

**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0007946, State: PA, Program Year: 2019)**

**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
Action Housing, Inc. (Pittsburgh)	\$3,882,987.00 315
Armstrong County Community Action Agency (Kittaning)	\$380,395.00 40
Berks Community Action Program (Reading)	\$654,164.00 65
Blair County Community Action Program (Altoona)	\$492,784.00 50
Bucks County Opportunity Council, Inc. (Doylestown)	\$633,991.00 65
Carbon County Action Committee for Human Services (Lehighton)	\$331,404.00 35
Center for Community Action (Everett)	\$959,632.00 96
Central PA Community Action Program, Inc. (Clearfield)	\$691,822.00 70
Commission on Economic Opportunity of Luzerne County (Wilkes-Barre)	\$1,557,434.00 174
Community Action Agency of Delaware County (Boothwyn)	\$2,717,516.00 275
Community Action Committee of Lehigh Valley, Inc. (Bethlehem)	\$896,235.05 90
Community Action Partnership of Mercer County (Sharon)	\$671,454.00 67
Community Action, Inc. (Punxsutawney)	\$786,725.00 78
Energy Coordinating Agency (Philadelphia)	\$3,259,047.00 322
Erie County Housing Authority (Corry)	\$466,848.00 46
Greater Erie Community Action Committee (Erie)	\$217,539.00 22
Housing Authority of the County of Beaver (Beaver)	\$643,548.00 65
Lawrence County Social Services (New Castle)	\$609,916.00 65
Lycoming/Clinton Counties Commission for Community Action (Williamsport)	\$530,247.00 53
Monroe County Redevelopment Authority (Stroudsburg)	\$420,740.36 42
Northern Tier Community Action Corporation (Emporium)	\$475,493.00 48
Northumberland County Weatherization (Sunbury)	\$591,885.00 60
Northwest PA Weatherization, Inc. (Meadville)	\$707,511.00 70
Philadelphia Housing Development Corp (Philadelphia)	\$974,284.00 100

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Redevelopment Authority of the County of Fayette (Uniontown)	\$573,474.00
	57
Schuylkill County Community Action (Pottsville)	\$481,257.00
	50
Scranton/Lackawanna Human Development Agency (Scranton)	\$697,390.00
	70
SEDA-Council of Governments (Lewisburg)	\$819,853.00
	85
South Central Community Action Program, Inc. (Gettysburg)	\$1,322,391.00
	133
Tableland Services, Inc. (Somerset)	\$433,449.00
	45
The TREHAB Center (Montrose)	\$616,700.00
	63
Warren/Forest Economic Opportunity Council (Warren)	\$472,611.00
	54
Wayne County Redevelopment Authority (Honesdale)	\$446,676.00
	45
Weatherization, Inc. (Huntingdon)	\$319,877.00
	32
Westmoreland Housing Authority (Greensburg)	\$772,316.00
	77
York County Board of Commissioners (York)	\$610,937.00
	61
<b>Total:</b>	<b>\$31,120,532.41</b>
	<b>3,085</b>

**IV.2 WAP Production Schedule**

<b>Weatherization Plans</b>	<b>Units</b>
Total Units (excluding reweatherized)	3,071
Rewatherized Units	14

Note: Planned units by quarter or category are no longer required, no information required for persons.

<b>Average Unit Costs, Units subject to DOE Project Rules</b>		
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	3,071
C	Total Units Rewatherized	14
D	Total Dwelling Units to be Weatherized and Rewatherized (B + C)	3,085
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
<b>AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
F	Total Funds for Program Operations	\$23,651,436.00
G	Total Dwelling Units to be Weatherized and Rewatherized (from line D)	3,085
H	Average Program Operations Costs per Unit (F divided by G)	\$7,666.59
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$7,666.59

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**IV.3 Energy Savings**

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	3085	29.3	90390
Prior Year Estimate	1859	29.3	54469
Prior Year Actual	1536	29.3	45005

**Method used to calculate savings description:**

**IV.4 DOE-Funded Leveraging Activities**

The Department continues to explore and develop partnerships with utility companies, the Public Utility Commission (PUC), and other entities that will generate non-Federal resources for Weatherization. Staff will continue to expand the leveraging of utility funds through the coordination of treatment costs with Electric Distribution Companies (EDCs) through contracts with subgrantees and directly with the Department. Utility Coordination Committee meetings continue to discuss prioritization of clients, the possible creation of a centralized database, the overall adoption of the Standard Work Specifications (SWS) and worker certifications for the utility work done for programs such as the Low Income Usage Reduction Program (LIURP). Subgrantees have been encouraged to contact the EDCs in their service territory and have established procedures for the coordination of base load treatment costs wherever possible. Over 400 weatherization providers and utility personnel attended the joint WAP/Utility Home Performance Conference (HPC) Statewide Training Conference on September 30 - October 1, 2019. It was an ideal opportunity to earn continuing education credits, network with fellow WAP agencies and utility companies, and various topics were reviewed within Building Envelope, HVAC Technologies and Ventilation to include Program and Operations' topics.

