

**U.S. Department of Energy
WEATHERIZATION ANNUAL FILE WORKSHEET**

Identification: NT43106

State: GA

Program year: 2011

Budget period: 04/01/2011 – 03/31/2012

II.3 Sub-grantees

Grantee	City	Funding	Units
Area Committee to Improve Opportunities Now, Inc.	Athens	92,931.00	13
Central Savannah River Area EOA, Inc	Augusta	130,204.00	18
City of Albany	Albany	28,329.00	4
Clayton County Community Action Authority, Inc.	Forest Park	61,116.00	8
Coastal Georgia Area Community Action Authority, Inc.	Brunswick	63,399.00	9
Coastal Plain Area Economic Opportunity Authority, Inc	Valdosta	78,804.00	11
Community Action for Improvement, Inc.	LaGrange	83,297.00	11
Concerted Services, Inc	Reidsville	77,670.00	11
Concerted Services, Inc	Waycross	64,710.00	9
TBD	Columbus	40,754.00	6
EOA for Savannah-Chatham County Area, Inc.	Savannah	50,204.00	7
Heart of Georgia Community Action Council, Inc	Eastman	51,350.00	7
Middle Georgia Community Action Agency, Inc	Warner Robins	117,721.00	16
Ninth District Opportunity, Inc	Gainesville	99,841.00	14
North Georgia Community Action, Inc	Jasper	101,781.00	14
Overview, Inc	Milledgeville	45,986.00	6
Partnership for Community Action, Inc.	Decatur	191,811.00	26
Southeast Energy Assistance	Atlanta	150,436.00	21
Southwest Georgia Community Action Council, Inc.	Moultrie	111,229.00	15
Tallatoona Community Action Partnership, Inc.	Cartersville	141,874.00	19
West Central Georgia Community Action Council, Inc.	Montezuma	58,487.00	8
TOTALS		1,842,932.00	249

II.4 WAP Production Schedule

Total Units (excluding reweatherized)	249
Rewatherized Units	0

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Average unit Costs, including Reweathering, Subject to DOE Program Rules	
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)	
A. Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B. Total Units Weatherized	249
C. Total Units Reweatherized	0
D. Total Dwelling Units to be Weatherized and Reweatherized (B+C)	249
E. Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)	
F. Total Funds for Program Operations	\$ 1,620,344.00
G. Total Dwelling Units to Weatherized and Reweatherized (from line D)	249
H. Average Program Operations Costs per Unit (F divided by G)	\$ 6,507.40
I. Average Vehicles & Equipment Acquisition Cost per unit (from line E)	\$0.00
J. Total Average Cost per Dwelling (H plus I)	\$ 6,507.40

II.5 Energy Savings

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

Applicants shall provide an estimate of the amount of energy to be conserved. The estimate and the methodology used to estimate energy savings shall be clearly explained including the information sources for energy savings per unit. Also, applicants shall quantify how much energy was saved in the preceding program year and compare it to the estimate given last year. Large variances between the estimate and the quantity determined to have actually been saved shall be explained. For those states that have not developed a methodology for computing energy savings, applicants can use the following formula:

DOE Program:

- (a). Total DOE State Weatherization Allocation - \$2,282,504
- (b). Total Cost associated with Administration, T&TA, Financial and Energy Audits - \$622,159
- (c). Subtract the amount entered in line (b) from line (a), for Total Federal (DOE) funds available to weatherize homes - \$1,620,344
- (d). State Average Cost per Home or National WAP Program Year Average Cost per Home (i.e., PY 2001 - \$2,500*) - \$2,966
- (e). Divide the amount entered on line (c) by the amount entered on line (d), for Total Estimated Homes to be Weatherized – 249
- (f). multiply (e) by 30.5 MBTU** for Total Annual Estimated Energy Savings resulting from DOE appropriated funds – 7,594.5

ALL FUNDS SOURCES

- (g). Total funds (e.g., DOE-WAP, State, Leveraged, LIHEAP & Other non-Federal sources of funds) used by the State to weatherized homes - \$4,593,348
- (h). Total cost associated with the administration of Weatherization funds or 10% of total funds available to weatherize homes - \$459,334.80

- (i). Subtract the amount entered in line (h) from line (g), for total funds available to weatherize homes - \$4,134,013.20

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(j). State Average Cost per Home or National WAP Program Year Average Cost per Home (i.e., PY 2001- \$2,500*0) - \$3,055

(k). Divide the amount entered on line (l) by the amount entered on line (j), for Total Estimated Homes to be Weatherized – 1,353

(l). Multiply (k) by 30.5 MBTU** for Total Annual Estimated Energy Savings resulting from DOE appropriated funds – 41,266.5

*The 2009 adjusted average expenditure limit is \$3,055 (Weatherization Program Notice 00-1, Effective Date: April 1, 2009).

**The 1989 national Weatherization Evaluation reported annual energy savings per home weatherized as 17.3 Mbtu's and 17.6 Mbtu's, natural gas and all fuels, respectively. The 1996 meta-evaluation suggest that improved practices have produced 80% higher energy savings per dwelling today as compared to measured savings in 1989.0 These improvements translate into 1996 estimated energy savings of 31.2 Mbtus and 31.7 Mbtus, natural gas and all fuels, respectively.

Estimated energy savings: 8,030.00 (MBtu)

Estimated prior year savings:

Actual:

If variance is large, explain:

II.6 Training, Technical Assistance, and Monitoring Activities

GEFA awarded a contract for monitoring and training. Each agency will be monitored once a month with a 5% of completed units reviewed.

The program manager and monitor will provide monitoring and onsite training and technical assistance (T&TA) as needed to all weatherization coordinators, supervisors, and workforce on a regularly basis.

After assessments are made, through monitoring visits and/or hands on workshops, personal training is provided. The training contractor will be responsible for the following training throughout the year:

- New Crew Basics
- Mobile Home Weatherization
- Introduction to OSHA
- Whole House Weatherization
- Weatherization Assessments
- HVAC Testing & Troubleshooting
- Dense Pack Side Wall Insulation
- Attic & Duct Insulation
- Hands on training with all weatherization agencies
- Continual training in the usage of the blower door
- Lead Safe Work Practices following new policy and specific over sight

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- CO Testing
- Hot Climate Training, Mold/Mildew Training
- Weatherization Coordinator Teambuilding

After assessments are made, through monitoring visits and/or hands on workshops, personal training is provided.

DOER has a staff of three full time weatherization personnel: one program manager, one assistant program manager, one monitor and one part-time assistant. These are two positions to be added: Senior Program Manager, that will oversee the weatherization program, and Program Coordinator, that will assist with reporting and contracts. The assistant program manager and senior program manager will work with the sub-grantees on a daily basis providing guidance and assistance. The program manager and monitor will oversee the monitoring and training contractors and will provide onsite monitoring and technical assistance as needed. The program manager and monitor will also be doing “drop-in” visits to assure that the agencies are performing lead Safe Work practices on every unit.

Each sub-grantee has received a copy of the “Georgia Weatherization Field Guide” and the “Weatherization Procedures Manual”, which is a part of the Georgia Weatherization Program. Each sub-grantee must refer to these documents when installing energy saving measures to a client’s home. The field guide and the procedures manual will be referred to and used during a monitoring visit for recommendations and training.

The monitoring visit entails reviewing monthly financial and progress reports, checking for compliance with the existing contracts and regulations. Included in this review are the following types of activities:

- Accuracy of financial invoices
- Consistency with contract
- Program support ratios
- Weatherization Assessment/Verification of Priority list or NEAT/MHEA information
- Lead Safe Work Practices

Files, which include:

- Monthly Reports
- Assessment Form or NEAT Output Report
- Blower Door Test Sheet
- Applications
- Authorization Forms
- Purchase Orders/Invoices
- Before and After Pictures

And, other forms made part of monthly contract

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All subgrantees must submit, on a monthly basis, an electronic payment request consisting of an invoice and a statistical report of the subgrantee's production activity and indirect expenditure during the previous month. The electronic payment request submitted to GEFA via the Hancock Energy WAP System will combine all weatherization fund and project types used during the reporting period. Each agency is required to maintain a signed and dated copy of the invoice that was submitted in Hancock in the agency files (the financial detail portion).

The agencies are reimbursed by wire transfer. It is imperative that each agency maintains an adequate accounting of the funds they received and disburse.

DOER requests that each agency submits a financial audit each year. Should the audit report reflect any questioned cost; the Division financial specialist prepares a letter addressing the questioned cost. The agency should either pay the questioned cost or prepare a defense or explanation of the cost.

The DOER staff will respond to the letter by reinstating the cost or denying explanation.

During a monitoring visit to a weatherization agency, the following items are reviewed by the weatherization monitor:

1. Quality control
2. Energy audits
3. Final inspections
4. Clients files
5. Monthly reports
6. Training needs
7. Procurement
8. Cost of materials
9. Inventory
10. Staffing
11. Equipment inventory
12. Transportation and Leases
13. Number of units weatherized per county
14. OSHA Compliance
15. Mobile Home Energy Audit (MHEA)
16. LSW Practices
17. Combustion Testing

During a sub-grantee – monitoring visit, the contractor will administer a monitoring instrument, which reports findings during the visit. A written copy of the monitoring report is sent to the

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Executive Director of the agency. The Executive Director signs a form acknowledging they have received the report.

If the report shows unsatisfactory findings, it will be sent, with transmittal letter, summarizing the inadequacies, and informing the agency that there will be a return visit within the next three to four months.

The follow-up visit may take the form of a Technical Assistance visit, a telephone call, or written correspondence.

The Executive Director's signing and returning the monitoring report indicates the agency's acceptance of the report. Should an agency wish to appeal or have something clarified in the monitoring report it would be appropriate to do so with a written request and the return of the monitoring report cover sheet.

The response will be reviewed by DOER and a letter from this agency of acceptance or explanation will be forthcoming. Should any issues be unresolved they will be addressed in the monitoring visit.

The sub-grantees are also subject to visits from the Department of Energy, health and Human services, the Division of human Resources, Atlanta Gas Light Resources and Georgia power staff.

II.7 DOE – Funded Leveraging Activities

Leveraging activity is with the Georgia Power Company. The company's program conceivably provides \$1,750,000 for the year 2011.

The objective of this program is to provide weatherization assistance by means of reducing the heating and cooling bills of Georgia Power residential low-income customers living in detached single family homes.

