kits and individualized training. They also include training for crews and some administrative training on the grant tracking system for administrators. Each agency also requests travel dollars for peer exchange, participation in the regional Energy Outwest Conference, in-state training, and national technical conferences (DOE, EOW,EEBA, and Affordable Comfort, etc.).

Partnerships with other circumpolar countries continues to push forward technical innovation.

Weatherization TTA also includes association and activities of the Northern Shelter Group on the part of the grantees and subgrantees.

Other ongoing activities include peer to peer exchange, technical publications, memberships and sponsorships, etc. AHFC may try to sponsor a technical conference in conjunction with other financial supporters, such as Cold Climate Housing Research Center and Alaska Building Science Network .

III.6.5 Energy Crisis Plan

N/A

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