



**DIVISION OF COUNTY OPERATIONS
OFFICE OF COMMUNITY SERVICES**



**WEATHERIZATION ASSISTANCE PROGRAM
2011-2012 STATE PLAN**

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PART I
ANNUAL FILE

OVERVIEW

A. Background

Arkansas Department of Human Services, Division of County Operations, Office of Community Services (DHS) will administer the Low-Income Weatherization Assistance Program in compliance with Title IV, Energy Conservation and Production Act, as amended. DHS will administer the weatherization program in compliance with the applicable law, including regulations contained in 10 CFR Part 440 (issued February 1, 2002), and other procedures applicable to this regulation as the United States Department of Energy may prescribe for the administration of financial assistance. The plan is for a one year period beginning April 1, 2011 through March 31, 2012.

DHS will monitor subgrantee performance in an effort to increase production of weatherized units. Quarterly production reports and leveraging reports will be submitted to DOE on time.

All units weatherized using funds from DOE will comply with all requirements for a completed unit and will be reported to DOE.

The primary purpose of the weatherization program is to conserve energy. The only health and safety measures installed with DOE funds will be “energy-related” health and safety measures. The state ensures that it will comply with the DOE “prudent use” policy for health and safety funds.

B. General Funding

The federally appropriated DOE funds and the LIHEAP funds are included in the plan for DOE approval. The DOE allocation is \$1,622,103 and the HEAP allocation is \$5,230,142. A total of \$1,000,000 from LIHEAP funds will be dedicated to capital intensive efficiency measures.

C. Adjusted Average

The adjusted average of \$6,572 will be in use for program year 2011.

D. Funds for Administrative Purposes

The state uses 5% for administration. The subgrantees receiving less than \$350,000 will be allowed to use 10% for administration.

E. Leveraged Resources

The local agencies will use DOE resources to leverage with the Arkansas Weatherization Program.

F. Training and Technical Assistance

The state will use the DOE T/TA funds to provide training and technical assistance to subgrantees and to monitor subgrantees.

G. Application Package

The state will comply with E-Gov requirements as prescribed by DOE.

The Master file has been eliminated from the plan. The state, however, will keep relevant information on file.

The state does not use funds for Low-Cost/No-Cost. The state will use the MHEA and NEAT energy audits. These plans are kept on file but are not included in this plan.

The state will revise the budget to include carryover prior to June 30.

The source of labor is no longer required to be reported.

The Congressional Districts served by the various subgrantees are included in this plan. However, a breakdown of the percentage of funds going to the various districts is no longer required.

The production, as required by DOE, is included in this plan. There are no downsizing efforts this program year.

The potential energy savings are included in this plan.

The Training and Technical Assistance Plan and the Monitoring Plan are combined into one plan. A house may be re-weatherized if it was previously weatherized prior to September 30, 1994.

The annual application includes both DOE and LIHEAP funds. The weatherization program is exempt from the Davis-Bacon Act (wage rate requirements).

Subgrantees use DOE funds for leveraging purposes with the Arkansas Weatherization Program. Electric base load measures are included in the NEAT/MHEA Audits.

A list of PAC members is included in this plan.

A transcript is included in this plan. The state requires subgrantees and contractors to maintain adequate liability insurance and pollution occurrence insurance.

H. Public Hearing

The state conducts a public hearing in compliance with DOE requirements.

I. Training and Technical Assistance Plan

The Training and Technical Assistance Plan is combined with the Monitoring Plan.

J. Client Education

The state provides client information and material at the time of weatherization.

K. Program Evaluation

The Office of Energy Efficiency and Renewable Energy (EERE) began conducting a national evaluation of the program in September 2010. The evaluation will assess a variety of program structures and options for program development.

L. Grantee Program Oversight

The state will monitor each subgrantee on a quarterly basis for monitoring and oversight of work and more frequent quality assurance reviews will be performed if quality issues are discovered during the initial visit. The state will review a minimum of 25 percent (25%) of the work completed; however, if significant deficiencies are discovered (health and safety violations, poor quality installation of materials, major services missed, etc.) the monitor will increase the number of homes reviewed and the frequency of visitation until the deficiencies are no longer found. The monitor will resume the 25 percent sampling of the subgrantee work in subsequent visits.

M. Energy Audit Criteria

The state will use the MHEA and the NEAT energy audits. DOE approved the state's energy audit for single family homes and mobile homes on October 5, 2010.

N. Health and Safety

The Health and Safety Plan is included in the Master File and is not included in this Annual File. The plan has been amended to include DOE requirements regarding mold and mildew.

O. Vehicle Purchases

The state will allow vehicle purchases with an acquisition price of \$5,000 or more to be spread over the entire life of the vehicle and the number of homes served during that period.

P. Policy Advisory Council

The state will maintain the Policy Advisory Council instead of using a State Council.

Q. Reporting Requirements

The state will comply with the financial and program reporting requirements of DOE.

R. Reporting DOE Completed Units

The state will report all units to DOE that contain DOE funds. All units weatherized with DOE funds will comply with the DOE definition of a completed unit.

S. Financial Audits

Subgrantees may budget financial audit cost as a separate budget category.

T. **Newly Legalized Aliens**

The Immigration and Nationality Act made certain aliens legalized under the Immigration and Control Act of 1986 temporarily ineligible for weatherization assistance. The provisions of this law have expired. The only potential implications are those cases that were open while this law was in effect. Local agencies that are charitable and nonprofit are exempt from implementing new status verification requirements for nonqualified aliens. However, local government agencies must conduct status verification when serving nonqualified aliens.

U. **Multi-Family Eligibility**

The Department of Energy has advised states that a multi-family building may be weatherized if two-thirds of the units are eligible. Certain multi-family buildings with significant energy efficiency improvements or leverage resources require only one-half of the units to be eligible. A building containing two or four units may be weatherized if one-half of the units are eligible. A nonqualified alien could be the recipient of weatherization services as part of the two-thirds or one-half rule.

In selecting an energy audit to address multi-family units, Arkansas will use the following selection criteria:

For small multi-family buildings, less than 25 units, *where the units are individually heated or cooled*, DOE has previously reviewed and accepted for use in the Weatherization Assistance Program the following software: NEAT.

For small multi-family buildings, less than 25 units, *with buildings containing central heating and cooling systems*, DOE has previously reviewed and accepted for use in the Weatherization Assistance Program the following software: EA-Quip and TREAT.

For large multi-family buildings, more than 25 units, DOE has previously reviewed the accepted for use in the Weatherization Assistance Program the following software: EAQUIP and TREAT.

V. **Recovered Materials**

Each subgrantee has a policy and procedure for using insulation composed of the highest percentage of recovered materials practical.

W. **Rental Requirements**

There are no changes in rental procedures.

X. **Income Eligibility**

The state will use 200 percent of poverty as the income eligibility level.

Y. **Fuel Switching**

DOE does not permit the general practice of fuel switching when replacing furnace and appliances.

GRANT APPLICATION
STANDARD FORM 424

RECEIVED
OMB APPROVAL NO. 3348-904
FEB 17 2011
COMMUNITY SERVICES

APPLICATION FOR FEDERAL ASSISTANCE

2. DATE SUBMITTED

3. DATE RECEIVED BY STATE
February 11, 2011

4. DATE RECEIVED BY FEDERAL AGENCY
Applicant Identifier # DC0011050875
AR 110211-013

1. TYPE OF SUBMISSION: Application

Pre-application

Construction
 Non-Construction

Construction
 Non-Construction

5. APPLICANT INFORMATION

Legal Name: Arkansas State of

Organizational DUNS: 024720901

Address: P.O. Box 1437/Slot S330
Street: 700 Main Street

The City: Little Rock

County: Pulaski

State: Arkansas Zip Code: 72203

Country: United States

Organizational Unit: Office of Community Services
Department: Human Services
Division: County Operations

Name and telephone number of person to be contacted on matters involving this application (give area code)

Prefix: Mr.

Middle Name: E.

