



Department of Commerce
Innovation is in our nature.

U.S. DEPARTMENT OF ENERGY

WASHINGTON STATE LOW-INCOME
WEATHERIZATION ASSISTANCE PLAN

2016

Prepared by
Washington State Department of Commerce

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TABLE OF CONTENTS

I. INTRODUCTION AND PROGRAM UPDATES	1
II. ANNUAL FILE	
A. Grant Application – Standard Form 424.....	3
B. Program Budget.....	4
C. Subgrantees	5
1. Weatherization Service Providers, Service Area, and congressional Districts	
2. Allocation and Production Schedule	
D. Energy Savings.....	7
III. MASTER FILE	
A. Technical Assistance and Training.....	8
1. Allocation of Funding	
2. Overview of Activities	
3. Description of Activities	
B. Monitoring Activities.....	12
1. Monitoring Scheduling, Visits, and Reporting	
2. Multifamily Monitoring	
3. Weatherization Monitoring Manual	
4. Fiscal Monitoring	
5. Performance and Risk Assessment	
6. Washington State’s Weatherization Information Data System	
C. DOE Funded Leveraging Activities	14
D. Policy Advisory Council.....	16
E. Hearings and Transcripts	17
F. Adjustments to On-File Information.....	17
G. Miscellaneous.....	17
1. Weatherization Advisory Council	
2. Service to Native Americans and the Tribal Weatherization Project	
3. Weatherization Plus Health	
4. Washington State Disaster Relief Plan	
5. Assurances and Certifications	

I. INTRODUCTION AND PROGRAM UPDATES

The 2016 DOE Low-Income Weatherization Assistance Program Plan incorporates the following changes based on [DOE Weatherization Program Notice 16-1](#).

- **PROGRAM PERIOD** - July 1, 2016 to June 30, 2017.
- **WASHINGTON STATE BUDGET** - 2016 DOE Low-Income Weatherization Assistance Program allocation for Washington State is \$4,325,258. Of this total, DOE has designated \$699,825 for Training and Technical Assistance and \$3,625,433 for program costs.
- **FUNDS FOR ADMINISTRATIVE PURPOSES** - Commerce allocates 7% of total DOE grant award to local agencies for administration and retains 3% for Commerce administration. DOE program rules allow local agencies receiving less than \$350,000 of new DOE funds to have an additional 5 percent of their program dollars go to administration.
- **TRIBAL WEATHERIZATION** - \$124,871 (4%) of program dollars will be reserved for the Tribal weatherization programs.
- **THE ENERGY PROJECT** - During PY2016, \$71,126 of DOE program funds will support the continuation of The Energy Project, a statewide energy conservation and leveraging project sponsored by the Washington State Community Action Partnership.
- **DOE WEATHERIZED UNIT** - A DOE weatherized unit is a dwelling unit on which a DOE-approved energy audit or priority list has been applied and weatherization work has been completed. As funds allow, the DOE measures installed on this unit have a Savings-to-Investment Ratio (SIR) of 1.0 or greater, but also may include any necessary energy-related health and safety measures. The use of DOE funds on a unit may include, but are not limited to, auditing, testing, measure installation, inspection, use of DOE equipment and/or vehicles, or if DOE provides the training and/or administrative funds. Therefore, a dwelling unit that meets both the definition of a DOE weatherized unit and has DOE funds used directly on it must be counted as a DOE completed unit.
- **AVERAGE COST PER UNIT** - The adjusted annual average expenditure limit for PY2016 is \$7,105. This adjusted annual average is determined by DOE using the annual Consumer Price Index (CPI) or 3%, whichever is less.
- **USE OF WEATHERIZATION FUNDS FOR RENEWABLE ENERGY** - The PY2016 adjusted average for renewable energy measures is \$3,545 with a SIR greater than 1. Note: The adjusted average for renewable energy measures is not a separate average, but a part of the overall adjusted average expenditure limit of \$7,105.
- **ENERGY-RELATED HEALTH AND SAFETY** - Local weatherization agencies may transfer up to 14.7% of program dollars to the Health and Safety category of the budget in their 2016 DOE contracts and charge that budget category in their monthly requests for reimbursements.
- **FINANCIAL AUDITS** - Section 440.23 of the program regulations permits a separate budget category for financial audits. If local agencies meet the threshold for an A-133 audit, Commerce allows these charges to come off the top of their DOE weatherization contract.
- **LIABILITY INSURANCE** - Local agencies can allocate some of their funding under Other Program Operations for General Liability Insurance and Pollution Occurrence Insurance (POI). These costs should not be included as part of their Average Cost Per Unit total.

- **QUALITY WORK PLAN**-In 2013 DOE Weatherization Assistance Program instituted a Quality Work Plan (QWP) to establish benchmarks for energy efficiency retrofits in the Program. The QWP defines specification for work quality, workforce training, and the qualifications required for individuals performing inspections of weatherization work.

Requirement 1: All measures and incidental repairs performed on client homes must meet the specifications, objectives, and desired outcomes outlined in the Standard Work Specifications (SWS) for Home Energy Upgrades.

Met requirement by: A comprehensive single-family field guide outlining Washington State Weatherization Program’s expectations of work scope and quality was provided to all weatherization grantees before July 1, 2015. A training on how to use the field guide was developed and provided by the Building Performance Center (BPC) before implementation. The Building Performance Center is currently drafting the manufactured home field guide which will be instituted in PY2016.

Requirement 2: Every DOE funded weatherized home must receive a final inspection ensuring that all work meets the minimum specifications outlined in the SWS.

Quality Control Inspectors (QCI) working for, or contracted by, the WAP must possess the knowledge, skills and abilities in the national Renewable Energy Laboratory (NREL) Job Task Analysis for QCI. This applies to all individuals who perform an evaluation and sign off on work performed in homes, including final inspectors and Grantee monitoring staff.

Met requirement by: As of July 1, 2015 Local Agencies were required to ensure all homes receive an independent final inspection by someone certified as a QCI. Grantees that are unable to have separation between Auditors and Quality Control Inspectors will experience an increase in monitoring from the current 5% to 10% as required by DOE.

