



**TEXAS DEPARTMENT OF  
HOUSING & COMMUNITY AFFAIRS**  
*Building Homes. Strengthening Communities.*

**U.S. DEPARTMENT OF ENERGY STATE PLAN  
2009 AMERICAN RECOVERY AND REINVESTMENT ACT**

**WEATHERIZATION ASSISTANCE PROGRAM  
FOR LOW-INCOME PERSONS**

**April 2009**

*(Funding allocation based on Financial Assistance Funding Opportunity Announcement--  
Funding Opportunity Number: DE-FOA-0000051.)*

**ANNUAL FILE**

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**ANNUAL FILE**

**Grant Application for Federal Assistance Standard Form 424**



**Application for Federal Assistance SF-424**

Version 02

**\*9. Type of Applicant 1: Select Applicant Type:**

A.State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

**U.S. Department of Energy**

**11. Catalog of Federal Domestic Assistance Number:**

81.042

CFDA Title:

Weatherization Assistance For Low Income Persons

**\*12 Funding Opportunity Number:**

DE-FOA-0000051

\*Title:

Weatherization Formula Grants - American Recovery and Reinvestment Act (ARRA)

**13. Competition Identification Number:**

\_\_\_\_\_

Title:

\_\_\_\_\_

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

**Statewide**

**\*15. Descriptive Title of Applicant's Project:**

**Statewide Weatherization Assistance Program**

**Application for Federal Assistance SF-424**

Version 02

**16. Congressional Districts Of:**

\*a. Applicant: 10

\*b. Program/Project: Statewide

**17. Proposed Project:**

\*a. Start Date: TBD or 04/01/2009

\*b. End Date: 03/31/2012

**18. Estimated Funding (\$):**

\*a. Federal \$326,975,732

\*b. Applicant

\*c. State

\*d. Local

\*e. Other

\*f. Program Income

\*g. TOTAL \$326,975,732

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E. O. 12372

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

Yes  No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

\*\* I AGREE

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

**Authorized Representative:**

Prefix: \_\_\_\_\_

\*First Name: Michael

Middle Name: \_\_\_\_\_

\*Last Name: Gerber

Suffix: \_\_\_\_\_

\*Title: Executive Director

\*Telephone Number: (512) 475-3930

Fax Number: (512) 475-9606

\* Email: michael.gerber@tdhca.state.tx.us

\*Signature of Authorized Representative: /s

\*Date Signed: 05/01/09

**Application for Federal Assistance SF-424**

Version 02

**\*Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

**Section 2: Budget**

Budget Information – Non Construction Programs

Section A – Budget Summary

OMB Approval No.0348-0044

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-federal (f)	Total (g)
1. DOE	81.042			\$326,975,732		\$326,975,732
2.						
3.						
4.						
5. Totals				\$326,975,732		\$326,975,732

Section B – Budget Categories

6. Object Class Categories	Grant Program, Function or Activity				Total All Budget (5)
	(1) Grantee Administration	(2) Subgrantee Administration	(3) Grantee T&TA	(4) Subgrantee T&TA	
a. Personnel	2,074,906		2,003,815		4,078,721
b. Fringe Benefits	592,800		572,490		1,165,290
c. Travel	672,980		771,876		1,444,856
d. Equipment	27,000		0		27,000
e. Supplies	75,000		392,300		467,300
f. Contractual	401,254	14,485,057	7,856,844	8,133,762	305,765,382
g. Construction	0		0		0
h. Other	11,563,462		613,205		12,176,667
i. Total Direct Charges (sum of 6a-6h)	15,407,402	14,485,057	12,210,530	8,133,762	325,125,216
j. Indirect Charges	941,385		909,131		1,850,516
k. Totals (sum of 6i and 6j)	16,348,787	14,485,057	13,119,661	8,133,762	326,975,732
7. Program Income					

### Budget Information – Non Construction Programs

**Section A – Budget Summary**

OMB Approval No.0348-0044

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (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. <b>Totals</b>						

**Section B – Budget Categories**

6. Object Class Categories	Grant Program, Function or Activity				Total All Budget (5)
	(1) Program Operations	(2) Health and Safety	(3) Vehicles and Equipment	(4) Liability Insurance/POI	
a. Personnel					4,078,721
b. Fringe Benefits					1,165,290
c. Travel					1,444,856
d. Equipment					27,000
e. Supplies					467,300
f. Contractual	218,701,202	54,675,300		1,373,963	305,765,382
g. Construction					0
h. Other					12,176,667
i. Total Direct Charges (sum of 6a-6h)	218,701,202	54,675,300		1,373,963	325,125,216
j. Indirect Charges					1,850,516
k. Totals (sum of 6i and 6j)	218,701,202	54,675,300		1,373,963	326,975,732
7. Program Income					

### Budget Information – Non Construction Programs

**Section A – Budget Summary**

OMB Approval No.0348-0044

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (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. <b>Totals</b>						

**Section B – Budget Categories**

6. Object Class Categories	Grant Program, Function or Activity				Total All Budget (5)
	(1) Leveraging (Admin. /T&TA Funds)	(2) Financial Audits	(3)	(4)	
a. Personnel					4,078,721
b. Fringe Benefits					1,165,290
c. Travel					1,444,856
d. Equipment					27,000
e. Supplies					467,300
f. Contractual	0	138,000			305,765,382
g. Construction					0
h. Other					12,176,667
i. Total Direct Charges (sum of 6a-6h)	0	138,000			325,125,216
j. Indirect Charges					1,850,516
k. Totals (sum of 6i and 6j)	0	138,000			326,975,732
7. Program Income					



## BUDGET EXPLANATION FOR FORMULA GRANTS

Provide detailed information to support each Cost Category using this form. Cost breakdown estimates may be entered on this form or attach a breakdown of costs using your own format as Attachment A.

1. **PERSONNEL** - Prime Applicant only (all other participant costs must be listed on 6. below and form DOE F 4600.4, Section B. Line 6.f. Contracts and Sub Grants.
2. Identify, by title, each position to be supported under the proposed award.
  - a. Briefly specify the duties of professionals to be compensated under this project.

Administration Funds	\$2,074,906
Training and Technical Assistance Funds	\$2,003,815
Total Personnel Budget	\$4,078,721

Manager of Energy Assistance (EA)	Overall program management and staff supervision.
Project Manager of EA	Program management of program officers and trainers.
Project Manager of EA	Program management of fiscal, contract specialists, and planners.
Trainers (5)	Subrecipient training in all aspects of the WAP.
Senior Planner	Develop State Plan/Applications and reporting.
Planner	Develop State Plan/Applications and reporting.
Program Officers (14)	Programmatic monitoring of WAP subrecipients and technical assistance.
Contract Specialist (3)	Process payment requests and develop contracts.
EA Davis-Bacon Act Specialists (4)	Programmatic monitoring and technical assistance to WAP subrecipients regarding the Davis-Bacon Act requirements.
Administrative Assistants (2)	Provide administrative assistance to staff and subrecipients in support of program operations.

3. **FRINGE BENEFITS** -

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

No

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

\$1,165,290		
Benefit	Rate	Cost base
Retirement	6.45%	Salary
Insurance	14.47%	Salary
OASDI	6.2%	Salary
Medicare	1.45%	Salary
<b>Total</b>	<b>28.57%</b>	

3. **TRAVEL** - Identify total Foreign and Domestic Travel as separate items.

a. Indicate the purpose(s) of proposed travel.