The sub-grantees will be following the Federal Income Guidelines with an average cost per unit of \$3,000. Repair is limited to \$250 per unit. The annual funding for the implementing organization will be determined based on their estimated resource requirements and the number of homes they can weatherize.

Weatherization measures for this program are as follows:

- Infiltration Reduction (*this does not automatically include replacement of windows and doors)
- Attic insulation
- Floor Insulation

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- Wall insulation
- Duct Sealing
- Energy Counseling
- Programmable Thermostat
- Replace/Repair furnace/space heaters (see On-File/Capital Intensive Measures)
- Smoke/Carbon Monoxide detectors

*Windows and Storm Windows are a low priority for energy measures. If agency recommends these measures, written permission must be received from the State Office.

Windows, doors, and storm windows will not be an allowable measure without prior approval from GEFA.

II.8 Policy Advisory Council Members (names, groups, agencies)

Sean Bleything / Southface Energy Institute	
Steve Lawrence / GA Power Company	
Jason Bouchard / Tallatoona Community Action Partnership, Inc.	
Wendy Bailey Hooks / Dept. Human Resources	
Gloria Lewis / Central Savannah River Area	
Jerome Anderson / Community Action for Improvement, Inc.	
Kate Little / Georgia State Trade Association of Non-profit Developers, Inc.	
Andy Schneggenburger / Atlanta Housing Association of Neighborhood-Based Developers	
Serge Strickland / Concerted Services	

II.9 State Plan Hearings (send notes, minutes, or transcript to the DOE office)

Hearing Date	newspapers that publish the hearings and the dates that the notice ran.
02/25/2011	Atlanta Journal Constitution

II.10 Adjustments to On-File Information

III.1.1 – Procedures to determine that units weatherized have eligibility documentation – the following changes were made to the Master File:

Any References to prioritization to single family housing units was removed.

III.I.2 Selection of areas to be served – the following changes were made

- If a sub-grantee is not meeting production goals and/or work quality standards GEFA may:

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- Allow the recipient to continue operations at the existing funding level and thereafter conduct weekly performance reviews;
- Reduce the funding level for the recipient and provide unexpended dollars to another sub-grantee
- Require the sub-grantee to select a non-profit delegate in cooperation and with assistance from GEFA to meet production goals in a specified time frame; or
- Reduce the funding to the sub-grantee and provide the dollars on a competitive basis to a qualified non-profit to serve the defined geographic territory.
- Recipients exceeding production and/or meeting quality work standards may receive additional funding at a level that can be expended within the grant period. Nevertheless, the monthly review process and other contingencies will continue to apply.
- Based on production levels and/or quality work at the end of the ninth month, GEFA will take one or more of the following actions:
 - Provide additional funding to agencies meeting or exceeding production;
 - Allow agencies to retain existing grant dollars if the funds can be expended and production met within a specified timeframe; or
 - Offer grant dollars on a competitive basis to qualified non-profits willing to serve geographic areas where production is not being timely met or work quality is not up to standards.
- On site monitoring of a selected number of completed units will be performed by GEFA on an ongoing basis to ensure that weatherization program standards are met. In addition, GEFA will conduct telephone satisfaction surveys to recipient households to ensure that local programs are effective and customer friendly.
- GEFA will receive the right to reduce or add sub-grantee funding and/or add providers to ensure that WAP dollars are received by the State of Georgia are effectively expended within the time frame as required by the US Department of Energy.

III.I.3 Priorities were revised to include a point system

III.3.1 Type of work was revised to include Multi-Family

III.3.2 Energy Audit section was revised to include Priority List and NEAT for Multi-Family and Priority List for Mobile Homes

III.3.4 Assessment of Effectiveness was revised

III.5 Rental Procedures were revised to reflect 10 CFR more accurately

III.6.4 T&TA Approach narrative was received to be more specific.

II.11 Miscellaneous

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The Georgia Environmental Finance Authority, Division of Energy Resources (DOER) has had NEAT training for all twenty-one sub-grantees. Each sub-grantee has been using NEAT since the Fall of 2001. NEAT will be used by every sub-grantee on all units allowable in weatherization. Beginning July 1, 2002, all 21 agencies began using NEAT. After the Hot Climate Initiative training Georgia received permission to use a priority list; however, at this time we are using the priority list and NEAT when needed. Agencies will be allowed to not use NEAT if they receive a "Standard" rating on their monitoring visit.

The Weatherization Assistance Program Policy Advisory Council has been organized in accordance with the following:

1. Each member's special qualifications and sensitivity with respect to solving the problems of low-income persons, including the weatherization and energy conservation problems of these persons.
2. The Council's Statewide representation of organizations and agencies, including consumer groups that represent low-income persons, particularly elderly, elderly-disabled, and disabled low-income persons.
3. The council is responsible for advising the GEFA with respect to concerns, development and implementation of the Weatherization Assistance Program in Georgia. However, the State Office has final authority on all decisions for the Program.

Georgia's Low-Income Weatherization Program will be following the Lead Safe Work Practices guidelines stated in the weatherization Program Notice 09-6, effective January 7, 2009. Each agency will closely follow LSW practices. GEFA will provide mandatory LSW training to each agency's crews and/or contractors throughout the year. Each agency will be required to have at least one "Certified Renovator" per crew and each contractor must have a "Certified Renovator" per crew. Proper disposal of lead materials will be part of the LSW training provided by the GEFA Training Contractor. Each agency will be required to abide by their city or county guidelines for disposal. The GEFA Training Contractor will use the new DOE curriculum by Montana State University for each training session. There will be ongoing training for LSW practices throughout the program year. LSW will also be addressed at all trainings. There will be some cases where the unit will need to be deferred. The client will be advised that after lead clean up has been performed and then the weatherization measures can be administered. Each weatherization agency has a deferral policy and form that is signed by the client explaining why the unit is being deferred or lead and mildew/mold.

LSW standards will be reviewed during an agency monitoring visit. Also, GEFA staff will perform unannounced "drop-in" visits to each agency throughout the program year to assure that LSW practices are being followed. If an agency is not following LSW practices the agency will be put on probation for six months and during that time there will be "drop-in" visits to assess if the practices are being followed. At the end of the six month period, if LSW practices have not been followed the contract will be canceled and funds allocated to another weatherization agency for that service area.

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At this time each agency is required to have POI Insurance.

Each weatherization agency is aware of the mold and moisture guidelines. If there is mildew to the extent that weatherization cannot be performed the client is advised to have mildew areas properly cleaned. If weatherization cannot address the moisture problem that is causing the mildew, the client is advised to have the problem fixed before weatherization can be administered. Each agency has a deferral form for the client to sign stating these provisions.

Each client receives the EPA booklets “Renovate Right: Important Lead Hazard Information for Families, Childcare Providers, and Schools” and “A Brief Guide to Mold, Moisture, and Your Home.”

BPI CERTIFICATION REQUIREMENTS

GEFA requires that certain subgrantee personnel be certified by the Building Performance Institute (BPI) in certain professional positions. Subgrantees are advised to take steps during the 2012 PY to set aside resources and arrange for staff training to ensure that staff will be prepared to meet all BPI certification requirements. Staff will be allowed two opportunities before October, 2012 to achieve certification, after which time they must be reassigned to another area of responsibility.

The following certifications are for subgrantees that weatherize single family units:

By October 1, 2012:

- Building auditors must be certified as a Building Analyst Professional.
- Crew chiefs must be certified as an Envelope Professional.
- Installers must be certified as an Air Sealing Professional

By December 31, 2011:

- Subgrantees that complete more than three mobile/manufactured homes a year must have at least one BPI-certified Manufactured Housing Professional on staff.
- Inspectors must be BPI-certified as a Heating Professional and a Manufactured Housing or Envelope Professional.

The following certifications are for subgrantees that assist multifamily buildings:

By April 1, 2012:

- Multifamily building auditors must be BPI-certified as a Multifamily Analyst Professional.

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- Multi-family building auditors must also have a Heating Professional Certification. This is a dual certification that will ensure that the auditor understands basic building science and how to test and evaluate heating systems.

Also, see the Master File of the Plan for more information on health and safety.

COMPLAINTS AND DISPUTE RESOLUTION

POLICY: Local agencies (Sub grantee) have the responsibility to resolve all client complaints, including applicant denials, project deferrals, and work quality issues.

A grievance must be filed in writing using the Client Complaint form for a local agency to take action, except when a complaint can be resolved quickly.

PROCEDURE:

LEVEL 1 (Local): Complaints must be in writing to allow the sub grantee to take action. Client must complete a Client Complaint Form and state what part of the weatherization process was unsatisfactory and provide sufficient documentation of the problem. Once the Complaint Form and any documentation provided by the client have been received, the Sub grantee will:

1. Review the following:
 - a. Complaint Form and documentation provided by the client.
 - b. Hancock Energy Software (HES) data or notes, household file information and any other documentation.
 - c. Pertinent federal/state rules and WAP policies.
2. Respond in writing within 10 business days to the client, AND
3. Include in its response the following:
 - a. Statement of findings and its conclusion.
 - b. Any action the Sub grantee will take to resolve the issue.
 - c. Information about additional options the client may have and provide the following information:
 - i. That the request to GEFA must be postmarked no more than 10 business days from the sub grantee's decision.
 - ii. GEFA Address.
 - iii. Name/phone number of GEFA Sr. Weatherization Program Manager.
4. If the client is not satisfied with the sub grantee's conclusion or action taken, they may send a written complaint to GEFA, which must be postmarked within 10 business days of the date of the sub grantee's decision. GEFA will:
 - a. Notify the sub grantee that GEFA received the complaint.

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- b. Request that the sub grantee forward all documents in the household file, including the client's complaint form and the sub grantee's response. In addition, GEFA will review the most recent HES file data.
- c. Review all documents/details relevant to the complaint.
- d. Conduct a site visit, if necessary at GEFA's discretion.
- e. Request that the sub grantee take corrective action, if applicable, in writing.
- f. Sub grantee will respond in writing to the client with GEFA conclusion.
- g. Include in its response the following:
 - i. Statement of findings and its conclusion.
 - ii. Any actions that sub grantee will take to resolve the issue.
 - iii. Information about additional options the client may have.

Level 3 (U.S. Department of Energy): If the client is not satisfied with the Weatherization Agency's conclusion including GEFA's input or action taken they may send a written complaint to the United States Department of Energy Project Officer.

