

APPLICATION FOR FEDERAL ASSISTANCE SF-424

**REVISION 2009 ARRA PLAN** Version 02

<b>1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		<b>2. Type of Application:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision		If Revision, select appropriate letter(s)  Other (specify):	
<b>3. Date Received</b>			<b>4. Applicant Identifier:</b>		
<b>5a. Fed Entity Identifier:</b>			<b>5b. Federal Award Identifier:</b>		
<b>State Use Only:</b>					
<b>6. Date Received by State:</b>			<b>7. State Application Identifier:</b>		
<b>8. APPLICANT INFORMATION:</b>					
<b>a. Legal Name:</b> Alaska Housing Finance Corp.					
<b>b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 920047291			<b>c. Organizational DUNS:</b> 010192953		
<b>d. Address:</b>					
Street 1: P.O. Box 101020					
Street 2:					
City: Anchorage					
County:					
State: AK					
Province:					
Country: U.S.A.					
Zip / Postal Code: 99510-1020					
<b>e. Organizational Unit:</b>					
Department Name: Rural Research and Development			Division Name:		
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>					
Prefix: First Name:					
Middle Name:					
Last Name:					
Suffix:					
Title:					
Organizational Affiliation:					
Telephone Number:			Fax Number:		
Email:					

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-0000051

Title:

Recovery Act - WAP 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 6.2 million low-income families.

<b>APPLICATION FOR FEDERAL ASSISTANCE SF-424</b>		Version 02
<b>16. Congressional District Of:</b>		
a. Applicant:      Statewide	b. Program/Project:      Statewide	
Attach an additional list of Program/Project Congressional Districts if needed:		
<b>17. Proposed Project:</b>		
a. Start Date:      04/01/2009	b. End Date:                      03/31/2012	
<b>18. Estimated Funding (\$):</b>		
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	
<b>19. Is Application subject to Review By State Under Executive Order 12372 Process?:</b>		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on:		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372		
<b>20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)</b>		
No		
<b>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)</b>		
<input type="checkbox"/> 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.		
<b>Authorized Representative:</b>		
Prefix:              Mr	First Name:          Robert	
Middle Name:		
Last Name:          Breen		
Suffix:		
Title:                      Director		
Telephone Number:      (907)330-8115	Fax Number:	
Email:                      rbreen@ahfc.state.ak.us		
Signature of Authorized Representative:		Date Signed:

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**Applicant Federal Debt Delinquency Explanation:**

The following field should contain an explanation if the Applicant is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.



**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0000181		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 04/01/2009	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		\$ 18,142,580.00		\$ 18,142,580.00
2. STATE			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 18,142,580.00	\$ 0.00	\$ 18,142,580.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTR ATION	(2) SUBGRANTE E ADMINISTR	(3) GRANTEE T&TA	(4) SUBGRANT EE T&TA	
a. Personnel	\$ 260,000.00	\$ 0.00	\$ 263,294.10	\$ 0.00	\$ 523,294.10
b. Benefits	\$ 160,000.00	\$ 0.00	\$ 162,035.19	\$ 0.00	\$ 322,035.19
c. Travel	\$ 151,000.00	\$ 0.00	\$ 246,000.00	\$ 0.00	\$ 397,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 28,000.00	\$ 0.00	\$ 70,000.00	\$ 0.00	\$ 98,000.00
f. Contract	\$ 308,129.00	\$ 907,129.00	\$ 1,870,693.71	\$ 600,000.00	\$ 16,802,250.71
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	\$ 907,129.00	\$ 907,129.00	\$ 2,612,023.00	\$ 600,000.00	\$ 18,142,580.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 907,129.00	\$ 907,129.00	\$ 2,612,023.00	\$ 600,000.00	\$ 18,142,580.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0000181		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 04/01/2009	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.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 18,142,580.00	\$ 0.00	\$ 18,142,580.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATION S	(2) HEALTH & SAFETY	(3)	(4)	
a. Personnel	\$ 0.00	\$ 0.00			\$ 523,294.10
b. Benefits	\$ 0.00	\$ 0.00			\$ 322,035.19
c. Travel	\$ 0.00	\$ 0.00			\$ 397,000.00
d. Equipment	\$ 0.00	\$ 0.00			\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00			\$ 98,000.00
f. Contract	\$ 9,837,225.00	\$ 3,279,074.00			\$ 16,802,250.71
g. Construction	\$ 0.00	\$ 0.00			\$ 0.00
h. Other	\$ 0.00	\$ 0.00			\$ 0.00
i. Total Direct Charges	\$ 9,837,225.00	\$ 3,279,074.00			\$ 18,142,580.00
j. Indirect	\$ 0.00	\$ 0.00			\$ 0.00
k. Totals	\$ 9,837,225.00	\$ 3,279,074.00			\$ 18,142,580.00
7. Program Income	\$ 0.00	\$ 0.00			\$ 0.00