Foreign Travel \$-0-  
 Domestic Travel \$1,453,094

Monitoring

Number of trips: 836  
 Point of origin: Austin  
 Destination: All areas of the State  
 Purpose: Monitoring of WAP subrecipients and training and technical assistance as needed during visit

T&TA

Number of trips: 836  
 Point of origin: Austin  
 Destination: All areas of the State  
 Purpose: Training and technical assistance for WAP subrecipients

DOE National Conferences

Number of trips: 2 trips x 28 staff  
 Point of origin: Austin  
 Destination: Out-of-State, Location To Be Determined  
 Purpose: DOE National Conferences

National Training Conferences

Number of trips: 3 trips x 3 staff x 2 times each year  
 Point of origin: Austin  
 Destination: Out-of-State, Location To Be Determined  
 Purpose: Training and Technical Assistance Conferences

Whole House Diagnostics Training

Number of trips: 24 staff  
 Point of origin: Austin  
 Destination: To Be Determined  
 Purpose: Training and Technical Assistance

Peer Review Trips to State DOE Programs

Number of trips: 2 trips x 3 staff  
 Point of origin: Austin  
 Destination: Out-of-State, Location To Be Determined  
 Purpose: Peer Review and Training and Technical Assistance

b. Specify the basis for computation of travel expenses (e.g., current airline ticket quotes, past trips of a similar nature, federal government or organization travel policy, etc.).

Cost of transportation is based on historical data and the State of Texas contracted travel providers.

Subsistence (hotel and per diem) is based on the State of Texas travel policy which allows for up to \$121 maximum for in-state travel (hotel: \$85, meals: \$36) and \$85 to \$259 maximum for out-of-state travel.

Monitoring

Transportation @ 200 x 836 = \$167,200  
 Subsistence @ 121 X 836 x 5 days = \$505,780

T&TA

Transportation @ 200 x 836 = \$167,200  
 Subsistence @ 121 x 836 x 5 days = \$505,780

DOE National Conferences

Transportation @ \$533 x 28 staff x 2 trips = \$29,848

Subsistence @ \$168 x 3 days x 28 staff x 2 = \$28,224

National Training Conferences

Transportation @ \$500 x 3 staff x 3 trips x 2 times each year = \$9,000

Subsistence @ Meals \$60 x 4 days/Hotel \$160 x 3 nights = \$720 x 18 = \$12,960

Whole House Diagnostics Training

Average Transportation at \$423 each x 24 = \$10,152

Average Per Diem at \$121 (x 3 days) x 24 = \$8,712

Peer Review Trips to State DOE Programs

Transportation @ \$533 x 2 trips x 3 staff = \$3,198

Subsistence @ \$168 x 5 days x 2 trips x 3 staff = \$5,040

**4. EQUIPMENT** - as defined in 10 CFR 600.202. Definitions can be found at [http://www.access.gpo.gov/nara/cfr/waisidx\\_00/10cfr600\\_00.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html).

- a. Provide the basis for the equipment cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).

Computers for New Staff - \$27,000

18 computers at \$1,500 each

- b. Briefly justify the need for items of equipment to be purchased.

The computers will provide the new staff the tools needed to conduct their work tasks for the WAP program.

**5. MATERIALS AND SUPPLIES** - as defined in 10 CFR 600.202. Definitions at [http://www.access.gpo.gov/nara/cfr/waisidx\\_00/10cfr600\\_00.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html).

- a. Provide the basis for the materials and supplies cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).

Energy Savers Calendars

50,000 @ \$1.35 = \$67,500

Vendor National Energy Assistance Director's Association (NEADA)

Temperature Strips

50,000 @ \$0.34 = \$17,000

Historical data. Vendor quotes.

Education Cards for Temperature Strips

50,000 @ \$.50 = \$25,000

Historical data. Vendor quotes.

Energy Savers Booklets (English)

40,000 @ \$.43 = \$17,200

Historical data. Vendor quotes.

Energy Savers Booklets (Spanish)

20,000 @ \$.78 = \$15,600

Historical data. Vendor quotes.

Office Supplies and Materials

\$25,000 per year x 3 years = \$75,000

Historical data.

Additional Client Education Materials

\$250,000 for 3 years

Materials are to be determined and are estimated based on historical data.

b. Briefly justify the need for items of material to be purchased.

The printed material will be used for client education purposes. The material will be available for potential clients who apply for Weatherization Assistance Program (WAP) services. The Department requires WAP Assessors to provide client education to all clients who receive WAP services. The Assessors will recommend where to place the temperature strips in the clients' homes. The office supplies and materials will be used by staff to administer the WAP program. The training function will need to print materials for the new subrecipients and the existing network.

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

Provide the information below for new proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, if this information is provided elsewhere in the application, it does not have to be restated here, but please indicate the document and page numbers where it can be found. \* For example—Competitive, Historical, Quote, Catalog

<u>Name of Proposed Subrecipient</u>	<u>Basis of Cost</u>	<u>Total Cost</u>
--------------------------------------	----------------------	-------------------

Weatherization Subrecipients

The ARRA Weatherization Subrecipients are listed in Section 3 of this Plan. The Department anticipates the existing program subrecipients will purchase 75 vehicles during this ARRA WAP program period.

Subrecipient Travel Allowance Pool (Subrecipients are listed in Section 3 of this Plan.)

34 Existing Subrecipients – The Texas Association of Community Action Agencies Conferences at \$4,884/each (for 2 years): Cost for each is based on the number of staff attending, their location, and estimated travel expenditures according to the allowable Texas travel rates. \$166,056

69 Subrecipients – 3 Community Affairs Training Conferences at \$8,286/each (for 3 years): Cost for each is based on the number of staff attending, their location, and estimated travel expenditures according to the allowable Texas travel rates. \$571,734

69 Subrecipients – 28 Cluster Workshops at \$6,215/each: Cost for each is based on the number of staff attending, their location, and estimated travel expenditures according to the allowable Texas travel rates. \$428,835

69 Subrecipients – 3 DOE Weatherization Assistance Program Training Conferences at \$26,494/each: Cost for each is based on the number of staff attending, their location, and estimated travel expenditures according to the allowable Texas travel rates. \$1,828,086

69 Subrecipients – 2 Affordable Comfort Institute Conferences at \$15,537/each: Cost for each is based on the number of staff attending, their location, and estimated travel expenditures according to the allowable Texas travel rates. \$1,072,053

69 Subrecipients - Continuing statewide training and technical assistance throughout program years at \$11,488/each. Cost for each is based on the number of staff attending, their location, and estimated travel expenditures according to the allowable Texas travel rates. \$792,672

69 Subrecipients – Energy Out West Training at \$24,859/each (for 2 years): Cost for each is based on the number of staff attending, their location, and estimated travel expenditures according to the allowable Texas travel rates. \$1,715,271

69 Subrecipients – Training at Training Academy at \$22,595/each: Cost for each is based on the number of staff attending, their location, and estimated travel expenditures according to the allowable Texas travel rates. \$1,559,055

In-state and out-of-state travel allowances for subrecipients to attend in-state and out-of-state DOE/state sponsored workshops and conferences. Without the allowance, most subrecipients would not be able to attend these trainings.

