

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		If Revision, select appropriate letter(s) Other (specify):	
3. Date Received 03/20/2009			4. Applicant Identifier:		
5a. Fed Entity Identifier:			5b. Federal Award Identifier:		
<b>State Use Only:</b>					
6. Date Received by State: 04/01/2009			7. State Application Identifier:		
<b>8. APPLICANT INFORMATION:</b>					
a. Legal Name: Oregon Housing & Comm Services					
b. Employer/Taxpayer Identification Number (EIN/TIN): 930952117			c. Organizational DUNS: 809580293		
<b>d. Address:</b>					
Street 1: 725 Summer St. NE Suite B Street 2: City: Salem County: State: OR Province: Country: U.S.A. Zip / Postal Code: 97301-					
<b>e. Organizational Unit:</b>					
Department Name:			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.



**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**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.

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

1. Type of Submission:

- Preapplication  
 Application  
 Changed/Corrected Application

2. Type of Application:

- New  
 Continuation  
 Revision

If Revision, select appropriate letter(s)

**Increase Award**

Other (specify):

3. Date Received

09/01/2010

4. Applicant Identifier:

5a. Fed Entity Identifier:

5b. Federal Award Identifier:

DE-EE0000087 (SF424 revision 1)

**State Use Only:**

6. Date Received by State: 09/01/2010

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

a. Legal Name: Oregon Housing & Comm Services

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

930952117

c. Organizational DUNS:

809580293

**d. Address:**

Street 1: 725 Summer St. NE Suite B

Street 2:

City: Salem

County:

State: OR

Province:

Country: U.S.A.

Zip / Postal Code: 973011266

**e. Organizational Unit:**

Department Name:

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: Mr First Name: Tim

Middle Name:

Last Name: Zimmer

Suffix:

Title: Weatherization Coordinator

Organizational Affiliation: Oregon Housing and Community Services

Telephone Number: 5039862067

Fax Number:

Email: tim.zimmer@hcs.state.or.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-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.



**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0000087		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 Oregon Housing & Comm Services 725 Summer St. NE Suite B Salem OR 97301-		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	\$ 38,512,236.00		\$ 6,962,049.00		\$ 45,474,285.00
2. STATE			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTAL		\$ 38,512,236.00	\$ 0.00	\$ 6,962,049.00	\$ 0.00	\$ 45,474,285.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATION	(2) SUBGRANTEE ADMINISTRATION	(3) GRANTEE T&TA	(4) PROGRAM OPERATIONS	
a. Personnel	\$ 430,017.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 614,226.00
b. Benefits	\$ 126,812.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 188,095.00
c. Travel	\$ 151,960.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 181,610.00
d. Equipment	\$ 43,944.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50,661.00
e. Supplies	\$ 196,071.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 222,316.00
f. Contract	\$ 638,207.00	\$ 1,553,879.00	\$ 4,857,816.00	\$ 26,223,630.00	\$ 44,217,377.00
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	\$ 1,587,011.00	\$ 1,553,879.00	\$ 4,857,816.00	\$ 26,223,630.00	\$ 45,474,285.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 1,587,011.00	\$ 1,553,879.00	\$ 4,857,816.00	\$ 26,223,630.00	\$ 45,474,285.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0000087		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 Oregon Housing & Comm Services 725 Summer St. NE Suite B Salem OR 97301-		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		\$ 38,512,236.00	\$ 0.00	\$ 6,962,049.00	\$ 0.00	\$ 45,474,285.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) HEALTH AND SAFETY	(2) SERC Grantee Administration	(3) SERC Subgrantee Administration	(4) SERC Health and Safety	
a. Personnel	\$ 0.00	\$ 184,209.00	\$ 0.00	\$ 0.00	\$ 614,226.00
b. Benefits	\$ 0.00	\$ 61,283.00	\$ 0.00	\$ 0.00	\$ 188,095.00
c. Travel	\$ 0.00	\$ 29,650.00	\$ 0.00	\$ 0.00	\$ 181,610.00
d. Equipment	\$ 0.00	\$ 6,717.00	\$ 0.00	\$ 0.00	\$ 50,661.00
e. Supplies	\$ 0.00	\$ 26,245.00	\$ 0.00	\$ 0.00	\$ 222,316.00
f. Contract	\$ 4,289,900.00	\$ 40,000.00	\$ 348,100.00	\$ 626,584.00	\$ 44,217,377.00
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	\$ 4,289,900.00	\$ 348,104.00	\$ 348,100.00	\$ 626,584.00	\$ 45,474,285.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 4,289,900.00	\$ 348,104.00	\$ 348,100.00	\$ 626,584.00	\$ 45,474,285.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0000087		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 Oregon Housing & Comm Services 725 Summer St. NE Suite B Salem OR 97301-		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		\$ 38,512,236.00	\$ 0.00	\$ 6,962,049.00	\$ 0.00	\$ 45,474,285.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) SERC Program Operations	(2)	(3)	(4)	
a. Personnel	\$ 0.00				\$ 614,226.00
b. Benefits	\$ 0.00				\$ 188,095.00
c. Travel	\$ 0.00				\$ 181,610.00
d. Equipment	\$ 0.00				\$ 50,661.00
e. Supplies	\$ 0.00				\$ 222,316.00
f. Contract	\$ 5,639,261.00				\$ 44,217,377.00
g. Construction	\$ 0.00				\$ 0.00
h. Other	\$ 0.00				\$ 0.00
i. Total Direct Charges	\$ 5,639,261.00				\$ 45,474,285.00
j. Indirect	\$ 0.00				\$ 0.00
k. Totals	\$ 5,639,261.00				\$ 45,474,285.00
7. Program Income	\$ 0.00				\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0000087	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 Oregon Housing & Comm Services 725 Summer St. NE Suite B Salem OR 97301-	4. Program/Project Start Date 04/01/2009 5. Completion Date 03/31/2012

**Comments:**

Oregon is requesting to reprogram ARRA T&TA to ARRA Program operations. This amendment/revision (2) reflects the reprogramming of \$1,914,194 of T&TA to subgrantee program operations. The budget and annual file has been updated to reflect the changes. The following summary table indicates the subgrantees that will receive additional program funding and the additional households that will be served as a result of the additional funding.

ACCESS Inc.	\$135,027	22
Community Action Organization	\$219,033	34
Community Action programs of East Central Oregon	\$79,000	12
Clackamas County Social Services Division	\$171,602	27
NeighborImpact	\$62,524	10
Warm Springs Tribe	\$19,856	3
Community Connection of NE Oregon	\$78,691	12
Community Services Consortium	\$77,325	12
Lane Count Health and Human Services	\$211,740	33
Mid-Columbia Community Action	\$40,172	6
Mid-Willamette Valley CAA	\$162,391	25
Multnomah Department of County Human Services	\$264,138	41
Oregon Human Development Corporation	\$59,768	9
Oregon Coast Community Action	\$40,000	6
United Community Action Network	\$292,766	50
Total	\$1,914,194	303

The following T&TA budget categories will be reduced as follows as a result of the reprogramming.

1. OHCS T&TA budget category reduced by \$379,694.
2. Training Center budget category reduced by \$1,034,500.
3. Workforce/Training budget category reduced by \$500,000.

In preparation for this reprogramming of T&TA funds, OHCS has considered the guidance outlined in WPN 10-10. OHCS has evaluated current and future weatherization workforce and subgrantee training needs and has determined that the remaining ARRA T&TA funding will be sufficient to fulfill training needs through the duration of the ARRA grant. Each of the subgrantees receiving additional program funding has the capacity to meet their new production schedule and all remaining ARRA funding will be expended by March 31, 2012.



**BUDGET EXPLANATION FOR FORMULA GRANTS**

Applicant: Oregon Housing & Comm Services  
Award number: EE0000087

Budget period: 04/01/2009 - 03/31/2012

**1. PERSONNEL** - Prime Applicant only (all other participant costs are listed in 6 below and form DOE F 4600.4, Section B. Line 6.f. Contracts and Sub-Grants).

Positions to be supported under the proposed award and brief description of the duties of professionals:

<b>Position</b>	<b>Description of Duties of Professionals</b>
Community Community Services Administrator Services Administrator Assistant	Provides administrative support for the Community Resources Division and all related functions
WAP Program Specialist	Assists in Weatherization management functions, provides policy guidance to subgrantees, provides training and technical assistance and monitors all aspects of subgrantee program operations Conducts research and analysis, and prepares and submits reports on all aspects of subgrantee program operations.
SERC Project Manager	This position will manage coordination, facilitation, evaluation and monitoring of all Sustainable Energy Resource for Consumers Projects.
SERC Compliance Auditor	Provides training and technical assistance and monitors all aspects of subgrantee SERC program operations. This person will oversee a caseload of 5 agencies for the duration of the program and monitor all PV projects but no less than 10% of other SERC projects.
Account Technician-SERC 5%	Prepares and submits accounting reports, monitors program expenditures, processes invoices, conducts financial management reviews and conducts financial management and procurement training for all WAP programs. SERC - 5% of time = \$2242
Contract Payment Specialist-SERC 5%	Prepares and submits contract and procurement reports, monitors contract expenditures, processes invoices, conducts contract management reviews and conducts procurement training for all energy programs. SERC - 5% of time = \$2092
Compliance Auditor	Provides training and technical assistance and monitors all aspects of subgrantee program operations. Each will handle a caseload of 6-7 agencies per year, monitor no less than 10 units per agency and rotate that caseload annually between the other compliance specialists.
Energy Programs Manager-SERC 6%	Performs weatherization, LIEAP, ECHO, DOE, BPA, PVE, settlement funds management functions, formulates program policy, develops and tracks budgets, develops program policy, and provides oversight of WAP program. Conducts research and analysis, and prepares and submits reports on all aspects of subgrantee program operations. SERC - 6% of time = \$3339
Housing Specialist-SERC 5%	Provides training and technical assistance for multi-family projects and advisory functions for integrating green/renewable technologies and applications. SERC - 5% of time = \$2542
Housing Specialist	Provides training and technical assistance for multi-family projects and advisory functions for integrating green/renewable technologies and applications.
Community Services Administrator	Responsible for overall administration of Community Resources Division including energy unit, homelessness, and food programs

06/17/2011

SERC Program Specialist	Assists in SERC management functions, provides policy guidance to subgrantees, provides training and technical assistance and monitors all aspects of subgrantee program operations Conducts research and analysis, and prepares and submits reports on all aspects of subgrantee program operations.
Grant Accountant- SERC 5%	Prepares and submits grant reports, expenditures. Conducts financial management reviews and conducts financial management and procurement training for community resources division. SERC - 5.1% of time = \$2133
Compliance Auditor	Provides training and technical assistance and monitors all aspects of subgrantee program operations.Each will handle a caseload of 6-7 agencies per year, monitor no less than 10 units per agency and rotate that caseload annually between the other compliance specialists.
Services Outreach Manager	Provides management support for the Energy Unit
Compliance Auditor	Provides training and technical assistance and monitors all aspects of subgrantee program operations. Each will handle a caseload of 6-7 agencies per year, monitor no less than 10 units per agency and rotate that caseload annually between the other compliance specialists.
T&TA Coordinator-SERC 5%	Oversees weatherization monitoring team provides oversight of program and training and technical assistance activities. SERC - 5% of time = \$2784

