



FLORIDA DEPARTMENT *of*
ECONOMIC OPPORTUNITY

State of Florida Weatherization Assistance Program Year 2022-2023 State Plan

Florida Department of Economic Opportunity
Dane Eagle, Secretary
107 East Madison Street
Caldwell Building, 2nd Floor
Tallahassee, Florida 32399



*Weatherization
Works*



FLORIDA DEPARTMENT *of*
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**State of Florida
Weatherization Assistance Program
Program Year 2022-2023 State Plan**

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FLORIDA DEPARTMENT *of*
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**State of Florida
Weatherization Assistance Program
Program Year 2022-2023 State Plan**

Executive Summary

Bureau of Economic Self-Sufficiency Weatherization Assistance Program (WAP) 2022-2023 WAP State Plan



Executive Summary

The State of Florida Weatherization Assistance Program (WAP) Plan for Program Year 2022-2023 serves as Florida's application to the U.S. Department of Energy (DOE) for WAP funds and the guide for the allocation/allocating of more than \$3.2 million in federal residential energy conservation funding as well as \$5 million in supplemental funding from the U.S. Department of Health and Human Services through the Low-Income Home Energy Assistance Program (LIHEAP). These funds will provide assistance to more than 1,000 households across the state. WAP is administered by the Florida Department of Economic Opportunity (DEO), which is primarily responsible for the state's community assistance programs. DEO delivers weatherization services in coordination with other state and local partners and will distribute all WAP funding for 2022 in accordance with this plan.

The purpose of WAP is to install energy conservation measures in the homes of income-eligible persons, especially homes occupied by the elderly, persons with disabilities, and children. Funds are targeted to the most cost-effective conservation measures, which are determined from an on-site energy audit of the dwelling. WAP aims to help reduce national energy consumption and carbon emissions and lessen the impact of higher energy costs on low-income families. It also improves the health and safety of households that participated in the program.

Florida implements WAP through a network of local providers with expertise in energy conservation. These subrecipients provide energy conservation services using their own trained crews or by subcontracting work to qualified contractors. Energy conservation measures funded through the program range from air sealing and insulating single-family homes to replacing heating systems. WAP assists in all types of housing units, including single and multi-family housing, manufactured housing, and group homes, and provides services in each of the state's 67 counties.

WAP contributes to the quality of life of low-income residents. Each dollar spent in program activities can be expected to result in a savings of about \$3 in energy cost over the life of the installed measures – money that is returned to local economies across the state. The health and safety benefits provided by program administrators – installing carbon monoxide detectors, correcting conditions that may allow dangerous mold to grow in assisted units, or replacing unsafe heating systems that could cause a fire – can save lives. In partnership with the network of subrecipients that deliver WAP services, DEO will ensure these public services continue through Program Year 2022-2023.



FLORIDA DEPARTMENT *of*
ECONOMIC OPPORTUNITY



**State of Florida
Weatherization Assistance Program
Program Year 2022-2023 State Plan**

Application

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			4. Applicant Identifier:		
5a. Fed Entity Identifier:			5b. Federal Award Identifier: DE-EE0009895		
State Use Only:					
6. Date Received by State:			7. State Application Identifier:		
8. APPLICANT INFORMATION:					
a. Legal Name: Florida State of					
b. Employer/Taxpayer Identification Number (EIN/TIN): 364706134			c. UEI: WVR6ECT1G9F8		
d. Address:					
Street 1: 107 E. Madison St. MSC-400					
Street 2:					
City: Tallahassee					
County: LEON County					
State: FL					
Province:					
Country: U.S.A.					
Zip / Postal Code: 323990000					
e. Organizational Unit:					
Department Name: Florida Department of Economic Opportunity			Division Name: Community Development		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix: Ms First Name: Debbie					
Middle Name:					
Last Name: Smiley					
Suffix:					
Title: Bureau Chief					
Organizational Affiliation: Florida Department of Economic Opportunity					
Telephone Number: 8507178467			Fax Number: 8504882488		
Email: Debbie.Smiley@deo.myflorida.com					

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance Program

12. Funding Opportunity Number:

DE-WAP-0002022

Title:

2022 Weatherization Assistance Program

13. Competition Identification Number:

Title:

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

Statewide

15. Descriptive Title of Applicant's Project:

Weatherization Assistance Program for Low-Income Persons

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16. Congressional District Of:

a. Applicant: Florida Congressional District 02 b. Program/Project: FL-02

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

17. Proposed Project:

a. Start Date: 07/01/2022 b. End Date: 06/30/2023

18. Estimated Funding (\$):

a. Federal	3,472,840.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	3,472,840.00

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

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

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

No

21. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements**

herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to

I AGREE

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

Authorized Representative:

Prefix: Ms First Name: Caroline

Middle Name: B.

Last Name: Womack

Suffix:

Title: Deputy Chief Financial Officer

Telephone Number: 8502457126

Fax Number:

Email: Caroline.Womack@deo.myflorida.com

Signature of Authorized Representative: Signed Electronically

Date Signed: 07/08/2022



FLORIDA DEPARTMENT *of*
ECONOMIC OPPORTUNITY



**State of Florida
Weatherization Assistance Program
Program Year 2022-2023 State Plan**

Budget

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009895		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Florida State of 107 E. Madison St. MSC-400 Tallahassee, FL 323990000		4. Program/Project Start Date 07/01/2022	5. Completion Date 06/30/2023

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 0.00		\$ 3,472,840.00		\$ 3,472,840.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 3,472,840.00	\$ 0.00	\$ 3,472,840.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRA TION	(2) SUBGRANTE E ADMINISTRA	(3) GRANTEE T&TA	(4) SUBGRANTE E T&TA	
a. Personnel	\$ 78,593.00	\$ 0.00	\$ 81,124.00	\$ 0.00	\$ 159,717.00
b. Fringe Benefits	\$ 29,866.00	\$ 0.00	\$ 30,828.00	\$ 0.00	\$ 60,694.00
c. Travel	\$ 2,286.00	\$ 0.00	\$ 28,694.00	\$ 0.00	\$ 30,980.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 0.00	\$ 201,986.00	\$ 150,840.00	\$ 294,490.00	\$ 3,127,202.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 110,745.00	\$ 201,986.00	\$ 291,486.00	\$ 294,490.00	\$ 3,378,593.00
j. Indirect Costs	\$ 94,247.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 94,247.00
k. Totals	\$ 204,992.00	\$ 201,986.00	\$ 291,486.00	\$ 294,490.00	\$ 3,472,840.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009895		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Florida State of 107 E. Madison St. MSC-400 Tallahassee, FL 323990000	4. Program/Project Start Date 07/01/2022		
	5. Completion Date 06/30/2023		

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 3,472,840.00	\$ 0.00	\$ 3,472,840.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 159,717.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 60,694.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 30,980.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 1,895,178.00	\$ 284,000.00	\$ 44,000.00	\$ 66,000.00	\$ 3,127,202.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 1,895,178.00	\$ 284,000.00	\$ 44,000.00	\$ 66,000.00	\$ 3,378,593.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 94,247.00
k. Totals	\$ 1,895,178.00	\$ 284,000.00	\$ 44,000.00	\$ 66,000.00	\$ 3,472,840.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009895		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Florida State of 107 E. Madison St. MSC-400 Tallahassee, FL 323990000		4. Program/Project Start Date 07/01/2022	5. Completion Date 06/30/2023

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 3,472,840.00	\$ 0.00	\$ 3,472,840.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) WEATHERIZA TION READINESS	(2)	(3)	(4)	
a. Personnel	\$ 0.00				\$ 159,717.00
b. Fringe Benefits	\$ 0.00				\$ 60,694.00
c. Travel	\$ 0.00				\$ 30,980.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 0.00
f. Contract	\$ 190,708.00				\$ 3,127,202.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 0.00
i. Total Direct Charges	\$ 190,708.00				\$ 3,378,593.00
j. Indirect Costs	\$ 0.00				\$ 94,247.00
k. Totals	\$ 190,708.00				\$ 3,472,840.00
7. Program Income	\$ 0.00				\$ 0.00

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: Florida State of
Award number: EE0009895

Budget period: 07/01/2022 - 06/30/2023

1. PERSONNEL - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B. Line 6.f. Contracts and Sub-Grants).

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

Position	Description of Duties of Professionals
WAP Program Manager	Administration of contracting, monitoring, evaluation, training and technical assistance for the program.
Government Operations Consultant (GOC III)	Serves as a the Technical Team Lead, high-level Contract Manager for Weatherization.
Government Operations Consultant (GOC II)	Serves as a subgrant manager and program monitor and provides technical assistance and training through on-site visits and program analysis. HHS LIHEAP and CSBG funding to cover remainder of staff time.
Chief, Bureau of Economic Self-Sufficiency	This position serves as the Chief of the Bureau of Economic Self-Sufficiency administering the Weatherization Assistance Program, Low Income Home Energy Assistance Program and Community Services Block Grant. HHS LIHEAP and CSBG funding to cover remainder of staff time.
Government Operations Consultant III (GOC III)	Serves as the Policy Team Lead, high-level Contract Manager for Weatherization.
Government Operations Consultant II (GOC II)	Serves as a subgrant manager and program monitor and provides technical assistance and training through on-site visits and program analysis. HHS LIHEAP and CSBG funding to cover remainder of staff time.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
WAP Program Manager	\$60,500.04	100.0000 % FT	\$60,500.04
Government Operations Consultant (GOC III)	\$48,000.00	50.0000 % FT	\$24,000.00
Government Operations Consultant (GOC II)	\$39,995.04	25.0000 % FT	\$9,998.76
Chief, Bureau of Economic Self-Sufficiency	\$77,251.50	43.0000 % FT	\$33,218.14
Government Operations Consultant III (GOC III)	\$44,500.08	50.0000 % FT	\$22,250.04
Government Operations Consultant II (GOC II)	\$39,000.00	25.0000 % FT	\$9,750.00
		Direct Pay Total	\$159,716.98

2. FRINGE BENEFITS

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.

- b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

Employer contribution rates are set by State and Federal law. On average, employer contribution rates for program year 2022 are approximately 38% of employee's salaries. Employer contribution rates are composed of social security (approximately 6.2%), state retirement (approximately 8.85%), health/life/disability insurance (22.70%), and pretax administrative assessments (.25%). Please note that these percentages vary per employee depending on the benefit selection.

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
WAP Program Manager	\$60,500.04	38.0004 %	\$22,990.26
Government Operations Consultant (GOC III)	\$24,000.00	38.0011 %	\$9,120.26
Government Operations Consultant (GOC II)	\$9,998.76	38.0025 %	\$3,799.78
Chief, Bureau of Economic Self-Sufficiency	\$33,218.14	38.0008 %	\$12,623.16
Government Operations Consultant III (GOC III)	\$22,250.04	38.0012 %	\$8,455.28
Government Operations Consultant II (GOC II)	\$9,750.00	38.0026 %	\$3,705.25
		Fringe Benefits Total	\$60,693.99

3. TRAVEL

- a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

<u>Purpose of Trip</u>	<u>Number of Trips</u>	<u>Cost Per Trip</u>	<u>Total</u>
Statewide Meeting	2	\$800.00	\$1,600.00
Training for 10 staff (Tier 1)	6	\$206.65	\$1,239.90
Training for 10 staff (Tier 2)	5	\$200.00	\$1,000.00
Department of Energy Training Opportunities	2	\$850.00	\$1,700.00
Statewide Monitoring, Training & Technical Assistance visits to Subgrantees. Florida utilizes percentage of other funding source to supplement additional state monitoring costs.	22	\$500.00	\$11,000.00
National Association of State Community Services Programs (NASCS) Conference	10	\$1,444.01	\$14,440.10
		Travel Total	\$30,980.00

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

Cost estimates for travel activities are based upon past travel costs and follow state travel guidelines.

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

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

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

No equipment purchase planned.

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

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

General Category	Cost	Justification of Need
N/A	\$0.00	N/A
	\$0.00	

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

Any supplies purchased are included in the indirect pool.

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

Name of Proposed Sub	Total Cost	Basis of Cost*
Contractual Services - T&TA Activities	\$39,163.69	Web-Based reporting system utilized by subrecipients for submitting monthly reports and collecting client level data statistics. Includes associated monthly maintenance agreement charges.
Contractual Services - Florida Association of Community Action	\$30,430.50	Annual Statewide Conference - Venue, training materials, speakers; FACA will plan, coordinate and facilitate Weatherization T&TA activities in collaboration with the Florida Weatherization Network represented members of FACA and DEO staff. Training topics include but not limited to: Energy Auditor, Quality Control Inspector, Blower Door Assisted Weatherization, Procurement Practices, Standard Work Specifications, ASHRAE 62.2, Manual J Calculation, Customer Service Best Practices and other topics as approved by DEO. This is only a percentage of the anticipated cost; LIHEAP funding will also be utilized.
Grantee Contractual Services for T&TA Activities.	\$81,245.60	Procurement of QCI - Outsourcing costs to the State office for conducting its QCI during subrecipient monitoring visits. DEO plans to expand procurement and increase the amount of vendors available to conduct QAI/QCI across the state.
Subrecipients Listed in Annual File, Section IV.1	\$2,976,362.21	Includes all funds allocated to: Subrecipient Administration; Subrecipient T&TA, Program Operations, Health and Safety; Liability Insurance, Single Audit, and Weatherization Readiness Fund.
Contracts and Subgrants Total	\$3,127,202.00	

*For example, Competitive, Historical, Quote, Catalog

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

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

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
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- b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

All costs included in Other Direct Costs are properly excluded from indirect costs to ensure there are not duplicate charges. All costs proposed are only being used in support of the WAP program.

8. **INDIRECT COSTS**

- a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.

For PY 2022, DEO is using an indirect rate of 42.76% per the agreement dated November 3, 2021. The base is total direct salaries and wages including all applicable fringe benefits.

- b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name: Caroline Womack

Phone Number: 8502457126

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
DEO Salaries - Personnel & Benefits	\$220,410.00	42.7600 %	\$94,247.32
		Indirect Costs Total	\$94,247.32



FLORIDA DEPARTMENT *of*
ECONOMIC OPPORTUNITY



**State of Florida
Weatherization Assistance Program
Program Year 2022-2023 State Plan**

Indirect Cost Rate Package

NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA)

NON-FEDERAL ENTITY:
 Florida Department of Economic
 Opportunity
 Caldwell Building 107 E. Madison St.
 Tallahassee, FL 32399

EIN: 36-4706134

DATE: 11/3/2021

FILE REFERENCE: This
 replaces the agreement dated
 10/5/2020

The indirect cost rate(s) contained in this Agreement are for use on grants, contracts, and other agreements with the Federal Government. This Agreement was negotiated by **Florida Department of Economic Opportunity** (non-Federal entity) and the **U.S. Department of Labor** in accordance with the authority contained in the Federal Acquisition Regulation (FAR) for commercial entities, or Title 2 of the Code of Federal Regulations, Part 200 for nonprofit and state/local entities. This Agreement is subject to the limitations in Section II, A, below.

When applicable, the rates presented in this Agreement may only be applied to: (1) cost-reimbursement contracts and (2) actual costs for materials in time-and-materials (T&M) contracts. Any indirect rates for labor costs in T&M, labor-hour and fixed-price contracts must be negotiated with the Contracting Officer during pre-award in accordance with FAR Part 15.404-1(c).

SECTION I: RATES

<u>TYPE</u>	<u>APPROVAL</u>	<u>FROM</u>	<u>TO</u>	<u>RATE</u>	<u>BASE</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
Indirect	Final	07/01/2020	06/30/2021	28.93%	SW-1	Loc-1	AP-2
Indirect	Final	07/01/2020	06/30/2021	39.66%	SW-1	Loc-1	AP-3
Indirect	Final	07/01/2020	06/30/2021	4.41%	SW-1	Loc-1	AP-4
Indirect	Final	07/01/2020	06/30/2021	41.15%	SW-1	Loc-1	AP-5
Indirect	Final	07/01/2020	06/30/2021	38.45%	SW-1	Loc-1	AP-6
Indirect	Final	07/01/2020	06/30/2021	31.51%	SW-1	Loc-1	AP-7
Indirect	Provisional	07/01/2021	06/30/2023	29.11%	SW-1	Loc-1	AP-8
Indirect	Provisional	07/01/2021	06/30/2023	42.76%	SW-1	Loc-1	AP-9
Indirect	Provisional	07/01/2021	06/30/2023	4.94%	SW-1	Loc-1	AP-10

(SEE SPECIAL REMARKS)

BASE:

SW-1: Total direct salaries and wages including vacation, holiday, sick pay, other paid absences, and all applicable fringe benefits.

LOCATION:

Loc-1: All Locations
 Loc-1: All Locations
 Loc-1: All Locations
 Loc-1: All Locations

APPLICABLE TO:

AP-2: Workforce DEO In-House Program
 AP-3: Workforce Board Services Program
 AP-4: Workforce Jointly Managed Program
 AP-5: Community Development Program

LOCATION:

Loc-1: All Locations
Loc-1: All Locations
Loc-1: All Locations
Loc-1: All Locations
Loc-1: All Locations

APPLICABLE TO:

AP-6: Strategic Business Development Program
AP-7: Facilities Services Program
AP-8: DEO In-House Programs
AP-9: DEO Oversight Programs
AP-10: Workforce Jointly-Managed Programs

TREATMENT OF FRINGE BENEFITS: Fringe benefits are specifically identified to each employee and/or are charged individually as direct or indirect cost (as applicable). See Special Remarks section of this Agreement for more details.

TREATMENT OF PAID ABSENCES: Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

SECTION II: GENERAL

A. LIMITATIONS:

Use of the rate(s) contained in the Agreement is subject to all statutory or administrative limitations and is applicable to a given Federal award or contract only to the extent that funds are available. Acceptance of the rate(s) agreed to herein is predicated upon the following conditions:

1. No costs other than those incurred by the non-Federal entity or contractor were included in its indirect cost pool as finally accepted and that such incurred costs are legal obligations of the non-Federal entity and allowable under the governing cost principles.
2. The same costs that have been treated as indirect costs have not been claimed as direct costs.
3. Similar types of costs have been accorded consistent treatment.
4. The information provided by the non-Federal entity or contractor which was used as a basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially inaccurate by the Federal government. In such situations, the rate(s) may be subject to renegotiation at the discretion of the Federal government.
5. The rates cited in this Agreement are subject to audit.
6. Indirect costs charged to Federal grants/contracts by means other than the rate(s) cited in this Agreement should be adjusted to the applicable rate(s) cited herein and be applied to the appropriate base to identify the proper amount of indirect costs allocable to the program.
7. Contracts/grants providing for ceilings as to the indirect cost rate(s) or amount(s) which are indicated in Section I above, will be subject to the ceilings stipulated in the contract or grant agreements. The ceiling rate or the rate(s) cited in this Agreement, whichever is lower, will be used to determine the maximum allowable indirect cost on the contract or grant agreement.

8. Administrative costs consist of all Direct and Indirect costs associated with the management of a non-Federal entity's programs. Non-Federal entities should refer to their contracts/grants terms and specific program legislation for the applicable definition of Administrative Costs and any related limitations.

B. **ACCOUNTING CHANGES**: This agreement is based on the accounting system purported by the non-Federal entity or contractor to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval from the Cost & Price Determination Division (CPDD). Such changes include, but are not limited to changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. **NOTIFICATION TO FEDERAL AGENCIES**: A copy of this document is to be provided by the non-Federal entity or contractor to other Federal funding sources as a means of notifying them of the Agreement contained herein.

D. **DEFINITION OF RATES**:

1. Final rate means an indirect cost rate applicable to a specified past period which is based on the actual costs of the period. A final rate is not subject to adjustment.
2. Provisional rate or billing rate means a temporary indirect cost rate applicable to a specified period which is used for funding, interim reimbursement, and reporting indirect costs on Federal awards pending the establishment of a final rate for the period.
3. Predetermined rate means an indirect cost rate, applicable to a specified current or future period, usually the organization's fiscal year. The rate is based on an estimate of the costs to be incurred during the period. A predetermined rate is not subject to adjustment.
4. Fixed rate means an indirect cost rate which has the same characteristics as a predetermined rate, except that the difference between the estimated costs and the actual costs of the period covered by the rate is carried forward as an adjustment to the rate computation of a subsequent period.

The Special Remarks section of this agreement may include a carry forward amount(s) for the applicable fiscal year(s).

E. **SPECIAL REMARKS**:

1. Provisional/Final Rate approval and impact to closeout adjustments:

When seeking initial reimbursement of indirect costs using the provisional/final rate methodology, a provisional proposal must be submitted within 90 days of receiving a Federal award (financial assistance, grants, cooperative agreements, and cost reimbursable contracts) that requires accounting for actual costs incurred. The non-Federal entity or contractor must submit an indirect

cost rate proposal within six (6) months after the end of their fiscal year to establish a final rate.

Once a final rate is negotiated, billings and charges to Federal awards must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the non-Federal entity or contractor may not recover all indirect costs. Conversely, if the final rate is less than the provisional rate, the non-Federal entity or contractor will be required to reimburse the funding agency for the excess billings.

Non-Federal entities or contractors receiving a Federal cost reimbursable contract(s) - Must adhere with FAR 52.216-7(d)(2)(v), to settle final indirect cost rates typically on an annual basis:

“The contractor shall update the billings on all contracts to reflect the final settled rates and update the schedule of cumulative direct and indirect costs claimed and billed, as required in paragraph (d)(2)(iii)(I) of this sections, within 60 days after settlement of final indirect cost rates.”

In addition, the contractor shall provide to the Contracting Officer the noted cumulative costs schedule within 60 days of the execution of this agreement.

If the non-Federal entity or contractor has completed performance under any of the contracts covered by this Agreement, a final invoice or voucher must be submitted no later than 120 days from the date on which this Agreement is executed, following guidance from FAR 52.216-7(d)(5) and FAR 52.216-7(h).

Non-Federal entities receiving Federal awards (financial assistance, grants, and cooperative agreements) – Note that even if Federal awards are administratively closed prior to the settlement of final indirect cost rates, non-Federal entities still must comply with the following 2 CFR Part 200 clauses stating, in part:

§200.344 Post-closeout adjustments and continuing responsibilities

(a) The closeout of a Federal award does not affect any of the following:

- (1) The right of the Federal awarding agency or pass-through entity to disallow costs and recover funds on the basis of a later audit or other review. The Federal awarding agency or pass-through entity must make any cost disallowance determination and notify the non-Federal entity within the record retention period.
- (2) The obligation of the non-Federal entity to return any funds due as a result of later refunds, corrections, or other transactions including final indirect cost rate adjustments.