Expert Trainer Services

ARRA Training and Technical Assistance Academy -- Cost is to establish a training academy and to obtain temporary staff for the academy to provide staff and subrecipients training and technical assistance. \$5,666,107

Technical Academy Curriculum Development and Research -- Cost is for the Academy's curriculum development and research. \$1,000,000

Statewide Database -- Cost is for developing and maintaining a statewide database to keep track of program related issues and accomplishments including non-duplication and reweatherization of WAP services to a given address. \$75,000

Cost for Manufactured Housing Training services for subrecipients for 36 cluster workshops. The estimated cost is \$2,250/per day x 3 days per cluster workshop x 36 workshops = \$243,000. Cost is based on historical data.

Cost for Heating Ventilation and Air Conditioning services for subrecipients for 36 cluster workshops. The estimated cost is \$1,500/per day x 3 days per cluster workshop x 36 workshops = \$162,000. Cost is based on historical data.

Cost for Lead Safe Weatherization Training services. The estimated cost is \$2,000/per day x 1 day per cluster workshop x 40 workshops = \$80,000. Cost is based on historical data.

Contracted Weatherization, Building Science, and Health and Safety Trainings: Statewide 69 subrecipients at \$14,837/each = \$1,023,753.

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

- a. Provide the basis for the cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).

Miscellaneous/Other Direct Costs (estimated based prior purchases and historical data): \$12,176,667

These costs include off-site training facility rental, membership dues, subscriptions/publications, staff training registration fees, office lease, staff development and professional training, printing, advertising, temporary services, information systems professional programmers, professional audit, maintenance/repair, delivery services, and 3% Contingency.

- b. Briefly justify the need for items to be purchased.

**OTHER DIRECT COSTS** - Includes all direct costs and miscellaneous items not included in the other budget categories.

Off-site Training Facility Rental

Facility space to conduct cluster workshops and other trainings or conferences in subrecipient service areas or State sponsored workshops or conferences. \$100,000

Membership Dues

Costs for membership dues for TDHCA staff for technical and professional organizations. \$14,000

Subscriptions/Publications

Costs of Energy Assistance Section's subscriptions to program-related professional and technical periodicals. \$8,000

Staff Training, Staff Development, and Professional Training Registration Fees

Costs for staff registration fees to participate in staff development and program related conferences, trainings, and workshops. \$390,205

Office Lease

Costs for office lease space to WAP staff. \$217,000

Maintenance/Repair

Maintenance and repair costs include minor maintenance/repair of office space, such as broken door locks, overhead light fixture, minor plumbing repair, heating/air conditioning repair, cost of utilities, janitorial services, elevator service, necessary maintenance, and normal repairs and alterations necessary. \$20,000

Printing

Costs for printing training materials, field guides, and other necessary program documents. \$290,000

Advertising

Costs for advertising WAP information, including meetings, new positions, and requests for applications. English/Spanish Public Service Announcements (PSA's) and ads for a public information campaign. \$175,000

Information Systems Professional Programmers

Costs for information systems professional programmers to work on the development of agency software to accommodate the required computer programming system to oversee and track program documents, funds, and the new program reporting. \$205,940

Professional Audit

Costs for obtaining professional audit services. \$800,000

Delivery

Postage and handling services, mail services, and delivery services. \$10,000

Temporary Services

Temporary agency staff services to assist with administrative duties as necessary. \$80,000

Other Costs

Other miscellaneous office and program implementation costs as necessary. \$57,250

3% Contingency

This 3% Contingency is pending further clarification of Davis Bacon Act requirements, increased reporting applicability of rules, and further Office of Management and Budget and U.S. Government Accountability Office guidance. \$9,809,272

**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 below, and include a copy of the rate agreement.

This is based on the new approved indirect cost rate. A copy of the letter will be sent to DOE to be added to our file. We calculated the indirect rate at 45.37% of Personnel for this plan.

\$1,850,516 -- Indirect costs are calculated at 45.37% of Personnel.

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

## Section 3: Subrecipients

	<b>Organization/ Counties</b>	<b>Address</b>	<b>Type</b>	<b>Funding</b>	<b>Units</b>	<b>District</b>
1	ALAMO AREA COUNCIL OF GOVERNMENTS Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, Wilson	8700 Tesoro Dr., Ste 700 San Antonio, Texas 78217 (210) 362-5245 (210) 225-5937 – FAX	COG	14,396,113	1,678	11, 20, 21, 23, 25, 28
2	BEE COMMUNITY ACTION AGENCY Bee, Live Oak, McMullen, Refugio	PO Box 1540 Beeville, Texas 78104-1540 (361) 358-5530 (361) 358-6591 – FAX	CAA	1,013,387	118	15, 25, 28
3	BIG BEND CAC Brewster, Crane, Culberson, Hudspeth, Jeff Davis, Pecos, Presidio, Terrell	PO Box 265 Marfa, Texas 79843 (432) 729-4908 (432) 729-3435 – FAX	CAA	2,283,117	263	11, 23
4	BRAZOS VALLEY CAA Brazos, Burlleson, Grimes, Leon, Madison, Montgomery, Robertson, Walker, Waller, Washington	1500 University Dr E, Suite 100 College Station, Texas 77840 (979) 846-1100 (979) 260-9390 – FAX	CAA	5,888,283	687	06, 08, 10, 17, 31
5	CAMERON-WILLACY COUNTIES COMMUNITY PROJECTS Cameron, Willacy	3302 Boca Chica, Suite #209 Brownsville, TX 78521-5705 (956) 544-6411 (956) 544-6414 – FAX	CAA	5,129,658	598	15, 27
6	CAPROCK CAA Crosby, Dickens, Floyd, Hale, King, Motley	224 South Berkshire Crosbyton, Texas 79322 (806) 675-7307 (806) 675-2291 – FAX	CAA	1,795,845	210	13, 19
7	COMBINED CAA, Inc. Austin, Bastrop, Blanco, Caldwell, Colorado, Fayette, Fort Bend, Hays, Lee	165 W. Austin St. Giddings, Texas 78942 (979) 540-2980 (979) 542-9565 – FAX	CAA	3,338,110	389	09, 10, 14, 15, 21, 22, 25, 28
8	CAC OF VICTORIA Aransas, Brazoria, Calhoun, DeWitt, Goliad, Gonzales, Jackson, Lavaca, Matagorda, Victoria, Wharton	PO Box 3607 Victoria, Texas 77903-3607 (361) 578-2989 (361) 578-0062 – FAX	CAA	4,642,987	541	14, 15, 22, 25
9	CA CORPORATION OF SOUTH TEXAS Brooks, Hidalgo, Jim Wells, Kenedy, Kleberg, San Patricio	204 E. 1st Street Alice, Texas 78333-1820 (361) 664-0145 (361) 664-0120 – FAX	CAA	10,789,991	1,258	15, 25, 27
10	SOUTH TEXAS DEV. COUNCIL OF GOVERNMENT Jim Hogg, Starr, Zapata	P.O. Box 2187 Laredo, Texas 78044-2187 (956) 722-3995 (956) 722-2670 – FAX	COG	1,704,115	199	25, 28
11	COMMUNITY ACTION PROGRAM, INC. Brown, Callahan, Comanche, Eastland, Haskell, Jones, Kent, Knox, Shackelford, Stephens, Stonewall, Taylor, Throckmorton	PO Box 144 Abilene, Texas 79604 (325) 673-5785 (325) 673-5784 – FAX	CAA	3,989,045	465	11, 13, 19
12	CC REEVES COUNTY, INC. Loving, Reeves, Ward, Winkler	700 Dagett St, Suite F Pecos, Texas 79772-4524 (432) 447-4913 (432) 447-4914 – FAX	CAA	676,556	79	11, 23