The Department continues to implement an Invitation to Qualify (ITQ) for WAP leveraging activities. An ITQ is a multiple award process which is used to prequalify contractors through the PA Department of General Services application process. The Commission on Economic Opportunity (CEO) and the Pennsylvania Utility Law Project (PULP), a specialized service of Regional Housing Legal Services submitted proposals and were placed on a statewide list of similar contractors. CEO and PULP were chosen to advocate, participate and/or intervene in rate cases, acquisitions and mergers involving both electric and gas companies to ensure favorable outcomes for lowincome residents based on their response to the scope of work requirements, experience, and knowledge of the Weatherization Assistance Program. CEO focused on rate case interventions while PULP focused on the policy and advocacy activities. Both agencies provided representation on behalf of lowincome residents at various utility proceedings, program reviews, and legislative hearings throughout the state.

CEO and PULP focuses their efforts on the following activities:

- ACT 129 proceedings
- Universal Service and Energy Conservation Program reviews
- Retail Market proceedings
- Default Service proceedings
- Administrative and Legislative Advocacy

Many of these activities and accomplishments cover multiyear time periods, therefore the overall amount of funds generated from the combined leveraging activities of both agencies is accomplished annually but any annual amount provided would be estimates based on the overall amounts. Therefore, for this plan, the \$115M leveraged over at least a 5-year timeframe would work out to approximately \$23M a year. This increased funding results in additional weatherization services for lowincome households and since the PA Weatherization agencies work on coordinating the utility funds with the weatherization work done on the eligible homes, the increased funding helps produce an increased amount of homes at a lower average cost.

The percentage of contract funds allocated for leveraging activities is .5% at \$94,000. For FY 2020-2021, along with the reporting the dollar amount gained, the number of homes weatherized with the utility funds will be reported. In addition, the Weatherization agencies who retain their utility contracts as a result of the leveraging activities will be reported.

The Department plans to implement the ITQ process again in 2020-2021 to continue similar rate case interventions and various policy and advocacy activities.

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**IV.5 Policy Advisory Council Members**

Check if an existing state council or commission serves in this category and add name below

Center for Community Action	Type of organization: Local agency Contact Name: Wendy Melius Phone: 8146433010 Email: <a href="mailto:wmelius@ccaofpa.org">wmelius@ccaofpa.org</a>
Columbia Gas of Pennsylvania	Type of organization: Utility Contact Name: Deb Davis Phone: 7244166316 Email: <a href="mailto:ddavis@nisource.com">ddavis@nisource.com</a>
Commission on Economic Opportunity of Luzerne Co.	Type of organization: Local agency Contact Name: Eugene Brady Phone: 5708260510 Email: <a href="mailto:genebradyceo@gmail.com">genebradyceo@gmail.com</a>
Community Action Association of PA	Type of organization: Non-profit (not a financial institution) Contact Name: Susan Moore, Executive Director Phone: (717)233-1075 Email: <a href="mailto:susan@thecaap.org">susan@thecaap.org</a>
Consultant/Advocate	Type of organization: For-profit or Corporate (not a financial institution or utility) Contact Name: Mitch Miller Phone: 7179032196 Email: <a href="mailto:mmiller77@hotmail.com">mmiller77@hotmail.com</a>
Department of Health	Type of organization: Unit of State Government Contact Name: David Saunders Phone: 7175473315 Email: <a href="mailto:davidsaund@pa.gov">davidsaund@pa.gov</a>
Department of Human Services	Type of organization: Unit of State Government Contact Name: Brian Whorl Phone: 7177874081 Email: <a href="mailto:bwhorl@pa.gov">bwhorl@pa.gov</a>
Department of Human Services	Type of organization: Unit of State Government Contact Name: Cathy Buhrig, Director Phone: 7177874081 Email: <a href="mailto:cbuhrig@pa.gov">cbuhrig@pa.gov</a>
Dept. of Environmental Protection	Type of organization: Unit of State Government Contact Name: Lindsay A. Byron Phone: 7177728951 Email: <a href="mailto:lbyron@pa.gov">lbyron@pa.gov</a>
Dollar Energy Fund	Type of organization: Non-profit (not a financial institution) Contact Name: Chad Quinn, Executive Director Phone: 4124312800 Email: <a href="mailto:cquinn@dollarenergy.org">cquinn@dollarenergy.org</a>
Energy Association of Pennsylvania	Type of organization: Non-profit (not a financial institution) Contact Name: Donna Clark Phone: (717)901-0600 Email: <a href="mailto:dclark@energypa.org">dclark@energypa.org</a>
Energy Coordinating Agency of Philadelphia	Type of organization: Local agency Contact Name: Steve Luxton Phone: 2156091033 Email: <a href="mailto:stevel@ecasavesenergy.org">stevel@ecasavesenergy.org</a>
Lawrence County Community Action Partnership	Type of organization: Non-profit (not a financial institution) Contact Name: Tom Scott, CEO Phone: 7246587258 Email: <a href="mailto:tscott@lccap.org">tscott@lccap.org</a>
National Sustainable Structures Center, PA College of Technology	Type of organization: Other Contact Name: Alison Diehl, Director Phone: 5703274768 Email: <a href="mailto:aad1@pct.edu">aad1@pct.edu</a>
	Type of organization: Unit of State Government

