

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

(Grant Number: EE0009908, State: MA, Program Year: 2023)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Action for Boston Community Development (Boston)	\$805,673.00 75
ACTION, Incorporated (Gloucester)	\$812,615.00 69
Berkshire Community Action Council Inc. (Pittsfield)	\$316,896.00 28
Citizens for Citizens (Fall River)	\$763,864.00 71
Community Action Pioneer Valley (Greenfield)	\$431,412.00 39
Community Action Programs, Intercity (Chelsea)	\$773,822.00 72
Greater Lawrence Community Action Council Inc. (Lawrence)	\$688,598.00 62
Housing Assistance Corporation (Hyannis)	\$296,589.00 26
Quincy Community Action Programs (Quincy)	\$490,969.00 43
South Middlesex Opportunity Council (Framingham)	\$830,661.00 71
Springfield Partners in Community Action (Springfield)	\$742,615.00 69
Worcester Community Action Council (Worcester)	\$760,615.00 69
Total:	\$7,714,329.00 694

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	673
Rewatherized Units	21
Planned SERC Units *	0
* Planned SERC units is the calculated total units for all SERC Subgrantees.	
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 673
C	Total Units Reweatherized 21
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C) 694
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 \$4,838,400.00

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

(Grant Number: EE0009908, State: MA, Program Year: 2023)

G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	694
H	Average Program Operations Costs per Unit (F divided by G)	\$6,971.76
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$6,971.76
SERC Average Unit Costs, Units subject to DOE Project Rules		
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Funds for Program Operations	\$1,796,457.00
B	Total Funds for Health and Safety	\$0.00
C	Total Funds for Program Operations and Health and Safety (A + B)	\$1,796,457.00
D	Total Dwelling Units to be Weatherized	0
E	Average Program Operations and Health and Safety Costs per Unit (C divided by D)	\$0.00

IV.3 Energy Savings

Method used to calculate savings: ☒ WAP algorithm ☐ Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	694	29.3	20334
Prior Year Estimate	1024	29.3	30003
Prior Year Actual	347	29.3	10167

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 2023 through an award of \$70,000 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;
- Advocacy on behalf of the low-income rate payer with the Massachusetts Energy Efficiency Advisory Council (EEAC);
- 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.

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

(Grant Number: EE0009908, State: MA, Program Year: 2023)

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 2022, the WAP Network in Massachusetts leveraged approximately \$44,121,812 million for use in DSM, AMPs, and heating system programs for single and small multi-family income eligible dwellings. A total of 15,199 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 20,000-25,000 households with some type of energy efficiency or heating system service over the next year.

Additionally, the Massachusetts WAP Subgrantee network, through the Low-Income Energy Affordability Network (LEAN), administers an additional \$40+ 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 \$70,000 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 \$70,000 of \$9,249,251 equates to 0.76% 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 3rd 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: eli@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. Theresa Kelly Phone: 6173053500 Email: theresa.kelly@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
	Type of organization: Non-profit (not a financial institution)

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

(Grant Number: EE0009908, State: MA, Program Year: 2023)

National Consumer Law Center	Contact Name: Mr. Charles Harak Phone: 6175428010 Email: charak@nclc.org
National Grid	Type of organization: Utility Contact Name: Ms. Sonakshi Saxena, Senior Analyst Phone: 7819075851 Email: sonakshi.saxena@nationalgrid.com
NStar Electric	Type of organization: Utility Contact Name: Ms. Marylene Marcelino, Energy Efficiency Consultant Phone: 7814413909 Email: marylene.marcelino@eversource.com

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
04/11/2023	The Notice of Open Meeting/Public Hearing was posted on DHCD's website on March 28, 2023. 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 Program Year 2023 budget development, DHCD will follow DOE guidance in WPN 23-2 and budget according to the total award of \$9,249,251. DHCD informed all Subgrantees of the budget plan (based on WPN 23-2) at both the WAP preliminary planning meeting for the State Plan on 3/23/2023 as well as the WAP Public Hearing on 4/11/2023. (DHCD issued the Program Year 2023 budget to account for a total allocation of \$8,429,550 + \$819,701 in weatherization readiness funds. This yields a total of \$9,249,251 in funds for Program Year 2023).

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.

The Massachusetts WAP Policy Advisory Council (PAC) typically meets 2-3 times during the year. The WAP PAC convened for meetings on 1/11/2022, 9/8/2022, and 3/28/2023. The meeting on 3/28/2023 discussed the 2023 State Plan, existing program year production, additional WAP grant opportunities, 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 43.36% plus the approved payroll tax rate of 2.45%. Total fringe rate charged to employees salaries is 45.81%. This rate represents an increase from last year's State Plan when the rate was 39.43%.