DOE is the last step. Client should seek private counsel for additional remedies.

Georgia has a waiting list of services of over 9,000. Reweathering units that were weatherized before September 30, 1994 will be addressed after each agency's waiting list has been exhausted.

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

III.1 Eligible Population

III.1.1 General Description

Definition of income used to determine eligibility:

The Low-Income Weatherization Assistance Program (WAP) was established under Title IV of the Energy Conservation and Production Act, Public Law 94-385, 90 Stat. 1150 (426 U.S./C. 7101), the Department of Energy Organization Act, Public Law 95-01, regulations published in the Federal Register.

The objectives for the WAP are to contribute to national energy conservation through increased conservation and to help low income households in reducing their fuel costs.

The Georgia Environmental Finance Authority—Division of Energy Resources (DOER) administers the WAP for the State of Georgia. The DOER contracts with eighteen community action agencies, one local governments, and one private nonprofit group to carry-out the WAP throughout the State of Georgia. At the time of this submission one service area has a provider TBD.

Beside the DOE funds for weatherization, DOER will receive \$2.5 million from the Department of Health and Human Services (HHS). HHS administers the WAP program for the recipients of the Low Income Homes Energy Assistance Program (LIHEAP). The project funding for 2011-2012 is: DOE grant - \$1,842,932.00, LIHEAP grant - \$2,538,509; Georgia Power grant - \$1.750 million. (Total \$6,131,441).

1. This is the entire 2011-2012 LIHEAP allocation
2. This is the entire 2011 GPC allocation that covers one WAP fiscal year

In preparation of this State Plan the Division requested comments from the local agencies and the Policy Advisory Council. These efforts were made so that the persons involved with daily operation of the program would have an opportunity for early input in the planning process.

Income guidelines used to administer DOE funds are from Weatherization Program Notice 10-1, effective December 18, 2009. These guidelines changed the income level from 150% of the poverty guideline to 200% of the poverty guideline.

Procedures to determine that units weatherized have eligibility documentation:

The eligibility criteria for the Weatherization Program are described in 440.22. Each contract between the Grantee and the Sub-grantee clearly says that 440.22 be followed and that income eligibility is verified before weatherization. The DOER provides standardized forms in which clients sign that their stated incomes are accurately identified.

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The Georgia Weatherization Program will be using the 200% of the poverty level income guidelines.

Priority for elderly, elderly-handicapped and handicapped: Priority is given to identifying and providing weatherization assistance to the elderly, handicapped, and low income persons. Priority as determined for dwellings containing children, high residential energy users and households with high-energy burden.

According to Georgia's State Plan for Weatherization and recommendation of our Policy advisory Council, priority has been established to serve the elderly, handicapped and children. Our plan calls for at least 50% of those served to be elderly, elderly-handicapped.

The State requires the sub-grantees to place a priority in serving single family housing units and high energy consuming dwelling units. Also, priority will be placed on high residential energy users and households with high-energy burden. During the 2010-2011 Program Year no public housing complexes will be weatherized.

This priority is in the Scope of Services of sub-grantees contract and is monitored monthly for compliance.

Children ages are: 2 years of age and younger, 3 years through 5 years of age, and 6 years through 18 years of age.

Agencies, which are designated as local government agencies operating the Weatherization Program, must conduct "status verification" for all qualified aliens.

SUPPLANTING FUNDS:

Financial assistance provided under this program will be used to supplement, not supplant, State or Local funds and to increase the amounts of such funds that would be made available in absence of Federal funds provided under this program. Currently, there is no identifiable state or Local funds for weatherization. Thus, the availability of Federal funds will not supplant State or Local weatherization funds.

USE OF VOLUNTEERS

Secure services of volunteers to minimize extent possible.

All local agencies are encouraged to use any vehicle outside labor sources to enhance ongoing weatherization activities. It will be the responsibility of the agencies to oversee the quality of work performed by outside labor sources. Final inspection should be performed by the agency and all work performed to DOE specifications before final work order is signed as work completed.

Weatherization materials cannot be left at a client's house for the client to install or have installed.

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COORDINATION OF PROGRAM

Coordinate with other programs to every maximum extent possible. The grantee will encourage sub-grantees to coordinate their weatherization activities with other Federal, State Local and privately funded programs. This action will help the grantee and the sub-grantee towards maximizing their available resources and improve the distribution of pertinent information to our clientele.

Definition of children: Below age 18

Recommend tribal organization(s) is treated as local applicant? Yes

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

The State of Georgia does not have an identified or designated Indian tribe.

III.1.2 Selection of Areas to Be Served

The Division of Energy Resources utilizes non-profit organizations such as Community Action Agencies and Local governments to provide weatherization assistance to eligible clients. In an area where no services is being provided (or the area is underserved) to potential weatherization clients, the State will consider contracting with non-profit groups or local governments.

The Division of Energy Resources currently utilizes 21 agencies statewide to administer the Weatherization Program throughout the 159 Georgia counties. Presently, all counties in the State are served, and there is no duplication in serving overlapping areas. All of the current providers are non-profit groups or local governments. All of the present providers have experience in performing weatherization services serving low-income persons and carrying out a timely and effective program.

All local agencies are encouraged to utilize any viable outside labor sources to enhance ongoing weatherization activities.

The Grantee will ensure that funds area allocated to areas based on relative need for the project. In order to form a basis for distributing the funds among sub-grantees, a two-part formula is used utilized for allocating the Federal funds used in weatherization. The two-part formula takes into consideration low-income families and geographic area. The formula uses the county as the basic building block. The data was taken from the US Census. A new funding formula is being developed using the 2000 Census.

The Executive Director of GEFA may suspend or terminate a contract with a weatherization sub-grantee any time for any cause. "For Cause" shall mean, at minimum, a finding of non-compliance with the procedures established by this section. In case of sub-grantee failure to comply substantially with the provisions of the Energy Conservation in Existing Building Act of 1976 or of 10 CFR, Part 440. The Division of Energy Resources may take immediate steps to suspend or terminate the contract with that agency. Cause for suspension or termination of contracts shall include:

(1) Failure to maintain adequate fiscal controls and accounting procedures,

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- (2) Filing late and inaccurate financial and programmatic reports,
- (3) Misuse of program funds,
- (4) Inability of the sub-grantee to account for all materials and equipment purchased.
- (5) Failure to adhere to the schedule for goals and objectives established.
- (6) Provision of weatherization services, which are not done in quality manner.
- (7) Failure to use weatherization materials which meet or exceed Federal specifications.
- (8) Failure of a sub-grantee to comply with the terms of a contract.
- (9) Failure to comply with audit requirements.
- (10) Failure to comply with required procedures.
- (11) Discrimination of employees, and
- (12) If a project or program is supported over two or more funding periods, suspension or termination may occur due to the failure to submit required report still due from the prior period.

GEFA will review the sub grantee's productivity in relation to the established production goals and/or quality of the sub-grantees work on a monthly basis. At the twentieth of each month or sooner in certain instances related to agency monthly production and based upon the sub-grantees' specific and performance circumstances, GEFA will take the following actions:

If a sub-grantee is not meeting production goals and/or work quality standards GEFA may:

- Allow the recipient to continue operations at the existing funding level and thereafter conduct more frequent performance reviews;
- Reduce the funding level for the recipient and provide unexpended dollars to another sub-grantee;
- Require the sub-grantee to select a non-profit delegate in cooperation and with assistance from GEFA to meet production goals in a specified time frame; or
- Reduce the funding to the sub-grantee and provide the dollars on a competitive basis to a qualified non-profit to service the defined geographic territory.
- Recipients exceeding production and/or meeting quality work standards may receive additional funding at a level that can be expended within the grant period. Nevertheless, the monthly review process and other contingencies will continue to apply.
-

Based on production levels and/or quality of work at the end of the 12th month, GEFA will take one or more of the following actions:

- Provide additional funding to agencies meeting or exceeding production;
- Allow agencies to retain existing grant dollars if the funds can be expended and production met within a specified timeframe; or
- Offer grant dollars on a competitive basis to qualified non-profits willing to serve those geographic areas where production is not being timely met or work quality is not up to standards.

On site monitoring of a selected number of completed units will be performed by GEFA on an ongoing basis to ensure that weatherization program standards are met. In addition, GEFA will conduct telephone satisfaction surveys to recipient households to ensure that local programs are effective and customer friendly. GEFA will reserve the right to reduce or add sub-grantee funding and/or add providers to ensure that WAP dollars are received by the State of Georgia are effectively expended within the time frame as required by the U.S. Department of Energy.

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Should any of the service providers which are identified in this Plan cease to administer the Weatherization Program during the year covered by this Plan for any reason a public hearing will be held to select a new service provider for that service area. According to the Weatherization Program Notice 02-1 and 10 CFR Part 440 States are reminded that Community Action Agencies are given preference.

III.1.3 Priorities

Providers shall use an application prioritization system which to the maximum extent practical, prioritizes weatherization assistance to program eligible persons who are elderly, disabled, children, a high residential energy user or resides in a household with a high energy burden. 50% of those served should be elderly/disabled.

Age A total of 4 points if the household contains any member age 0 - 12 or 60 +; a total of 0 points if the household does not contain any members in those groups

Disability One point for family member with a disability

Occupants

- 1-2 occupants = 1 point
- 3 - 4 occupants = 2 points
- 5 - 6 occupants = 3 points
- 7 -8 occupants = 4 points
- 9 + occupants = 5 points

Waiting Time

- less than 3 months = 1 pt
- 3 - 5 months = 2 pts
- 6 - 8 months = 3 pts
- 9 - 11 months = 4 pts
- 12 + months = 5 pts

High Energy Use/High Energy Burden

Current Monthly Household Energy Cost divided by Current Monthly Household Income = % of Energy Burden

- Priority Group 1 Energy Burden 35.1 - 50% = 6 pts
- Priority Group 2 Energy Burden 25.1 - 35% = 5 pts
- Priority Group 3 Energy Burden 15.1 - 25% = 4 pts
- Priority Group 4 Energy Burden 10.1 - 15% = 3 pts
- Priority Group 5 Energy Burden 5.1 - 10% = 2 pts
- Priority Group 6 Energy Burden 0 - 5% = 1 pt

Poverty Level

Up to 8 points based on the percent of the federal poverty level represented by the client's income level:

- 8 points= Under 75%
- 6 points= 75 - 100%
- 4 points= 101 - 125%
- 2 points=126 - 200%
- 0 points= Above 200%

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III.2 Climatic Conditions

III.3 Weatherization Work

III.3.1 Type of Work to Be Done

The prioritization of weatherization activities conducted on each housing unit follows the listing ranked in NEAT (NEAT must not be manipulated) to list measures to be installed that are easy, quick, or popular to install, the Air Sealing Priority List and all Hot Climate measures and priority list.

