



State of Florida  
Weatherization Assistance Program  
2024-2025

# FORMULA STATE PLAN DRAFT

Florida Department of Commerce  
J. Alex Kelly, Secretary  
107 East Madison Street  
Caldwell Building, 3<sup>rd</sup> Floor  
Tallahassee, Florida 32399

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State of Florida  
Weatherization Assistance Program  
2024-2025

**FORMULA STATE PLAN**

# **EXECUTIVE SUMMARY**

## Bureau of Economic Self-Sufficiency Weatherization Assistance Program (WAP) 2024-2025 STATE PLAN

The State of Florida Weatherization Assistance Program (WAP) Plan for Program Year 2024 - 2025 serves as Florida’s application to the U.S. Department of Energy (DOE) for WAP funds and the guide for the allocation of more than \$4.1 million in federal residential energy conservation funding. These funds will aid more than 500 households across the state. WAP is administered by FloridaCommerce, who is primarily responsible for the state’s community assistance programs. FloridaCommerce delivers weatherization services in coordination with other state and local partners and will distribute all WAP funding for 2024 - 2025 in accordance with this plan

WAP is designed to keep Florida’s workforce in their homes, build stronger communities, move Floridians towards self-sufficiency, and improve job growth, leading to healthier Floridians and a stronger workforce. Further, its purpose 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. The program aims to lessen the impact of higher energy costs on low-income families. Additionally, it aims to improve 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.

Since its inception in 1976 under Title IV of the Energy Conservation and Production Act, more than 7 million households across the country have received weatherization services<sup>1</sup>. WAP contributes to the quality of life of low-income residents and contributes to Florida’s whole energy efficiency target. 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, FloridaCommerce will ensure these public services continue through Program Year 2024-2025.

<sup>1</sup> Ornl/tm-2015/13 National Weatherization Association Program Impact Evaluation: Energy Impacts for Single Family Homes  
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State of Florida  
Weatherization Assistance Program  
2024-2025  
**FORMULA STATE PLAN**

# **APPLICATION**

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

<p>1. Type of Submission:</p> <p><input type="checkbox"/> Preapplication</p> <p><input checked="" type="checkbox"/> Application</p> <p><input type="checkbox"/> Changed/Corrected Application</p>	<p>2. Type of Application: <span style="float:right">If Revision, select appropriate letter(s)</span></p> <p><input type="checkbox"/> New</p> <p><input checked="" type="checkbox"/> Continuation <span style="float:right">Other (specify):</span></p> <p><input type="checkbox"/> Revision</p>
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3. Date Received	4. Applicant Identifier:
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5a. Federal Entity Identifier:	5b. Federal Award Identifier: <b>DE-EE0009895</b>
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**State Use Only:**

6. Date Received by State:	7. State Application Identifier:
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**8. APPLICANT INFORMATION:**

a. Legal Name:	Florida State of
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b. Employer/Taxpayer Identification Number (EIN/TIN): <b>364706134</b>	c. UEI: <b>WVR6ECT1G9F8</b>
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**d. Address:**

Street 1:	<b>107 E. Madison St. MSC-400</b>
Street 2:	
City:	<b>Tallahassee</b>
County:	<b>LEON County</b>
State:	<b>FL</b>
Province:	
Country:	<b>U.S.A.</b>
Zip / Postal Code:	<b>323990000</b>

**e. Organizational Unit:**

Department Name: <b>Florida Department of Commerce</b>	Division Name: <b>Community Development</b>
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**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:	<b>Mrs.</b>	First Name:	<b>Coreine</b>
Middle Name:			
Last Name:	<b>Rainford</b>		
Suffix:			

Title:	<b>WAP Community Program Manager</b>
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Organizational Affiliation:
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Telephone Number: <b>8507178523</b>	Fax Number:
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Email: <b>Coreine.Rainford@Commerce.fl.gov</b>
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**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-0002024**

Title:

**2024 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: **07/01/2024**

b. End Date: **06/30/2025**

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

a. Federal	\$4,169,206.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	\$4,169,206.00

**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 X
- 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: **Chief Financial Officer**

Telephone Number: **8502457359**

Fax Number:

Email: [Caroline.Womack@Commerce.fl.gov](mailto:Caroline.Womack@Commerce.fl.gov)

Signature of Authorized Representative:

Signed Electronically

Date Signed:

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)  
Prescribed by OMB Circular A-102





State of Florida  
Weatherization Assistance Program  
2024-2025  
**FORMULA 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 07/01/2024	5. Completion Date 06/30/2025

**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		\$4,169,206.00		\$4,169,206.00
2. Carryover			\$2,085,132.00		\$ 0.00	\$2,085,132.00
3.						
4.						
5. TOTAL		\$ 0.00	\$2,085,132.00	\$4,169,206.00	\$ 0.00	\$6,254,338.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) SUBGRANTEE ADMINISTRATI ON	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$114,843.06	\$ 0.00	\$49,218.46	\$ 0.00	\$164,061.52
b. Fringe Benefits	\$43,640.57	\$ 0.00	\$18,703.10	\$ 0.00	\$62,343.67
c. Travel	\$42,400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$42,400.00
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	\$312,690.45	\$244,723.50	\$360,484.94	\$917,898.89
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$5,917.12	\$ 0.00	\$ 0.00	\$ 0.00	\$5,917.12
i. Total Direct Charges	\$206,800.74	\$312,690.45	\$312,645.06	\$360,484.94	\$1,192,621.19
j. Indirect Costs	\$105,889.71	\$ 0.00	\$ 0.00	\$ 0.00	\$105,889.71
k. Totals	\$312,690.45	\$312,690.45	\$312,645.06	\$360,484.94	\$1,298,510.90
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 Weatheriza- tion Assistance Program
3. Name and Address Florida State of 107 E. Madison St. MSC-400 Tallahassee, FL 323990000	4. Program/Project Start Date 07/01/2024 5. Completion Date 06/30/2025

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	\$2,085,132.00	\$4,169,206.00	\$ 0.00	\$6,254,338.00

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	\$0.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
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	\$4,142,283.40	\$303,341.54	\$47,935.58	\$69,935.58	\$5,481,394.99
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	\$4,142,283.40	\$303,341.54	\$47,935.58	\$69,935.58	\$5,756,117.29
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
k. Totals	\$4,142,283.40	\$303,341.54	\$47,935.58	\$69,935.58	\$5,862,007.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

## BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006  
Expiration Date: 02/28/2025

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 07/01/2024
	5. Completion Date 06/30/2025

<b>SECTION A - BUDGET SUMMARY</b>						
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.						
<b>5. TOTAL</b>		\$ 0.00	\$2,085,132.00	\$4,169,206.00	\$ 0.00	\$6,254,338.00

<b>SECTION B - BUDGET CATEGORIES</b>					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) WEATHERIZATION READINESS	(2)	(3)	(4)	
a. Personnel	\$ 0.00				\$164,061.52
b. Fringe Benefits	\$ 0.00				\$62,343.67
c. Travel	\$ 0.00				\$42,400.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 0.00
f. Contract	\$392,331.00				\$5,873,725.99
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$5,917.12
i. Total Direct Charges	\$392,331.00				\$6,148,448.29
j. Indirect Costs	\$ 0.00				\$105,889.71
k. Totals	\$392,331.00				\$6,254,338.00
7. Program Income	\$ 0.00				\$ 0.00



**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: Florida State of  
Award number: EE0009895

Budget period: 07/01/2024 - 06/30/2025

**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:

<u>Position</u>	<u>Description of Duties of Professionals</u>
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.
Deputy Chief, Bureau of Economic Self-Sufficiency	This position serves as the Deputy to 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.
WAP Program Manager	Administration of contracting, monitoring, evaluation, training, and technical assistance for the program.
Government Operations Consultant III (GOC III)	Serves as the Policy Team Lead, high-level Contract Manager for Weatherization.
Government Operations Consultant III (GOC III)	Serves as the Technical 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.
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.
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:

<b>Position</b>	<b>Salary/Rate</b>	<b>Time</b>	<b>Direct Pay</b>
Chief, Bureau of Economic Self-Sufficiency	\$91,944.12	33 % FT	\$30,341.56
Deputy Chief, Bureau of Economic Self-Sufficiency	\$68,217.76	15 % FT	\$10,232.66
WAP Program Manager	\$60,000.00	60 % FT	\$36,000.00
Government Operations Consultant III (GOC III)	\$48,140.52	40 % FT	\$19,256.21
Government Operations Consultant III (GOC III)	\$48,000.00	60 % FT	\$28,800.00
Government Operations Consultant II (GOC II)	\$44,160.00	30 % FT	\$13,248.00
Government Operations Consultant II (GOC II)	\$42,776.88	30 % FT	\$12,833.06
Government Operations Consultant II (GOC II)	\$44,500.08	30% FT	\$13,350.02
	<b>Direct Pay Total</b>		<b>\$164,061.52</b>

**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 2024 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

Position	Direct Pay	Rate	Direct Pay
Chief, Bureau of Economic Self-Sufficiency	\$30,341.56	38.00%	\$11,529.79
Deputy Chief, Bureau of Economic Self-Sufficiency	\$10,232.66	38.00%	\$3,888.41
WAP Program Manager	\$36,000.00	38.00%	\$13,680.29
Government Operations Consultant III (GOC III)	\$19,256.21	38.00%	\$7,317.36
Government Operations Consultant III (GOC III)	\$28,800.00	38.00%	\$10,944.00
Government Operations Consultant II (GOC II)	\$13,248.00	38.00%	\$5,034.24
Government Operations Consultant II (GOC II)	\$12,833.06	38.00%	\$4,876.56
Government Operations Consultant II (GOC II)	\$13,350.02	38.00%	\$5,073.01
	<b>Fringe Benefits Total</b>		<b>\$62,343.67</b>

**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.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
Statewide Monitoring, Training & Technical Assistance visits to Subgrantees. Florida utilizes percentage of other funding source to supplement additional state monitoring costs.	18	\$800.00	\$14,400.00
Training for 10 staff (Tier 2)	10	\$400.00	\$4,000.00
National Association of State Community Services Programs (NASCSPP) Conference	5	\$3,500.00	\$17,500.00
Department of Energy Training Opportunities	2	\$250.00	\$500.00
Training for 10 staff (Tier 1)	10	\$300.00	\$3,000.00
Statewide Meeting	3	\$1,000.00	\$3,000.00
	<b>Travel Total</b>		<b>\$42,400.00</b>

- 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.

