Weatherization Assistance Program

**SUBGRANTEE WEATHERIZATION WORK PLAN**

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| **CAA** |  | [ ]  **Initial**  |  |  | **Date** |  |
| **Contract** |  | [ ]  **Amended**  | # |  | **Date** |  |

Pursuant to MaineHousing’s Weatherization Assistance Program (WAP) Guidance and Procedures (MaineHousing WAP Guidance), the submission of a Subgrantee Weatherization Work Plan is required. The Work Plan should summarize Subgrantee’s policies and procedures for delivering WAP services and describe how the Subgrantee will meet the major program requirements. The following is a list (not exhaustive) of topics that should be covered in the Work Plan. **Note:** Work Plans that do not adequately address these topics will be returned for revisions. Until such time as the Work Plan and Budget are approved, work cannot commence using above identified Program funds.

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| 1. Production Schedule |
| Provide projected number of units to be weatherized and billed in the Budget Template. |

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| 2. Priorities for WAP and Wait List Policies |
| How does Subgrantee prioritize services to eligible households (how do you develop/manage your agency’s waitlist)?*Note: Maine uses HEAT Enterprise to calculate a WAP ranking for each household.The purpose of the WAP rank is to ensure households with the lowest income and the highest need are served first. The WAP rank is a tool for your waitlist and priority selection.* |
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| 3. WAP Delivery  |
| How does Subgrantee plan to bring WAP services to the agency’s service area? Describe geographic considerations, transportation, etc. that impact the agency’s delivery of WAP.  |
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| 4. Contracts for WAP Services |
| Provide a sample contract the agency uses for WAP Contractors (**Attachment A)** |

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| 5. Tribal Organizations |
| How does Subgrantee coordinate efforts with Tribal housing organizations or what other outreach methods are used to deliver WAP services, if applicable?  |
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| 6. Deferrals |
| How does Subgrantee identify, process and track deferrals that prevent WAP services? |
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| 7. CTEs (Clean, Tune, Evaluation) |
| How does Subgrantee identify and address CTEs for WAP eligible households.  |
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| 8. Appliances |
| Subgrantees are required to replace at least one appliance in each unit receiving weatherization services. See Program Guidance for related details.  |
| 1. Provide manufacturers spec sheets or description of your agency’s standard offering for each appliance. **(Attachment B)**
2. Describe your agency’s procurement process for the purchase and installation of appliances.
3. Describe the criteria your agency will use to determine if an appliance is inefficient or nearing the end of it’s useful life.
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| 9. Permits and Inspections  |
| How does Subgrantee document and ensure required permits are being obtained by your WAP Contractor or any Subcontractor on tasks that would require permits by the municipality? This is to also include any code enforcement sign off inspections. |
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| 10. HEAT Enterprise Process |
| How does Subgrantee utilize HEAT for the duration of the WAP project (i.e. scheduling, auditing, work order, etc…)?  |
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| 11. Leveraged Resources |
| How does Subgrantee use non-WAP funds in conjunction with WAP (DOE and HEAP) funds in servicing eligible homes? List specific resources anticipated to be used to leverage WAP.  |
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| 12. Weatherization Personnel |
| Provide the names of Subgrantee’s Weatherization personnel, their relevant experience in and certification/license for weatherization activities. The list must include the certification name/type and date of expirations for all Weatherization personnel. The list must include, but is not limited to, BPI certifications, RRP certifications, Maine Fuel Board licenses and other relevant certification/licenses. The list must also include management personnel, their title and responsibility regarding WAP activities.  **(Attachment C)** |

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| 13. Training and Technical Assistance (T&TA) |
| Subgrantees are required to submit a Subgrantee T&TA Plan and Budget for Grantee approval. Subgrantees must complete MaineHousing’s *Subgrarntee T&TA Plan* template and attach the completed template to the Work Plan. The template contains DOE T&TA eligible conferences scheduled for PY 2022. Provide the names/titles of staff/contractors the Subgrantee intends to send to each conference, if any. In addition, list other conference and/or training events that the Subgrantee intends to send Weatherization staff/contractors using T&TA funds.T&TA funds can only be used for conferences/trainings that directly relate to WAP. If other conferences and/or training events come available after approval of your Work Plan you will need to submit a request to MaineHousing on a case by case basis for approval to utilize T&TA funds for such conference/training.  **(Attachment D)** |

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| 14. Client Confidentiality and Protection of PII |
| How does Subgrantee ensure client confidentiality *(you can attach a copy of your agency’s client confidentiatily procedures in lieu of narrative)?* |
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| 15. Policy Changes |
| Describe all significant changes in Subgrantee’s policies, procedures and new initiatives since the last WAP Work Plan submission. Provide copies of policy and procedure changes. **(Attachment E)** |
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| 16. Insurance |
| Provide insurance binders for POI and liability insurance. **(Attachment F)** |

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| 17. Equipment Purchases |
| Identify the equipment and/or supplies the Subgrantee intends to purchase with federal funds during the plan year on MaineHousing’s *Subgrantee Equipment Request* form*.* **(Attachment G)** |

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| 18. Equipment Maintenance  |
| What is Subgrantee’s process/procedure for maintaining equipment (calibrations, frequency, tracking, etc.) |
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| 19. Inventory |
| What is the Subgrantee’s process for maintaining a “record of inventory” for all equipment, tools and vehicles purchased with federal funds that have a life expectancy of more than one year. Attach a copy of the agency’s current record of inventory. **(Attachment H)** |

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| 20. Success Stories from 2021 |
| Please submit at least one of your agency’s WAP success stories from 2021. The success story could include (but is not limited to): stories about families that you have helped and how weatherization made a difference in their lives; leveraging successes; or a difficult project that required innovative technical or health and safety measures. Describe the desired outcome and results. Quotes from homeowners or participants are important. You may also submit letters of thanks from commendation as success stories. |
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| 21. Other Information |
| Provide any other information relevant to the administration and delivery of WAP. |
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| **Agency Submission** |  |
| Completed by (Print): |  | Date Completed: |  |  |
| Signature: |  | Date Submitted: |  |  |
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| **MaineHousing Approval** |  |
| Reviewed by (Print): |  | Date Approved: |  |  |
| Signature: |  | Confirm Sent: |  |  |
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