

OFFICE OF ECONOMIC OPPORTUNITY
FY 2009-2010 APPLICATION INSTRUCTIONS
(July 1, 2009 - June 30, 2010)

Weatherization Assistance Program
Heating and Air Repair and Replacement Program

North Carolina Department of Health and Human Services
Office of Economic Opportunity
2013 Mail Service Center
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APPLICATION INSTRUCTIONS

The following is information on completing specific components of the grant application. Please read carefully and follow instructions. If there is any aspect of this application that needs further clarification, please contact the Program Analyst assigned to your agency.

The grant application is due by close-of-business on Wednesday, April 1, 2009; only one hard copy is required. In addition to the hard copy being mailed, please submit an electronic copy of the Application, Budget, and One-Year Work Program to Dawn Eason at Dawn.Eason@ncmail.net. Failure to submit application on time may result in a delay in the start of the grant. All information requested should be submitted and the application should **not** be stapled or permanently bound in any way. Paper clips, binder clips and rubber bands are permissible. All attachments should be clearly labeled and placed at the end of the application.

Please type in your agency's name on page one of the application, in the space provided.

SECTION I. IDENTIFICATION

Please provide the information requested.

SECTION II. CERTIFICATION

Original signatures are needed for the grant application to be officially certified.

SECTION III. PROGRAM NARRATIVE

1. The recruitment should include specific tasks that will result in increased client enrollment in **each** of the listed targeted demographics. These activities may include speaking at local churches, civics groups, and meeting with other organizations who may be a source of clients. If your agency has had problems recruiting clients from certain areas of your community, please include any strategies to bolster recruitment.
2. Please list the number of people in poverty in your weatherization territory. Please provide a table showing the energy burden and the energy expenditures of the households your agency has served from July 1, 2008 - December 31, 2008. This information can be obtained from AR4CA. A table should list the number of households your agency has served that have an energy burden of 10-14%, 15-21%, 21-29%, 30% and over, high energy burden and the average annual energy expenditure. Please view the examples below:

Dobbs County has 576 households in poverty.

Between July 1, 2008 and December 31, 2008 our agency served:

Energy Burden 10% to 14%	13
Energy Burden 15% to 21%	15
Energy Burden 22% to 29%	18
Energy Burden 30% and over	20
High Energy Burden	56
Average Annual Energy Expenditure	\$1,516

PROGRAM NARRATIVE (Cont.)

3. Please ensure all staff and their titles that appear on the budget, also appear on this page. Agencies without an indirect cost rate must list all management and support staff involved with weatherization. Both current resumes and the job descriptions must be included with the application. Current resumes must include any weatherization training received by the staff (including lead safe, mold and moisture, mobile home, and Whole House) as well as the date(s) attended. With the exceptions of HVAC licenses for on-staff HVAC personnel, please **do not** send copies of certifications along with resumes.
4. The agency wide organization chart must contain **all** weatherization positions listed and all the major positions at the agency as a whole. Please ensure that weatherization positions on the chart match the positions that appear in the budget and in the implementation portion of the One-Year Work Programs.
5. Answer “yes” to this question if your agency is planning to contract out shell work, insulation, and duct sealing. Answer “no” to this question if your agency uses a crew to do most of your weatherization work. (HVAC contractors, plumber, and electricians are not applicable to this question)
6. Please provide requested information.
7. Please provide the requested information.
8. Please provide the requested information.

PROGRAM NARRATIVE (Cont.)

9. Please attach the requested information.
10. Please ensure that your written procedures adhere to the 2008 NC Weatherization State Plan, Section III.3.3 Final Inspection. Policies that do not adhere to the guidelines may be sent back to your agency for revision.
11. Leveraged funds consist of any additional money used to aid weatherization. Leveraged funds should result in an increase in the total number of units completed, the ability to spend more per unit than the current maximum average, or a reduction in the money needed by your agency to weatherize contracted units. In the case of volunteer labor or donated material, estimated amounts should be provided. So if you usually pay \$25 an hour for a job, a similar pay scale should be used for volunteer labor.

PROGRAM NARRATIVE (Cont.)

12. **Any non-OEO sponsored training** should be provided here. If there is a projected cost involved then the training and the associated cost should show up on the budget.

13. Please request any OEO sponsored training here. The training does not have to be training that OEO has sponsored in the past.

SECTION IV. PROJECT IDENTIFICATION (WX)

Mark the One-Year Submission with an X.

1. Provided
2. Provided
3. Please provide the **total** Weatherization Assistance Program allocation here. This includes the Single Audit, Administration, Liability Insurance, Materials, Program Operations and Health & Safety, but excludes T&TA. This number is equal to the “Total WAP” section on the first page of the “Grantee Budget Information”
4. Please provide number of households that your agency expects to serve during the year. This number can only be determined after the budget is completed, as it is based on Materials plus Program Operations divided by the FY 2009-2010 maximum average unit cost.

SECTION IV. PROJECT IDENTIFICATION (HARRP)

Mark the One-Year Submission with an X.

1. Provided
2. Provided
3. Please provide the **total** HARRP allocation here. This number is equal to the “Total HARRP” section on the first page of the “Grantee Budget Information”
4. Please provide number of households that your agency expects to serve during the year. This number should be based on both the allocation and past expenditures in HARRP.

SECTION V. PROJECT DESCRIPTION (WX & HAARP)

The first blank should contain the minimum number of units to be completed and should match the “Number of Households Expected to be Served” from number 4 in section IV. The area after the colon should list the counties that will be served by the agencies followed by the number of units that should be completed by county. Please note that these projected units should be *based solely on the number of households in poverty* in the counties that your agency will serve. For instance, if you have 3 counties and 60 households to serve the total number of units **would not** automatically be 20 households per county. If these three counties have 2300, 400, and 7300 households in poverty, then the households should be split 14, 2, and 44, respectively. The households in poverty should be based on the 2000 Census. Poverty estimations should not be used to determine households served.

The Implementation Schedule should include both the job title of the person performing the work and how many households are projected to be targeted or completed per quarter. Please note that the marketing number should be higher than the targeted completion number for any given quarter.