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

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**II.3 Subgrantees**

Grantee	City	Tentative	
		Funding	Units
Alaska Community Development Corp	Palmer	1,622,363.00	180
Alaska Housing Finance Corporation	Anchorage	9,837,224.00	1,013
Municipality of Anchorage	Anchorage	1,246,713.00	125
Rural Community Action Program	Anchorage	1,787,499.00	185
<b>TOTALS</b>		<b>14,493,799.00</b>	<b>1,503</b>

**II.4 WAP Production Schedule**

Total Units (excluding reweatherized)	1,220
Rewatherized Units	303

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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	1,220
C Total Units Reweatherized	303
D Total Dwelling Units to be Weatherized and Reweatherized (B + C)	1,523
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	\$9,837,225.00
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	1,523
H Average Program Operations Costs per Unit (F divided by G)	\$6,459.11
I Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J Total Average Cost per Dwelling (H plus I)	\$6,459.11

## II.5 Energy Savings

Method used to calculate energy savings:

WAP algorithm



Other (describe below)



Estimated energy savings: 46,451.00 (MBtu)

Estimated prior year savings:

Actual:

If variance is large, explain:

## II.6 Training, Technical Assistance, and Monitoring Activities

T&amp;TA activities beyond continuing training and monitoring, 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



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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.

Standards: The final inaugural version of the Standards was issued last year. It is part of our Weatherization Operations manual and subject to annual updates.

Building Performance Institute (BPI) Certification: We are still in the early stages of introducing BPI certification to the state of Alaska. We have 24 early adopters and plan to continue proctoring over the life of this grant.

Priority List: Special Project was assigned to Interior Weatherization to update our 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 Exchange with Arizona and other states working with similar goals will be a part of this initiative. It is our goal to develop a quantifiable prescriptive process to help streamline ramp up. 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 file the needed information to compare and determine energy savings (before and after AkWarm and deriving estimated savings). The next process would be to measure actual savings.

National Evaluation: Alaska is participating in the national evaluation and using part of our T&TA to pay for a state specific evaluation. This project was on hold nationally, we will continue to keep it as a priority.

P&P: The Weatherization Operations Manual (or Policy and Procedures) will continue to be updated.

Wx. Mgr. We are switching to Hancock for data collection and project management. Hancock will be transitioned into this reporting year with all agencies. Until we are completely on line we will still be utilizing Weatherization Manager for reporting. Costs associated with purchasing, maintaining, and training for Hancock will be allocated to the TTA budget. 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.

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



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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 Interior Weatherization, 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 of those each year. These might be to train administrative staff or to just look at in progress work 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. Once they are through the basics, they are enrolled in Alaska Building Science courses or some other technical training recognized by the state for weatherization technicians. Often they 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 developing curriculums, training trainers, and in continuing to improve all of our training programs and Lead will be treated in the same manner. All agencies will continue distributing the new EPA Lead information booklet: Renovation Right. Once all the curriculums are finalized and a training entity is scheduled to provide classes, all field employees and contractors will be required to take the hands on training. See Health and Safety Plan separately attached and Weatherization Operations Manual available at [www.ahfc.us](http://www.ahfc.us).

Since the new EPA Lead Rule came into place, AHFC has been very aggressive in informing all contractors of the new requirement of 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 Renovate, 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 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.

Training associated with compliance to all DOE directives. Training is ever changing to accommodate the needs of the Program and the workforce.