Equipment	Unit Cost	Number	Total Cost	Justification of Need
-----------	-----------	--------	------------	-----------------------

- 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 purchases 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 - Reporting System Enhancement	\$44,723.50	Web-based reporting system utilized by Subrecipients for submitting monthly reports and collecting client-level data statistics. Includes associated monthly maintenance agreement charges.
Subrecipients Listed in Annual File, Section IV.1	\$5,629,002.49	Includes all funds allocated to: Subrecipient Administration; Subrecipient T&TA, Program Operations, Health and Safety; Liability Insurance, Single Audit, and Weatherization Readiness Fund.
Contractual Services - T&TA Activities - Florida Association for Community Action (FACA)	\$200,000.00	Annual Statewide Conference - Venue, training, materials, speakers; FACA will plan, coordinate, and facilitate Weatherization T&TA activities in collaboration with the Florida Weatherization Network representing members of FACA and FloridaCommerce staff. Training topics include but are not limited to: Energy Auditor, Quality Control Inspector (QCI), Blower Door Assisted Weatherization, Standard Work Specifications (SWS), ASHRAE 62.2, Manual J Calculation, Customer Service Best Practices and other topics approved by FloridaCommerce.  Procurement of Quality Assurance Inspector (QAI)
Contractual Services - T&TA Activities - QAI Procurement	\$45,108.00	Outsourcing costs to the State office for conducting its QAI/QCI during Subrecipient monitoring visits. FloridaCommerce plans to expand procurement and increase the number of vendors available to conduct QAI/QCI across the State.
<b>Contracts and Subgrants Total</b>	<b>\$5,873,725.99</b>	

\*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>
Other Directly Allocated Cost	\$5,917.12	These costs represent the grant's fair share of directly allocated overhead costs including, but not limited to supplies, phones, risk management, and rent.

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 2024, FloridaCommerce is using an indirect rate of 46.77% per the agreement dated January 24, 2023. 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:

<b>Indirect Cost Account</b>	<b>Direct Total</b>	<b>Indirect Rate</b>	<b>Total Indirect</b>
FloridaCommerce Salaries - Personnel & Benefits	\$226,405.19	46.77 %	\$105,889.71
		Indirect Costs Total	\$105,889.71





State of Florida  
Weatherization Assistance Program  
2024-2025  
**FORMULA STATE PLAN**

**INDIRECT COST  
PACKAGE**

**NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA)**

**NON-FEDERAL ENTITY**

FloridaCommerce  
 Caldwell Building 107  
 E. Madison Street  
 Tallahassee, FL 32399

**UEI:** WVR6ECT1G9F8  
**EIN:** 36-4706134

**DATE:** 2/5/2024  
**FILE REF.:** This  
 replaces the agreement dated  
 1/24/2023

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 **FloridaCommerce** (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).

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**SECTION I: RATES**

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<u>TYPE</u>	<u>APPROVAL</u>	<u>FROM</u>	<u>TO</u>	<u>RATE</u>	<u>BASE</u>	<u>LOCATION</u>	<u>APPLY TO</u>
Indirect	Final	07/01/2022	06/30/2023	29.33%	SW-1	Loc-1	AP-2
Indirect	Final	07/01/2022	06/30/2023	48.32%	SW-1	Loe-I	AP-3
Indirect	Final	07/01/2022	06/30/2023	7.49%	SW-1	Loe-I	AP-4
Indirect	Provisional	07/01/2023	06/30/2025	34.31%	SW-1	Loe-I	AP-2
Indirect	Provisional	07/01/2023	06/30/2025	46.77%	SW-1	Loe-I	AP-3
Indirect	Provisional	07/01/2023	06/30/2025	9.60%	SW-1	Loe-I	AP-4

(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

**APPLY TO**

AP-2: DEO In-House Programs  
 AP-3: DEO Oversight  
 AP-4: 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.

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## **SECTION II: GENERAL**

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### **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 (original, and revised (if applicable)) 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).

5. G&A rate - If published in Section I, it is the acronym for "General and Administrative" type of indirect expenses. G&A means any management, financial, and other expense which is incurred by, or allocated to, a business unit and which is for the general management and administration of the business unit as a whole.

## **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 section, 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 over 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.

\*\*\* INTENTIONALLLY LEFT BLANK\*\*\*

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**

FloridaCommerce  
Caldwell Building  
107 E. Madison  
Street  
Tallahassee, FL 32399  
20210 (Non-Federal Entity)

Caroline B. Womack  
(Signature)

Caroline (Tisha) B. Womack  
(Name)

Chief Financial Officer  
(Title)

2/5/2024  
(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., C-4511

Washington, DC  
(U.S. Federal Government Agency)

Damon Tomchick  
(Signature)

for  
Victor M. Lopez  
(Name)

Chief, Cost & Price Determination Division  
(Title)

2/5/2024  
(Date)

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



State of Florida  
Weatherization Assistance Program  
2024-2025  
**FORMULA STATE PLAN**

**ANNUAL FILE**



**U.S. Department of Energy**  
Weatherization Assistance Program (WAP) WEATHERIZATION ANNUAL  
FILE WORKSHEET

**Grant Number:** EE0009895, **State:** FL, **Program Year:** 2024  
**Recipient:** Florida State of

Subgrantees

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
Bay County Council on Aging, Inc. (Panama City)	\$51,350.62 6
Brevard County Board of County Commissioners (Melbourne)	\$102,701.24 12
Capital Area Community Action Agency, Inc. (Tallahassee)	\$102,701.24 12
Central Florida Community Action Agency, Inc. (Gainesville)	\$205,402.48 24
Centro Campesino Farmworker Center, Inc. (Florida City)	\$787,376.18 93
Community Action Program Committee, Inc. (Pensacola)	\$290,986.85 34
Lake Community Action Agency, Inc. (Eustis)	\$85,584.37 10
Meals on Wheels, Etc., Inc. (Sanford)	\$85,584.37 10
Miami Dade County (Miami)	\$376,571.22 44
Mid Florida Community Services, Inc. (Brooksville)	\$342,337.47 40
Monroe County Board of County Commissioners (Key West)	\$51,350.62 6
Northeast Florida Community Action Agency, Inc. (Jacksonville)	\$171,168.74 20
Osceola County Council on Aging, Inc. (Kissimmee)	\$171,168.74 20
Pinellas County Urban League, Inc. (St. Petersburg)	\$222,519.36 26
St. Johns Housing Partnership, Inc. (St. Augustine)	\$530,623.08 62
Step Up Suncoast, Inc. (Sarasota)	\$171,168.74 20
TO BE DETERMINED (Polk/Hillsborough)	\$342,337.47 40
TO BE DETERMINED (Madison, Taylor, Lafayette, Hamilton, Suwanee, Dixie, Gilchrist, Columbia, Union, and Bradford)	\$51,350.62 6
<b>Total:</b>	<b>\$4,142,283.40</b> <b>485</b>

**IV.1 WAP Production Schedule**

Weatherization Plans	Units
Total Units (excluding re-weatherized)	485
Re-weatherized Units	0
Average Unit Costs, Units subject to DOE Project Rules	
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>	

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP) WEATHERIZATION AN-  
NUAL FILE WORKSHEET  
**Grant Number: EE0009895, State: FL, Program Year: 2024**  
**Recipient: Florida State of**

A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	485
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	485
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
<b>AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
F	Total Funds for Program Operations	\$4,142,283.40
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	485
H	Average Program Operations Costs per Unit (F divided by G)	\$8,497.00
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,497.00

**IV.2 Energy Savings**

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

	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	485	29.3	14211
Prior Year Estimate	283	29.3	8292
Prior Year Actual	119	29.3	3487

Method used to calculate savings description:

**IV.3 DOE-Funded Leveraging Activities**

DOE Funded Leveraging Activities

During Program Year (PY) 2024-2025, Florida will not utilize any DOE funding for leverage activities.

**IV.4 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: <a href="mailto:melvin.philpot@duke-energy.com">melvin.philpot@duke-energy.com</a>
Mr. Al Miller	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 8639563491 Email: <a href="mailto:amiller@alpi.org">amiller@alpi.org</a>
Ms. Amy Yount	Type of organization: Local agency Contact Name: Phone: 94182728877901 Email: <a href="mailto:ayount@stepupsuncoast.org">ayount@stepupsuncoast.org</a>
Ms. Karen Hagan	Type of organization: Unit of State Government Contact Name: Phone: 8504120085 Email: <a href="mailto:karen.hagan@apdcares.org">karen.hagan@apdcares.org</a>
Ms. Keantha Moore	Type of organization: Unit of State Government Contact Name: Keantha Moore Phone: 8502457413 Email: <a href="mailto:Keantha.Moore@Commerce.fl.gov">Keantha.Moore@Commerce.fl.gov</a>

Ms. Nacole Guyton	Type of organization: Unit of State Government Contact Name: Phone: 8507178648 Email: <a href="mailto:nacole.guyton@oel.myflorida.com">nacole.guyton@oel.myflorida.com</a>
Ms. Paige Baker	Type of organization: Unit of State Government Contact Name: Paige Baker Phone: 8504142390 Email: <a href="mailto:BakerM@ElderAffairs.org">BakerM@ElderAffairs.org</a>
Ms. Tera Bivens	Type of organization: Unit of State Government Contact Name: Tera Bivens Phone: 8507174213 Email: <a href="mailto:Tera.Bivens@myflfamilies.com">Tera.Bivens@myflfamilies.com</a>
Terry Mutch	Type of organization: Local agency Contact Name: Phone: 8502222043 Email: <a href="mailto:terry.mutch@cacaainc.org">terry.mutch@cacaainc.org</a>

#### IV.5 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
	<i>The Florida Administrative Register, March 11, 2024 – April 29, 2024</i>

#### IV.6 Miscellaneous

<p>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:</p> <p><b><u>Recipient Business Officer</u></b> 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.</p> <p>Megan Ah Sam, Bureau Chief Bureau of Economic Self-Sufficiency, Division of Community Development Florida Department of Commerce 107 East Madison Street, MSC 400 Tallahassee, Florida 32399 Phone (850) 717-8467</p> <p><b><u>Principal Investigator</u></b> 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.</p> <p>Coreine Rainford, WAP Community Program Manager Bureau of Economic Self-Sufficiency, Division of Community Development Florida Department of Commerce Weatherization Assistance Program 107 East Madison Street, MSC-400 Tallahassee, FL 32399-6508 Phone (850) 717-8523</p> <p><b><u>Policy Advisory Council:</u></b> Please see Policy Advisory Council<sup>2</sup> members profiles attached to SF-424.</p> <p><b><u>State of Florida Budget Authority Update</u></b></p> <p>FloridaCommerce's obligations under agreements with its WAP Subgrantees are contingent upon the availability and receipt of funding as appropriated by the Florida Legislature. Funding awards and releases of funds will be tied to the Florida State Fiscal Year (July 1st through June 30th), the Legislative appropriation related thereto, and will require each Subgrantees satisfactory performance of its obligations set forth in its respective Subgrant Agreement, as such satisfactory performance shall be determined by FloridaCommerce.</p>
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**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 16 Weatherization Subgrantee's and the WRF Average Cost Per Unit (WRF ACPU) will be \$8,497.

