

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

(Grant Number: EE0007926, State: MA, Program Year: 2021)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Action for Boston Community Development (Boston)	\$722,645.00 113
ACTION, Incorporated (Gloucester)	\$731,995.00 103
Berkshire Community Action Council Inc. (Pittsfield)	\$284,930.00 42
Citizens for Citizens (Fall River)	\$685,655.00 107
Community Action Pioneer Valley (Greenfield)	\$389,735.00 59
Community Action Programs, Intercity (Chelsea)	\$691,820.00 108
Greater Lawrence Community Action Council Inc. (Lawrence)	\$623,510.00 94
Housing Assistance Corporation (Hyannis)	\$272,600.00 40
Quincy Community Action Programs (Quincy)	\$444,725.00 65
South Middlesex Opportunity Council (Framingham)	\$1,183,234.00 107
Springfield Partners in Community Action (Springfield)	\$660,995.00 103
Worcester Community Action Council (Worcester)	\$678,995.00 103
Total:	\$7,370,839.00 1,044

IV.2 WAP Production Schedule

Planned units by quarter or category are no longer required, no information required for persons.	
Weatherization Plans	Units
Total Units (excluding reweatherized)	1,013
	1,013
Rewatherized Units	31
	31
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	1,013
C Total Units Reweatherized	31
D Total Dwelling Units to be Weatherized and Reweatherized (B + C)	1,044
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	\$4,932,900.00
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	1,044
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	1044	29.3	30589
Prior Year Estimate	1200	29.3	35160
Prior Year Actual	67	29.3	1963

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 2021 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-owned 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 and coordinating out-of-network funding opportunities that may help address reasons for weatherization deferrals 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 LED lighting as well as high use electric appliances such as refrigerators, freezers, washing machines, dehumidifiers, and air conditioners. 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, replacement, and maintenance 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 2020, the WAP Network in Massachusetts leveraged approximately \$31,774,903 million for use in DSM, AMPs, and heating system programs for single and small multi-family income eligible dwellings. A total of 11,195 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 15,000-20,000 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 \$8,040,682 equates to .44% 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 commission 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 Affordability Network (LEAN)	Type of organization: Non-profit (not a financial institution) Contact Name: Mr. Elliott 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. Jeff Dougan Phone: 6177277440 Email: jeff.dougan@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: Mr. Charles Harak Phone: 6175428010 Email: charak@nclc.org
National Grid	Type of organization: Utility Contact Name: Ms. Amanda Formica, Analyst, Customer Energy Management Phone: 7819075851 Email: amanda.formica@nationalgrid.com
NStar Electric	Type of organization: Utility Contact Name: Ms. Marge Kelly, Senior Energy Efficiency Consultant Phone: 7814413895 Email: margaret.kelly@eversource.com
United Way of Massachusetts Bay	Type of organization: Non-profit (not a financial institution) Contact Name: Ms. Diane Franz Phone: 6176248000

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Email:	df Franz@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

01/08/2021 The Notice of Open Meeting/Public Hearing was posted on DHCD's website on December 23, 2020. The weblink is: <https://www.mass.gov/service-details/dhcd-open-meeting-notices> Notifications were also sent to the MA. Secretary of State's Office and the Executive Office of Administration and Finance.

IV.7 Miscellaneous

The Massachusetts Department of Housing and Community Development's (DHCD) Recipient Business Officer is: Mr. Bryan Adams, Chief Financial Officer; bryan.j.adams@mass.gov; (617) 573-1270. The Recipient Primary Investigator is: Eric Beaton, Supervisor, Energy Conservation Unit; eric.beaton@mass.gov; (617) 573-1428.

For PY 2021 budget development, DHCD will follow DOE guidance in WPN 21-2 and budget according to the award of \$8,040,682.

Because WPN 21-2 was released by DOE on January 21, 2021, DHCD informed all Subgrantees of the budget plan (based on WPN 20-2) at both the WAP preliminary planning meeting for the State Plan on 12/21/2020 as well as the WAP Public Hearing on 1/8/2021. During these meetings, DHCD informed the Subgrantee network that once the final budget allocation is received from DOE, DHCD will revise the budget allocations.

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. At this time, DHCD does not see the need to shift units on a quarterly basis from low-producing Subgrantee agencies to high-producing Subgrantee agencies.