§200.345 Collection of amounts due

(a) Any funds paid to the non-Federal entity in excess of the amount to which the non-Federal entity is finally determined to be entitled under the terms of the Federal award constitute a debt to the Federal Government.

- (b) Except where otherwise provided by statutes or regulations, the Federal awarding agency will charge interest on an overdue debt in accordance with the Federal Claims Collection Standards (31 CFR parts 900 through 999). The date from which interest is computed is not extended by litigation or the filing of any form of appeal.
2. Fringe benefits include the following: Retirement, Social Security, Group Health Insurance, Life Insurance, Senior Management Disability Insurance, and Pre-Tax Benefits.
 3. Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition. The capitalization threshold for equipment is \$5,000.
 4. The indirect salaries approved as part of the Rate/CAP in Section I comply with the applicable ETA TEGL 5-06 and/or Job Corps salary and bonus restrictions.

ACCEPTANCE

BY THE NON-FEDERAL ENTITY:

Florida Department of Economic Opportunity
 Caldwell Building 107 E. Madison Street
 Tallahassee, FL 32399

(Non-Federal Entity)

Caroline Womack
 (Signature)

~~Will Currie~~ Caroline Womack
 (Name)

Interim
 Chief Financial Officer
 (Title)

11/3/21
 (Date)

**BY THE COGNIZANT AGENCY FOR
 INDIRECT COSTS, ON BEHALF OF THE
 U.S. FEDERAL GOVERNMENT:**

U.S. Department of Labor
 Cost & Price Determination Division
 200 Constitution Ave., N.W., S-1510
 Washington, DC 20210

(U.S. Federal Government Agency)

Damon Tomchick
Digitally signed by Damon Tomchick
 Date: 2021.11.03 03:30:00 -04'00'

(Signature)

for
Victor M. López
 (Name)

Chief, Cost & Price Determination Division
 (Title)

11/3/2021
 (Date)

Negotiated By: Damon Tomchick
 Office Phone: (240) 475-2786
 Email: tomchick.damon@dol.gov



FLORIDA DEPARTMENT *of*
ECONOMIC OPPORTUNITY



**State of Florida
Weatherization Assistance Program
Program Year 2022-2023 State Plan**

Annual File

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

(Grant Number: EE0009895, State: FL, Program Year: 2022)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Bay County Council on Aging, Inc. (Panama City)	\$90,569.25 5
Brevard County Board of County Commissioners (Melbourne)	\$103,962.25 7
Capital Area Community Action Agency, Inc. (Tallahassee)	\$146,614.17 12
Central Florida Community Action Agency, Inc. (Gainesville)	\$167,216.86 14
Centro-Campesino Farmworker Center, Inc. (Florida City)	\$402,522.91 41
Community Action Program Committee, Inc. (Pensacola)	\$230,299.73 21
Lake Community Action Agency, Inc. (Eustis)	\$85,188.25 5
Meals on Wheels, Etc., Inc. (Sanford)	\$90,169.25 5
Miami-Dade County (Miami)	\$196,200.24 17
Mid Florida Community Services, Inc. (Brooksville)	\$234,632.15 22
Monroe County Board of County Commissioners (Key West)	\$51,804.25 1
Northeast Florida Community Action Agency, Inc. (Jacksonville)	\$239,225.87 22
Osceola County Council on Aging, Inc. (Kissimmee)	\$205,002.24 18
Pinellas County Urban League, Inc. (St. Petersburg)	\$129,730.25 10
St. Johns Housing Partnership, Inc. (St. Augustine)	\$124,976.53 9
Step Up Suncoast, Inc. (Sarasota)	\$122,543.63 9
Suwannee River Economic Council, Inc. (Live Oak)	\$114,564.81 8
Tampa Hillsborough Action Plan, Inc. (Tampa)	\$241,139.38 22
Total:	\$2,976,362.02 248

IV.2 WAP Production Schedule

Planned units by quarter or category are no longer required, no information required for persons.	
Weatherization Plans	Units
Total Units (excluding reweatherized)	248
	248
Reweatherized Units	0
	0

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Average Unit Costs, Units subject to DOE Project Rules	
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)	
A Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B Total Units Weatherized	248
C Total Units Reweatherized	0
D Total Dwelling Units to be Weatherized and Reweatherized (B + C)	248
E Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)	
F Total Funds for Program Operations	\$1,895,178.02
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	248
H Average Program Operations Costs per Unit (F divided by G)	\$7,641.85
I Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J Total Average Cost per Dwelling (H plus I)	\$7,641.85

IV.3 Energy Savings

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	248	29.3	7266
Prior Year Estimate	476	29.3	13947
Prior Year Actual	137	29.3	4014
Method used to calculate savings description:			

IV.4 DOE-Funded Leveraging Activities

<u>DOE Funded Leveraging Activities</u>
During Program Year (PY) 2022-2023, Florida will not utilize any DOE funding for leverage activities.

IV.5 Policy Advisory Council Members

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

Melvin Philpot	Type of organization: For-profit or Corporate (not a financial institution or utility) Contact Name: Phone: 4079429332 Email: melvin.philpot@duke-energy.com
Mr. Al Miller	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 8639563491 Email: amiller@alpi.org
Mr. Casey Penn	Type of organization: Unit of State Government Contact Name: Phone: 8502457466 Email: Casey.Penn@DEO.myflorida.com
Ms. Amy Yount	Type of organization: Local agency Contact Name: Phone: 94182728877901 Email: ayount@stepupsuncoast.org
Ms. Faith Pullen	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 9549408041 Email: faith@faca.org

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Ms. Karen Hagan	Type of organization: Unit of State Government Contact Name: Phone: 8504120085 Email: karen.hagan@apdcare.org
Ms. Lindsay Tanner	Type of organization: Unit of State Government Contact Name: Phone: 8504142368 Email: TannerL@elderaffairs.org
Ms. Shila Salem	Type of organization: Unit of State Government Contact Name: Phone: 8507174518 Email: shila.salem@myflfamilies.com
Terry Mutch	Type of organization: Local agency Contact Name: Phone: 8502222043 Email: terry.mutch@cacaainc.org

IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)

Date Held Newspapers that publicized the hearings and the dates the notice ran
04/06/2022 Notice ran in the Florida Administrative Register (FAR)
04/07/2022 Notice appeared on FL Department of Economic Opportunity Website
04/29/2022 Public Hearing Held; Transcript Pending

IV.7 Miscellaneous

The following personnel are the official Florida points of contact that will be identified in the Assistance Agreement, which is the authorizing award document issued by the DOE contracting officer:

Recipient Business Officer

The representative is authorized to act on the behalf of the Grantee to negotiate the award. All DOE official correspondence related to the award will be addressed to the Recipient Business Officer.

Debbie Smiley, Bureau Chief

Bureau of Economic Self-Sufficiency, Division of Community Development
Florida Department of Economic Opportunity
107 East Madison Street, MSC 400
Tallahassee, Florida 32399
Phone (850) 717-8467

Principal Investigator

The technical representative is authorized to act on behalf of the Grantee as project manager for the award. The Grantee's Principal Investigator is the prime point of contact for the DOE Project Officer during the project period of performance and will receive a copy of all DOE official correspondence related to the award.

Alma Valencia, Community Program Manager

Bureau of Economic Self-Sufficiency, Division of Community Development

Florida Weatherization Assistance Program
Florida Department of Economic Opportunity
107 East Madison Street, MSC-400
Tallahassee, FL 32399-6508
Phone (850) 717-8468

Policy Advisory Council:

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
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Please see Policy Advisory Council members profiles attached to SF-424.

Florida WAP Service Provider Termination:

- Suwannee River Economic Council notified the Florida Department of Economic Opportunity of their wish to terminate their status as a Weatherization Assistance Program service provider on March 2022. Suwannee River Economic Council will discontinue WAP services on April 30, 2022.
- A permanent service provider for Calhoun, Madison, Taylor, Hamilton, Suwannee, Lafayette, Gilchrist, Dixie, Union, Columbia, and Bradford county will be selected through the appropriate competitive application process within the next 6-8 months.
- On a temporary basis, Capital Area Community Action Agency, based in Tallahassee, Florida, will be providing weatherization services for all 10 counties Suwannee River Economic Council serviced until a permanent provider(s) are selected through a competitive process.

Weatherization Readiness Fund:

The purpose for Weatherization Readiness Fund (WRF) is to reduce the frequency of deferred homes that require services that are outside the scope of weatherization, before the weatherization services can commence. WRF will bring the dwelling into weatherization readiness by addressing structural and health and safety issues.

The WRF will be distributed equally among the 18 Weatherization Subgrantees and the WRF Average Cost Per Unit (WRF ACPU) will be \$1,500.

The Subgrantee must conduct a thorough inspection of the dwelling to identify all deferral issues to avoid multiple deferrals. The Subgrantee will prioritize households for WRF based on the complexity of the fix, the cost related to the issue, and must not pose significant threat, endangerment, or create a significant health concern. The nature of the repairs may fall under the following categories:

- Roof Repair
- Wall Repair (Interior or Exterior)
- Ceiling repair
- Floor Repair
- Exterior drainage repairs (e.g. gutters)
- Plumbing repairs
- Electrical repairs
- Clean-up or remediation beyond typical scope of WAP
 - Lead Paint
 - Asbestos (Confirmed or suspected, including vermiculite), mold and/or moisture
 - Debris
 - Pests or feces removal

Any other possible issue or repair not mentioned above will require the Subgrantee to obtain permission from Grantee prior to utilizing the WRF.

LIHEAP-WAP funds may be utilized to leverage WRF activities to bring a dwelling to weatherization readiness status.

Restrictions

WRF will not be utilized for homes that exhibit dangerous conditions that may pose a significant threat, endangerment, or can create a significant health concern to the Subgrantee's staff, contractors, and/or crews.

WRF Average Cost Per Unit above \$1,500 will not be permitted.

Dwellings with issues or repairs that alter the value of a dwelling will not be permitted.

Monitoring

The WRF will be monitored through the monthly reimbursement process. Subgrantees will be required to indicate and identify the homes where WRF was utilized on their Financial Activity. The WRF ACPU will also be monitored at that time.

Additionally, the WRF will be monitored during yearly remote and onsite monitoring. The Subgrantee will be responsible for producing documentation (e.g. invoices, etc.) to corroborate the expenditures for the purpose of making the dwelling weatherization ready.



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ECONOMIC OPPORTUNITY



**State of Florida
Weatherization Assistance Program
Program Year 2022-2023 State Plan**

Master File Narrative

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

(Grant Number: EE0009895, State: FL, Program Year: 2022)

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

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

Provide a description of the definition of income used to determine eligibility

All dwelling units to be weatherized shall be determined eligible in such a manner to ensure that each weatherized unit meets the qualifications of 10 CFR 440.22, "Eligible Dwelling units." Eligibility may be categorical or traditional.

Categorical Eligibility:

Categorical eligibility applies when one or more persons living in the dwelling unit has received cash assistance payments under Title IV or XVI of the Social Security Act, or applicable state or local law at any time during the 12 months preceding the determination of eligibility for weatherization assistance; or one or more persons in the unit is eligible for assistance under the Low Income Home Energy Assistance Act of 1981, provided that such basis is at least 200 percent of the poverty level.

Additionally, categorical eligibility will expand to include include U.S. Department of Housing and Urban Development's (HUD) means-tested programs' income qualifications at or below 80% of Area Median Income. (examples of HUD program but not limited to Community Development Block Grants (CDBG), HOME Investment Partnerships Program (HOME), Lead Hazard Control & Healthy Homes Program (OLHCHH), etc.).

Certification that applicants have met the income requirements of HUD means-tested programs through mechanisms including, but not limited to, applicant documentation, interagency lists of recipients, shared system databases, etc. Method of verification of eligibility must be included in the client file.

The beneficiaries of this change include: 1) DOE WAP Grantees and Subgrantees – allowing qualified households for means-tested HUD Programs to be categorically eligible for the WAP. 2) Low-income eligible households being served by removing the additional burden of applying for and submitting the same documentation to multiple programs to receive comprehensive services.

Traditional Eligibility:

Traditional eligibility applies to any household whose income is at or below 200 percent of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget for the 12 months preceding the application.

All income documentation/information must be recertified after 180 days of the original income verification date. If it is determined that a Subrecipient weatherizes a dwelling of a household that does not meet the income eligibility guidelines in WAP, that Subrecipient will be required to reimburse WAP the total cost of the weatherization activity and generated Program Support (PS).

Describe what household eligibility basis will be used in the Program

A household shall be defined as a family unit meeting the qualifications listed above to qualify for weatherization. In Florida, any household meeting either categorical or traditional eligibility would be eligible to receive WAP benefits.

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

Florida will follow the guidance provided by the U.S. Department of Health and Human Services (HHS) under the Low-Income Home Energy Assistance Program (LIHEAP) available at:

<https://www.acf.hhs.gov/ocs/resource/liheap-in-hhs-guidance-on-the-use-of-social-security-numbers-ssns-and-citizenship-status-verification>

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

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Single-Family dwellings with clear proof of ownership are eligible units for weatherization. The Subrecipient is required to collect proof of ownership documentation from applicants and maintain this proof in the client file.

No dwelling unit may be weatherized without documentation that the dwelling unit is an eligible unit. During the initial client application process, the application must provide evidence or income documentation satisfactory to the Subrecipient outreach worker that the household meets the eligibility requirements. The documentation must be maintained in the client file and made available for inspection by the Subrecipient and state staff. In accordance with the U.S. Department of Energy (DOE) Weatherization Program Notice 21-3, DEO will follow the calculation method as outlined in Florida Policy & Procedure manual. The method of calculation shall be determined by the Grantee and will be applied uniformly by all subrecipients.

Determine eligibility based on owner documentation and income document for renters

DEO requires the subgrantee to obtain applications from renters that have applied for weatherization services before investing any funds in the project and to determine eligibility to weatherization services under 10 CFR Part 440.22. DEO requires that subgrantees enter into a written agreement with owners of rental buildings that will receive weatherization assistance, using a form provided by DEO and located in the WAP Policy and Procedures Manual under 'WAP Landlord Permission to Perform Assessment and Inspections for Rental Units Agreement', (Landlord Agreement) before any funds are invested in a project. The agreement names the tenants as third-party beneficiaries of the agreement, to establish certain rights.

In accordance with Federal rules and guidance intended to limit undue or excessive enhancement of the value of rental units resulting from investment of weatherization funds, DEO may require landlords to contribute to the cost of the weatherization work scope as a condition of receiving assistance. Furthermore, naming the tenant as a third-party beneficiary provides the tenant with recourse in the legal system if a building owner violates the terms of the agreement.

DEO renter procedure will require that:

- Written permission of the building owner is received before any work commences;
- Benefits of weatherization assistance primarily accrue to the low-income tenants residing in the rental units;
- Tenants and owners are notified in writing of their rights and the procedures tenants may follow to complain or appeal should improper rent increases occur;
- No undue or excessive enhancement of the value of the assisted building results from installation of weatherization materials with weatherization funds;
- Landlords agree in writing to restrictions on their use of the building after weatherization funds are invested;
- Landlords participate in the financing of weatherization activities, if applicable; and,
- And other conditions listed under the Landlord Agreement.

DEO will continue to strategize to expand this section of weatherization eligibility for renters. Rental housing provides a significant opportunity to save energy, but DEO is still working to overcome its unique challenges.

Describe Reweathering compliance

Section 1011(h) of the Energy Act of 2020 and 42 U.S. Code § 6865(c)(2), as amended, removed the re-weatherization date, September 30, 1994, and created a "rolling" option. Re-weatherization is defined as "*Dwelling units weatherized (including dwelling units partially weatherized) under this part or under other Federal programs (in this paragraph referred to as 'previous weatherization'), may not receive further financial assistance for weatherization until the date that is 15 years after the date such previous weatherization was completed.*" The priority is to serve dwelling units that have not received prior services. All dwelling units eligible for re-weatherization, must have an audit performed using DOE-approved energy audit tool, National Energy Audit Tool (NEAT), or the Mobile Home Energy Audit Tool (MHEA), to justify the cost of the measures being installed. Eligible dwelling units may not receive weatherization services again unless such dwelling unit has been damaged by fire, flood, or act of God and repair of the damage to weatherization materials is not paid for by insurance or other federal funds such as the Federal Emergency Management Agency (FEMA).

Describe what structures are eligible for weatherization

Structures eligible for weatherization include single family, manufactured housing, and multi-family housing. All structures must be stationary and have a specific mailing (street) address. Campers and non-stationary trailers are not eligible.

Additionally, every dwelling weatherized must meet both the client eligibility and the building eligibility requirements. Structures are ineligible for weatherization funds if they are condemned, scheduled for demolition or designated for acquisition or clearance by a federal, state or local program within 12 months from the date of weatherization scheduled completion.

If conditions exist that preclude the weatherization of the structure, a brief written description of the conditions should be supplied to the client. This notification

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should be coupled with the notification that weatherization assistance is deferred until such time that the problem conditions have been resolved. The Subrecipient should inform the client of a "reasonable" amount of time for the resolution of the problem conditions. (See Deferral Standards).

Subrecipients will exercise caution in dealing with non-traditional type dwelling units to ensure that they meet program regulations on whether the unit is, in fact, eligible.

Describe how Rental Units/Multifamily Buildings will be addressed

Rental Units:

Weatherization of rental units is an allowable activity. There are specific guidelines that are addressed in the Florida WAP Manual, Procedures and Guidelines section, and WPN 16-6 Weatherization of Rental Units. These include:

1. After the client application has been received and it is determined that the household meets the eligibility requirements, the owner must provide proof of ownership (a copy of the deed or property tax receipt).
2. The property owner must sign the Landlord Agreement Form (LAF) and Permission to Enter Premises (PEP) form. The Landlord Agreement Form stipulates that:
 - o The benefits of the services accrue primarily to the tenants.
 - o For a period of 12 months, the tenant will not be subject to a rent increase (unless demonstrated that they are related to other matters not related to the weatherization work performed).
 - o A tenant rent increase complaint may be appealed by the owner.
 - o No undue enhancements shall occur to the value of the dwelling unit.
 - o Encourage financial participation by the owner if feasible.
3. In cases of rental units in multi-family buildings, a 66 percent or 50 percent rule for determining income eligibility requirements must be followed per 10 CFR 440.22(b)(2).

Multi-Family Units:

Multi-family units, five or more units, require case-by-case approval from DOE.

Florida requirements for determining eligibility of multi-family dwellings follow DOE guidance:

1. WPN 22-5, Multifamily Weatherization
2. WPN 22-5, Procedures for Certifying Income-Eligible HUD Assisted Buildings;

Projects being considered for weatherization must be confirmed to meet the 66 percent rule for determining eligible dwellings or, in special cases, the 50 percent rule. The buildings that are subject to the 50 percent threshold are duplexes, four-unit buildings, and certain eligible types of large multifamily buildings. In the final rule published on December 8, 2000, DOE provided guidance on what types of large multifamily buildings may be subject to the 50 percent threshold. (65 Fed. Reg. 77210, Dec. 8, 2000.)

The same assessment of property/unit requirements utilized for single family rental units (PEP and BOA/LAF) will apply to any multi-family project that a Subrecipient may consider weatherizing. Subrecipients considering undertaking a multi-family project within their service area must contact the state WAP office for any additional guidance and then submit the application documentation for review. Then the package will be forwarded to DOE for review and approval. A multi-family project cannot proceed until approved by DOE and then by the state WAP office.

DEO follows guidance offered in WPN 22-5 that streamlines the qualification of certain HUD multi-family properties for weatherization work, including streamlining income eligibility determination and ensuring that benefits accrue primarily to the low-income residents.

Describe the deferral Process

Deferral Process:

The Florida Weatherization Assistance Program (WAP) may elect to defer a dwelling from receiving weatherization services where health and safety hazards exist for WAP staff, contractors, clients or where conditions prevent the safe and effective implementation of weatherization measures. The decision to defer work in a dwelling, or in extreme cases, provide no weatherization services, is difficult but necessary in some cases. This does not mean that assistance will never be available, but that work must be postponed until the problem can be resolved. Information for making this determination may become evident during

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the eligibility process, that the audit or after work has started.

Conditions that may cause a dwelling to be deferred may include, but are not limited to, the following:

- The dwelling was weatherized in the past 15 years.
- A dwelling unit is vacant.
- A dwelling unit is for sale.
- A dwelling unit is scheduled for demolition.
- When there are minor children in the dwelling, but no adult client or adult agent of the client at the time of the estimate or at any other time Subrecipient personnel must enter the dwelling.
- The eligible member of the household moves from the dwelling unit where weatherization activities and services are in progress. In such a case, the Subrecipient must determine whether to complete the work and the circumstances must be documented in the client file.
- The client has known health conditions that prohibit the installation of insulation and other weatherization materials. When a person's health may be at risk and/or the work activities could constitute a health or safety hazard, the occupant at risk will be required to take appropriate action based on severity of risk. Temporary relocation of at-risk occupants may be allowed on a case-by-case basis. Failure or the inability to take appropriate actions must result in deferral.
- A dwelling unit is deemed by the auditor to have irreparable conditions that pose a threat to the health or safety of the crew or subcontractor.
- A mobile home is improperly installed (for example, inadequate supports).
- A dwelling unit is uninhabitable (for example, a burned-out apartment).
- There are health or safety hazards that must be corrected before weatherization services may begin that include, but are not limited to:
 - The presence of animal feces and/or other excrement.
 - Disconnected wastewater pipes.
 - Hazardous electrical wiring; or
 - Unvented combustion appliances.
- The building structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that failure is imminent, and the conditions cannot be resolved cost-effectively.
- The house has sewage or other sanitary problems that would further endanger the client and weatherization installers if weatherization work were performed. Deferral may be necessary in cases where a known agent (odors, mustiness, bacteria, viruses, raw sewage, rotting wood, etc.) is present in the home that may create a serious risk to occupants or weatherization workers.
- The property has been condemned or electrical, heating, plumbing, or other equipment has been "red tagged" by local or state building officials or utilities.
- Moisture problems, mold, and/or mildew are so severe they cannot be resolved under existing health and safety measures and with minor repairs.
- The home has drainage related conditions (gutters, downspouts, extensions, flashing, sump pumps, landscape, etc.) that may create a serious health concern and require more than incidental repair.
- Dangerous conditions exist due to high carbon monoxide levels in combustion appliances and cannot be resolved under existing health and safety measures.
- Dangerous conditions exist due to major gas leak(s) and cannot be resolved under existing health and safety measures.
- If pollutants pose a risk to workers and removal cannot be performed or is not allowed by the client. Pollutants include formaldehyde, Volatile Organic Compounds (VOCs), and other air pollutants.
- When the extent and condition of lead-based paint in the house would potentially create further health and safety hazards.
- Infestation of pests, including rodents, vermin, fleas, and roaches, may be cause for deferral where it cannot be reasonably removed or poses health and safety concern for workers.
- If there is a dangerous dog or other animal that poses a threat to weatherization workers.
- Improperly stored chemicals, combustible materials, or other fire hazards that present a danger to the occupants or workers.
- The home is cluttered to the extent that mobility and the ability to perform weatherization work is hindered and obstacles create a safety hazard.
- If the home is being remodeled or rehabilitated and the weatherization work is not coordinated with that effort.
- Obvious discrepancies are found between the information supplied by the client on the application and observed conditions at the time of weatherization. The Subrecipient must resolve these discrepancies before weatherization work can continue.
- The client is uncooperative with the Subrecipient, either in demanding that certain work be done and refusing higher priority work that is needed, by being abusive to the work crew or subcontractor, or by being unreasonable in allowing access to the unit. Every attempt should be made to explain the program and the benefits of the work. If this fails, work should be suspended, and DEO should be consulted.
- If, at any time prior to the beginning of work (materials installed in a unit), the Subrecipient determines that the client is no longer eligible or Subrecipient personnel believe that circumstances may have changed, the unit shall not be weatherized until updated information can be obtained from the client.
- The presence of live knob-and-tube wiring in areas where weatherization work must be performed.
- The illegal presence or use of any controlled substance in the home during the weatherization process.