	<b>Organization/ Counties</b>	<b>Address</b>	<b>Type</b>	<b>Funding</b>	<b>Units</b>	<b>District</b>
13	CONCHO VALLEY CAA Coke, Coleman, Concho, Crockett, Irion, Kimble, McCulloch, Menard, Reagan, Runnels, Schleicher, Sterling, Sutton, Tom Green	PO Box 671 San Angelo, Texas 76902 (325) 653-2411 (325) 658-3147 – FAX	CAA	3,496,445	408	11, 23
14	CSA OF South Texas (DIMMIT, LaSALLE ) Dimmit, Edwards, Kinney, LaSalle, Maverick, Real, Uvalde, Val Verde, Zavala	PO Box 488 Carrizo Springs, TX 78834- 6488 (830) 876-5219 (830) 876-5280 – FAX	CAA	3,561,625	415	23, 28
15	COMMUNITY SERVICES, INC. Anderson, Collin, Denton, Ellis, Henderson, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Smith, Van Zandt	PO Box 612 Corsicana, Texas 75151-0612 (903) 872-2401 (903) 872-0254 – FAX	CAA	9,654,888	1,126	01, 03, 04, 05, 06, 12, 13, 17, 24, 26
16	DALLAS COUNTY HHS Dallas	2377 N. Stemmons Fwy, Suite 600 Dallas, Texas 75207-2710 (214) 819-1858 (214) 819-6022 – FAX	PPNP	13,352,411	1,557	03, 05, 24, 26, 30, 32
17	EOAC OF PLANNING REGION XI Bosque, Falls, Freestone, Hill, Limestone, McLennan	500 Franklin Ave. Waco, Texas 76701-2111 (254) 753-0331 (254) 754-0046 – FAX	CAA	3,677,044	429	06, 17, 31
18	EL PASO CAP – PROJECT BRAVO, INC. El Paso	P.O. Box 3445 El Paso, Texas 79923 (915) 562-4100 (915) 562-8952 – FAX	CAA	7,148,323	833	16, 23
19	CITY OF FORT WORTH, Dept of Housing Tarrant	1000 Throckmorton Street Fort Worth, Texas 76102 (817) 392-7540 (817) 392-7328 – FAX	PPNP	7,501,189	875	06, 12, 24, 26
20	GREATER EAST TEXAS COMMUNITY ACTION PROGRAM Angelina, Cherokee, Gregg, Houston, Nacogdoches, Polk, Rusk, San Jacinto, Trinity, Wood	PO Drawer 631938 Nacogdoches, Texas 75963 (936) 564-2491 (936) 564-0302 – FAX	CAA	5,724,797	668	01, 05, 06, 08
21	HILL COUNTRY CAA Bell, Burnet, Coryell, Erath, Hamilton, Lampasas, Llano, Mason, Milam, Mills, San Saba, Somervell, Williamson	PO Box 846 San Saba, Texas 76877 (325) 372-5167 (325) 372-3526 – FAX	CAA	4,309,750	503	11, 17, 31
22	LUBBOCK, CITY OF, COMMUNITY DEVELOPMENT DEPARTMENT Lubbock	P.O. Box 2000 Lubbock, Texas 79457 (806) 775-2301 (806) 775-3917 – FAX	PPNP	2,420,804	282	19
23	INSTITUTE OF RURAL DEVELOPMENT Duval	915 South 9th St. Kingsville, Texas 78363 (361) 592-1303 (361) 592-0877 – FAX	PPNP	327,610	36	25
24	NUECES COUNTY CAA Nueces	101 South Padre Island Dr. Corpus Christi, Texas 78405 (361) 883-7201 (361) 883-9173 – FAX	CAA	3,045,356	355	27

	<b>Organization/ Counties</b>	<b>Address</b>	<b>Type</b>	<b>Funding</b>	<b>Units</b>	<b>District</b>
25	PANHANDLE COMMUNITY SERVICES, INC. Armstrong, Briscoe, Carson, Castro, Childress, Collingsworth, Dallam, Deaf Smith, Donley, Gray, Hall, Hansford, Hartley, Hemphill, Hutchinson, Lipscomb, Moore, Ochiltree, Oldham, Parmer, Potter, Randall, Roberts, Sherman, Swisher, Wheeler	PO Box 32150 Amarillo, Texas 79120-2150 (806) 372-2531 (806) 373-8143 – FAX	CAA	6,062,442	707	13, 19
26	PROGRAMS FOR HUMAN SERVICES, Inc. Chambers, Galveston, Hardin, Jefferson, Liberty, Orange	PO Box 1607 Orange, Texas 77631-1607 (409) 886-0125 toll-free: 1(866) 550-0282 (409) 886-2849 – FAX	CAA	6,273,982	732	02, 08, 14, 22
27	ROLLING PLAINS MGMT. CORP. Archer, Baylor, Clay, Cottle, Foard, Hardeman, Jack, Montague, Wichita, Wilbarger, Wise, Young	PO Box 490 Crowell, Texas 79227 (940) 684-1571 (940) 684-1693 – FAX	CAA	3,197,048	373	12, 13, 19
28	SHELTERING ARMS, INC. Harris	3838 Aberdeen Way Houston, Texas 77025 (713) 956-1888 (713) 956-2079 – FAX	PPNP	22,228,257	2,591	02, 07, 09, 10, 18, 22, 29
29	SOUTH PLAINS CAA Bailey, Cochran, Garza, Hockley, Lamb, Lynn, Terry, Yoakum	PO Box 610 Levelland, Texas 79336 (806) 894-6104 (806) 894-5349 – FAX	CAA	1,519,239	177	19
30	TEXOMA COUNCIL of GOVERNMENT Bowie, Camp, Cass, Cooke, Delta, Fannin, Franklin, Grayson, Hopkins, Lamar, Marion, Morris, Rains, Red River, Titus	1117 Gallagher Drive, Suite. 300 Sherman, Texas 75090 (903) 893-2161 (903) 813-3511 – FAX	COG	5,839,604	681	01, 04, 13, 26
31	TRAVIS COUNTY HEALTH & HUMAN SERVICES DEPT. Travis	PO Box 1748 Austin, Texas 78767 (512) 854-4100 (512) 854-4123 – FAX	PPNP	4,498,894	525	10, 21, 25
32	TRI-COUNTY CAA Harrison, Jasper, Newton, Panola, Sabine, San Augustine, Shelby, Tyler, Upshur	PO Drawer 1748 Center, Texas 75935 (936) 598-6315 (936) 598-7272 – FAX	CAA	3,365,619	393	01, 08
33	WEBB COUNTY CAA Webb	1110 Washington St., Suite 203 Laredo, Texas 78040-4443 (956) 523-4182 (956) 523-5016 – FAX	CAA	2,302,205	269	23, 28
34	WEST TEXAS OPPORTUNITIES, INC. Andrews, Borden, Dawson, Ector, Fisher, Gaines, Glasscock, Howard, Martin, Midland, Mitchell, Nolan, Scurry, Upton	PO Box 1308 Lamesa, Texas 79331 (806) 872-8354 (806)872-5816 – FAX	CAA	4,875,260	569	11, 19
	TOTAL: 254 Counties			180,000,000	20,989	