Last Name: Green

Suffix:

Email: thomas.green@arkansas.gov

Phone Number (give area code): (501) 682-8715

6. EMPLOYER IDENTIFICATION NUMBER (EIN): 71-0422536

8. TYPE OF APPLICATION:
 New Continuation Revision
If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.)
Other (specify)

7. TYPE OF APPLICANT: (See back of form for Types) A.

Other (specify)

9. NAME OF FEDERAL AGENCY: U. S. DEPARTMENT OF ENERGY

RECEIVED
FEB 11 2011
INTERGOVERNMENTAL SERVICES
STATE CLEARINGHOUSE

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 81-042

TITLE (Name of Program): Title IV, Part A, P.L. 94-385

11. DESCRIPTIVE TITLE OF APPLICANT'S PROGRAM: Weatherization Assistance Program - The program provides energy conservation for the homes of low-income elderly and disabled.

12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc): State of Arkansas

13. PROPOSED PROJECT

Start Date: 04/01/11 Ending Date: 03/31/12

14. CONGRESSIONAL DISTRICTS OF:

a. Applicant
b. Second

15. ESTIMATED FUNDING:

a. Federal	\$1,622,103.00
b. Applicant	\$
c. State	\$
d. Local	\$
e. Other (HEAP)	\$5,230,142.00
f. Program Income	\$
g. TOTAL	\$6,852,245.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. Yes THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:
b. No PROGRAM IS NOT COVERED BY E. O. 12372 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
 Yes If "Yes" attach an explanation. No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative

Prefix: Mr. First Name: Thomas Middle Name: E. Last Name: Green Suffix:

b. Title: Director

c. Telephone Number (give area code): (501) 682-8715

d. Signature of Authorized Representative: *Thomas Green* e. Date Signed: 2/11/11

STATE CLEARINGHOUSE
APPLICATION SUPPLEMENT

1. IF THIS IS A "NOTIFICATION OF INTENT" TO APPLY OR A PREAPPLICATION, PLEASE CHECK THIS BOX AND INDICATE GRANT I.D. ASSIGNED.
GRANT I.D. _____ X(8)
2. IF THIS IS AN ACTUAL GRANT APPLICATION, PLEASE CHECK THIS BOX , AND INDICATE GRANT I.D. ASSIGNED. Grant I. D. DCO-11050875 _____ X(8)
*NOTE: IF A NOTIFICATION OF INTENT OR PREAPPLICATION HAS BEEN PREVIOUSLY SUBMITTED, USE THAT I.D. TO COMPLETE ITEM 2 AND INDICATE SAI# THAT WAS ASSIGNED TO THE NOI OR PREAPP. SAI# _____ X(8)
3. IF THIS IS AN APPLICATION FOR SUPPLEMENTAL FUNDS OR IS A REVISION, PLEASE INDICATE ORIGINAL GRANT I.D. AND SAI# TO WHICH IT APPLIES.
GRANT I.D. _____ X(8) SAI# _____ X(8)
4. GRANT YEAR 2010-2011 XX
GRANT START DATE 04 / 01 / 11 GRANT END DATE 03 / 31 / 12 (mo/day/yr)
6. APPLICANT (AGENCY) CODE 710H X(7) (see Applicant Code List)
7. GRANTOR CoDE DOE X(5) (see Grantor Code List)
8. ORGANIZATION UNIT _____ Department of Energy
9. FUNDING PERCENTAGE REQUIREMENTS:
FEDERAL 100 % STATE _____ % OTHER _____ %
10. TYPE OF ASSISTANCE (A THROUGH P) _____ (see instructions on back)
11. METHOD OF FUNDING 3
 1. ADVANCE BY TREASURY CHECK
 2. REIMBURSEMENT BY TREASURY CHECK
 3. ADVANCE BY LETTER OF CREDIT
 4. REIMBURSEMENT BY LETTER OF CREDIT
12. FEDERAL FUNDS FOR THIS GRANT WILL BE RECEIVED DIRECTLY FROM (CHECK ONE)
 A FEDERAL AGENCY ANOTHER STATE AGENCY OTHER SOURCE
 **If a source is OTHER please specify _____
13. DO YOU HAVE AN INDIRECT COST RATE? YES NO
14. IF YES, IS THE RATE BEING APPLIED TO THIS PROJECT? YES NO

15.	A. DIRECT COST BASE	B. INDIRECT COST RATE	C. INDIRECT COSTS CLAIMED*
	\$	%	\$
D. EXPLANATION*			

PROGRAM MANAGER _____

 Signature
 AGENCY Office of Community Services
 DATE _____

SUPPLEMENTARY GRANT INFORMATION

APPLICANT: Office of Community Services
 Post Office Box 1437/S330
 Little Rock, Arkansas 72203-1437

PROJECT DURATION:

04/01/11 - 03/31/12

Name of Funding Agency: Department of Energy

Part I: Project Description: Briefly describe the purpose of the grant, the work to be done and the projected accomplishments:

The Weatherization Assistance Program for Low-Income Persons will weatherize 178 units for the low-income families in fiscal year 2011. The same number is planned for fiscal year 2012.

Part II: Budgetary Information:

	<u>Applicant</u>	<u>Federal</u>	<u>State Local Other (Specify)</u>	<u>Total</u>
Personal Services	\$ _____	\$ <u>254,830</u>	\$ _____	\$ <u>254,830</u>
Supplies and Materials	_____	<u>40,500</u>	_____	<u>40,500</u>
Travel	_____	<u>25,000</u>	_____	<u>25,000</u>
Capital Outlay	_____	<u>0</u>	_____	<u>0</u>
Consultants Services	_____	<u>1,220,969</u>	_____	<u>1,220,969</u>
Other	_____	<u>5,230,142</u>	_____	<u>5,230,142</u>
Total				
Indirect Cost (___%)	_____	<u>80,256</u>	_____	<u>80,256</u>
Total Support	\$ _____	\$ <u>6,851,697</u>	\$ _____	\$ <u>6,851,697</u>

Indicate Other Services: _____

Indicate "In-Kind" support by an (*) next to amount.

If the project is for more than one year, you should submit a separate budget for each applicable year.

B U D G E T

Replaces EIA.-459C

1,888

1910-0400

Budget Information – Non Construction

OMB Approval No.0348-0044

Section A – Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-federal (f)	Total (g)
1. DOE	81.042			\$1,622,103		\$1,622,103
2.		2,891,103				2,891,103
3.						
4.						
5. Totals				\$1,622,103		\$4,513,206
Section B – Budget Categories						
Grant Program, Function or Activity						Total (5)
6. Object Class Categories		(1) Grantee Administration	(2) Subgrantee Administration	(3) Grantee T&TA	(4) Subgrantee T&TA	
a. Personnel		\$ 18,666		\$ 144,347		\$163,013
b. Fringe Benefits		5,394		37,526		42,920
c. Travel		5,000		10,000		15,000
d. Equipment		3,040		10,000		13,040
e. Supplies		2,500		10,000		12,500
f. Contractual		0	162,210	25,000		1,245,495
g. Construction		0		0		0
h. Other		6,288		18,631		24,919
i. Total Direct Charges (sum of 6a-6h)		40,888	162,210	255,504		1,516,887
j. Indirect Charges		40,216		65,000		105,216
k. Totals (sum of 6i and 6j)		\$81,104	162,210	320,504		1,622,103
7. Program Income						

Budget Information – Non Construction Programs

OMB Approval No.0348-0044

Section A – Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. Totals						
Section B – Budget Categories						
	Grant Program, Function or Activity					Total (5)
6. Object Class Categories		(1) Program Operations	(2) Health and Safety	(3) Vehicles and Equipment	(4) Liability Insurance	
a. Personnel						
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual		858,285	150,000		25,000	1,033,285
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a-6h)		858,285	150,000		25,000	1,033,285
j. Indirect Charges						
k. Totals (sum of 6i and 6j)		858,285	150,000		25,000	1,033,285
7. Program Income						