Georgia's air Sealing Priority list places top priority on air infiltration or general heat and cooling waste. Listed below is the type of weatherization work to be done per 440.14(B) (4). The Sub-grantees commonly install the following weatherization measures in eligible dwellings:

1. Air Sealing measures (this does not automatically include the replacement of windows or doors; all windows and doors must have prior approval from GEFA before being installed).
2. Caulking of Windows, Air Conditioners, Window Fans, and Exterior Walls.
3. Installation of Weather-stripping and Sweeps.
4. Re-glazing Windows and repairing windows.
5. Installation of insulation in Attics, Walls, Floors, and Ducts.
6. Installation of solar screens on West and South windows.
7. Installation of Smoke and Carbon Monoxide Detectors.
8. Installation of Compact Fluorescent Light Bulbs.
9. Refrigerators, installed according to Hot Climate Weatherization guidelines.
10. Additional Measures as Approved by the DOE.

Georgia began implementing Capital Intensive Measures in program year 2005-06. However, at this time, work will be contracted out by the sub-grantees.

Capital Intensive Measures will include: Furnace/Space Heater Tune-ups , Furnace/Space Heater Replacement, and Hot Water Heater Repair/Replacement.

If windows are needed, permission from the State Office must be obtained.

Required Measures list for 1 - 4 unit buildings do Uniform Measures [1]

Uninsulated ceilings with existing less than R-19, insulate to R - 38 [2]

Uninsulated Walls to R- 13

Uninsulated Floors to R-19 [3] or perimeter insulation to R-11 in crawl spaces, basements [4]

1. Unit measures presumed cost effective as identified in Georgia's waiver audit request:
 - Air leakage (as determined by required blower door testing)
 - Water Heater Insulation (always installed unless a technical safety problem exists which is beyond the scope of WAP to correct)
 - Furnace Tune-up (as determined by diagnostic equipment and required inspection procedures)
 - Duct insulation in non-conditioned areas.
 - Duct Sealing
 - Low-Flow Showerhead
2. R-value to be installed may vary due to attic configuration and results of NEAT calculations.
3. R-value to be installed may vary due to floor and results of NEAT calculations. Floors are only

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insulated if basement, crawl space or combination basement/crawl space separates a conditioned space from an unconditioned space. If area is conditioned or unintentionally conditioned, this priority is not applicable.

4. Perimeters are insulated in conditioned basements, crawl space or combinations if:
 - a. Inhabitant activity suggests the insulation will remain in place undamaged;
 - b. Moisture can be controlled.
5. Electrical Baseload measures that are determined to be cost-effective based upon the results of a computerized audit or by using Weatherization Program Standards.
6. Energy related Health & Safety Measures as described within this plan.

OPTIONAL MEASURES LIST FOR 1 - 4 UNITS BUILDINGS

Partially Insulated Attics with existing insulation equal to or greater than R-19

- Storm Windows over single pane windows
 - Thermal Vent Damper
 - Electric Vent Damper
 - Intermittent Ignition Device
 - Electric Vent Damper plus
 - Flame Retention Burner
 - Replacement Heating System
 - High Efficiency Furnace
1. Unit measures presumed cost effective as identified in Georgia's waiver audit request:
 - Air leakage (as determined by required blower door testing)
 - Water Heater Insulation (always installed unless a technical safety problem exists which is beyond the scope of WAP to correct)
 - Furnace Tune-up (as determined by diagnostic equipment and required inspection procedures)
 - Duct insulation in non-conditioned areas.
 - Duct Sealing
 - Low-Flow Showerhead
 2. R-value to be installed may vary due to attic configuration and results of NEAT calculations.
 3. R-value to be installed may vary due to floor and results of NEAT calculations. Floors are only insulated if basement, crawl space or combination basement/crawl space separates a conditioned space from an unconditioned space. If area is conditioned or unintentionally conditioned, this priority is not applicable.
 4. Perimeters are insulated in conditioned basements, crawl space or combinations if:
 - a. Inhabitant activity suggests the insulation will remain in place undamaged;
 - b. Moisture can be controlled.
 5. Electrical Baseload measures that are determined to be cost-effective based upon the results of a computerized audit or by using Weatherization Program Standards.
 6. Energy related Health & Safety Measures as described within this plan.

OPTIONAL MEASURES LIST FOR 1 - 4 UNITS BUILDINGS

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- Thermal Vent Damper
- Electric Vent Damper
- Intermittent Ignition Device
- Electric Vent Damper plus
- Flame Retention Burner
- Replacement Heating System
- High Efficiency Furnace

REQUIRED MEASURES LIST MANUFACTURED UNITS (Mobile Homes)

While the recommended measures vary depending on a number of variables, the weatherization measures that will generally be effective in Georgia's mobile homes can be summarized as follows:

1. Health and Safety Inspection Testing. Ensuring the health and safety of clients, contractors, and local agency personnel is an important component of the Weatherization Assistance Program. Health and Safety inspection and testing should be conducted before the delivery of weatherization services and after completion of work.

2. Duct Sealing and House Pressure Reduction. Pressure-pan testing during a blower door test detects outdoor air infiltration through supply and return ducts. Sealing supply ducts below 1 Pascal pressure-pan reading is the goal. Pay attention to leaks at the furnace base plate and duct connector. If a mobile home floor return system exists, it must be permanently sealed from the living space, and new adequately sized return system added to the furnace closet. Any crossover ductwork should be properly connected, sealed, secured (off the ground), and insulated. Ends of delivery ducts should be inspected and sealed off with a sheet metal block a few inches past the last delivery register.

3. Infiltration Reduction and Air Sealing the Building Shell. A number of weatherization evaluations have shown this measure to be an excellent energy-saver. Success depends on the skill of the air sealers and the leakiness of the home. Air sealing is not a major priority unless existing air leakage rate is more than 2000 CFM50. Calculate building tightness limit, using three equations on estimation formula and take the highest resulting CFM50. If air-sealing efforts reduce infiltration below the building tightness limit, add mechanical ventilation as needed. Special focus should be directed at water heater closets. Since combustion air from the water heater is typically provided through grilles in the access door in the exterior wall, air sealing and insulation efforts should target the three interior walls of the water heater closet. In other words, the thermal and air barriers should be between the water heater closet and the main body of the mobile home.

4. Floor Insulation and Associated Air Sealing. Floor leak testing and air sealing should precede floor insulation. Provide freeze protection for water pipes as necessary. Make sure ducts are sealed prior to floor insulation. Ensure the belly cavity is not over filled or dense packed. In cavities greater than 8 inches, try to bring the belly bottom up closer to the floor, without damaging the ductwork, or water lines. Before air sealing floor and insulating the belly, the estimator must identify possible hazards to the worker's health and safety presented by sewer leaks, animal and insect infestation, and dangerously deteriorated floor joists or decking. These hazards must be corrected before weatherization can proceed.

5. Furnace Cleaning and Tune Up. Most furnaces have problems with inadequate airflow or blower control. Adjusting the blower control and cleaning the blower, burner, and heat exchanger, as needed, can

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save 2 to 10 percent. Inspect ducts and remove debris from inside ducts.

6. Baseload Electricity Reduction. Install CFLs in fixtures used more than 1 hour per day. Set freezer temperature to between 0 and 5°F and refrigerator temperature to 38 to 40 °F. Replace refrigerator with energy efficient model if testing shows annual consumption is high enough to justify measure cost (see table below). Refrigerators with through-the-door ice service are not allowed under DOE WAP. Explore the possibility of removing freezers and extra refrigerators that are lightly used and haul them off for recycling if client agrees.

Maximum Measure Cost for a Cost-Effective Refrigerator Replacement Annual kWh/year of Existing Unit Annual kWh/year of New Refrigerator

Product Class	Maximum Annual Energy Consumption (kWh) 1/01/93	After 7/1/2001
Refrigerators and Refrigerator-Freezers- Manual Defrost	13.5 AV + 299	8.82 AV + 248.42
Refrigerator-Freezers-Partial Automatic Defrost	10.4 AV + 398	8.82 AV + 248.4
Refrigerator-automatic defrost and refrigerator-freezers-automatic defrost with top freezer without ttd* ice service	16.0 AV + 355	9.80 AV + 276.0
Refrigerator-freezers-automatic defrost with side-mounted freezer without ttd* ice service	11.8 AV + 501	4.91 AV + 507.5
Refrigerator-freezers-automatic defrost with bottom-mounted freezer without ttd* ice service	16.5 AV + 367	4.60 AV + 459.0
ttd = through-the-door		
AV = total adjusted volume expressed in ft ³		

Determining the cost effectiveness of the replacement: Please document the calculation and place in the client file. *Consider using one of the following two options:*

Option #1: Example Payback Calculation:
Existing Refrigerator Energy Use: 1000 kWh/yr

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New Refrigerator Energy Use: - 600 kWh/yr
KWh savings/year 400 kWh/yr

Multiply kWh savings/year by cost of electricity: $400 \text{ kWh/yr} \times \$0.10/\text{kWh} = \$40 \text{ savings/year}$.
Divide cost of new refrigerator by annual savings: $\$500/40 = 12.5$

12.5 is number of years for new refrigerator to “payback”

If payback is less than 15 years, it is cost effective to replace

7. Water Heater Package. Insulate the water tank where feasible and first 6 feet of hot and cold water pipes. Set the hot water temperature to 120°F and educate the client why this setting is chosen. The replacement of existing water heaters in single family and mobile home units in order to reduce household energy bills or address health and safety concerns per DOE Program Notice 00-5.

8. Roof-cavity Insulation. Attic air sealing should always precede attic insulation. Ensure that the attic cavity is not over filled or dense packed. Before sealing and insulating the attic, the roof must be inspected to ensure it is strong enough for work to be completed.