Deferral Procedures:

Deferrals During Audit:

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If an auditor arrives at a home, begins to review the dwelling, and determines it should be deferred prior to concluding the audit, the auditor shall immediately contact the Subrecipient Weatherization Director to describe the situation and ask for guidance. If in the auditor's judgment during the audit, they feel the dwelling should be deferred for a problem likely and/or easily fixed and that the dwelling will eventually be weatherized, the audit may continue; however, the auditor shall immediately contact the Subrecipient Weatherization Director to describe the situation and ask for guidance. If possible, the Weatherization Director (or their assignee) may want to meet the auditor in the field to discuss the situation further and consider ideas to allow the audit to continue and avoid deferral. No dwelling may be deferred without approval from the Subrecipient Weatherization Director. If possible, all areas of the home should be inspected to identify all deferral issues to avoid multiple deferrals. Photos of all deferral conditions should be taken and included in the client file with documentation.

If the dwelling must be deferred, the auditor shall provide the homeowner with a brief statement (when feasible) of why they are recommending a deferral. The auditor will then report the recommended deferral to the Subrecipient Weatherization Director, who will assess the documentation (photos, description of the situation), approve or disapprove the deferral, and notify the homeowner in writing of the deferral decision.

If a deferral occurs before the audit is completed, the unit still may be eligible for payment. If the cause of the deferral is resolved, the Subrecipient shall assign the same auditor to the unit to conclude the audit. If a dwelling is deferred after the audit is completed, payment may not be made unless and until the "Administrative Procedures to be Followed for Deferred Units" below is concluded.

Deferral at Time of Measure Installation:

Any crew or contractor who arrives on site and discovers what they believe to be a cause for deferral shall immediately contact the Subrecipients Weatherization Director to discuss the situation and determine a course of action. No work shall be done on the dwelling until the issue is resolved.

If the unit is to be deferred, the contractor shall provide the homeowner with a brief statement (when feasible) of why they are recommending deferral before departing. The contractor will then report the recommended deferral to the Subrecipient Weatherization Director, who will assess the documentation (photos, description of situation), approve or disapprove the deferral, and notify the homeowner in writing of the deferral decision. The contractor shall then be entitled to payment for work completed prior to the deferral.

Administrative Procedures to be followed for Deferred Units:

Once a unit has been deferred, the Subrecipient shall make every effort to bring homeowners back into the program. The Subrecipient shall:

1. Direct a letter to the homeowner informing them the dwelling has been deferred and asking them to correct the deferral conditions and contact the Agency when work is complete. The agency should give the client 60 days following a deferral letter to correct the issue(s). The letter should refer the client to any resources that may assist with the deferral conditions, as well as information on their right to appeal.
2. If no action is taken by the homeowner, a second letter will be sent to the client by certified mail after the 60 days, informing them that they must contact the Subrecipient within 30 days to be eligible for weatherization services.
3. If no response is received to the certified letter, the unit is removed from further consideration by WAP at the current time.
4. If at any time the homeowner states that they cannot or will not make the needed repairs, a final letter shall be sent to the homeowner informing them that they have been removed from the program, and they may not participate in WAP unless and until the identified conditions have been remedied and an updated application is submitted.
5. If the client application exceeds one year, then requalification for WAP eligibility based on updated information and documentation is necessary.

All letters and documentation of efforts to contact or help the homeowner shall be kept in the client's file by the Subrecipient.

When possible, subgrantees are encouraged to make referrals or collaborate with other programs. However, it is the client's responsibility to correct the condition(s) causing the deferral in order for weatherization services to proceed. When the conditions causing the deferral have been addressed, if six (6) months have passed since the last certification, the homeowner will be required to recertify. Clients are asked to contact the subgrantee to reevaluate the home as soon as the conditions that caused the deferral have been addressed. These clients are then given top priority to receive services and are not placed back on the wait list. Documentation regarding the reason for deferral is required in the client file.

Notification and Appeal:

Households shall be informed in writing by the Subrecipient when services are deferred based on the deferral guidelines above. The deferral notice will include instructions to remedy the conditions that led to the deferral or to appeal the deferral based on the 'Complaints and Dispute Resolution' policy. (Chapter 4, Section 7 of the Florida WAP Manual).

In unusual situations not covered above or where other problems of a unique nature exist, DEO should be consulted.

If obvious discrepancies are found between the information supplied by the client on the application and observed conditions at the time of weatherization, the Subrecipient must resolve these questions prior to weatherization. Some examples of discrepancies are an obvious change in the client's income (e.g., an

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unemployed client who is now back to work), a difference in the number of persons living in the dwelling unit (fewer persons than listed, a person or persons not accounted for who may have income), or evidence of an unreported business being conducted in the unit, etc.

As stated above, clients will receive a letter listing the corrections that need to be made in order to avoid deferral. After 60 days, if no action is taken by the client, a second letter will be sent via certified mail instructing the client to respond to the subrecipient within 30 days to remain eligible for Weatherization services. If after this 90 day period no response is received from the client, they are no longer considered for Weatherization services and must reapply to receive benefits. If the client makes the necessary corrections to avoid deferral, they are given top priority, and do not need to reapply for benefits.

V.1.3 Definition of Children

Definition of children (below age): **12**

V.1.4 Approach to Tribal Organizations

Recommend tribal organization(s) be treated as local applicant?

If YES, Recommendation. If NO, Statement that assistance to low-income tribe members and other low-income persons is equal.

Low-income members of an Indian tribe whose household meets the eligibility requirements are eligible to receive benefits equivalent to the assistance provided to other low-income persons within the state.

Assistance is made available to all low-income residents of the state without regard to tribal organization status, to the extent that funding is available.

DEO has experienced difficulties finding and confirming a member who can fill the role to represent Native Americans. DEO has reached out to the Seminole tribe and is continuously working with other entities to ensure the Policy Advisory Council has a Native American representative.

V.2 Selection of Areas to Be Served

Services will be available in each of Florida's 67 counties. The weatherization funds are allocated to the local Subrecipient based on an allocation formula comprised of the low-income population of the state against the low-income population of each county, the average number of heating and cooling days in each of the two climate zones, and the overall average energy cost per kilowatt.

Allocation of funds to Subrecipients and across budget categories will be based on the base formula and will not require additional public hearings.

The WAP Subrecipient Policy & Procedures Manual describes the state's response to Subrecipient noncompliance, including recoupment or reduction of funding, Subrecipient probation, and Subrecipient termination.

Suwannee River Economic Council has withdrawn as a Weatherization provider for the following counties: Madison, Taylor, Lafayette, Hamilton, Suwannee, Dixie, Gilchrist, Columbia, Union and Bradford. These (10) ten counties will be temporarily served by Capital Area Community Action Agency and DEO will be working through the process of competitively selection a provider(s) to cover the (10) ten counties on a permanent basis within the next 6 to 8 months.

Tentative timeline is provided below relating to the permanent placement of the (10) counties.

Timeline	
ETA	Activity
July 2022 – August 2022	Create, route and complete a request for Award for internal review and approval.
September 2022	Notify Florida Association for Community Action, Inc. (FACA) of the Public Hearing for Territory Reallocation for Madison, Taylor, Lafayette, Hamilton, Suwannee, Dixie, Gilchrist, Columbia, Union and Bradford counties.
September 2022	RFA Released to WAP network and public

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October 2022	Public Hearing on WAP Territory Reallocation Plan
October 2022	Application Evaluation and Selection Period
November 2022	Public Hearing to announce selected subrecipients
December 2022	Finalize terms and execute contract.

Redistributing provision:

DEO retains the right to allow for reallocation of funds to Subrecipients and across budget categories using the same formula as originally proposed or any other funding plan that meets the needs of targeted Florida citizens. This can be done without holding additional public hearings. Active management and reallocation of the grant allows the grant to be fully expended during the budget period.

V.3 Priorities

Once eligibility has been determined, the Subrecipient must abide by the following client priority policy.

Applications should be assessed with a number of priorities based on information taken from the application. In accordance with 10 CFR 440.16, priority must be given in identifying and providing weatherization assistance to households where one or more of the following exist:

1. High energy usage;
2. High energy burden;
3. Elderly household member(s) who are 60 years or older;
4. Disabled household member(s);
5. Household member(s) under the age of 12.

Households that do not meet at least one of the priority categories may only be served if all eligible priority households in the Subrecipient's territory have been served. Within the above listed priority, subrecipients may choose the order in which households are served. The number of preference points determines client position on the waiting list. The person with the most points will be placed at the top of the waiting list. Lower priority ranked, income-eligible households may be served later in the program year or when funding is available. Priority systems must be applied equally to both renter and owner-occupied dwellings and applied equitably to all areas of the subrecipient's territory.

Subrecipients may choose to consider using the oldest application approval date for positioning applicants with priority points. An application with at least one priority point may be moved up on the list when working in the same area to save travel time.

Subrecipients that choose to develop their own methods for prioritizing clients must still adhere to federal regulation 10 CFR 440.16(b), develop written procedures, and seek approval of the methodology from DEO. Each subrecipient must develop a client facing priority policy so that clients are able to understand the selection process. This policy will be reviewed during monitoring.

V.4 Climatic Conditions

A climate and demographics formula is utilized to determine the percentage of allocation needed for each county in Florida. An Average Degree Days data is utilized to determine cooling degree days and heating degree days that expand five years. Counties with higher degree days and more eligible households receive increased funding. As climate and population changes occur over time, allocations are intentionally lagged to reduce the shock in the changing budget year-to-year. A hold harmless formula is used to prevent large changes year-to-year for subgrantees. The formula takes into account 80% of the previous year allocation, which is historically derived, and 20% is climate and population derived. The formula takes the percentages to determine the total allocation for the Subgrantees.

The below table shows Degree Day data collected over the last 5 years. Data collected through Degreedays.net.

City	Cooling Degree Days	Heating Degree Days
Tallahassee	2995	1456
Jacksonville	2952	1290

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Pensacola	3180	1201
Orlando	3914	499
Sarasota	3923	448
Florida City	4524	170

Data from Degreedays.net

The climatic parameter varying from its long-term mean will affect the number of Heating Degree Days (HDD) and Cooling Degree Days (CDD) in Florida. This will change which measures are most cost-effective to be performed on eligible weatherization dwellings. During our sub-grantee annual audit, each client file is reviewed to ensure that the closest weather station to its location is selected.

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

During Program Year (PY) 2022, all Florida technical guides and materials will meet the specifications, objectives, and desired outcomes outlined in the Standard Work Specifications for Home Energy Upgrades (SWS).

The following guides will be utilized by all Subrecipients and as applicable, contractors in performing weatherization activities:

- a. Florida WAP Policy & Procedures Manual (P&P);
- b. SWS/Florida Field Guides (SWS/FFG);
 - I. Single Family Homes: https://www.floridajobs.org/docs/default-source/2015-community-development/community-assistance/wap/flfieldguidesws2020.pdf?sfvrsn=4aed55b0_2II
 - II. Manufactured Homes: https://www.floridajobs.org/docs/default-source/2015-community-development/community-assistance/wap/flfieldguidesws2020.pdf?sfvrsn=4aed55b0_2
- c. NEAT and MHEA;
- d. Florida Weatherization Health and Safety Plan;
- e. Florida Weatherization Program Notices;
- f. Quality Control Inspection (QCI) report;
- g. Monthly reporting forms;
- h. Contractors agreement language;
- a. DOE-Approved State Plan Application for 2022-23; and
- j. Subrecipient WAP contractual agreement attachments - (*Scope of Work, Reporting, Record Keeping and Special Conditions, as applicable*).

Communication of guidelines and standards:

During program year 2022, all Subrecipient contracts and Subrecipient vendor contracts will contain language that specifically includes adherence to the Field Guide and SWS requirement, Policy & Procedures Manual, Health and Safety Plan and Program Notices. "... Work performed on dwellings shall be completed in accordance with the SWS/FFG, the Florida Weatherization Policy & Procedures Manual, Weatherization Priority List, Supporting Weatherization Program Notices, along with any supplemental DEO and USDOE guidelines..." As stated in Paragraph G of the Scope of Work of the WAP agreement, "Subrecipient shall ensure that all installed weatherization materials meet the materials standards taken from Appendix A of 10 C.F.R. part 440, be of good quality, and be installed in a safe, cost effective manner."

All work being performed by Florida WAP will be in accordance with the DOE-approved energy audit procedures and 10 CFR 440 Appendix A. In addition to materials approved in 10 CFR Appendix A, DEO has been approved to utilize Light Emitting Diodes (LED) as an energy conservation measure in Florida.

- 1. The Florida WAP Policy & Procedures will include sections for quality work standards, inspection compliance and Quality Control Inspector qualifications, training requirements, and certification. By signing the DEO agreement, Subrecipients are acknowledging receipt of all technical manuals, policies and protocols.
- 2. The state will require written Subrecipient communication and verification to ensure that the requirements are understood. The state will require the Subrecipient to provide written communication verification from all vendors of the SWS.

The Standard Work Specifications (SWS) was updated in PY21 and was rebranded as FFG. DOE accepted the FFG in November 2021.

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The FFG was distributed through Statewide Weatherization Program Notice, and a copy was provided to the network. Additionally, the FFG has also been posted on DEO’s website for easy access to the network at <https://www.floridajobs.org/weatherization-assistance-program> under “Retrofitting Florida: Standard Work Specifications- Aligned Field Guide”.

Field guide types approval dates

Single-Family: 11/8/2021
Manufactured Housing: 11/8/2021
Multi-Family:

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family
Audit Name: Other (specify)
Florida Weatherization Assistance Program, Single Family Site-Built Housing based on NEAT, submitted for Energy Audit Procedure Approval, March 20, 2020; Provisional Approval September 22, 2020.
Approval Date: 9/22/2020

Audit Procedure: Manufactured Housing
Audit Name: Other (specify)
Florida Weatherization Assistance Program, Manufactured Housing based on MHEA, submitted for Energy Audit Procedure Approval, March 20, 2020; Provisional Approval September 22, 2020.
Approval Date: 9/22/2020

Audit Procedure: Multi-Family
Audit Name: Other (specify)
Multi-family units will represent less than 20 percent of all units weatherized during any program year: DEO and all its subrecipients will submit multi-family projects to DOE for approval on a case-by-case basis.
Approval Date:

Comments

Florida is committed to resubmitting energy audit procedures to DOE for approval every five (5) years, with the understanding that sufficient lead time is required for the approval process. The current NEAT and MHEA procedures were last approved by DOE on September 22, 2020 and will expire on September 22, 2025.

Florida Subrecipients will conduct a full site-specific energy audit utilizing Weatherization Assistant software. Subrecipients will complete an assessment of the central heating and cooling unit, water heater, and building’s characteristics.

When the online version of Weatherization Assistant becomes available during the program year, subgrantees will undergo a 60-day transition process.

For multi-family units, DEO will ensure that all WAP staff will have the required training and any proposed weatherization of multi-family units will be approved by DOE before work commences.

Multi-Family Audit:

Florida historically has fallen below the DOE 20 percent threshold of weatherizing multi-family dwelling units and does not currently have a DOE-approved audit and procedures for multi-family buildings. However, in the event a Subrecipient decides to undertake a multi-family building project for weatherizing, it will:

- a. Follow the multi-family dwellings criteria outlined in Section V.1.2 Approach to Determining Building Eligibility.
- b. Conduct the building assessment (diagnostic testing and inspection) and have a qualified energy auditor complete a DOE-approved energy audit (see WPN 19-4 for DOE-approved multifamily energy audits) to determine the energy conservation measures that should be implemented through weatherization.

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- c. Submit to the state WAP office all documentation and material from the assessment and audit, including the recommended scope of work and installation procedures.

After the state WAP office assessment is completed, it will forward that proposal to its DOE Project Officer for review and approval. Multi-family projects will be assessed on a case-by-case basis.

V.5.3 Final Inspection

DOE requires that Quality Control Inspectors (QCI) working for WAP possess the knowledge, skills and abilities in the National Renewable Energy Laboratory (NREL) Job Task Analysis for Quality Control Inspectors. This requirement applies to all individuals, including final inspectors, who perform an evaluation and approve work performed in homes.

The QCI will ensure that the weatherization services were completed properly and that all measures called for in the assessment, work orders, and change orders have been installed and completed in a quality workmanship like manner, and are in accordance with the priorities determined by the audit procedures, standard work specifications, and all other Florida WAP requirements.

Florida Subrecipients may apply one of the two options available for meeting the QCI requirement:

1. Independent QCI (Subrecipient staff or outsourcing)
2. Independent Auditor /Quality Control Inspector

No dwelling unit will be considered as completed and reported to DEO until:

- The QCI is performed (either by a Subrecipient staff who is certified to perform the QCI or through an outsourced entity approved to conduct the QCI by DEO).
- The QCI individual completes the QCI Report and both the QCI individual and whomever performed the initial inspection and diagnostic testing on the dwelling signs this report.
- The dwelling unit is ready for submittal to DEO, a copy of the QCI Report will also be submitted.
- An approved deferral was used on the home due to client noncompliance.

DEO has developed a WAP production spreadsheet that is submitted by subrecipients with each monthly request for reimbursement. This spreadsheet captures the name of the QCI, status of QCI certification, date the QCI certification expires and whether the QCI is a contractor. This report is reviewed by the contract manager monthly and maintained in the subrecipient's file.

Quality Control Inspectors are individuals who are not involved in the prior work inspected as the energy auditor/assessor, a member of the crew or affiliated with a contractor hired to install any weatherization item. If a Quality Control Inspector is found to have any conflict of interest, DEO may at its own discretion require the Subrecipient to hire a third party QCI to redo the inspection on a home or homes at the Subrecipient's cost.

QCI Completed Inspection Form

Each Subrecipient weatherized dwelling will be inspected by a QCI. The QCI/DIR form will:

- a. Indicate the relationship of the QCI to the Subrecipient (Inspector/QCI or Independent Auditor/QCI);
- b. Document the inspection items and be signed and dated by the QCI;
- c. Be placed in the client file; and
- d. A copy must be included with the monthly Financial Activity (FA) when the dwelling is submitted to DEO.

State Monitoring:

- a. Subrecipients implementing the I/QCI approach will require DEO to perform a QCI on a minimum of five (5) percent of the projected dwellings to be completed with DOE WAP funding.
- b. Subrecipients implementing the IA/QCI will require DEO to perform a QCI on a minimum of 10 percent of the projected dwellings to be completed with DOE WAP funding.

Non-Compliance Situations:

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During a state monitoring visit, if it is determined that the certified QCI individual demonstrated inadequate inspection practices, DEO may implement the following steps:

- a. Bring the issue to the attention of the Subrecipient inspector and/or certified QCI individual during the visit;
- b. Discuss the issue to determine why the error occurred;
- c. Document the issue by photograph;
- d. Determine what corrective actions are required;
- e. Have the Subrecipient coordinate with the contractor/crew to perform the corrective actions required (if a workmanship issue) to achieve compliance and provide photo documentation of the corrected activity to DEO within a prescribed time frame;
- f. Determine if additional training is required for the QCI individual (if only a minor or one-instance situation);
- g. Consider having another independent QCI individual perform a spot check of dwellings and files to be reported on the following months FA prior to that report being submitted;
- h. Request a copy of all documentation (Priority List Assessment and Testing (PLAT), audit, priority list, etc.) for a dwelling to be reported in the following month along with photos of all measures installed; and
- i. Coordinate a follow-up spot check Quality Assurance (QA) visit focusing on the past issue, the QCI documentation, and conduct a dwelling inspection.

Repeat Non-Compliance Situation

Each QCI non-compliance situation will be handled on a case-by-case basis. If the Certified QCI individual is found to be in non-compliance (repeat infractions) in performing the QCI, a written notification from DEO will be provided to the Subrecipient directing it to seek alternate means for having the QCI performed on future dwellings.

The QCI individual will also be notified in writing of their suspension from performing future QCIs for Florida Subrecipients. If that individual participates in refresher QCI training, they may be given an opportunity to demonstrate competency during a supervised, probationary period. Each suspension situation will be handled on a case-by-case basis.

V.6 Weatherization Analysis of Effectiveness

Subrecipient effectiveness is assessed through multiple measures. On-site monitoring requirements described in V.8.3 Monitoring Activities provide ideal conditions during which Subrecipients may be evaluated and areas in need of improvement can be identified.

In addition to the formal monitoring reporting that tracks deficiencies and findings and outlines how to make improvements, monitoring visits allow for a comprehensive review of the agency. Such reviews may include technical and financial systems and procedures, follow up on previous training outcomes, and identification of future training needs and the sharing of "best practices" at all levels of operation.

Additionally, the following approaches are used to determine the Subrecipient implementation level and competency in meeting the goals of WAP:

- Reviewing monthly reports submitted by Subrecipients, reviewing the pre-and-post weatherization utility bills of households served, and performing monitoring visits and dwelling inspections that either supports Subrecipient effectiveness or brings up ineffective areas that need to be addressed.
- Comparing productivity or energy savings of all Subrecipients can indicate if additional training is required and supports initiating peer to peer or state coordinated training and technical assistance (T&TA) activities.
- Analysis of Subrecipient monitoring report responses can also indicate if additional assistance or training is needed.
- Following up with Subrecipients' corrective actions to ensure improvement on issues discovered during monitoring visits.
- Reviewing training credentials or attendance records to ensure that the Subrecipient is meeting the DOE required Quality Work Plan to implement the QCI and the Job Task Analysis (JTA) training/certification requirements.
- Comparing the annual risk analysis assessment of each Subrecipient's past performance to summarize the financial reviews, monitoring report(s), and any outstanding issues. From this assessment, each Subrecipient's needs, strengths, and weaknesses may be determined, and plans made to follow-up on providing the necessary T&TA to ensure future compliance.
- Subrecipients determined to be at risk may be placed on probationary status for a period of time. Failure to achieve compliance during that time period may result in termination of their agreement.