**Qualification and Prioritization**

WRF can only be used for new applications for weatherization assistance. New applications are those received on or after July 1, 2024. Applications that were deferred prior to July 1, 2024, are not eligible for assistance with WRF.

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.

**Energy Audit**

For WRF money to be expended an Energy Audit must be performed on the dwelling. Once an Energy Audit is performed and the home is determined to be eligible for DOE weatherization (SIR of 1.0 or greater), the Energy Auditor must determine if:

1. The dwelling would normally be deferred for structural, health and safety, or other issues outside the scope of weatherization.
2. The dwelling can be made ready for weatherization with an investment of \$8,497 or less. If the dwelling cannot be made ready for weatherization, it should be deferred. If it can be made ready for weatherization, the sub-grantee should notify FloridaCommerce in writing of their plans to use WRF money on the dwelling.

**Allowable Measures**

The nature of the repairs may fall under the following categories according to WPN 23-4: Weatherization Readiness Funds – Expansion of Scope.

- 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.

The Florida WAP will track these funds for each building and unit, and at a minimum, capture measures/repairs and associated costs, for reporting purposes. DOE WAP is subject to the Paperwork Reduction Act and as such Florida WAP's final tracking requirements and data collection will follow the appropriate Information Collection Request (ICR) process to gain approval.

**Readiness Timeframe**

The process and timeframe listed should be used as a guide when completing the readiness procedures.

- Step 1: Subgrantee conducts a home evaluation and determines that the home is not ready for weatherization (deferral).
- Step 2: Subgrantee estimates the repair costs to determine if repairs and costs fall within the guidelines of the repair program.
- Step 3: Subgrantee prepares and submits an approval form with supporting documentation (i.e., pictures, estimates/pre-work orders, scope of work, copy of deferral tracker/deferral documents) to FloridaCommerce for review and approval.
- Step 4: FloridaCommerce reviews and requests more information as required, and then provides approvals or denials where applicable.

Step 5: Subgrantee will ensure readiness repair work is completed prior to weatherization.

Average time for weatherization readiness may vary depending on the work being completed, however, it should not take more than five (5) days to ready a home for weatherization.

### **Restrictions**

- WRF should not be utilized for homes that exhibit dangerous conditions that may pose a significant threat, endangerment, or create a significant health concern to the Subgrantee's staff, contractors, and/or crews. This includes:
  - 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.
  - Dangerous conditions exist due to high carbon monoxide levels in combustion appliances and cannot be resolved under existing health and safety measures.
  - The property has been condemned or electrical, heating, plumbing, or other equipment has been "red tagged" by local or state building officials or utilities.
- Any WRF ACPU at the end of the year superseding \$8,497.00 not be permitted.
- Dwellings with issues or repairs that aids the purpose of a sale will not be permitted.
- Readiness funds can only be used for new weatherization assistance applications (those received after the current program year). Any application deferred prior to the commencement of the new program year will not access WRF.
- Federal regulation stipulates that Readiness Funds cannot be transferred to other 'program operations' funds. WRF must only address necessary repairs (e.g., Health and Safety issues, structural) in dwellings that have been deferred from receiving weatherization services.
- Weatherization readiness will not be performed if:
  - There is presence of illegal presence or use of any controlled substance in the home during the process.
  - The client refuses major measures which would result in a "partial" completion of the readiness process.

### **Monitoring**

The WRF will be monitored through four (4) formats: The Weatherization Readiness Fund (WRF) Request Form, Energy Audits & Deferral Tracking, Monthly Reimbursement Processes, and Yearly Monitoring. In accordance with the Paperwork Reduction Act, FloridaCommerce's monitoring, and evaluation process follows the appropriate Information Collection Request (ICR) process to gain the approval required.

1. The Weatherization Readiness Fund (WRF) Request Form. Once it has been determined that WRF will be used on a dwelling, the Subgrantee will document the actions to be taken to make the dwelling ready for weatherization. To assist with this process, the WRF form was developed to capture all WRF requests made by the Subgrantee, to monitor the total number of homes weatherized using readiness funding, the nature of repairs being conducted, and the cost associated with each repair.

Once completed by the Subgrantee, the form will be sent to FloridaCommerce for approval, and upon approval, work will commence. A copy of the approved WRF form should be placed on the client's file. A version is also maintained by the contract manager.

Upon readiness work completion, the dwelling must receive an inspection to determine if weatherization work can commence. The inspection will also be documented in the Subgrantee's client files as well as in the Subgrantee Enterprise Resource Application (SERA). The contractor that performed the readiness work will not be paid until their work receives a passing inspection. Once the readiness work is completed and the contractor has been paid, the Subgrantee uploads the information into SERA and notifies FloridaCommerce.

2. Energy Audits. For WRF to be expended, an Energy Audit must be performed on the dwelling. If after the audit the unit is determined eligible for DOE weatherization, with an SIR of 1.0 or greater, the Energy Auditor must determine if:
  - a. The dwelling would normally be deferred for structural, health, and safety, or other issues as outlined under allowable measures.
  - b. The dwelling can be made ready for weatherization with an investment of \$8,497. If the dwelling cannot be made ready for weatherization, it should be deferred. If it can be made ready for weatherization using readiness funds, the WRF Form should be completed. The deferral tracker, will also be utilized to track this process.
3. Monitoring and evaluation will also be accomplished through the monthly reimbursement process. Subgrantees will be required to indicate the homes where WRF was utilized in their Financial Activity. The WRF ACPU will also be monitored at that time.

Lastly, 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 to make the dwelling weatherization ready.



State of Florida  
Weatherization Assistance Program  
2024-2025  
**FORMULA STATE PLAN**

**MASTER FILE  
NARRATIVE**

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE

**Grant Number:** EE0009895, **State:** FL, **Program Year:** 2024  
**Recipient:** Florida State of

### **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 U.S. Department of Housing and Urban Development's (HUD) means-tested programs' income qualifications at or below 80 percent of Area Median Income. (Examples of HUD program but are not limited to Community Development Block Grants (CDBG), HOME Investment Partnerships Program (HOME), Lead Hazard Control & Healthy Homes Program (OLHCHH), etc.).

There should be 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 also 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 Subgrantee weatherizes a dwelling of a household that does not meet the income eligibility guidelines in WAP, that Subgrantee 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:

[LIHEAP IM 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.**

Single-Family dwellings with clear proof of ownership are eligible units for weatherization. The Subgrantee is required to collect proof of ownership documentation from applicants and maintain this proof in the client's 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 Subgrantee 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 Subgrantee and state staff. In accordance with the U.S. Department of Energy (DOE) Weatherization Program Notice 21-3, FloridaCommerce 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 Subgrantees.

**Determine eligibility based on owner documentation and income document for renters.**

FloridaCommerce requires the subgrantee 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. FloridaCommerce requires that subgrantees enter into a written agreement with owners of rental buildings that will receive weatherization assistance, using a form provided by FloridaCommerce 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, FloridaCommerce 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.

FloridaCommerce 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.

For more information on building eligibility limitations and weatherization of rental units, see Chapter 3. Section 3.B, and Chapter 4. Section 6 of the WAP Policy and Procedures Manual.

### **Describe Reweatherization 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.

Nonstationary homes such as campers and RVs are not eligible to receive weatherization services. The use of a post office box in lieu of a specific mailing address for a nonstationary home will not be accepted.

‘Tiny homes’ have no formal definition, but are classified as ‘single-family homes, typically occupying 400 square feet or less.’ Stationary tiny homes, with a specific mailing address, are eligible to receive weatherization services.

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

### **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 22-13 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:

- The benefits of the services accrue primarily to the tenants.
  - 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).
  - A tenant rent increase complaint may be appealed by the owner.
  - No undue enhancements shall occur to the value of the dwelling unit.
  - 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. Multi-family units (duplexes, three, and four-unit buildings) can be completed once specific eligibility in multifamily is addressed per 10 CFR 40.22(b)(2)<sup>3</sup>. These units will be monitored using the same auditing tool Florida uses for single-family auditing<sup>4</sup>.

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

WPN 22-12, Multifamily Weatherization

Multifamily 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 multi-family buildings. In the final rule published on December 8, 2000, DOE provided guidance on what types of large multi-family 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 Subgrantee may consider weatherizing. Subgrantees 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.

FloridaCommerce 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:**

The Florida 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 of weatherization measures. 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 the eligibility process, during the audit, or after work has started.

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<sup>3</sup> 50 percent of the dwelling units in the building are eligible dwelling units or will become eligible dwelling units within 180 days under Federal, State, or local government program for rehabilitating the building or making similar improvements to the building.

<sup>4</sup> V.5.2 ENERGY AUDIT PROCEDURES, page 49

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.
- The dwelling unit is vacant.
- The dwelling unit is for sale.
- The 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 Subgrantee 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 Subgrantee 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.
- The 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.
- The mobile home is improperly installed (for example, inadequate supports).
- The 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 Subgrantee must resolve these discrepancies before weatherization work can continue.
- The client is uncooperative with the Subgrantee, 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 FloridaCommerce should be consulted.
- If, at any time prior to the beginning of work (materials installed in a unit), the Subgrantee determines that the client is no longer eligible or Subgrantee 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:**

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 Subgrantee Weatherization Director to describe the situation and ask for guidance. If, in the auditor's judgment during the audit, they determine that the dwelling should be deferred for a problem likely and/or easily remedied using the Weatherization Readiness Fund, or otherwise, and that the dwelling will eventually be weatherized, the audit may continue. However, the auditor shall immediately contact the Subgrantee Weatherization Director to describe the situation and ask for guidance. If possible, the Weatherization Director (or their assignee) may meet with the auditor to discuss the situation further and consider way to continue and avoid deferral. No dwelling may be deferred without approval from the Subgrantee 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 Subgrantee 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 Subgrantee 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 Subgrantees 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 Subgrantee 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:**

The Subgrantee shall make every effort to bring homeowners back into the program. First, the Weatherization Readiness Fund (WRF) should be considered prior to deferring a home. These funds will be used to structurally, and otherwise, equip the home for weatherization. If the Readiness Funds are insufficient to repair the home, install health and safety measures, or the deferral is as a result of a client's uncooperativeness, the Subgrantee 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 Subgrantee 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 Subgrantee.