II. ANNUAL FILE

A. Grant Application – Standard Form 424

APPLICATION FOR FEDERAL ASSISTANCE		3. DATE RECEIVED	4. Applicant Identifier
1. TYPE OF SUBMISSION Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		6. DATE RECEIVED BY STATE	5a. Fed Entity Identifier:
Pre-Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		7. STATE APPLICATION IDENTIFIER	5b. Federal Award Identifier DE-EE0006191
5. APPLICANT INFORMATION			
8a. Legal Name: Washington State Department of Commerce		8e. Organizational Unit: Energy Division	
8d. Address (give city, county, state, and zip code): 1011 Plum Street SE P.O. Box 42525 Olympia, WA 98504-2525		8f. Name and telephone number of the person to be contacted on matters involving application (give area code) Amanda Rains, (360)725-2980	
8b. Employer Identification (EIN): 9 1 --- 0 8 2 3 8 2 0		9. TYPE OF APPLICANT: (enter appropriate letter in box) <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; margin: 0 auto;">A</div>	
8c. DUNS: 808882302		A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization	
2. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block; margin: 5px;"></div> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify):		10. NAME OF FEDERAL AGENCY: United States Department of Energy	
11. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 8 1 --- 0 4 2 TITLE: Weatherization Assistance Program for Low-Income Persons		12. FUNDING OPPORTUNITY NUMBER/TITLE: 2016 Weatherization Assistance For Low Income Persons DE-WAP-0002016	
14. AREAS AFFECTING COMMERCE BY PROJECT (cities, countries, states, etc.) Washington State			
17. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:	
Start Date 07-01-16	Ending Date 06-30-17	a. Applicant Washington Congressional District 10	b. Project Statewide
18. ESTIMATED FUNDING:		19. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$4,325,258	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____	
b. Applicant		b. NO. <input type="checkbox"/> PROGRAM IS SUBJECT TO EO 12372 BUT HAS NOT BEEN SELECTED BY THE STATE FOR REVIEW	
c. State		<input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY EO 12372	
d. Local		20. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
e. Other		<input type="checkbox"/> Yes If "Yes," attach an explanation. <input checked="" type="checkbox"/> No	
f. Program Income			
g. TOTAL	\$4,325,258		
18. BY SIGNING THIS APPLICATION, I CERTIFY (1) TO THE STATEMENTS CONTAINED IN THE LIST OF CERTIFICATIONS AND (2) THAT THE STATEMENTS HEREIN ARE TRUE, COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I ALSO PROVIDE THE REQUIRED ASSURANCES AND AGREE TO COMPLY WITH ANY RESULTING TERMS IN I ACCEPT AN AWARD. I AM AWARE THAT ANY FALSE, FICTITIOUS, OR FRAUDULENT STATEMENTS OR CLAIMS MAY SUBJECT ME TO CRIMINAL, CIVIL, OR ADMINISTRATIVE PENALTIES (US CODE, TITLE 218, SECTION 1001).			
a. Typed Name of Authorized Representative Michael Furze		b. Title Assistant Director	c. Telephone Number 360-725- 2950
d. Signature of Authorized Representative		e. Date Signed	

B. Program Budget

	Grant Program, Function or Activity						
Class Categories	Grantee Admin	Subgrantee Admin	Grantee T&TA	Subgrantee T&TA	Program Operations	Leveraging	Total
a. Personnel	\$59,234		\$196,097				\$255,331
b. Fringe Benefits	\$19,547		\$64,712				\$84,259
c. Travel	\$10,800		\$39,000				\$49,800
d. Equipment							
e. Supplies	\$2,128		\$8,764				\$10,892
f. Contractual	\$1,450	\$415,449	\$128,655	\$150,000	\$3,009,100	\$71,126	\$3,775,780
g. Construction							
h. Other	\$9,025		\$21,313				\$30,338
i. Total Direct Charges							
j. Indirect Charges	\$27,574		\$91,283				\$118,857
k. TOTALS	\$129,758	\$415,449	\$549,825	\$150,000	\$3,009,100	\$71,126	\$4,325,258

FINAL

C. Subgrantees

1. Weatherization Providers, Service Area, and Congressional Districts

401 Benton Franklin Community Action Committee

720 West Court Street
Pasco, Washington 99301-4178
509/545-4042 ext 215 - Fax 509/545-1449
(Benton & Franklin Counties) CD 4

402 Blue Mountain Action Council

1520 Kelly Place #140
Walla Walla, Washington 99362
509/529-4980 ext 110 - Fax 509/529-4985
(Columbia, Garfield, & Walla Walla Counties) CD 5

403 Chelan-Douglas Community Action Council

620 Lewis Street
Wenatchee, Washington 98801-3435
509/662-6156 ext 247 - Fax 509/662-1737
(Chelan & Douglas Counties) CD 4, 8

404 City of Seattle

Office of Housing – HomeWise Program

PO Box 94725
Seattle, Washington 98124-4725
206/684-0354 - Fax 206/233-7117
(City of Seattle only) CD 1, 7

405 Olympic Community Action Programs

228 West First Street, Suite J
Port Angeles, Washington 98362
360/452-4726 ext 6253 - Fax 360/457-4331
(Clallam & Jefferson Counties) CD 6

406 Clark County Community Development

PO Box 9810
Vancouver, Washington 98666-9810
360/397-2375 ext 4540 - Fax 360/397-2011
(Clark County) CD 3
1300 Franklin, Vancouver WA 98661

407 Coastal Community Action Program

117 East Third
Aberdeen, Washington 98520-0304
360/533-5100 ext 112 - Fax 360/532-4623
(Grays Harbor & Pacific Counties) CD 3,6

408 Community Action Partnership

124 New 6th Street
Lewiston, Idaho 83501
208/798-4187 - Fax 208/746-5456
(Asotin County) CD 5

409 Community Action Center

350 SE Fairmont Road
Pullman, Washington 99163-5500
509/338-4242 - Fax 509/334-9105
(Whitman County) CD 5

410 Community Action Council of Lewis, Mason, and Thurston Counties

420 Golf Club Road SE #100
Lacey, Washington 98503
360/438-1100 ext 1120 - Fax 360/491-7729
(Lewis, Mason, & Thurston Counties) CD 3, 6, 9, 10