9. Sidewall Insulation. Attempts to insulate mobile home sidewalls should be required when an area equivalent to at least one long wall (excluding doors and windows) is feasible, and there is 1" or more of uninsulated space in the wall cavities.

PRIORITY LIST FOR INDIVIDUALLY-HEATED MULTI-FAMILY BUILDINGS WITH 5 - 25 UNITS, AND 3 STORIES OR LESS ABOVE GRADE (LOW RISE)

Subject to Priority Rating by Housing Type applicable to 1 -4 unit buildings

Building Classification Types

Uniform Measures

Uninsulated Ceilings with existing insulation less than R-19, insulate to R-38

Uninsulated Walls to R-15

Perimeter envelope floors to R-19

Uninsulated Perimeters to R-11

1) Floors are only insulated if basement, crawl space, or combination basement/crawl space separates a conditioned space from an unconditioned space. If area is conditioned or unintentionally conditioned this priority is not applicable.

2) Perimeters are insulated in conditioned basements, crawl spaces or combinations if:

- a. Inhabitant activity suggests the insulation will remain in place undamaged;
- b. Moisture can be controlled.

Other measures

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Electrical baseload measures that are determined to be cost-effective based upon the results of a computerized audit or using the Weatherization Program Standards.
Energy-related health and safety measures as described in this plan. However, an investment on the part of the building owner is required.

Georgia Multifamily Weatherization Priority List

PRE-PRIORITY A Pre-Priority list has been compiled that identifies general waste heat measures that should be installed in all multifamily units once they enter the Weatherization Assistance Program.

Replace all incandescent light bulbs with compact fluorescent light bulb
Insulate water heater tank (Omit if DHW is inside building envelope)
Insulate water heater pipes (Omit if DHW is inside building envelope)
Install aerators on faucets (flow restrictors less than 0.5 gpm)
Install low-flow showerheads (replace with fixture that has less than 2.5 gpm)
Replace furnace filters

ENERGY MEASURE PRIORITY LIST The following weatherization energy measures should be installed as conditions dictate and funding allows. The top four priorities – air sealing, attic insulation, dense-pack sidewall insulation, and duct sealing – should be installed as a package.

1) Air Sealing

Air sealing measures should follow the prescriptive checklist. Existing attic insulation should be pulled back to inspect for air sealing opportunities. An “airtight by drywall” approach may be used when attic/crawlspace are inaccessible, simply meaning that the drywall should be considered the primary air barrier. All penetrations in the drywall should be sealed on all surfaces (ceiling, exterior walls, party walls, etc.) Particular attention should be focused on the combustion closet, ensuring plumbing, electrical, flue pipe, and duct penetrations are completely sealed at drywall.

2) Attic Insulation (when applicable)

Attic insulation installation should be done in conjunction with air sealing. Make sure that the attic insulation is brought to R-38 and that there is even coverage throughout the attic space. Existing insulation may be reused, with additional insulation applied directly on top to achieve desired R-Value. It is important to follow all necessary attic prep measures before adding attic insulation. If unit does not have an attic, this priority may be ignored.

3) Dense-Pack Sidewalls (Exterior Walls Only)

Dense-Pack sidewall insulation should be done in conjunction with air sealing. Dense-pack insulation should be installed to wall cavities where insulation is not already present. If at least half of the wall cavities have no pre-existing insulation, then dense-pack insulation measures are warranted.

4) Seal and Insulate Ducts

Use a pressure pan test to identify where duct sealing is necessary. Duct sealing with mastic should be completed on all ducts, connections, and boots that are outside of conditioned space (attic, crawlspace, etc.) Install insulation on ducts located outside of conditioned space with foil-faced duct insulation that has an R-value of R-8. Ducts that run inside the building envelope should be sealed if easily accessible, such as in the combustion closet. If ductwork is in floor or ceiling joist cavities and not accessible, then this priority may be ignored.

5) Refrigerator

Estimate annual electricity consumption through metering. Replacement should occur when SIR > 1. Cost of replacing a refrigerator must include delivery and installation of the new refrigerator, and removal

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and environmentally responsible de-manufacturing of the old unit.

6) Heating and Cooling System

Replace all heating systems that have a SIR > 1. Clean and tune all heating systems with SIR < 1. Gas forced air systems must be an ENERGY STAR qualified product. Clean and tune air conditioner systems between 10 and 13 SEER. Replace split system A/C <10 SEER with 14 SEER units. Replace rooftop/unitary A/C < 10 SEER with 14 SEER or 11.6 EER units. Replace PTAC (Packaged Terminal A/C) with EER < 9 with minimum 12 EER units.

7) Water Heater

Replace water heater if SIR > 1. Replacement gas should have a minimum efficiency of 0.60. Replacement electric should have a minimum efficiency of 0.92.

8) Programmable Thermostat

Install programmable thermostat when replacing thermostat.

III.3.2 Energy Audit Procedures

Georgia has an approved Priority List and also uses NEAT. We are in the process of having “Mobile Home” training and will then implement the MHEA.

UNIT TYPES

Audit Procedures and Dates Most Recently Approved by DOE

Single Family	NEAT/Hot Climate Weatherization/priority list approved 2006
Multi-Family	NEAT/Priority List submitted for temporary approval received June 2010
Mobile Home	MHEA/Hot Climate Weatherization (administered by Weatherization Program Notice 09-04, effective November 14, 2008)

III.3.3 Final Inspection

The Inspection Report for each Work Order issued will be used to document measures installed and obtain client verification of work performed on the unit. The report(s) for each job/unit should be printed out, signed and dated by the customer and the inspector, and maintained in the client files.

The form requires the signature of the person receiving the service certifying that the work has been completed. Additionally, the signature of the final inspection is required by a representative of the agency.

This is an area that is also checked during monitoring visits.

III.3.4 Assessment of Effectiveness

Georgia has a history of effectiveness of the Weatherization Assistance Program.

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Georgia is currently seeking to measure our effectiveness in the following areas:

IMPACTFULNESS

- Obtaining applicants' energy usage histories and measure the usage for 12 months post Weatherization.
- Improve tracking of material and labor costs

PROCESSES

- Improve communications between GEFA, local providers, utilities, Southface, UGA and increase usage of taskforces to enhance the role of the Policy Advisory Council.
- Update and revise the Policy and Procedures Manual and move towards a searchable electronic version

TRAINING

- Work with GA Work Ready to complete a job analysis on Energy Auditors and Crew Members. Develop a standard metric to measure and track training efficiency
- Improvement in tracking and analysis of "student" pass/fail records, evaluations and other information.
- Determine the education needs of contractors working within the program.

GEFA's approach to weatherization has not only reduced the energy consumption (along with the corresponding utility bills) of our customers, but has had an effect on improving consumer payment behavior (frequency, payment amounts) and the healthy and safety of their homes. We have also seen the positive impacts upon the environment and the State's economy.

During the yearly monitoring visit each agency is assessed on their performance and accomplishments. Also, each month technical information is requested to determine energy savings and air reduction using the blower door with the agency monthly report and the monitoring contractor will develop energy savings.

III.4 Health and Safety

This purpose of the Weatherization Assistance program (WAP) is to increase the energy efficiency of dwellings occupied by low-income persons. In keeping with the State Energy Efficiency Programs Improvement Act of 1990, which added Health and Safety (H&S) to the stated statutory purposes of the Weatherization Program, Georgia will address several issues to ensure that weatherization activities do not cause or exacerbate H&S problems for our sub-grantees and clients.

The State of Georgia Low-Income Weatherization Program will carry out another part to its H&S program. Beginning in July 2003 the sub-grantees began using an H&S line item in their DOE Contract. One or more of the following measures will be allowed:

1. Carbon Monoxide testing and Smoke/Carbon Monoxide detectors.
2. Minor repair/replacement of hot water heaters.
3. Replace/repair furnaces
4. Mechanical Ventilation.

NOTIFICATION REQUIREMENTS FOR LEAD HAZARD EDUCATION & MOLD/MILDEW

All low-income WAP activities doing renovation work in pre-1078 housing are required to give notification to the occupants of the housing about potential hazards of lead paint and lead paint dust. It is required

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when children reside in the house and more than two square feet of lead paint surfaces will be disturbed during weatherization work.

All weatherization agencies will be required to give a copy of the EPA booklet "Renovate Right: Important Lead Hazard Information for Families, Childcare Providers, and Schools" at least seven days prior to the start of work. There are also forms in the back of the booklet required to be signed by the client and placed in the client file.

In the Program Year 2009-2011, Georgia will continue training for each sub-grantee on the Weatherization Lead Paint Safe Work practices and Mold and Mildew. Georgia will require each agency to have a "Certified Renovator" on staff to affirm that all LSW practices are being carried out as required. Georgia will provide training for the "Renovator" when more information on this requirement becomes available. Each weatherization agency must apply and receive their "Firm" status. The State Office will apply more stringent oversight through monitoring visits and "drop-in" visits to verify that LSW is being applied as required.

H&S problems can vary greatly in any given home. Some homes will require little or no H&S expenditures, while others will need more extensive work before they can be weatherized. Many problems will be beyond the scope of the WAP. It will be the responsibility of the sub-grantee to recognize and address H&S concerns.

The H&S of clients, local agency staffs and sub-contractors are a primary concern of the State Weatherization Office. It is of great importance that agency staff maintain awareness of the potential hazards associated with the weatherization process.

The standards set forth in this document provide only general guidelines for H&S concerns. Detailed specifications regarding the H&S of workers in the construction industry can be found in Construction Industry OSHA Safety and Health Standards (29 CFR 1926/1910) which is available from the U.S. Department of Labor. These standards are applicable to all workers providing services using funding under the WAP.

Chapter XVII, subpart c, item 1926.20 of the OSHA standards states that: "no contractor or sub-contractor for any part of the contract work shall require any laborer or mechanic employed in the performance of the contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his/her health or safety."

ACCIDENT PREVENTION RESPONSIBILITIES

- 1) It shall be the responsibility of the employer to initiate and maintain such programs as may be necessary to comply with this part.
- 2) Such programs shall provide for frequent and regular inspections of the job sites, materials, and equipment to be made by competent persons designated by the employer.
- 3) The use of any machinery, tool, material, or equipment, which is not in compliance with any applicable requirement of this part, is prohibited. Such machine, tool, material, or equipment shall either be identified as unsafe by tagging or locking the controls to render it inoperable or shall be physically removed from its place of operation.
- 4) The employer shall permit only those employees qualified by training or experience to operate equipment and machinery.