	<b>Grantee City</b>	<b>County</b>	<b>Funding</b>	<b>Units</b>	<b>PPNP</b>	<b>District</b>
1	Houston	Harris	23,447,474	2,731	Houston, City of (832)393-8021	2,7,9,10,18,22,29
2	Dallas	Dallas	13,183,180	1,536	Dallas, City of 1500 Marilla Street Dallas, TX 75201 (214) 670-5047	3,5,24,26,30,32
3	San Antonio	Bexar	12,308,804	1,434	San Antonio, City of 111 Soledad, Suite 725 San Antonio, TX 78205 (210) 207-1721	20,21,23,28
4	El Paso	El Paso	7,896,261	920	El Paso, City of 2 Civic Center Plaza El Paso, TX 79901 (915) 541-4925	16,23
5	Austin	Travis	5,845,969	681	Austin, City of 811 Barton Spgs Rd Austin, TX 78704 (512) 482-5325	10,21,25
6	Fort Worth	Tarrant	5,270,464	614	Fort Worth, City of 1000 Throckmorton Street Fort Worth, TX 76102 (817) 392-7313	6,12,24,26
7	Laredo	Webb	3,271,636	381	Laredo, City of (956) 791-7302	28
8	Brownsville	Cameron	3,157,780	368	Brownsville, City of P.O. Box 911, 1001 E. Elizabeth St., 2nd Floor Brownsville, TX 78520 (956) 548-6007	15,27
9	Corpus Christi	Nueces	3,039,667	354	Corpus Christi, City of 1201 Leopard St. Corpus Christi, TX 78401 (361) 826-3017	27
10	Lubbock	Lubbock	2,234,926	261	Lubbock, City of P.O. Box 2000 Lubbock, TX 79401 (806) 775-2003	19
11	Arlington	Tarrant	2,064,651	241	Arlington, City of 101 West Abram Street, 3rd Floor Arlington, TX 76010 (817) 459-6527	6,12,24,26
12	Waco	McLennan	1,769,084	206	Waco, City of PO Box 2570 Waco, TX 76702 (254) 750-5600	17
13	McAllen	Hidalgo	1,585,466	185	McAllen, City of 1300 Houston Avenue McAllen, TX 78501 (956) 681-1030	15,28
14	Amarillo	Potter	1,581,844	184	Amarillo, City of P.O. Box 1971 Amarillo, TX 79105-1971 (806) 378-3000	13

	<b>Grantee City</b>	<b>County</b>	<b>Funding</b>	<b>Units</b>	<b>PPNP</b>	<b>District</b>
15	Pasadena	Harris	1,431,646	167	Pasadena, City of PO Box 672 Pasadena, TX 77501 (713) 475-7243	2,7,9,10,18,22,29
16	Beaumont	Jefferson	1,382,533	161	Beaumont, City of 801 Main, Suite 300 Beaumont, TX 77701 (409) 880-3708 (409) 880-3112-FAX	2
17	Irving	Dallas	1,285,388	150	Irving, City of 825 W. Irving Blvd Irving, TX 75060 (972) 721-8037	3,5,24,26,30,32
18	Garland	Dallas	1,208,954	141	Garland, City of 222 Carver St. Garland, TX 75040 (972) 205-3320	3,5,24,26,30,32
19	Odessa	Ector	1,051,259	123	Odessa, City of 411 W 8th Street Odessa, TX 79761 (432) 335-4107 (432) 335-3281-FAX	11
20	Abilene	Taylor	1,032,897	121	Abilene, City of PO Box 60 Abilene, TX 79604-0060 (325) 676-6383 (325) 437-4577-FAX	19
	Grand Prairie via DALLAS COUNTY HHS	Dallas	890,641	105	See above subrecipients list for contact data.	3,5,24,26,30,32
	Tyler via COMMUNITY SERVICES, INC.	Smith	869,039	102	See above subrecipients list for contact data.	1
	San Angelo via CONCHO VALLEY CAA	Tom Green	843,434	99	See above subrecipients list for contact data.	11
	Wichita Falls via ROLLING PLAINS MGMT. CORP.	Wichita	821,832	97	See above subrecipients list for contact data.	13
	Midland via WEST TEXAS OPPORTUNITIES , INC.	Midland	766,683	90	See above subrecipients list for contact data.	11
	Denton via COMMUNITY SERVICES, INC.	Denton	748,195	88	See above subrecipients list for contact data.	24,26
	Killeen via HILL COUNTRY CAA	Bell	707,722	83	See above subrecipients list for contact data.	31
	Plano via COMMUNITY SERVICES, INC.	Collin	603,588	71	See above subrecipients list for contact data.	3,4
	Mesquite via DALLAS COUNTY HHS	Dallas	532,174	63	See above subrecipients list for contact data.	3,5,24,26,30,32
	Carrollton via DALLAS	Dallas	384,835	46	See above subrecipients list for contact data.	3,5,24,26,30,32

	Grantee City	County	Funding	Units	PPNP	District
	COUNTY HHS					
	Richardson via COMMUNITY SERVICES, INC.	Collin	361,390	43	See above subrecipients list for contact data.	3,4
	Lewisville via COMMUNITY SERVICES, INC.	Denton	294,106	35	See above subrecipients list for contact data.	24,26
		<b>Totals</b>	101,873,523	11,881		

	Grantee	Tentative	
		Funding	Units
15 Grant Awards	To Be Determined (TBD) Subrecipients (Request for Applications-Competitive Awards)	500,000 x 15	870
	<b>Totals</b>	7,500,000	870

### Additional information regarding Subrecipients:

*Note:* The Department will allocate ARRA WAP funds to the existing network of subrecipients by a formula. In order to meet the intent of the stimulus funding to quickly implement a Weatherization Assistance Program and to quickly serve qualified households, the Department plans to contract with additional subrecipients with twenty (20) of the largest municipal city government entities and with fifteen (15) additional subrecipients to be competitively awarded during early summer of 2009. DOE weatherization contracts to the existing network reflect an award based on the allocation percentages derived from the formula detailed in the Texas Administrative Code. The allocation formulas reflect the 2000 Census data.

The adjusted average expenditure limit per unit for this grant period is \$6,500.

Texas limits reweatherization to 5% of all units weatherized if agencies need to exceed the 5% cap, the agency should send a written request for approval to the Department. The reweatherization date has been reset to September 30, 1994.

If the Department determines it is necessary to permanently reassign a service area to a new subrecipient, the subrecipient will be chosen in accordance with 10 CFR §440.15 and the Department's Texas Administrative Code.

The fund allocations for individual service areas within the existing network of providers are determined by a distribution formula with five (5) factors:

- (1) Number of non-elderly poverty households per county;
- (2) Number of elderly poverty households (65+) per county;
- (3) Median income variance per county;
- (4) Inverse poverty household density ratio per county; and
- (5) Heating/Cooling Degree days per county.

