



## Energy & Housing Services Department Memorandum

**To:** Interested Parties

**From:** Michael Baran, Director EHS

**Date:** September 8, 2014

**Subject:** MaineHousing's Department of Energy State Plan Application for the 2014 Weatherization Assistance Program

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As part of the annual application process, MaineHousing must submit to the Department of Energy (DOE) a State Plan application detailing how we will utilize the funds and conduct our weatherization program in accordance with DOE guidance. The 2014 DOE allocation is \$2,406,848. There are several parts to the grant application:

- Budget Summary – details how the grant funds will be spent by the grantee (MaineHousing - MH) and the sub-grantees (the Community Action Agencies – CAAs).
- Annual File – describes changes to the program from the previous year's application.
- Master File – a detailed plan of Maine's Weatherization Assistance Program (WAP) with descriptions of how Maine will meet the guidelines/requirements of the Department of Energy. This includes, but is not limited to: MH and CAA weatherization staff responsibilities; client eligibility; monitoring activities; audit procedures and tools; MH policies; and how MH and CAAs will adhere to DOE Health and Safety requirements.

For Program Year 2014 (4/1/2014 – 3/31/2015), MaineHousing will continue to administer, partnering with our sub-grantees, a quality weatherization program designed to make energy improvements to Maine's aging housing stock. These improvements assist households in reducing the overall energy consumption and costs of heating their homes. Maine will continue to use LIHEAP eligibility guidelines to determine eligibility for WAP.

Normally, DOE announces its WAP annually. Through formal notices, DOE notifies states of funding levels and specific program guidance as to how Grantees will conduct their weatherization efforts. DOE's weatherization program is administered through a sub-grantee system – Maine utilizes the Community Action Agencies.

Attached for your reference is the draft 2014 DOE Regular Annual File. Highlighted below are anticipated changes MaineHousing will make to this plan for 2014:

#### Changes per DOE:

1. Subgrantee will receive an allocation of Training and Technical Assistance funds to help offset the cost of their Quality Control Inspector, Energy Auditor, crew chief and installers while attending training or to provide training for their weatherization staff.
2. DOE has implemented Standard Work Specifications (SWS) which define the minimum requirements to ensure that the work performed during energy upgrades in single-family, multifamily, and manufactured homes is effective, durable, and safe.
3. DOE has introduced a comprehensive Quality Work Plan (QWP) that will establish a benchmark for quality home energy upgrades within the Weatherization Assistance Program (WAP). This plan defines what is required when federal dollars are used to purchase weatherization services and leverages the resources developed through the [Guidelines for Home Energy Professionals](#) project.
4. The per-unit average for 2014 is estimated to be \$6,987. This average includes units computed in a multi-family building of 5 units or greater. MH estimates weatherizing approximately 268 homes in 2014.

#### Public Hearing and Comment Period:

A public hearing, allowing interested parties an opportunity to comment on Maine's WAP, is required by DOE and normally held in conjunction with a Maine Housing Board of Commissioners meeting. This hearing is scheduled for Tuesday, September 23, 2014 at 9:30am. (The hearing notice is attached separately.) Written comments will be accepted until close of business (5:00PM) on Monday, October 6, 2014. A summary of both the public and written comments is included in the Final State Plan to DOE.