Each home weatherized by the WAP must be individually assessed to determine the existence of potential hazards to workers or clients:

WORKERS: The State Weatherization Office allows technical waivers for non-performance of audits, installations and/or inspections, or any portion of these functions: if such action will expose workers to conditions regarded as unsafe or unhealthy as determined by OSHA Construction Industry Standards.

Each worker is responsible for working in a safe manner, as to not endanger either him or others. Individuals, who continue to demonstrate that they are unstable to work in a safe, workmanlike manner, will not be retained by the program.

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CLIENTS: Local agencies and their representatives are required to take all reasonable precautions against performing work on homes that will subject clients to H&S risks. During client intake, the intake worker will inquire about the individual health of the home's occupants. In cases where a person's health is fragile and/or the crew work activities would constitute an H&S hazard, the occupants will be required to leave during these work activities. A form has been developed for the client to sign acknowledging the H&S of weatherization work.

Weatherization services can be provided in a manner that minimizes risk to worker and clients. Although the State WAP is not capable of providing all the solutions, awareness of potential hazards is essential to providing quality services.

THE FOLLOWING IS AN OVERVIEW OF POTENTIAL HEALTH/SAFETY RISKS ASSOCIATED WITH HOME WEATHERIZATION AND SUGGESTED APPROACHES TO MINIMIZE EXPOSURE.

ASBESTOS—

DESCRIPTION: Fibrous, non-combustible mineral

H/S CONCERNS: Asbestos fibers are very small. When disturbed and released into the air, the fibers can be inhaled. Significant exposure may result in lung cancer, asbestosis or mesothelioma.

SOURCES IN HOMES: Until its use was strictly limited in the 1970's, asbestos was used in a large number of building products. The most common applications which could involve interaction with weatherization staff include: Furnace Insulation, Pipe Insulation, Duct Insulation, Siding Shingles, and Furnace Gaskets. (To a lesser degree, workers may encounter asbestos in plaster, joint compound, roof shingles, floor tiles and other building products.)

TO MINIMIZE EXPOSURE:

- Learn to recognize suspected asbestos containing materials (training, videos, the EPA "Purple Book".)
- Avoid disturbance of friable asbestos containing materials (ACM). Friable asbestos is "any material containing greater than one percent asbestos by weight or volume that hand pressure can crumble, pulverize or reduce to powder when dry, or any asbestos-containing material that can reasonably be expected, as a result of the demolition or renovation to be undertaken, to become pulverized through breaking, chipping, crumbling, crushing, or other means of rendering fibers available to the ambient air."
- Provide written disclosure to client regarding the existence of suspected ACM and provide client education advising non-disturbance of such materials.
- This information is a general guidance for Weatherization personnel and does not provide the detailed specifications for the proper handling of ACM. Training and supervision for personnel intending to provide asbestos remediation services are beyond the scope of the State WAP. Weatherization personnel or appointed representatives shall not remove or

dispose of asbestos without proper training and without prior authorization from the State Weatherization Office.

COMBUSTION SYSTEM—

DEFINITION: Fuel burning appliance used for water and/or space heating.

H/S CONCERNS:

- Combustion of surrounding materials resulting from unsafe operation of the heating system.
- Release of unhealthy combustion products into home environment.
- Health hazards resulting from dysfunctional heating system (no heat).
- Gas leaks-risk of contamination of house air or explosion (especially with propane).
- Scalding due to water temperature set too high.

TO MINIMIZE RISKS:

- Provide proper clearances between combustible materials and wood/coal stoves, kerosene heaters, furnaces, boilers, water heaters and flues.

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- Be certain that furnaces/water heaters have sufficient draft, no spillage of combustion products and no CO in combustion products.
- Be certain that furnace heat exchanger is not cracked.
- Provide proper ventilation for combustion system. For wood stove, provide clean chimney. For kerosene and of the unvented combustion appliances provide client education regarding need to provide outdoor ventilation (i.e. open Window) when operating equipment.
- Provide repair of gas leaks.
- Turn down water heater temperatures when possible.

OTHER AIR QUALITY CONCERNS

In addition to asbestos and combustion systems, there are a number of other sources of indoor air pollutants in homes that may present long-term health risks to clients. Precise knowledge is lacking regarding the interaction of weatherization of homes and indoor air quality. Awareness of indoor air pollutants and attention on the part of weatherization personnel to the level of air-tightening measures performed on a home will aid in the prevention of making a bad situation worse. Blower door testing provides important information about air leakage levels in homes.

- A. Radon-an odorless, colorless gas which occurs naturally in the earth's crust. Long-term exposure to elevated levels may cause lung cancer. Present research indicates that weatherization usually has little effect on radon levels.
- B. Formaldehyde-strong smelling, colorless gas. A component of various building materials. Health hazards include lung ailments, impaired brain and vision function, fatal in very high concentrations. Extensive air leakage work is not recommended on homes with known significant levels of formaldehyde.
- C. Fiberglass-fibrous glass insulation material. Known to be an irritant to lungs, eyes and skin. Preliminary research indicates no long-term negative health effects resulting from exposure to high levels of fiberglass but further research is ongoing. Exposed fiberglass shall not be left in occupied areas of homes. Workers are advised to wear properly rated respirators and protective clothing when working with or around fiberglass.
- D. Airborne particulate matter-(usually tobacco smoke), known to cause lung cancer. Excessive air tightening can increase levels of carcinogenic by-products in homes. Homes with high levels of tobacco smoke or other indoor pollutants should not be over tightened.

WIRING—

DEFINITION: Insulated metal conductors for distribution of electricity.

SAFETY CONCERNS:

- Electric shock while working around wiring in all areas of homes.
- Fire resulting from arcing between loose wiring connections.
- Fire resulting from lack of dissipation of heat due to insulation around heat producing sources.

TO MINIMIZE RISK:

- Demonstrate caution when working around wiring.
- Verify proper wiring connections and proper fusing.
- Verify proper blocking out of insulation around heat producing sources.

PLUMBING

HEALTH CONCERNS: Disease resulting from exposure to raw sewage.

- Illness resulting from lack of water due to frozen pipes.

TO MINIMIZE EXPOSURE:

- Workers shall take precautions to avoid direct contact with raw sewage or other unsanitary conditions. Clients shall be informed of existing conditions and referred to available resources for assistance.

GENERAL WORKMANSHIP PRACTICES

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Weatherization personnel are required to exhibit caution and care during the course of work on client's homes.

- o Use care when working on ladders.
- o Use power tools only if familiar with condition and proper operation of equipment.
- o Wear respirators, protective eyewear, and protective clothing when necessary.
- o Provide appropriate clean up following completion of work.
- o Assess structural conditions and demonstrate caution when working in potentially dangerous areas (i.e. attics).
- o Do not take foolish chances.

These and other issues are discussed in detail in the OSHA Construction Industry Standards. Local agency staff is encouraged to become compliant with these regulations and be in compliance of all related OSHA requirements. Questions regarding health and safety concerns shall be referred to the State Weatherization Office.

A more detailed H&S plan is provided to each sub-grantee by GEFA. Also, see the Annual File for information about Health & Safety.

GEFA has the policy that is any health and safety conditions that is harmful to the weatherization crews, contractors, or staff that services be deferred until the client can mitigate the conditions in question. Each weatherization agency has a deferral form for the client to sign stating that services are being deferred until health and safety conditions have been taken care of and at that time they will return to provide weatherization services.

III.5 Rental Procedures



When completing this application electronically, please click on the grey text field to insert your response

Job #:

Owner:

This Agreement (hereinafter "Agreement") is made this day of _____ is entered into between _____ Weatherization Service Provider, hereafter referred to as the AGENCY, through its Georgia Weatherization Assistance Program and the above named OWNER, for weatherization completed at the property located at: _____.

By signing this Agreement, the OWNER agrees to allow the AGENCY and/or its subcontractors to perform **all** of the energy conservation/health and safety measures identified in Attachment 1 at the property location listed above. Any changes to Attachment 1 will be identified to the OWNER in writing and the OWNER must initial and date such changes in attachment 1. The OWNER shall review all measures identified in Attachment 1. If any identified major measures are rejected by the OWNER, the project cannot proceed.

The AGENCY and the OWNER agree to the following:

TERM

The term of this agreement shall commence on the date hereof

INDEMINFICATION AND HOLD HARMLESS

The OWNER shall indemnify and hold harmless the State of Georgia, the Georgia Environmental Facilities

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Authority, Energy Resources Division and all of their respective officers, agents and employees from all suits, actions or claims of any character brought forth or on account of any injuries or damages received by any persons or property resulting from the operations in performing work under the Agreement.

PARTIAL INVALIDITY OF AGREEMENT

Should a court of competent jurisdiction determine that any part, term or provision of this Agreement is invalid, unenforceable, illegal, or in conflict with any law, the validity, legality, and enforceability of the remaining portions shall not be affected or impaired.

A. AGENCY OBLIGATIONS:

- a. **NO COST:** The AGENCY shall provide such services in a professional manner in compliance with the State and Federal Weatherization Assistance Program specifications AT NO COST TO THE TENANT(S). There shall be NO COST to the OWNER in the event the OWNER is eligible under the low income guidelines.
- b. **RESPONSIBILITY:** The AGENCY shall develop specifications and plans (if any) detailing work to be performed by the AGENCY crews and shall assume responsibility for soliciting bids for sub-contracted work (if any), contract award, and overall construction management including progress inspection. (Attach description, if any; if none indicate so.) Description attached or None
- c. **AMENDMENTS OR CHANGES:** The AGENCY shall inform the OWNER in writing of any amendments or changes to the Georgia Weatherization Assistance Program measures to be performed/installed as originally identified in this Work Agreement.
- d. **WARRANTY:** The AGENCY shall warrant materials installed and labor performed under this Work Agreement, and shall replace, at AGENCY expense, any defective materials installed by the AGENCY. At anytime up to one (1) year from the date of installation, and upon written notice from the OWNER, the AGENCY shall correct any faulty AGENCY workmanship in regard to mechanical equipment. Weatherization measures shall be warranted for one (1) year from the date of final inspection. Any manufacturer warranties are in addition to this stated warranty. This one year warranty provided by the AGENCY shall run concurrent with the first year of the manufacturer's warranty; it does not in any way extend the period of the manufacturer's warranty.
- e. **INSURANCE:** The AGENCY shall have and maintain contractor's liability insurance coverage for its staff and its subcontractors, in the amounts required by current GEFA guidance.
- f. **LIEN WAIVERS:** The AGENCY shall advise each subcontractor and material supplier in writing the OWNER receiving weatherization services has no obligation to pay for weatherization services and shall require its subcontractors and suppliers to seek payment from such services only from the AGENCY and that they are prohibited from taking any collection action for payment from the OWNER for property serviced under this Agreement.
- g. **RESPONDING TO OWNER:** The AGENCY shall respond to any questions or inquiries from the OWNER within five (5) working days.