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PA Public Utility Commission	Contact Name: Regina Carter Phone: 7174255441 Email: <a href="mailto:regincarte@pa.gov">regincarte@pa.gov</a>
PA Utility Law Project	Type of organization: Non-profit (not a financial institution) Contact Name: Elizabeth R. Marx Phone: 7177103825 Email: <a href="mailto:emarxpulp@palegalaid.net">emarxpulp@palegalaid.net</a>
Pennsylvania Utility Commission	Type of organization: Unit of State Government Contact Name: Haley Book Phone: 7174257402 Email: <a href="mailto:hbook@pa.gov">hbook@pa.gov</a>
PPL Electric Utilities	Type of organization: Utility Contact Name: Linda M. Melenchek Phone: (717)257-5652 Email: <a href="mailto:lmelenchek@pplweb.com">lmelenchek@pplweb.com</a>
Public Utility Commission	Type of organization: Unit of State Government Contact Name: Sarah Dewey Phone: 7177054029 Email: <a href="mailto:sdewey@pa.gov">sdewey@pa.gov</a>

**IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)**

Date Held	Newspapers that publicized the hearings and the dates the notice ran
04/11/2019	A public hearing on the 2019 plan was held on April 11, 2019 at the Commonwealth Keystone Building, 400 North Street, Harrisburg, Pennsylvania. Notice of the Hearing was filed with the Legislative Reference Bureau, published in the Pennsylvania Bulletin on March 30, 2019, and posted on the Department website on March 29, 2019.
04/22/2020	Due to the current COVID-19 pandemic and stay at home order in PA, the public hearing on this plan will be held via conference call on April 22, 2020. Notice of the Hearing details was filed with the Legislative Reference Bureau, published in the Pennsylvania Bulletin on April 11, 2020, and posted on the Department website on April 10, 2020. Here is a link to the PA Bulletin: <a href="http://www.pacodeandbulletin.gov/Display/pabull?file=/secure/pabulletin/data/vol50/50-15/521.html&amp;search=1&amp;searchunitkeywords=">http://www.pacodeandbulletin.gov/Display/pabull?file=/secure/pabulletin/data/vol50/50-15/521.html&amp;search=1&amp;searchunitkeywords=</a>

**IV.7 Miscellaneous**

The Principal Investigator and Recipient Business Officer for this grant is Ms. Lynette Praster, Director, Center for Community Services of the Department of Community and Economic Development, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120-0225. Phone is (717) 720-1350 and email is [lpraster@pa.gov](mailto:lpraster@pa.gov).

**Agency Funding**

Two agencies have chosen to discontinue providing weatherization services during this current fiscal year. Philadelphia Housing Development Corporation and Greater Erie Community Action Committee announced that weatherization did not fit their agency's mission in the services they are providing. Their service areas will be taken over by other already established weatherization agencies within their respective regions.

DCED plans to extend the funding expenditure period for the FY19/20 DOE funds and combine the two FY's of funding( 19/20 and 20/21 ) in order to allow more time for the expenditures due to delays caused by the COVID- 19 pandemic closures. Combining the two fiscal years' of funding will also help keep the average cost per unit within the allowable limit of \$7,669. In addition, please note that for purposes of the State Plan posting for Public Comment, only the 2020 Budget was included. The 2019 Budget was approved previously. Over the year, there may be budget adjustments in order to meet the reporting requirements of combining the two years of funds.

The Department continues to use the historical formula for subgrantees that was implemented in 2007 which establishes a capacity framework to deliver WAP. This formula of funding establishes a baseline capacity in order for each agency to maintain a certified workforce, conduct WAP according to the required SWS and adjust to any potential funding lapses. This formula is based on fifty percent (50%) of the funds utilizing each agency's service area percentage of low income population to the state total low income population at 200% of the Federal Poverty Guidelines; thirty percent (30%) on the heating degree days to the state total; and twenty percent (20%) of the funds on the subgrantees' established capacity level.