412 Housing Authority of Skagit County

1650 Port Drive
Burlington, Washington 98233
360/757-6509 - Fax 360/757-7913
(Skagit County) CD 1, 2

413 King County Housing Authority

700 Andover Park West
Tukwila, Washington 98188-2534
206/214-1240 - Fax 206/357-2446
(All King County except City of Seattle) CD 1, 7, 8, 9

414 Kitsap Community Resources

1201 Park Avenue
Bremerton, Washington 98337-1760
360/473-2150- Fax 360/792-8708
(Kitsap County) CD 6

415 HopeSource

700 East Mountain View Ave., Suite 501
Ellensburg, Washington 98926
509/925-1448 ext 240 - Fax 509/925-1204
(Kittitas County) CD 8

416 Washington Gorge Action Programs

1250 East Steuben
Bingen, Washington 98605
509/493-2662 ext 203
(Klickitat & Skamania Counties) CD 3

417 Lower Columbia Community Action Council

1526 Commerce Avenue
Longview, Washington 98632-0173
360/425-3430 ext 226 - Fax 360/425-6657
(Cowlitz and Wahkiakum Counties) CD 3

418 Metropolitan Development Council

721 Fawcett Avenue South, Suite # 201
Tacoma, Washington 98402-5503
253/284-7809 - Fax 253/597-6700
(City of Tacoma only) CD 6

419 Rural Resources Community Action

956 South Main, Suite A
Colville, Washington 99114
509/684-8421 ext 6055 - Fax 509/685-0108
(Ferry, Lincoln, Pend Oreille, & Stevens Counties) CD 5

420 Okanogan County Community Action Council

PO Box 1067
Okanogan, Washington 98840-1067
509/422-4041 - Fax 509/826-7339
(Okanogan County) CD 4

421 Pierce County Community Connections

3602 Pacific Avenue, Suite 200
Tacoma, Washington 98418-7920
253/798-3835 - Fax 253/798-3999
(All Pierce County except City of Tacoma) CD 6, 8, 9

422 Snohomish County Human Services Dept

3000 Rockefeller Avenue – MS 305
Everett, Washington 98201-3511
425/388-7202 – Fax 425/388-7311
(Snohomish County) CD 1, 2

423 Spokane Neighborhood Action Partners

212 West Second Avenue
Spokane, Washington 99201-3606
509/744-3370 ext 208 - Fax 509/744-3374
(Spokane County) CD 5

424 Opportunity Council

1322 North State Street
Bellingham, Washington 98225
360/734-5121 ext 103 - Fax 360/671-2753
(Island, San Juan, & Whatcom Counties) CD 1, 2

425 Yakima Valley Farm Workers Clinic

(Northwest Community Action Center)
Post Office Box 831
Toppenish, Washington 98948-0831
509/865-7630 ext 2743 - Fax 509/865-5116
(Yakima County South of Union Gap) CD 4

426 Opportunities Industrialization

Center of Washington
815 Fruitvale Boulevard
Yakima, Washington 98902-1467
509/853-2275 ext 208 - Fax 509/452-2826
(Adams, Grant, Yakima County North of Union Gap)
CD 4

Tribes and Tribal Organizations

Yakama Nation Housing Authority

PO Box 156
611 S Camas Ave
Wapato, WA 98951
509/877-6171

South Puget Intertribal Planning Agency

3104 SE Old Olympia Hwy
Shelton, WA 98584
360/426.3990

Spokane Indian Housing Authority

PO Box 100
6195 Ford-Wellpinit Road
Wellpinit, WA 99040
509/877-6171 ext 1101

2. Allocation and Production Schedule

Agency	Estimated Units	Budget
401 - Benton-Franklin Community Action Committee	19	\$127,300
402 - Blue Mountain Action Council	7	\$50,340
403 - Chelan-Douglas Community Action Council	8	\$58,848
404 - City of Seattle Office of Housing-HomeWise	57	\$370,871
405 - Olympic Community Action Programs	9	\$62,993
406 - Clark County Dept of Community Services	26	\$175,468
407 - Coastal Community Action Program	10	\$66,881
408 - Community Action Partnership - Idaho	2	\$17,221
409 - Community Action Center of Whitman County	8	\$60,359
410 - Community Action Council of Lewis, Mason and Thurston Counties	28	\$193,532
412 - Housing Authority of Skagit County	9	\$64,912
413 - King County Housing Authority	73	\$469,548
414 - Kitsap Community Resources	15	\$102,914
415 - HopeSource	6	\$43,804
416 - Washington Gorge Action Programs	3	\$24,710
417 - Lower Columbia Community Action Council	11	\$74,986
418 - Metropolitan Development Council	20	\$138,403
419 - Rural Resources Community Action	8	\$58,812
420 - Okanogan County Community Action Council	5	\$38,538
421 - Pierce County Community Connections	34	\$236,371
422 - Snohomish County Human Services Department	36	\$247,902
423 - Spokane Neighborhood Action Partners - SNAP	45	\$321,417
424 - Opportunity Council	25	\$174,396
425 - Yakima Valley Farm Workers Clinic - NCCAC	13	\$94,212
426 - OIC of Washington	25	\$174,922
TRIBAL WEATHERIZATION ALLOCATION	22	\$ 124,871
TOTALS	525	\$3,574,549

NOTE: Washington State's approved 2016 Cost Per Unit is estimated to be \$5,000. Estimated units are based on program allocation divided by \$5,000. Budget column includes program costs, administration, and training and technical assistance allocation.