DHCD reviewed the 2019 ACSI survey results and discussed them with our Subgrantee network. While almost all Massachusetts' scores were above the nationwide average, the only score that was lower than the national average was "Timing of Distribution Funds Ensured No Service Interruption". The next lowest score was "Extent of Involvement in Developing State Plan". DHCD sent an email to our network on 11/30/2020 prior to the release of WPN 21-1 to ask for input (thoughts and comments) into the PY 2021 State Plan. There were no comments received prior to the Preliminary Planning meeting held on 12/21/2020. DHCD discusses the State Plan and solicits input on the State Plan with our Subgrantee network at our annual Preliminary Planning meeting. We also discuss it with our PAC, and have it available ahead of time for our Public Hearing. Because Massachusetts is an April 1 Grantee, the timing of funds is highly connected to DOE's approval of the grant in terms of service interruption. DHCD will evaluate all comments made as part of the ACSI process and continue to provide useful and varied trainings to our network as desired.

The Massachusetts WAP Policy Advisory Council (PAC) typically meets 2-3 times during the year. The WAP PAC convened for meetings on 10/28/2020 and 12/22/2020. The meeting on 12/22/2020 discussed the 2021 State Plan and other WAP related matters. Input from the PAC membership is solicited and welcomed regarding the development and implementation 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.

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).

The Massachusetts fringe rate used for the DOE WAP budget includes the U.S. Health and Human Services approved fringe benefits rate of 36.38% plus the approved payroll tax rate of 1.94%. Total fringe rate charged to employees salaries is 38.32%. This rate represents an increase from last year's State Plan when the rate was 37.91%.

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 2019 statewide Cost Allocation Plan as the most recent. Typically this gets released between late March and July each year. Once the FY 2020 Plan is released, DHCD will forward it to DOE. Likewise, the single audit and related management letter submitted as attachments to this State Plan are the most recent versions possessed by DHCD. When the new audit and management letter are received for the year ended June 30 2020, DHCD will submit them to DOE.

DHCD no longer utilizes print advertisements in newspapers to alert the public of the WAP Public Hearing. DHCD publishes an Open Meeting Notice to its website for the public to access. The current weblink to the January 8, 2021 WAP Public Hearing is: <https://www.mass.gov/service-details/dhcd-open-meeting-notices>

DHCD submitted our energy audit/priority list package to DOE on November 7, 2019. DHCD received conditional approval of the NEAT/MHEA audit package on June 8, 2020. As a result, DHCD decided to abandon the priority list of measures going forward. DHCD is currently developing a NEAT/MHEA User's Guide. DHCD is also developing a MA DOE WAP Energy Auditor / Quality Control Inspector Technical Manual. Both will be submitted to DOE for review by April 1, 2021.

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Due to the COVID-19 pandemic, DHCD's WAP was placed into a suspended status from March 15, 2020 through September 30, 2020. The WAP was able to re-start field operations on October 1, 2020 after a re-start plan was developed by DHCD and approved by designated state officials both within DHCD and external to DHCD. DHCD has chosen to extend PY 2019 from an end date of 3/31/2020 to an end date of 3/31/2021. In essence, PY 2019 and PY 2020 will operate concurrently, but separate in terms of tracking and reporting. It is likely that when PY 2019 ends, PY 2020 will receive a similar 12-month extension to 3/31/2022, so that PY 2020 and PY 2021 will operate concurrently, but separate in terms of tracking and reporting.

The COVID-19 pandemic has required DHCD to develop several policies and procedures that ensure the safety of Subgrantee agency staff, contractors, clients, and DHCD field staff. These policies and procedures will continue for PY 2021 until such time as the pandemic no longer poses a public health threat as declared by the Massachusetts Governor's office. DHCD developed such materials as: Client Agreement to Proceed form (liability waiver); Client Screening Questions; Temporary COVID-19 Deferral of Services Notice form; and Infectious Disease Preparedness and Response Plan. DHCD also has required all Grantee Field staff, Subgrantee agency field staff, and contractors to complete required PPE training, so as to maximize the safety of all during weatherization work for as long as the pandemic lasts.

DHCD will determine if there are any carryover funds available from years that have been closed-out. If there are carryover funds, DHCD will submit a carryover request to DOE for review and approval, then make the necessary budget modifications.

The Green Jobs Academy (GJA) is Massachusetts' weatherization training center, operated under South Middlesex Opportunity Council (SMOC). The GJA has recently had to relocate its training facility in Worcester, MA. due to the current facility being partially re-purposed into a homeless shelter. GJA will lease space in a new facility in Marlborough, MA. and will move in and design/build the new training facility in early-mid 2021. The new space will afford GJA the ability to expand its physical resources as well as expand into a more "regional training center" for both New England WAP agencies as well as utility energy efficiency programs. DHCD plans to request adequate WAP T&TA funding in PY 2021 to facilitate the transition to the new facility.

Lastly, one of DHCD's two WAP Technical Field Monitors retired on April 15, 2020. DHCD was able to hire a new Energy Programs Technical Field Monitor on July 26, 2020. The new hire comes from within our Massachusetts WAP network and is a certified Energy Auditor and Quality Control Inspector.