Budget Information – Non Construction Programs

OMB Approval No.0348-0044

Section A – Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. Totals						
Section B – Budget Categories						
Grant Program, Function or Activity						Total (5)
6. Object Class Categories		(1) Leveraging	(2) Financial Audits	(3)	(4)	
a. Personnel						
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual		0	25,000			25,000
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a-6h)		0	25,000			25,000
j. Indirect Charges						
k. Totals (sum of 6i and 6j)		0	25,000			25,000
7. Program Income						

2011 DOE
ALLOCATION

AGENCY	UNITS	PS & M	ADMINISTRATION	TOTAL
BRAD	7	\$ 38,827	\$ 5,177	\$ 44,004
CADC	40	229,952	30,660	260,612
CAPCA	10	57,343	7,646	64,989
CRDC	25	142,711	19,028	161,739
C-SCDC	9	50,797	6,773	57,570
CSO	5	26,385	3,518	29,903
MCAEOC	4	25,872	3,450	29,322
M-DCS	10	56,021	7,469	63,490
NADC	11	62,962	8,395	71,357
OHC	17	99,172	13,223	112,395
OOI	13	77,268	10,302	87,570
PB-JCEOC	13	76,303	10,174	86,477
SEACAC	11	65,552	8,740	74,292
SWADC	15	88,793	11,839	100,632
UHDC	20	118,619	15,816	134,435
TOTAL	210	\$1,216,577	\$ 162,210	\$1,378,787

*This formula incorporates \$6,572 maximum average.

*Additional 5% allowed for Admin as all subgrantees are receiving less than \$350,000.

2011 LIHEAP
ALLOCATIONS

AGENCY	UNITS	PS & M	ADMINISTRATION	TOTAL
BRAD	18	\$ 107,893	\$ 8,346	\$ 116,239
CADC	104	638,991	49,429	688,420
CAPCA	26	159,346	12,326	171,672
CRDC	65	396,567	30,676	427,243
C-SCDC	23	141,154	10,919	152,073
CSO	12	73,319	5,672	78,990
MCAEOC	12	71,892	5,561	77,453
M-DCS	26	155,671	12,042	167,713
NADC	29	174,957	13,534	188,491
OHC	45	275,578	21,317	296,895
OOI	35	214,713	16,609	231,322
PB-JCEOC	35	212,029	16,401	228,430
SEACAC	30	182,155	14,091	196,246
SWADC	40	246,738	19,086	265,824
UHDC	54	329,618	25,498	355,116
TOTAL	554	\$3,380,621	\$ 261,507	\$ 3,642,128

*This formula incorporates \$6,572 maximum average.

Leveraging \$65,000

State Administration \$261,507

Sub grantee Administration \$261,507

Capital Intensive - \$1,000,000

2011
CAPITAL INTENSIVE EFFICIENCY ALLOCATION

AGENCY	TOTAL FUNDING
BRAD	31,915
CADC	189,016
CAPCA	47,135
CRDC	117,306
CSCDC	41,754
CSO	21,688
MCAEOC	21,266
MDCS	46,048
NADC	51,753
OHC	81,517
OOI	63,513
PB-JCEOC	62,719
SEACAC	53,882
SWADC	72,986
UHDC	97,502
TOTAL	\$1,000,000

ALLOCATION FORMULA

AGENCY	HDD+CDD	PERCENT HDD+CDD	POVERTY%	AVERAGE HDD+CDD AND POVERTY
BRAD	16168	4.2122	2.1709	3.1915
CADC	59459	15.4906	22.3127	18.9016
CAPCA	15365	4.003	5.4241	4.7135
CRDC	41971	10.9345	12.5268	11.7306
CSCDC	10699	2.7873	5.5636	4.1754
CSO	4934	1.2849	3.0514	2.1688
MCAEOC	5368	1.3997	2.854	2.1266
MDCS	20438	5.3246	3.885	4.6048
NADC	27098	7.0597	3.291	5.1753
OHC	21753	5.6672	10.6363	8.1517
OOI	32274	8.4082	4.2944	6.3513
PB-JCEOC	24872	6.4798	6.064	6.2719
SEACAC	23727	6.1815	4.5949	5.3882
SWADC	33904	8.8329	5.7643	7.2986
UHDC	45807	11.9339	7.5666	9.7502
TOTAL	383837	100	100	100

U.S. DEPARTMENT OF ENERGY

(10/01)

BUDGET EXPLANATION FOR FORMULA GRANTS

Provide detailed information to support each Cost Category using this form. Cost breakdown estimates may be entered on this form or attach a breakdown of costs using your own format as Attachment A.

1. PERSONNEL – Prime Applicant only (all other participant costs must be listed on 6. below and form DOE F 4600.4, Section B. Line 6.f. Contracts and Sub Grants.

- a. Identify, by title, each position to be supported under the proposed award.

Weatherization Program Administrator
Education and Instruction Analyst
Grants Analyst (2)

- b. Briefly specify the duties of professionals to be compensated under this project.

Weatherization Program Administrator supervises staff, develops annual grant, develops grant guidance, provides technical assistance to subgrantees, reviews subgrantee contracts.

Education and Instruction Analyst develops training packages, provides hands-on training, develops training plan, reviews subgrantees for compliance with policies/procedures.

Grants Analyst monitors performance of weatherization subgrantees.

2. FRINGE BENEFITS –

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and include a copy of the rate agreement.
No
- b. If above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations as an attachment.

<u>Position/Person</u>	<u>Time</u>	<u>X</u>	<u>Rate</u> =	<u>Total</u>
Weatherization Program Administrator	50%		\$18,666	\$18,666
Weatherization Grants Analyst	50%		\$29,378	\$29,378
Grants Analyst	100%		\$42,369	\$42,369
Grants Analyst	100%		\$38,600	\$38,600
Grants Analyst	100%		\$34,000	\$34,000

		WX. Program Administrator	WX. Training Analyst	(3) Grants Analyst
FICA Match	7.650%	\$ 4,858	\$ 4,415	\$ 8,523
Retirement	10.000%	6,350	-0-	11,140
Unemployment Tax	.089%	57	51	100
Workers Comp Insurance	2.000% \$285 per employee x 12 months	1,270	1,154	2,228
		<u>3,420</u>	<u>3,420</u>	<u>10,260</u>
Sub-Total TOTAL		\$15,955	\$ 9,040	\$32,251 =57,246

3. **TRAVEL** - Identify total Foreign and Domestic Travel as separate items.

- a. Indicate the purpose(s) of proposed travel.
- (1) One trip to the Weatherization Conference for five people.
 - (2) At least two trips to each of 15 subgrantees for the purpose of monitoring and providing technical assistance.
 - (3)
- b. Specify the basis for computation of travel expenses (e.g., current airline ticket quotes, past trips of a similar nature, federal government or organization travel policy, etc.).
- (1) Admin. - \$5,000 – Weatherization Conference
 - (2) T/TA - \$20,000 – In-State Travel
 - (3) Admin. - \$ 2,500 - NASCSP Conference

4. **EQUIPMENT** – as defined in 10 CFR 600.202. Definitions can be found at http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html.

- a. Provide the basis for the equipment cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).

Prior purchases $\$1,250 \times 2 = \$ 2,500$ (Adm.)
Vendor quote $450 \times 3 = \$ 1,350$ (T/TA)
Cost estimate $1,050 \times 3 = \$ 3,150$ (T/TA)
Vendor quote $6,000 \times 1 = \$ 6,000$ (Adm.)

- b. Briefly justify the need for items of equipment to be purchased.

Weatherization staff needs new computers;
Weatherization staff needs digital cameras;
Weatherization staff needs carbon monoxide detectors;
Cost to repair Niton Analyzer.

5. **MATERIALS AND SUPPLIES** – as defined in 10 CFR 600.202. Definitions at http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html.

- a. Provide the basis for the materials and supplies cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).
- b. Briefly justify the need for items of material to be purchased.

T & TA - \$10,000 for office purchases for stationary and other office supplies

Admin - \$17,500 for office purchases for stationary and other office supplies

6. **CONTRACTS AND SUBGRANTS** – All other participant costs including subcontractor, sub-grants, and consultants.