Plans of Action include training efforts with contractors and assessors, job site monitoring of contractors during blower door directed air sealing efforts, and field workshops sponsored or conducted by DEO.

DEO will strengthen the monitoring process by requiring a Subrecipient response to monitoring reports with findings, or numerous or repetitive observations, that requires not only documentation of correction of work deficiencies, but also the actions taken or planned that will ensure that similar deficiencies will not be

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repeated in future weatherization work.

V.7 Health and Safety

In accordance with the Final Rule and Weatherization Program Notice (WPN) 22-7, DEO will adopt the following approach to implementing health and safety measures:

Subrecipients shall comply with all applicable federal, state, and local building codes and regulations.

DEO provides Subrecipients with an allocation of funds identified as a budget line item to be used for required health and safety measures. Specific health and safety related measures are reported in the designated electronic data reporting system. The purchase and maintenance of personal protective equipment and other safety equipment is allowed. Each Subrecipient has a T&TA budget and those funds may be used to provide training and certification to address health and safety issues.

Florida will budget health and safety funds at less than 15 percent of the Program Operations funds budgeted. Florida tracks health and safety labor and materials costs on its work order. Reporting data that populates the statewide database makes it possible to track and manage all health and safety costs.

DEO encourages Subrecipients to maintain coverage for Pollution Occurrence Insurance (POI), but no longer makes it mandatory.

Subrecipients must comply with Occupational Safety and Health Administration (OSHA) and Safety Data Sheets (SDS) requirements in all weatherization activities under the revised Hazard Communication Standard (HCS) 29 CFR 1910, 1200, and take precautions to ensure the health and safety of themselves and others. Wherever workers or residents may be exposed to hazardous materials subrecipients, contractors, and subcontractors will develop and maintain a written hazard communication program conforming to the HCS 29 CFR 1910, 1200. The subrecipient shall ensure that:

- All hazardous chemicals in the workplace are listed;
- All containers of hazardous chemicals are labeled;
- Safety data sheets are maintained for all hazardous chemicals;
- Workers are informed and trained in program elements, hazards, and protective measures; and
- SDS must be posted wherever workers may be exposed to hazardous materials.

Subrecipients will be assessed and monitored to determine whether workers are utilizing safe work practices and following all OSHA standards.

Any deficiencies found shall be documented, and appropriate action will be taken to address the issue including additional training, notification of "at-risk" status, or issuance of "stop work" order, until such time as it is determined that Subrecipient understands all OSHA requirements and will adhere to them.

V.8 Program Management

V.8.1 Overview and Organization

The Florida WAP is administered by DEO. The WAP is located in the Division of Community Development, Bureau of Economic Self-Sufficiency (BESS). The WAP direct personnel roster consists of a Bureau Chief, Program Manager, six (6) Government Operations Consultants II (monitors) and two (2) Government Operations Consultants III. In addition to WAP, the Community Services Block Grant (CSBG) and the Low-Income Home Energy Assistance Program (LIHEAP) are also located in BESS. A complete DEO organizational chart is included in the application. *(See attached DEO Organization Chart 2022.)*

Overall, there are 40 DEO funded Subrecipients statewide for providing WAP and/or CSBG and/or LIHEAP. There are 18 Subrecipients providing WAP services statewide (all 67 counties are served).

Financial assistance provided will be used to supplement and not supplant state or local funds.

Florida's use of WAP funding from DOE described in this plan conforms to the rules and regulations issued by DOE for expenditure of WAP funding.

V.8.2 Administrative Expenditure Limits

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The Florida WAP will follow the administrative expenditure limits outlined in Section 1011(g) of the Energy Act of 2020 and 42 U.S Code § 6865(a)(1), as amended, which states that “not more than an amount equal to 15 percent of any grant made by the Secretary under this part may be used for administrative purposes in carrying out duties under this part, except that not more than one-half of such amount may be used by any State for such purposes.” There will be a direct split of 7.5% between Florida and its Subrecipients.

An exception to exceed the 15 percent administrative requirement shall apply to Subrecipients funded at less than \$350,000 of DOE funds. Subrecipient agencies are required to submit justification for administrative funds in excess of five percent of the total grant, with state approval based on the individual Subrecipient needs. However, in PY 2022, DEO has chosen not to include any additional Subrecipient Administration funds in the Budget beyond the minimum required.

V.8.3 Monitoring Activities

In accordance with 10 CFR 440, as the Grantee of the Weatherization Assistance Program, DEO has an established monitoring system for evaluating Subrecipients performance regardless of funding source. DEO adheres to WPN 20-4 and ensures that monitoring functions will be the state’s principal method for determining Subrecipient compliance with the regulations contained in 10 CFR 440, applicable 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, Weatherization Program Notices, and any other procedures that DOE may issue.

Additionally, monitoring activities will ensure the evaluation of actual accomplishments against planned activities and determining the effectiveness of the WAP policy. Monitoring also provides objective reporting to and from Subrecipients and makes recommendations to address program and administrative deficiencies and needs.

Compliance Subrecipient Monitoring is staffed with eight monitors not dedicated to weatherization. A portion of staff salaries are paid for out of WAP Grantee administrative funding and WAP Grantee T&TA funding.

Supplemental funding received from LIHEAP covers the remaining cost for salaries, monitoring and a portion of the outsourcing of additional QCI performed during monitoring visits. A breakout of projected monitoring expenditures to be charged to WAP is provided in the budget detail (PF-20A) of this State Plan indicating \$70,670.00 or 2% allocated for Quality Assurance Inspections.

DEO has allocated \$11,000.00 or 35% of the travel budget for Statewide programmatic, financial, and administrative monitoring.

DEO will monitor each subrecipient during PY 2022, which will begin on March 14, 2022 through July 31, 2022. Many of the WAP Subrecipients also receive funds through Department of Health and Human Services Community Services Block Grant, and Low-Income Home Energy Assistance Program. Whenever possible, all three programs will be monitored during one visit to the Subrecipient.

During PY 2022, the state level QCI function will be outsourced utilizing certified QCI independent contractors. DEO will have on staff a Certified QCI. This added skillset incorporated at the state level will enhance the technical competency of the monitors as well as the Subrecipient network of technical staff.

Each Subrecipient will be monitored on site during PY 2022 by state WAP staff. The visit will consist of an administrative, fiscal, and programmatic review in addition to completing state level required QCI on:

- a) At least five percent of the completed dwellings inspected for Subrecipients utilizing the Independent QCI option; and
- b) At least 10 percent of the completed dwellings inspected for Subrecipients utilizing the Independent Auditor/QCI option.

Quality Assurance Activities:

Based upon the review of the monthly program, fiscal and QCI Reports (QCIR) and the results of any modified or regular monitoring visits, the monitor may determine that additional on-site Quality Assurance (QA) visits may be warranted.

In the interim, the monitor will perform a desk monitoring of monthly reports and supporting documentation submitted to confirm the Subrecipient performance in regard to meeting agreement deliverables, reporting deadlines, material and labor costs and budget/expenditures. Monitoring schedules may also be changed based on the results of the review of the following items:

- The DEO Office of Inspector General audit;
- The last monitoring report;
- Most recent independent audit;
- Monthly fiscal reports;

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- Up-to-date production records;
- A review of applicable board minutes;
- Interactions/communications with the Subrecipients' coordinator and fiscal staff;
- Needs or requests submitted by the Subrecipient; and
- Deferral units reported to the state office since the last monitoring visit. *

**Note: As referenced in Section V.1.2 Approach to Determining Building Eligibility, subsection "Describe the Deferral Process," a dwelling unit may be deferred services for a number of reasons. During the monitoring visit, the client files on any deferred clients will be reviewed for compliance to following guidelines and if applicable, consider visiting the deferred dwelling unit to confirm the conditions of situations that resulted in the deferral action being implemented.*

State Level QCI Monitoring:

Prior to conducting a monitoring visit, the Contract Manager will review the QCIRs that have already been submitted by the Subrecipient for completed dwellings. Any QCIRs that are questionable or have conflicting information will be earmarked for inspecting during the visit. Also during the visit, the credentials of the individual performing the QCI will be reviewed.

During the visit, if it is determined that there is a diagnostic testing result or workmanship issue that was not reported in the QCIR, the infraction will be brought to the attention of the individual who conducted the QCI and the Subrecipient to discuss how it was missed and what corrective actions are to be taken.

The Subrecipient will coordinate the required corrective action to be taken and have thorough photo documentation of the resolved issue. The QCI will be re-conducted and a new QCIR will be submitted to the state office along with all supporting photo documentation. The QCI individual will be put on notice and supporting documentation (photos and test readings) may be required to be submitted along with the QCIR by the Subrecipient for dwellings that had the QCI conducted by the same individual.

If applicable, the Subrecipient will be required to provide the state WAP office with the necessary changes that have been implemented in its implementation and oversight activities that will ensure the issue is not repeated on future dwellings. The Subrecipient may also be required to submit QCI supporting photo documentation of dwellings completed for review and approval when they are submitted to the state WAP office with a monthly Financial Activity (FA).

If there is a second repeat occurrence of a QCI failed inspection, the issue will be discussed with all parties (Subrecipient management, QCI individual and state WAP staff) to determine the best course of action. If it is determined that a QCI individual is not performing the task as required, that QCI individual may not be allowed to perform the QCI activity for Florida WAP Subrecipients or the state WAP office.

If significant deficiencies are discovered, such as health and safety violations, poor quality installation of materials, or major measures missed, then the Grantee must require the Subgrantee to take appropriate corrective action to resolve the outstanding issues in a timely manner. The Grantee must also increase both the frequency and percentage of units monitored (per WPN 22-4) of the Subgrantee until it can be verified that all deficiencies are resolved. Once deficiencies are corrected and procedures are established to prevent reoccurrence, the Grantee may resume its required sampling percentage per WPN 22-4 of the Subgrantee's work in subsequent monitoring visits.

The monitor will work with the Subrecipient to find another certified QCI individual to avoid any delay in meeting production goals.

State Level Monitoring Instrument:

- Financial/Administration,
- Vehicles and Equipment Inventory,
- Audits,
- Financial Management/Accounting Systems,
- Payroll/Personnel,
- Records Retention,
- Invoicing,
- Contractor Procurement Process,
- Client Eligibility (Client File Review),
- Contractor Qualifications and Licensing,
- Pre and Post Inspections Results,
- Percentage of change-orders,
- Energy Audits,
- Preparation of Work Orders,
- Health and Safety Compliance,
- Weatherization Measures Installation,

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- Quality Control Inspection Report,
- Qualifications and Training Assessment, and
- Needed Training and Technical Assistance.

The applicable percentage of each Subrecipient's completed weatherized dwellings reported since the last monitoring visit will have a QCI performed and at least one dwelling "in progress" will be visited in order to assess:

- Quality and compliance,
- Appropriate and allowable materials,
- Appropriateness and accuracy of energy audits,
- Comprehensive final inspections,
- Safe work practices, and
- Lead safe weatherization protocols.

In addition, one dwelling ready for bid (diagnostic tests completed and bid prepared) will be visited to ensure the accuracy of applicable testing that had been performed. During the visit, a Subrecipient may be required to conduct diagnostic testing procedures if it appears that the interpretation of the results is questionable and if additional training is needed.

The monitoring process consists of the following activities:

The visit:

- A formal notification of upcoming visit correspondence is sent to the Subrecipient to schedule the time frame of the visit. The correspondence will include a list of documents to be made available for review and other specific programmatic activities relating to weatherized dwellings.
- An entrance interview will be held with Subrecipient management and weatherization staff to discuss any previous non-compliance issues along with the agenda for the visit.
- During the dwelling inspection process, if any health and safety issues are found that present imminent danger to the household, the Subrecipient will be directed to immediately resolve the issues.
- The applicable QCI dwelling and files inspection will be performed.
- An exit interview is held and issues that will be addressed in the follow-up report are covered.

The report:

- A written report that describes the monitoring assessment is issued to the Subrecipient within 30 days of the visit.
- The report will identify any existing or potential non-compliance issues found during the visit.
- For non-compliance or workmanship issues found during the dwelling inspection, photo documentation is included.
- Corrective actions are recommended, and the appropriate guidance document is referenced. Samples of best practices and what training is available may be provided if applicable.
- For issues regarding workmanship or measures installed on a dwelling that has already been reported as a completed unit, the Subrecipient is responsible for addressing the issue with the subcontractor and corrective actions should be the responsibility of the subcontractor.
- Disallowed costs will be reimbursed to the state.

Subrecipient response:

- Subrecipients will have 30 days after receipt of the monitoring report to respond.
- If the Subrecipient response and/or corrective action to be implemented are not sufficient to assure future compliance, additional clarification may be requested and the Subrecipient will have an additional 30-day time frame to achieve compliance.
- Failure by a Subrecipient to implement acceptable corrective actions or rectify a non-compliance issue at the end of the second response period may result in DEO withholding of program reimbursements until compliance is met.
- Follow-up visits may be scheduled as determined by state staff or requested by Subrecipient staff to focus on a specific area of concern or to provide specific oversight or training.

Risk Assessment:

Annually, a risk analysis assessment of each Subrecipient's past performance will be conducted after the program year to summarize the financial reviews, monitoring report(s) and any outstanding issues. From this assessment, each Subrecipient's needs, strengths and weaknesses may be determined, and plans made to follow-up on providing the necessary T&TA to ensure future compliance. Subrecipients determined to be at risk could be placed in a probationary status for a period of time.

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Upon being classified as an “at risk” Subrecipient and being placed on probationary status, the Subrecipient will be required to submit a detailed Corrective Action Plan (CAP) that will outline the processes to be implemented to address the issue(s) along with a timeline to achieve resolution. The monitor will assess the progress of the Subrecipient to determine the status of the resolution and that the submitted CAP is being implemented. If a site visit to the Subrecipient is warranted, it will be prioritized to be performed.

Failure by a Subrecipient to rectify the situation within the prescribed probationary time frame may result in the termination of the Subrecipient agreement and DEO seeking another provider of weatherization services for that area. For any Subrecipient that is considered “at risk,” QA visits will become part of the state oversight activity to ensure the CAP is being implemented.

Subrecipient Audit Reviews:

All Subrecipients are required to submit a copy of their annual audit to DEO’s Office of Inspector General (OIG) for review. The OIG performs a preliminary review of the audit and then provides the audit and a technical review questionnaire to the Florida WAP office. WAP staff and management review the audit and discuss.

If there are findings regarding the Subrecipient’s direct administration of WAP or indicate an organizational activity considered to be a material weakness or deficiency finding, WAP management provides comments and drafts a management decision letter for review. Then, upon consultation with OIG staff, the final management decision letter is provided to the Subrecipient.

Florida WAP staff will follow up with the Subrecipient to address any questions or provide additional clarification regarding corrective actions required to resolve the issue. As indicated in the QA section, additional onsite visits as applicable may be coordinated to ensure applicable corrective actions are being implemented to ensure resolution in a timely manner.

Subrecipient Termination:

If it is determined that a Subrecipient does not have the capacity to implement WAP to ensure compliance with all procedures, guidelines, etc. even after substantial T&TA is provided by the state WAP office, that Subrecipient’s agreement may be terminated.

V.8.4 Training and Technical Assistance Approach and Activities

DEO will evaluate the effectiveness of the State T&TA activities and needs throughout the program year and make adjustments where necessary to ensure effective subrecipient implementation of the grant.

Quality Control reviews will be conducted by a certified quality control inspector. Based on the findings of a quality control review, a subrecipient may receive onsite technical assistance aimed at improving individual subrecipient staff skills in assuring work quality. Technical assistance will be provided by the DEO reviewer or other monitoring staff. Attendance is required for those persons specified by the quality control reviewer. Overall energy audits will be reviewed to determine if the best weatherization measures with the highest potential energy savings have been called for or if additional training is needed.

Standard monitoring and technical assistance sessions often point out the need for one-on-one work with crew members. Subrecipient-specific needs may include such items as basic energy conservation concepts, program requirements, and work techniques.

DEO believes that strong internal systems, oversight, training, and technical assistance are essential to enable Subrecipients to achieve the objectives of WAP. The T&TA budget and narrative reflects the philosophy and will ensure quality weatherization work and adequate financial and programmatic management controls.

T&TA funding is used to pay salary, travel, and operational costs for WAP staff and contractors to provide monitoring T&TA to Subrecipient and contractor staff. Subrecipient expenses for participation in T&TA activities will be funding from DOE T&TA and other funds.

DEO places a high priority on training and technical assistance (T&TA) to ensure the delivery of high quality, safe, cost-effective, and consistent energy efficiency and health and safety services throughout the State of Florida. To support this goal, DEO will be working closely with the Florida Association of Community Action (FACA), Inc., to establish and execute a training plan that will comply with DOE’s WPN 22-4 Quality Work Plan and 10 CFR 440.12(b) (7).

The training plan will be provided by IREC entities and will be addressing elements for training, that will include but are not limited to:

- Comprehensive training

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- Specific training
- Crew Leader
- Energy Auditor
- QCI

DEO will collaborate with FACA to develop methods of data collection to identify and assess the subgrantees' training needs. DEO and FACA will design a comprehensive and specific curriculum to ensure that the trainings are customized to meet the needs of the weatherization workforce and unique energy efficiency programs.

DEO will continue to collaborate FACA to develop a workforce credential plan to ensure that sufficient number and distribution of certified individuals available to meet and maintain weatherization requirements. T&TA and program outreach will be performed in areas of Florida which lack certified professionals.

The purpose of all training and technical assistance will be to maximize energy savings, improve program and operation efficiencies, improve crew/contractor work quality, reduce the potential of waste, fraud, abuse and mismanagement, and increase client satisfaction.

DEO will use the following methods to provide T&TA:

1. DEO staff or contractor(s) will provide on-site or off-site T&TA as needed. Needs may be identified by the Subrecipient staff, DOE project officer monitoring visits, internal state audits, OIG reports; or by DEO staff as a result of observation for resolution of problems or to meet updates required by DOE.
2. On-site visits provide firsthand, observable evidence for T&TA. Therefore, through monitoring, DEO staff will analyze data on a variety of financial, production and weatherization retrofit information. Trends indicating extremes high/lows in production and completed weatherization measures will be noted and tracked for appropriate follow up. Technical weatherization skills will be closely monitored and any deficiencies will be shared with Subrecipients and specific training requirements will be mandated.
3. Subrecipients will have the opportunity to identify and address their own T&TA needs through local initiatives.
4. DEO will contract with the "Florida Association of Community Action (FACA) to develop and implement a Florida WAP training plan for PY 2022-2023. The primary goal of the plan is to provide continuing education and certification opportunities for practitioners of the Florida WAP. Training offerings will include remedial workshops based on QAI outcomes, Energy Auditor, Pre-requisites for Energy Auditor, Customer Services Best Practices, annual weatherization conference sessions, software training, Combustion Testing, Occupational Safety and Health Administration (OSHA) Standards, Blower Door Assisted Weatherization, Certified Renovator, ASHRAE 62.2 2016, NEAT updates, as well as Quality Control Inspector.
5. Florida requires successful completion of certification training for all inspectors. Requirements include: BPI Energy Auditor (EA) and Quality Control Inspection (QCI) Certification, Mobile Home Inspection Training, LSW certification, OSHA 10 and 30 Hour. For current certified staff, use of continuing education credits to maintain certification will be funded through T&TA funds. DEO allocates T&TA funds to each subrecipient for the mandated training, as needed.
6. DEO will continue to utilize the FACA contract to conduct BPI EA, QCI, and building science trainings throughout the year and procure a trainer directly to the state that is IREC accredited in all required areas.
7. As needed, Subrecipients may receive targeted training for single issue, short-term training pertaining to identified field deficiencies and/or enhancement of existing knowledge, skills and abilities.
8. A WAP Production Snapshot has been instituted to maintain records of staff and their associated training certifications to assess future needs within the program and to send notifications. A Subrecipient Enterprise Resource Application (SERA) integrated credentialing solution will be released to replace the monthly Production Snapshots.
9. DEO management and subrecipient staff will attend DOE mandated activities/events, National Association for State Community Services Programs (NASCSPP) events, state weatherization managers' meetings, national DOE conferences, and other staff development trainings as needed or required.

DEO will incorporate the following suggestions and feedback when developing the statewide T&TA Plan:

- Grant requirements
- Feedback from Department of Energy (DOE) Project Officers (PO) and monitoring reports
- Grantee monitoring reports of the Subgrantee
- Subgrantee feedback collected and provided through the Florida Association of Community Action (FACA)
- Network trends
- Internal State Audits
- Office of Inspector General (OIG) Reports
- Public Comment received during the Public Comment period for the DOE State Plan
- WAP PAC feedback
- Grantee identified key topics of special focus to improve overall network performance

DEO will be collaborating with the Florida Association of Community Action (FACA) to procure and secure an IREC accredited Training Provider for comprehensive trainings. FACA and DEO will be working on creating a training schedule which will be added to the weatherization page in the DEO website.

