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

(Grant Number: EE0007926, State: MA, Program Year: 2019)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Action for Boston Community Development (Boston)	$695,920.00 117
ACTION, Incorporated (Gloucester)	$695,560.00 106
Berkshire Community Action Council Inc. (Pittsfield)	$269,680.00 43
Citizens for Citizens (Fall River)	$655,600.00 110
Community Action Pioneer Valley (Greenfield)	$373,360.00 61
Community Action Programs, Intercity (Chelsea)	$661,360.00 111
Greater Lawrence Community Action Council Inc. (Lawrence)	$594,720.00 97
Housing Assistance Corporation (Hyannis)	$258,160.00 41
Quincy Community Action Programs (Quincy)	$421,920.00 67
South Middlesex Opportunity Council (Framingham)	$968,767.00 110
Springfield Partners in Community Action (Springfield)	$632,560.00 106
Worcester Community Action Council (Worcester)	$646,560.00 106
Total:	**$6,874,167.00** **1,075**

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	1,043
Reweatherized Units	32

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

Average Unit Costs, Units subject to DOE Project 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	1,043
C	Total Units Reweatherized	32
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	1,075
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	$5,079,375.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	1,075
H	Average Program Operations Costs per Unit (F divided by G)	$4,725.00

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I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	$0.00
J	Total Average Cost per Dwelling (H plus I)	$4,725.00

IV.3 Energy Savings

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

	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	1075	29.3	31498
Prior Year Estimate	1024	29.3	30003
Prior Year Actual	303	29.3	8878

Method used to calculate savings description:

Massachusetts used DOE's recommended 29.3 Mbtu's per weatherized unit to determine estimated energy savings.

In order to increase energy savings from the WAP while the DOE average cost per unit is reduced, DHCD will focus on:

- Maximizing Subgrantee access to utility energy efficiency programs which will increase the amount of funds available, thus making certain that Subgrantees are able to provide comprehensive energy efficiency services;
  - Continuing with Subgrantee Energy Auditor, QCI, and WAP contractor technical training with priority given to cost-effective blower door directed air sealing, including zonal pressure diagnostics and high density insulation techniques, as well as continued efforts at improving the quality of work;
    - Continuing with heating system improvements facilitated by alternative funding sources such as DHCD's HEARTWAP, as well as utility funds.

IV.4 DOE-Funded Leveraging Activities

During FY 1994, DHCD developed a statewide strategy to accomplish its leveraging goals. A solicitation for leveraging proposals was made during the 1994 program year. Action, Inc. was selected to represent the Subgrantee network. DHCD intends to continue this relationship into FY 2019 through an award of $35,000 to Action Inc. to facilitate and continue its very successful efforts at leveraging non-federal funding for the WAP network.

DHCD continues to expand the capacity of the WAP Subgrantee providers to leverage non-public resources in order to facilitate the weatherization of additional low-income dwellings. These leveraging activities will be limited to the provisions contained under Section 142 of the Energy Policy Act of 1992, and may include:

- Training management and technical staff in the coordination and integration of utility and federal resources;
- Intervention and expert testimony on behalf of the low-income rate payer at utility rate case hearings, to include review of demand side management and low-income energy efficiency plans;
- Continued contact with the investor-owed utility industry and the private energy service company network;
- Continued negotiation with municipally-owned utilities with an emphasis on those with a high percentage of low-income households;
- Actively pursuing the creation of a unified audit and reporting protocol to facilitate the administration of multiple utility reporting requirements.

The WAP network in Massachusetts currently administers utility-funded Demand Side Management (DSM) programs that provide full-scale weatherization, similar in scope to DOE WAP, as well as Appliance Management Programs (AMPs) that provide low-income households with both client education and efficiency upgrades of lighting and high use electric appliances such as refrigerators and freezers. In addition, coordinated with the DOE WAP, is the LIHEAP-funded Heating Emergency Assistance Retrofit Task Weatherization Assistance Program (HEARTWAP) administered by DHCD which offers repair, maintenance, and replacement services for non-functional or inefficient heating systems. Under Massachusetts regulations, investor-owned electric utilities provide full-scale building shell improvements and heating system replacement services to non-electric heat customers. The WAP network also has access to funding for very limited WAP related repair measures.

During Calendar Year 2018, the WAP Network in Massachusetts leveraged approximately $43 million for use in DSM, AMPs, and heating system programs for single and small multi-family income eligible dwellings. A total of 17,049 leveraged households were served.

DHCD estimates that combined program funding for the DOE WAP, HEARTWAP, and low-income single-family 1-4 unit utility rate-payers will serve approximately 20,000 households with some type of energy efficiency or heating system service over the next year.