D. Energy Savings – 2016

DOE Program	Amount	Line
Total DOE State Weatherization Allocation	\$4,325,258	(a)
Total Cost associated with Administration, T&TA, Financial and Energy Audits or 15% of allocation: <i>Commerce Admin, Agency Admin, Leveraging, DOE determined T&TA, and Health and Safety</i>	\$1,701,323	(b)
Subtract the amount entered in line (b) from line (a), for a total Federal (DOE) funds available to weatherize homes	\$2,623,935	(c)
State Average Cost per Home or National WAP Program Year Average Cost per Home (i.e. PY2015 \$7,105)	\$5,000	(d)
Divide the amount entered on line (c) by the amount entered on line (d), for Total Estimated Homes to be Weatherized	525	(e)
Multiply (e) by 29.3 MBTU* for Total Annual Estimated Energy Savings resulting from DOE appropriated funds	15,383	(f)
All Funding Sources		
Total funds (e.g., DOE WAP, State, Leveraged, LIHEAP, and other non-Federal sources of funds) used by the State to weatherize homes	\$ 22,503,734	(g)
Total cost associated with the administration of Weatherization funds or 15% of total funds available to weatherize homes	\$3,375,560	(h)
Subtract the amount entered in line (h) from line (g), for total funds available to weatherize homes	\$19,128,174	(i)
State Average Cost per Home or National WAP Program Year Average Cost per Home (i.e., PY2015 \$7,105)	7,105	(j)
Divide the amount entered on line (i) by the amount entered on line (j), for Total Estimated Homes to be Weatherized	2,692	(k)
Multiply (k) by 29.3 MBTU* for Total Annual Estimated Energy Savings resulting from all funding sources	78,876	(j)

III. MASTER FILE

A. Technical Assistance and Training

1. Allocation of Funding

For Program Year 2016, Commerce's allocation for T&TA is \$699,825.

The T&TA budget will be allocated as follows:

a. \$549,825 will be retained by Commerce to support:

- Commerce for compliance monitoring and technical assistance to local agencies.
- The Building Performance Center for training and technical assistance to the weatherization network.
- Washington State University Energy Extension Office for program evaluation assistance.

b. \$150,000 will be allocated to local agencies. Of that amount \$75,000 will be provided to each agency as a base amount of \$3,000. The remaining \$75,000 will be allocated to agencies based on the number of weatherization FTEs reported in the most recent General Weatherization Workplan.

2. Overview of Activities

Washington State's weatherization training and technical assistance program incorporates:

- Energy and resource conservation
- Energy efficiency improvements
- Weatherization-related repairs
- Indoor air quality improvements
- Health and safety improvements
- Weatherization program management
- Consumer conservation education

All training and technical assistance supports the goal of sound fiscal and program management, efficient, cost-effective services with emphasis on quality. We continue targeting training and technical assistance to improve the quality of work performed by crews and contractors in the field. Training and technical assistance promotes energy efficiency, housing safety, building durability and maximum production of weatherized units within the federal guidelines.

3. Description of Activities

A) Training and Technical Assistance (T& TA) Needs Assessment

Commerce staff assesses and identifies training needs in the following ways:

- The Weatherization Advisory Committee (WxAC), composed of local agency and Commerce representatives, is the principal weatherization program planning body. The WxAC provides input to Commerce on policies and procedures as well as arranging for local agency representation on Disappearing Task Forces for specific weatherization program issues.
- The seven-member Technical Development Committee (TDC) includes selected weatherization technical experts from local agencies and Commerce, and meets

three times a year. One regular agenda item for this committee is network training needs.

- The Building Performance Center (BPC), Washington's training contractor, conducts a survey of local agencies every year at the mandatory weatherization managers and inspectors workshop to help prioritize and determine training needs and produces an annual training schedule. New DOE 2016 requirements are incorporated.
- The General Weatherization Work Plan, completed by each agency annually, includes a section titled Weatherization Staff Training Needs Assessment and Planning where local agencies describe classes, conferences, or other trainings planned for staff assigned to the Weatherization Programs.
- The monitoring visits to local agencies include a follow up of the agency assessment and additional training recommendations.
- QCI inspection findings will be coalesced and used to inform the training calendar for program year 2016.

B) Planned Delivery of Weatherization Training and Technical Assistance-The Building Performance Center

The primary training provider for the state of Washington's weatherization network is the BPC, an IREC accredited training organization. In addition to their staff trainers, the BPC subcontracts with Washington State University (WSU) to provide training in the use of TREAT energy use modeling software, and the Association for Energy Affordability (AEA) for Tier 1 training for Multi-Family Quality Control Inspector.

Following Washington state procurement procedures, the BPC has been providing weatherization training to Washington's weatherization network since 1999. The BPC website is <http://www.buildingperformancecenter.org> and provides course descriptions, on-line training registration, and a schedule of planned trainings.

Building Performance Institute (BPI) and the National Renewable Energy Lab have developed certification schemes for each of the four Home Energy Professional job classifications. The BPC is an approved BPI test center and is approved to proctor all four of these certifications. Currently the Building Analyst certification is required of all local agencies' auditors and Quality Control Inspection certification is required for all inspectors. Washington State has implemented mandatory QCI inspections on all weatherized homes and requires complete auditor/inspector separation.

In 2015, the cost of a training day ranged from \$1000-\$2000/day depending on the number of trainers required, travel, and materials necessary to deliver the training. Training costs will be in the same range for PY2016. The BPC is planning to deliver approximately 250 training days in PY2016 covering both Tier 1 and Tier 2 categories.

Training and technical assistance funds may be used to train contractors participating in the low-income weatherization program at the local agency level. The non-subsidized cost/person per training day is \$350. Contractors associated with an agency providing weatherization services are charged ½ this cost or \$175/person/day. Commerce and weatherization agency staff may attend BPC trainings at no cost.

Local agencies are advised to secure a retention agreement in exchange for the training that would stipulate that contractors will work in the Program, at a minimum, for a specific amount of time and should be in correlation to the cost of the training provided.

1. Tier 1 Weatherization Assistance Program Training

Tier 1 training as defined in WPN15-4 as comprehensive, occupation specific training which follows a curriculum aligned with the Job, Task Analysis (JTA) for that occupation and delivered by an Interstate Renewable Energy Council (IREC) accredited provider. In December of 2013 the BPC achieved IREC accreditation as a weatherization training provider and provides Tier 1 training in support of the QCI and Crew Lead job designations and credentials.

a. Tier I Quality Control Inspector (QCI) Training

In January of 2014, the BPC began offering training in support of the QCI credential. As of March 1, 2016, the Building Performance Institute (BPI) website lists over 50 individuals in Washington that have successfully achieved the Home Energy Professional QCI credential. Due to this accomplishment it is anticipated there will be less need for QCI training and certification in PY2016. However, with normal attrition related to retirement or job change the QCI training will continue to be offered a minimum of once per quarter in PY2016.

b. Tier 1 Crew Lead Training and Technician Training

In PY2016 the BPC will continue to offer IREC accredited Crew Lead training to local agencies and contractors. In the past, attendance and participation in this course has been voluntary. The course is normally completed over five days. Recognizing the cost and burden on contractors and agencies have to send staff off for a week of training the BPC will offer a second option where the Crew Lead curriculum is divided into three two-day modules or two three-day modules offered quarterly.

c. Tier 1 Auditor Training

The BPC will begin offering IREC accredited auditor training in PY2016. We anticipate this training curriculum will be covered in 40 hours. Pre-requisites for this course include one year experience in weatherization and BPI Building Analyst certification.