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Furthermore, DEO is preparing for the following upcoming program requirements:

- Infrastructure Investment and Jobs Act increase funding levels
- Migration to the online Weatherization Assistant v10 when fully implemented and directed by DOE
- Inclusion of specific updated language from Weatherization Program Notice (WPN)
 - DEO will update specific language on an as-needed basis

Provision of Training and Technical Assistance:

1. On-site technical assistance visits will be conducted by DEO monitoring staff, as requested or required. Any Subrecipient experiencing management, production, operational, or compliance problems will be provided technical assistance and a plan of recommended corrective action. Verbal recommendations will be given to the Executive Director, Weatherization Director, or Weatherization Coordinator prior to the end the visit. A letter or a monitoring report reiterating those recommendations will be sent within 30 days of the visit and a follow-up visit will be made to evaluate progress.
2. Subrecipients will have the opportunity to select a training provider for meeting the training needs recommended and mandated by the Florida WAP office. Subrecipients must have DEO approval for all out-of-state training and travel costs. It is strongly recommended that Subrecipients utilize local/in-state training resources to maximize their T&TA funds.
3. Should a Subrecipient hire a new Weatherization Director/Coordinator, the Subrecipient is required to notify DEO in writing within 30 days of the date of hire and request training. DEO will contact the Subrecipient within 30 days of receipt of notification to arrange for training. DEO will use in-house staff and/or other weatherization professionals to provide training.
4. Subrecipients may use available T&TA funds to support locally initiated training and to make effective use of available state training venues. To assure coordination of training activities, all Subrecipient T&TA funds shall be itemized and budgeted into the following categories:
 - Costs for travel and per diem for attendance at all DEO hosted T&TA workshops, seminars, meetings, or classes.
 - Supplemental training not offered by DEO for Subrecipient staff training must relate directly to the attendee's WAP job duties.
 - Purchase of training materials, including training and testing costs, necessary to meet OSHA safety standards.
 - Percentage of salary for a staff person responsible for ensuring that training, safety requirements, and needs are met and to oversee in-house weatherization training.
5. To assure coordination of training activities, all Grantee T&TA funds shall be itemized and budgeted into the following categories:
 - Purchase of training materials, including training and testing costs, necessary to meet OSHA safety standards.
 - Travel for Florida WAP staff to attend conferences, meetings, trainings, and seminars.
 - Other T&TA initiatives in conjunction with local T&TA programs.
6. DEO shall continue to assure and effective exchange of program information through:
 - Active involvement with the WAP Policy Advisory Committee (PAC).
 - Promotion of statewide meeting initiated by the Florida Weatherization Network (FWN) Council and representatives of the PAC at which management, technical, and general informational topics will be discussed according to current need.
 - Scheduling statewide weatherization meetings to develop new training approaches and refine the existing courses to best meet the needs of the Subrecipient.
 - Updates to program management guidance, including operations memos, information updates and revisions in the Policy and Procedures Manual, when necessary.
 - Encouragement of information exchange and skills transfer among Subrecipients on an informal basis.

Attendance/Training Requirements

To help ensure an adequate level of knowledge and understanding among individuals who perform certain duties, Florida will adopt the DOE Standardized Training Curriculum as the reference for minimum training requirements.

Comprehensive Training:

Comprehensive training will be provided by accredited Interstate Renewable Energy Council (IREC) training providers. In compliance with Section 3 of WPN 22-4, DEO will track that comprehensive training for each job category (i.e. Retrofit Installer/Technician, Quality Control Inspector, and Energy Auditor) is obtained within one year of being hired and that re-training occurs thereafter every three years.

Whereas, it is the responsibility of DEO to provide funds for training through IREC training providers, it is the responsibility of the Subrecipient to ensure training is completed by staff and/or subcontractors. DEO will work to develop a plan to assure subrecipients ensure their contractors obtain and maintain the required Tier 1 training certifications. DEO will monitor Subrecipient progress and track credentials. Weatherization staff may not function unsupervised until training and

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certification requirements are met.

Specific Training:

Specific training will be provided by DEO T&TA staff or its designee. Training topics will include but not be limited to:

- Annual Network Training during the Florida Association of Community Action Conference;
- Annual Winter WAP Training Workshop;
- Project Management 10;
- Procurement regulations under 2 CFR 200;
- NEAT/MHEA;
- Transition to Online Weatherization Assistant;
- ASHRAE 62.2;
- Standard Work Specifications Review; and
- Peer Exchange Training and Technical Assistance.

Attendance at state sponsored training may be required based on the importance of the topic and information to help correct program deficiencies or to ensure competence in specific areas. In such cases, Subrecipient attendance *will be mandated as a matter of program compliance*.

Assessment of State T&TA Activities

Effectiveness of T&TA activities will be evaluated through the following:

- Local training activities and local T&TA expenditure reports,
- Quarterly review of the Florida WAP training tracking database to measure and track training efficiency,
- Onsite monitoring and observations and reporting of improvement in work standards,
- Review of local T&TA curriculum and activities,
- Formal evaluation forms completed by participants to statewide training workshops, and
- Surveys to Subrecipients and contractors.

Client education has been provided over the years by different methods in each area of the state, ranging from detailed discussions with clients during pre-and post-inspections to access to program-related publications. DEO will continue to require WAP Subrecipients to provide client education to each WAP client. Subrecipients will be required to provide (at the minimum) educational materials in verbal and written format.

The Florida WAP will assess fuel savings effectiveness using data provided by the Subrecipients on pre- and post-weatherization energy usage derived from client-submitted energy bills. This analysis provides DEO with the information on a sampling of weatherized units that allows staff to identify significantly high and significantly low performers. DEO will analyze the data for T&TA purposes that allows them to compare effectiveness within a Subrecipient's area and between Subrecipients. The need for additional T&TA will be identified through these comparisons.

Percent of overall trainings

Comprehensive Trainings:	50.0
Specific Trainings:	50.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	40.0
Percent of budget allocated to Crew/Installer trainings:	40.0
Percent of budget allocated to Management/Financial trainings:	20.0

V.9 Energy Crisis and Disaster Plan

The purpose of DEO's disaster plan is to provide emergency services to low-income individuals and families affected by a disaster as determined by a Presidential or Gubernatorial order declaring either a federal or state emergency. WAP grant funds have a very limited role in any disaster response. Funds are limited to eligible weatherization activities and the purchase and delivery of weatherization materials.

Subrecipients will be required to prioritize service to buildings occupied by disaster victims. In some cases, Subrecipients covering adjacent areas will be

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allowed to perform work in disaster areas, with the consent of the Subrecipients that primarily serves that area. Work will be limited to allowable program measures. In cases where a previously assisted unit has been damaged by fire, flood, or other natural disaster, assistance can be provided with prior approval from DEO.

The DOE-issued WPN 12-07 provides guidance on the use of WAP in the event of disasters. In the event of a declared disaster, DEO will issue a State Weatherization Program Notice clarifying the policies, procedures, and activities that will be allowed to be implemented by Subrecipients in the declared area.

Weatherization service requests received from households located in the disaster area may need to be reprioritized. Households eligible to be prioritized are those households that meet one of the priorities established in regulations and are free and clear of any insurance claim, or other form of compensation, as a result of damage incurred by the disaster.

Other disaster related activities that may be considered but will require prior approval from DEO include:

- a. Debris removal at a dwelling unit so that the dwelling can be weatherized;
- b. Weatherization personnel can be paid to perform functions related to protecting DOE WAP investment, such as:
 - i. Securing weatherization material, tools, equipment, weatherization vehicles; or
 - ii. Protection of local Subrecipient weatherization files, records and the like during the initial phase of the disaster response.

Weatherization vehicles and/or equipment may be used to help assist in disaster relief provided that WAP is reimbursed in accordance with Title 2 CFR Part 200. The cost to pay for weatherization personnel to perform relief work outside the scope of weatherization due to a disaster is not allowable.

The total allowance for the installation of each weatherization measure is limited to the current maximum reimbursement per Subrecipient contract.



FLORIDA DEPARTMENT *of*
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**State of Florida
Weatherization Assistance Program
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Florida Administrative Register Notice

Notice of Meeting/Workshop Hearing

DEPARTMENT OF ECONOMIC OPPORTUNITY

Division of Community Development

The Florida Department of Economic Opportunity announces a public meeting to which all persons are invited.

DATE AND TIME: Friday, April 29, 2022, 10:00 a.m. ET

LOCATION: Florida Department of Economic Opportunity, 107 E. Madison Street, Room 320, MSC 400, Tallahassee, FL 32399

Teleconference Number: (850)988-5144, Conference Code: 50580528#

GENERAL SUBJECT MATTER TO BE CONSIDERED: (1) Federal regulations related to the United States Department of Energy funding requests require states, such as Florida, that are applying for Weatherization Assistance Program funding to prepare a State Plan as part of the application process. Another part of this process is providing the public an opportunity to review and comment on the contents of the State Plan.

The Florida Department of Economic Opportunity is holding a public meeting on Friday, April 29, 2022, to receive comments regarding the State of Florida's Weatherization Assistance Program State Plan.

A copy of the agenda may be obtained by contacting: Ms. Alma Valencia, Community Program Manager, Weatherization Assistance Program, Florida Department of Economic Opportunity, 107 East Madison Street, MSC 400, Tallahassee, Florida 32399-4120, by phone: (850)717-8468 or email: alma.valencia@deo.myflorida.com.

APPEALS INFORMATION: If a person decides to appeal any decision of the Florida Department of Economic Opportunity (DEO) with respect to any matter considered at the public meeting, they will need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence from which the appeal is to be issued.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 5 days before the workshop/meeting by contacting: Ms. Alma Valencia, Community Program Manager, Weatherization Assistance Program, Florida Department of Economic Opportunity, 107 East Madison Street, MSC 400, Tallahassee, Florida 32399-4120, by phone: (850)717-8468 or email: alma.valencia@deo.myflorida.com. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).



FLORIDA DEPARTMENT *of*
ECONOMIC OPPORTUNITY



**State of Florida
Weatherization Assistance Program
Program Year 2022-2023 State Plan**

Policy Advisory Council Members

**WEATHERIZATION ASSISTANCE PROGRAM
ADVISORY COUNCIL MEMBERS
FY 2022 - 2023**

- 1. Ms. Amy Yount, President and CEO**
Step Up Suncoast, Inc.
6428 Parkland Drive
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(REPRESENTS EXECUTIVE DIRECTORS OF COMMUNITY ACTION AGENCIES)
- 2. Ms. Faith Pullen, Executive Director**
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5508 N. 50th St., Suite 30
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(REPRESENTS FLORIDA COMMUNITY ACTION NETWORK)
- 3. (Chairperson) Mr. Melvin Philpot, Products & Services Manager**
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- 4. Mr. Casey Penn, Chief
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(REPRESENTS WORKFORCE PROGRAMS)
- 5. Mr. Terry Mutch, Weatherization Assistance Program Manager**
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- 6. Mr. Al Miller, Division Director**
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- 8. Ms. Lindsay Tanner, FCCM, Senior Management Analyst Supervisor**
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- 9. Ms. Karen Hagan, Director of Policy and Emergency Management**
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(REQUIRED SEAT REPRESENTS PERSONS WITH DISABILITIES)
- 10. VACANT
(REQUIRED SEAT REPRESENTS NATIVE AMERICANS)**
- 11. Ms. Shila Salem, Deputy Assistant Secretary for Economic Self-Sufficiency**
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(REQUIRED SEAT REPRESENTS CHILDREN)

Florida Weatherization Assistance Program Advisory Council Member Profiles FY 2022 - 2023

REPRESENTING EXECUTIVE DIRECTORS OF COMMUNITY ACTION AGENCIES

Ms. Amy Yount, President and CEO
Step Up Suncoast, Inc.
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Sarasota, Florida 34243
Phone: (941) 827-2887, Ext. 7901
Email: ayount@stepupsuncoast.org

Amy Yount has been part of Step Up Suncoast, Inc., a Community Action Agency, for over twenty years, serving as a Fiscal/Finance Director, Chief Financial Officer, and most recently, the President and Chief Executive Officer. She holds a B.S. in Business Administration - Accountancy, an M.B.A. in Executive Leadership, and is a Certified Public Accountant. Additionally, Amy has earned the prestigious certification of Certified Community Action Professional. Her focus is to build upon the foundation of excellence throughout Step Up's business operations to further strengthen and grow the organization in order to optimize outcomes for the benefit of the clients, employees, and community.

Step Up Suncoast delivers a wide variety of services and programs over a five-county area: Charlotte, DeSoto, Hardee, Manatee, and Sarasota. Incorporated in 1968, Step Up Suncoast provides services with a whole-family approach to making a difference to over 12,000 individuals annually. With a budget of just over \$20 million, Step Up Suncoast is a leader in identifying needs and bringing together resources and services for individuals, children, and families. By empowering individuals and families to achieve long-term economic stability through education, support services, and community partnerships, we can realize our vision of providing pathways to employment and intergenerational economic security.

REPRESENTING FLORIDA COMMUNITY ACTION NETWORK

Ms. Faith Pullen, Executive Director
Florida Association for Community Action (FACA)
5508 Co-Working and Collaboration Exchange
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Tampa, Florida 33610
Phone: (954) 940-8041
Email: faith@faca.org

Ms. Pullen currently serves as Executive Director of the Florida Association for Community Action (FACA), directing and managing the overall coordination and implementations for the FACA office and the Florida Community Action Agency Network. Ms. Pullen was the Grants Compliance Manager for Hillsborough County Department of Social Services where she managed the Community Action Program. She was elected as the FACA Board Chair in May 2016 after serving a two-year term as Vice-Chair.

She currently serves as the Secretary for the Southeastern Association of Community Action Agencies (SEACAA) and served as Florida Association for Community Action (FACA) Board Chair from 2016 – 2017 and Vice-Chair from 2014 - 2016. Mrs. Pullen received her BA degree from the University of South Florida and her MBA from the University of Tampa.

She previously held a Florida Educator Certification. Ms. Pullen received her BA degree from the University of South Florida and her MBA from the University of Tampa. She is a highly qualified professional leader with over fifteen years of experience in community involvement, education, professional development and private and public organizational leadership.

Ms. Pullen, a woman of action, passionately advocates for those left to struggle in society. She has dedicated her personal life and professional career to be a mentor, role model and motivator for youth and professionals in need of guidance and direction.

REPRESENTING PRIVATE ENTERPRISE

Mr. Melvin Philpot, Products & Services Manager
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3300 Exchange Place, NP2A
Lake Mary, Florida 32746
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Email: melvin.philpot@duke-energy.com

Melvin Philpot is a Products & Services Manager for Duke Energy in Lake Mary Florida. He has been employed with the company for 40 years. He is currently the Program Manager for the nationally renowned "Neighborhood Energy Saver Program."

He is very active with many local and state organizations where he serves on the following boards/committees:

- Chairman, City of Sanford Martin Luther King Jr. Steering Committee
- Chairman, Board of Commissioners, Sanford Housing Authority
- Secretary, Board of Directors, Central Florida Urban League
- Executive Board, Florida Housing Coalition
- Board of Directors, Rescue Outreach Mission
- Goldsboro Choice Neighborhood Initiative
- Goldsboro Front Porch Advisory Board
- Member, American Association of Blacks In Energy, Florida Chapter
- Duke Energy Florida President's Diversity Cabinet
- Co-founder, Florida Youth Energy Academy
- Board of Directors, Agriculture & Labor Program Inc.
- Board of Directors, Suncoast Housing Connections.

REPRESENTING WORKFORCE PROGRAMS

Mr. Casey Penn, Chief
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Casey Penn serves as the Bureau Chief for the One-Stop and Program Support (OSPS) Bureau at the Florida Department of Economic Opportunity (DEO). He is a graduate of Florida State University with a BS in Applied Economics. After working in the private sector for more than a decade, Casey joined the DEO team as the Administrator of Policy and Quality Assurance for workforce programs in 2018. After a short tenure at the Florida Department of Children and Families, Casey returned to DEO in late 2020 to serve in his current role. As the Chief of OSPS, he leads a very talented team tasked with providing oversight and support to Local Workforce Development Boards in the delivery of workforce programs throughout the state of Florida.

REPRESENTING WAP SUBRECIPIENT AGENCIES

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Terry Mutch has been with Capital Area Community Action Agency, Inc. (CACAA) since 2009 and serves as the Weatherization Assistance Program Manager. He manages the day to day operations of the program and is a BPI Certified Quality Control Inspector. Prior to joining CACAA, he worked as a building inspector and construction manager in central Florida, overseeing residential and multi-family developments. He holds a degree in Architectural Studies from Florida Agricultural and Mechanical University in Tallahassee, Florida.

REPRESENTING THE ELDERLY

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Email: TannerL@elderaffairs.org

Ms. Tanner currently serves as the Senior Management Analyst Supervisor for the Department of Elder Affairs. In this role, Lindsay oversees the management of several state and federal programs and grants including: Older Americans Act, Community Care for the Elderly, Home Care for the Elderly, Local Services Projects, and Emergency Home Energy Assistance for the Elderly Program.

REPRESENTING MIGRANT AND SEASONAL FARMWORKERS

Mr. Al Miller, Division Director
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Email: amiller@alpi.org

Al Miller is currently the Deputy Director of the Community and Economic Development Division for the Agricultural and Labor Program, Incorporated (ALPI), a Community Action Agency. His Division oversees the Low Income Home Energy Assistance Program (LIHEAP) in Polk; Highlands; Martin; St. Lucie; Hendry; Glades; and, Collier Counties; Emergency Home Energy Assistance Program (EHEAP) in Polk County; and, the Community Services Block Grant (CSBG) program in Polk; Highlands; Hendry; and, Glades Counties. His Division is also responsible for an Emergency Assistance program for farmworkers (Statewide) and the Emergency Services Grant (ESG), a homeless grant, through a sub-recipient agreement with the Highlands Coalition for the Homeless.

After working with ALPI from 1992 – 1996, Mr. Miller returned to ALPI in 2015 where continues to serve as Deputy Director. Mr. Miller worked in Hillsborough County Purchasing; the Adult Migrant Farmworker Program with the Florida Department of Education; and, as a Program Monitor to the old Comprehensive Employment and Training Act (CETA) and the Job Training Partnerships Act (JTPA) programs in Pasco County. Additionally, he is a licensed Attorney with more than five (5) years of legal practice experience, which includes two (2) years as an Assistant Public Defender in Polk County and two (2) years in private practice as an Associate Attorney and Assistant City Attorney for the City of Pinellas Park.

REPRESENTING HANDICAPPED/DISABLED

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Karen Hagan is the Director of Policy and Emergency Management for the Florida Agency for Persons with Disabilities (APD). She has been with the agency since February 2015, manages policies and operating procedures, and serves as APD’s Emergency Coordination Officer and Interagency Fusion Liaison to the Florida Fusion Center. She is a retired American Red Cross executive, and her background includes leadership and management of agencies, teams, and task forces, serving on over 50 presidentially declared disasters, work in state and federal Emergency Operations Centers, and catastrophic and major disaster planning and response. Karen has a master’s in Social Work Policy and Administration from Rutgers University, a bachelor’s degree in Public Health Education from the State University of New York at Brockport and has done post graduate work in Organizational Leadership at the Kennedy School of Government at Harvard University.

REPRESENTING NATIVE AMERICANS

(VACANT)

REPRESENTING CHILDREN

Ms. Shila Salem

Deputy Assistant Secretary for Economic Self-Sufficiency

Florida Department of Children and Families

2415 N. Monroe St. Suite 400

Tallahassee, Florida 32303

Phone: (850) 717-4518 (Assistant, Ms. Whipple)

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Shila A. Salem currently serves as the Deputy Assistant Secretary for the Office of Economic Self-Sufficiency at the Florida Department of Children and Families. In this role, Shila is responsible for serving as a senior leader who quickly identifies and solves operational challenges through effectively managing program operations, identifying and implementing efficiencies, and seeking opportunities to enhance and integrate programs in the Economic Self-Sufficiency (ESS) program areas across the agency. These program areas include Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Medicaid Eligibility, Refugee Services, Homelessness Programs, Emergency Response Programs and Public Benefits Integrity. Shila has over 27 years of public sector experience, possess extensive experience in Leadership and Senior Management roles, and has experience leading cohesive teams dedicated to achieving strategic objectives through continuous process improvements.

Shila is a Fayetteville, North Carolina native and has resided in Florida for over 23 years. Shila earned a Bachelor of Science degree in Criminal Justice from Fayetteville State University and a Master of Arts degree in Management from Webster University. She is also a graduate of the Florida Criminal Justice Executive Institute - Senior Leadership Program.

Shila has dedicated her career to championing solutions that elevate individuals who face challenges navigating societal and economic barriers through the formation of highly effective partnerships, directing strategic investments and resource alignment. Shila embraces her role as a servant leader who works daily to empower others and believes that every day is another opportunity to help others thrive.



FLORIDA DEPARTMENT *of*
ECONOMIC OPPORTUNITY



**State of Florida
Weatherization Assistance Program
Program Year 2022-2023 State Plan**

**Public Hearing Transcript and
Policy Advisory Council Minutes**

1 STATE OF FLORIDA
2 DEPARTMENT OF ECONOMIC OPPORTUNITY
3 DIVISION OF COMMUNITY DEVELOPMENT
4
5
6

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8
9 PUBLIC MEETING

10 VIA TEAMS

11
12 April 29, 2022

13 10:00 a.m - 10:52 a.m.
14

15 Department of Economic Opportunity
16 107 East Madison Street
17 Tallahassee, Florida 32399
18

19 Reported by:

20 JEFFREY R. BABCOCK
21 Court Reporter
22 For the Record Reporting
23 1500 Mahan Drive - Suite 140
24 Tallahassee, Florida 32308
25

1 APPEARANCES :

2 ALMA VALENCIA
3 DYLAN OWENS
4 DANIELLE MCNAIR
5 DEBBIE SMILEY

6 ATTENDEES VIA TEAMS :

7 SHILA SALEM
8 MELVIN PHILPOT
9 TERRY MUTCH
10 IAN GOLDEN
11 TIM CENTER
12 CASEY PENN
13 STEPHANIE SEAWRIGHT
14 JOHN MARTINEZ
15 DEB SWIM
16 TIM BRIDGES
17 PATRICIA PHILLIP
18 SALVADOR NAJARRO
19 KAREN SHULZ
20 BERNARD RESCH
21 KIM WILKES-WEAN
22 ANDY BAUTISTA
23 WARREN HOUGLAND
24 ELIZABETH GUEITS
25 HUGO HERNANDEZ
CHERYL VANLANDINGHAM
LINZI GANO
ADAM MURPHY
HEATHER NICKLAUS
KIM ROSS
CALEB CROW
NATALIA BROWN
KAREN MARINO
HEAVEN CAMPBELL
SUSAN GIDDENS
ADRIAN TAPIA

P R O C E E D I N G S

1
2 MS. VALENCIA: All right. Good morning,
3 everyone. I would like to welcome you all to the
4 public hearing on the 2022/2023 U.S. Department of
5 Energy Weatherization Assistance Program State Plan.
6 We are meeting this morning to obtain input and
7 recommendations from the public and interested parties
8 concerning the U.S. Department of Energy State Plan
9 application for the Weatherization Assistance Program.
10 From here on out, I'll be calling Weatherization
11 Assistance Program "WAP" or "Weatherization" for
12 short.

13 (Telephonic Interference.)

14 MS. VALENCIA: A draft of the State Plan has
15 been available upon request since April 7, 2022.

16 This public hearing is now called to order,
17 and it is 10:04 in the morning. Again, my name is
18 Alma Valencia and I am the Community Program Manager
19 for the State of Florida's Weatherization Assistance
20 Program, and I will be conducting this public meeting.

21 In attendance today are DEO staff, and we
22 will take roll call for those in the room. So if I
23 could begin with my DOE staff present here today to
24 state their name for the record.

25 MS. MCNAIR: John Martinez said "Very hard to

1 hear, would you move the mic a little closer?"