Provide the information below for new proposed sub recipients and subcontractors. For ongoing subcontractors and sub recipients, if this information is provided elsewhere in the application, it does not have to be restated here, but please indicate the document and page numbers where it can be found.

Information is provided elsewhere in the application.

* For example—Competitive, Historical, Quote, Catalog

7. **OTHER DIRECT COSTS** - Include all direct costs not included in above categories.

- a. Provide the basis for the cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).

Admin – Costs are for telephone service charge, credit card purchases and subscriptions, publications and books and for audit costs - \$4,000.

T/TA – Costs are for freight expenses, printing, advertisements, equipment maintenance, rent of copier, office space rent, telephone, credit card purchases, and subscriptions - \$3,500.

- b. Briefly justify the need for items to be purchased.
These expenses are based on prior year experience.

8. **INDIRECT COSTS** -

- a. Are the indirect cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and include a copy of the rate agreement.

The state uses a cost allocation formula that has been approved by the Department of Energy. The cost allocation formula is updated annually.

Community Services Administration
420509 HG1X00XX

Code	Program	Quarter Ending 12/31/10	Quarter Ending 09/30/10	Quarter Ending 06/30/10	Quarter Ending 03/31/10
FK	Lead Based Paint				
F5	HEAP	27.27	27.27	33.34	33.33
F8	Weatherization	36.37	36.36	33.33	33.34
F9	CSBG	36.36	36.37	33.33	33.33
	TOTAL	100	100	100	100

- b. If a above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations as an attachment.

GO-PF20
(11/97)

DOE F 540.5
(12-04)

SUBGRANTEES
U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION

OMB Control No. _____
Expires _____

Grant #: 841 **Amendment:** _____ **State:** AR **Program Year:** 2011-2012

Name: Black River Area Development Corporation Phone: (870) 892-5219

Address 1: 1403 Hospital Drive *Contact: Jim Jansen, Executive Director

Address 2: _____ *Fax: (870) 892-0707

City: Pocahontas State: AR Zip Code: 72455-3847

*Email: jjansen@bradcorp.org

Tentative allocation:	\$44,404
Planned units:	7
Type of organization:	501(c) (3)
Sources of Labor:	DOE

Counties served:
Clay
Lawrence
Randolph

Congressional Districts:
1

* These fields are optional.

Name: Central Arkansas Development Council Phone: (501) 315-1121

Address 1: 321 Edison Avenue *Contact: Larry Cogburn, Executive Director

Address 2: Post Office Box 580 *Fax: (501) 778-9120

City: Benton State: AR Zip Code: 72018-0580

*Email: lcogburn@cadc.cc

Tentative allocation:	\$260,612
Planned units:	40
Type of organization:	501(c)(3)
Sources of Labor:	DOE

Counties served: Calhoun, Clark,
Columbia, Dallas, Hot Spring, Lonoke,
Montgomery, Ouachita, Pike, Pulaski,
Saline, Union

Congressional Districts:
1, 2, 4,

* These fields are optional.

Name: Community Action Program for Central Arkansas, Inc. Phone: (501) 329-3891

Address 1: 707 Robins Street, Suite 118 *Contact: Archie Musselman, Executive Director

Address 2: _____ *Fax: (501) 329-9247

City: Conway State: AR Zip Code: 72034-6517

*Email: archie.musselman@capcainc.org

Tentative allocation:	\$64,989
Planned units:	10
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served:
Cleburne
Faulkner
White

Congressional Districts:
1 2,

* These fields are optional.

DOE F 540.5
(12-04)

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

OMB Control No. _____
Expires _____

Grant #: 841 **Amendment:** _____ **State:** AR **Program Year:** 2011-2012

Name: Crowley's Ridge Development Council Phone: (870) 802-7100 Ext. 113

Address 1: 2401 Fox Meadow Lane *Contact: Troy Branscum, Executive Director

Address 2: P.O. 16720 *Fax: (870) 935-0291

City: Jonesboro State: AR Zip Code: 72403-6711

*Email: lprice@crdcnea.com

Tentative allocation:	\$161,739
Planned units:	25
Type of organization:	501(c) (3)
Sources of Labor:	DOE

Counties served:
Craighead, Crittenden
Cross, Greene
Jackson, Poinsett
St. Francis, Woodruff

Congressional Districts:
1

* These fields are optional.

Name: Crawford-Sebastian Community Development Council, Inc. Phone: (479) 785-2303

Address 1: 4831 Armour Street *Contact: Mark Whitmer, Executive Director

Address 2: P.O. 4069 *Fax: (479) 785-2341

City: Fort Smith State: AR Zip Code: 72914

*Email: mwhitmer@cscdcaa.org

Tentative allocation:	\$57,570
Planned units:	9
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served: ,
Crawford
Sebastian

Congressional Districts:
3,

* These fields are optional.

Name: Community Services Office, Inc. Phone: (501) 624-5724

Address 1: 600 West Grand Avenue *Contact: Leon Massey, Executive Director

Address 2: P.O. Box 1175 *Fax: (501) 624-1645

City: Hot Springs State: AR Zip Code: 71902-1175

*Email: lemass@csohs.org

Tentative allocation:	\$29,903
Planned units:	5
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served:
Garland

Congressional Districts:
4

* These fields are optional .

DOE F 540.5
(12-04)

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

OMB Control No. _____
Expires _____

Grant #: 841 **Amendment:** _____ **State:** AR **Program Year:** 2011-2012

Name: Mississippi County, Arkansas Economic Opportunity Commission, Inc. Phone: (870) 776-1054

Address 1: 1400 North Division *Contact: Samuel Scruggs, Executive Director

Address 2: P.O. Box Drawer 1289 *Fax: (870) 776-1875

City: Blytheville State: AR Zip Code: 72316

*Email: sam.scruggs@sbcglobal.net

Tentative allocation:	\$29,322
Planned units:	5
Type of organization:	501(c) (3)
Sources of Labor:	DOE

Counties served:
Mississippi

Congressional Districts:
1

* These fields are optional.

Name: Mid-Delta Community Services, Inc. Phone: (870) 338-6406

Address 1: 610 Biscoe Street *Contact: Margaret Staub, Executive Director

Address 2: P.O. Box 745 *Fax: (870) 338-3629

City: Helena State: AR Zip Code: 72342-0745

*Email: mmstaub@suddenlinkmail.com

Tentative allocation:	\$63,490
Planned units:	10
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served:
Lee
Monroe
Phillips
Prairie

Congressional Districts:
1

* These fields are optional.

Name: Northcentral Arkansas Development Council, Inc. Phone: (870) 793-5765

Address 1: 550 9th Street *Contact: Larry Goodwin, Executive Director

Address 2: P.O. Box 3349 *Fax: (870) 793-2167

City: Batesville State: AR Zip Code: 72503-3349

*Email: nadc_larry@yahoo.com (underscore between nadc and larry)

Tentative allocation:	\$71,357
Planned units:	11
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served: Fulton
Independence
Izard
Sharp
Stone

Congressional Districts:
1

* These fields are optional.

DOE F 540.5
(12-04)

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

OMB Control No. _____
Expires _____

Grant #: 841 **Amendment:** _____ **State:** AR **Program Year:** 2011-2012

Name: Office of Human Concern, Inc Phone: (479) 636-7301

Address 1: 506 East Spruce Street *Contact: Al West, Executive Director

Address 2: P.O. Box 778 *Fax: (479) 636-7312

City: Rogers State: AR Zip Code: 72757-0778

*Email: alwest@ehc.org

Tentative allocation:	\$112,395
Planned units:	17
Type of organization:	501(c) (3)
Sources of Labor:	DOE

Counties served: Benton
Carroll
Madison
Washington

Congressional Districts:
3

* These fields are optional.