2. Tier 2 Weatherization Assistance Program Training

Tier 2 training is defined by DOE as single issue, short-term training to address acute deficiencies in the field. BPC Tier 2 trainings include:

- Blower Door/Pressure Diagnostics/House as a System
- Shell Measures/Air Sealing/Dense Pack/Insulation
- Combustion Safety Testing
- Combustion Safety Daily Test Out
- Indoor Air Quality/Ventilation
- Auditor Training/BPI Certification Preparation
- Single Family TREAT Computerized Audit
- Multifamily TREAT Computerized Audit
- Heating Systems
- Mobile Home Weatherization Techniques and Best Practices
- ASHRAE 62.2 2013
- OSHA 10

- RRP Lead Safe Work Practices/Lead Safe Weatherization
- IR Thermography and Weatherization
- Consumer Education
- Multifamily Audit
- Healthy Home Essentials/Weatherization Plus Health
- Heating System Sizing/Manual J
- OSHA Confined Space

The PY2016 Tier 2 trainings listed above will be available and are scheduled based on local agency interest or needs as well as by Commerce recommendation.

3. Additional Weatherization Training for 2016

Continued education and awareness of OSHA's requirements for confined space entry including attics and crawl spaces will be provided in PY2016. This training will be included in the Tier 2 training calendar.

To improve monitoring quality and consistency throughout the network, a mandatory three-day Weatherization Manager and Inspector Workshop has been held annually at the BPC since March of 2011. Commerce program management and compliance staff works closely with the BPC to develop an agenda for program improvement. Topics include policy updates, new program requirements, and work specification interpretation/clarification. The workshop emphasizes communication and developing a clear understanding of weatherization program guidance, specifications and policy requirements needed to assure quality and program compliance. Attendance at the manager/inspector workshop is required of all local agency program managers and their senior inspection staff.

In 2012, Commerce and the BPC worked with local agencies to develop a two-day Weatherization Managers Training for both new and existing program managers. This training will be offered again in PY2016. This training is ideal for program management staff or someone who wants to learn more about the weatherization program and the challenges facing program managers. The training covers:

- History of the weatherization program
 - Overview of Policy and Procedure
 - Determining priority of measures
 - Managing client expectation
 - Determining staffing levels
 - Time allocation for field staff
 - Budgeting
 - Spending plans
 - Direct cost allocation
 - Managing subcontractors
 - Quality assurance
 - Requirements of a complete audit/diagnostic testing requirements
 - Lead/mold requirements
- A two-day financial management workshop covering 2 CFR 200 and procurement policies

and regulations detailed in the Financial Manager’s Toolkit will be offered in PY2016.
<http://www.waptac.org/Training-Tools/Financial-Management-Tool-Kit.aspx>

- Weatherization Plus Health is a state and national initiative designed to improve the indoor environment of houses receiving weatherization services. The BPC, in partnership with the National Center for Healthy Homes, has developed training in support of this initiative. The training will be available for intake and referral staff, in-home conservation education providers, program managers, auditors, and inspectors.
 - The BPC offers ‘Mold and Moisture’ Train-the-Trainer training developed using the Montana State University Protocols. This training is mandatory for all agencies in our network so that local agencies have the capacity to train their new staff on mold and moisture issues. Mold training is required for new staff within nine months from the date of hire. The BPC will also offer the Mold and Moisture Training regularly for new hires and as a refresher course. Compliance with this requirement is monitored by Commerce.
 - The BPC offers a one-day training in support of a state form known as “Combustion Safety Daily Test Out”. This form is required to be completed at the end of each work day on projects where a combustion appliance is present and the building envelope or systems have been altered. The crew or contractor lead completing this form is required to meet one of three criteria:
 1. Possess BPI certification (i.e. Building Analyst that requires competency in combustion safety).
 2. Have proof of attending a BPC two-day combustion safety training in the past.
 3. Satisfactorily complete the one-day training on the “Combustion Safety Daily Test Out” form and procedure.
4. The Peer Circuit Rider (PCR) Program
The Peer Circuit Rider (PCR) Program administered by the BPC is an effective and proactive resource geared to meet the specific training needs of local agencies as identified by the local agencies or by Commerce. The BPC draws from the expertise throughout the field by subcontracting with weatherization providers specializing in the training topic requested. To most effectively demonstrate training principles and work within limited budgets of smaller agencies, the training is conducted at or near the location of the agency receiving the training. This ensures the broadest level of accessibility to necessitate trainings the BPC also organizes statewide training, particularly the core and advanced courses required for a skilled weatherization workforce.
5. Quality Control Inspector (QCI) Credentialing WPN 15-4 Section 3
Quality Control Inspectors (QCI) working for/or contracted by a local agency must possess the knowledge, skills and abilities identified by the National Renewable Energy Laboratory (NREL) Job Task Analysis for Quality Control Inspectors. Competency is demonstrated by certification as a Home Energy Professional Quality Control Inspector through the BPI. As the approved test center in Washington, the BPC will offer a minimum of one QCI credential exam dates per quarter. Arrangements can be made for additional exam dates depending on need.

B. Monitoring Activities

The overall goals of Weatherization monitoring are to verify that local agencies deliver high quality weatherization services, comply with applicable policies and regulations, and promote efficiency and effectiveness in program delivery. Monitoring is a continual, constructive process conducted in a professional manner comprised of desk monitoring, site inspections, and local agency visits.

Technical assistance is provided during all Commerce visits in addition to formal recommendations, training, and best practice discussions.