The cost allocation plan posted by the Comptroller's office ([Statewide Cost Allocation Plan \(SWCAP\) - Office of the Comptroller \(macomptroller.org\)](#)) lists the Fiscal Year 2021 statewide Cost Allocation Plan as the most recent. Typically this gets released between late March and July each year. Once the Fiscal Year 2022 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 2023, 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 April 11, 2023 WAP Public Hearing is: <https://www.mass.gov/service-details/dhcd-open-meeting-notices>

Since 2020, the COVID-19 pandemic has required DHCD to develop several policies and procedures that ensure the safety of Subgrantee agency staff,

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

(Grant Number: EE0009908, State: MA, Program Year: 2023)

contractors, clients, and DHCD field staff. Given that the federal National Health Emergency ends on 5/11/2023, DHCD will no longer require agencies to follow any specific COVID-19 policies and procedures after 5/11/2023. DHCD will leave it up to each individual agency if it desires to continue a COVID-19 protocol. 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 requests that an agency inform DHCD should it desire to continue any COVID-19 protocols.

In response to interest from within the network, DHCD will issue a Notice of Funding Availability (NOFA) for the four (4) remaining subcontract agencies' service territories during the final quarter of Program Year 2022. This process should be finalized in time for the start of Program Year 2023. This process will provide an opportunity for the remaining four (4) WAP subcontract agencies to be considered for "Lead agency" Subgrantee status in Program Year 2023.

The Green Jobs Academy (GJA) is Massachusetts' weatherization training center, operated under South Middlesex Opportunity Council (SMOC). The GJA's training space in Marlboro will afford GJA the physical resources as well as ability to expand into a more "regional training center" for both New England WAP agencies as well as utility energy efficiency programs. GJA is considering expanding the Marlboro training space within the current complex during Program Year 2023, as well as possibly considering establishing a satellite training location elsewhere in Massachusetts.

Weatherization Readiness Funds Plan:

Weatherization Readiness funds will be distributed to each WAP Subgrantee based on the same allocation formula that is used to determine unit production goals for each Subgrantee. Agencies must first address current clients who have requested services, and are then deemed necessary for a deferral. Agencies may then re-visit their existing WAP client deferral list and determine which clients from previous Program Years (if they are still LIHEAP eligible in Program Year 2023) should be contacted first based on established program priority criteria. Clients will be prioritized based on the current client priority criteria with "high energy burden" and "elderly" clients receiving the highest priority, followed by "disabled", "children 7 and under", and "high energy user" in the 2nd tier, and then "children between age 8-17" in the third tier. If there is a tie amongst clients, agencies should select the client who has been on the deferred list the longest. If there are any extenuating circumstances, agencies are encouraged to consult first with DHCD Energy Conservation Unit (ECU) staff.

Subgrantees are urged to utilize WAP Readiness funds at WAP Program Year 2023 or WAP-BIL client dwelling units in conjunction with any available leveraged funds. The use of WAP Readiness funds shall only be used at client dwelling units where the reason for deferral will fully be remediated and results in a completed DOE weatherized dwelling unit. Use of WAP Readiness funds at a dwelling unit that does not end up being weatherized and reported as a DOE completed unit will result in disallowed costs. The use of Readiness funds does not need to result in a DOE-funded completion within the same Program Year, but must be completed within the same grant cycle and within a reasonable time. DHCD considers a reasonable time to be ninety (90) days.

Use of WAP Readiness funds will be capped at a maximum of \$15,000 per dwelling unit. DHCD encourages each Subgrantee to strategically utilize these limited funds to serve the most number of deferred clients. For each dwelling unit that a Subgrantee plans to utilize WAP Readiness funds, the agency must first request pre-approval from the DHCD ECU. Once the DHCD ECU approves the use of the funds, the Subgrantee may proceed with remediation efforts. A Subgrantee must first have an executed contract in place with any licensed and insured contractor performing remediation services on behalf of the Subgrantee (similar to any weatherization contractor currently performing services for the Subgrantee). DHCD pre-approval is required during Program Year 2023 because of DOE tracking requirements relating to client priority, remediation measures, and associated costs.

During Program Year 2023, DHCD ECU field staff will monitor a minimum of twenty percent (20%) of dwelling units where WAP Readiness funds are utilized. Each Subgrantee will receive a monitoring visit on at least one (1) unit remediated with these funds.

SERC