Name: Ozark Opportunities, Inc. Phone: (870) 741-9406

Address 1: 701 East Prospect 72602 *Contact: Richard "Toby" Atkinson, Executive Director

Address 2: P.O. Box 1400 *Fax: (870) 741-0924

City: Harrison State: AR Zip Code: 72601-1400

*Email: exdirooi@windstream.net

Tentative allocation:	\$87,570
Planned units:	13
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served: Baxter, Boone
Marion, Newton
Searcy, Van Buren

Congressional Districts:
1, 2, 3

* These fields are optional.

Name: Pine Bluff-Jefferson County Economic Opportunities Commission, Inc. Phone: (870) 536-0046

Address 1: 817 South Cherry Street *Contact: David Knight, Executive Director

Address 2: P.O. Box 7228 *Fax: (870) 535-7558

City: Pine Bluff State: AR Zip Code: 71611-7228

*Email: dknight@pbjceoc.org

Tentative allocation:	\$86,477
Planned units:	13
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served: Arkansas
Cleveland
Jefferson
Lincoln
Grant

Congressional Districts:
1, 4

* These fields are optional.

DOE F 540.5
(12-04)

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

OMB Control No. _____
Expires _____

Grant #: 841 **Amendment:** _____ **State:** AR **Program Year:** 2011-2012

Name: Southeast Arkansas Community Action Corporation Phone: (870) 226-2668

Address 1: 1208 Myrtle *Contact: Larry Henderson, Executive Director

Address 2: P.O. Box 312 *Fax: (870) 226-5637

City: Warren State: AR Zip Code: 71671-0312

*Email: larryhenderson@seacac.com

Tentative allocation:	\$74,292
Planned units:	11
Type of organization:	501(c)(3)
Sources of Labor:	DOE

Counties served: Ashley
Bradley
Chicot
Desha
Drew

Congressional Districts:
4

* These fields are optional.

Name: Southwest Arkansas Development Council, Inc. Phone: (870) 773-5504

Address 1: 3902 Sanderson Lane *Contact: Donald Nelson, Interim Executive Director

Address 2: _____ *Fax: (870) 772-6540

City: Texarkana State: AR Zip Code: 71854-2516

*Email: donaldnelson@cableone.net

Tentative allocation:	\$100,632
Planned units:	15
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served: Hempstead, Howard
Lafayette, Little Rock
Miller, Nevada
Sevier

Congressional Districts:
4

* These fields are optional.

Name: Universal Housing Development Corporation Phone: (479) 968-5001

Address 1: 301 East Third Street *Contact: Pat Atkinson, Executive Director

Address 2: P.O. Box 846 *Fax: (479) 968-5002

City: Russellville State: AR Zip Code: 72801-0846

*Email: pat@uhdc.net

Tentative allocation:	\$134,435
Planned units:	21
Type of organization:	501 (c)(3)
Sources of Labor:	DOE

Counties served: Conway, Franklin
Johnson, Logan
Perry, Polk
Pope, Scott
Yell

Congressional Districts:
2, 3

* These fields are optional.

OFFICE OF COMMUNITY SERVICES

ARKANSAS WEATHERIZATION SUBGRANTEES

		<u>County</u>
BRAD	<p>Mr. James Jansen, Executive Director Black River Area Development Corp. 1403 Hospital Drive Pocahontas, Arkansas 72455-3847 Telephone: (870) 892-5219 FAX: (870) 892-0707 E-mail: jjansen@bradcorp.org</p> <p>Mr. Kris Rose, Weatherization Director (870) 892-5219 Ext. 254 E-mail: krose@bradcorp.org</p> <p>Financial: Ms Debbie Shannon (870)892-5219 Ext. 229 E-mail: dshannon@bradcorp.org</p>	<p>Clay Lawrence Randolph</p>
CADC	<p>Mr. Larry Cogburn, Executive Director Central Arkansas Development Council 321 Edison Avenue Post Office Box 580 Benton, Arkansas 72018-0580 Telephone: (501) 315-1121 FAX: (501) 778-9120 E-mail: lcogburn@cadc.cc Also E-mail: lblair@cadc.cc</p> <p>Financial: Mr. James White E-mail: jwhite@cadc.com</p> <p>Ms. Beverly Palmer, Weatherization Coordinator Telephone: (501) 776-8446 E-mail: bpalmer@cadc.com</p>	<p>Calhoun Clark Columbia Dallas Hot Spring Montgomery Ouachita Pike Lonoke Pulaski Saline Union</p>

Weatherization Subgrantees' List

Page Two

CAPCA	<p>Mr. Archie Musselman, Executive Director Community Action Program for Central Arkansas, Inc. 707 Robins Street, Suite 118 Conway, Arkansas 72034-65172 Telephone: (501) 329-3891 FAX: (501) 329-9247 E-mail: archie.musselman@capcainc.org</p> <p>Ms. Melissa McWilliams, Weatherization E-mail: Melissa.mcwilliams@capcainc.org</p>	Cleburne Faulkner White
CRDC	<p>Mr. Troy Branscum, Executive Director Crowley's Ridge Development Council Post Office Box 16720 2401 Fox Meadow Lane Jonesboro, Arkansas 72403-6711 Telephone: (870) 802-7100 Ext 113 FAX: (870) 935-0291 E-mail: troybranscum@crdcnea.com</p> <p>Mr. Kenny Gunn, Weatherization Director Telephone: (870) 802-7100 Ext. 120 FAX: (870) 935-0291 E-mail: kennygunn@crdcnea.com</p>	Craighead Crittenden Cross Greene Jackson Poinsett St. Francis Woodruff
C-SCDC	<p>Mr. Mark Whitmer, Executive Director Crawford-Sebastian Community Development Council, Inc. 4831 Armour Street Post Office Box 4069 Fort Smith, Arkansas 72914 Telephone: (479) 785-2303 Ext. 107 FAX: (479) 785-2341 E-mail: mwhitmer@cscdcaa.org</p> <p>Ms. Debbie Biggs, Weatherization Director Telephone: (479) 785-2303 Ext. 110 E-Mail: dbiggs@cscdcaa.org</p>	Crawford Sebastian

Weatherization Subgrantees' List
Page Three

CSO	<p>Mr. Leon Massey, Executive Director Community Services Office, Inc. 600 West Grand Avenue Post Office Box 1175 Hot Springs, Arkansas 71901-1175 Telephone: (501) 624-5724 FAX: (501) 624-1645 E-mail: lemass@csohs.org</p> <p>Mr. Joe Bob Garner, Weatherization Director Telephone: (501) 624-5724, Ext 0 E-mail: jgarner@csohs.org</p>	Garland
MCAEOC	<p>Mr. Sam Scruggs, Executive Director Mississippi County, Arkansas Economic Opportunity Commission, Inc. 1400 North Division Post Office Drawer 1289 Blytheville, Arkansas 72316-1289 Telephone: (870) 776-1054 FAX: (870) 776-1875 or 776-1567 E-mail: Sam.Scruggs@sbcglobal.net</p> <p>Mr. Clark Phillips, Weatherization Director E-mail: clarkphillipswx@yahoo.com</p>	Mississippi
M-DCS	<p>Ms. Margaret Staub, Executive Director Mid-Delta Community Services, Inc. 610 South Biscoe Post Office Box 745 Helena, Arkansas 72342-0745 Telephone: (870) 338-6406 FAX: (870) 338-3629 E-mail: mmstaub@suddenlinkmail.com</p> <p>Mr. Jacob Bright, Weatherization Director 1125 North Columbia Post Office Box 745 Helena, Arkansas Telephone: (870) 338-3411 Fax: (870) 338-3629 E-mail: j.bright@suddenlinkmail.com</p>	Lee Monroe Phillips Prairie