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Community Community Services Administrator Services Administrator Assistant	\$41,859.00	5.0000 % FT	\$2,092.95
WAP Program Specialist	\$49,471.00	100.0000 % FT	\$49,471.00
SERC Project Manager	\$65,310.00	100.0000 % FT	\$65,310.00
SERC Compliance Auditor	\$52,967.00	100.0000 % FT	\$52,967.00
Account Technician-SERC 5%	\$44,853.00	100.0000 % FT	\$44,853.00
Contract Payment Specialist-SERC 5%	\$41,853.00	30.0000 % FT	\$12,555.90
Compliance Auditor	\$52,967.00	100.0000 % FT	\$52,967.00
Energy Programs Manager-SERC 6%	\$55,648.00	35.0000 % FT	\$19,476.80
Housing Specialist-SERC 5%	\$50,835.00	100.0000 % FT	\$50,835.00
Housing Specialist	\$50,835.00	100.0000 % FT	\$50,835.00
Community Services Administrator	\$79,725.00	10.0000 % FT	\$7,972.50
SERC Program Specialist	\$50,800.00	100.0000 % FT	\$50,800.00
Grant Accountant- SERC 5%	\$41,851.00	30.0000 % FT	\$12,555.30
Compliance Auditor	\$52,967.00	100.0000 % FT	\$52,967.00
Services Outreach Manager	\$64,495.00	25.0000 % FT	\$16,123.75
Compliance Auditor	\$52,967.00	100.0000 % FT	\$52,967.00
T&TA Coordinator-SERC 5%	\$55,648.00	35.0000 % FT	\$19,476.80
		Direct Pay Total	\$614,226.00

**2. FRINGE BENEFITS**

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and include a copy of the rate agreement.
  
- b. If a above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations as an attachment.

Fringe Benefits Calculations

<b>Position</b>	<b>Direct Pay</b>	<b>Rate</b>	<b>Benefits</b>
Community Community Services Adminstrator Services Adminstrator Assistant	\$2,092.95	30.6231 %	\$640.93
WAP Program Specialist	\$49,471.00	30.6231 %	\$15,149.55
SERC Project Manager	\$65,310.00	30.6231 %	\$19,999.95
SERC Compliance Auditor	\$52,967.00	30.6231 %	\$16,220.14
Account Technician-SERC 5%	\$44,853.00	30.6231 %	\$13,735.38
Contract Payment Specialist-SERC 5%	\$12,555.90	30.6231 %	\$3,845.01
Compliance Auditor	\$52,967.00	30.6231 %	\$16,220.14
Energy Programs Manager-SERC 6%	\$19,476.80	30.6231 %	\$5,964.40
Housing Specialist-SERC 5%	\$50,835.00	30.6231 %	\$15,567.25
Housing Specialist	\$50,835.00	30.6231 %	\$15,567.25
Community Services Administrator	\$7,972.50	30.6231 %	\$2,441.43
SERC Program Specialist	\$50,800.00	30.6231 %	\$15,556.53
Grant Accountant- SERC 5%	\$12,555.30	30.6231 %	\$3,844.82
Compliance Auditor	\$52,967.00	30.6231 %	\$16,220.14
Services Outreach Manager	\$16,123.75	30.6231 %	\$4,937.59
Compliance Auditor	\$52,967.00	30.6231 %	\$16,220.14
T&TA Coordinator-SERC 5%	\$19,476.80	30.6231 %	\$5,964.40
		<b>Fringe Benefits Total</b>	<b>\$188,095.05</b>

**3. TRAVEL** - Identify total foreign and domestic travel as separate items.

- a. Proposed travel:

<b>Purpose of Trip</b>	<b>Number of Trips</b>	<b>Cost Per Trip</b>	<b>Total</b>
DOE National Weatherization training. *SERC 3 trips - \$6450	11	\$2,150.00	\$23,650.00
Energy Outwest training conference. *SERC 3 trips - \$6450	13	\$2,150.00	\$27,950.00
NASCSP Fall and Winter Meeting/Trainings	18	\$2,000.00	\$36,000.00
Fiscal monitoring	66	\$270.00	\$17,820.00
Affordable Comfort National Training Conference. *SERC 3 trips -\$6450	11	\$2,150.00	\$23,650.00
Sub-grantee Monitoring visits	66	\$270.00	\$17,820.00
Sub-grantee T&TA visits	66	\$270.00	\$17,820.00
SERC Monitoring & T&TA visits.	20	\$515.00	\$10,300.00
DOE Peer Exchange	12	\$550.00	\$6,600.00
		<b>Travel Total</b>	<b>\$181,610.00</b>

06/17/2011

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

4. **EQUIPMENT** - As defined in 10 CFR 660.202. Definitions are at [http://www.access.gpo.gov/nara/cfr/waisidx\\_00/10cf](http://www.access.gpo.gov/nara/cfr/waisidx_00/10cf)

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

Costs were provided via local vendor quotes, published price lists, and prior purchases.(Home Depot/Sears/local hardware vendors, Professional Equipment catalog, Energy Conservatory/Retrotec)

- b. Equipment to be purchased and justification of need:

<b>Equipment</b>	<b>Unit Cost</b>	<b>Number</b>	<b>Total Cost</b>	<b>Justification of Need</b>
Infrared camera	\$7,900.00	3	\$23,700.00	required equipment for monitoring and quality assurance field inspectors
Cordless Drill	\$130.00	4	\$520.00	required equipment for monitoring and quality assurance field inspectors *SERC - purchase 1 - \$130
Telescoping mirror	\$23.00	4	\$92.00	required equipment for monitoring and quality assurance field inspectors *SERC - purchase 1 - \$23
Blower Door Kit with DG 700 Digital guage	\$2,625.00	4	\$10,500.00	required equipment for monitoring and quality assurance field inspectors *SERC - purchase 1 - \$2625
Clamp meter	\$129.95	4	\$519.80	required equipment for monitoring and quality assurance field inspectors *SERC purchase 1 - \$129.95
Hammer	\$20.00	3	\$60.00	required equipment for monitoring and quality assurance field inspectors
Combustion Analyzer	\$1,153.00	3	\$3,459.00	required equipment for monitoring and quality assurance field inspectors
Solar Digital Measuring device	\$300.00	1	\$300.00	Required equipment for SERC photovoltaic project review and monitoring
Head Lamp	\$20.00	3	\$60.00	required equipment for monitoring and quality assurance field inspectors
Azimuth Software	\$300.00	1	\$300.00	Required equipment for SERC photovoltaic project review and monitoring
Pliers Set	\$15.00	4	\$60.00	required equipment for monitoring and quality assurance field inspectors *SERC - purchase 1 - \$15
Digital Thermometer	\$39.95	3	\$119.85	required equipment for monitoring and quality assurance field inspectors
Tool box	\$20.00	4	\$80.00	required equipment for monitoring and quality assurance field inspectors *SERC - purchase 1 - \$20
Gas Leak Detector	\$494.00	3	\$1,482.00	required equipment for monitoring and quality assurance field inspectors
Tape Measure	\$10.00	4	\$40.00	required equipment for monitoring and quality assurance field inspectors *SERC - purchase 1 - \$10

06/17/2011

Screwdriver set	\$16.00	4	\$64.00	required equipment for monitoring and quality assurance field inspectors *SERC - purchase 1 - \$16
Flashlight	\$25.00	3	\$75.00	required equipment for monitoring and quality assurance field inspectors
MC3 Toolkit	\$320.94	1	\$320.94	Required equipment for SERC photovoltaic project review and monitoring
Drill Bit Set	\$30.00	4	\$120.00	required equipment for monitoring and quality assurance field inspectors *SERC - purchase 1 - \$30
13ft multi-purpose ladder	\$395.00	4	\$1,580.00	Required equipment for monitoring and quality assurance field inspectors. *SERC - purchase 1 - \$395
Thermo-Hygrometer	\$69.42	3	\$208.26	required equipment for monitoring and quality assurance field inspectors
Pry Bar	\$8.00	3	\$24.00	required equipment for monitoring and quality assurance field inspectors
Duct Blasters	\$1,800.00	2	\$3,600.00	required equipment for monitoring and quality assurance field inspectors
Voltage Indicator	\$49.95	4	\$199.80	Required equipment for monitoring and quality assurance field inspectors. *SERC - purchase 1 - \$49
Smoke Pen	\$44.95	3	\$134.85	required equipment for monitoring and quality assurance field inspectors
Solar Horizon Meter	\$100.00	1	\$100.00	Required equipment for SERC photovoltaic project review and monitoring
Solar Horizon Meter	\$100.00	1	\$100.00	Required equipment for SERC photovoltaic project review and monitoring
Tyvek coveralls	\$79.50	3	\$238.50	required equipment for monitoring and quality assurance field inspectors
Laptop Computer	\$2,004.00	1	\$2,004.00	Required equipment for SERC photovoltaic project review and monitoring
Digital Camera	\$149.75	4	\$599.00	required equipment for monitoring and quality assurance field inspectors *SERC - purchase 1 - \$149.11
Equipment Total			\$50,661.00	

**5. MATERIALS AND SUPPLIES** - As defined in 10 CFR 660.202.

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

Costs are provided via local vendor quotes, published price lists, and prior purchases.

b. Supplies to be purchased and justification of need:

<u>General Category</u>	<u>Cost</u>	<u>Justification of Need</u>
duplicating service	\$2,067.00	previous years needs *SERC - \$300
storage	\$6,365.00	previous years needs *SERC - \$2000
postage	\$1,659.00	previous years needs *SERC - \$300
phone	\$9,719.00	previous years needs *SERC - \$2000

06/17/2011

OPUS software data base	\$173,078.00	development of expanded energy reporting requirements Energy audit enhancements including web accessible interactive training module (T&TA), digital photo capability (T&TA), paperless job file/energy audit integration (Grantee Admin.) and Global Positioning System (GPS) compatibility to track/demonstrate job distribution and enhance efforts to prevent re-weatherization Addition of new reporting metrics to include SERC activities. *SERC - \$17,645
employee instruction manual	\$2,991.00	previous years needs
certifications	\$9,103.00	previous years needs *SERC - \$1000
archived/record retention	\$7,246.00	previous years needs *SERC - \$1000
mandatory office supplies	\$10,088.00	Previous years needs. *SERC - \$2000
Materials and Supplies Total	\$222,316.00	

**6. CONTRACTS AND SUBGRANTS** - All other participant costs including subcontractor sub-grants, and consultants For ongoing subcontractors and sub recipients described elsewhere in the application, document and item numbe is listed.