The Department may deobligate all or part of the funds provided under these program contracts, if subrecipients have not expended funds as specified in the contract of each subrecipient according to the expenditure rate and households served during the contract term. The performance will be reviewed periodically. Subrecipient's failure to expend the funds provided under this contract in a timely manner may also result in the subrecipient's ineligibility to receive additional funding during the grant period. The deobligation and reobligation provision will be based on performance, quality of work and timely expenditure of funds.

Note: CFR: Code of Federal Regulation

## Section.4: Production Schedule

<b>Assisted Households</b>	<b>Annual Total</b>
Number of Units (Excluding reweatherized)	33,740
Reweathering Units	

<b>Vehicles and Equipment \$5,000 or more</b>	<b>Average Cost per Dwelling Unit (DOE Rules)</b>
A. Total of Vehicles and Equipment Budget	\$0
B. Total Units to be Weatherized, from Production Schedule above	\$33,740
C. Units to be Reweatherized, from Production Schedule above	\$0
D. Total Units to be Weatherized, plus Planned Reweatherized, Units from Production Schedule above (B plus C)	\$33,740
E. Average Vehicles and Equipment Cost per Dwelling Unit (A divided by D)	\$0
F. Total of Funds for Program Operations	\$218,701,202
G. Total Units to be Weatherized, plus Planned Reweatherized, Units from Production Schedule above (total from D above)	\$33,740
H. Average Cost per Dwelling Unit, less Vehicles and Equipment (F divided by G)	\$6,482
I. Average Cost per Dwelling Unit for Vehicles and Equipment (total from E)	\$0
J. Total Average Cost per Dwelling Unit (H plus I)	\$6,482

## Section 5: Energy Savings

DOE Program	Amount	Line
Total DOE State Weatherization Allocation	\$326,975,732	(a)
Total Cost associated with Administration, T&TA, Financial and Energy Audits or 15% of allocation.	\$108,274,530	(b)
Subtract the amount entered in line (b) from line (a), for a total Federal (DOE) funds available to weatherize homes	\$218,701,202	(c)
State Average Cost per Home or National WAP Program Year Average Cost per Home (i.e., PY 2008 \$2,966)	\$6,482	(d)
Divide the amount entered on line (c) by the amount entered on line (d), for Total Estimated Homes to be Weatherized	33,740 Homes	(e)
Multiply (e) by 30.5 MBTU for Total Annual Estimated Energy Savings resulting from DOE appropriated funds	1,029,070 MBTU	(f)

All Funding Sources	Amount	Line
Total funds (e.g., DOE WAP, State, Leveraged, LIHEAP, and other non-Federal sources of funds) used by State to weatherize homes	\$326,975,732	(g)
Total Cost associated with administration of Weatherization funds or 15% of total funds available to weatherize homes.	\$108,274,530	(h)
Subtract the amount entered in line (h) from line (g), for total funds available to weatherize homes	\$218,701,202	(i)
State Average Cost per Home or National WAP Program Year Average Cost per Home (i.e., PY 2008 \$2,966)	\$6,482	(j)
Divide the amount entered on line (i) by the amount entered on line (j), for Total Estimated Homes to be Weatherized	33,740 Homes	(k)
Multiply (k) by 30.5 MBTU for Total Annual Estimated Energy Savings resulting from all funding sources	1,029,070 MBTU	(l)

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

*The energy saving calculations methodology was developed by the Department using the most recent Metaevaluation of the National Weatherization Assistance Program (ORNL/CON-493). This methodology estimates savings of 1,029,070 MBtu according to DOE's PY 2005 Application Instructions and Forms for PY 2006. The same methodology will be used for the ARRA WAP program. The ARRA WAP Plan is estimated according to funding allocation and adjusted average expenditure limit per unit allowed to weatherize a home. The total number of units projected to be weatherized are 33,740 for a total of annual estimated energy savings of 1,029,070 MBtu.*

Estimated energy savings: 1,029,070 (MBtu)

Estimated prior year savings: 39,650 (MBtu)      Actual: Pending final report

If variance is large, explain: Funding increased through American Recovery and Reinvestment Act (ARRA).

## **Section 6: Training, Technical Assistance, and Monitoring Activities**

The Texas Department of Housing and Community Affairs (the Department) plans to monitor the American Recovery and Reinvestment (ARRA) Weatherization Assistance Program (WAP) with the staff included in the budget. Each of the WAP subrecipients shall be monitored for contract compliance at least once during each program year (April 2009 through March 2011). Training and technical assistance shall be provided to the subrecipient, whenever necessary, by a staff Training Officer or third party professional trainers as needed. Assigned staff members will conduct subsequent visits to ensure that corrective actions have taken place. If a subrecipient continues to show deficiencies, then a team of weatherization specialists will provide extra training and technical assistance as needed.

While each subrecipient will be monitored each year, monitoring will be scheduled using a risk assessment. Primary consideration will be based on the amount of contract, previous findings (if applicable), status of finding resolution, and submission and condition of annual independent audit. Periodic desk reviews of expenditures and production levels will be conducted during each of the program years. The scheduling of on-site monitoring will consider the minimum number of completed units. The schedule may vary and dates will be confirmed with each subrecipient in advance. The purpose of the monitoring is to ensure that weatherization programs are managed within federal and state guidelines and those eligible low-income families are receiving quality and appropriate weatherization of their homes.

The Department has established a goal to monitor a minimum of 10% of the client files and 10% of the weatherized units for each subrecipient per program year at the time of the monitoring. The Department will concentrate on inspecting weatherized units whose work completion dates are less than 60 days from the date of monitoring. Additional units will be inspected if the minimum monitoring requirements have not been met by this criterion. Monitoring will include health and safety procedures, energy audit procedures, and client education procedures. In addition, Program Officers will monitor financial management control and ensure the quality of work via established monitoring procedures.

During this grant period, the Department will continue to emphasize training and technical assistance for air sealing, heating and cooling systems assessments, materials installation, health and safety, office operations, and financial accountability through onsite, cluster workshops, and training conferences. Subrecipients may request training at anytime throughout the program year. The Trainer actively conducts training and technical assistance and works with program officers and subrecipients to determine additional training needs on an on-going basis.

Should a subrecipient hire a new weatherization coordinator, the subrecipient will be required to notify the Department in writing within 30 days of the date of hiring the coordinator and request training. The Department will contact subrecipients within 30 days of the date of notification to arrange for training.

With the increase in funding levels the Department foresees the need for additional subrecipients. The Department expects the training needs for the new subrecipients to be different from the existing network of subrecipients. Therefore, quarterly training visits will be conducted on all new subrecipients. The same protocols and procedures will be followed as when providing training to existing subrecipients.

The Department is currently working on developing a new training approach and protocols to improve the assistance provided and to meet demand of the increase in network staff due to funding increases. The Department will consult with States and other outside sources with program knowledge to develop the new criteria. The Department is also exploring the development of a Technical Training Academy for subrecipient and Department staff with guidance from the U.S. Department of Energy.

The Department does not require licensing or certifications of subrecipient staff at this time. However, the Department is exploring certification requirements for subrecipient weatherization staff and Department weatherization staff.