**II.7 DOE-Funded Leveraging Activities**

N/A

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

Richard Green / SBS	SBS- suppliers of WX material
Lena Downey	Alaska Native Tribal Representative
Susan Marshall	LIHEAP-HHS Representative
Ethel Stoneman	Seniors representative
Toy Owen	WX network rep.
Mr. Todd Hoener	Golden Valley Electric Assoc.
Marquam George	University research and training
Phil Kaluza	Energy Professionals and At Large
Sandra Mullen	Client 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.
01/25/2010	Statewide- Anchorage Daily News - for 10 days prior to hearing Advertised on-line at www.ahfc.us

## II.10 Adjustments to On-File Information

ADJUSTMENTS TO MASTER FILE: Sec III.1 Definition of determining eligible household income broadened to allow changes in 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 Service Provider. Sec. III.5 Updated language to reference Weatherization Operations Manual for rental policy details. CLARIFICATIONS FOR PUBLIC HEARING 1/25/2011: The work continues with ARRA. There will be three active entities serving as subgrantees with primary responsibility for the noted geographic areas starting January of 2011 which includes the following: 1. Anchorage Community Development Corporation (Kenai Peninsula, MatSu valley area, road connected Interior regions, Southeast, and Fairbanks. 2. Rural Alaska Community Development Corporation: Juneau, Western, Northwestern and The Municipality of Anchorage. 3. AHFC Construction department (Public Housing Division)-statewide public housing units. AHFC reserves the right to reassign regions if deemed necessary to expedite production and completion of this grant and/or AHFC may approve a Subgrantee request for reassignment of a region or subdesignation of a region to another approved subgrantee through Memorandum of Understanding if deemed necessary for the successful completion of ARRA projects without further public hearing. The budgets have been revised accordingly. All updates to DOE rules, regulations, and program guidance apply to subgrantee entities. Supplemental program guidance and policies: Weatherization Operations Manual updated January 2011; Office of Historic Preservation agreements between DOE/SHPO/AHFC; AHFC Health and Safety Policy-update January 2011; All final documents will be posted on line at www.ahfc.us

## II.11 Miscellaneous



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**SUBGRANTEES:** The Anchorage area will no longer be served by the Municipality of Anchorage but by Rural Alaska Community Action Program. If any subgrantee decides not to participate in the program, AHFC reserves the right assign the area to any other DOE grantee on an emergency basis for a temporary duration to prevent a disconnect of service. Also, AHFC reserves the right to approve sole source contracting for the new subgrantee if there is a change of service provider for a temporary duration. The intention would be to allow the new subgrantee to access some of the existing trained subcontractors to prevent a break in service. Long term contracting would still be subject to the competitive process. **ALLOCATIONS TO THE SUBGRANTEES:** Financial allocations will be examined at the start of the program year to see if funds need to be reallocated among sub-grantees to assist in completion of the grant in a timely manner as well as to serve those areas demonstrating greatest need or readiness.

**RAMP-UP:** The State of Alaska (AHFC) has ramped up tremendously since April 2008 due to a massive infusion of funding to the five agencies and fifteen other entities that are the Regional Housing Authorities. Although the two funding streams and program regulations (State and DOE) are very separate, many activities overlap so that both programs share the Weatherization Operations Manual and the Weatherization Standards. Ramp up activities in the last year included instituting a statewide call center for client intake for both programs, massive and continuing training programs for crews and administrative staff, as well as, collaborations with Opportunity Council, Saturn Enterprises, Building Performance Institute and others for training materials, curriculums, certifications etc. Waiting lists statewide have increased tenfold with added outreach and promotion. TV and newspaper coverage has been much more frequent than in the past with at least one feature about once a month or more. Agencies have expanded to accommodate this statewide expansion in terms of crews and contractors. The \$18,142,580 of ARRA funding is less than 10% of the state ramp up directed towards weatherization. We feel confident that we can absorb this expansion of the program easily.

**INCOME ELIGIBILITY:** Determination of income eligibility will follow the DOE 200% of poverty for all DOE weatherization funds and implemented no later than September 30, 2009. All clients qualified under the ARRA for service will follow these guidelines. The American Recovery and Reinvestment Act of 2009, Public Law 111-005, signed by the President on February 17, 2009, raised the DOE Weatherization eligibility criterion by striking "150 percent" in both places it appears in Section 412(7) of the Energy Conservation and Production Act (42 U.S.C. 6862(7)) and inserting "200 percent." The annual revision of the poverty income guidelines was published in the Federal Register/Volume 74, Number 14/Friday, January 23, 2009, on pages 4200-4201. Any DOE directives regarding income will be implemented as required. **HISTORIC PRESERVATION.** The Programmatic Agreement (PA) between DOE, AHFC, and SHPO specifics 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.