2 MS. VALENCIA: Okay. I may have to move.

3 So again, I'll repeat myself, we'll begin by
4 taking roll call in the room. We will start with DEO
5 staff present with us today, so if y'all can state
6 your name for the record.

7 MR. OWENS: Dylan Owens, I'm a Government
8 Operations Consultant III with the Weatherization
9 Assistance Program.

10 MS. MCNAIR: Danielle McNair, I'm a
11 Government Operations Consultant III with the
12 Weatherization Assistance Program.

13 MS. SMILEY: Debbie Smiley, Chief of the
14 Bureau of Economic Self-Sufficiency, DEO.

15 MS. VALENCIA: Thank you all. Now I'll take
16 roll call for those that have joined us via call-in.
17 So if -- again, if you would like to -- if you would
18 please state your name and the entity you represent,
19 we will begin by asking if there's anyone from the
20 Weatherization Policy Advisory Council?

21 MS. SALEM: Yes, this is Shila Salem with the
22 Florida Department of Children and Families, I am a
23 Policy Advisory Council member.

24 MR. PHILPOT: And this is Melvin Philpot from
25 Duke Energy as well, Policy Advisory member. I see

1 you, Tim.

2 MR. MUTCH: Terry Mutch, Capital Area
3 Community Action Agency, Advisory Council Member.

4 MS. VALENCIA: Anybody else?

5 MR. PENN: Hey, good morning, this is Casey
6 Penn with Department of Economic Opportunity.

7 MS. VALENCIA: Okay. Thank you all, Policy
8 Advisory Council, I welcome you. Next we will move on
9 to the Weatherization -- Florida Weatherization
10 Network. I'll be taking -- I have a list here, and
11 I'll be going down the WAP SUPP (phonetic) recipients.
12 Again, please state your name and, again, the entity.

13 For Bay County Council on Aging, any
14 representatives? You may want to unmute yourself.
15 Again, Bay County Council of Aging? All right, we'll
16 move on. Brevard County?

17 MR. GOLDEN: Ian Golden, Brevard County
18 Housing and Human Services.

19 MS. VALENCIA: Okay, thank you. Capital Area
20 Community Action Agency?

21 MR. CENTER: Good morning. In addition to
22 Terry Mutch, Tim Center is here.

23 MS. VALENCIA: Thank you. Central Florida
24 Community Action Agency?

25 MS. SEAWRIGHT: Good morning, Stephanie

1 Seawright is here.

2 MS. VALENCIA: Okay. Good morning,
3 Stephanie. Centro Campesino Farm Workers Center?

4 (Telephonic Interference.)

5 MR. MARTINEZ: This is John Martinez --

6 (Telephonic Interference.)

7 MR. MARTINEZ: -- there are several of us
8 online as well.

9 MS. VALENCIA: Okay. Can everyone from
10 Centro Campesino again state their name?

11 John, can we get everyone from Centro
12 Campesino present to state their name please for the
13 record?

14 MR. MARTINEZ: Oh, we are in different
15 locations and I see their names as part of the list
16 that they're on; I'm not sure why they're not
17 acknowledging themselves but we -- I will send a text
18 in the chat, or they will, that they're present --

19 MS. VALENCIA: Okay.

20 MR. MARTINEZ: -- if that's appropriate.

21 MS. MCNAIR: Thank you.

22 MS. VALENCIA: All right. Community Action
23 Program Committee?

24 MS. MCNAIR: "CAPC in Pensacola is here,
25 apologize, we do not have a mic" --

1 MS. SWIM: This is Deb Swim, I would like to
2 be able to speak at today's public hearing. I only
3 have access to the --

4 (Telephonic Interference.)

5 MS. VALENCIA: Okay, we'll --

6 UNIDENTIFIED SPEAKER: Alma, CAP -- Pensacola
7 said in the chat that they're here but they don't have
8 a mic that's working, I don't know if you saw that or
9 not --

10 MS. VALENCIA: Yeah.

11 UNIDENTIFIED SPEAKER: Noelle Streeting and
12 Jimena Mayor (phonetic.)

13 MS. VALENCIA: Okay, thank you, Tim. Lake
14 Community Action Agency?

15 MR. BRIDGES: Tim Bridges and Patricia
16 Phillip, we're here.

17 MS. VALENCIA: Okay. Next, Meals on Wheels?
18 Again going -- Meals on Wheels?

19 MR. HERNANDEZ: Hugo Hernandez, Meals on
20 Wheels.

21 (Telephonic Interference.)

22 MS. VALENCIA: Thank you. Miami/Dade County?

23 (Telephonic Interference.)

24 MS. VALENCIA: Miami/Dade County?

25 MR. NAJARRO: Good morning, Alma. Sal

1 Najarro here, Assistant Director of Community Action
2 and Human Services. I expect my staff to be on here,
3 but I don't see them, so I'm working on getting them
4 up, but I'm here for now.

5 MS. VALENCIA: Thank you. Can you repeat
6 your name, I'm sorry, we could not hear you?

7 MR. NAJARRO: Salvador Najarro.

8 MS. VALENCIA: Good morning.

9 MR. NAJARRO: Good morning.

10 MS. VALENCIA: Mid-Florida Community
11 Services?

12 MS. SHULZ: Karen Shulz for Mid-Florida
13 Community Services.

14 MS. VALENCIA: Thank you. Monroe County?

15 MR. RESCH: Bernard Resch is here. I believe
16 Kim Wilkes is joining us, and Andy Bautista.

17 MS. VALENCIA: Okay.

18 MS. WILKES-WEAN: Yes, Kim Wean here, Senior
19 Administrator.

20 MS. VALENCIA: Thank you.

21 MR. BAUTISTA: Hi, good morning. Andy
22 Bautista, Project Manager for Social Services.

23 MS. VALENCIA: All right. Northeast Florida
24 Community Action Agency? Again, Northeast Florida --

25 (Telephonic Interference.)

1 MS. VALENCIA: Again, Northeast Florida
2 Community Action Agency? Okay. Osceola County
3 Council on Aging?

4 MR. HOUGLAND: Warren Hougland, with the
5 Osceola Council on Aging, we also have Elizabeth
6 Gueits with the (inaudible.)

7 MS. VALENCIA: Okay, Warren Hougland and
8 Elizabeth?

9 MR. HOUGLAND: Gueits.

10 MS. VALENCIA: Gueits, thank you.

11 MR. HERNANDEZ: Alma, this is Hugo Hernandez
12 with Meals on Wheels --

13 MS. VALENCIA: Okay.

14 MR. HERNANDEZ: -- for a reason I couldn't be
15 unmuted, but I'm back.

16 MS. VALENCIA: Okay, so Hugo Hernandez from
17 Meals on Wheels --

18 (Telephonic Interference.)

19 MS. VALENCIA: Adrian Tapia, Miami --

20 (Telephonic Interference.)

21 MS. VALENCIA: Thank you. Pinellas County
22 Urban League? Again, Pinellas County Urban League?
23 All right. St. Johns Housing Partnership?

24 MS. VANLANDINGHAM: This is Cheryl
25 Vanlandingham with St. Johns Housing Partnership --

1 MS. VALENCIA: Good morning.

2 MS. VANLANDINGHAM: -- hi, Alma.

3 MS. VALENCIA: Hi, good morning, Cheryl.

4 MS. VANLANDINGHAM: Susan is also in
5 attendance, but she's on her phone and I don't see --
6 I don't see her in the list right now, but she is in
7 attendance as well. I'll buzz her over there to have
8 her call you.

9 MS. VALENCIA: Okay, thank you. Thank you.
10 Step Up Suncoast?

11 MS. GANO: Linzi Gano for Step Up Suncoast,
12 and I know Adam Murphy is also on the phone.

13 MS. VALENCIA: Okay. Thank you --

14 MS. NICKLAUS: And Heather Nicklaus is here
15 as well.

16 MS. VALENCIA: Heather Nicklaus and Adam,
17 thank you. And last, Tampa Hillsborough Action Plan?
18 Tampa Hillsborough Action Plan? Okay.

19 All right. Thank you all for being here. As
20 a reminder, comments both verbal and written will
21 be --

22 MS. SWIM: Hello, can you hear me?

23 MS. VALENCIA: Yes, we can --

24 MS. SWIM: Hello?

25 MS. VALENCIA: We can hear you.

1 MS. SWIM: Hi, I'm a member of the public and
2 I'm interested in talking today. The public notice
3 only had the phone number, I would love to join the
4 Zoom meeting if there's some way to do that. I
5 apologize for not, you know, asking sooner, but I
6 didn't realize that there was going to be a Zoom.

7 MS. VALENCIA: No, that's fine. Call-in --
8 we're taking call-ins at this time as well, so you're
9 fine. Again, everyone --

10 MS. SWIM: So --

11 MS. VALENCIA: -- please reserve your
12 questions for --

13 (Telephonic Interference.)

14 MS. VALENCIA: -- for when you're prompted to
15 ask questions, again I will continue the State Plan
16 as -- as of now.

17 MS. SWIM: Is there a way to send a Zoom link
18 at this point so I can see what you put on the screen
19 as well?

20 MS. VALENCIA: We're not going to be putting
21 anything on the screen, everything is going to be --

22 MS. SWIM: Okay.

23 MS. VALENCIA: -- verbal, yes. All right.

24 MS. SWIM: All righty. Thank you.

25 MS. VALENCIA: Um-hmm. Again, as a reminder,

1 comments --

2 (Telephonic Interference.)

3 MS. VALENCIA: -- verbal and written will be
4 accepted during this hearing, and you can send an
5 email to my email, which is Alma, A-l-m-a, dot
6 Valencia, V-a-l-e-n-c-i-a, at deo.myflorida.com.

7 During this presentation, I will stop
8 periodically and ask for any questions and comments.
9 When making a comment or asking questions, please
10 state your name and the entity you represent. At the
11 end of my presentation there will be additional
12 opportunity for questions and comments. An official
13 transcript of this meeting will be prepared and sent
14 to the U.S. Department of Energy for their
15 information, analysis, and approval. Are there any
16 questions or comments on anything that I've covered up
17 to this point? Okay.

18 So I will begin with an overview of the State
19 Plan process. So -- I apologize -- so all grants
20 awarded under the Weatherization Assistance Program
21 must comply with applicable law, including regulations
22 contained in 10 CFR Part 440 and other procedures
23 applicable to these regulations as Department of
24 Energy may prescribe for the administration of the
25 program.

1 The Florida Department of Economic
2 Opportunity, or DEO, has provided notice of this
3 public hearing through advertisement in the *Florida*
4 *Administrative Register* in compliance with the Florida
5 Statute 120.525 and 10 CFR 440 Section 14.

6 Each year, DEO is required to submit a State
7 Plan under 10 CFR Part 440. The plan outlines DEO's
8 use of Weatherization funding for the coming program
9 year. In this case, the 2022/2023 program year, or
10 program year 2022, that begins July 1st, 2022, and
11 ends July 30th, 2023, the plan is the application
12 packet to the Department of Energy outlining
13 productions for targets, dwelling considerations,
14 field operations, training and technical assistance,
15 monitoring protocols, health and safety assurances,
16 and the program budget. The application indicates
17 methods for evaluating program performance in terms of
18 production expenditures and household and persons
19 reached in the State of Florida.

20 The format of the plan is based on the
21 Department of Energy application package and divided
22 into sections that typically do not change from year
23 to year; again, such as climate conditions, dwelling
24 types, et cetera. The application areas that change
25 annually are the budget, the budget justification, and

1 the household impact goals.

2 As stated in the grant application packet
3 issued by the Department of Energy, if major program
4 changes are made after the initial public hearing for
5 the State Plan, then an additional hearing will be
6 required. Also, any changes in the distribution of
7 funds not addressed in the initial hearing will
8 require another public hearing.

9 The State Plan is due to the Department of
10 Energy by May 3rd, 2022. All comments from today will
11 be captured and considered for inclusion in the plan
12 prior to the submittal to the Department of Energy.
13 Questions or comments not spoken during the call today
14 may still be included by email, again send them to my
15 email, Alma, A-l-m-a, dot Valencia, V-a-l-e-n-c-i-a,
16 at deo.myflorida.com. Are there any questions or
17 comments at this time? All right, I will continue.

18 This year's changes for the program year 2022
19 State Plan include, of course, the budget, which
20 includes a new funding category which is called the
21 Weatherization Readiness Fund, and I will discuss that
22 information now.

23 In the budget allocation section, the
24 allocation for this year's grant for Florida will be
25 3,472,840; program allocation is 2,693,151; and the

1 training and technical assistance is 588,980.

2 Additionally, the Department of Energy has
3 awarded Florida a Weatherization Readiness Fund of
4 190,708. So the Weatherization Readiness Fund is to
5 be used to address structural and health and safety
6 issues. This funding is anticipated to reduce the
7 frequency of deferred homes that require other
8 services outside the scope of weatherization, so --
9 and before the weatherization measures can be
10 installed.

11 Again, the WAP Readiness Fund will be its own
12 separate category and will be divided equally amongst
13 the WAP network.

14 For program year 2022/2023, the statutory 15
15 percent of administrative funds will be divided
16 equally between the subrecipients and DEO. The state
17 will retain 7.5 percent of the grant for their
18 administrative costs, and 7.5 percent will be made
19 available to programs subrecipients as per Department
20 of Energy guidance.

21 The program allocation is split into program
22 operations, audit, insurance, and health and safety.
23 Program operations is part of the budget that is
24 applied towards materials, labor, and program support
25 for household energy conservation measures. Health

1 and safety improvements are budgeted at approximately
2 15 percent of the program operation budget.

3 So the next section in budget justification
4 which details the personnel -- and their salaries with
5 fringe -- who conduct some activities related to the
6 implementation and administration of the
7 Weatherization Assistance Program for the state.

8 Then there's a indirect cost rate package,
9 which shows that -- which shows that the -- DEO's
10 provisional rate of 42.76 percent.

11 And the last section of the budget is the
12 annual file. The annual file sections discuss the
13 network budget allocation and production for target --
14 for targets with the weather -- for the number of
15 homes required. The service network has not changed
16 as a result of the plan; however, I did want to note
17 that after May 1st, 2022, Suwannee River Economic
18 Council will no longer be a WAP provider.

19 Funds will be distributed to serve all 67
20 counties in Florida. Florida uses census data in a
21 funding formula consisting of the numbers of
22 low-income households, along with heating and cooling
23 degree days, to calculate an allocation for each
24 county, then the county budgets are allocated to the
25 subrecipients.

1 Agency information and funding amounts can be
2 found in the annual plan section. Based on these
3 funding figures, it is approximately 248 dwellings
4 that will be weatherized with the use of Department of
5 Energy funds during the program year 2022 and 2023.

6 Again, Florida Weatherization will continue
7 to prioritize assistance to elderly persons,
8 households with children, persons with disabilities,
9 and households with high energy burdens, and homes
10 with high energy consumption. Are there any budget
11 questions at this time? Okay, thank you.

12 I will move on to the master plan. The
13 primary goal of the weatherization program is to
14 implement cost-effective weatherization procedures to
15 conserve energy and lower utility bills for the people
16 of Florida. Additionally, while energy measures are
17 installed, some improvements that correct health and
18 safety hazards for the well-being of clients, their
19 dwellings, and weatherization personnel, may be
20 installed.

21 Each weatherization -- each weatherized home
22 will be individually assessed by a Building
23 Performance Institute-certified energy auditor to
24 determine the impact and savings associated with
25 potential energy conservation measures, and the

1 existence of potential hazards to weatherization staff
2 or clients.

3 The weatherization program this year will
4 continue to incorporate the health and safety plan
5 into our program. When conditions within the home are
6 such that the health and safety of a client, crew, or
7 subcontractor may be jeopardized through
8 weatherization activities, work must not proceed until
9 such problems are remedied.

10 As mentioned before, the new Weatherization
11 Readiness Fund will be a tool that the WAP network can
12 utilize to overcome such issues that may cause a home
13 to be deferred; but again, however, in some cases,
14 mitigations or problems may be beyond the scope of the
15 weatherization program, and in those instances the
16 client must be notified in writing and deferred.

17 As noted earlier, Florida is requesting to
18 utilize just under 15 percent of program operations
19 funds for health and safety expenditures. This
20 separate category will also allow these costs to be
21 isolated from energy efficient costs and program
22 evaluation. Is there any comments or questions on the
23 master plan at this time? Thank you. All right. And
24 I will continue.

25 I would also like to take this time to thank

1 our weatherization staff here at DEO and the
2 Weatherization Network --

3 MS. SWIM: Hello, can you hear me?

4 MS. VALENCIA: Yes, I can hear you please --
5 we're almost done with the presentation.

6 MS. SWIM: This is Deb Swim, I'm here today
7 on behalf of the Environmental Justice Committee of a
8 group called Tallahassee 100 Together, I did have some
9 comments on the master plan, and I'm only here by
10 phone so I apologize for not getting online quickly
11 enough. Is now a time that I should comment, or
12 should I wait until the end?

13 MS. VALENCIA: Yes, if you want to make a
14 comment regarding the master plan.

15 MS. SWIM: All right. The federal
16 weatherization law in addition to, you know, as you
17 described, the energy conservation measures, also
18 makes solar photovoltaic an allowable expense for
19 weatherization programs, and we urge you to include
20 cost-effective solar PV in Florida's weatherization
21 plan. The cost of solar has been coming down
22 dramatically, and we think there's opportunity here.

23 We are -- we understand that once the
24 weatherization plan says that solar PV is an allowable
25 expense, the next steps would be involve working up a

1 very specific pilot. You'd be working with -- I mean,
2 the people who are proposing the pilot would be coming
3 up with the details about the pilot, and meeting the
4 requirements of the weatherization program and the
5 federal DOE criteria also; but we can't begin to work
6 on such a pilot unless there's an authorization within
7 the weatherization plan. So we're asking today that
8 you please do authorize that as an eligible expense.

9 We are a group in Tallahassee that's been
10 working, in cooperation with our local city utility,
11 to develop a plan to transition to clean energy by a
12 hundred percent, and our elected officials, when they
13 called for development of this plan, they wanted to
14 make sure that there's an equitable distribution of
15 benefits of the plan to lower-income neighborhoods, so
16 you know, we are looking very specifically at how to
17 benefit lower income communities with solar PV which,
18 as you know, lowers their power bills. And we think
19 there are some cost-effective opportunities and so we
20 are urging you to please give us an opportunity to
21 explore this by coming up with a pilot, and we have
22 some ideas already, that would have cost-effective
23 solar on homes in Tallahassee.

24 I don't think it's very hard for you to just
25 add this to the plan; later on there would be, you

1 know, looking at the pilot and making sure that, you
2 know, the specifics are cost-effective. And I think
3 that's all I wanted to say at this point. Thank you.

4 MS. VALENCIA: No, thank you so much for your
5 comment, I really appreciate it. Anybody else would
6 like to comment or have any questions regarding the
7 master plan? Okay, thank you. Thank you so much.
8 Again, I would like to say that I like to take this
9 time to --

10 MS. CAMPBELL: Ma'am, I'm also by phone --

11 MS. VALENCIA: Oh --

12 MS. CAMPBELL: -- so there's a lag between
13 the time that you unmute yourself and then you get the
14 voice recording that you're no longer muted so it
15 might take people a little bit --

16 (Telephonic Interference.)

17 MS. VALENCIA: Okay, would -- do you have any
18 comments or questions regarding the master plan?

19 MS. CAMPBELL: I do.

20 MS. VALENCIA: Okay.

21 MS. CAMPBELL: My name is Heaven Campbell,
22 I'm with Solar United Neighbors, I've actually been
23 communicating and advocating, along with some
24 municipalities and counties throughout Florida, to
25 DEO, for over two years for the inclusion of solar PV

1 in the state works plan. This used to require an
2 additional piece of paper work that you had to fill
3 out, but because of the Infrastructure Investment in
4 Jobs Act, that requirement was taken away; so you no
5 longer have to fill out an additional application, it
6 can just simply be written into the state work plan as
7 the previous (inaudible) alluded to, so I'm also here
8 to advocate that we finally open up this tried and
9 true technology that's being already utilized by the
10 Weatherization Assistance Program in other states, so
11 I would love for us to at least have a constructive
12 conversation.

13 As I said, I've been reaching out for over
14 two years and have not been able to make any headway,
15 and have even had department heads from other states
16 who are utilizing solar PV reach out as well, so it's
17 really adamant that we should be looking at having --
18 include solar PV, specifically for hot water, in our
19 state work plan.

20 MS. VALENCIA: Okay. Thank you so much for
21 your comment, I really appreciate. Again, any
22 additional comments or questions on the master plan?

23 MS. ROSS: Hi, this is Kim Ross with Rethink
24 Energy Florida, can you hear me?

25 MS. VALENCIA: Can you repeat -- can you

1 repeat it please?

2 MS. ROSS: Sure. This is Kim Ross with
3 Rethink Energy Florida. How about now, can you hear
4 me better?

5 MS. VALENCIA: Yes, I can hear you. Thank
6 you.

7 MS. ROSS: Okay, wonderful. Thank you. I
8 thought I'd go ahead and speak up as well now in
9 regards to the master plan, with similar sentiments.

10 Our organization, Rethink Energy Florida, was
11 recently one of eight teams across the nation to be
12 awarded a subcontract to look at overcoming the
13 obstacles to solar in low to moderate-income
14 communities -- we're working with the National
15 Renewable Energy Laboratory -- and obviously one of
16 the obstacles is cost; and at the same time, though,
17 solar is one of the ways to reduce energy burdens in a
18 major and substantial way.

19 So as we look at costs and how to overcome
20 costs, as we started that process we discovered that,
21 like the others are saying, these WAP funds can be
22 used to put solar up if and only if the state agency
23 adds it to their program. And then it was just
24 happenstance that I learned about this call today
25 yesterday, so I think it's fortuitous. And while it

1 may or may not be used by the local agencies that are
2 implementing the weatherization program, we ask that
3 you add it so that it becomes a possibility, and that
4 then allows for the local agencies to have it in their
5 tool box. That's all I have to say, thank you.

6 MS. VALENCIA: Okay, no, thank you so much
7 for your comment. I really appreciate it. Again, any
8 other comments or questions on the master plan before
9 I continue?

10 MR. CROW: Hi, this is Caleb Crow, you're
11 doing a great job, Alma. I would like to see a piece
12 about workforce in the budget, and workforce
13 development, if that training piece could be added for
14 increased certifications for BTI energy auditors, as
15 well as, you know, QCI contractors state-wide; but
16 also I'm at City of Tallahassee and I would support
17 any kind of PV pilot, to just piggyback on the people
18 that have been commenting there, so the City of
19 Tallahassee would welcome that. And that's all I
20 wanted to say, thanks.