The Department will conduct cluster workshops throughout the program year to continue training the subrecipients on topics to include heating and cooling systems, Lead Safe Weatherization (LSW), manufactured housing, other health and safety issues, and material installation techniques. The Department has not scheduled training dates for other state or regional cluster trainings. The Department plans to provide training specific to manufactured housing (36 cluster workshops), HVAC (36 cluster workshops), Lead Safe Training (40 cluster workshops), and Health and Safety. Expert trainers will be hired for topics where the Department lacks in-house expertise. The Department will forward a schedule to DOE once the training schedule has been confirmed.

The Department has scheduled the following training dates for the WAP Network:

- Texas Association of Community Action Agencies Annual Conference, May 2009
- Community Affairs Training Conference, October 2009
- Texas Association of Community Action Agencies Annual Conference, May 2010
- Community Affairs Training Conference, October 2010

The Department will continue to provide staff with appropriate training opportunities in the areas of whole house diagnostics, health and safety, heating and cooling appliances, auditing construction activities, financial, accounting and fraud auditing training, and computer training. Department staff will continue to attend local, state, and national training conferences.

### **Evaluation of Training Activities**

In order to evaluate the efficiency of its training activities, the training staff will annually review its training activities and compare those to the subrecipient monitoring reports, and the annual analysis of an in-house evaluation study. Additionally, subrecipients will be given the opportunity to provide feedback through evaluation forms and surveys distributed at all training sessions. The training staff will conduct periodic surveys to solicit input from subrecipients as to their training needs. The Department will also utilize input from Program Officers and subrecipient monitoring reports to determine areas of additional training needed.

### **Energy Audit Procedures**

The Department has asked the U.S. Department of Energy to assist in the development and approval of a Priority List that identifies cost effective recurring measures that are performed. Additionally, the energy audit has been approved by DOE for use on single family dwellings, manufactured homes, and multi-family buildings containing 24 or fewer units. The energy audit has not been approved for multi-family buildings containing 25 or more units. In the event that the Department approves such a proposal, the Department will acquire a DOE approved energy audit, such as EA-QUIP, for use in auditing multi-family buildings containing 25 or more units.

### **Energy Savings**

The State will cooperate with the U.S. Department of Energy as they implement a national evaluation project.

### **Lead-Based Paint Safe Work Practices**

The State of Texas provided the Lead-Based Paint Safe Work Practices training methodology (developed by Montana State University) to all weatherization subrecipients during program year 2002. The Department plans to train the subrecipients in Program Year 2009. The State will provide Lead-Based Paint Safe Work Practices to new subrecipient hires on an on-going basis.

## **Mold**

The State of Texas provides the Mold Work Practices training methodology (developed by Montana State University) to all weatherization subrecipients. The subrecipients are responsible for providing the training to their weatherization contractors. The State will provide Mold Work Practices to new subrecipient staff on an on-going basis.

The Texas Department of Health, beginning at Title 25, Texas Administrative Code, Section 295.301, has adopted procedures for addressing mold problems existing in residential dwellings that cover areas of 25 contiguous square feet or more by requiring the remediation to be addressed by a licensed mold remediation specialist.

If the energy assessor discovers a mold condition which the weatherization contractor cannot adequately address, then the unit should be referred to the appropriate public agency for remedial action. The applicant is to be provided written notification that their home cannot, at this time, be weatherized and why. They should also be informed which agency they should contact to report the mold condition. The applicant should be advised that when the mold issue is resolved they may reapply for weatherization.

If the energy assessor determines that the mold is treatable and covers less than the 25 contiguous square feet limit allowed to be addressed by the Texas Department of Health's guidelines, the applicant is to be provided written notification of the existence of the mold and potential health hazards, the proposed action to eliminate the mold, and that no guarantee is offered that the mold will be eliminated and that the mold may return. The auditor must obtain written approval from the applicant to proceed with the weatherization work.

Upon appropriate guidance from DOE, the Department will arrange to train all subrecipients to recognize mold problems and acceptable actions to resolve mold occurrences. The Department will also provide applicant notification and release forms to its subrecipients.

The limited cost incurred to remove the mold is to be charged to the health and safety portion of the subrecipient's budget.

## **Client Education**

The Department will continue to require WAP subrecipients to provide client education to each WAP client. Subrecipients will be required to provide (at a minimum) state produced educational materials in verbal and written format. Client education will include temperature strips that indicate the temperature in the room, booklets that include "Energy Savings Tips," and energy savings calendars.

## **Section 7: DOE-Funded Leveraging Activities**

The Department will encourage partnerships between subrecipients, Public Utility Commission, State Energy Conservation Office, and other entities provided they comply with DOE rules and regulations.

## **Section 8: Policy Advisory Council Members**

**Introduction:** The Policy Advisory Council is broadly representative of organizations and agencies and provides balance, background, and sensitivity with respect to solving the problems of low-income persons, including the weatherization and energy conservation problems. The Council has the responsibility of advising Department staff.

Prior to the expenditure of any grant funds, the Department shall establish a policy advisory council which:

- (1) Has special qualifications and sensitivity with respect to solving the problems of low-income persons, including the weatherization and energy conservation problems of these persons;

- (2) Is broadly representative of organizations and agencies, including consumer groups that represent low-income persons, particularly elderly and disabled low-income persons and low-income Native Americans, in the State or geographical area in question; and
- (3) Has responsibility for advising the appropriate official or agency administering the allocation of financial assistance in the State or area with respect to the development and implementation of a weatherization assistance program.

**Current Policy Advisory Council Members**

<b>Weatherization Providers</b>	<b>Energy Group</b>	<b>Consumer &amp; Related Group</b>
<b>Johnette Hicks</b> , Executive Director, Chairwoman Economic Opportunities Advancement Corporation – Planning Region XI	<b>Heather Ball</b> , Director Marketing & Public Education Railroad Commission of Texas Alternative Fuels Research and Education Division	<b>Doug Garrett</b> , CEM, CDSM Building Performance and Comfort Heating, Ventilation & Air Conditioning
<b>Karen Swenson</b> , Executive Director Greater East Texas Community Action Program		<b>Michael P. Wilson, PhD.</b> Texas Department of Aging and Disability Services
<b>Mark Bullard</b> , WAP Coordinator Texoma Council of Governments		

The Policy Advisory Council (PAC) is currently in place; however, membership changes are expected to occur during PY 2009. Any additions to the Policy Advisory Council will be reviewed by the Department’s Governing Board. At the present time, the PAC consists of six members. The PAC meets annually. The Department seeks the PAC’s guidance and approval on WAP Plans each year, and hosts other meetings, as needed.

**Section 9: State Plan Hearings**

The WAP Public Hearing and WAP Policy Advisory Council Meeting will both be held on April 22, 2009. The transcripts will be available upon request.

Newspapers that publicized the hearings and the dates that the notice was published: Texas Register April 10, 2009—Statewide distribution. The Department’s web site publication of the draft plan will be available prior to the public hearing. The hearing and council meeting transcript copies will be provided to the DOE.

**Section 10: Adjustments to On-File Information**

**(This section references changes made to the On-File Information.)**

- The income eligibility level to be served by the subrecipient network will be up to 200 percent of the federal poverty income guidelines.
- Assistance for previously weatherized dwelling units, Section 415(c) (2) of the Energy Conservation and Production Act (42 U.S.C. 6865(c)(2)) is amended by striking “September 30, 1979” and inserting “September 30, 1994.” The Department is revising these dates on the Plan to reflect this change.
- For the WAP Plan, the Department is temporarily expanding the subrecipient network by adding up to 35 subrecipients as noted in Section 3 of this Plan.