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 for weatherization services to proceed. When the conditions causing the deferral are addressed, if six 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 Subgrantee 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, FloridaCommerce 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 Subgrantee must resolve these questions prior to weatherization. Some examples of discrepancies are an obvious change in the client's income (e.g., an 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 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 Subgrantee 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. Deferral and Referral Tracking

Subgrantees will record deferrals and referrals on the attached Deferral/Referral Tracking Sheet. This tracking mechanism will allow for future evaluation of funding and leveraging activities. Subgrantees will submit completed tracking sheets to FloridaCommerce contract managers quarterly.

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### **WEATHERIZATION READINESS FUND**

The purpose of the Weatherization Readiness Fund (WRF) is to reduce the frequency of deferred homes requiring services outside the scope of weatherization before the weatherization services can commence. WRF aims to bring a dwelling into weatherization readiness by addressing structural repairs, health and safety issues, and to increase the number of homes weatherized across Florida.

The WRF should be used to address necessary repairs in dwellings that have been deferred, are in the process of being deferred, or have the potential to be deferred based on initial assessments.

### **Funding and Distribution**

- The WRF will be distributed equally among the sixteen (16) Weatherization Subgrantees.
- The WRF Average Cost Per Unit (WRF ACPU) is determined at \$8,497. If used in conjunction with both funding types, the ACPU for each funding type is calculated separately.

### **Prioritization**

Subgrantees will prioritize households for WRF based on the complexity of the fix, the cost related to the issue, the impending threat, endangerment, or levels of health concern.

### **Allowable Measures**

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 repair, and the cost related to the issue, and must not pose a significant threat, endangerment, or create a significant health concern. The nature of the repairs may fall under the following categories:

- Roof Repair and Replacement
  - All Subgrantees must follow Section 106 of the National Historic Preservation Act and 36 CFR 800.11 and must be in accordance with the Programmatic Agreement between the U.S. Department of Energy (DOE), FloridaCommerce, The Florida Energy and Climate Commission, and the Florida State Historic Preservation Office.
- Wall Repair
- Ceiling Repair
- Floor Repair
- Exterior Drainage Repairs (e.g., gutters)
- Plumbing Repairs
- Electrical Repairs
- Clean-up or remediation beyond the typical scope of WAP
  - Lead Paint
  - Asbestos (Confirmed or suspected, including vermiculite), mold and/or moisture
  - Debris
  - Pest or feces removal

Any other possible issue or repair not mentioned above will require the Subgrantee to obtain permission from FloridaCommerce prior to utilizing the WRF. This classification guide and tracker are not policy or program guidance on what conditions should lead to a deferral. Nonetheless, the guide provides consistent terminology across a broad set of potential deferral situations that FloridaCommerce or Subgrantees need to track per WRF requirements.

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

### **Readiness Timeframe**

The process and timeframe listed should be used as a guide when completing the readiness procedures.

Step 1: Subgrantee conducts a home evaluation and determines that the home is not ready for weatherization (deferral).

Step 2: Subgrantee estimates the repair costs to determine if repairs and costs fall within the guidelines of the repair program.

Step 3: Subgrantee prepares and submits an approval form with supporting documentation (i.e., pictures, estimates/pre-work orders, scope of work, copy of deferral tracker/deferral documents) to FloridaCommerce for review and approval.

Step 4: FloridaCommerce reviews and requests more information as required, and then provides approvals or denials where applicable.

Step 5: Subgrantee will ensure readiness repair work is completed prior to weatherization.

Average time for weatherization readiness may vary depending on the work being completed, however, it should not take more than five days to ready a home for weatherization.

Restrictions:

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

- 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.
  - Dangerous conditions exist due to high carbon monoxide levels in combustion appliances and cannot be resolved under existing health and safety measures.
  - The property has been condemned or electrical, heating, plumbing, or other equipment has been “red tagged” by local or state building officials or utilities.
- Any WRF ACPU at the end of the year superseding \$8,497.00 is not permitted.
  - Dwellings with issues or repairs that aids the purpose of a sale will not be permitted.
  - WRF can only be used for new weatherization assistance applications (those received after the current program year). Any application deferred prior to the commencement of the new program year will not access WRF.
  - Federal regulation stipulates that WRF cannot be transferred to other ‘program operations’ funds. WRF must only address necessary repairs (e.g., Health and Safety issues, structural) in dwellings that have been deferred from receiving weatherization services.
  - Weatherization readiness will not be performed if:
    - There is presence of illegal presence or use of any controlled substance in the home during the process.
    - The client refuses major measures which would result in a “partial” completion of the readiness process.

### **WRF Financial Activities**

Invoices that demonstrate the cost of the repairs to bring the dwelling to weatherization status will be required if the Subgrantee requests reimbursement. When submitting monthly financial activities (FAs), a copy of the WRF Request Form, should be uploaded with all other documents related to the FA for any home that utilizes WRF. This is to substantiate the funds used and to provide guidance on the methodology engaged.

It is to be noted that the Low-Income Home Energy Assistance Program Weatherization Assistance Program (LIHEAP-WAP) funds may be used to leverage WRF activities to bring a dwelling to weatherization readiness status.

See the Florida WAP FA Policy and Procedural Manual for more information.

### **Monitoring and Evaluation**

The WRF will be monitored through four formats: The WRF Request Form, Energy Audits & Deferral Tracking, Monthly Reimbursement Processes, and Yearly Monitoring. In accordance with the Paperwork Reduction Act, FloridaCommerce's monitoring, and evaluation process follows the appropriate Information Collection Request (ICR) process to gain the approval required.

1. The WRF Request Form. Once it has been determined that WRF will be used on a dwelling, the Subgrantee will document the actions to be taken to make the dwelling ready for weatherization. To assist with this process, the WRF form was developed to capture all WRF requests made by the Subgrantee, to monitor the total number of homes weatherized using readiness funding, the nature of repairs being conducted, and the cost associated with each repair.

Once completed by the Subgrantee, the form will be sent to FloridaCommerce for approval, and upon approval, work will commence. A copy of the approved WRF form should be placed on the client’s file. A version is also maintained by the contract manager.

Upon readiness work completion, the dwelling must receive an inspection to determine if weatherization work can



commence. The inspection will also be documented in the Subgrantee’s client files as well as in the Subgrantee Enterprise Resource Application (SERA). The contractor that performed the readiness work will not be paid until their work receives a passing inspection. Once the readiness work is completed and the contractor has been paid, the Subgrantee uploads the information into SERA and notifies FloridaCommerce.

2. Energy Audits. For WRF to be expended, an Energy Audit must be performed on the dwelling. Following the audit, with a Savings to Investment Ratio (SIR) of 1.0 or greater, the Energy Auditor must determine if:
  - a. The dwelling would normally be deferred for structural, health, and safety, or other issues as outlined under allowable measures.
  - b. The dwelling can be made ready for weatherization with an investment of \$8,497. If the dwelling cannot be made ready for weatherization, it should be deferred. If it can be made ready for weatherization using readiness funds, the WRF Form should be completed.
3. Monitoring and evaluation will also be accomplished through the monthly reimbursement process. Subgrantees will be required to indicate the homes where WRF was utilized in their Financial Activity. The WRF ACPU will also be monitored at that time.
4. Lastly, 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 to make the dwelling weatherization ready.

### **Reallocation of Funds**

It is recommended that all WRF allotted be utilized to address necessary repairs in dwellings deferred from receiving weatherization. Failure to utilize readiness funds will result in its reallocation to another Subgrantee for use. Funds will be made available for reallocation to other Subgrantees as follows:

- Funds unspent by Quarter 1 - ¼ of WRF allotted becomes available for reallocation
- Funds unspent by Quarter 2 - ¼ of WRF becomes allotted available for reallocation
- Funds unspent by Quarter 3 - ¼ of WRF becomes allotted available for reallocation

Subgrantees may request additional readiness funds as the need presents itself and must complete the WRF Request Form along with the official appeal.

### **V.1.3. DEFINITION OF CHILDREN**

“Child” or “Youth” means any unmarried person under the age of 18 years who has not been emancipated by order of the court (2023 Florida Statutes (Including Special Session C) Title V, Chapter 39, 39.01-11).

**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 Florida's Federally Recognized Tribes 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.

## **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 Subgrantee 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 Subgrantees and across budget categories will be based on the base formula and will not require additional public hearings.

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

Suwannee River Economic Council has withdrawn as a Weatherization provider for the following counties: Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Madison, Suwannee, Taylor, and Union. These 10 counties will be served by the Capital Area Community Action Agency and FloridaCommerce until a suitable Subgrantee is identified.

Tampa-Hillsborough Action Plan was terminated by FloridaCommerce on November 1, 2022. The agency previously served Polk and Hillsborough Counties. These two counties will be served by Mid Florida Community Services until a suitable Subgrantee is identified.

### **Redistributing provision:**

FloridaCommerce retains the right to allow for reallocation of funds to Subgrantees 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 allow the grant to be fully expended during the budget period. FloridaCommerce, at its discretion, may reallocate funding to an agency or agencies that demonstrate a high number of weatherized dwellings, burn rates and expenditures.

## PRIORITIES

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

Applications should be assessed with several 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 18.

Households that do not meet at least one of the priority categories may only be served if all eligible priority households in the Subgrantee's territory have been served. Within the above listed priority, Subgrantees 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.

Subgrantees 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.

Subgrantees 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 FloridaCommerce. Each Subgrantee must develop a client facing priority policy so that clients are able to understand the selection process. This policy will be reviewed during monitoring.

### Priority Points Example Table

Category	Priority Points										
<b>Age</b>	<b>4 Points</b> per household if the household contains any members aged 0 to 17 and/or over 60 years of age.										
<b>Disabilities</b>	<b>5 points</b> per household if the household contains any persons with disabilities.										
<b>High Energy Use / Energy Burden</b>	<p>The following mathematical calculation will be used to determine the energy burden of a household:</p> $\text{Current Monthly Household Energy Cost} = \% \text{ Energy Burden} \times \text{Current Monthly Household Income}$ <p><b>Points awarded by energy burden:</b></p> <table border="1"> <thead> <tr> <th>Energy Burden</th> <th>Points Assigned</th> </tr> </thead> <tbody> <tr> <td>0 – 5%</td> <td><b>1</b></td> </tr> <tr> <td>5.1 – 10%</td> <td><b>2</b></td> </tr> <tr> <td>10.1 – 15%</td> <td><b>3</b></td> </tr> <tr> <td>15.1 – 25%</td> <td><b>4</b></td> </tr> </tbody> </table>	Energy Burden	Points Assigned	0 – 5%	<b>1</b>	5.1 – 10%	<b>2</b>	10.1 – 15%	<b>3</b>	15.1 – 25%	<b>4</b>
Energy Burden	Points Assigned										
0 – 5%	<b>1</b>										
5.1 – 10%	<b>2</b>										
10.1 – 15%	<b>3</b>										
15.1 – 25%	<b>4</b>										

Category	Priority Points	
	25.1 – 35%	<b>5</b>
	35.1% or greater	<b>6</b>
<b>Poverty Level</b>	Points awarded by percentage federal poverty level, represented by household's annual income:	
	<b>FPL %</b>	<b>Points Assigned</b>
	Above 150%	0
	126 – 150%	2
	101 – 125%	4
	75 – 100%	6
	Below 75%	8

#### V.4. CLIMATIC CONDITIONS

Climate and demographics formulas are 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 span 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 considers 80 percent of the previous year allocation, which is historically derived, and 20 percent is climate and population derived. The formula takes the percentages to determine the total allocation for the Subgrantees.