Name of Proposed Sub	Total Cost	Basis of Cost*
Training Center	\$165,500.00	Contract for the purpose of identifying, making necessary rennovations, and or purchasing/leasing an accessible training facilitie(s) from which to conduct all classroom and lab training and technical assistance activities with 16 community colleges and workforce development including the integration of a 3 year strategic "green collar" training program to add and strengthen green/sustainability components to the weatherization assistance program. Any unexpended funds in this category shall be utilized to weatherize additional dwellings.
OHCS T&TA	\$3,006,311.00	by formula, for the purpose of grantee training needs for registration, travel, per diem, and lodging to meet with contractor training needs, mandatory continuing education, mandatory certifications and licenses. Any unused funds shall be utilized to weatherize additional dwelling units.
OHCS Administrative Reserve	\$638,207.00	Grantee administration funds available to sub-grantees for special projects, pilots, and general program delivery needs that exceed a sub-grantees given allocation. It will also be used for state program evaluation studies and for network capacity improvements. Any unused funds shall be utilized to weatherize additional dwelling units.

Workforce Development/Training programs	\$1,686,005.00	<p>Planning and Administration: Procuring trainers and service providers on the basis of such factors as cost, availability, relevant experience, relevant qualifications, quality of audio-visual aids, and applicability of curriculum and testing mechanisms; administering subcontracts and providing subcontractor reimbursements; tracking trainee attendance and progress in the Training Certification program; devising, implementing and maintaining communications mechanisms by which subgrantees may be tested and provided updates and information between training sessions; attending and participating in quarterly ARRA WAP Technical Advisory Committee meetings as requested by the Grantee; encouraging and accommodating outside participation and financial support for weatherization assistance program training REAP Certification activities; providing the Grantee a quarterly report of any leveraged non-federal resources utilized in providing T&amp;TA activities; maintaining and updating the Oregon Weatherization Program Manual; maintaining and updating the State's Weatherization Materials Installation Standards; evaluating the quality of and ensuring that all T&amp;TA activities address and are consistent with State and Federal Weatherization Assistance Program regulations and standards; scheduling activities; obtaining Grantee approval of activity schedules; arranging for appropriate accommodations and providing schedules of quarterly T&amp;TA activities to the Grantee and all subgrantees; designing evaluation instruments, ensuring that all trainees complete evaluations, and compiling and submitting to the Grantee, on a quarterly basis, completed evaluations for all T&amp;TA activities; and Calibrating Weatherization subgrantees' combustion analysis equipment.</p> <p>Provision of Training and Technical Assistance: Heating Systems Basics ; Basic Comprehensive Energy Auditor; Advanced Infiltration; Health and Safety (including lead, asbestos and mold), ; Pressure Sealing/Duct Sizing/Infrared Clinic , Advanced Heating System , Lead Safe Weatherization, Weatherization 101 ; Mobile Home Weatherization, Fiscal Management and Procurement, Field Visits and maintenance of the Technical Assistance continuing ed resource library.</p>
Sub-grantee SERC Programs	\$6,613,945.00	<p>Allocated evenly among five sub-grantees that are approved for SERC activities. Based on sub-grantee capacity and submission of SERC workplan.</p>
Sub-grantee WAP Programs	\$32,067,409.00	<p>by formula, previous years costs</p>
SERC Evaluation	\$40,000.00	<p>Contract for the purposes of project evaluation, monitoring and technical assistance. Contractor will evaluate the impact of all SERC activities.</p>
Contracts and Subgrants Total	\$44,217,377.00	

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

06/17/2011

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

a. Basis for cost estimates (e.g., vendor quotes, prior purchase of similar items, etc.):

b. Other direct costs and justification of need:

---

**U.S. Department of Energy**

**STATE PLAN/MASTER FILE WORKSHEET**

**Identification Number: EE0000087, State: OR, Program Year: 2009**

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:**

Households eligible for assistance under the Low Income Home Energy Assistance Act of 1981 are automatically eligible for weatherization assistance. Household members applying for these programs must meet the following eligibility criteria: Income is at or below 200 percent of the federal poverty level.

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

All agencies must adhere to the Oregon LIHEAP state plan and the intake/operations manual. Eligibility documentation required, processes and procedure can be found on-line at the OHCS website here:

[http://www.ohcs.oregon.gov/OHCS/CRD/SOS/docs/2009\\_Energy\\_Assistance\\_Programs\\_Operations\\_Manual.pdf](http://www.ohcs.oregon.gov/OHCS/CRD/SOS/docs/2009_Energy_Assistance_Programs_Operations_Manual.pdf)

Weatherization assistance programs are required to follow these procedures.

**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:**

## U.S. Department of Energy

### STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000087, State: OR, Program Year: 2009

To ensure adequate services are provided to Native Americans and Farm worker populations, an allocation has been established for each population group. Native American set aside is 3%, Farm worker set aside is 10%.

Currently there are five federally recognized tribes service as sub-grantees. These are the Klamath Tribes, Siletz Tribes, Umatilla Tribes and Warm Springs Tribes and the Burns-Paiute tribe. Native American set aside funds are based on population information of tribes. Subgrantees with recognized reservations located within their service area receive a percentage of the set aside based on the percent that tribe represents of the total tribal population in Oregon. No tribes without reservations are funded through this formula with the exception of Klamath Tribe and Warm Springs whoes tribal populations are figured into the Native American allocation.

The Native American funding method is being proposed. The following details how the proposal works.

Option #1 will be in effect until September 20th (to allow the release of funds on the September NOA)

after that date if proposals have not been received and approved Option #2 will be implemented.

OHCS will calculate from the total grant received an amount equal to .03% which will be use in one of the following ways:

Option 1. New DOE funds set aside for Native American's are being proposed to be used in total for weatherization projects directed at Native Americans. These funds will be available to any weatherization subgrantee who proposes a Native American weatherization project. Weatherization subgrantees are encouraged to work with Tribes to coordinate these projects. Projects will be evaluated based on a first come first serve basis and on potential leveraging.

Option 2. Allocate Native American funds in the traditional fashion to the six subgrantees with Tribal Reservation lands within their service areas. A breakout of this allocation can be found in the Annual Plan.

§Klamath Tribe, Siletz, Umatilla, and Warm Springs are not affected by Options 1. or 2. but is eligible to propose weatherization projects under option 1.

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

The service area of the (22) subgrantees encompass the entire State of Oregon. Each county within a subgrantee service area receives weatherization services proportional to the ratio of it's low-income residents relative to the population of low-income residents in the service area.

## U.S. Department of Energy

### STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000087, State: OR, Program Year: 2009

#### III.1.3 Priorities

Priorities - An actual waiting list database will be maintained at the local agencies to determine who's next to receive weatherization services and is developed with priority given to: elderly (60 years of age and older), disabled, and households with children six (6) years of age and under. The criteria used for determining applicant priority must be in writing and on file with the subgrantee per prior review and approval of their master grant work plan by OHCS. Priority can also be given to households with "high residential energy use." High residential energy use is defined as energy usage above average as a result of household composition or unusual needs for energy. Households with a "high energy burden" where 20% or more of the household income is going towards energy can also be a priority for weatherization. Subgrantees may chose to add additional factors to their priority list such as the ability to leverage funds.

Oregon Housing and Commnity Services, the Community Action Partnership of Oregon, the Network of Affordable Housing(NOAH) and various community action agencies worked in collaboration to develop a list of high need projects throughout the state from our existing multi-family portfolio. This is a prioritized listing of the most at-risk projects that require energy upgrades and categorized for each weatherization sub-grantee based upon service territory. These projects are all Section 8, low-income housing tax credit ,elderly and disabled and RD projects. All projects are well under 30% SMI and pre-certified as 100% occupancy income eligible for the ARRA WAP. Agencies are being asked to assist the state with these targets by providing services to at least 25% of the projects on their list. State data shows that a predominant amount of the ARRA WAP priority groups live in this housing stock. These units may be targeted or emphasized in order to meet this need and obtain good production numbers for ARRA , but these projects still should be addressed as they fall within an agencies's priority ranking system. These targeted multi-family units can only house income qualified elderly, disabled and single parents with young children only. Most of these projects can only house those populations.

Any home that has not been weatherized since September 30, 1994 with funds from the U.S. Department of Energy Low Income Weatherization Program. (Homes weatherized prior to September 30, 1994 are eligible for weatherization with DOE funds.

Multi-family dwellings are eligible for weatherization if not less than 66 percent (50 percent for duplexes, four-unit buildings and certain large multi-family buildings) of the dwelling units in the building are eligible dwelling units or will become eligible dwelling units within 180 days under a Federal, State, or local building rehabilitation or improvement program. Any single rental unit in a multi-family building occupied by an eligible tenant, which does not meet the above criteria may be

## U.S. Department of Energy

### STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000087, State: OR, Program Year: 2009

weatherized by a subgrantee but work on the building must be limited to the one unit.

#### III.2 Climatic Conditions

Climatic Conditions - The State of Oregon is comprised of two basic climatic regions. Western Oregon (west of the Cascade mountains) experiences a wetter climate and has an average of approximately 4,500 heating degree days. Eastern Oregon (east of the Cascade Mountains) experiences a drier, colder climate and averages close to 6,000 heating degree days.

#### III.3 Weatherization Work

##### III.3.1 Type of Work to Be Done

Weatherization work follows protocols in the "Site Built Housing and Mobile Home Specifications for the State of Oregon 2008.

Insulation in attic , high density wall insulation, floor insulation, duct sealing and insulation, vapor barriers, pipe insulation, weatherstripping, window replacement/repair, door replacement/repair, heating system replacement/repair, combustion safety testing, air infiltration, pressure diagnostics, minor repair work related to weatherization applications, related health and safety applications, thermostat replacements, refrigerator replacement, solar thermal applications, hot water heater repair/replacements and energy education.

Stand alone freezers and through the door water and/or ice is not allowable.

REMRate and the OASIS Computerized Energy Audit(per DOE approval) prioritizes energy conservation measures based on the interaction of factors including existing (or proposed) heating system efficiency, fuel costs, local climatic conditions, and the heat retention characteristics of the respective materials to be utilized. Subgrantees will complete the energy audit to attain maximum energy efficiency at the lowest possible dollar expenditure. Subgrantees will install no weatherization measure with a savings to investment ratio less than 1.0. Health and safety measures and general repairs are included in the computerized energy audit but are not subject to the savings to investment ratio restrictions that apply to individual weatherization measures.

Costs associated with general repairs are included in the denominator of the overall savings to investment ratio (calculated for all measures being considered) which must equal or exceed 1.0. Health and safety related costs paid for with U.S. Department of Energy funds are limited to an average of 15 percent of total materials, program support, and health and safety related expenditures.

Weatherization Spec for Site Built and Mobile Homes, Developed by OHCS and OECA in concert with 10 CFR 440 is the primary document to follow when installing weatherization measures. This will be accessible on-line at the OHCS website beginning July 1 2009.