21 MS. VALENCIA: Thank you. All right. Any
22 other questions or comments? All right. Again,
23 everyone that commented, I really thank you for the
24 words, and I wanted to thank my Weatherization staff
25 present here today, but I also wanted to thank the

1 Weatherization Network for the work that they do to
2 serve the people of Florida, so I would give you all a
3 round of applause if I could.

4 Again, you know, I have concluded my formal
5 presentation on the Weatherization State Plan for the
6 program year 2022/2023, are there any questions about
7 anything at this time regarding the State Plan?

8 UNIDENTIFIED SPEAKER: Ms. Valencia --

9 MS. BROWN: Hi, can you hear me?

10 MS. VALENCIA: Yes, we can hear you.

11 MS. BROWN: Okay. This is Natalia Brown with
12 Catalyst Miami. I have a question about kind of the
13 structure of this public hearing. I know you
14 mentioned that there was an announcement in the
15 *Florida Administrative Register* --

16 MS. VALENCIA: Um-hmm.

17 MS. BROWN: -- to notify the public, but I
18 can't help but notice that most of us are here in a
19 professional capacity, and there aren't many just
20 members of the public, of the general public, if you
21 will, and so -- yeah, if you could just provide a
22 little bit of clarification on how this announcement
23 is made in other ways, and if that will be a part of
24 the plan to be able to set protocol for the public to
25 give voice to gaps in eligibility or, you know,

1 procedurally to improve the program.

2 MS. VALENCIA: Sure. So the State Plan,
3 again, it is published in the *Florida Administrative*
4 *Register*, it was posted on April 7th of this month,
5 twenty -- April 7th, 2022; additionally, we posted the
6 state -- the actual the draft State Plan on our
7 website, on the DEO website, and the agenda as well.
8 So that's, I guess, two avenues that we advertise the
9 State Plan and the hearing as well.

10 MS. BROWN: Okay. Thank you for answering.
11 I would love to see whether direct participation by
12 members of the general public, though the time of this
13 meeting and the means of participating may be a bit
14 unacceptable for working people -- even just a
15 requirement for the local agencies to be, you know,
16 engaging in bringing back insights from the folks on
17 their wait list, for people who they have had a
18 successful relationship and experience with, to be
19 able to bring back some of that stuff to improve the
20 program more, I do believe that there is a lot of
21 opportunity for improvement year-to-year, if we're
22 drafting this annual plan; yet it seems like a lot of
23 the changes are very much in -- you know, the smaller
24 quantitative things are very large; right? They
25 determine the reach of the program; but in terms of

1 how the program's run, I think there's a lot of
2 opportunity for improvement.

3 And this can be a time to be able to share
4 those learnings and -- you know, just like the
5 inclusion of solar PV, I'm sure that in terms of
6 bringing people in and meeting their needs -- I work
7 for an economic justice organization based in
8 Miami/Dade, and among a lot of other things, we do
9 provide direct services for people dealing with
10 financial insecurity and financial needs, and
11 something that was we see very often is -- hello?

12 MS. VALENCIA: Yeah, we can hear you. Go
13 ahead.

14 MS. BROWN: Oh, okay. Just something that we
15 hear very often is the way that the threshold is set
16 for eligibility often will deter people from being
17 able to -- I fear I'm not articulating myself
18 properly, excuse me, but the way the eligibility
19 criteria are set not only limit people who are just
20 slightly above that, but also people who are just
21 slightly below that, create a lot of, like,
22 internalized fear about, and just, like, diminish
23 their ability to benefit from the program because they
24 don't see it as something that could help them.

25 And so if, you know, thinking a little bit

1 more creatively about best practices that we're seeing
2 in other states, just as we're seeing inclusion of
3 renewable technologies, we're also seeing other states
4 embracing more inclusive measures for determining
5 household eligibility.

6 MS. VALENCIA: Okay. Thank you so much for
7 your comment on this, we really appreciate it. I
8 believe there was someone else that wanted to make a
9 comment?

10 MS. MARINO: Alma, this is Karen Marino with
11 the Northeast Florida Community Action Agency.

12 MS. VALENCIA: Hi, Karen.

13 MS. MARINO: Hi. I had difficulty unmuting
14 earlier, so I just wanted to formally notate that I
15 was present for the call.

16 MS. VALENCIA: Thank you, I appreciate that.
17 Thank you, Karen. Again, any other questions about
18 the -- or comments on --

19 MR. CENTER: Yeah, Alma, this is Tim Center
20 with Capital Area Community Action in Tallahassee. A
21 couple things if I may.

22 MS. VALENCIA: Um-hmm.

23 MR. CENTER: So I was curious more about a
24 couple things: One was the allocation methodology
25 that we're currently using with weatherization

1 funding. How is -- can you describe that a little bit
2 more in detail how that's laid out, and how the
3 different agencies get DOE funding through
4 weatherization? Because I'm looking at some programs
5 that are just -- you know, like Monroe County getting
6 the ability to weatherize one home at 41 thousand
7 dollars, the average dollar amount per group is
8 different, it ranges pretty much from, I think, nine
9 to \$15,000 dollars, so just trying to figure out how
10 allocation is done.

11 I know that you guys have worked on
12 allocation methodology in the past, just wondering if
13 we're really taking into account the number of people
14 that are in poverty by county, or if the allocation
15 methodology is also including just a minimum dollar
16 amount or minimum number of homes initially, and then
17 allocating from there?

18 MS. VALENCIA: No, there's no minimum number
19 of homes. So the way we distribute our funding, we
20 use the -- a funding formula, it was recently updated,
21 I believe, two years ago with the help of the
22 University of Florida, and it took recent census
23 information in order to update the -- where the
24 pockets of population have changed. And so that and
25 also we take into consideration the hot and cool days,

1 that is what helps us determine how much funding each
2 county receives; and energy cost as well.

3 MR. CENTER: Thanks. The allocation
4 methodology, that issue of population --

5 MS. VALENCIA: Um-hmm.

6 MR. CENTER: -- which does change from year
7 to year, and I realize that there was an update a
8 couple years ago to try to catch up, since it hadn't
9 been done in probably 15 years --

10 MS. VALENCIA: Um-hmm.

11 MR. CENTER: -- is that -- that's a general
12 population, though, it's not a population that's in
13 poverty. And our more rural communities seem to be
14 much higher poverty rates; for example, Gadsden County
15 has a 30 percent poverty rate, and that's in our
16 region. So just trying to figure out are we really
17 targeting people that are in need, or are we targeting
18 just people?

19 MS. VALENCIA: No, we're -- we account all
20 counties, and then we take consideration of the
21 poverty, the 200 percent poverty level as well, which
22 is the requirement for the Department of Energy.

23 MR. CENTER: Yeah.

24 MS. VALENCIA: Um-hmm.

25 MR. CENTER: And I think that it's been

1 alluded to by some of the groups -- representatives of
2 the different groups regarding solar, and I believe,
3 you know, renewal -- just renewables generally would
4 be really helpful to add to the plan, and I think that
5 this has been raised by the advisory council before,
6 and I don't think the Department has ever listened to
7 the advisory council as it relates to that before, I
8 don't think it necessarily was brought up this year,
9 so can you share with us perhaps -- and I know you're
10 new, too, and I don't mean to put you in an awkward
11 position there, but how would the conversations
12 regarding renewables be processed going forward from
13 here before you submit the plan to DOE?

14 MS. VALENCIA: So it would have to begin,
15 again, with the policy advisory council. We -- this
16 time around, we didn't -- that was not a topic of
17 discussion; but again, we often meet with our policy
18 advisory council, so that can be discussed at any
19 time.

20 MR. CENTER: And would that be done before
21 you submit the plan this year?

22 MS. VALENCIA: Well, we do have an
23 opportunity for the infrastructure funding to possibly
24 include it there, but again that's going to be a
25 conversation that we will have to have sometime.

1 MR. CENTER: So the public input comes too
2 late for any action to be taken?

3 MS. VALENCIA: No. That -- no, that's -- no,
4 that's not the case.

5 MR. CENTER: So you will be filing an amended
6 plan regarding the infrastructure funding that's going
7 to come out shortly?

8 MS. VALENCIA: No, the infrastructure
9 application is separate from the -- again, from the
10 State Plan.

11 MR. CENTER: Okay.

12 MS. VALENCIA: Okay. And thank you,
13 Mr. Center, I appreciate your --

14 MR. CENTER: Thanks, Alma.

15 MS. VALENCIA: Um-hmm. All right, any
16 additional questions?

17 MS. SWIM: Hi, this is Deb Swim again, I just
18 wanted to clarify a little bit from your -- the
19 dialogue you just had with Tim Center. So what I'm
20 hearing is, in order to include solar in the -- you
21 know, this weatherization plan that is getting ready
22 to be submitted to DOE, there would need to be some
23 discussion by a policy advisory panel, and there is a
24 possible opportunity for that to occur when there is
25 also a discussion about the infrastructure. And so

1 there is a possibility that between now and when you
2 have to submit the plan to DOE that you could discuss
3 this and consider including it; is that correct?

4 MS. VALENCIA: Right. So again, just to
5 clarify, the infrastructure application is separate
6 from the State Plan application; and yes, as I
7 mentioned earlier, that there could be -- there's an
8 opportunity, while we prepare for the infrastructure
9 submission, to talk about renewable energy.

10 MS. SWIM: All right. Thank you.

11 MS. VALENCIA: You're welcome. All right.
12 Again, any additional questions or comments?

13 MS. CAMPBELL: Yes, can you hear me?

14 MS. VALENCIA: Yes, can you state the name
15 and your entity you represent for the record?

16 (Telephonic Interference.)

17 MS. CAMPBELL: Yes. Heaven Campbell, Solar
18 United Neighbors. Just to that point, is there a way
19 for public input to the policy advisory committee, or
20 will these comments be taken back to them? That seems
21 like the ideal place for that conversation to happen
22 around the infrastructure funding, since it is the
23 infrastructure --

24 (Telephonic Interference.)

25 MS. CAMPBELL: -- that was the green light,

1 and really encouraged states to include this
2 technology in their State Plan.

3 MS. VALENCIA: Yes. So to answer your
4 question, so these comments that we receive today will
5 be taken back to our policy advisory council and we
6 will be discussing them. And again, I would like to
7 remind you that we will be taking comments at any time
8 regarding any additional ideas or suggestions from the
9 public.

10 MS. GIDDENS: Alma?

11 MS. VALENCIA: Yes?

12 MS. GIDDENS: This is Susan Giddens with the
13 St. Johns Housing Partnership, I have a couple of
14 questions. So in the new draft, the new State Plan,
15 we are not able to re-weatherize at ten years any
16 more, it's been changed to 15 years?

17 MS. VALENCIA: It's always been 15 years.

18 MS. GIDDENS: No, I don't think so, it's been
19 ten years.

20 MS. VALENCIA: No, it's been 15 years, Susan.

21 MS. GANO: Actually, Alma, this is Linzi from
22 Step Up Suncoast, in review of the state plans from
23 the last three years, the 15 years was added in the
24 last State Plan, but before that it was September 30th
25 of 1994 --

1 MS. VALENCIA: Um-hmm.

2 MS. GANO: -- so that was definitely more
3 than ten years --

4 MS. VALENCIA: Right.

5 MS. GANO: -- or more than 15 years, so this
6 was a new -- this was a new eligibility that was
7 brought up in the State Plan last year, so it wasn't
8 even ten years before that, it was no
9 re-weatherization --

10 MS. VALENCIA: Um-hmm.

11 MS. GANO: -- unless it was before September
12 30th of 1994, so this was definitely a clarification
13 needed --

14 MS. VALENCIA: Okay.

15 MS. GANO: -- in the State Plan.

16 MS. VALENCIA: Thank you, Linzi.

17 MS. GIDDENS: Okay, this is Susan again, can
18 you please go back over the Weatherization Readiness,
19 which --

20 MS. VALENCIA: Yeah, sure. What would you
21 like to know about the Weatherization Readiness Fund?

22 MS. GIDDENS: Just -- I kind of missed it
23 when you went over it the first time, just kind of
24 give me the --

25 MS. VALENCIA: Okay. Yeah, absolutely. So

1 the Weatherization Readiness Fund is a new allocation
2 given to us by the Department of Energy. The funds
3 can be used to reduce the frequency of deferred homes
4 that require services that are outside of the
5 weatherization scope, so it can -- those funds can be
6 used, I guess, in order to prepare a dwelling before
7 the weatherization services can commence.

8 MS. GIDDENS: And is there a limit per home?

9 MS. VALENCIA: Yes, there's going to be a
10 weatherization readiness fund average cost per unit,
11 and it's going to be \$1,500 dollars.

12 MS. GIDDENS: Okay, thank you.

13 MS. VALENCIA: You're welcome. All right.
14 Any additional questions or comments? All right. If
15 there's no further questions or comments this hearing
16 is adjourned. I will --

17 MS. GANO: Actually Alma --

18 MS. SWIM: Hello?

19 MS. GANO: Sorry.

20 MS. SWIM: This is Deb Swim again --

21 (Telephonic Interference.)

22 MS. SWIM: I just wanted to ask you --

23 (Telephonic Interference.)

24 MS. SWIM: Can y'all hear me?

25 MS. VALENCIA: Yes, we can hear you.

1 MS. SWIM: Okay. I just wanted to ask a
2 question about the new allocation that you just talked
3 about.

4 (Telephonic Interference.)

5 MS. VALENCIA: Okay.

6 MS. SWIM: So are you saying that the 1500
7 cost per unit is a prerequisite to use of this new --
8 new allocation funding, or that the new allocation
9 funding would be no more than 1500 per unit?

10 MS. VALENCIA: So no, it would not be a -- it
11 would be --

12 MS. SWIM: Not a prerequisite?

13 MS. VALENCIA: It's not a prerequisite;
14 that's correct.

15 MS. SWIM: Okay.

16 MS. VALENCIA: This just means that the
17 Weatherization Network has, I guess, the average cost
18 per unit, it will have to be 1500.

19 MS. SWIM: And that's for the allocation --
20 the new allocation?

21 MS. VALENCIA: That's for the Weatherization
22 Readiness Fund allocation.

23 MS. SWIM: Okay. Okay.

24 MS. VALENCIA: Um-hmm.

25 MS. SWIM: All right, thank you.

1 MS. VALENCIA: You're welcome. And Linzi, I
2 think you had one?

3 MS. GANO: Yes, I did. Actually I have two.
4 Just in the clarification the priorities -- the new
5 priorities that are being set, and when I look through
6 10 CRF 416, there is no calculation for the difference
7 between high energy users and high energy burdens, so
8 I'm hoping that that clarification will come soon,
9 because I know there must different -- a difference
10 between the two for them to be two different
11 categories, just hoping to see that calculation soon.
12 I'm assuming that might be in the P&G that's coming
13 out, just need for a clarification there.

14 MS. VALENCIA: Okay.

15 MS. GANO: And then the second thing was
16 under final inspections, there seems to be a little
17 bit of conflicting wording in page 18. It does say
18 that the Florida subrecipients may apply for two
19 options: One having an independent QCI or an
20 independent auditor and QCI; and then two -- three
21 paragraphs later, it says a QCI inspector cannot be
22 involved in the energy audit, so I'm just -- I'm
23 assuming that's if you choose to have just an
24 independent QCI, and not that they're the same thing,
25 it just seemed to be a little conflicting in the

1 wording --

2 MS. VALENCIA: Um-hmm.

3 MS. GANO: -- that that wasn't clarified that
4 you had to choose one of those options beforehand.

5 MS. VALENCIA: Okay.

6 MS. GANO: But that was the only thing I had.

7 MS. VALENCIA: Okay. Thank you so much,
8 Linzi, I appreciate it. All right. All right, so --
9 and if there -- again, if there is no further
10 questions or comments, this hearing is adjourned.
11 Thank you all for attending. And again, this hearing
12 is hereby adjourned. Thank you.

13 (The proceedings were adjourned at
14 10:53 a.m.)

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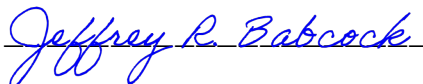
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CERTIFICATE OF REPORTER

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5 I, JEFFREY R. BABCOCK, do hereby certify that I
6 was authorized to and did report the foregoing
7 proceedings, and that the transcript, pages 1 through 39,
8 is a true and correct record of my stenographic notes.
9

10 Dated this 3rd day of May, 2022 at Tallahassee,
11 Leon County, Florida.
12

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14 JEFFREY BABCOCK

15 Court Reporter
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Ron DeSantis
GOVERNOR



Dane Eagle
SECRETARY

FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
POLICY ADVISORY COUNCIL (PAC) MEETING MINUTES

Friday, April 01, 2022
1:30 pm-03:00 pm

Conference Room 320
Teleconference Number: +1 850-988-5144
Teleconference Code ID: 15623935 #

WAP POLICY ADVISORY COUNCIL MEMBERS:

Mr. Melvin Philpot (**Chairperson**) – Products & Services Manager, Duke Energy
Ms. Amy Yount – President and CEO, Step Up Suncoast
Ms. Faith Pullen – Executive Director, Florida Association for Community Action
Mr. Casey Penn – Chief, Bureau of One-Stop and Program Support, Florida Department of Economic Opportunity
Mr. Terry Mutch – Weatherization Assistance Program Manager, Capital Area Community Action Agency, Inc.
Mr. Al Miller – Division Director, Agricultural and Labor Program, Inc
Ms. Lindsay Tanner – FCCM, Senior Management Analyst Supervisor, Florida Department of Elder Affairs
Ms. Karen Hagan – Director of Policy and Emergency Management, Agency for Persons with Disabilities
Ms. Shila Salem – Deputy Assistant Secretary for Economic Self-Sufficiency, Florida Department of Children and Families

PROGRAM STAFF:

Ms. Debbie Smiley – Bureau Chief, Economic Self Sufficiency, Florida Department of Economic Opportunity
Ms. Alma Valencia – Community Program Manager, Weatherization Assistance Program, Florida Department of Economic Opportunity
Ms. Danielle McNair – Government Operations Consultant III, Weatherization Assistance Program, Florida Department of Economic Opportunity
Mr. Dylan Owens - Government Operations Consultant III, Weatherization Assistance Program, Florida Department of Economic Opportunity

MINUTES:

“Hi everyone. We will be commencing in two minutes.” - **Alma Valencia, WAP Community Program Manager**

“I hope you can see us. Good Afternoon everyone! Who else on the line with us?” - **Alma Valencia, WAP Community Program Manager**

“Lindsay Tanner with the Department of Elder Affairs”. – **Lindsay Tanner, Senior Management Analyst Supervisor**

“Looks like were all here. Good Afternoon everyone. The WAP policy advisory council, chairman, new members and existing members, the WAP State Plan is now called to order. I am Debbie Smiley; I am the chief of the Bureau of Economic Self- Sufficiency. I’d like to extend a warm welcome to everyone attending this policy advisory council meeting for 2022.” – **Debbie Smiley, Bureau Chief of Economic Self-Sufficiency**

“The purpose of this meeting is to facilitate discussions on how DEO plans to deliver the Weatherization Assistance Program in Florida for this coming program year, which begins July 1, 2022 and ends June 30, 2022. DEO delivers weatherization services in coordination with local partners and will distribute all WAP funding for PY22-23 in accordance with this Plan.” - **Debbie Smiley, Bureau Chief of Economic Self-Sufficiency**

“Before we get down to the task at hand, I’d like to introduce to you a few new members to our council. Amy Yount – President and CEO of Step Up Suncoast. Lindsay Tanner, new member, Senior Management Analyst Supervisor at the Department of Elder Affairs. Shila Salem – Deputy Assistant Secretary for Economic Self-Sufficiency, Florida Department of Children and Families.” - **Debbie Smiley, Bureau Chief of Economic Self-Sufficiency**

“Welcome to the Policy Advisory Council for the Weatherization Assistance Program. We are grateful to you for allowing us to provide exemplary services to our most vulnerable population. Since we last met there has been some leadership changes in our Division and Bureau. The Division of Community Development has a new Deputy Secretary. His name is Mr. Benjamin Melnick, he comes to us from the Department of Environmental Protection. He has hit the ground running and has been providing exemplary support for our programs and this bureau as a whole.” - **Debbie Smiley, Bureau Chief of Economic Self-Sufficiency**

“Representing the Weatherization Assistance Program, we have Alma Valencia, our new community program manager for Weatherization. Joining her is Danielle McNair, she is a Government Operations Consultant III, and Dylan Owens, also a part of Alma’s power team. Alma and her team have also hit the ground running. Their drive for excellence and got commencement from DEO leadership.” - **Debbie Smiley, Bureau Chief of Economic Self-Sufficiency**

“You have been provided a copy of our Agenda and a draft State Plan package. I will turn our discussion to Alma to begin our State Plan discussion.” - **Debbie Smiley, Bureau Chief of Economic Self-Sufficiency**

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"I appreciate that Debbie. Welcome everyone. Melvin is our chairperson. I have been in this role for 7 months and it is an honor to have you with me here today. It is with great enthusiasm that I present to you our draft state plan. Our state plan contains the following: Application, Budget, Indirect Cost Rate, Annual File, Master File Narrative, Florida Administrator Register Notice, Policy Advisory Council Members, Public Hearing Transcript, Policy Advisory Council Minutes, Assurances." - **Alma Valencia, WAP Community Program Manager**

"To begin I'd like to give you an overview of our State Plan. The State Plan serves as Florida's application to the United States Department of Energy. These funds will provide assistance to households across the State. The program is administered by the Florida Department of Economic Opportunity (DEO), which has primary responsibility for the state's community assistance programs. The State Plan details how we plan to deliver the WAP in Florida which will begin July 1, 2022 and end June 30, 2022." - **Alma Valencia, WAP Community Program Manager**

"The plan is the application package to U.S. Department of Energy (DOE) outlining production plans, our approach to a dwelling considered for weatherization, field techniques used, training and technical assistance activities, monitoring protocols, the health and safety plan, and the budget. It provides the tool by which DOE will measure and evaluate our performance in terms of production, expenditures and special projects." - **Alma Valencia, WAP Community Program Manager**

"As you know the format for the plan is based on the DEO application package. The master file information contains the application components that are generally unchanged from the previous year, such as climatic conditions, types of work to be done, client eligibility and service area. The annual file contains all information that changes annually, such as the budget, the production schedule, and the training and technical assistance activities. The purpose of the WAP is to install energy conservation measures in the homes of income-eligible persons, especially homes occupied by persons with disabilities and children." - **Alma Valencia, WAP Community Program Manager**

"The goals for WAP are as follows: It helps to reduce national energy consumption, reduce carbon emissions that contribute to climate change, lessen the impact of high energy costs on low income families, and improve the health and safety of assisted households. Florida implements WAP through a network of local providers with expertise in energy conservation practices. These subrecipients provide energy conservation services using their own trained crews or by subcontracting work to qualified contractors. WAP assists in all types of housing units, including single and multi-family housing, manufactured housing and group homes and provides services in each of the state's 67 counties." - **Alma Valencia, WAP Community Program Manager**

"Additionally, weatherization provides significant contribution to the State's economy and to the quality of life of low-income residents. Some benefits of WAP are, but are not limited to: \$1 dollar invested can result in a savings of about \$3 in energy costs over the life of the installed measure, Health & Safety benefits – installation of carbon monoxide detectors, correction of mold and replacement of unsafe heating systems." - **Alma Valencia, WAP Community Program Manager**

"In the packet that I've provided to you all I'd like to point you to the most important sections of this package, which are as follows: Application, Budget, Annual File and Master File Narrative. I will give you all a brief description of what they are. (*Application*) The Application provides a short overview of information pertaining

to the application like application ID number, grantee information, etc. (*Budget*) The allocation for this year's grant from DOE is \$3,292,566.00. This amount is divided into two allocations. Program Operations and the Training and Technical Assistance. The Program Operations allocation is used for the administration of the program and the delivery of weatherization services. Section A is the budget summary, which, indicates the award amount that's anticipated to be received by the State of Florida for 2022. This year we will not have any carryover. Section B is the budget categories, which, breaks down the funding further by line items. It provides budget allocations for the State of Florida and the Subrecipients.