- The grant period starts in April 2009 and ends March 2012. The contract period for the subrecipients will be limited to two years.
- The ARRA WAP Plan and the weatherization assistance program will operate in accordance with this plan, state and federal rules and regulations, and the Texas Administrative Code Rules, Title 10, Part 1, Chapter 5, Subchapters A, E, and F and new rules for ARRA.
- The Department has asked the U.S. Department of Energy to assist in the development and approval of a Priority List that identifies cost effective recurring measures that are performed. When the Department has an approved Priority List, it will be distributed to subrecipients for their implementation in assessing units.

## **Section 11: Miscellaneous**

### **Intergovernmental Review Data**

To comply with the provisions of Executive Order 12372, the State of Texas established the Texas Review and Comment System (TRACS). TRACS is a statewide system that provides state and local officials opportunities to review and to comment upon State plans, applications for federal or state financial assistance, and environmental impact statements related to projects or programs that affect their jurisdictions before the proposals are approved or funded. Comments made during the process are for the applicant's use in improving the project, and if necessary, for the funding agency's use in deciding whether to approve the application.

Related state provisions designate the regional review agencies and the state Single Point of Contact; the programs for which reviews will be required; delineate the respective responsibilities of applicants, state agencies, and review agencies; establish uniform review procedures and criteria; and describe procedures for seeking accommodation of review comments. State provisions specifically incorporate by reference Executive Order 12372, as amended by Executive Order 12416, the Demonstration Cities and Metropolitan Development Act of 1966, §204 (42 United States Code §3334); the Intergovernmental Cooperation Act of 1968, §401(a) (United States Code §4231(a)); and the National Environmental Policy Act of 1969, §102(2C)(42 United States Code §4332(2C)).

The TRACS State Single Point of Contact is Denise S. Francis, Governor's Office of Budget, Planning, & Policy, P.O. Box 12428, Austin, Texas 78711. This plan application was provided in draft to the State Single Point of Contact, made accessible to all regional councils, available to all the Department's weatherization program subrecipients and other interested parties prior to the public hearing and as a part of the public comment process.

### **Liability Insurance**

The liability insurance separate line item was increased to enable subrecipients to purchase pollution occurrence insurance in addition to the general liability insurance. Most regular liability insurance policies do not provide coverage for pollution occurrence. Subrecipients should review existing policies to ensure that lead paint measures are also covered and if not, secure adequate coverage for all units to be weatherized. If subrecipients require additional funding for liability insurance, they should get three price quotes. The additional liability insurance costs may be paid from administrative or program support categories. The Department strongly recommends the subrecipients require their contractors to carry pollution occurrence insurance to avoid being liable for any mistakes the contractors may make. Each subrecipient should get a legal opinion regarding the best course to take for implementing the pollution occurrence insurance coverage.

### **Training and Technical Assistance Funds**

Training and technical assistance funds will not be used to purchase vehicles or equipment for local subrecipients to perform weatherization services. The cost of these vehicles and equipment to support the program must be charged to program support and program operations categories. The Department acknowledges that, should unexpended training and technical assistance funds remain unexpended during the grant period, DOE requires these funds be used to weatherize homes. Therefore, a budget transfer will be considered to weatherize additional homes or a deobligation and reobligation of funds may occur periodically.

### **Formula Distribution**

For the existing subrecipients, the Department updates the budget allocation proportion by county and subrecipient based on poverty income, elderly poverty, median household income (from the 2000 U.S. Census data), and climate data (from the Southern Regional Climate Center, Louisiana State University, June 2002). For the new subrecipients, the Department will contract with 20 cities with a population of 75,000 or more and allocate funding based on poverty households. The remaining Balance of the State (\$7,500,000) will be awarded in accordance with a NOFA and will consist of minimum awards of \$500,000 to \$1,000,000 maximum each.

### **Electric Base Load Measures (EBL)**

DOE has approved the inclusion of selected Electric Base Load (EBL) measures as part of the weatherization of eligible residential units. Currently, the approved EBL measures include replacement of refrigerators, electric water heaters, and compact fluorescent lights. All EBL measures must be determined cost effective with an SIR of 1 or greater by either audit analysis or separate DOE approved analytical tools.

DOE has approved analytical tools to measure EBL. Instructions for incorporating EBL measures in to the WAP are detailed in the Texas Administrative Code. All dwelling units will be evaluated to determine the most cost effective measures to be installed in each unit weatherized and to determine the order in which measures will be installed. The evaluation of each unit must include building envelope measures, mechanical measures, and Electric Base Load measures.

### **WAP Additional Budget Information**

Applications shall provide information which validates that all laborers and mechanics on projects funded directly by or assisted in whole or in part by and through funding appropriated by the Act are paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by subchapter IV of Chapter 31 of title 40, United States Code (Davis-Bacon Act). For guidance on how to comply with this provision, see <http://www.dol.gov/esa/whd/contracts/dbra.htm>.

### **Program Reporting**

The Department will submit to DOE any reports as necessary, such as:

- Management Reporting - Progress Report
- Financial Reporting
- Closeout Reports – Property Certification
- Other Reporting (as requested and as necessary)

#### **Performance Progress Report:**

Not later than 10 days after the end of each calendar quarter, each subrecipient shall submit a report to the Department that contains the following:

- In accordance with Texas Administrative Code: 10 TAC §5.506, subrecipients must submit a Monthly Expenditure Report and a Monthly Performance Report containing ARRA funds received, obligated, and expended;
- A detailed list of all projects or activities for which American Recovery and Reinvestment Act of 2009, Pub. L. 111-5, covered funds were expended or obligated including:
  - Name of project or activity

- Description of project or activity
  - Evaluation of the completion status of project or activity
  - Estimate of number of jobs created and retained by project or activity *in the manner and form prescribed by DOE*
  - Infrastructure investments made by State and local governments, purpose, total cost, rationale or agency for funding infrastructure investment, name of agency contact.
  - Information on subcontracts or subgrants awarded by recipient to include data elements required to comply with the Federal Accountability and Transparency Act of 2006 (Pub. L. 109-282).
- Compliance: As a condition of receipt of funds under this Act, no later than 180 days of enactment, all recipients shall provide the information described above.
  - DOE intends to append the periodic ARRA – Performance Progress Report to include reporting on the following, at a minimum:
    - Jobs created at the Department level
    - Jobs created using subrecipients
    - Jobs retained at the Department level
    - Jobs retained with subrecipients
    - Jobs created at the local agency level
    - Jobs created using local agency contractors
    - Jobs retained at the local agency level
    - Jobs retained with local agency contractors
    - State desk monitoring/oversight visits
    - State on-site monitoring/oversight visits
    - Hours trained at the state agency
    - Hours trained at the local agency
    - Equipment units purchased that are more than \$5,000.

As DOE makes reporting changes and requirements of the Department, the Department will make those changes and requirements of the subrecipients.

*Failure to comply with these reporting requirements may result in termination of the funding award.*

## **Section 12: Assurances and Certifications**

*Assurances and Certifications Forms to be filed with the ARRA WAP Plan.*