Weatherization Subgrantees' List
Page Four

NADC	<p>Mr. Larry Goodwin, Executive Director Northcentral Arkansas Development Council, Inc. 550 9th Street Post Office Box 3349 Batesville, Arkansas 72503-3349 Telephone: (870) 793-5765 FAX: (870) 793-2167</p> <p>E-mail: nadc_larry@yahoo.com</p>	<p>Fulton Independence Izard Sharp Stone</p>
OHC	<p>Mr. Al West, Executive Director Office of Human Concern, Inc. 506 East Spruce Street Post Office Box 778 (mail address only) Rogers, Arkansas 72757-0778 Telephone: (479) 636-7301 FAX: (479) 636-7312 E-mail: alwest@ehc.org</p> <p>Ms. Jerrie Dutton, Weatherization Director 2810 North Second Street Post Office Box 778 Rogers, Arkansas 72757-0778 Telephone: (479) 636-4194 Fax: (479) 631-3945 E-mail: jdutton@ehc.org</p>	<p>Benton Carroll Madison Washington</p>

Weatherization Subgrantees' List

Page Five

OOI	<p>Mr. Richard “Toby” Atkinson, Executive Director Ozark Opportunities, Inc. 701 East Prospect 72602 Post Office Box 1400 Harrison, Arkansas 72601-1400 Telephone: (870) 741-9406 Ext. 235 FAX: (870) 741-0924 E-mail: exdirooi@windstream.net</p> <p>Mr. Randy McAllister, Weatherization Director 200 W. Nome (Delivery Address Only) Post Office Box 306 Marshall, Arkansas 72650 Telephone: (870) 448-2010 Fax: (870) 448-2018 E-mail: ooiwxdr@windstream.net</p>	<p>Baxter Boone Marion Newton Searcy Van Buren</p>
PB-JCEOC	<p>Mr. David Knight, Executive Director Pine Bluff-Jefferson County Economic Opportunities Commission, Inc. 817 South Cherry Street Post Office Box 7228 Pine Bluff, Arkansas 71611-7228 Telephone: (870) 536-0046 FAX: (870) 535-7558 E-mail: dknight@pbjceoc.org</p>	<p>Arkansas Cleveland Jefferson Lincoln Grant</p>
SEACAC	<p>Mr. Larry Henderson, Executive Director Southeast Arkansas Community Action Corporation 1208 Myrtle Post Office Box 312 Warren, Arkansas 71671-0312 Telephone: (870) 226-2668 FAX: (870) 226-5637 E-mail: larryhenderson@seacac.com</p> <p>Ms. Betty Forrest, Weatherization Director 914 East Church Street. Warren, Arkansas 71671 Telephone: (870) 226-2923 Fax: (870) 226-2952 E-mail: betty.forrest@seacac.com</p>	<p>Ashley Bradley Chicot Desha Drew</p>

Weatherization Subgrantees' List

Page Six

SWADC	<p>Mr. Donald Nelson, Interim Executive Director Southwest Arkansas Development Council, Inc. 3902 Sanderson Lane Texarkana, Arkansas 71854-2516 Telephone: (870) 773-5504 FAX: (870) 772-6540 E-mail: donaldnelson@cablone.net</p> <p>Mr. Taft Wilson, Weatherization Director 1600 Arkansas Blvd., Ste. 112 Texarkana, Arkansas Telephone: (870) 774-1664/1667 Ext. 103 FAX: (870) 774-1668 E-mail: taftwilson@cablone.net</p>	<p>Hempstead Howard Lafayette Little River Miller Nevada Sevier</p>
UHDC	<p>Ms. Patricia Atkinson, Executive Director Universal Housing Development Corporation 301 East Third Street Post Office Box 846 Russellville, Arkansas 72801-0846 Telephone: (479) 968-5001 FAX: (479) 968-5002 E-mail: pat@uhdc.net</p> <p>Mr. Loyd Collins, Weatherization Director Email: loyd@uhdc.net</p>	<p>Conway Franklin Johnson Logan Perry Polk Pope Scott Yell</p>

CONGRESSIONAL DISTRICT 1

AGENCIES	COUNTIES
<p>BLACK RIVER AREA DEVELOPMENT CORPORATION (BRAD) 1403 HOSPITAL DRIVE POCAHONTAS, ARKANSAS 72455-3847 JAMES JANSEN, EXECUTIVE DIRECTOR (870) 892-5219</p>	<p>CLAY LAWRENCE RANDOLPH</p>
<p>CENTRAL ARKANSAS DEVELOPMENT COUNCIL (CADC) 321 EDISON AVE POST OFFICE BOX 580 BENTON, ARKANSAS 72018-0580 LARRY COGBURN, EXECUTIVE DIRECTOR (501) 315-1121</p>	<p>LONOKE</p>
<p>COMMUNITY ACTION PROGRAM FOR CENTRAL ARKANSAS, INC. (CAPCA) 707 ROBINS STREET, SUITE 118 CONWAY, ARKANSAS 72034-6517 ARCHIE MUSSELMAN, EXECUTIVE DIRECTOR (501) 329-3891</p>	<p>CLEBURNE</p>
<p>CROWLEY'S RIDGE DEVELOPMENT COUNCIL (CRDC) 2401 FOX MEADOW LANE POST OFFICE BOX 16720 JONESBORO, ARKANSAS 72403-6711 TROY BRANSCUM, EXECUTIVE DIRECTOR (870) 802-7100 EXT. 113</p>	<p>CRAIGHEAD CRITTENDEN CROSS GREENE JACKSON POINSETT ST. FRANCIS WOODRUFF</p>
<p>MID-DELTA COMMUNITY SERVICES, INC. (M-DCS) 610 SOUTH BISCOE POST OFFICE BOX 745 HELENA, ARKANSAS 72342-0745 MARGARET STAUB, EXECUTIVE DIRECTOR (870) 338-6406</p>	<p>LEE MONROE PHILLIPS PRAIRIE</p>

CONGRESSIONAL DISTRICT 1

AGENCIES	COUNTIES
<p>MISSISSIPPI COUNTY, ARKANSAS ECONOMIC OPPORTUNITY COMMISSION, INC. (MCAEOC) 1400 NORTH DIVISION POST OFFICE DRAWER 1289 BLYTHEVILLE, ARKANSAS 72316-1289 SAM SCRUGGS, EXECUTIVE DIRECTOR (870) 776-1054</p>	<p>MISSISSIPPI</p>
<p>NORTHCENTRAL ARKANSAS DEVELOPMENT COUNCIL, INC. (NADC) 550 9TH STREET POST OFFICE BOX 3349 BATESVILLE, ARKANSAS 72503 LARRY GOODWIN, EXECUTIVE DIRECTOR (870) 793-5765</p>	<p>FULTON INDEPENDENCE IZARD SHARP STONE</p>
<p>OZARK OPPORTUNITIES, INC. (OOI) 701 EAST PROSPECT POST OFFICE BOX 1400 HARRISON, ARKANSAS 72601 RICHARD "TOBY" ATKINSON, EXECUTIVE DIRECTOR (870) 741-9406</p>	<p>SEARCY</p>
<p>PINE BLUFF-JEFFERSON COUNTY ECONOMIC OPPORTUNITIES COMMISSION, INC. (PB-JCEOC) 817 SOUTH CHERRY STREET POST OFFICE BOX 7228 PINE BLUFF, ARKANSAS 71611-7228 DAVID KNIGHT, EXECUTIVE DIRECTOR (870)536-0046</p>	<p>ARKANSAS</p>

CONGRESSIONAL DISTRICT 2

AGENCIES	COUNTIES
<p>CENTRAL ARKANSAS DEVELOPMENT COUNCIL (CADC) 321 EDISON AVE POST OFFICE BOX 580 BENTON, ARKANSAS 72018-0580 LARRY COGBURN, EXECUTIVE DIRECTOR (502) 315-1121</p>	SALINE
<p>COMMUNITY ACTION PROGRAM FOR CENTRAL ARKANSAS, INC. (CAPCA) 707 ROBINS STREET, SUITE 118 ARCHIE MUSSELMAN, EXECUTIVE DIRECTOR CONWAY, ARKANSAS 72034-6517 (501) 329-3891</p>	FAULKNER WHITE
<p>CENTRAL ARKANSAS DEVELOPMENT COUNCIL 5620 WEST 12TH STREET STE 9 LITTLE ROCK, ARKANSAS 72204 LARRY COGBURN, EXECUTIVE DIRECTOR (501) 603-0909</p>	PULASKI
<p>OZARK OPPORTUNITIES, INC. (OOI) 701 EAST PROSPECT POST OFFICE BOX 1400 HARRISON, ARKANSAS 72601-1400 RICHARD "TOBY" ATKINSON, EXECUTIVE DIRECTOR (870) 741-9406 EXT. 235</p>	VAN BUREN
<p>UNIVERSAL HOUSING DEVELOPMENT CORPORATION (UHDC) 301 EAST THIRD STREET POST OFFICE BOX 846 RUSSELLVILLE, ARKANSAS 72801-0846 PATRICIA ATKINSON, EXECUTIVE DIRECTOR (479) 968-5001</p>	CONWAY YELL PERRY