(*Annual File*) Furthermore, the Annual file reflects the network production. The service network will essentially remain the same as last year, however, there is currently one Weatherization Provider who will be departing at the end of April. I will provide additional information at a later time during this meeting. Funds will be distributed to serve all 67 counties in Florida. For the 2022-23 Program year, Florida is requesting to utilize up to 15% of the Program Operation funds for Health and Safety expenditures, the same as last year. This separate category will allow these costs, capped at an average of 15%, to be isolated from energy efficiency costs in program evaluation. (*Master File*) The next section that I'd like to point you all to is the Master File section. This section has minimal deviation. This section is the framework on how Florida will run the weatherization program and provides detail on client eligibility, deferral process, priorities for service delivery, technical guides and materials, energy audit procedures, etc." - **Alma Valencia, WAP Community Program Manager**

"All, in all, my goal during my tenure as Weatherization manager is to increase our production by expanding our reach to other qualified individuals and continuing our efforts to achieve energy efficiency by retrofitting the homes of Floridians. I believe this state plan will help me achieve this goal. Again, any feedback from the council members is truly appreciated." - **Alma Valencia, WAP Community Program Manager**

"So, you mentioned there will be a 15% cap?" – **Melvin Philpot, Chairperson, Products & Services Manager**

"Yes sir, so when we receive funds from DOE, DEO sets up 15% of program operations for health and safety for subrecipients." - **Alma Valencia, WAP Community Program Manager**

"Oh okay. How many agencies are we talking about and what is the average budget for each?" - **Melvin Philpot, Chairperson, Products & Services Manager**

"Program operations goes to all subrecipients, there will be 17 agencies after April. I want to say roughly, depending on the allocation, it is split evenly throughout the subrecipients, so everyone gets the same amount. However, subrecipients are allowed to make budget modifications to their award to move funding to health and safety is necessary. And they must say within that 15%" – **Alma Valencia, WAP Community Program Manager**

"Bear in mind, with that budget we are talking about relates to DEO and HHS. We waiver a percentage of the funding to the agencies. What this amounts to is the percentage share provided by DOE or allowed by DOE, is not near enough and does not fully align the health and safety protocols that they mandate. So, the cost is shared with LIHEAP-WAP funds. - **Debbie Smiley, Bureau Chief of Economic Self-Sufficiency**

"Any additional questions?" - **Alma Valencia, WAP Community Program Manager**

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“Ah, yes. I just wanted to ask, comparing last year to this current plan, are there any particular changes in the master file narrative? You stated there would be one participant that is no longer in there. Any other adjustments that should be noted?” - **Amy Yount, President and CEO**

“No, there are no additional adjustments. Any additional questions?” - **Alma Valencia, WAP Community Program Manager**

“Are the performance measures included in the plan or is that a whole separate process?” – **Shila Salem, Deputy Assistant Secretary**

“Thank you for that question. I think there are two ways we track that. We are required to send DOE performance reports and we send that every quarter. Additionally, DEO does have LRPPR measures where we track homes reported through weatherization funds and were working to establish internal controls within our program to track production and burn rates for that purpose. And we use our grant management system SERA that helps us with monitoring and tracking. – **Alma Valencia, WAP Community Program Manager**

“Shila, Alma mentioned LRPPR. One of the goals is to reduce the percentage of homes on the waiting list. We project to decrease that number each year through the percentage of homes that have been weatherized. I think later on in the agenda Alma will talk about infrastructure funding” - **Debbie Smiley, Bureau Chief of Economic Self-Sufficiency**

“Do we have COVID protocols?” – **Melvin Philpot, Chairperson, Products & Services Manager**

“Yes.” - **Debbie Smiley, Bureau Chief of Economic Self-Sufficiency**

“Any other questions? I appreciate your feedback. Next item on the agenda I would like to update you on is weatherization program updates and there’s quite a few. The most important one is the DEO infrastructure funding, ‘BIL’ for short, has appropriated supplemental funding for the WAP to increase the savings and energy efficiency. 3.5 billion was allocated nationally. Florida will be receiving 93 million. The BIL funds are anticipated to run for a maximum of 5 years and compromised of one budget period. New administrative requirements including Davis Bacon and Buy American. The DOE has given a deadline of 06/1/2022 to submit BIL State Plans. Do the council members have any questions or comments?” - **Alma Valencia, WAP Community Program Manager**

“Alma, can you talk a little bit about the funding timeline. 5 years?” – **Faith Pullen, Executive Director**

“That is correct faith. Every State will have 5 years to spend down that funding. Currently the weatherization network is having issues with production and retaining contractors and keeping ACPU low. I think receiving this funding will open an opportunity for us to look at different avenues to reach our production goals while also getting the money spent down.” – **Alma Valencia, WAP Community Program Manager**

“Thank you, Alma.” – **Faith Pullen, Executive Director**

“Can we talk more about the lack and retainment of contractors?” – **Melvin Philpot, Chairperson, Products & Services Manager**

“That’s a good question and that’s what I was going to ask the council members. Any feedback or things to consider? The weatherization network has shared with me that this is an issue.” - **Alma Valencia, WAP Community Program Manager**

“Yes, it is. The construction industry has been rebounding and there have been challenges to find contractors who are willing to follow protocols, SWS, retrofit program, and they usually opt out. We are looking for ideas and recommendations. I know the Weatherization Program Notice from DOE explains opportunities for a workforce partnership and expansion which would lead to crew expansions. We will be exploring that with our partner in Workforce Services, Mr. Casey Penn is here.” - **Debbie Smiley, Bureau Chief of Economic Self-Sufficiency**

“I just have a question. Could you clarify, in the past you were very clear that this was a retrofit project? So, is there a fine line between retrofit and remodel?” - **Shila Salem, Deputy Assistant Secretary**

“Yes, there is a fine line. Yes, to both parts of your question. There are certain measures that can be done or services that can be provided that under the heading of retrofit. Renovation would be where we exceed minor repairs and go outside the definition of minor repairs. The protocol is very strict and provides the specifications for repairs versus replacements.” - **Debbie Smiley, Bureau Chief of Economic Self-Sufficiency**

“This is Karen from APD. In light I’m thinking about the lack of contractors. It might be a good idea to be creative with other providers such as Habitat of Humanity.” – **Karen Hagan, Director of Policy and Emergency Management**

“Thank you so much, that’s a great idea.” - **Alma Valencia, WAP Community Program Manager**

“Have other States had a similar issue and suggested ways to resolve that? Any considerations?” – **Faith Pullen, Executive Director**

“Yes, currently I’ve been in communication with Andrea from NASCAP. And she has been in communication with other States that are having the same problem as Florida. I think one of the things that will come off it is a ‘think tank’. I haven’t received more information but it’s in the works.” – **Alma Valencia, WAP Community Program Manager**

“I know you guys did something similar with CSBG where we received an outline document. Just a thought and happy to hear you’re working with NASCAP.” – **Faith Pullen, Executive Director**

“Thank you, I appreciate that.” – **Alma Valencia, WAP Community Program Manager**

“You know, I heard what Karen said and I think we may be on to something here. At the same time, are we going to repurpose our requirements, participating organizations? - **Melvin Philpot, Chairperson, Products & Services Manager**

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SECRETARY

“One thing we could explore is presenting opportunities for subrecipients to subcontract locally with Habitat for Humanity. We won’t be able to relax policies. Typically, our policies are pretty rigid about the building science component of the program. The goals of energy conservation are being met. I don’t think they will relax that but certainly what we will be doing is how we can enhance procurement opportunities for the network and support them and provide technical assistance as they go down that path while ensuring that we are following the rules. We will consider applying some of these options.” – **Debbie Smiley, Bureau Chief of Economic Self-Sufficiency**

“So, have you thought of how that might look like? I’m saying if the subrecipients are going to be able to use subcontractors, would they do all of the building science methodology? Those type of requirements, will they hand that off to the subcontractor?” - **Melvin Philpot, Chairperson, Products & Services Manager**

“Yes, it could look like that. It absolutely can. Thanks for asking the question and walking us through it.” - **Debbie Smiley, Bureau Chief of Economic Self-Sufficiency**

“Alright, any additional comments or questions? We will move on to our second update. The DEO, our program, is looking into outreach efforts in order to expand weatherization services that have been potentially overlooked or unaware of assistance. Services are determined by household income, not home value. I believe there are pockets throughout Florida that have been missed or don’t know about Weatherization. I want to ask the council members how we can expand and reach the right people.” – **Alma Valencia, WAP Community Program Manager**

“This is Karen. I think if we put together a one-pager kind of thing and distribute it to places that have consumers that would help expand our outreach. Non-for-profits.” – **Karen Hagan, Director of Policy and Emergency Management**

“Thank you. Do you mean maybe creating a WAP pamphlet and sending it to our network to distribute to the community?” – **Alma Valencia, WAP Community Program Manager**

“Yes. There’s a lot of conferences coming up. If people put it on their website - I’m just thinking about ADP. There might be a lot of interested parties. It could go a long way with your organization” – **Karen Hagan, Director of Policy and Emergency Management**

“Hi, this is Lindsay. We’re working on outreach material for our program. We’re creating a flyer at the department level and our goal is to print some for disbursement and customize for social media: - **Lindsay Tanner, Senior Management Analyst Supervisor**

“Thank you, Lindsay. I appreciate your feedback.” - **Alma Valencia, WAP Community Program Manager**

“This is Al Miller with the Agricultural and Labor Program, Inc. Have you considered approaching your LIHEAP providers?” – **Al Miller, Division Director**

“Yes, I believe we are currently doing that. Our LIHEAP providers work with our WAP providers.” – **Alma Valencia, WAP Community Program Manager**

“Yeah, maybe advertise it on the LIHEAP providers websites.” - **Al Miller, Division Director**

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“Good Afternoon. My name is Nancy Stewart. I’m in Tallahassee, I’m listening in today because I feel like many of our members would meet the income household. I’d like to meet with someone next week to discuss this. I think there’s an opportunity to reach many people. With your permission I will call you next week.” – **Nancy Stewart, Public Member/Constituent**

“Yes, that’s okay. Alright. Thank you everyone. These are great ideas and we will be working together with me and my team to implement these items that you have provided to us. Our next item in our agenda is the weatherization challenges. I’ve been made aware of the following major issues: retention of contractors, supply chain issues including price of materials and high averages for cost per unit. When we complete WAP services, a Subrecipient must stay within the allowable ACPU. For program year 2022-2023 that will be \$8,009.00. A slight increase to last year’s which was \$7,776.00. I want to get additional input from our council members to get strategies to mitigate these issues. Does anyone else have additional comments?” - **Alma Valencia, WAP Community Program Manager**

“I have one. The last thing you mentioned was having a cap on the money you spend on a home. Does this fund allow you to braid other funding together?” – **Unidentified Speaker**

“Yes, the LIHEAP-WAP funds allow for this. That is one major option and we will have to do that with this money coming down and the push to get the production. The ACPU for LIHEAP-WAP is about \$15 thousand.” – **Debbie Smiley, Bureau Chief of Economic Self-Sufficiency**

“Alright, last thing for weatherization updates - during my tenure it has been one of my goals to improve the current status of the WAP. With that has come major overhauls and streamlining of the program including the following: Streamline policy and procedures – with DOE for approval. Hope to hear back sometime in April. Next thing is I’ve taken our submission of financial activities as a project of improvement. Based on my assessment, there was a lot of confusion and components that weren’t coming together very well. I am in the process with my team of updating guidance and creating documents to allow for a seamless submission by agencies and reduce rejections”. - **Alma Valencia, WAP Community Program Manager**

“Additionally, there are also efforts to increase transparency efforts between DEO and subrecipients. My goal is to reestablish monthly network calls, meet with Subrecipients individually, work collaboratively with the contract managers, and establish monitoring tools in order to track production burn rates and things like that. Additionally, there are accountability efforts. I want to make sure the program is running efficiently but in the best way possible. I’m sure there are always room for improvement but for now these are the things I’m working on to elevate our program.” - **Alma Valencia, WAP Community Program Manager**

“I have a question.” – **Melvin Philpot, Chairperson, Products & Services Manager**

“Yes, sir.” - **Alma Valencia, WAP Community Program Manager**

“Are you going to the FACA conference?” – **Melvin Philpot, Chairperson, Products & Services Manager**

“Yes, sir.” - **Alma Valencia, WAP Community Program Manager**

“I asked because the Subrecipients are going to be right there. Use that as an opportunity to solicit feedback.” – **Melvin Philpot, Chairperson, Products & Services Manager**

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“Yes, sir. I will be there, and we are in communication. We are trying to provide the agencies with the support they need to run their program.” - **Melvin Philpot, Chairperson, Products & Services Manager**

“Sorry, I didn’t realize I was muted. I was saying the open forum will be a good opportunity to collaborate with Subrecipients.” – **Faith Pullen, Executive Director**

“Maybe you can substitute work to another contractor to help them out. But I also see some agencies just fighting what they do. It’s something that may be seen as a threat. – **Melvin Philpot, Chairperson, Products & Services Manager**

“I think you’re 100% accurate in that. “– **Faith Pullen, Executive Director**

“I agree with you as well Melvin, however, there is another threat, the accountability portion. DEO has increased our efforts to hold our Subrecipients accountable for their performance as outlined in their agreements. And so, as we do that, we are at times required to reallocate funding to areas or other subrecipients that can spend down the funds.” – **Debbie Smiley, Bureau Chief of Economic Self-Sufficiency**

“Thank you for that. I have my colleague, Monique. Is there anything you can envision for utility companies such as ours?” - **Melvin Philpot, Chairperson, Products & Services Manager**

“Absolutely, I think that would be a great opportunity and a collaborative partnership. I think that is something we can do in the upcoming future. Thank you. Alright, those are my updates for the WAP. Again, I thank the council members for all their feedback. Another item in our agenda is the State Plan development schedule. As you can see we were planning to have our public hearing scheduled for April 15, 2022 and the State Plan is due May 3, 2022. Again, thank you. Does anyone else have any comments or questions regarding the info we talked about here? Alright, then I think that concludes our WAP Policy Advisory Council meeting. Again, everyone, it was an honor to have you here and discuss the State Plan. I hope to speak to all of you again in the nearest future. Much appreciated. Thank you everyone”. – **Alma Valencia, WAP Community Program Manager**

MEETING CONCLUDED



FLORIDA DEPARTMENT *of*
ECONOMIC OPPORTUNITY



**State of Florida
Weatherization Assistance Program
Program Year 2022-2023 State Plan**

Assurances

U.S. DEPARTMENT OF ENERGY

FINANCIAL ASSISTANCE
CERTIFICATIONS AND ASSURANCES
FOR USE WITH SF 424

Applicant: State of Florida

Solicitation No.: DE-EE0009895

The following certifications and assurances must be completed and submitted with each application for financial assistance. The name of the person responsible for making the certifications and assurances must be typed in the signature block on the forms.

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements

DOE F 1600.5, Assurance of Compliance Nondiscrimination in Federally Assisted Programs

**CERTIFICATIONS REGARDING LOBBYING;
DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS;
AND DRUG FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 10 CFR Part 601 "New Restrictions on Lobbying," 10 CFR Part 606 "Governmentwide Debarment and Suspension (Nonprocurement) and 10 CFR Part 607 "Governmentwide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Energy determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

2. ADDITIONAL LOBBYING REPRESENTATION

Applicant organizations which are described in section 501(c)(4) of the Internal Revenue Code of 1986 and engage in lobbying activities after December 31, 1995, are not eligible for the receipt of Federal funds constituting an award, grant, or loan.

As set forth in section 3 of the Lobbying Disclosure Act of 1995 as amended, (2 U.S.C. 1602), lobbying activities are defined broadly to include, among other things, contacts on behalf of an organization with specified employees of the Executive Branch and Congress with regard to Federal legislative, regulatory, and program administrative matters.

Check the appropriate block:

The applicant is an organization described in section 501(c)(4) of the Internal Revenue Code of 1986? Yes No

If you checked "Yes" above, check the appropriate block:

The applicant represents that after December 31, 1995 it has has not engaged in any lobbying activities as defined in the Lobbying Disclosure Act of 1995, as amended.

3. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust

statutes or commission of embezzlement, theft, forgery, bribery; falsification or destruction of records, making false statements, or receiving stolen property;

- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

4. DRUG-FREE WORKPLACE

This certification is required by the Drug-Free Workplace Act of 1988 (Pub.L. 100-690, Title V, Subtitle D) and is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989, and May 25, 1990.

ALTERNATE I (GRANTEES OTHER THAN INDIVIDUALS)

- (1) The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
 - (e) Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a),(b),(c),(d),(e), and (f).

- (2) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance: (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

ALTERNATE II (GRANTEES WHO ARE INDIVIDUALS)

- (1) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant.
- (2) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

5. SIGNATURE

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Name of Applicant: State of Florida

Printed Name and Title of Authorized Representative: Benjamin Melnick, Deputy Secretary

Benjamin M Melnick 05/02/2022
SIGNATURE DATE

Nondiscrimination in Federally Assisted Programs

OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1900-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1900-0400), Washington, DC 20503.

State of Florida

(Hereinafter called the "Applicant")

HEREBY AGREES to comply with Title VI of the Civil Rights Act of 1964 (Pub. L.88-352), Section 16 of the Federal Energy Administration Act of 1974 (Pub.L.93-275), Section 401 of the Energy Reorganization Act of 1974 (Pub.L.93-438), Title IX of the Education Amendments of 1972, as amended (Pub.L.92-318, Pub.L.93-568, and Pub.L.94-482), Section 504 of the Rehabilitation Act of 1973 (Pub.L.93-112), the Age Discrimination Act of 1975 (Pub.L.94-135), Title VIII of the Civil Rights Act of 1968 (Pub.L.90-284), the Department of Energy Organization Act of 1977 (Pub.L.95-91), and the Energy Conservation and Production Act of 1976, as amended (Pub.L.94-385) and Title 10, Code of Federal Regulations, Part 1040. In accordance with the above laws and regulations issued pursuant thereto, the Applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the Applicant receives Federal assistance from the Department of Energy.

Applicability and Period of Obligation

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with Federal assistance extended to the Applicant by the Department of Energy, this assurance obligates the Applicant for the period during which Federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which Federal assistance is extended. If any personal property is so provided, this assurance obligates the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Applicant for the period during which the Federal assistance is extended to the Applicant by the Department of Energy.

Employment Practices

Where a primary objective of the Federal assistance is to provide employment or where the Applicant's employment practices affect the delivery of services in programs or activities resulting from Federal assistance extended by the Department, the Applicant agrees not to discriminate on the ground of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

Subrecipient Assurance

The Applicant shall require any individual, organization, or other entity with whom it subcontracts, subgrants, or subleases for the purpose of providing any service, financial aid, equipment, property, or structure to comply with laws cited above. To this end, the subrecipient shall be required to sign a written assurance form, however, the obligation or both recipient and subrecipient to ensure compliance is not relieved by the collection or submission of written assurance forms.

Data Collection and Access to Records

The Applicant agrees to compile and maintain information pertaining to programs or activities developed as a result of the Applicant's receipt of Federal assistance from the Department of Energy. Such information shall include, but is not limited to, the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age, and disability, in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by the Department of Energy to be relevant to its obligation to assure compliance by recipients with laws cited in the first paragraph of this assurance.

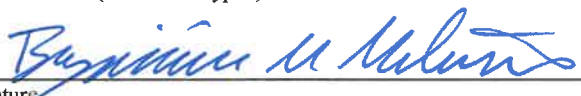
The Applicant agrees to submit requested data to the Department of Energy regarding programs and activities developed by the Applicant from the use of Federal assistance funds extended by the Department of Energy, Facilities of the Applicant (including the physical plants, building, or other structures) and all records, books, accounts, and other sources of information pertinent to the Applicant's compliance with the civil rights laws shall be made available for inspection during normal business hours on request of an officer or employee of the Department of Energy specifically authorized to make such inspections. Instructions in this regard will be provided by the Director, Office of Civil Rights, U.S. Department of Energy.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts (excluding procurement contracts), property, discounts or other Federal assistance extended after the date hereto, to the Applicants by the Department of Energy, including installment payments on account after such data of application for Federal assistance which are approved before such date. The Applicant recognizes and agrees that such Federal assistance will be extended in reliance upon the representation and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, the successors, transferees, and assignees, as well as the person(s) whose signature appears below and who are authorized to sign this assurance on behalf of the Applicant.

Applicant Certification

The Applicant certifies that it has complied, or that, within 90 days of the date of the grant, it will comply with all applicable requirements of 10 C.F.R. § 1040.5 (a copy will be furnished to the Applicant upon written request to DOE).


Designated Responsible Employee

<u>Benjamin Melnick, Deputy Secretary</u> Name and Title (Printed to Typed)	<u>(850) 717 - 8477</u> Telephone Number
<u></u> Signature	<u>05/02/2022</u> Date

<u>State of Florida</u> Applicant's Name	<u>() -</u> Telephone Number
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<u>107 East Madison Street, MSC 400</u> Address:	<u></u> Date
<u>Tallahassee, Florida 32399</u>	

Authorized Official:
President, Chief Executive Officer
or Authorized Designee

<u>Benjamin Melnick, Deputy Secretary</u> Name and Title (Printed to Typed)	<u>(850) 717 - 8477</u> Telephone Number
<u></u> Signature	<u>05/02/2022</u> Date