**U.S. Department of Energy**

**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Identification Number: EE0000087, State: OR, Program Year: 2009**

**III.3.2 Energy Audit Procedures**

Energy Audit Procedure: OHCS is approved by DOE to use Rem-Rate, for single-family, multi-family and mobile homes. DOE reapproved REM-Rate for use in Oregon, in the year 2009. REM-Rate will be used to determine multi-family allowable energy applications.

Use of the Computerized Audit Tool: Subgrantees are required to provide weatherization services that have been identified as "Cost Effective" by a DOE approved computerized audit, or other computerized audit approved by DOE and adopted by OHCS. No other method of establishing cost effectiveness/savings to investment ratios, can be used by a subgrantee other than those approved by DOE and adopted by OHCS. The weatherization of mobile home shells also use the DOE approved audit.

Coordinator Over-ride: If in the option of the local weatherization coordinator (subgrantee level) a measure should be installed that has not been identified as cost effective, and the coordinator believes that such a measure will improve the overall energy savings and comfort and meets one of the criteria (a. - d.) below. Such deviation in measures must be documented in writing and reported to the OHCS.

- a. More cost-effective (highest savings to investment ratio), based on an energy audit procedure approved by DOE and accepted by OHCS.
- b. A measure more readily acceptable to the owner related to Health & Safety.
- c. A measure necessary due to structural defects of the dwelling; or,
- d. A measure necessary for health and safety reasons.
- e. Nothing in the above section (a. - d.) authorizes the subgrantee to forgo the use of the approved Computerized Audit Tool altogether.
- f. Written documentation explaining why a measure not identified as cost effective by the approved audit tool was installed, must be included in the job file and pre-approved by OHCS.

Note: The Coordinator Over-ride does not apply to base-load measures. All Base-load measures must meet or exceed the cost effective test.

<u>Unit Types</u>	<u>Audit Procedures and Dates Most Recently Approved by DOE</u>
Single-family	RemRate 03/31/09 and applies to single family, mobile homes and multi-family buildings of 25 units or less
Multi-family	RemRate 03/31/09 and applies to single family, mobile homes and multi-family buildings of 25 units or less
Mobile Home	RemRate 03/31/09 and applies to single family, mobile homes and multi-family buildings of 25 units or less

## U.S. Department of Energy

### STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000087, State: OR, Program Year: 2009

#### III.3.3 Final Inspection

Each dwelling unit (100%) that is being reported as complete for the purpose of obtaining DOE funds, must have in the job file an inspection form signed by a designated subgrantee staff person. The inspection form must have information that indicates all measures that were installed and that said measures were installed in a workman like manner. The signed inspection form certifies that measures installed should under reasonable conditions save energy and make the dwelling more comfortable for the inhabitants. A copy of the signed inspection form shall remain with the owner/occupant and warranty all measures installed for material and workmanship for a period of one year (365 days) from date signed.

#### III.3.4 Assessment of Effectiveness

Analysis of subgrantee weatherization productivity and effectiveness is conducted using a combination of the following methods:

Annual program monitoring of all subgrantees to ensure production goals are effectively reached and training and technical assistance activities are appropriately designed and delivered.  
Monthly desk reviews of subgrantee program status reports to ensure subgrantee production and expenditures are on schedule and within budget; Annual survey of subgrantees to assess training and technical assistance activities and ensure training and technical assistance needs are addressed;  
Distribution of client surveys to recipients of weatherization services to ensure customer satisfaction; and  
On-going energy savings evaluations to assess the effectiveness of energy conservation measures, energy audit calculations and procedures, and training and technical assistance activities.

#### III.4 Health and Safety

See attachment.

#### III.5 Rental Procedures

Rental Procedures: Guidelines establish rules to be followed if rental units are to be weatherized. Specifically these regulations say; "When a subgrantee weatherizes rental dwellings:

- a. No rental dwelling unit shall be weatherized without first obtaining the written permission of the owner or the owners authorized agent.
- b. The subgrantee shall establish procedures to be approved by OHCS to issue that; 1.) The benefits of weatherization assistance shall accrue primarily to the low-income tenants. 2.) rents shall not be raised because of the increased value of the dwelling unit(s) due solely to

## U.S. Department of Energy

### STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000087, State: OR, Program Year: 2009

weatherization assistance provided under this part. 3.) no undue or excessive enhancement shall occur to the value of the dwelling unit(s); and 4.) weatherization services will not be provided to eligible clients who pay their energy cost as part of their rent unless.

a. Landlord agrees to make reductions in rent to reflect in some equitable way the reductions achieved in fuel cost due to weatherization.

b. There are health or safety reasons which justify weatherization.

Lien on Property: As stated in 10 CFR 440.22 part IV. C. "To secure the federal investment made under this part and address the issue of eviction from and or sale of property landlord agreement may be sought to place a lien or to hold contractual restrictions."

Documentation: All documentation shall remain the property of OHCS and in the event of program closure, either by OHCS or the subgrantee, such files shall revert to OHCS.

### III.6 Program Management

#### III.6.1 Overview

Oregon Housing and Community Services (OHCS) is the State's housing finance agency and community services program administrator. The Department provides financial and programs support to create and preserve opportunities for quality, affordable housing for Oregonians of lower and moderate income and administers federal and state antipoverty, homeless and energy assistance, and community service programs. This position is located in the Services Outreach Section (SOS) of Community Resources Division (CRD). CRD develops, directs and administers programs focusing on improving the housing, living standards and self-sufficiency of low-income Oregonians, as well as building healthy, vital communities. CRD works in partnership with other agencies and strong private, public and non-government organizations, including a statewide network of Community Action Agencies. CRD is comprised of three sections: Community Services (CSS), Services Outreach (SOS), and Manufactured Dwelling Park Community Relations (MDPCR). Together the sections manage all state and federal funding for roughly 20 separate programs. In addition, CRD administers the budget for the Oregon Commission for Voluntary Action and Service (OCVAS) which is guided in all other respects by its board of directors.

CSS addresses emergency and transitional housing needs, food security, and family stabilization in programs that include homeless, food, emergency and transitional shelter, and tenant-based assistance. SOS administers low-income weatherization, energy education conservation, and energy assistance programs. MDPCR offers mediation, dispute resolution, and information services to landlords and tenants of manufactured dwelling parks. Each section in the Community Resources Division provides capacity-building, training and technical assistance to its partners.

## U.S. Department of Energy

### STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000087, State: OR, Program Year: 2009

OHCS will retain allowable funding to cover administration, training and technical assistance and allocates all anti-poverty funds including weatherization the funding OHCS receives be reduced, that reduction will be passed along to subgrantees proportionally.

#### III.6.2 Administrative Expenditure Limits

10 CFR Part 440.18 (d) clearly defines the amount of allowable Administration funds as up to 10%, where subgrantees receive less than \$350,000. Agencies receiving more than \$350,000 will be eligible for 5% admin. OHCS will retain 5% admin for their part in the ARRA-WAP.

#### III.6.3 Monitoring Approach

OHCS employs three types of monitoring activities to ensure the quality of work and the adequate financial management controls at the subgrantee level. OHCS will have (3) Quality Assurance Monitors in the field will inspect no less than 5% of all weatherized units completed in the field. Each will have a caseload of 6-7 agencies that it will provide monitoring too and T&TA. They will each monitor no less than 10 units per agency per year.

OHCS's Weatherization Field Monitor schedules a yearly visit to each subgrantee. using these visits the monitor reviews subgrantee policy, procedures, client files and field operations.

OHCS's Fiscal Monitors schedules a yearly visit to each subgrantee. During these visits the monitor conducts a comprehensive review of all ledgers, budgets and accounting systems related to the weatherization program.

The weatherization Program Manager may conduct spot visits of subgrantees at random.

During these visits all aspects of the program may be reviewed. The training needs of subgrantees will be identified through State Quality Assurance Field Inspectors, the OECA T&TA Committee and OHCS. Trainings are identified in an agencies T&TA Plan scheduled on quarterly basis.

Program effectiveness will be objectively rated and evaluated by considering the factors issued under the *OHCS Weatherization Program Agency Monitoring Plan*.

Exemplary agencies will not be exempt from ARRA monitoring.

Rating of these agencies will be scored objectively using the *OHCS Weatherization Program Agency Monitoring Plan*. Agencies will be scored and rated within program evaluation categories as

**exemplary, stable, vulnerable** or **at-risk**. Numerical scores are associated with these categories and will assist in ranking and rating agencies as to their past, present and potential performance

Training needs of subgrantees will be identified through State Quality Assurance Field Inspectors, Peer Review Monitoring, the OECA T&TA Committee and OHCS. Trainings are

**U.S. Department of Energy**

**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Identification Number: EE0000087, State: OR, Program Year: 2009**

identified in an agencies T&TA Plan and are scheduled on a quarterly basis.

Agencies are ranked objectively for individual aspects and agency overall performance by the following:

**Exemplary:** Exceeds program expectations. Program is visionary, excels in all program aspects, is highly responsive and innovative. Overall program evaluation is scored exemplary in the Performance Evaluation Tool.

**Stable:** Meets program expectations. Accurate, effective, organized, sound, proficient, and proactive. Good administration systems. Files complete, organized and accurate. Overall program delivery is effective and sound. Proficient in diagnostics. Material installation consistently meets standards. Workmanship is good quality.

**Vulnerable:** Noncompliance issues. Sometimes meets program expectations. Marginal administrative systems. File information inconsistent. Overall program delivery has gaps. Diagnostics are inadequate. Material installation sometimes meets standards. Workmanship is inconsistent.

**At-Risk:** Frequently does not meet program expectations. Inadequate, poor, substandard, incomplete, deficient documentation. Poor communication. Inadequate administrative systems. File incomplete, inaccurate or both. Overall program delivery is substandard. Deficient in diagnostics. Material / Workmanship does not meet program standards.

**High Performance or Exemplary Agencies**

By way of monitoring review, an agency has demonstrated performance standards that meet or exceed that are commonly observed in the following areas:

1. Program operations:

§No Health and Safety finding as identified in previous monitoring report.

§No procedural findings related to program rules, and policies and procedures

2. Fiscal:

§No annual program specific audit findings.

**U.S. Department of Energy**

**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Identification Number: EE0000087, State: OR, Program Year: 2009**

3. Technical:

§ Provide comprehensive service utilizing the latest building science and renewable technology, in a cost-effective manner in accordance with State of Oregon Weatherization Assistance Program guidelines.

4. Production:

§ In general an agencies production is high relative to funding.  
§ No rollovers.

5. Qualified staff:

§ Agency will receive higher credit for exemplary status with REAP (Residential Energy Analyst Program) qualified staff and contractors.

6. Peer Monitoring

§ Agency will participate annually in peer monitoring of "at-risk" agencies as requested once per year from OHCS.

7. Risk:

§ No "at-risk" elements are found in major categories for an agency.

If the above is met a final visit may be made by an OHCS weatherization coordinator for final confirmation of achievement.