The below table shows 'Degree Days' data collected over the last five years. Data collected through Degreedays.net.

City	Cooling Degree Days	Heating Degree Days
Tallahassee	3,026	1,436
Jacksonville	3,429	815
Pensacola	3,219	1,196
Orlando	3,804	515
Sarasota	4,037	403
Florida City	5,063	104

*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 the Formula cycle, 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 Subgrantees and as applicable, contractors in performing weatherization activities:

1. Florida WAP Policy and Procedures Manual (P&P)
2. SWS/Florida Field Guides (SWS/FFG)
  - a. Single Family Homes
  - b. [Standard Work Specification-Aligned Field Guide](#)
  - c. Manufactured Homes
  - d. [Standard Work Specification-Aligned Field Guide](#)
  - e. Multi-family Homes
  - f. NEAT and MHEA
  - g. Florida Weatherization Health and Safety Plan
3. Florida Weatherization Program Notices
  - a. Quality Control Inspection (QCI) report
  - b. Monthly reporting forms
  - c. Contractors' agreement language
  - d. DOE-Approved Formula Plan
  - e. Subgrantee WAP contractual agreement attachments – (*Scope of Work, Reporting, Record Keeping and Special Conditions, as applicable*).

### **Communication of guidelines and standards:**

During the Formula cycle, all Subgrantee contracts and Subgrantee vendor contracts will contain language that specifically includes adherence to the Field Guide and SWS requirement, Policy and 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 and Procedures Manual, Weatherization Priority List, Supporting Weatherization Program Notices, along with any supplemental FloridaCommerce and USDOE guidelines. As stated in Paragraph G of the Scope of Work of the WAP agreement, “Subgrantee 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, FloridaCommerce has been approved to utilize Light Emitting Diodes (LED) as an energy conservation measure in Florida.

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

The Standard Work Specifications (SWS) was updated in Program Year 2021 (PY21) and was rebranded as FFG.

DOE accepted the FFG in November 2021.

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 FloridaCommerce’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 type approval dates**

Single-Family	11/08/2021
Manufactured Housing	11/08/2021
Multi-Family	To be determined

**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	09/22/2020

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	09/22/2020

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: FloridaCommerce and all its Subgrantees will submit multi-family projects to DOE for approval on a case-by-case basis.
Approval Date	N/A

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

Subrecipients must update fuel, supply, and electricity cost libraries in the Weatherization Assistant, at minimum, every 12 months. More frequent price updates are warranted when prices are impacted by supply chain interruptions, inflation, or other external factors like natural disasters. Regular management of libraries improves accuracy of SIR prediction, allowing agencies to better serve clients.

For multi-family units, FloridaCommerce 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 Subgrantee 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.
- 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.

### **Weatherization Assistant Version 10 Transition:**

In December 2022, FloridaCommerce formally notified DOE Project Officers and Oak Ridge National Laboratory (ORNL) of the intent to transition to Weatherization Assistant Version 10, per WAP Memo 091. The transition will be fully completed by the beginning of PY2024 (July 1<sup>st</sup>, 2024). FloridaCommerce is in the process of training the weatherization staff and Subgrantees, tested the website, updated the Cost Libraries, and will conduct data migration in time for the PY2024 deadline. An updated NEAT and MHEA Manual that incorporates version 10 of the weatherization assistant tool is being developed and will be submitted to DOE for approval.

### **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 Subgrantees may apply one of the two options available for meeting the QCI requirement:

- a) Independent QCI (Subgrantee staff or outsourcing)
- b) Independent Auditor /Quality Control Inspector

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

- The QCI is performed (either by a Subgrantee staff who is certified to perform the QCI or through an outsourced entity approved to conduct the QCI by FloridaCommerce).
- 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.
- A copy of the QCI Report is complete and the dwelling unit is ready for submittal to FloridaCommerce.
- An approved deferral was used on the home due to client noncompliance.

The WAP production spreadsheet that is submitted by Subgrantees with each monthly request for reimbursement, 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 Subgrantee's file. QCIs' certifications are also captured in the Training Plan submitted by the Subgrantee once a year. This plan will outline the QCI training schedule, the type of training required, and the certification that will be obtained. The WAP or Contract Manager will be able to track certifications while assessing training needs.

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, FloridaCommerce may, at its own discretion, require the Subgrantee to hire a third party QCI to redo the inspection on a home or homes at the Subgrantee's cost.

### **QCI Completed Inspection Form**

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

- a. Indicate the relationship of the QCI to the Subgrantee (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 FloridaCommerce.

### **State Monitoring:**

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

### **Non-Compliance Situations:**

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

- a. Bring the issue to the attention of the Subgrantee 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 Subgrantee 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 FloridaCommerce 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 FloridaCommerce will be provided to the Subgrantee 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 Subgrantees. 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

Subgrantee effectiveness is assessed through multiple measures. On-site monitoring requirements described in V.8.3 Monitoring Activities provide ideal conditions during which Subgrantees 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 Subgrantee implementation level and competency in meeting the goals of WAP:

- Reviewing monthly reports submitted by Subgrantees, reviewing the pre-and- post weatherization utility bills of households served, and performing monitoring visits and dwelling inspections that either supports Subgrantee effectiveness or brings up ineffective areas that need to be addressed.
- Comparing productivity or energy savings of all Subgrantees can indicate if additional training is required and supports initiating peer to peer or state coordinated training and technical assistance (T&TA) activities.
- Measuring the financial burn rates of each Subrecipients over the program year.
- Analysis of Subgrantee monitoring report responses can also indicate if additional assistance or training is needed.
- Following up with Subgrantees’ corrective actions to ensure improvement on issues discovered during monitoring visits.
- Reviewing training credentials or attendance records to ensure that the Subgrantee 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 Subgrantee’s past performance to summarize the financial reviews, monitoring report(s), and any outstanding issues. From this assessment, each Subgrantee’s needs, strengths, and weaknesses may be determined, and plans made to follow-up on providing the necessary T&TA to ensure future compliance.
- Review the total number of trainings scheduled and completed for the program year.
- Subgrantees determined to be at risk may be placed on probationary status for a period. Failure to achieve compliance during that time 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 FloridaCommerce. FloridaCommerce will strengthen the monitoring process by requiring a Subgrantee 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 repeated in future weatherization work.

## HEALTH AND SAFETY

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

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

FloridaCommerce provides Subgrantees 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 Subgrantee has a Training and Technical Assistance (T&TA) budget, and those funds may be used to provide training and certification to address health and safety issues.

FloridaCommerce 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.

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

Subgrantees 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 Subgrantees, contractors, and subcontractors will develop and maintain a written hazard communication program conforming to the HCS 29 CFR 1910, 1200. The Subgrantee shall ensure that:

- All hazardous chemicals in the workplace are listed;
- All containers of hazardous chemicals are labeled;
- SDS 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.

Subgrantees 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 Subgrantee understands all OSHA requirements and will adhere to them. FloridaCommerce will submit a Health and Safety Plan as part of the BIL application.

## **PROGRAM MANAGEMENT**

### **V.8.1 OVERVIEW AND ORGANIZATION**

The Florida WAP is administered by FloridaCommerce. 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 Government Operations Consultants II (monitors) and two 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 FloridaCommerce organizational chart is included in the application.

Overall, there are 40 FloridaCommerce funded Subgrantees statewide providing WAP, CSBG and/or LIHEAP. There are 16 Subgrantees providing WAP services statewide (all 67 counties are served). In the event a Subrecipient cannot fulfill the terms of its contract, the State will use a temporary alternate Subrecipient to provide weatherization services for the area until a new Subrecipient for that area can be selected through the Request for Proposal process. This will help minimize the disruption for the service area until a new Subrecipient is in place.

Premised on the aforementioned, as FloridaCommerce continues to locate permanent provider(s) for the territories that Suwannee River Economic Council and Tampa-Hillsborough Action Plan previously serviced, Mid Florida Community Services will serve the Polk and Hillsborough Counties and Capital Area Community Action Agency will serve the Suwanee Territories<sup>5</sup>.

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**

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 percent between FloridaCommerce and its Subgrantees.

An exception to exceed the 15 percent administrative requirement shall apply to Subgrantees funded at less than \$350,000 of DOE funds. Subgrantee 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 Subgrantee needs. However, FloridaCommerce's budget does not include additional Subgrantee Administration funds beyond the minimum requirement.

### **V.8.3 MONITORING ACTIVITIES**

In accordance with 10 CFR 440, as the Grantee of the Weatherization Assistance Program, FloridaCommerce has an established monitoring system for evaluating Subgrantees' performance regardless of funding source. FloridaCommerce adheres to WPN 20-4 and ensures that monitoring functions will be the state's principal method for determining Subgrantee 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.

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<sup>5</sup> Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Madison, Suwannee, Taylor, and Union County.

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 Subgrantees and makes recommendations to address program and administrative deficiencies and needs.

Compliance Subgrantee Monitoring is staffed with ten 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 application.

FloridaCommerce will monitor each Subgrantee once per year during the funding cycle. Many of the WAP Subgrantees 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 Subgrantee.

The state level QCI function will be outsourced utilizing certified QCI independent contractors. This added skillset incorporated at the state level will enhance the technical competency of the monitors as well as the Subgrantee network of technical staff.

Each Subgrantee will be monitored on site 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 Subgrantees utilizing the Independent QCI option; and
- b) At least 10 percent of the completed dwellings inspected for Subgrantees utilizing the Independent Auditor/QCI option.