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Additionally, the Massachusetts WAP Subgrantee network, through the Low-Income Energy Affordability Network (LEAN), administers an additional $35+ million per year in utility-funded activities in a Low-Income Multi-Family Program targeting high use income-eligible multi-family buildings. Additional information about that program can be found here: http://leanmultifamily.org/

No utility funds are utilized or budgeted by DHCD. All funds are contracted by the Massachusetts utilities directly to local WAP/LIHEAP agencies. The $35,000 provided by DHCD is an amount sufficient to allow LEAN to achieve the above referenced leveraging activities through research and preparation as well as physically attending relevant meetings. The $35,000 of $7,507,308 equates to .47% of the total grant award. It is a minimal amount of the maximum 15% that could be allocated for leveraging.

DHCD reports leveraged units in the leveraged funds section of the annual T&TA/Monitoring/Leveraging report. DHCD does not report leveraged units in each QPR as we conduct a calendar year leveraging report annually of each Subgrantee during the 4th quarter of the WAP Program Year.

IV.5 Policy Advisory Council Members

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

Braintree Electric Light Department	Type of organization: Utility Contact Name: Ms. Ruth Slater Phone: 7813482353 Email: rslater@beld.com
Low Income Energy Affortablity Network (LEAN)	Type of organization: Non-profit (not a financial institution) Contact Name: Elliot Jacobson, VP Energy Programs Phone: 9782814040 Email: elj@actioninc.org
MA Department of Energy Resources	Type of organization: Unit of State Government Contact Name: Ms. Alissa Whiteman Phone: 6176267313 Email: alissa.whiteman@mass.gov
MA Department of Public Utilities	Type of organization: Unit of State Government Contact Name: Ms. Nancy Stevens Phone: 6173053500 Email: Nancy.Stevens@mass.gov
MA Executive Office of Elder Affairs	Type of organization: Unit of State Government Contact Name: Ms. Marylouise Gamache Phone: 6177277750 Email: marylouise.gamache@mass.gov
MA Office on Disabilities	Type of organization: Unit of State Government Contact Name: Mr. Evan Bjorklund Phone: 6177277440 Email: evan.bjorklund@mass.gov
Massachusetts Energy Director's Association	Type of organization: Non-profit (not a financial institution) Contact Name: Mr. Peter Wingate Phone: 4137742318 Email: Pwingate@communityaction.us
National Consumer Law Center	Type of organization: Non-profit (not a financial institution) Contact Name: Charles Harak Phone: 6175428010 Email: charak@nclc.org
National Grid	Type of organization: Utility Contact Name: Ms. Amy Vavak Phone: 8003223223 Email: amy.vavak@nationalgrid.com
NStar Electric	Type of organization: Utility Contact Name: Cheryl Harrington, Residential Energy Efficiency Mgr. Phone: 7814418720 Email: Cheryl.Harrington@eversource.com
United Way of Massachusetts Bay	Type of organization: Non-profit (not a financial institution) Contact Name: Ms. Diane Franz Phone: 6176248000 Email: dfranz@supportunitedway.org

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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
02/01/2019	The Notice of Open Meeting/Public Hearing was posted on DHCD's website on January 15, 2019. The weblink is: https://www.mass.gov/files/documents/2019/01/15/FY2019DOEWAPPublicHearing.pdf Notifications were also sent to the MA. Secretary of State's Office, the Executive Office of Administration and Finance, and the MA. Office of the Attorney General.

IV.7 Miscellaneous

The Massachusetts Department of Housing and Community Development's (DHCD) Recipient Business Officer is: Ms. Jennifer Maddox, Chief Financial Officer; Jennifer.Maddox@mass.gov ; (617) 573-1250. The Recipient Primary Investigator is: Eric Beaton, Supervisor, Energy Conservation Unit; Eric.Beaton@mass.gov ; (617) 573-1428.

For PY 2019 budget planning, DHCD followed DOE guidance in WPN 19-2 and budgeted according to the award of $7,507,308. DHCD informed all Subgrantees of this budget plan at both the WAP preliminary planning meeting for the State Plan on 1/11/19 as well as the WAP Public Hearing on 2/1/19.