Monitoring is focused on three areas: program, fiscal, and technical. A minimum of two local agency visits are scheduled for each agency each year. One visit is focused on technical inspections and performance and the other visit is focused on programmatic and fiscal review. Commerce inspects at least 5 percent and typically 10 percent of each agency's production. Additional monitoring visits and site inspections may be conducted during the year based on performance. In 2015 Commerce began using video conferencing with local agencies to conduct some or all of the programmatic monitoring. This has reduced travel costs and increased efficiency for both the local agency and the monitoring staff.

1. Monitoring Scheduling, Visits, and Reporting

Planning for monitoring visits and local agency communication processes are two major elements for Commerce monitoring staff. Commerce schedules inspections and monitoring visits up to 6 months in advance. Scheduling is done in collaboration with the local agencies and allows the agencies time to prepare for each visit and enable all pertinent staff to be present for the annual monitoring, site visits or both.

Commerce's post-visit reporting system is an important aspect of Washington State's monitoring protocol. The objective is to get all inspection reports out to local agencies within 10 days, and monitoring reports out in 30 days or less. Local agency response, if required, is due within 30 days. Local agency responses are tracked and carefully reviewed to verify that all action items are addressed properly.

Commerce has a follow-up process for the re-inspection of properties with an action item called out during a previous inspection. Random clients from local agencies receiving re-inspections are contacted to ensure that all corrections are completed. Inspectors may revisit sites to verify that corrections comply with Commerce weatherization specifications. Commerce is exploring the use of remote video conferencing to conduct re-inspections and to verify satisfactory completion of action items called out during a previous monitoring inspection.

2. Multifamily Monitoring

The multifamily sections of the weatherization policies are being developed. Specifications are being incorporated into the 2016 Weatherization Manual which includes revised multifamily auditing procedures, blower door testing, and a low-rise DOE approved multifamily priority list that has been implemented statewide. Commerce will incorporate the Standard Work Specification for Multifamily weatherization into the program according to DOE timelines.

3. Weatherization Monitoring Manual

In continuing to improve consistency and comprehensive weatherization monitoring, Commerce developed the Weatherization Monitoring Manual. The manual contains weatherization protocols, step-by-step processes and three monitoring sections.

A pre-monitoring questionnaire is included in our Weatherization Monitoring Manual. The manual is designed to increase the effectiveness of desk monitoring, provide a guide for comprehensive on-site review, and promote consistent follow-up of issues or concerns. The manual covers specific monitoring areas including program, fiscal, and technical. In PY2016 each local agency will complete the monitoring questionnaire in July. The local agencies will review the document prior to the onsite visit to ensure it is accurate and current. The questionnaire is completed electronically and reviewed by an assigned Desk Monitor and Lead Monitor.

4. Fiscal Monitoring

Fiscal monitoring is part of every programmatic and administrative monitoring visit. Commerce uses a Certified Public Accountant to supplement fiscal monitoring and provide technical assistance in a comprehensive manner. The financial monitor visits agencies at least once every three years, unless desk or comprehensive monitoring identifies questions or concerns requiring more frequent visits. If the financial monitor is not scheduled to visit during the year, the weatherization lead monitors conduct monitoring in fiscal areas including procurement, billing, and invoices. The Commerce CPA also monitors and provides training and technical assistance regarding proper use of funds in accordance with federal rules, sound accounting practices, and administrative requirements, such as subcontracting and agency policies and procedures. Commerce coordinates visits to local agencies from the fiscal monitor and weatherization program monitors, when practicable.

5. Performance and Risk Assessment

Commerce developed a risk assessment instrument that assesses local agency's risk. Based on risk, Commerce adjusts the frequency of monitoring and inspection visits and the number of units inspected for each agency. In addition, the Local Agencies providing weatherization services will receive annual performance measurement during the 2016 program year.

6. Washington State's Weatherization Information Data System

Commerce implemented the Weatherization Information Data System (WIDS) in February 2011. This online database captures significant details on each home weatherized by a local agency. WIDS enables agencies to track the progress of all weatherization project progress, simultaneously keeping Commerce informed in real time. Alternatively, high volume agencies upload large quantities of data throughout the program year. WIDS also tracks inspection visits and corrections for each project monitored. This allows Commerce to identify trends through the reports generated from the database. We use this information to target training, identify potential issues, and conduct status checks. Commerce utilizes WIDS for reporting, monitoring, and as a part of a larger performance evaluation tool. Working with local weatherization agencies, Commerce will continue making upgrades to both the database and the user interface during the PY2016.

C. DOE Funded Leveraging Activities

Commerce will apply \$71,126 of 2016 DOE Weatherization Assistance Program funds to co-sponsor The Energy Project with the Washington State Community Action Partnership.

The Energy Project serves the entire Washington weatherization network and has served as a model leveraging project for other states. The Opportunity Council in Bellingham serves as the administrative agent under an agreement with the Washington State Community Action Partnership (WSCAP). Over the twenty-three years of its operation, the Energy Project's activities have resulted in approximately \$188,000,000 of additional funding for low-income households.

The Energy Project will continue to work with current and potential allies to advocate for energy program funding and program designs that help low-income households afford their home energy services. This will include providing technical assistance to local agencies, negotiating programs with local utilities in coordination with the affected agencies, educating decision makers, evaluating and reporting progress, researching new approaches and best practices for providing service, consulting with national experts, and managing project resources in an effort to expand the resources available and the effectiveness of program designs to improve the energy efficiency of low-income homes.

The Energy Project director will maintain working relationships with key people in other states throughout the DOE network.

Technical assistance will be provided to all agencies regarding developments that will affect them universally. In addition, those agencies directly involved in a utility strategy will be consulted and kept informed regarding developments with the utilities in whose service territory they operate. These include all three electric Investor Owned Utilities (Avista – six agencies; PacifiCorp – three agencies; Puget Sound Energy - ten agencies), Cascade Natural Gas (eight agencies, though some have very little gas activity), Northwest Natural [Gas] (primarily one agency), and BPA (twenty-four agencies). In addition to our efforts at the Utilities and Transportation Commission and the Bonneville Power Administration, the Energy Project will work with interested local agencies to create a funding relationship with their smaller consumer-owned utilities.