**Stable Agency Performance**

Typically, the frequency of monitoring will be (1) visit per year by an OHCS and Fiscal Monitor. The need for a second visit with in the same year will be determined by OHCS based on such factors as past state and Peer exchange results, an agency's program funding and production level, and the completeness of the monitoring within the time available. OHCS expects every agency to meet these standards of performance:

1. Well-established systems for program administration and operations, with no more than one finding in the following areas:

**U.S. Department of Energy**

**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Identification Number: EE0000087, State: OR, Program Year: 2009**

§Compliance with major program requirements, such as, lead-based paint procedures, cost allocation plan/indirect rate, required contractor information.

§No more than one program specific finding in the annual audit.

§No more than one fiscal specific finding in the annual audit.

§Staff well trained in performance of specific job duties.

§Complete and organized files.

2.Evidence of prudent decision making as to the use of program resources:

§Complete scopes of work

§REM/Rate documentation is current and consistent with billing.

§Staff proficient in its use

§Evidence REM/Rate is used with actual and true pre-post data.(including costs)

§Evidence REM/Rate is used effectively and thoughtfully in determining cost-effective measures.

3.Staff and contractors have demonstrated proficiency in technical applications, including diagnostics.

4.Agency has a minimal number, and severity, of procedural findings (as related to programs rules, policies and procedures) and health and safety findings from previous monitoring report.

5.Agency complies with OSHA/DHS/OHCS safety rules, as applicable.

6.The agency maintains a professional working relationship with OHCS.

7.Past corrections made and reported in a timely manner.

8.Participate in annual PEER exchange visits to other agencies.

9.Agency will report as outlined in the PEER exchange guidelines

10.No "at-risk" elements are found in major categories for an agency.

**Vulnerable Agency Performance**

Typically, the frequency of PE will be (1) visit per year by an OHCS T & TA Monitor and Fiscal Monitor. The need for a second visit with in the same year will be determined by OHCS based on such factors as past state and Peer exchange results, an agency's program funding and production level, and the completeness of the PE within the time available. Agency's performance is

**U.S. Department of Energy**

**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Identification Number: EE0000087, State: OR, Program Year: 2009**

deficient in is some or all of the following levels of performance:

1. Agency has a well-established system for program administration and operations, with no more than one finding in the following areas:

§ Compliance with major program requirements, such as, lead-based paint procedures, cost allocation plan/indirect rate, required contractor information.

§ No more than one program specific finding in the annual audit.

§ No more than one fiscal specific finding in the annual audit.

§ Staff well trained in performance of specific job duties.

§ Complete and organized files.

2. No evidence of prudent decision making as to use of program resources:

§ Complete scopes of work

§ REM/Rate documentation is current and consistent with billing.

§ Staff proficient in its use

§ Evidence REM/Rate is used with actual and true pre-post data (including costs).

§ Evidence REM/Rate is used effectively and thoughtfully in determining cost-effective measures.

3. Staff and contractors have not demonstrated proficiency in technical applications, including diagnostics.

4. Agency has a number of and severity of procedural findings (as related to programs rules, policies and procedures) and health and safety findings from previous monitoring report.

5. Agency does not comply with OSHA/DHS/OHCS safety rules, as applicable.

6. The agency does not maintain a professional working relationship with OHCS.

7. Past corrections were not made and reported in a timely manner.

8. Does not participate in annual PEER exchange visits to other agencies.

9. Agency does not report as outlined in the PEER exchange guidelines

10. Several "at-risk" elements are found in major categories for an agency.

**At-Risk Agency Performance**

**U.S. Department of Energy**

**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Identification Number: EE0000087, State: OR, Program Year: 2009**

At-risk agencies may be identified as a result of a variety of factors that may include:

- 1.The agency's probation. I.e. new agency / program.
- 2.There is evidence of significant administrative or program sub-standard performance; for example, repetitive pattern of findings, failure to have copies of permits on file or lack of compliance with historical preservation rules.
- 3.The agency is not in compliance with program policies, procedures and specifications.
- 4.The agency has repeated health and safety findings.
- 5.Agency staff members/crew has deficient technical skills.
- 6.There has been a change in key staff.
- 7.There has been a change in key weatherization contractors.
8. The agency has deficient scopes of work (work plan is insufficient).
- 9.The agency has program specific audit findings.
- 10.The agency has fiscal specific audit findings
- 11.The agency files are incomplete or disorganized.
- 12.The agency staff is unresponsive to OHCS requests and deadlines. For example, the agency consistently fails to provide monthly reports and contract closeouts in a timely manner.
- 13.Agency production is low relative to funding.
- 14.Other OHCS programs (CSBG, LIEAP, Food, Homeless, etc.) have indicated problems with or concerns about the agency.
- 15.At-risk agencies will be monitored no less than twice annually. Other factors in the frequency of monitoring visits may be based upon the requirements of specific funding sources.
- 16.At risk agencies will be PEER monitored by an exemplary agency that delivers program in a similar fashion. Example; a crew based at risk agency will be monitored by a crew based exemplary agency when possible.

## U.S. Department of Energy

### STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000087, State: OR, Program Year: 2009

If OHCS determines that a subgrantee has failed to comply timely(30 days) with any obligation under the sub-grantee work plan contract, OHCS will exercise any remedy available to it under applicable law, or otherwise. Such remedies may include, but are not limited to: (a) terminating any part or all of the sub-grantee contract; (b) modifying any notice of allocation ; (c) withholding and/or reducing grant funds; (d) disallowing costs; (e) suspending and/or recouping payments; (f) appointing a receiver for the receipt and administration of grant funds ; (g) requiring corrective action as it may determine appropriate; (h) bringing suit or action in an appropriate forum for the enforcement of the contract and any remedy, as well as the recovery of damages, including by temporary restraining order, injunction, specific performance or otherwise; (i) debaring or otherwise limiting Subgrantee's eligibility for other funding from OHCS; (j) instituting criminal action for misstatements or fraud; and (k) requesting investigation, audit and/or sanction by other government bodies.

#### III.6.4 Training and Technical Assistance Approach

A detailed Training & Technical Assistance (T&TA) Plan is being developed by OHCS and the Oregon Energy Coordinators Association Inc. (OECA). The T&TA Plan identifies the type of training that will be offered and when such trainings will be offered. Each training is tied into an overall certification program (Residential Energy Analyst Program or R.E.A.P.), which is designed to bring the skill and competence level of all weatherization subgrantee staff and contractors to a uniform standard. A detailed budget has been developed as part of the T&TA Plan. Curriculum and training courses are located here: [http:// www.warmandsafenow.com](http://www.warmandsafenow.com)

OHCS will allocate T&TA training funds to subgrantees to be used to meet their training and technical assistance needs. Subgrantees need not notify OHCS when they spend T&TA "Training" funds as long as they are spent on the following:

- a.**Registration costs for conferences, meetings, workshops and other related energy functions.
- b.**Travel, lodging, meals and parking to attend activities identified in **a.** above.
- c.**The purchase of specialized equipment or tools. No equipment or tools used in normal day-to-day weatherization activities are to be purchased with T&TA funds. Such items should be purchased with "DOE Program" or other funds.
- d.**Subscriptions to magazines, newsletters and memberships.
- e.**Other energy related functions, activities or events not mentioned in **a.** - **d.** above.

OHCS will determine the amount of T&TA Training funds to allocate to subgrantees based on availability of funding from DOE and the cost of planned trainings such as Energy Outwest and OECA REAP certifications. OHCS will hold back (not allocate all available T&TA )  
OHCS staff will provide technical assistance on DOE related matters to all weatherization programs. Technical assistance shall include but not be limited to the following:

**U.S. Department of Energy**

**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Identification Number: EE0000087, State: OR, Program Year: 2009**

- a.Guidance in use of regulations.
- b.Advise and assist in use of a computerized audit tool for determining the cost effectiveness of weatherization measures.
- c.Provide information obtained from local programs on innovative and successful program methods that are readily adaptable to other projects.
- d.Provide monitoring of local projects to assure improvement in quality and services.
- e.Specific problem solving techniques in areas of labor, transportation, administration, management and financial control.
- f.Information on new materials, procedures and processes for weatherization work.
- g.Coordination among federal, state, local and private agencies to assure continued improvements in the effectiveness of weatherization projects.
- h.OHCS shall address deficiencies that are identified by program review, audit, reports, regional or national reviewer or other sources.

OHCS has contracted with the Oregon Energy Coordinators Association Inc. (OECA) for some of the required weatherization certification training activities. OECA has many years of experience in planning, logistical support and delivery of successful state and regional energy trainings. Trainings are coordinated per contract agreement with OHCS.

The training include the Residential Energy Analyst Training(REAP) This can be found at the following website: <http://warmandsafenow.com/>

REAP® is the certification system designed for use by the Oregon weatherization assistance network to enhance and augment the building performance skills and knowledge of staff, contractors and consultants who serve in participating agencies, businesses, utilities and organizations. It was developed in cooperation with experts and specialists from Oregon Housing and Community Services, the Oregon Energy Coordinators Association, and Saturn Resource Management.

REAP® is designed to develop its staff and increase capacity. Highly trained personnel and staff instruct and test students. The "needs-based training" approach is developed and used within the REAP® system. Training is based on the ACTUAL discovered needs of the participants, not based on assumptions.

REAP® has become the vehicle by which best practices and Oregon standards are taught and established for weatherization programs. Successful implementation of standards involves a process of interpretation, application, assessment, and quality assurance. It is critical that organizations have in place an effective training framework and infrastructure as the platform for growth and flexibility in an ever-changing market and industry. The benefits of training can increase job satisfaction and morale among employees, employee motivation, efficiencies in processes, capacity to adopt new technologies, innovation in strategies and reduce employee

**U.S. Department of Energy**

**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Identification Number: EE0000087, State: OR, Program Year: 2009**

turnover.

The REAP® process offers another opportunity for agencies, staff and contractors to work collaboratively to improve or build on his or her performance and to contribute to organizational effectiveness. Employees, too, recognize that it is essential for them to continue to learn so that they will be effective in their current jobs and able to move into other positions or accept new responsibilities as circumstances demand. Developing employee performance furthers the mission of an organization

**III.6.5 Energy Crisis Plan**

In an "Energy Crisis" subgrantees may use DOE funds to address the short-term or immediate relief needs and long-term energy investment in homes of low-income person's in effected areas.

A. An Energy Crisis exists if any of the following happen:

1. Release of LIEAP emergency funds;
2. Sharp increas in energy prices; Energy shortage / disruption of fuel supply;
3. Other related causes both natural and manmade.

B. Households must meet current income guidelines.

C. Subgrantees must track and report all "Energy Crisis" expenditures as a separate budget line item.

D. Homes receiving assistance under "Energy Crisis" shall be placed on a waiting list for future weatherization after the crisis has abated, unless previously weatherized.

E. DOE funds used, as "Energy Crisis" will not be counted as contributing towards the average unit cost of that unit/home.