#### **The Focus of the Administrative Review:**

1. Review of procurement procedures to comply with 2 CFR 200.
2. The cost or purchase and delivery of weatherization materials (10 CFR 440.18). Funds may only be expended on weatherization materials in Appendix A of 10 CFR 440 or as approved by DOE.
3. Labor costs in accordance with 10 CFR 440.19.
4. Purchase or annual lease of tools, equipment and/or vehicles, except that any purchase of vehicles must be referred to DOE for prior approval in every instance (10 CFR 440.18(d)(6)).
5. The costs of incidental repairs to make the installation of weatherization materials effective (10 CFR 440.18(d)(9)).
6. The costs of liability insurance for weatherization projects for personal injury and property damage (10 CFR 440.18(d)(10)).
7. The cost of carrying out low cost/no cost weatherization assistance (10 CFR 440.20).
8. The cost of WAP financial audits in accordance with 10 CFR 440.23.
9. Administrative costs (10 CFR 440.18(d)(13)).
10. The costs of eliminating health hazards necessary to ensure the safe installation of weatherization materials (10 CFR 440.18(d)(15)).

#### **Quality Assurance Activities:**

Based upon review of the monthly program, fiscal, and Quality Control Inspection (QCI) Reports 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 Subgrantee performance regarding 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 FloridaCommerce Office of Inspector General audit;
- The last monitoring report;
- Most recent independent audit;
- Monthly fiscal reports;
- Up-to-date production records;
- A review of applicable board minutes;
- Interactions/communications with the Subgrantees' coordinator and fiscal staff;
- T&TA Form/Report;
- Needs or requests submitted by the Subgrantee; 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:**

FloridaCommerce will utilize funding to contract QCIs to prepare QCI Reports during the five-year grant cycle. FloridaCommerce will grant contractors the flexibility to hire subcontractors with the funds to conduct QCI Reports, if necessary.

Prior to conducting a monitoring visit, the Contract Manager will review the QCI Reports that have already been submitted by the Subgrantee for completed dwellings. Any QCI Reports 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 Quality Control Inspector (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 QCI Reports, the infraction will be brought to the attention of the individual who conducted the QCI and the Subgrantee to discuss how it was missed and what corrective actions are to be taken.

The Subgrantee 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 QCI Reports 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 QCI by the Subgrantee for dwellings that had the QCI conducted by the same individual.

If applicable, the Subgrantee will be required to provide the state WAP office with the necessary changes that have been implemented and oversight activities that will ensure the issue is not repeated on future dwellings. The Subgrantee 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 failed QCI inspection, the issue will be discussed with all parties



(Subgrantee 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 Subgrantees 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 of the Subgrantee's work in subsequent monitoring visits. The monitor will work with the Subgrantee 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
- Quality Control Inspection report
- Qualifications and training assessment, and
- Needed training and technical assistance

The applicable percentage of each Subgrantee'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 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 Subgrantee 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 Subgrantee 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 Subgrantee 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 Subgrantee 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 Subgrantee 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 Subgrantee 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.

### Subgrantee response:

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

### Risk Assessment:

10 CFR 200.331 requirements for pass-through entities, necessitates FloridaCommerce, as pass-through entity, to assess the risk of Subgrantees and monitor their activities necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward.

In alignment with the regulation, FloridaCommerce's risk assessment and monitoring will address both financial, programmatic, and technical considerations of the Weatherization Assistance Program. Annually, a risk analysis assessment of each Subgrantee'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 Subgrantee's needs, strengths and weaknesses may be determined, and plans made to follow-up on providing the necessary T&TA to ensure future compliance. Subgrantees determined to be 'High Risk' could be placed in a probationary status for a

period.

The Florida Risk Assessment Tool will be used to assess key performance indices, measuring and prioritizing risks within the constraints of the defined risk levels and tolerance thresholds or acceptable risks. The risk factors considered will be determined based on prior experience, audit results, changes in systems, and the results obtained from monitoring. The scoring mechanism will be defined in terms of impact and the criteria defined as ‘No Risk’, ‘Low Risk’, ‘Moderate Risk’, and ‘High Risk’.

Upon being classified as a “Moderate – High risk” Subgrantee and being placed on probationary status, the Subgrantee 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 Subgrantee to determine the status of the resolution and that the submitted CAP is being implemented. If a site visit to the Subgrantee is warranted, it will be prioritized to be performed.

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

### **Subgrantee Single Audit Reviews:**

All Subgrantees are required to submit a copy of their annual single audit to FloridaCommerce’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 Subgrantee’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 Subgrantee.

Florida WAP staff will follow up with the Subgrantee 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.

Others action to be taken once the Risk Assessment is complete are:

- Training and technical assistance.
- Review of State policies and procedures.
  - Developing policies and procedures to guide the areas identified.
- A deeper focus on monitoring.

### **Subgrantee Termination:**

If it is determined that a Subgrantee 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 Subgrantee’s agreement may be terminated.

## **V.8.4 TRAINING AND TECHNICAL ASSISTANCE APPROACH AND ACTIVITIES**

The training and technical assistance (T&TA) aims to provide the State, Subgrantees, and its contractors with the information and training required to administer and operate in compliance with DOE/State regulations. Further,

T&TA aims 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. To adhere to Federal and State regulations and stay in alignment with DOE's WPN 22-4 Quality Work Plan, Section 3: Workforce Training and 10 CFR 440.12(b)(7), FloridaCommerce will engage in comprehensive and specific training such as: Retrofit Installer, Crew Leaders, Energy Auditor, and QCI Inspector trainings, and adopt the Weatherization Installer Badges Toolkit system in the T&TA approach and activities.

To support this goal, FloridaCommerce aims to work in tandem 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. The training plan will be provided by the Interstate Renewable Energy Council (IREC) entities and will address elements for training as specified above. FACA will assist in developing methods of data collection to identify and assess the subgrantees' training needs, and designing 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. Further, FloridaCommerce will be collaborating with FACA to procure and secure an IREC accredited Training Provider for comprehensive trainings, which will meet the requirements of the Quality Work Plan. These trainings will be mandatory for the entire Florida WAP network and necessary for the workforce ramp-up.

Quality Control reviews will be conducted by a certified quality control inspector and based on the findings, a Subgrantee may receive onsite technical assistance aimed at improving individual Subgrantee staff skills in assuring work quality. Technical assistance will also be provided by the FloridaCommerce reviewer or monitoring staff to assess training needs.

### **Comprehensive Training**

FloridaCommerce will contract with the Florida Association of Community Action (FACA) to develop and implement a Florida WAP training plan for PY 2024-2025. The primary goal of the plan is to provide continuing education and certification opportunities for practitioners of the Florida WAP.

Comprehensive training will be provided by accredited IREC training providers and, in compliance with Section 3 of WPN 22-4, FloridaCommerce will track that comprehensive training for each job category is obtained within one year of being hired and that re-training occurs thereafter every three years.

Whereas it is the responsibility of FloridaCommerce to provide funds for training through IREC training providers, it is the responsibility of the Subgrantee to ensure training is completed by staff and/or subcontractors. FloridaCommerce will work to develop a plan to ensure Subgrantees guarantee their contractors obtain and maintain the required Tier 1 training certifications. FloridaCommerce will monitor Subgrantee progress and track credentials. Weatherization staff may not function unsupervised until training and certification requirements are met.

Comprehensive training offerings will include but are not limited to:

- NEAT/MHEA training
  - NEAT/MHEA training and testing
  - NEAT/MHEA electronic audit reviews
- BPI Energy Auditor training
- Retrofit Installer training
- Health and Safety – according to OSHA Standards
- QCI/HEP Energy Auditor training and testing
- Contractor training

### **Specific Training**

On-site visits provide firsthand, observable evidence for T&TA. Therefore, through monitoring, FloridaCommerce staff will analyze data on a variety of financial, production and weatherization retrofit information. Trends indicating extreme 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 Subgrantees, and specific training requirements will be mandated.

Additionally, FloridaCommerce staff or contractor(s) will provide on-site, or off-site T&TA as needed. Needs may be identified by the Subgrantee staff, DOE project officer monitoring visits, internal state audits, OIG reports; or by FloridaCommerce staff as a result of observation for resolution of problems or to meet updates required by DOE. Subgrantees will have the opportunity to identify and address their own T&TA needs through local initiatives. Subgrantee-specific needs may include such items as basic energy conservation concepts, program requirements, and work techniques.

Based on the specific needs identified, specialized training that will be provided includes, but are not limited to:

- Technical Training – ASHRAE 62.6 2016 – residential ventilation
- Annual Weatherization Conference Sessions
  - FACA Annual Network training
  - NASCSP Annual Winter WAP Conference
- Combustion Appliance Zone
- Blower door & duct testing
- Lead Safe weatherization
- Health and Safety – according to OSHA standards
- Multifamily training
- Historic Preservation training
- Procurement training
- Financial Activity training

FloridaCommerce staff will also 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.

### **Installer Badges Toolkit**

FloridaCommerce will explore the possibilities of utilizing the Installer Badge Toolkit as it provides a flexible, customizable, and voluntary approach to training and skills recognition for WAP Retrofit Installer Technicians (RIT), Crew Leaders, and other contractors. The Installer Badges concept will allow Florida's WAP crew members to learn the basics of a specific task to allow for in-field experience and skill recognition. It further provides a consistent approach to training and ensuring that installers across the state are synchronized in their WAP skillset.

## **Provision of Training and Technical Assistance:**

- 1) On-site technical assistance visits will be conducted by FloridaCommerce monitoring staff, as requested, or required. Any Subgrantee 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) FloridaCommerce will procure a training provider in collaboration with FACA based on the training needs and other factors for the WAP Network.
- 3) FloridaCommerce 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.
- 4) Subgrantees will have the opportunity to select a training provider for meeting the training needs recommended and mandated by the Florida WAP office. Subgrantees must have FloridaCommerce approval for all out-of-state training and travel costs. It is strongly recommended that Subgrantees utilize local/in-state training resources to maximize their T&TA funds.
- 5) Should a Subgrantee hire a new Weatherization Director/Coordinator, the Subgrantee is required to notify FloridaCommerce in writing within 30 days of the date of hire and request training. FloridaCommerce will contact the Subgrantee within 30 days of receipt of notification to arrange for training. FloridaCommerce will use in-house staff and/or other weatherization professionals to provide training.
- 6) Subgrantees may use available T&TA funds to support locally initiated training and to make effective use of available state training venues. To ensure coordination of training activities, all Subgrantee T&TA funds shall be itemized and budgeted into the following categories:
  - a) Costs for travel and per diem for attendance at all FloridaCommerce hosted T&TA workshops, seminars, meetings, or classes.
  - b) Supplemental training not offered by FloridaCommerce for Subgrantee staff training must relate directly to the attendee's WAP job duties.
  - c) Purchase of training materials, including training and testing costs, necessary to meet OSHA safety standards.
  - d) 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.
- 7) To ensure coordination of training activities, all Grantee T&TA funds shall be itemized and budgeted into the following categories:
  - a) Purchase of training materials, including training and testing costs, necessary to meet OSHA safety standards.
  - b) Travel for Florida WAP staff to attend conferences, meetings, trainings, and seminars.
  - c) Other T&TA initiatives in conjunction with local T&TA programs.
- 8) As needed, Subgrantees may receive targeted training for single-issue, short-term training pertaining to identified field deficiencies and/or enhancement of existing knowledge, skills, and abilities.
- 9) FloridaCommerce shall continue to ensure an effective exchange of program information via:
  - a) Active involvement with the WAP Policy Advisory Committee (PAC).
  - b) 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.
  - c) Scheduling statewide weatherization meetings to develop new training approaches and refine the existing courses to best meet the needs of the Subgrantee.
  - d) Updates to program management guidance, including operations memos, information updates and revisions in the Policy and Procedures Manual, when necessary.
  - e) Encouragement of information exchange and skills transfer among Subgrantees on an informal basis.