**ELIGIBILITY:** If the Department of Housing and Urban Development or any other government entity partners with DOE to allow for more automatically eligible clients, no further public review will be needed to begin to do that as directed by DOE. The process of income eligibility is at best repetitive and at it's worst causes long delays in processing clients. When multiple program require documentation of income, there should be a way in which to reduce the repetitive application process to the client. Also, for those multifamily housing units that are selected for work under ARRA funding, if the building owner (AHFC, state, other housing authority, etc.) has an income documentation process in place, intake staff from the weatherization agency will meet with them to see if all income documentation can be done from

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the files. The process of income eligibility would be compared to the DOE process and if it is determined that clients would be eligible for DOE weatherization if they met the criteria of the particular building, those clients would only have to actually sign a permission to enter and perform the work. The income information would have to be less than twelve months old. The building staff would sign a verification that income criteria have been met within the last year.

**AVERAGE COST PER UNIT:** The average cost per unit is \$6572 according to DOE guidance. If the average cost per unit is changed during the course of the period of performance, subgrantee funding 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. Because the multifamily buildings that will be targeted for ARRA funds are not in conventional ownership, the average cost per unit is \$6500 with an additional \$1625 for health and safety items that are related to energy efficiency improvements. This could include some of the costs of repair and replacement of mechanical systems, chimney and stove pipe installations, fire blocking in framing that is to be insulated, fire protective covers over exposed insulation where required, electrical and plumbing in conjunction with efficiency measures, CO detectors, smoke detectors, meeting legal egress, other door and window repair, stair and rail repair for egress, and other energy efficiency related health and safety costs

**PAC AND PUBLIC HEARING:** AHFC has nine PAC members representing different interest groups throughout the state, including a member who is the LIHEAP program coordinator. AHFC sends out notice to the PAC about the meeting with an agenda and the draft state plan to review and, if needed, to insert additions. This year, as last, "weatherization" has become a very popular term for everyone from union training programs, all the way to the state legislators, and we are called upon frequently to provide context and definition to weatherization services. The state continues to try to get the same level of expertise into mainstream contractors as they move from new construction to energy efficient retrofit, so our role in advisory capacity has expanded significantly. Our PAC is enthusiastic and very supportive of our efforts. The Public Hearing and PAC meeting for the ARRA funding will include a teleconference for outlying areas (where requested) so that PAC members needed for final approval will be able to join in without traveling to Anchorage.

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. Programmatic direction issued by DOE will be adopted without 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 significant distances to attend meetings in Anchorage.

**REWEATHERIZATION:** The re-weatherization date is now Sept. 30, 1994 and the maximum unit limit for reweatherization will be 22% statewide. Additional units may be approved on a case-by-case basis by an AHFC Program Manager under exceptional circumstances. Homes weatherized prior to Sept. 30, 1994



DOE F 540.2

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(08/05)

## WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

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are eligible for reweatherization. No agency can exceed 22% without permission.

**ALLOCATION:** ARRA and any other additional DOE funding will be subject to the same formula allocation within the state without further public review. However, given the requirements of the AARA dollars, the state may decide to award funding outside of the allocation formula at AHFC's discretion based on logistics, need, client base, best/most appropriate use of funds, etc. ARRA funds will first be used to target subsidized low income multifamily housing projects which could include public housing, section 8, tax credit housing, transitional and shelter housing, and other like projects. Public housing and other forms of subsidized housing have never been a focus of the weatherization program in Alaska. The regional distribution of funds will be followed as is possible and then the funds will be applied where the need is demonstrated and the projects can easily be completed in a given time frame. A greater majority of these buildings are on road connected and in urban areas. These units are a high priority since they have never been served before and because they target low income families. The state of Alaska is serving the single family home and small multifamily units very aggressively with other sources of funds, including the DOE 2009 and 2010 funds. The state also runs an energy rebate program which serves moderate to high income households with rebates for energy efficiency improvements. All of the above funds are subject to a thorough regionalization formula that is constantly reexamined to be sure that funding is allocated fairly.