F. Homes weatherized after September 30, 1993 can receive additional assistance under "Energy Crisis".

G. Local weatherization coordinators are granted the authority to determine the best remedy to relieve the "Energy Crisis" until such time as HCE with impute from coordinators/agency directors, establishes guidelines for assistance.

## U.S. Department of Energy

## WEATHERIZATION ANNUAL FILE WORKSHEET

Identification: EE0000087

State: OR

Program year: 2009

Budget period: 04/01/2009 - 03/31/2012

## II.3 Subgrantees

Grantee	City	Tentative	
		Funding	Units
ACCESS Inc.	Medford	1,681,128.00	260
Burns-Pauite Tribe	Burns	24,966.00	4
Clackamas County Weatherization	Oregon City	2,209,135.00	341
Community Action Organization	Hillsboro	2,938,487.00	452
Community Action Programs of East Central Oregon	Pendleton	1,137,828.00	176
Community Action Team	St. Helens	955,952.00	147
Community Connection of Northeast Oregon	LaGrand	1,029,034.00	159
Community in Action	Ontario	1,134,226.00	174
Community Services Consortium	Corvallis	2,032,322.00	312
Confederated Tribes Of Siletz Indians	Siletz	113,725.00	17
Confederated Tribes of Umatilla Indian Reservation	Pendleton	103,554.00	16
Confederated Tribes of Warm Springs	Warm Springs	255,620.00	39
Klamath Tribe	Chiloquin	196,010.00	30
Lane County -Housing Authority Community Services Agency	Eugene	2,963,247.00	456
Mid-Columbia Community Action Agency	The Dalles	933,746.00	144
Mid-Willamette Valley Community Action Agency	Salem	3,054,641.00	470
Multnomah County Community Action Agency	Portland	4,596,193.00	707
Native America Allocation	Oregon	250,594.00	39
Neighbor Impact	Redmond	1,547,306.00	238
Oregon Coast Community Action Agency	Coos Bay	934,889.00	144
Oregon Human Development Corp	Portland	1,124,266.00	173
United Community Action Network	Roseburg	2,120,132.00	326
Yamhill County Community Action Progs	McMinnville	730,406.00	112
<b>TOTALS</b>		<b>32,067,407.00</b>	<b>4,936</b>

## SERC Subgrantees

Grantee	City	Tentative	
		Funding	Units
ACCESS Inc.	Medford	1,322,789.00	110
Community Services Consortium	Corvallis	1,322,789.00	104
Neighbor Impact	Redmond	1,322,789.00	104
Oregon Coast Community Action Agency	Coos Bay	1,322,789.00	104
United Community Action Network	Roseburg	1,322,789.00	104
<b>TOTALS</b>		<b>6,613,945.00</b>	<b>526</b>

**U.S. Department of Energy**

**WEATHERIZATION ANNUAL FILE WORKSHEET (cont)**

**Identification: EE0000087**

**State: OR**

**Program year: 2009**

**Budget period: 04/01/2009 - 03/31/2012**

---

**II.4 WAP Production Schedule**

Total Units (excluding reweatherized)	4,936
Rewatherized Units	0
Planned SERC Units *	526

\* Planned SERC units is the calculated total units for all SERC Subgrantees.

**U.S. Department of Energy**

**WEATHERIZATION ANNUAL FILE WORKSHEET (cont)**

**Identification: EE0000087**

**State: OR**

**Program year: 2009**

**Budget period: 04/01/2009 - 03/31/2012**

<b>Average Unit Costs, including Reweathering, Subject to DOE Program Rules</b>		
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	4,936
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	4,936
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
<b>AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
F	Total Funds for Program Operations	\$26,223,630.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	4,936
H	Average Program Operations Costs per Unit (F divided by G)	\$5,312.73
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$5,312.73

<b>SERC Average Unit Costs, including Reweathering, Subject to DOE Program Rules</b>		
<b>AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
A	Total Funds for Program Operations	\$5,639,261.00
B	Total Funds for Health and Safety	\$626,584.00
C	Total Funds for Program Operations and Health and Safety (A + B)	\$6,265,845.00
D	Total Dwelling Units to be Weatherized	526
E	Average Program Operations and Health and Safety Costs per Unit (C divided by D)	\$11,912.25

**II.5 Energy Savings**

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

Historically Oregon has used an estimate of energy savings based on a Bonneville Power Administration study that says a weatherized home will save 8.5 Mbtu's per year. Using this energy savings factor it would be expected that Oregon would achieve 5,525 Mbtu's during the 2008-09 program year.

DOE-WAP metaevaluation of 1993 estimated a much higher rate of energy savings from weatherization. For states that have not developed a methodology, energy savings can be

## U.S. Department of Energy

## WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

Identification: EE0000087

State: OR

Program year: 2009

Budget period: 04/01/2009 - 03/31/2012

calculated using an average savings of 30.5 Mbtu's per unit for all homes. If we apply this average to Oregon's 4635 projected homes to be weatherized, the resulting energy savings is projected at 141,368 Mbtu's.

Estimated energy savings: 141,368.00 (MBtu)

Estimated prior year savings:

Actual:

If variance is large, explain:

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

DOE ARRA Ramp-up Training and Technical Assistance

### Activity 1 - Subgrantee Training and Technical Assistance

*Description:* Subgrantee training will be obtained as specific local needs dictate. Subgrantees are required to submit a ramp-up work plan describing the intended use of respective T&TA funds. Allowable T&TA activities include the following: attend state or national conferences and training sessions; contract for local weatherization related training; purchase materials to enhance the technical or administrative capabilities of the program; demonstrate weatherization techniques to low income families, organizations, etc; pursue non-federal weatherization funds; and review weatherization and program management techniques utilized by other subgrantees in the state and region.

### Activity 2 - Residential Energy Analyst Program (REAP) Weatherization Assistance Program Training Certification Program

*Description:* Since 2002 the Oregon Energy Coordinators Association(OECA) has developed and administered a certification program for grantee and subgrantee staff. During the 2009-12 program year OECA will continue the certification program through provision of the training activities described below:

Planning and Administration: Procuring trainers and service providers on the basis of such factors as cost, availability, relevant experience, relevant qualifications, quality of audio-visual aids, and applicability of curriculum and testing mechanisms; administering subcontracts and providing subcontractor reimbursements; tracking trainee attendance and progress in the REAP Certification program; devising, implementing and maintaining communications mechanisms by which subgrantees may be tested and provided updates and information between training sessions; attending and participating in quarterly Round table and Training and Technical Assistance Committee meetings as requested by the Grantee; encouraging and accommodating outside participation and financial support for weatherization assistance certification activities; providing the Grantee a quarterly report of any leveraged non-federal resources utilized in providing T&TA activities; maintaining and updating the Site built housing and mobile home weatherization specifications for Oregon manual, maintaining and updating the State's Weatherization Materials Installation Standards; evaluating the quality of and ensuring that all T&TA activities address and are consistent with State and Federal Weatherization Assistance Program regulations and

## U.S. Department of Energy

## WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

Identification: EE0000087

State: OR

Program year: 2009

Budget period: 04/01/2009 - 03/31/2012

standards; scheduling activities; obtaining Grantee approval of activity schedules; arranging for appropriate accommodations and providing schedules of quarterly T&TA activities to the Grantee and all subgrantees at least 45 days prior to the beginning of the quarter; designing evaluation instruments, ensuring that all trainees complete evaluations, and compiling and submitting to the Grantee, on a quarterly basis, completed evaluations for all T&TA activities; and calibrating Weatherization subgrantees' combustion analysis equipment. Provision of Training and Technical Assistance: Heating Systems Basics ; Basic weatherization 101; Advanced Infiltration; Health and Safety (including lead, asbestos and mold), ; Pressure Sealing/Duct Sizing/Infrared Clinic , Advanced Heating System , Lead Safe Weatherization, REMRate ; Mobile Home Weatherization, Management and Procurement, Field Visits, and client education.

**Activity 3 - OASIS Web Accessible Interactive Energy Audit Training Module and Enhancement of database with digital photograph capability.**

*Description:* Training and technical assistance enhancements to Oregon's OASIS database and energy audit tool. Including a web based interactive training module for energy auditors and digital photograph capability to improve help desk functioning and training and technical assistance efforts between local agencies and state monitors. Any unexpended funds in this category shall be utilized to weatherize additional dwellings.

**Activity 4- Training Facility Acquisition**

*Description:* Contract for the purpose of identifying, making necessary renovations and leasing a larger more accessible training facility from which to conduct all classroom and lab training and technical assistance activities in the Oregon Weatherization Assistance Program. Any unexpended funds in this category shall be utilized to weatherize additional dwellings.

**Activity 5- Monitoring**

*Description:* Three (3) Compliance Specialists are responsible for subgrantee compliance with U.S. Department of Energy and State of Oregon rules and regulations. A minimum of one (1) on-site review of each subgrantee will be conducted during each of the contract program years. Additional field reviews may be conducted to address potential problems and ensure compliance with required corrective actions.

- 1) 5% or more of all units completed will be inspected by the state office.
- 2) Agencies are required to inspect 100% of all units at the local level.
- 3) Training curriculum can be found here <http://warmandsafenow.com/>.

## II.7 DOE-Funded Leveraging Activities

Subgrantee Leveraging:

## U.S. Department of Energy

**WEATHERIZATION ANNUAL FILE WORKSHEET (cont)****Identification: EE0000087****State: OR****Program year: 2009****Budget period: 04/01/2009 - 03/31/2012**

Subgrantees are encouraged to use all available funding (including DOE) to perform energy audits and related activities on homes that will be weatherized under ECHO. DOE funds used in any part of a completed weatherization project (single family to multifamily and shelters) will be considered a DOE completion, regardless of the amount of DOE funds actually spent.

Subgrantees are encouraged to leverage all available funding sources with DOE including ECHO, Northwest Natural Gas Wx Program, Avista Wx program, Utility rebates, LIEAP, State Home Oil Weatherization Program (SHOW), BPA and Settlement funds.

DOE and ARRA funds are also considered a key element in a coordinated leveraging effort to weatherize geographical-multi-family locations.