## **Assessment of State T&TA Activities**

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

- The use of Florida's WAP T&TA Planning and Reporting Form,
- 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 Subgrantees and contractors.

The WAP Production Snapshot will be updated to ensure that records of staff and their associated training certifications are up-to-date and to assess future needs within the program. A Subgrantee Enterprise Resource Application (SERA) integrated credentialing solution will be released to replace the monthly Production Snapshots.

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. FloridaCommerce will continue to require WAP Subgrantees provide client education to each WAP client. Subgrantees will be required to provide (at minimum) educational materials in verbal and written format.

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

## **Workforce Credentials:**

Florida law requires general contractors to meet specific requirements to register as a certified general contractor. These requirements are outlined on The Florida Department of Business and Professional Regulation's (DBPR) website<sup>6</sup>, as follows:

1. Pass State certification examination.
2. Fill out initial licensure application form with DBPR.
3. Applicants are required to have four years of experience or a combination of college and experience.
4. Applicants will need to provide proof of financial stability and responsibility by submitting credit reports for themselves and the business entities (if applicable).
5. An applicant must have a background check as part of the licensing process.
6. Applicants are required to attest that they have obtained public liability and property damage insurance in the amounts determined by Board rule. Applicants are also required to obtain workers compensation insurance or obtain an exemption from workers compensation insurance within 30 days of issuance of their license.
7. Pay the required fee as provided in the application.
8. Must be at least 18 years of age.

Subgrantees are responsible for regularly checking the Florida DBPR Licensee Search to ensure that their

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<sup>6</sup> [https://www.myfloridalicense.com/CheckListDetail.asp?SID=&xactCode=1030&clientCode=0605&XACT\\_DEFN\\_ID=3077](https://www.myfloridalicense.com/CheckListDetail.asp?SID=&xactCode=1030&clientCode=0605&XACT_DEFN_ID=3077)

contractors' and subcontractors' licenses are up to date. Additionally, FloridaCommerce staff utilize a monitoring instrument that addresses contractor qualification and licensing during annual monitoring visits.

With the assistance of FACA, FloridaCommerce recently completed a WAP Subgrantee Workforce Survey to determine the number of specialty licensed professionals, retrofit installers, crew leads, energy auditors, inspectors, managers, directors, and support staff within the WAP network, to ensure the network has sufficient staff to meet the DOE grant requirements. FloridaCommerce will continue to collaborate with FACA to develop a complete 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. Florida has also budgeted for the procurement of a workforce development consultant to assist with ramp-up, workforce credential planning, and wage studies during the program year.

#### Percentage of Overall Trainings

Comprehensive Trainings:	50
Specific Trainings:	50

#### Breakdown of T&TA training budget

Percent of budget allocated to Comprehensive Trainings:	40
Percent of budget allocated to Specialized Training:	40
Percent of budget allocated to Other T&TA Activities:	20



The purpose of FloridaCommerce’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 a federal or state emergency.

In the event of a disaster declaration, Florida will allow Subgrantees to assist eligible clients with weatherization funds. The allowable expenditures under the WAP are limited to include the following:

- The cost of incidental/additional repairs to an eligible dwelling unit, if such repairs are necessary to make the installation of weatherization materials effective, per 10 CFR 440.18(d) (9).
- The cost of eliminating health and safety hazards, which is necessary before the installation of weatherization materials per 10 CFR 440.18(d) (9) and 10 CFR 440.18(d) (15).
- To install or otherwise provide weatherization materials for a dwelling unit weatherized previously with grant funds if such dwelling unit has been damaged by fire, flood, or act of God and repair of damage weatherization materials is not paid for by insurance, per 10 CFR 440.18(f) (2) (ii).

As indicated, 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. As such, Subgrantees will be required to prioritize service to buildings occupied by disaster victims. In some cases, Subgrantees covering adjacent areas will be allowed to perform work in disaster areas, with the consent of the Subgrantees 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 FloridaCommerce.

Weatherization service requests received from households located in the disaster area may need to be reprioritized, as long as the households are eligible for WAP, meet the priorities described in 10 CFR 440.16(b), 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 FloridaCommerce include:

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

Weatherization vehicles and/or equipment may be used to assist in disaster relief provided that WAP is reimbursed in accordance with 2 CFR Part 200. The cost to pay 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 Subgrantee contract.



State of Florida  
Weatherization Assistance Program  
2024-2025

## FORMULA STATE PLAN

# FLORIDA ADMINISTRATIVE REGISTER NOTICE

## Notice of Meeting/Workshop Hearing

### DEPARTMENT OF COMMERCE Division of Community Development

The Florida Department of Commerce (FloridaCommerce) announces a public meeting to which all persons are invited.

DATE AND TIME: April 29, 2024, 2:00 p.m.

PLACE: Microsoft Teams:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MmE1MWJIMGYtYzVIYS00NzEyLTg-wOTAtNTVhMmE5NWE4OWZi%40thread.v2/0?context=%7b%22Tid%22%3a%22931da019-f64e-4908-b0f6-92f46f78c512%22%2c%22Oid%22%3a%2272694313-4cc4-4773-bb81-cc8285f63106%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmE1MWJIMGYtYzVIYS00NzEyLTg-wOTAtNTVhMmE5NWE4OWZi%40thread.v2/0?context=%7b%22Tid%22%3a%22931da019-f64e-4908-b0f6-92f46f78c512%22%2c%22Oid%22%3a%2272694313-4cc4-4773-bb81-cc8285f63106%22%7d)

Meeting ID: 256 308 397 894

Passcode: sR9dRw

Or Call In (Audio Only)

+1(850)988-5144

United States, Tallahassee

Phone Conference ID: 924 069 262#

GENERAL SUBJECT MATTER TO BE CONSIDERED: FloridaCommerce is in the process of updating the state's program year 2024 - 2025 plan for administering a Weatherization Assistance Program for Low Income Persons (proposed WAP State Plan).

Pursuant to 10 C.F.R. 440.14(a), FloridaCommerce will conduct a virtual public hearing. During these hearings, public comments on the proposed WAP State Plan will be received. FloridaCommerce will also prepare a transcript of the hearing and make it available to the public.

A copy of the agenda may be obtained by contacting: A copy of the draft State Plan may be obtained by contacting Ms. Coreine Rainford, Community Program Manager (WAP), Bureau of Economic Self-Sufficiency, 107 East Madison Street, MSC 400, Tallahassee, Florida 32399-4120. Copies may also be obtained by calling (850)717-8523 or emailing Coreine.Rainford@Commerce.fl.gov.

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. Coreine Rainford, Community Program Manager (WAP), by calling (850)717-8523 or emailing Coreine.Rainford@commerce.fl.gov. 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).

For more information, you may contact: Ms. Coreine Rainford, Community Program Manager (WAP), by calling (850)717-8523 or emailing Coreine.Rainford@commerce.fl.gov.

## Notice of Meeting/Workshop Hearing

### DEPARTMENT OF COMMERCE Division of Community Development

The Florida Department of Commerce (FloridaCommerce) announces a public meeting to which all persons are invited.

DATE AND TIME: April 29, 2024, 10:00 a.m.

PLACE: Microsoft Teams:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YjMyNmE5Mzk-tOWNkMy00Mjk4LTk1MzEtNGJkMGY4N2JmWJj%40thread.v2/0?context=%7b%22Tid%22%3a%22931da019-f64e-4908-b0f6-92f46f78c512%22%2c%22Oid%22%3a%2272694313-4cc4-4773-bb81-cc8285f63106%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjMyNmE5Mzk-tOWNkMy00Mjk4LTk1MzEtNGJkMGY4N2JmWJj%40thread.v2/0?context=%7b%22Tid%22%3a%22931da019-f64e-4908-b0f6-92f46f78c512%22%2c%22Oid%22%3a%2272694313-4cc4-4773-bb81-cc8285f63106%22%7d)

Meeting ID: 273 869 734 98

Passcode: BD9T5m

Or Call In (Audio Only)

+1(850)988-5144

United States, Tallahassee

Phone Conference ID: 623 163 91#

**GENERAL SUBJECT MATTER TO BE CONSIDERED:** FloridaCommerce is in the process of updating the state's program year 2024 - 2025 plan for administering a Weatherization Assistance Program for Low Income Persons (proposed WAP State Plan).

FloridaCommerce will be conducting a virtual meeting with the Weatherization Assistant Program (WAP) Policy Advisory Council (PAC) for the development of the 2024 – 2025 Formula State Plan for submission to the US Department of Energy. During this meeting, comments on the proposed WAP State Plan will be received. FloridaCommerce will also prepare a transcript of the hearing and make it available to the public.

A copy of the agenda may be obtained by contacting: A copy of the draft State Plan may be obtained by contacting Ms. Coreine Rainford, Community Program Manager (WAP), Bureau of Economic Self-Sufficiency, 107 East Madison Street, MSC 400, Tallahassee, Florida 32399-4120. Copies may also be obtained by calling (850)717-8523 or emailing [Coreine.Rainford@commerce.fl.gov](mailto:Coreine.Rainford@commerce.fl.gov).

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For more information, you may contact: Ms. Coreine Rainford, Community Program Manager (WAP), by calling (850)717-8523 or emailing [Coreine.Rainford@Commerce.fl.gov](mailto:Coreine.Rainford@Commerce.fl.gov).



