

APPLICATION FOR FEDERAL ASSISTANCE SF-424

2011 STATE PLAN

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:					
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.state.ak.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-0000446

Title:

Recovery Act - Weatherization Assistance Program Training Centers And Program

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 6.2 million low-income families.

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16. Congressional District Of:

a. Applicant: Alaska Congressional District 00

b. Program/Project: AK-00

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

17. Proposed Project:

a. Start Date: 04/01/2010

b. End Date: 03/31/2011

18. Estimated Funding (\$):

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

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 on:
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372

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

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 comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code Title 218, Section 1001)

☐ I AGREE

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

Authorized Representative:

Prefix: First Name: Mimi

Middle Name:

Last Name: Burbage

Suffix:

Title: WAP Manager

Telephone Number: (907)330-8192

Fax Number:

Email: mburbage@ahfc.state.ak.us

Signature of Authorized Representative:

Date Signed:

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET

Identification: EE0000175

State: AK

Program year: 2011

Budget period: 04/01/2011 - 03/31/2012

II.3 Subgrantees

Grantee	City	Tentative	
		Funding	Units
Alaska Community Development Corp	Palmer	324,442.00	38
Interior Weatherization	Fairbanks	208,904.00	15
Rural Community Action Program	Anchorage	576,193.00	54
Tanana Chiefs Conference	Fairbanks	104,774.00	9
TOTALS		1,214,313.00	116

II.4 WAP Production Schedule

Total Units (excluding reweatherized)	94
Rewatherized Units	22

U.S. Department of Energy

(08/05)

WEATHERIZATION ANNUAL FILE WORKSHEET

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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	94
C Total Units Reweatherized	22
D Total Dwelling Units to be Weatherized and Reweatherized (B + C)	116
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	\$748,797.00
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	116
H Average Program Operations Costs per Unit (F divided by G)	\$6,455.15
I Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J Total Average Cost per Dwelling (H plus I)	\$6,455.15

II.5 Energy Savings

Method used to calculate energy savings:

WAP algorithm

☒

Other (describe below)

☐

Estimated energy savings: 3,538.00 (MBtu)

Estimated prior year savings:

Actual:

If variance is large, explain:

II.6 Training, Technical Assistance, and Monitoring Activities

T&TA activities include the following:

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), window kits (\$4-10 each), low flow shower heads and 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

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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.

Operations Manual and Attachments: Updated annually and distributed to all agencies. Posted on website as well. Building Performance Institute (BPI) Certification: Priority List: Special Project was assigned to Interior Weatherization to update out Priority List and prescriptive measures. 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.

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 all reporting ASAP. Associated expenses will fall under this category.

Other: Peer exchange activities may include training from one agency to another as well as participation in the regional peer group. 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. 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. Training on the specifics of the national standards, how we might adopt them and the development and delivery of associated hands on training. Weatherization Operations Manual-costs of updating and distribution.

Client Questionnaires. The client questionnaires, which go 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.

Monitoring: 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 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.

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 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.

Training: 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. 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, and others. Often workers get additional advanced training at technical conferences such as Energy Outwest. 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.

We are planning a training in the winter months that would be very hands on and of an intermediate/advanced level. 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 TRAINING PLAN: Lead Based Paint training and protocols. AHFC has a detailed plan based on the new regulations issued by DOE this program year in terms of LSWP. Meanwhile, throughout the program year, all agencies will be trained both in the classroom and in the field on the proper implementation of the new rules. We are continuing to work with a variety of training groups from outside of the state in the development of curriculums, training trainers, and to update existing training programs. Lead will be treated in the same manner. All agencies will continue distributing the new EPA Lead information booklet: Renovation Right. We continue to provide training that produce "Certified Renovators." Also, assistance has been provided to agencies in applying for Certified Firm status.

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 Renovation Repair and Painting certifications and compliance processes.

Mobile Home Training: 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

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WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

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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.

AkWann-The energy audit is approved through the next Program Year for all building types. We are actively working with DOE to recertify the audit. Focus is on improvements to the audit, will work with DOE on extending use of the in our programs and explore the use of other multifamily audits as an option for the future. 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.

II.7 DOE-Funded Leveraging Activities

N/A

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

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

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.
11/25/2010	AHFC web site Anchorage Daily News Fairbanks News Miner Juneau

II.10 Adjustments to On-File Information

Changes were made in the following areas: Sec. III.1 Definition of eligible household income broadened to allow changes to methodology in keeping with DOE directives. Sec. III.1.2 Service district areas updated. Added language to allow for grantees to work in other service districts on a temporary basis or emergency. Sec. III.3.4 Removed the Municipality of Anchorage as a subgrantee provider. Sec. III.5 Updated language to reference Weatherization Operations Manual for rental policy details.

II.11 Miscellaneous

DOE F 540.2

U.S. Department of Energy

OMB Control No. 1910-5127

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WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

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AVERAGE COST PER UNIT: The average cost per unit is \$6572 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 finding will 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. **RENEWABLES:** The renewable adjusted average is part of the total and allowable at \$3279. 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 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 Weatherization Operations Manual (WOM).