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

Oregon Municipal Electric Utilities	Tom O'Connor
Joan Cote (Chair) / Mid-Willamette Valley Community Action Agency	
Multnomah County Community Action Agency	Christina Kenney
City of Portland Office of Sustainable Development	Dave Tooze
Confederated Tribes of the Grand Ronde	Carina Kistler Ginter
Eugene Water & Light Board	Vacant
Portland General Electric	Margo Bryant
Mid-Columbia CACO	Jim Slusher
Community Services Consortium	Terry Weygant
Northwest Natural Gas	Lois Douglas
Oregon Heat	Roger Rees
Oregon PUC	Vacant
Community Action Team Inc.	Rocky Johnson
Pacific Power	Becky Eberle
Oregon Office of Energy	Suzanne Dillard
Oregon Energy Coordinators Association	Joan Cote
NW Energy Coalition	Steve Weiss

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

**U.S. Department of Energy**

**WEATHERIZATION ANNUAL FILE WORKSHEET (cont)**

**Identification: EE0000087**

**State: OR**

**Program year: 2009**

**Budget period: 04/01/2009 - 03/31/2012**

Hearing Date	Newspapers that publicized the hearings and the dates that the notice ran.
04/02/2009	The Oregonian March 23-28 El Hispanic March 23-28 Mail Tribune March 23-28 OHCS State website March 20- April 2
10/25/2010	The SERC Public Hearing was advertised in the following publication: Oregonian - 10/15/2010 Salem Statesman Journal - 10/15/2010 Medford Mail Tribune - 10/15/2010 El Hispanic News - 10/14/2010 (Only prints once a week) - OHCS State website 10/16/2010 to 10/29/2010

**II.10 Adjustments to On-File Information**

**II.11 Miscellaneous**

The Advisory Committee on Energy(ACE) meets quarterly to discuss all low-income weatherization assistance issues. The last meeting was April 9th, 2009 . The meeting was held in Portland, Oregon with PacifiCorp hosting. Usage of ARRA and ramp-up plans were discussed. DOE ARRA Public Hearing comments can be found on-line here: [http://www.ohcs.oregon.gov/OHCS/CRD/SOS/docs/ARRA\\_Oregon\\_State\\_Plan\\_Public\\_Hearing\\_Comments.pdf](http://www.ohcs.oregon.gov/OHCS/CRD/SOS/docs/ARRA_Oregon_State_Plan_Public_Hearing_Comments.pdf)

**SERC Miscellaneous**

## U.S. Department of Energy

## WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

Identification: EE0000087

State: OR

Program year: 2009

Budget period: 04/01/2009 - 03/31/2012

## 1. Type of Work:

## Project #1: Solar Photovoltaic Pilot

The purpose of this project is to install solar photovoltaic systems in single and multi-family homes occupied by low-income Oregonians. The objective of this pilot is to substantially reduce electric bills for recipient households.

Participating Agencies:\* ACCESS, CSC, NeighborImpact, ORCCA and UCAN\*

A total of eight subgrantees were approved to participate in the Solar Photovoltaic Pilot. However, three of the subgrantees decided they did not have the capacity to participate in the pilot and did not submit a workplan as requested by Oregon Housing and Community Services. The three subgrantees that chose not to participate are Oregon Human Development Corporation (OHDC), Yamhill Community Action Partnership (YCAP) and Community Action Team (CAT).

## Project #2: Sustainable Energy Efficiency Alternatives

The purpose of this project is to install specific energy efficiency measures that are not currently allowed under the existing WAP. The additional measures include Energy Star ceiling fans, hybrid, solar and tankless hot water heaters, triple pane windows, high efficiency heating & cooling systems, energy usage monitoring and control systems and radiant barriers\*. The SERC activities will be coupled with existing weatherization and energy education programs.

CSC will be specifically installing in 60 units any combination of the Energy Star Certified General Electric brand GeoSpring® Hybrid Heat Pump Water Heater, home monitoring device (HEM) installations using the Energy Detective and the installation of high efficiency heating/cooling systems that meet or exceed Energy Star criteria. CSC will strive to package all of these systems together when optimally applicable.\*

*Radiant barriers and coatings are commonplace in high-temperature industrial applications (typically 500° F or more), and they are marginally effective at ordinary temperatures. To be cost-effective in building applications, they must have a very low incremental cost (approximately from 2 to 10 cents per sqft., depending on the application). Radiant barriers are most effective at roof level, facing down toward the attic, a typical rafter/joist configuration, with an air space. In the case of Project 2, a foil facing radiant barrier was added to rigid insulation utilized in TPO installations on mobile homes. A TPO installation(R-16 rigid with a foil face radiant barrier) was applied to the roof after additional insulation(R-50) is dense packed into the mobile home ceiling. Attics with more than R-19 insulation significantly reduce radiant barriers impact. Insulation is a better investment than radiant barriers wherever the climate demands both heating and cooling as is the case for Project 2. Homes with dark-colored roofs will benefit most from radiant barriers and in this case the TPO's are a highly reflective white. The cost of this radiant barrier will average .25 cents per sqft. SERC grant parameters require that applications have the potential to save energy and a national evaluation priority for SERC is to determine the cost-effectiveness and best value of these applications to low and moderate income families. SERC was created to allow local weatherization agencies to install weatherization materials and technologies that have promise for energy savings and benefits to customers. After reviewing the current installation practice, discussions with the Department of Energy and review of previous studies from Oak Ridge National Laboratory regarding radiant barriers, the radiant barrier as integrated in this application was unlikely to be cost-effective, **and therefore no more dwelling units will receive this technology after May 31st, 2011.***

*SERC funding resources originally slated to cover radiant barriers will be put to better use towards other Project 2 applications, involving mobile home housing stock.*

Participating Agencies: ACCESS and CSC

**U.S. Department of Energy****WEATHERIZATION ANNUAL FILE WORKSHEET (cont)****Identification: EE0000087****State: OR****Program year: 2009****Budget period: 04/01/2009 - 03/31/2012****2. Monitoring:**

Monitoring is the principle method by which OHCS can identify areas within the subgrantee's program operation and administration where assistance may be required. OHCS will augment its existing monitoring program to include review of SERC activities. OHCS will perform quality assurance field visits on a minimum ten (10) percent of each sub-grantee's completed SERC units.

**3. Training & Technical Assistance:**

OHCS will utilize existing program Training and Technical Assistance funds to develop training opportunities for network agencies looking toward renewable technology programs.

OHCS staff will provide technical assistance on SERC related matters to all subgrantee participants, above and beyond that which is provided by DOE. Technical assistance may include but not be limited to the following:

- a. Provide guidance in use of regulations.
- b. Provide information obtained from local programs on innovative and successful program methods that are readily adaptable to other projects.
- c. Provide monitoring of local projects to assure improvement in quality and services.
- d. Identify specific problem solving techniques in areas of labor, transportation, administration, management and financial control.
- e. Provide information on new materials, procedures and processes for renewable technologies.
- f. Coordinate efforts among federal, state, local and private agencies to assure continued improvements in the effectiveness of SERC projects.
- g. OHCS shall address deficiencies that are identified by program review, audit, reports, regional or national reviewer or other sources.

**4. Evaluation & Energy Savings:**

DOE has approved the Residential Energy Method Rate (REM Rate) for use in the Oregon WAP. SERC activities do not have to be cost effective; however, REM Rate will still be utilized to project energy savings associated with all technologies installed through the SERC program. In order to calculate the most accurate energy savings, subgrantees are required to obtain twelve months prior energy usage for each dwelling before SERC activities are completed. Additionally, obtaining the energy usage records of the 12 months following SERC activities would be useful information to compare actual savings with projected savings. The results will be used to measure the effectiveness of SERC measures installed.

**5. Geographic Areas Served:**The five (5) subgrantees that will be participating in the SERC activities are ACCESS, CSC, NeighborImpact, ORCCA and UCAN. Each subgrantee has indicated that the majority of the services provided through SERC will be carried out in their traditional service territories. Two (2) subgrantees, including CSC and UCAN, have expressed an interest in providing SERC services outside their normal service territory. Both CSC and UCAN may provide services to other surrounding areas including Lane, Marion, Polk and Clackamas Counties.

**U.S. Department of Energy**

**WEATHERIZATION ANNUAL FILE WORKSHEET (cont)**

**Identification: EE0000087**

**State: OR**

**Program year: 2009**

**Budget period: 04/01/2009 - 03/31/2012**

---

6. Client Education:Subgrantees will provide client education by incorporating step-by-step educational tools for consumers including component installation, costs savings, maintainance and system trouble shooting. They will provide the education through various means including but not limited to agency professional staff, installation contractors and equipment/material manufacturers who will readily provide assistance in marketing and technical support for the subgrantees and clients. Subgrantees will also collaborate with community organizations to provide workshops including Solar Oregon, Solar Now , the Energy Trust of Oregon and the Oregon Department of Energy.

7. Energy-Related/Health & Safety Repairs:Activities may include:Minor repairs to roof to allow installation of SERC measures to be installedMinor repairs/upgrades to electrical systemLead safe work practices

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: OR Grant Number: EE0000087 Program Year: 2009

Name:	<b>ACCESS Inc.</b>	Contact:	Beth Bender
Address:	3630 Aviation Way PO Box 4699 Medford, OR 97501	Phone:	(541) 779-6691
		Fax:	(541) -
		Email:	bbender@access.inc.org
Counties served:	JOSEPHINE County JACKSON County	Tentative allocation:	\$ 1,681,128.00
		Planned units:	260
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u>
Name:	<b>Burns-Pauite Tribe</b>	Contact:	Jody Hill
Address:	100 Pasigo Street Burns, OR 97720	Phone:	(573) 208-8
		Fax:	() -
		Email:	
Counties served:	HARNEY County	Tentative allocation:	\$ 24,966.00
		Planned units:	4
		Type of organization:	Indian tribe
		Congressional districts served:	<u>CD</u>
Name:	<b>Clackamas County Weatherization</b>	Contact:	Jacque Meier
Address:	P.O. Box 2950 n/a Oregon City, OR 97045	Phone:	(503) 650-3339
		Fax:	(503) 635-8946
		Email:	jacquem@co.clackamas.or.us
Counties served:	CLACKAMAS County	Tentative allocation:	\$ 2,209,135.00
		Planned units:	341
		Type of organization:	Unit of local government
		Congressional districts served:	<u>CD</u>
Name:	<b>Community Action Organization</b>	Contact:	Joan Ellen Jones
Address:	1001 Southwest Baseline n/a Hillsboro, OR 97133	Phone:	(503) 693-3258
		Fax:	(503) 648-4175
		Email:	jjoans@caowash.org
Counties served:	WASHINGTON County	Tentative allocation:	\$ 2,938,487.00
		Planned units:	452
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u>
Name:	<b>Community Action Programs of East Central Oregon</b>	Contact:	Donna Kinnaman
Address:	721 Southeast Third Street, Suite D n/a Pendleton, OR 97801	Phone:	(541) 278-5671
		Fax:	(541) 276-7541
		Email:	dkinnaman@ucinet.com
Counties served:	UMATILLA County GILLIAM County MORROW County WHEELER County	Tentative allocation:	\$ 1,137,828.00
		Planned units:	176
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u>

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: OR Grant Number: EE0000087 Program Year: 2009