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- h. PERMITS/LOCAL INSPECTIONS:** The AGENCY shall be responsible for any permits and/or inspections required by local jurisdictions for work under this Agreement.
 - i. COPIES:** Upon request, the AGENCY shall provide copies of all documents associated with this project. The AGENCY shall provide to each OWNER and occupant of a dwelling unit built before 1978 the EPA brochure "Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools". The AGENCY shall document OWNER or occupant receipt of this brochure.
 - j. TENANT RIGHT TO APPEAL:** The AGENCY shall notify all tenants in writing the type of work performed, materials installed, and their appeal rights, in the event of a violation of this Rental Work Agreement.
 - k. TERMINATION:** The AGENCY may terminate this Agreement upon written notice to the OWNER if any of the following conditions occur during the term of the Agreement:

 - (a)** Weatherization Assistance Program funds are unavailable.
 - (b)** Weatherization materials become unavailable.
 - (c)** Weatherization work is stopped by the act or neglect of the OWNER for more than ten (10) days.
 - (d)** Weatherization work is stopped for more than thirty (30) days by anyone or any reason through no fault of the AGENCY.
 - (e)** The Applicant, OWNER or agent commits fraud in relation to the work being performed under this Rental Work Agreement. In the event this Agreement is terminated before completion of the measures identified in Attachment 1, the AGENCY shall have no further responsibility hereunder. Notwithstanding the forgoing the AGENCY shall ensure that property is left in at least as good a condition as the commencement of the work.
 - l. RECYCLING APPLIANCES.** All appliances including but not limited to furnaces, thermostats, water heaters, space heaters, refrigerators and freezers removed or replaced for any reason under this Agreement shall become the property of the AGENCY for recycling and proper disposal.
- B. OWNER OBLIGATIONS:**
- 1. MAINTAIN:** The OWNER shall safeguard, maintain, and repair any installed improvements as necessary (example: maintaining furnace) and acknowledges that failure to do so may VOID THE WARRANTY of labor and installed measures.
 - 2. CALLED FOR MEASURES:** The OWNER shall authorize the AGENCY and/or its subcontractors to perform the work outlined in Attachment 1. The OWNER certifies that if it declines any major conservation or health and safety measures after work has been started, the OWNER shall repay the AGENCY the actual costs of the project.
 - 3. CHANGES:** The OWNER acknowledges that proposed work may be altered or deleted if required by structural, health and safety, or mechanical limitations.

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4. COOPERATION:
 - a. The OWNER shall cooperate with the AGENCY and its subcontractors to facilitate the performance of the work including the removal/relocation of stored property or furnishings.
 - b. The OWNER shall restrain pets and ensure that children are not present in the construction area for the period that construction takes place. The OWNER shall provide written notice to tenants of required access to the building in order for the AGENCY to perform the work. The notice shall state the type of work to be performed and when it's scheduled.

5. USE OF EXISTING UTILITIES: The OWNER shall permit the AGENCY and its subcontractors to use, at no cost, existing utilities such as light, heat, electricity, and water as needed to complete the weatherization work.

6. ACCESS TO SANITARY FACILITIES: The OWNER shall permit the AGENCY and its subcontractors to use, at no cost, existing utilities such as light, heat, electricity and water as needed to complete the weatherization work.

7. RIGHT TO INSPECT: The OWNER shall provide GEFA and the AGENCY, and its assignees the right to access, enter and inspect any in-progress or completion of said work. The OWNER shall be responsible for such access in all units and areas of the structure.

8. ALLERGIES OR HEALTH SENSITIVITIES: The OWNER shall inform the AGENCY of any allergies or health sensitivities to any building materials prior to initiation of this agreement.

9. The OWNER shall be responsible to the AGENCY for the total project cost incurred if the OWNER'S actions or inactions cause the work to stop for ten (10) days or longer resulting in termination.

10. TERMINATION OF AGREEMENT: Prior to commencement of any work, the OWNER may terminate this Agreement upon fifteen (15) days written notice to the AGENCY.

11. VACANT UNITS: OWNER certifies that vacant units will become an eligible dwelling unit within 180 days. An eligible dwelling unit is a unit occupied by a family unit that meets the income criteria as stated in §440.22 of 10 CFR Part 440.

12. OWNER CONTRIBUTION: OWNERS may be required to make a contribution amounting to 15% of the total costs of the Weatherization Work. If heating/cooling system replacements are involved, the landlord must contribute 25% of that cost.
Exception: Owners who are themselves eligible for weatherization services are LIHEAP may not be required to make contributions.
OWNERS may make contributions in any of the following ways:
 - a. Cash contribution to the Agency.
 - b. Rebate or rent reduction (the rebate period cannot exceed one year); or
 - c. Weatherization materials installed by the OWNER to the dwelling unit to facilitate weatherization services; except that labor performed by the property owners themselves may not count toward the contribution.

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- d. OWNER shall not raise rents for a period of two years because of the increased value of the dwelling units when the value is increased solely because of the weatherization work.
- e. The OWNER shall not pass on the costs of any contribution listed above through an increase in the rent or other means. Tenants shall be informed by the Agency of OWNER contributions in the form of rebates and rent reductions.

REQUIRED CONTRIBUTION FOR THIS PROJECT, (if any): Based on project estimates the amount due prior to commencement of work is: \$ _____ amounting to 10% of the total weatherization project cost is the tenant pays heating costs or 15% of total weatherization project costs where the owner pays heating costs and if heating/cooling system replacements are involved, the landlord must contribute 25% of that cost. This amount shall be adjusted to reflect actual project costs upon completion.

ADDITIONAL INFORMATION:

Waivers identifying special conditions or considerations to allow for the completion of some weatherization measures may be required under this Agreement. The following waivers are to be signed by the owner/authorized agent. [CHECK THOSE THAT APPLY] (Agency retain original signed waiver and send copy to owner)

- Wall Insulation/Siding Waiver
- Ventilation Liability Waiver
- Exposed Ductwork Waiver
- Other (Identify)

OWNER: I certify that I am the owner/authorized agent for the property located at:

The undersigned OWNER, acknowledge that they have read and agree to the terms of this Agreement, including any attachments. This agreement may be amended only in writing signed by the OWNER AND AGENCY. The undersigned OWNER acknowledges receiving a copy of this Agreement including any attachments.

(OWNER/AUTHORIZED AGENT)

DATE

(OWNER/AUTHORIZED AGENT)

DATE

Authorized Representative of Weatherization Agency

DATE

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COMPLETION CERTIFICATE FOR WEATHERIZATION PROGRAM WORK

FINAL INSPECTION: The final inspection follows the completion of all on-site work. If any additional work is required due to findings of an inspection, the additional work must be completed and will require re-inspection. A final inspection must be performed after all crew and contractor work and any recall work is completed before the HOMEOWNER can sign off.

Post work inspection date: _____

Inspector signature: _____

Recall of contractor or crew required? Yes No Reasons

Yes	No	Reasons
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FINAL INSPECTION DATE: _____

FINAL INSPECTOR: _____

OWNER SIGN-OFF:

I, _____, the Owner or Authorized Agent for this property, agrees that the weatherization work was completed as agreed and was completed in an acceptable manner.

(OWNER/AUTHORIZED AGENT) DATE

(OWNER/AUTHORIZED AGENT) DATE

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Attachment 1 to Work Agreement for _____ Address, Complex Name

By signing this agreement, the OWNER agrees to allow _____ Weatherization Agency and /or their subcontractors to perform all of the energy conservation, healthy and safety measures and associated repairs checked below for the property location on Page 1 of the Work Agreement

MEASURES TO BE PERFORMED

AIR SEALING		BUILDING SHELL MEASURES	
<input type="checkbox"/>	Perform pre-and post-blower door analysis and Combustion Safety Testing	<input type="checkbox"/>	Insulate attic(s) to R- XX or maximum structurally allowable.
<input type="checkbox"/>	Air sealing – Reduce air infiltration	<input type="checkbox"/>	Install attic access
MECHANICAL SYSTEMS		<input type="checkbox"/>	Insulate Sillbox to R – X or Max
<input type="checkbox"/>	Replace Heating System	<input type="checkbox"/>	Insulate Exterior Walls to R – X or max structurally allowable.
<input type="checkbox"/>	Clean & Tune, and/or repair heating system as needed	<input type="checkbox"/>	Insulate foundation walls <input type="checkbox"/> Interior to R - <input type="checkbox"/> Exterior to R
<input type="checkbox"/>	Replace Thermostat <input type="checkbox"/> Programmable <input type="checkbox"/> Non Programmable	<input type="checkbox"/>	Insulate floor cavity of <input type="checkbox"/> Crawlspace <input type="checkbox"/> Other
<input type="checkbox"/>	Modify Distribution System as needed	BASELOAD MEASURES	
<input type="checkbox"/>	Insulate Distribution Work in unheated areas	<input type="checkbox"/>	Insulate Water Heater
<input type="checkbox"/>	Replace Water Heater based on protocol	<input type="checkbox"/>	Reduce water heater temperature to 125 degrees or less
<input type="checkbox"/>		<input type="checkbox"/>	Insulate first 6’ of Hot & Cold water lines
HEALTH, SAFETY & REPAIRS		<input type="checkbox"/>	Install Low Flow Showerheads
<input type="checkbox"/>	Repair or replace wiring to allow for insulation	<input type="checkbox"/>	Install Faucet Aerators
<input type="checkbox"/>	Install carbon monoxide detectors	<input type="checkbox"/>	Install Compact Fluorescent Lighting
<input type="checkbox"/>	Install smoke detectors	<input type="checkbox"/>	Exchange refrigerator with _____ CF Energy Star refrigerator

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<input type="checkbox"/>	Vent/Re-vent clothes dryer with metal venting material	<input type="checkbox"/>	Exchange freezer with _____ CF Energy Star chest freezer
<input type="checkbox"/>	Install Ventilation Equipment (if refused – sign attached venting refusal form)	<input type="checkbox"/>	Remove additional functional units <input type="checkbox"/> Refrigerator <input type="checkbox"/> Freezer
<input type="checkbox"/>	Extend Exhaust Fans to Exterior	<input type="checkbox"/>	
OTHER HEALTH & SAFETY, REPAIR MEASURES OR NOTES (Description below)			
<input type="checkbox"/>			

Only measures specifically authorized and ordered by the Agency can be installed through and paid for by this program. These are preliminary findings and actual work performed by vary depending on cost analysis and after commencement of work, and if structural, mechanical or safety limitations become evident.