In 2015 The Energy Project had many notable successes. These included:

- Avista General Rate Case – The Energy Project worked with Public Counsel and Utilities and Transportation staff in order to establish a five-year plan to increase funding for services benefiting low-income households. The net effect of the plan will increase funding nearly \$2.5 million during the next five years.
- Avista Pilot Project – The Energy Project worked with various stakeholders in creating a pilot program aimed at better serving elderly and disabled households. The results of this pilot could greatly benefit low-income households throughout the state in the future.
- EPA Clean Power Plan implementation in WA State – The Energy Project has been at the table representing the needs of low-income communities across the state as WA State agencies work to create a draft plan to meet the new requirements from the EPA.
- Orcas Power and Light (OPALCO's) – The Energy Project helped to secure new funding for low-income weatherization in OPALCO's service territory, where residents are experiencing serious housing affordability issues.
- NW Power and Conservation Council – The Energy Project was involved in advocating for the inclusion of robust language addressing the unique needs of low-income households in the Northwest. The draft 7th Power Plan released in 2015 included entirely new sections focused on better serving low-income rate payers.

In addition to protecting existing leveraged funds for energy efficiency work and expanding that funding, Energy Project staff will continue to seek companion funding to support the repair and/or health and safety work that is critical to installing energy measures in low-income homes. It will also continue its broad public educational efforts and direct technical assistance to local agency personnel. Particular areas of attention will be:

- the evaluation, measurement and verification of low-income and other utility-funded energy efficiency programs.
- the application of cost tests to low-income energy efficiency programs.
- implementing innovations such as decoupling or smart grid such that low-income households benefit, or at least are not harmed.
- monitoring utility performance in response to the Washington' renewable energy and energy efficiency portfolio standards.

- monitoring and participating in energy conservation program tariff filings.
- working to establish stable, multi-year utility funding arrangements.
- effective intervention in any utility rate cases filed with the Washington Utilities and Transportation Commission. General rate cases will include Avista and Puget Sound Energy.
- increasing the support of low-income energy efficiency by consumer-owned utility customers of the Bonneville Power Administration.

D. Policy Advisory Council

The Weatherization Policy Advisory Council (WxPAC) is appointed by Commerce and serves in a statewide advisory role in coordination with the Weatherization Advisory Committee, to address matters related to the development, implementation, and on-going operation of the weatherization programs. The WxPAC met to review the 2016 DOE Weatherization Plan on March 17, 2015.

Organization

AVISTA
 Cascade Natural Gas

 Department of Commerce, Energy Office
 Community Action Council of Lewis, Mason, and Thurston Counties
 City of Seattle, Office of Housing
 Northwest Justice Project
 Opportunities Industrialization Center of Washington
 Pacific Power
 Puget Sound Energy
 The Building Performance Center
 Washington State Community Action Partnership
 Washington State Executive Directors
 Yakama Tribe
 The Energy Project

Representative

Renee Coelho
 Allison Spector, and
 Jim Abrahamson
 Chuck Murray
 Brian Sanda
 Jen LaBrecque
 Elizabeth Tutsch
 Robert Ponti
 Becky Eberle
 Sandra Sieg
 John Davies
 Merritt Mount
 Greg Winter
 David Olivas
 Shawn Collins

E. Hearings and Transcripts

A public hearing was held regarding the 2016 US DOE Washington State Low-Income Weatherization Assistance Plan on Wednesday, March 24, 2016. The Notice of Public Hearing was published in the Legal Notices Section of the Seattle Times, Spokesman Review, and Yakima Herald, three major newspapers covering the state of Washington. The Notice of Public Hearing was also posted on the Department of Commerce website.

WASHINGTON STATE DEPARTMENT OF COMMERCE NOTICE OF PUBLIC HEARING

The Washington State Department of Commerce (COMMERCE) will conduct a public hearing to receive comments on the Draft 2016 U.S. Department of Energy/Washington State Low-Income Weatherization Assistance Plan. The hearing will be held Thursday, March 24, 2016, 3:00-4:00 pm Pacific Standard Time (PST), at the Department of Commerce, 1011 Plum Street SE, PO Box 42525, Building 5, Floor 2, Conference Room 207, Olympia, Washington 98504-2525.

COMMERCE requests that persons presenting oral testimony provide a written copy of their comments at the conclusion of their testimony. Written comments will also be accepted via email to Amanda Rains at amanda.rains@commerce.wa.gov until 4:00 pm PST, March 24, 2016. To obtain a copy of the draft plan please contact Amanda Rains at (360) 725-2980.

F. Adjustments to On-File Information

Commerce Weatherization Program staff has reviewed the 2016 DOE Weatherization Program Guidance and will incorporate required changes in the July 2016 revision of Washington's Weatherization Manual for Managing the Low-Income Weatherization Program. Commerce will include these changes into the on-file information after the changes are reviewed and approved by the Washington's Weatherization Network.

G. Miscellaneous

1. Weatherization Advisory Committee

The Weatherization Advisory Committee (WxAC) serves as the principal steering committee to the Department of Commerce in partnership with the Washington State Community Action Partnership, (WSCAP). The WxAC advises and participates in strategic planning, policy development, and best practice adoption and implementation for weatherization and housing improvement programs. The WxAC collaborates with Commerce to set priorities, build agendas, facilitates research and establishes temporary work groups to resolve issues and develop recommendations to Commerce. Membership is comprised of the WSCAP Executive Director, a local weatherization agency fiscal director, an executive director, a Commerce representative, a local government weatherization program manager, and a rural weatherization program manager.

2. Service to Native Americans and the Tribal Weatherization Project

Commerce has a commitment to serve Native Americans throughout the entire state. Commerce has a designated Tribal Liaison who is available to assist the local agencies needing help reaching

the Native American population in their service area. Commerce's effort to provide equitable service levels to low-income Native Americans focuses on three approaches:

a) Tribal Weatherization Set-Aside

In an effort to improve the delivery of weatherization services to Native American families Commerce will reserve approximately four percent of the DOE budget to be awarded to tribal organizations and other entities that will increase weatherization service to reservation households. Over the past three years, Commerce has identified tribal nations whose nation size, capacity, and geographic location justify direct contracts for weatherization service. In addition, Commerce will consider solicited and non-solicited proposals, subject to available funds, from organizations identifying specific outreach goals and cooperative partnerships with local agencies, local area tribes, and tribal entities to maximize weatherization services to eligible low-income Native American families.

b) Training Opportunities for Tribes and Local Agencies

Tribes – As an incentive to increase technical and program knowledge of weatherization and conservation techniques, tribal housing authority staff or tribal members involved in weatherization activities may be invited to attend any BPC trainings at no cost.