CONGRESSIONAL DISTRICT 3

AGENCIES	COUNTIES
<p>CRAWFORD-SEBASTIAN COMMUNITY DEVELOPMENT COUNCIL, INC. (C-SCDC) 4831 ARMOUR STREET POST OFFICE BOX 4069 FORT SMITH, ARKANSAS 72914 MARK WHITMER, EXECUTIVE DIRECTOR (479) 785-2303 EXT. 107</p>	<p>CRAWFORD SEBASTIAN</p>
<p>OFFICE OF HUMAN CONCERN, INC. (OHC) 506 EAST SPRUCE STREET POST OFFICE BOX 778 ROGERS, ARKANSAS 72757-0778 AL WEST, EXECUTIVE DIRECTOR (479) 636-7301</p>	<p>BENTON CARROLL MADISON WASHINGTON</p>
<p>OZARK OPPORTUNITIES, INC. (OOI) 701 EAST PROSPECT POST OFFICE BOX 1400 HARRISON, ARKANSAS 72601-1400 RICHARD "TOBY" ATKINSON, EXECUTIVE DIRECTOR (870) 741-9406 EXT. 235</p>	<p>BAXTER BOONE MARION NEWTON</p>
<p>UNIVERSAL HOUSING DEVELOPMENT CORPORATION (UHDC) 301 EAST. THIRD STREETPOST OFFICE BOX 846 RUSSELLVILLE, ARKANSAS 72801-0846 PATRICIA ATKINSON, EXECUTIVE DIRECTOR (479) 968-5001</p>	<p>FRANKLIN JOHNSON LOGAN POLK POPE SCOTT</p>

CONGRESSIONAL DISTRICT 4

AGENCIES	COUNTIES
<p>CENTRAL ARKANSAS DEVELOPMENT COUNCIL (CADC) 321 EDISON AVE POST OFFICE BOX 580 BENTON, ARKANSAS 72018-0580 LARRY COGBURN, EXECUTIVE DIRECTOR (501) 315-1121</p>	<p>CALHOUN CLARK COLUMBIA DALLAS HOT SPRING OUACHITA MONTGOMERY PIKE UNION</p>
<p>COMMUNITY SERVICES OFFICE, INC. (CSO) 600 WEST GRAND AVENUE POST OFFICE BOX 1175 HOT SPRINGS, ARKANSAS 71901-1175 LEON MASSEY, EXECUTIVE DIRECTOR (501) 624-5724</p>	<p>GARLAND</p>
<p>PINE BLUFF-JEFFERSON COUNTY ECONOMIC OPPORTUNITIES COMMISSION, INC. (PB-JCEOC) 817 SOUTH CHERRY STREET POST OFFICE BOX 7228 PINE BLUFF, ARKANSAS 71611-7228 DAVID KNIGHT, EXECUTIVE DIRECTOR (870)536-0046</p>	<p>CLEVELAND JEFFERSON LINCOLN GRANT</p>
<p>SOUTHEAST ARKANSAS COMMUNITY ACTION CORPORATION (SEACAC) 1208 MYRTLE STREET POST OFFICE BOX 312 WARREN, ARKANSAS 71671-0312 LARRY HENDERSON, EXECUTIVE DIRECTOR (870) 226-2668</p>	<p>ASHLEY BRADLEY CHICOT DESHA DREW</p>
<p>SOUTHWEST ARKANSAS DEVELOPMENT COUNCIL (SWADC) 3902 SANDERSON LANE TEXARKANA, ARKANSAS 71854-2516 DONALD NELSON, INTERIM EXECUTIVE DIRECTOR (870) 773-5504</p>	<p>HEMPSTEAD HOWARD LAFAYETTE LITTLE RIVER MILLER NEVADA SEVIER</p>

PRODUCTION SCHEDULE

U.S. Department of Energy
WEATHERIZATION ANNUAL FILE WORKSHEET

Grant #: 841 Amendment: _____ State: AR Program Year: 2011-2012

Budget Period: 2011-2012

II.3 Subgrantees

Grantee	City	Tentative	
		Funding*	Units*
BRAD	Pocahontas	\$ 44,004	7
CADC	Benton	260,612	40
CAPCA	Conway	64,989	10
CRDC	Jonesboro	161,739	25
C-SCDC	Fort Smith	57,570	9
CSO	Hot Springs	29,903	5
MCAEOC	Blytheville	29,322	4
M-DCS	Helena	63,490	10
NADC	Batesville	71,357	11
OHC	Rogers	112,395	17
OOI	Harrison	87,570	13
PB-JCEOC	Pine Bluff	86,477	13
SEACAC	Warren	74,292	11
SWADC	Texarkana	100,632	15
UHDC	Russellville	134,435	20
Totals		\$1,378,787	210

* Funding can include non-DOE sources if included in DOE budget. Units can include those completed with non-DOE funding if included in the DOE budget.

II.4 Production Schedule

Number of Units (Excluding reweatherized)	200
Reweatherized Units	10

Average Unit Costs, including Reweathering, Subject to DOE Program Rules*	
VEHICLES & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)	
A Total Vehicles & Equipment (\$5,000 or more) Budget	\$100,000
B Units Weatherized	201
C Units Reweatherized	11
D Total Dwelling Units to be Weatherized and Reweatherized (B+C)	212
E Average Vehicle & Equipment Acquisition Cost per Unit (A divided by D)	472
AVERAGE COST PER DWELLING UNIT (DOE RULES*)	
F Total Funds for Program Operations**	\$1,216,500
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	212
H Average Program Operations Cost per Unit (F divided by G)	5,738
I Average Vehicle & Equipment Acquisition Cost per Unit (from line E)	472
J Total Average Cost per Dwelling (H plus I)	6,210

* Funding can include non-DOE sources if included in DOE budget. Units can include those completed with non-DOE funding if included in the DOE budget.

** Funds for program operations include expenditures described by 440.18(c)(1) through (9).

**U.S. Department of Energy
WEATHERIZATION ANNUAL FILE WORKSHEET (continued)**

Grant: 841 Amendment: _____ State: AR Program Year: 2011-2012

Budget Period: 4/1/11 – 3/31/12

II.5 Energy Savings

Method used to calculate energy savings: WAP algorithm: Other (describe below):
 Estimated energy savings (Mbtus): 18,026

Other Energy Savings Method Description

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II.6 Training, Technical Assistance, and Monitoring Activities

Grant Guidance 01/21/2011 MWBE Workshop 01/20/11 Annual Training Conference 07/13 – 07/15, 2011 Skills Training 10/5-7/11
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II.7 DOE-Funded Leveraging Activities

N/A

II.8 Policy Advisory Committee Members

Thomas Green, Rita Byers, Al West, Martie North
Kenny Gunn, Patricia Atkinson, Susan Reckon, William Taft Wilson
Kelly Lassiter, Jamie Stringfellow, Mark Whitmer
Jane Todd, Beverly Palmer

II.9 State Plan Hearings (send notes, minutes, or transcript to the Regional Office)

Hearing Date:	Newspapers that publicized the hearings and the dates that the notice ran.
01/21/11	Arkansas Democrat-Gazette – 01/14-16/11
If desired, hearing notes or transcripts may be cut and pasted into this space.	
See Attached Transcription	

U.S. Department of Energy
WEATHERIZATION ANNUAL FILE WORKSHEET (continued)

Grant: 841 Amendment: _____ State: AR Program Year: 2011-2012
Budget Period: 4/1/11- 3/31/12

II.10 Adjustments to On-File Information

***Reference the Adjustments to On-File section of Plan**

II.11 Miscellaneous

ENERGY SAVINGS

Energy Savings

An estimate of the amount of energy to be conserved.