For program year 2020-2021, DCED plans to continue the use the historical formula in order to achieve consistency in closing out the four year DOE grant and remain focused on achieving 100% production, as projected, with the expenditures of all funds. This historical formula and the old data upon which it is based has been questioned as related to agency capacities. In addition, an ongoing analysis of the data reflects some changes in heating degree days, low-income population and their effects on PA counties and regions. Therefore, a planning strategy will continue into the 2020-2021 program year to consider a revision of the formula that will address capacity and production.

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For program year 2020-2021, income eligibility is set at 200% of Federal Poverty Guidelines and the allowable average cost per dwelling unit is \$7,669.

The Department will reallocate funds based on the WAP Risk Assessment results as well as performance including meeting production goals over the contract period. For annual DOE allocations, subgrantees who have not met their production goals for the prior year may not be awarded 50% of their regular allocation. The subgrantees will receive written notification of the reasons for the reduction and the offer of guidance and assistance in resolving the issues. They must provide a specific timeline to meet the required performance criteria and production goals and respond to the Department's offer of guidance and assistance in resolving the issues with specific needs that can be addressed.

In addition, since this is the proposed last year of the DOE grant (Year 4), if a specific agency timeline or production goal is not met as of December 31, 2020, funds will be reduced from under-performing agencies and reallocated to agencies that will be able to spend the funds, meeting all quality and compliance standards. Prior to reducing the final annual funding level of any subgrantee, as a consequence of inadequate performance, the Department shall provide in writing to the subgrantee the specific reasons for the final funding reduction for the program year. PA has implemented a risk and performance based allocation which is driven by a review of subgrantees' production, work quality, compliance and reporting. The Risk Level and due process for noncompliance requirements are distributed via this DOE state plan and to each agency when they are notified of their Risk Assessment results.

During the current review of poverty and heating degree days data in combination with various capacity issues uncovered during the 2020 Risk Assessment process, it appears that the population needs for weatherization services combined with ongoing compliance with all program requirements has challenged the network as it is currently organized. For the upcoming new DOE grant, DCED is continuing a planning strategy in partnership with the WAP agency network and the Policy Advisory Council (PAC) to further analyze the shifting data trends as applied to individual agency capacity in order to reconsider and recreate a sustainable agency framework for Pennsylvania.

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#### **Policy Advisory Council (PAC)**

In accordance with 10 CFR, Section 440.17, the Department has established a Weatherization and Energy Conservation Policy Council to advise the Department on issues related to the administration of the weatherization program. The council has reviewed the by-laws, established sub-committees, meets quarterly, and regularly recruits volunteers. The PAC reviews the annual state plan, and where feasible, its comments and recommendations are included prior to submission of the annual Plan to the Department of Energy.

The Policy Advisory Council includes representatives of electric utilities, utility associations, subgrantees, energy advocacy groups, social service agencies and other governmental agencies. The current Policy Advisory Council members each have special qualifications and sensitivity with respect to representing low-income populations to include elderly, disabled, children, minorities, energy conservation and efficiency, energy research, the environment, public service, and housing.

#### **American Consumer Satisfaction Index Survey**

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DCED was pleased with the increased scores in every category received from the agency network. DCED participated in an ACSI best practices conference call and work group. However, we are still committed to improvements in the development of the State Plan, which is our lowest score and the frequency and clarity of communication and consistency of technical assistance. The following are both the ongoing and the planned efforts to continuously address the need for improvements in the program:

- Ongoing numerous phone conferences between agency and DCED staff regarding operational and compliance issues
- The PAC Coordination Committee continues working on methods of braided funding and enhanced coordination with WAP and utility work.
- The PAC Training Committee organized a WAP/Utility Home Performance Conference (HPC) and over 400 weatherization providers and utility personnel attended the joint Statewide Training Conference held on September 30 - October 1, 2019.
- An allocation committee made up of volunteer network agencies and members of the PAC have been working and reviewing potential changes to the current allocation formula
- A pilot to provide working capital was conducted to further investigate assisting with the better management of funds
- The LIHEAP Deferral program continues to keep the weatherization deferrals identified by the subgrantees at lower numbers
- The potential to blend LIHEAP and DOE funds on jobs continues to be used by subgrantees to address higher average costs per unit
- Weekly Production and Expenditure Reports are sent to the WAP Network in order to stay abreast of production activities
- A conference call was scheduled and held on April 6, 2020 to talk through the contents of the State Plan draft before it was released publicly.
- Regional Meetings have been held and will continue as needed to discuss production issues and barriers within specific regions of the state.
- Increased budget provided to the training center for agencies to participate in conferences and work on their own individualized training plan needs
- The training center implemented more online trainings for more flexible availability
- DCED will be planning agency work groups to review, analyze and establish work flows of agencies' processes for weatherization including but not limited to, intake and application, energy audits, scheduling and weatherization work to improve and standardize policies and procedures for WAP work

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