(OWNER/AUTHORIZED AGENT) DATE

(OWNER/AUTHORIZED AGENT) DATE

III.6 Program Management

III.6.1 Overview

The Georgia Environmental Finance Authority (GEFA) – Division of Energy Resources (DOER) administers the Low Income Weatherization Assistance Program. The Division of Energy Resources was formally known as the Governor’s Office of Energy Resources (OER). The office merged with the Georgia Environmental Finance Authority on July 1, 1992, and became DOER.

DOER is the central coordinating unit for the energy programs within the State of Government. The following programs are administered by DOER:

The Weatherization Assistance Program
State Energy Program

The Executive Director of the Georgia Environmental Finance Authority and the Division of Energy Resources is Kevin Clark and the Division of Energy Resources director is David Gipson.

The Weatherization program has six full time staff members: one senior program manager, two program managers, one program monitor, one program coordinator and one temporary assistant. The Division also has one full time financial administrator.

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The senior program manager is responsible for ensuring sub grantees comply with procurement standards, resolves complaints and disputes, administers the overall program administration, handles training, success stories and the multifamily program. One program manager is responsible for reporting, contracts, and budgeting and the other other program manager is responsible for monitoring.

All persons associated with the program use the State rules and regulations concerning travel.

SUB-FUNDING

GEFA uses community action agencies, local governments, and a private non-profit group to deliver and provide weatherization assistance to eligible clients.

Currently, GEFA has nineteen contracts with community action agencies, tow local governments and one private non-profit group to carry out the WAP. These contracts require a specific number of housing units to be completed by each agency. Additionally, an established number of units are to be completed on a county-by-county basis.

To form some basis for distributing funds among the sub-grantees, a two-part formula is used for allocating the Federal funds. The two-part formula allows for low-income families and geographic area. The formula uses the county as the basic building block. The data was taken from the US Census.

The county data is assembled to reflect the total area served by a sub-grantee. This data is expressed as V1, and the total number of low-income families served by a sub-grantee, expressed as V2. To maintain the priority of servicing low-income families, the variables are weighed. Each area receives a value of .2 and .8 is assigned as the value for the number of low-income families.

The combination of the weighed variable $(V1 \times V2) + (V2 \times .8)$ yielded an "agency factor". When divided by the summation of agency factor, it produced a funding level requirement expressed as a percentage. The percentage was then applied to total estimated funds available, not including carryover, to decide the estimated allocation for each agency.

All carryover dollars will be reallocated to each agency to provide more weatherization on low-income homes. These funds will be reallocated as soon as DOE approves the state carryover.

The interest on all the unobligated Exxon funds is distributed among the local weatherization providers once a year. This is done after DOER receives the amount of interest earned as of June 30th each year. The interest received annually on the Exxon funds is diminishing. The amount available to a single agency has reached such a small amount that only a few units can be served.

PROJECT RETRO TECH

GEFA does have a waiver of the 60/40-ratio requirement. GEFA received permission to use a Priority List after completing DOE Hot Climate Training.

During the 2005/2006 Program Year DOER received the priority list after incorporating Hot Climate measures.

CAPITAL INTENSIVE MEASURES

GEFA began implementing Capital Intensive Measures. However, at this time, the work will be contracted out by the sub-grantees. Capital Intensive measures will include: Furnace/Space Heater Tune-Ups, Furnace/Space Heater Replacement, and Hot Water Heaters.

III.6.2 Administrative Expenditure Limits

There is a requirement in the new regulation that some criteria be developed for distributing the additional 5% administrative funds. The regulations discussed that this was no to be an automatic increase but to help agencies that are struggling for administrative costs to administer the weatherization portion of their operation. An agency may request additional 5% if:

1. The agency's DOE allocation is less than \$350,000.
2. The agency's approved indirect cost rate provides a higher dollar amount than is currently provided. A copy of your approved cost allocation plan must accompany your request.

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3. Agencies without an approved indirect rate must submit justification that necessary costs for administering the weatherization program are greater than the funding level currently provided. The method of calculating administrative funds will be the same, and will apply to DOE funds, which are actually invoiced to us. Additional administrative funds are only available up to the \$350,000 ceiling.

III.6.3 Monitoring Approach

The monitor will produce a compliance report to GEFA regarding the review of each weatherization agency within 30 days of the review, including recommended corrective action(s) when applicable. The monitor will also submit an on-going summary log of all findings and a follow-up report on the implementation of the corrective action(s) to finalize findings identified during the review. Compliance and all work is done in a timely manner.

The weatherization program manager and/or program monitor will do a site visit to each agency at least once a year. All monitoring visits are complete at the end of the program year. Monitoring also occurs every day by telephone with the local weatherization providers.

Each sub-grantee has received a copy of the "Georgia Weatherization Field Guide", which is a part of the Georgia Weatherization Program. Each sub-grantee must refer to the field guide when installing energy saving measures to a client's home. The field guide will be referred to and used during a monitoring visit for recommendations and training.

The monitoring visit entails reviewing monthly financial and progress reports, checking for compliance with the existing contracts and regulations. Included in this review are the following types of activities:

- Accuracy of financial invoices
- Consistency with contract
- Program support ratios
- NEAT Audit Information

Files, which include: Monthly Reports, NEAT Output Report, Blower Door Test Sheet, Applications, Authorization Forms, Purchase Orders/Invoices, and other forms made part of monthly contract.

Monthly invoices are reviewed by the WX program manager and assistant(s), and tracked by computer. The agencies are reimbursed by wire transfer. It is imperative that each agency maintain an adequate accounting of the funds they receive and disburse.

GEFA requests that each agency submit a financial audit each year. Should the audit report reflect any questioned cost; the Division financial specialist prepares a letter addressing the questioned cost. The agency should either pay the questioned cost or prepare a defense or explanation of the cost.

GEFA staff will respond to the letter by reinstating the cost or denying explanation.

During a monitoring visit to a weatherization agency, the following items are reviewed by the weatherization monitor:

- | | |
|----------------------|--|
| 1. Quality control | 8. Cost of material |
| 2. Energy audits | 9. Inventory control |
| 3. Final inspections | 10. Staffing |
| 4. Client files | 11. Equipment inventory |
| 5. Monthly reports | 12. Transportation and Leases |
| 6. Training needs | 13. OSHA Compliance |
| 7. Procurement | 14. LSW and mold/Moisture requirements |

During a sub-grantee-monitoring visit, GEFA administers a monitoring instrument, which reports findings during the visit. A written copy of the monitoring report is sent to the Executive Director of the agency. The Executive Director signs a form acknowledging they have received the report.

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If the report shows unsatisfactory findings, it will be sent with a transmittal letter, summarizing the inadequacies, and informing the agency that there will be a return visit within the next three to four months. The follow-up visit may take the form of a Technical Assistance visit, a telephone call, or written correspondence.

The Executive Director's signing and returning the monitoring report indicates the agency's acceptance of the report. Should an agency wish to appeal or have something clarified in the monitoring report it would be appropriate to do so with a written request and the return of the monitoring report cover sheet.

The response will be reviewed by GEFA and a letter from this agency of acceptance or explanation will be forthcoming. Should any issues be unresolved they will be addressed in the monitoring visit.

The sub-grantees are also subject to visits from the Department of Energy, Health and Human Services, the Division of Human Resources, the Georgia Power staff and the Atlanta Gas Light staff.

III.6.4 Training and Technical Assistance Approach

GEFA has contracted with Southface Energy Institute to administer the training portion of the program. The contractor will develop a weatherization training curricula that is focused on hot climate weatherization, common household types, and best practices. Training activities are intended to maintain or increase the efficiency, quality, and the effectiveness of the program and at all levels.

The program manager, assistant program manager, program monitor and Georgia's weatherization training team will provide hands on training to the contractor.

All T&TA dollars will be held at the State level and disbursed to the agencies as needed. The State Office uses 29.5% for monitoring. This allows for a standardized approach to training. DOE is the lead federal agency for providing technical information and guidance to the weatherization program. If an agency needs additional T&TA funds, they can request additional funds from GEFA.

Client education is required for each unit weatherized. An Energy Counselor Checklist form is required to be completed on each client and added to the client file. Also, energy savings brochures are handed out. The monitoring contractor will also provide client education to each client and capture energy savings per unit.

Liability insurance is paid with DOE. These funds are included in the agency's allocation.

If for any reason a sub-grantee goes out of business or ceases to operate the weatherization program during the contract year, the DOE will appoint a temporary service provider until the new contract year. DOER will use the list of active sub-grantees in making this designation.

After assessments are made through monitoring visits, hands on workshops and personal training is provided. Also laying foundation and developing criteria for Inspectors, Crews/Contractor training and certification for the Weatherization Program. Below is a list of the various workshops that will be held throughout the coming program year, such as: hands on training with all weatherization agencies, continual training in the usage of the blower door, Weatherization National Conference, health and safety; training financial updates, and weatherization information updates, lead safe work practices, Whole House weatherization, NEAT/MHEA training and updates will be provided to all agencies.

GEFA will continue to provide ongoing training and technical assistance to all sub-grantees.

GEFA will provide New Hire Training, Coordinators Meeting, Assessment Training, Mobile Home Training, MHEA, Hot Climate Follow-Up Training, Lead paint and Mold/Mildew Training. We will be following the new lead policy and providing based on Montana State University's curricula.

III.6.5 Energy Crisis Plan

The State of Georgia will not use a portion of weatherization funds for Energy Crisis Relief at this time.