ALLOCATION: 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 only in cases of areas demonstrating documented need or special emergency situations (natural disaster, fuel crisis, etc).

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 Manager 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 Weatherization Operations Manual 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 04/01/2011	5. Completion Date 03/31/2012

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	\$ 0.00		\$ 1,539,534.93		\$ 1,539,534.93
2. STATE			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 1,539,534.93	\$ 0.00	\$ 1,539,534.93

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTR ATION	(2) SUBGRANTEE ADMINISTR	(3) GRANTEE T&TA	(4) SUBGRANT EE T&TA	
a. Personnel	\$ 19,567.72	\$ 0.00	\$ 51,699.22	\$ 0.00	\$ 71,266.94
b. Benefits	\$ 10,000.00	\$ 0.00	\$ 28,814.73	\$ 0.00	\$ 38,814.73
c. Travel	\$ 15,000.00	\$ 0.00	\$ 65,000.00	\$ 0.00	\$ 80,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 2,000.00	\$ 0.00	\$ 5,336.26	\$ 0.00	\$ 7,336.26
f. Contract	\$ 10,000.00	\$ 76,977.00	\$ 97,246.00	\$ 160,000.00	\$ 1,342,117.00
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	\$ 56,567.72	\$ 76,977.00	\$ 248,096.21	\$ 160,000.00	\$ 1,539,534.93
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 56,567.72	\$ 76,977.00	\$ 248,096.21	\$ 160,000.00	\$ 1,539,534.93
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

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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		\$ 0.00	\$ 0.00	\$ 1,539,534.93	\$ 0.00	\$ 1,539,534.93

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			\$ 71,266.94
b. Benefits	\$ 0.00	\$ 0.00			\$ 38,814.73
c. Travel	\$ 0.00	\$ 0.00			\$ 80,000.00
d. Equipment	\$ 0.00	\$ 0.00			\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00			\$ 7,336.26
f. Contract	\$ 249,097.00	\$ 748,797.00			\$ 1,342,117.00
g. Construction	\$ 0.00	\$ 0.00			\$ 0.00
h. Other	\$ 0.00	\$ 0.00			\$ 0.00
i. Total Direct Charges	\$ 249,097.00	\$ 748,797.00			\$ 1,539,534.93
j. Indirect	\$ 0.00	\$ 0.00			\$ 0.00
k. Totals	\$ 249,097.00	\$ 748,797.00			\$ 1,539,534.93
7. Program Income	\$ 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.	
3. Name and Address Alaska Housing Finance Corp P.O. Box 101020 Anchorage AK 99510-1020		4. Program/Project Start Date 04/01/2011	5. Completion Date 03/31/2012

Comments:

This budget is based on funding from the 2010-2011 program year and will be updated as soon as the DOE allocation becomes available. The Municipality of Anchorage has been removed as a provider and Rural Alaska Community Action Partnership has now been awarded the service area.

U.S. Department of Energy
STATE PLAN/MASTER FILE WORKSHEET

Identification Number: EE0000175, State: AK, Program Year: 2011

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

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

U.S. Department of Energy
STATE PLAN/MASTER FILE WORKSHEET (continued)

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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 2005 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

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

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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 may be 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.

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. Ak Warm 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.

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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 2/18/90]

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 the Health and Safety Plan as permitted by DOE.

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	03/08/06

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Multi-family	03/08/06
Mobile Home	03/08/06

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

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.

III.4 Health and Safety

HEALTH AND SAFETY

Please reference:

State of Alaska Health and Safety Plan

State of Alaska Building Standards which are Section 5 of the Weatherization Operations Manual

Health and Safety costs will not be considered a part of the average cost per unit. The percentage set aside each program year will be identified in the annual plan and budget.

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

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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.

Under 10CFR 440.22 (b) (2) (i-ii) certain large multi-family buildings (100 units or more) may qualify for reduced eligibility from 66% to 50%. The keywords are certain, large, significant leveraged resources, and significant energy efficiency improvements. These must be approved first by the State of Alaska Program Manager who may then forward the request for approval from the DOE Program Manager. Buildings falling under this rule will be rare exceptions to the norm.

III.6 Program Management

III.6.1 Overview

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 a Subgrantee 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

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

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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.

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.

Excellence status. If an agency is found to administer the weatherization program in such a manner as to be categorized in the "excellence status" category, the state may choose not to monitor in whole or in part the agency's activities for one year.

III.6.4 Training and Technical Assistance Approach

T&TA is split between Alaska Housing and the subgrantees. 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, Cold Comfort Conf.)

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 five 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 one or more 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.

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 Alaska 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

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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, EEBA, and Affordable Comfort, etc.)

Other ongoing activities include peer to peer exchange, technical publications, 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. No one group presently has the financial resources to sponsor a statewide conference.

III.6.5 Energy Crisis Plan

N/A