In PY 2019, DHCD proposes to shift the following measures from an allowable "incidental repair" measure to an allowable "Health & Safety" measure:

oAttic Venting

oCombustion Appliance Repairs (based on final QCI)

oCrawlspace Venting

oKnob and Tube Remediation

oMinor Electrical Repairs (Code Issues)

oMisc. Moisture Mitigation (Drainage, Gutters, Downspouts, etc.)

oSump Pumps and Sump Pump Covers

oVapor Barriers (6 mil poly sheeting)

oMisc. Other (based on agency proposal with prior DHCD ECU approval)

DHCD is trying to better utilize the funds available for Health & Safety. The shifting of these measures seems to make sense as they all have a Health & Safety aspect to them. It will benefit clients as the shifting will not make these measures subject to the SIR requirement and it will help Subgrantees spend more Health and Safety funds. Currently, units are allowed an average of $625 for Health & Safety measures, but are only utilizing an average of approximately $360.

DHCD has also reminded all Subgrantees that a redistribution provision exists where DHCD may opt to shift funds as necessary in order to fully expend WAP funds during the budget period. DHCD has already included in each executed contract with Subgrantees language that addresses the specific purpose of this provision.

In the 1st quarter of PY 2019, DHCD plans to work with NASCSP to hold an "Administrative Training for Non-Technical Subgrantee Staff". This training came out of the 2017 ACSI survey and our related Action Plan. We had hoped to conduct this training during PY 2018, but there was WAP staff turnover at NASCSP during PY 2018 and thus the training had to be moved to PY 2019.

The Massachusetts WAP Policy Advisory Council (PAC) typically meets 2-3 times during the year. The WAP PAC convened for a meeting on 7/23/18 to discuss the updated WAP Health & Safety plan and other related WAP implementation matters, as well as on 1/17/19 to go over the 2019 State Plan and other WAP related matters. Input from the PAC membership is solicited and welcomed regarding the development of policies and procedures, as well as technical standards in coordinating the DOE WAP with utility-funded energy efficiency programs in Massachusetts. Members were provided a link to the draft State Plan and Public Hearing notice. In addition, the PAC has seen several members turn-over during the course of the past year. The Mass. Office of Elder Affairs, Mass. Office of Disabilities, and the Mass. Department of Energy Resources designated new individuals to the PAC. Going forward in PY 2019, the Massachusetts Oil Heat Council will no longer be represented on the PAC.

The DHCD Supervisor of the Energy Conservation Unit regularly meets with other Massachusetts energy-related outreach groups to provide updates and related information exchange regarding the WAP, as well as to solicit input and suggestions. Such groups include: Low-Income Energy Affordability Network (LEAN), Low-Income Best Practices Group (LIBP), LIHEAP Advisory Group, and the Massachusetts Energy Director's Association (MEDA).

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The Massachusetts fringe rate used for the DOE WAP budget includes the U.S. Health and Human Services approved fringe benefits rate of 34.89% plus the approved payroll tax rate of 1.73%. Total fringe rate charged to employees salaries is 36.62%. This rate represents an increase from last year's State Plan when the rate was 36.27%.

In PY 2019, DHCD will increase the administrative cost available to Subgrantees per unit weatherized. The rate will increase from $375 per unit to $400 per unit. Massachusetts Subgrantee agencies receiving less than $350,000 do not receive any additional administrative funds in the budget or in their contracts with DHCD.

The cost allocation plan posted by the Comptroller's office (http://www.macomptroller.info/comptroller/business-functions/federal-grants-and-cost-allocation/cost-allocation/swcap.htm) lists the FY 2017 statewide Cost Allocation Plan as the most recent. Typically this gets released between late March and July each year. Once the Plan is released, we will forward it to DOE. Likewise, the single audit and related management letter submitted as attachments to this State Plan submittal are the most recent versions possessed by DHCD. When the new audit and management letter are received for the year ended June 30 2018, DHCD will submit them to DOE.

Beginning with the WAP Public Hearing held on February 1, 2019, DHCD will no longer utilize print advertisements in newspapers to alert the public of the Hearing. DHCD will publish an Open Meeting Notice to its website for the public to access. The current weblink to the February 1, 2019 WAP Public Hearing is: https://www.mass.gov/files/documents/2019/01/15/FY2019DOEWAPPublicHearing.pdf

DHCD plans to submit our energy audit/priority list package to DOE during PY 2019. Our current 5-year approval expires in December 2019.

Lastly, DHCD has undergone several transitions within the fiscal group that aids in the WAP. Kristen Crowley (a former DHCD employee) returned to DHCD to assume the Fiscal Director position; Dellren Lindsey was promoted from Fiscal Representative to Deputy Finance Manager; Cindy Chan transitioned within DHCD to become a Fiscal Representative/Monitor; and another Fiscal Representative/Monitor position will be filled shortly for a staff member who retired in December 2018.