**RENTAL PROCEDURES:** Because the multifamily buildings that will be targeted for ARRA funds are not in conventional ownership, the average cost per unit is \$6500. This could help to defray the additional costs of implementing the program under the ARRA regulations (Davis bacon, added reporting and tracking, increased monitoring visits. Any landlord contribution up to an additional \$500/unit may be matched dollar for dollar at the discretion of the subgrantee and depending on the overall budget status of that agency.

**RENEWABLE ENERGY MEASURES:** AHFC chooses to follow DOE guidance in terms of recommendation and installation of renewable's. If a grantee chooses to install one of the allowable systems (sanctioned by DOE), they are allowed the adjusted average of \$3279 within their average cost per unit as allowed by DOE. Recommendation and installation of Renewable's must be cleared by the AHFC Program Manager. **FUEL SWITCHING:** Although switching out a heating source that is dependent on a "non-renewable" fuel resources 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. This measure is especially appropriate in Southeast Alaska 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.

**HEALTH AND SAFETY PLAN:** Lead Based Paint training and protocols. Training and certification in Lead Safe Work Practice continues. We are continuing to work with a variety of training groups to provide this education to trainers and to workers. All agencies will continue distributing the new EPA Lead information booklet: Renovate Right. Once all the curriculums are finalized and a training entity is scheduled to provide classes, all field employees and contractors will be required to take the hands on



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training or a refresher course, whichever is more appropriate for the individual. Once implemented, all agencies will have a period of time (to be determined in the planning process) to complete training unless in rare instances, a waiver is temporarily granted from AHFC. Details of the AHFC plan will be added into the Health and Safety Plan as it is developed. A maximum of twenty five (25%) of program funds can be used for health and safety improvements including materials and labor costs. The Operations Manual will receive interim updates regarding LBP and LSWP as needed. All details regarding program operations are housed in the Weatherization Operations Manual which is available on line at [www.ahfc.us](http://www.ahfc.us) and updated regularly. All subgrantee activity is subject to the Weatherization Operations Manual.

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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 (LIHEAP) or the Dept. of Energy (DOE) percent of poverty or other DOE approved methodology. AHFC will analyze which system of determining income is the 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](http://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.

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**III.1.2 Selection of Areas to Be Served**

**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 (RCAP)  
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 2000 census data information and 2007 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



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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 by the AHFC Program Manager, a given area of the state may be served on a one time basis (for a specific number to units) by an AHFC DOE eligible subgrantee weatherization agency, working outside of their service district area under the following circumstances without further public process: 1. A MOA is established between the regular subgrantee and the new subgrantee in the district area; and, 2. The regular subgrantee has no funding available or remaining to serve a specific location, 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 or change to the 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.

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**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 its 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.

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 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.

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<u>Unit Types</u>	<u>Audit Procedures and Dates Most Recently Approved by DOE</u>
Single-family	3/8/12
Multi-family	3/8/12
Mobile Home	3/8/12

### 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

#### INSURANCE REQUIREMENT:

Comprehensive Liability \$1,000,000

Comprehensive Auto \$1000,000/person and \$500,000 per occurrence bodily injury; \$50,000 property damage.

Professional Liability: \$100,000-\$1,000,000 depending on contract size.

Bonding: for contractors as recommended by AS 36.25.010 (a) and (b)

Pollution Occurrence Insurance-allowable cost; recommended not required.

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



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of the weatherization assistance provided to the unit, and to prevent undue enhancements to the building.

**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. The total amount of weatherization funds (including both General Weatherization Work and Heating Systems) allowed for investment in a rental unit shall be limited and defined in the Weatherization Operations Manual.

Financial participation shall not be reported as program income, nor will it be treated as appropriated funds. Funds leveraged by the rental agreement will be invested in the specific building where contributions were raised, and these funds shall be administered by each subgrantee.

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**

##### **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.

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#### 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 Residential Energy Rehabilitation Program provides weatherization coverage for the largest, 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. Any corrective action necessary must be taken by the subgrantee within 45 days. Noncompliance findings unresolved within 45 days will be reported to the U.S. Department of Energy Support Office in Seattle, Washington. Sensitive or significant noncompliance findings will be reported to the DOE Support Office immediately.

**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

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

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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 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