State of Florida  
Weatherization Assistance Program  
2024-2025  
**FORMULA STATE PLAN**

**POLICY ADVISORY  
COUNCIL MEMBERS**

**WEATHERIZATION ASSISTANCE PROGRAM POLICY ADVISORY COUNCIL MEMBERS  
FY 2024-2025**

1. **Ms. Amy Yount, President, and CEO**  
Step Up Suncoast,  
Inc. 6428 Parkland  
Drive  
Sarasota, Florida 34243  
Phone: (941) 827-2887, Ext. 7901  
Email: [Ayount@StepUpSuncoast.org](mailto:Ayount@StepUpSuncoast.org)  
**(REPRESENTS EXECUTIVE DIRECTORS OF COMMUNITY ACTION AGENCIES)**
2. **Ms. Nacole Guyton, Executive Director**  
Florida Association for Community Action 40 East Adams Street, Suite 125  
Jacksonville, Florida 32202  
Phone: (904) 770-6120  
Email: [Nacole@Faca.org](mailto:Nacole@Faca.org)  
**(REPRESENTS FLORIDA COMMUNITY ACTION NETWORK)**
3. **(Chairperson) Mr. Melvin Philpot, Products & Services Manager**  
Duke Energy  
3300 Exchange Place,  
NP2A Lake Mary, Florida  
32746 Phone: (407) 942-9332  
Email: [Melvin.Philpot@Duke-Energy.com](mailto:Melvin.Philpot@Duke-Energy.com)  
**(REPRESENTS PRIVATE ENTERPRISE)**
4. **Ms. Keantha Moore, Bureau Chief  
Bureau of One-Stop and Program Support**  
FloridaCommerce  
107 East Madison Street  
Tallahassee, Florida 32399-4133  
Phone: (850) 245-7413  
Email: [Keantha.Moore@Commerce.fl.gov](mailto:Keantha.Moore@Commerce.fl.gov)  
**(REPRESENTS WORKFORCE PROGRAMS)**
5. **Mr. Terry Mutch, Weatherization Assistant Program Manager**  
Capital Area Community Action Agency,  
Inc. 309 Office Plaza Drive  
Tallahassee, Florida 32301  
Phone: (850) 222-2043  
Email: [Terry.Mutch@CACAAInc.org](mailto:Terry.Mutch@CACAAInc.org) **(REPRESENTS WAP SUBRECIPIENT AGENCIES)**
6. **Mr. Al Miller, Division Director**  
Agricultural and Labor Program,  
Inc. 300 Lynchburg Road  
Lake Alfred, Florida 33850-2576  
Phone: (863) 956-3491, Ext. 212  
Email: [Amiller@Alpi.org](mailto:Amiller@Alpi.org) **(REPRESENTS MIGRANT & SEASONAL FARMWORKERS)**
7. **Ms. Paige Baker, FCCM, Senior Management Analyst Supervisor**  
Contract Management and Technical Assistance Unit  
Department of Elder Affairs Esplanade Way  
Tallahassee, Florida 32399-1700  
Phone: (850) 414-2390  
Email: [BakerM@ElderAffairs.org](mailto:BakerM@ElderAffairs.org) **(REQUIRED SEAT REPRESENTS ELDERLY PERSONS)**
8. **Ms. Karen Hagan, Director of Policy and Emergency Management**  
Agency for Persons with Disabilities 4030 Esplanade Way  
Tallahassee, Florida 32399-0950  
Phone: (850) 412-0085  
Cell: (850) 545-7724  
Email: [Karen.Hagan@ApdcCares.org](mailto:Karen.Hagan@ApdcCares.org) **(REQUIRED SEAT REPRESENTS PERSONS WITH DISABILITIES)**
9. **VACANT  
(REQUIRED SEAT REPRESENTS NATIVE AMERICANS)**
10. **Ms. Tera Bivens, Deputy Assistant Secretary for Economic Self-Sufficiency**  
Florida Department of Children and Families 2415 N. Monroe St. Suite 400  
Tallahassee, Florida 32303  
Phone: (850) 717-4213 (Assistant, Ms. Abshire)  
Email: [Tera.Bivens@MyFIFamilies.com](mailto:Tera.Bivens@MyFIFamilies.com) **(REQUIRED SEAT REPRESENTS CHILDREN)**

# Florida Weatherization Assistance Program Policy Advisory Council Member Profiles FY 2024 – 2025

## **REPRESENTING EXECUTIVE DIRECTORS OF COMMUNITY ACTION AGENCIES**

Ms. Amy Yount,  
President and CEO  
Step Up Suncoast, Inc.  
6428 Parkland Drive  
Sarasota, Florida 34243  
Phone: (941) 827-2887, Ext. 7901  
Email: [Ayount@StepUpSuncoast.org](mailto: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. Nacole Guyon, Executive Director  
Florida Association for Community Action (FACA)  
40 East Adams Street, Suite 125  
Jacksonville, Florida 32202  
Phone: (904) 770-6120  
Email: [Nacole@Faca.org](mailto:Nacole@Faca.org)

Nacole Guyton is the new Executive Director of the Florida Association for Community Action. Before being named Executive Director, she led operations as a Senior Vice President for the Children’s Home Society of Florida’s northern region. Nacole supported social services, behavioral health, and education program implementation. She also served as the statewide early childhood education exponent.

Before joining CHS, Nacole served as the Florida Head Start Collaboration Office director. In this capacity, she connected Head Start programs to services and resources, implemented professional development, and programs to support high-quality services. In addition, Nacole was the federal and state government’s liaison and advocated for early learning in Florida.

Nacole is a strategic leader, mentor, and coach that effectively strengthens and elevates people and organizations. Her previous positions include Head Start Director, Training and Technical Assistance Specialist, and Kindergarten Teacher. She is passionate about professional development, early learning, and improving the lives of vulnerable populations.

### **REPRESENTING PRIVATE ENTERPRISE**

Mr. Melvin Philpot  
Products & Services Manager  
Duke Energy  
3300 Exchange Place, NP2A  
Lake Mary, Florida 32746  
Phone: (407) 942-9332  
Email: [Melvin.Philpot@Duke-Energy.com](mailto: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**

Ms. Keantha Moore  
Benefits Administrator  
Bureau of One-Stop and Program Support  
FloridaCommerce  
107 East Madison Street Tallahassee, Florida 32399-4133  
Phone: (850) 245-7413  
Email: [Keantha.Moore@Commerce.fl.gov](mailto:Keantha.Moore@Commerce.fl.gov)

Keantha B. Moore currently serves as a Benefits Administrator for the Bureau of One-Stop and Program Support within the FloridaCommerce Division of Workforce Services. In this capacity, she serves as the administrative and programmatic manager of the Bureau and is responsible for overseeing policy development, compliance, training, and guidance for Florida’s 24 Local Workforce Development Boards. Mrs. Moore joined FloridaCommerce in 2016 following nearly an eight-year tenure within Florida’s workforce development system at the local and state levels. Her workforce experience spans from working directly on the front lines assisting job seekers in need to serving as a member of senior leadership helping to establish the strategic direction for workforce programs and policies.

Prior to her work in the workforce development arena, Mrs. Moore also had several years of management experience within various affordable housing programs. She has a bachelor’s degree in business administration from Flagler College and holds certifications as a Florida Certified Workforce Development Professional and Florida Certified Contract Manager.



### **REPRESENTING WAP SUBRECIPIENT AGENCIES**

Mr. Terry Mutch, Weatherization Assistance Program Manager Capital Area Community Action Agency, Inc.  
309 Office Plaza Drive  
Tallahassee, Florida 32301  
Phone: (850) 222-2043  
Email: [Terry.Mutch@CACAAInc.org](mailto:Terry.Mutch@CACAAInc.org)

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**

Ms. Paige Baker, FCCM,  
Senior Management Analyst Supervisor  
Department of Elder Affairs  
4040 Esplanade Way  
Tallahassee, Florida 32399-1700  
Phone: (850) 414-2390  
Email: [BakerM@ElderAffairs.org](mailto:BakerM@ElderAffairs.org)

Paige Baker currently serves as the Senior Management Analyst Supervisor for the Department of Elder Affairs. In this role, Paige 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  
Agricultural and Labor Program Inc.  
300 Lynchburg Road  
Lake Alfred, Florida 33850-2576  
Phone: (863) 956-3491, Ext. 212  
Email: [Amiller@Alpi.org](mailto: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**

Ms. Karen Hagan, ECO  
Director of Policy and Emergency Management Agency for Persons with Disabilities  
4030 Esplanade Way  
Tallahassee, Florida 32399-0950  
Phone: (850) 412-0085  
Cell: (850) 545-7724  
Email: [Karen.Hagan@ApdCares.org](mailto:Karen.Hagan@ApdCares.org)

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. Tera Bivens  
Deputy Assistant Secretary  
Economic Self-Sufficiency Florida Department of Children and Families  
2415 N. Monroe St. Suite 400  
Tallahassee, Florida 32303  
Phone: (850) 717-4213(Assistant, Ms. Abshire)  
Email: [Tera.Bivens@MyFIFamilies.com](mailto:Tera.Bivens@MyFIFamilies.com)

Tera Bivens currently serves as the Deputy Assistant Secretary for the Office of Economic Self-Sufficiency at the Florida Department of Children and Families. Tera joined the Department in 2007 where she served in various roles including program evaluation, contract management, policy, and program development. In her most recent role as Chief of the Economic Self-Sufficiency Programs and Policy Unit, Tera 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), SNAP Employment and Training, SNAP Education and Outreach, and the Office on Homelessness.

Tera has a wealth of knowledge in federal and state policy and enjoys pursuing ways to improve services to customers. Tera received a bachelor's degree and master's degree in Criminology from Florida State University and is a Certified Public Manager and Six Sigma Green Belt. Tera oversees several units within the ESS program include Data & Information Technology, Strategic Programs & Innovation, Business Operations, Public Benefits Integrity, and Policy & Programs.



State of Florida  
Weatherization Assistance Program  
2024-2025  
**FORMULA STATE PLAN**

**PUBLIC HEARING  
TRANSCRIPTS**

**TO BE INCLUDED ONCE OBTAINED**



State of Florida  
Weatherization Assistance Program  
2024-2025  
**FORMULA STATE PLAN**

**POLICY ADVISORY  
COUNCIL MINUTES**

**TO BE INCLUDED ONCE OBTAINED**



State of Florida  
Weatherization Assistance Program  
2024-2025

## FORMULA STATE PLAN

# ASSURANCES

# U.S. DEPARTMENT OF ENERGY

## FINANCIAL ASSISTANCE CERTIFI- CATIONS 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, SUS-  
PENSION 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)

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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: Ms. Caroline B. Womack, Chief Financial Officer

\_\_\_\_\_  
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.

(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 date 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

**Ms. Caroline B. Womack, Chief Financial Officer**

Name and Title (Printed to Typed)

**( 850) 245 - 7359**

Telephone Number

Signature

Date

---

**State of Florida**

Applicant's Name

**( 850) 717 - 8478**

Telephone Number

**107 East Madison Street, MSC 400**

Address:

Date

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Authorized Official:  
President, Chief Executive  
Officer or Authorized De-  
signee

**Ms. Caroline B. Womack, Chief Financial Officer**

Name and Title (Printed to Typed)

**( 850) 245 - 7359**

Telephone Number

Signature

Date