Name:	<b>Community Action Team</b>	Contact:	Beverly Danner
Address:	125 North 3rd Street n/a St. Helens, OR 97051	Phone:	(503) 325-8098
		Fax:	(503) 325-6738
		Email:	beverlyd@pacifier.com
Counties served:	COLUMBIA County TILLAMOOK County CLATSOP County	Tentative allocation:	\$ 955,952.00
		Planned units:	147
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u>
Name:	<b>Community Connection of Northeast Oregon</b>	Contact:	Linda Roberts
Address:	104 Elm Street n/a LaGrand, OR 97050	Phone:	(541) 963-3186
		Fax:	(541) 963-3187
		Email:	linda@ccno.org
Counties served:	WALLOWA County GRANT County BAKER County	Tentative allocation:	\$ 1,029,034.00
		Planned units:	159
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u>
Name:	<b>Community in Action</b>	Contact:	Barb Higinbotham
Address:	49 NW 1st St., Suite 6 Ontario, OR 97941	Phone:	(541) 889-1060
		Fax:	() -
		Email:	
Counties served:	HARNEY County	Tentative allocation:	\$ 1,134,226.00
		Planned units:	174
		Type of organization:	Local agency
		Congressional districts served:	<u>CD</u>
Name:	<b>Community Services Consortium</b>	Contact:	Steve Jole
Address:	545 Southwest Second Street, Suite A n/a Corvallis, OR 97330	Phone:	(541) 752-1010
		Fax:	(541) -
		Email:	sjole@csc.gen.or.us
Counties served:	LINN County	Tentative allocation:	\$ 2,032,322.00
		Planned units:	312
		Type of organization:	Unit of local government
		Congressional districts served:	<u>CD</u>
Name:	<b>Confederated Tribes Of Siletz Indians</b>	Contact:	Claire Wood
Address:	PO Box 549 Siletz, OR 9738-0	Phone:	(541) 444-2532
		Fax:	() -
		Email:	
Counties served:	BENTON County	Tentative allocation:	\$ 113,725.00
		Planned units:	17
		Type of organization:	Indian tribe
		Congressional districts served:	<u>CD</u>
Name:	<b>Confederated Tribes of Umatilla Indian Reservation</b>	Contact:	Penny Bott
Address:	PO Pendleton, OR 973	Phone:	() -
		Fax:	() -
		Email:	

DOE F 540.5  
(08/05)

U.S. Department of Energy

OMB Control No. 1910-5127

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 6-30-08

State: OR Grant Number: EE0000087 Program Year: 2009

Counties served:	UMATILLA County	Tentative allocation: \$ 103,554.00 Planned units: 16 Type of organization: Indian tribe	Congressional districts served:	<u>CD</u>
Name:	<b>Confederated Tribes of Warm Springs</b>	Contact:	Bruce Engle	
Address:	PO box 1187 Warm Springs, OR 977-61	Phone:	(541) 553-3201	
		Fax:	()-	
		Email:		
Counties served:	HOOD RIVER County	Tentative allocation: \$ 255,620.00 Planned units: 39 Type of organization: Indian tribe	Congressional districts served:	<u>CD</u>
Name:	<b>Klamath Tribe</b>	Contact:	Roberta Sexton	
Address:	P.O. Box 436 n/a Chiloquin, OR 97624	Phone:	(541) 783-2219	
		Fax:	(541) 783-2029	
		Email:		
Counties served:	KLAMATH County	Tentative allocation: \$ 196,010.00 Planned units: 30 Type of organization: Indian tribe	Congressional districts served:	<u>CD</u>
Name:	<b>Lane County -Housing Authority Community Services Agency</b>	Contact:	Craig Satein	
Address:	125 E. 8th Avenue n/a Eugene, OR 97401	Phone:	(541) 682-7473	
		Fax:	(541) 682-3411	
		Email:	Csatein@HACSA.us	
Counties served:	LANE County	Tentative allocation: \$ 2,963,247.00 Planned units: 456 Type of organization: Unit of local government	Congressional districts served:	<u>CD</u>
Name:	<b>Mid-Columbia Community Action Agency</b>	Contact:	Bill Colmer	
Address:	P.O. Box 901 n/a The Dalles, OR 97058	Phone:	(541) 298-5131	
		Fax:	(541) 298-5141	
		Email:	wx@mccac.com	
Counties served:	WASCO County HOOD RIVER County SHERMAN County	Tentative allocation: \$ 933,746.00 Planned units: 144 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u>
Name:	<b>Mid-Willamette Valley Community Action Agency</b>	Contact:	Joan Cote	
Address:	2585 State St. n/a Salem, OR 97301	Phone:	(503) 585-8491	
		Fax:	(503) 585-8462	
		Email:	cotej@mwwcaa.org	
Counties served:	POLK County MARION County	Tentative allocation: \$ 3,054,641.00 Planned units: 470 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u>

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: OR Grant Number: EE0000087 Program Year: 2009

Name:	<b>Multnomah County Community Action Agency</b>	Contact:	Christina Kenney
Address:	421 Southwest 6th, Suite 200 n/a Portland, OR 97204	Phone:	(503) 988-6139
		Fax:	(503) 988-3332
		Email:	christina.l.kenney@co.multnomah.or.us
Counties served:	MULTNOMAH County	Tentative allocation:	\$ 4,596,193.00
		Planned units:	707
		Type of organization:	Unit of local government
		Congressional districts served:	<u>CD</u>

Name:	<b>Native America Allocation</b>	Contact:	Dan Elliott
Address:	Statewide n/a Oregon, OR 97000	Phone:	(503) 986-2016
		Fax:	(503) 230-8863
		Email:	dan.elliott@hcs.state.or.us
Counties served:	CLATSOP County JEFFERSON County POLK County KLAMATH County DESCHUTES County LANE County YAMHILL County COOS County LINCOLN County UMATILLA County HARNEY County BENTON County	Tentative allocation:	\$ 250,594.00
		Planned units:	39
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u>

Name:	<b>Neighbor Impact</b>	Contact:	Emily Quaka
Address:	2303 Southwest First n/a Redmond, OR 97756	Phone:	(541) 316-2035
		Fax:	(541) -
		Email:	emilyq@neighborimpact.org
Counties served:	CROOK County JEFFERSON County DESCHUTES County	Tentative allocation:	\$ 1,547,306.00
		Planned units:	238
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u>

Name:	<b>Oregon Coast Community Action Agency</b>	Contact:	John Huntsman
Address:	2110 Newmark n/a Coos Bay, OR 97420	Phone:	(541) 888-7117
		Fax:	(541) -
		Email:	johnh@orcca.us
Counties served:	COOS County CURRY County	Tentative allocation:	\$ 934,889.00
		Planned units:	144
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u>

Name:	<b>Oregon Human Development Corp</b>	Contact:	Emerio Landeros
Address:	9620 SW Barbur n/a Portland, OR 9721-9	Phone:	(541) 881-1491
		Fax:	(503) 245-9602
		Email:	elanderos@ohdc.org

DOE F 540.5  
(08/05)

U.S. Department of Energy

OMB Control No. 1910-5127

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 6-30-08

State: OR Grant Number: EE0000087 Program Year: 2009

---

Counties served:	KLAMATH County	Tentative allocation: \$ 1,124,266.00	Congressional districts served:	<u>CD</u>
		Planned units: 173		
		Type of organization: Non-profit organization		

---

Name:	<b>United Community Action Network</b>	Contact:	Alesha Sullivan
Address:	2488 W. Harvard Blvd. n/a Roseburg, OR 97470	Phone:	(541) 492-3512
		Fax:	(541) -
		Email:	alesha.sullivan@ucancap.org

  

Counties served:	DOUGLAS County	Tentative allocation: \$ 2,120,132.00	Congressional districts served:	<u>CD</u>
		Planned units: 326		
		Type of organization: Non-profit organization		

---

Name:	<b>Yamhill County Community Action Progs</b>	Contact:	Kraig Ludwig
Address:	P.O. Box 621 n/a McMinnville, OR 97801	Phone:	(503) 472-0457
		Fax:	(503) 472-5555
		Email:	kludwig@onlinemac.com

  

Counties served:	YAMHILL County	Tentative allocation: \$ 730,406.00	Congressional districts served:	<u>CD</u>
		Planned units: 112		
		Type of organization: Non-profit organization		

---

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: OR Grant Number: EE0000087 Program Year: 2009

**SERC Subgrantee(s)**

Name: **ACCESS Inc.** Contact: Beth Bender  
 Address: 3630 Aviation Way Phone: (541) 779-6691  
 PO Box 4699 Fax: (541) -  
 Medford, OR 97501 Email: bbender@access.inc.org  
 Counties served: JACKSON County Tentative allocation: \$ 1,322,789.00 Congressional districts served: CD  
 Planned units: 110  
 Type of organization: Non-profit organization  
 Remarks: ACCESS will be participating in the Photovoltaic and Energy Efficiency Alternatives projects.

Name: **Community Services Consortium** Contact: Steve Jole  
 Address: 545 Southwest Second Street, Suite A Phone: (541) 752-1010  
 n/a Fax: (541) -  
 Corvallis, OR 97330 Email: sjole@csc.gen.or.us  
 Counties served: LINCOLN County Tentative allocation: \$ 1,322,789.00 Congressional districts served: CD  
 LINN County Planned units: 104  
 BENTON County Type of organization: Unit of local government  
 Remarks: CSC will be participating in the Photovoltaic project and may be providing service outside of their historical service territory. CSC will also be participating in Project 2, CSC will be specifically installing in 60 units any combination of the Energy Star Certified General Electric brand GeoSpring® Hybrid Heat Pump Water Heater, home monitoring device (HEM) installations using the Energy Detective and the installation of high efficiency heating/cooling systems that meet or exceed Energy Star criteria. It will strive to package all of these systems together when optimally applicable.

Name: **Neighbor Impact** Contact: Emily Quaka  
 Address: 2303 Southwest First Phone: (541) 316-2035  
 n/a Fax: (541) -  
 Redmond, OR 97756 Email: emilyq@neighborimpact.org  
 Counties served: DESCHUTES County Tentative allocation: \$ 1,322,789.00 Congressional districts served: CD  
 CROOK County Planned units: 104  
 JEFFERSON County Type of organization: Non-profit organization  
 Remarks: Neighbor Impact will be participating in the Photovoltaic project.

Name: **Oregon Coast Community Action Agency** Contact: John Huntsman  
 Address: 2110 Newmark Phone: (541) 888-7117  
 n/a Fax: (541) -  
 Coos Bay, OR 97420 Email: johnh@orcca.us  
 Counties served: COOS County Tentative allocation: \$ 1,322,789.00 Congressional districts served: CD  
 CURRY County Planned units: 104  
 Type of organization: Non-profit organization  
 Remarks: ORCCA will be participating in the Photovoltaic project.

DOE F 540.5

U.S. Department of Energy

OMB Control No. 1910-5127

(08/05)

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 6-30-08

State: OR Grant Number: EE0000087 Program Year: 2009

---

Name:	<b>United Community Action Network</b>	Contact:	Alesha Sullivan
Address:	2488 W. Harvard Blvd. n/a Roseburg, OR 97470	Phone:	(541) 492-3512
		Fax:	(541) -
		Email:	alesha.sullivan@ucancap.org
Counties served:	DOUGLAS County JOSEPHINE County	Tentative allocation:	\$ 1,322,789.00
		Planned units:	104
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u>

Remarks: UCAN will participate in the Photovoltaic project and may be providing services outside their traditional service territory.