Commerce has coordinated with BPC to develop a core weatherization training curriculum for tribes. Commerce will work with tribal organizations to let them know about a variety of weatherization training opportunities. Commerce will also consider training scholarships when there is long-term benefit to the program and Native American households.

Local Agencies – To increase awareness of Native American culture, operation, and history as well as the Native American awareness of weatherization and conservation programs available to tribes and tribal entities, local agencies will be encouraged to attend Government-to-Government training provided by the Washington Governor's Office of Indian Affairs. Training and technical assistance funding will be available to local agencies participating in this training. Other training for local agencies working with tribes is offered at conferences.

c) Networking, Outreach and Coordination

Commerce will organize and help facilitate local or regional meetings between local agencies and tribal nations to increase the number of low-income Native American families receiving weatherization services through the weatherization programs available and to increase the weatherization technical and program capacity for tribes.

Commerce will continue to participate in groups such as Northwest Indian Housing Association (NWIHA), Tribal Housing Assistance Team (THAT) and other collaborations to provide information about the weatherization program, and to develop partnerships for collaborative outreach efforts to tribes. Commerce will support appropriate state and regional tribal meetings and conferences dealing with energy conservation, weatherization, and associated training.

Commerce will continue to support the Tribal Weatherization Group chartered as an advisory group for the Tribal Weatherization Project.

Commerce will also work to ensure coordination of the DOE Weatherization Assistance Program, the Bonneville Power Administration Weatherization Program, and the LIHEAP Weatherization Programs regarding tribal weatherization projects and activities.

Commerce requires that all subgrantees create a tribal outreach plan to outline their individual efforts to reach the Native Americans in their service area. These plans are reviewed and approved. The plans are discussed during the annual monitoring and verified in the State's Weatherization Information Database System (WIDS).

3. Weatherization Plus Health

In July, 2015 the Washington State Legislature expanded the weatherization statute to include healthy home activities. Washington State Department of Commerce Housing Improvement and Preservation Unit, the workgroup that administered the Weatherization Program, has created a Weatherization Plus Health pilot program to provide additional measures in weatherized homes for households with members experiencing asthma or other respiratory issues. Commerce completed a competitive procurement to secure 6 local agencies that will deliver integrated weatherization and healthy homes measures in income-qualified homes. Although DOE cannot provide funding for healthy home activities, these new activities will be combined with DOE supported activities to increase the health and safety of Washington's homes.

Both Commerce and local agency staff have participated in Healthy Homes training delivered by the Building Performance Center. Commerce, in partnership with the local agencies have delivered webinars and conference presentations focused on weatherization and healthy homes. This effort will continue in 2016. Because DOE cannot provide funding for healthy homes activities, state and local weatherization agencies intend to work together to develop strategies to partner with entities such as local, county, and state health departments, local Habitat for Humanity organizations, and other organizations involved with healthy homes activities. The goals of this program are:

1. Develop a collaborative infrastructure for implementation of a statewide healthy homes program.
2. Ensure that homes meet minimum health and safety requirements.
3. Reduce disease and injury outcomes from housing related hazards.
4. Reinforce the understanding that healthy housing benefits Washington communities.
5. Ensure Long-Term Sustainability of the Healthy Homes Program.
6. Be a national leader of Healthy Homes (HH) innovation.

Commerce is collecting reported healthy homes measure information and other program data which will be used to complete both interim (PY2016) and final (PY2017) pilot program evaluation reports. While not supported with DOE funds, this evaluation effort is a leveraging opportunity to increase our collective understanding of the health impact of expanded weatherization services.

4. Washington State Disaster Relief Plan

The purpose of the Washington State DOE Weatherization Assistance Program Disaster Relief Plan is to provide emergency services to qualified households affected by a disaster as determined by a Presidential or Gubernatorial order declaring either a Federal or State Emergency. The disaster generally involves three phases: the crisis itself, the cleanup, and the repair or rebuilding of the area. It is not uncommon for weatherization work to be suspended during the crisis and early clean-up period until community services such as electricity, water, and other infrastructure can be returned to normal. The plan may be in effect for a minimum of six months but could be extended depending upon the anticipated recovery period.

Disaster relief services are only available to qualified low-income households directly affected by the declared disaster. Local agencies may re-prioritize service requests from these households so that timely weatherization and reweatherization services can be provided. Dwellings may only be

provided repairs or weatherization services that are not paid for by insurance or other forms of compensation. The burden of proof of what is and is not covered by insurance or other forms of compensation is put on the policyholder.

For qualified households, the unit allowance will be increased to the maximum reimbursement for a state of emergency as permitted in the DOE Weatherization Assistance Program contract. The maximum is calculated at approximately 15 percent higher than the most current average per weatherized dwelling unit as established by DOE.

Relief services shall be conducted in accordance with the WA State Weatherization Manual and Weatherization Program Notice (WPN) 12-07. Of interest may be, but are not exhaustive are:

- Debris removal at a dwelling unit so that the unit can be weatherized.
- Any home damaged by disaster such as flooding can be reweatherized without regard to date of weatherization if the damage to materials is not covered by insurance or other forms of compensation.
- Commerce may take funds out of local agency grants to provide leveraging opportunities at the state and local levels. These funds can be used in innovative ways to increase the energy-related assistance that can be made available to people facing repair or rebuilding after a disaster.

Prior to initiating disaster relief services, local agencies will be required to submit a written plan to Commerce outlining the services to be provided and to report activities, expenditures, and demographics as required by the weatherization program.

5. Assurances and Certifications

The following certifications will be submitted with the final Washington State Low-Income Weatherization Assistance Plan:

1. Nondiscrimination in Federally Assisted Programs, DOE F 1600.5 (06-94)
2. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Requirements