The fuel analysis is representative of the typical unit weatherized by each of the subgrantees. The analysis provides the data regarding energy conservation.

DOE PROGRAM	AMOUNT	LINE
Total DOE State Weatherization Allocation	\$1,622,103	(a)
Total Cost associated with Administration, T&TA, Financial and Energy Audits or 15% of allocation	\$243,315	(b)
Subtract the amount entered in line (b) from Line (a), for total Federal (DOE) funds available to weatherize homes	\$1,378,788	(c)
State Average Cost per Home or National WAP Program Year Average Cost per Home (i.e., PY2007-\$2,885*)	\$ 6,500	(d)
Total Estimated Homes to be Weatherized	212	(e)
Multiply (e) by 30.5 MBTU** for total Annual Estimated Energy Savings resulting from DOE appropriated funds	6,466	(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	\$4,984,658	(g)
Total cost associated with the administration of Weatherization funds or 15% of total funds available to weatherize homes	\$ 747,683	(h)
Subtract the amount entered in line (h) from line (g), for total funds available to weatherize homes	\$4,236,874	(i)
State Average Cost per Home or Nation WAP Program Year Average Cost per Home (i.e., PY2009 - \$3,055*)	\$ 6,500	(j)
Total Estimated Homes to be Weatherized	591	(k)
Multiply (k) by 30.5 MBTU** for total Annual Estimated Energy Savings resulting from all funding sources	18,026	(l)

**TRAINING AND TECHNICAL
ASSISTANCE ACTIVITIES
AND
MONITORING ACTIVITIES**

TRAINING AND TECHNICAL ASSISTANCE

Milestones and training guidance is based on information received from evaluation of each subgrantees submittal

The Department of Energy (DOE) has developed a Standardized Training Curriculum for the Weatherization network. The Office of Community Services will begin using the Weatherization Training CXenters located on the campuses of Pulaski Technical College in Little Rock and the Northwest Arkansas Community College in Rogers, Arkansas for training purposes. Arkansas will require all weatherization staff at the subgrantee level to become certified once the certification process is finalized. Subgrantees will be allowed to attend Arkansas training facilities only.

GRANT GUIDANCE

Minority Woman Owned Business Enterprise Workshop (MWBE)
January 20, 2011

The state Weatherization Assistance Program staff will provide information to minority and woman owned vendors on how to access the year.

January 21, 2011

State weatherization manager will provide information on changes that will be mandatory for the new program year.

Arkansas has scheduled the following opportunities for training:

WAP ANNUAL TRAINING CONFERENCE
JULY 13th – 15th , 2011

Various new subject matter, as well as updated information will be taught that are directly related to new requirements from DOE (i.e. regional, national conferences & other related sources).

WAP SKILLS TRAINING
October 5th – 7th , 2011

Weatherization personnel come together in state wide hands on training. This allows everyone to participate in a wide array of skilled demonstrations needed to professionally show “how to” perform the different tasks needed on each unit.

WAP MONITORING PROTOCOL

The Office of Community Services (OCS) receives funding from the Department of Energy (DOE) to implement the Weatherization Assistance Program (WAP). The program is designed to increase the energy efficiency of dwellings owned or occupied by low-moderate income persons, reduce their total residential expenditures, and improve their health and safety, especially low-income persons who are particularly vulnerable such as the elderly, persons with disabilities, families with children, high residential energy users, and households with high energy burden.

OCS subcontracts with Community Action Agencies (CAA's) to implement the program at the local level. OCS subcontracts with 15 Community Action Agencies (CAA's) and one housing corporation to implement the program at the local level. The WAP has been in existence for over 30 years and has two (2) Program Monitors (PM) to provide program oversight.

The Program Monitors alternate assigned agencies each year. The attached Organizational Chart will serve to illustrate the flow of operations within OCS. All staff report to the Program Manager.

Each Program Monitor will follow the monitoring protocol listed below which in addition to desk reviews will require a visit to the agency every three months.

Subgrantee Desktop Reviews

Subgrantees will be monitored via standardized, periodic desktop monitoring. Desktop program evaluations examine subgrantee reports to assess progress and determine compliance with OCS Financial Reporting requirements. The PM will review the WAP-03, WAP-04. The PM will determine if production goals have been met and if the LIHEAP statistical data is captured and input is in the correct columns and matches the cumulative total. The PM will also review the Financial Workbook and Invoice electronically prior to submitting an invoice for payment. During this review the Funds Received page will be reviewed to ensure the subgrantee entered all funds received during the report month additionally, the PM will review the purchase order in AASIS to ensure that funds are available to pay the invoice and will record the total funds received in the financial workbook. After conducting the desk review, the PM will then schedule a monitoring visit to the agency. As a result of the desk review the PM will

- Identify any deficiencies in reporting such as delinquent reports. Where discrepancies exist between planned activities and actual accomplishments reported, the Monitor will follow-up with the subgrantee to determine causes and propose solutions that will correct the discrepancy. These findings will be reported to the Program Manager.
- Identify both major and minor problems that require resolution, such as significant staffing changes or excessive employee turnover. This information will be provided to the Program Manager and WAP Trainer. Together they will also identify and implement corrective actions.

Onsite Monitoring

Program Monitors will visit each subgrantee every three months. After the initial visit during which a full report will be developed, the Program Monitor will conduct follow up visits during which the focus will be on technical monitoring. A Training and Technical Assistance report will be submitted after each technical visit. A full report will be developed at the end of each quarter.

Onsite monitoring visits will occur at subgrantee agencies and work sites. Monitors will review a representative sampling of customer files at the agency to determine that proper documentation of service delivery is maintained and that quality control inspections are being performed on each home. In addition, Monitors will:

- Review prior findings to determine existing deficiencies or areas of concern and determine whether those issues have been resolved.
- Inspect of up to 25 percent of homes at various stages of weatherization to ensure compliance with DOE rules and consistency between reported activities and actual measures.
- Conduct quality control inspection of at least 10 percent of completed homes to determine the quality of workmanship and appropriateness of service delivered by each sub-grantee.
- Interview WAP sub-grantee staff and clients to determine whether all tests were performed and appropriate measures installed on each unit.
- Interview Contractor employees to determine if Davis-Bacon wages are being paid.
- Verify that each home/client met program eligibility guidelines.
- Verify that each home received a Final Inspection conducted by the sub-grantee before the home was reported to the OCS as complete.
- Track expenditures from purchase to inventory to installation on the unit.
- Submit a written report to the Team Leader who will review it and submit it to the Program Manager. After review by the Program Manager, the report will be finalized and submitted to the Assistant Director for signature.

On Site Fiscal Review

During the quarterly monitoring visit, Program Monitors will examine previous subgrantee invoices and expenditure reports and verify that they match the agency general ledger. A sample of payments will be examined to verify the existence of documentation that supports the charges, that payments were made to vendors and that payments are allowable under program rules and regulations.

The books and records for any program activities allocated to or charged back to the WAP funds are also subject to review by the Program Monitor. If the Program Monitor notes a problem with allocations or charge backs, the findings will be noted in the report. If training and technical assistance is warranted, it will be provided to the subgrantee. Subsequent visits by the Program Monitor will verify that the problem has been corrected or that additional action is necessary.

OCS WAP MONITORING PROCEDURE –**Using the Monitoring Instrument, review the following areas:**

- File documentation, including income verification
- Compliance with state & federal regulations
- Compliance with state weatherization assistance program specifications
- Completed project inspection
- Performance testing of homes
- Inventory control
- Health & safety inspection
- Audit results
- Resource accountability
- Work quality
- Fiscal controls

Who to meet with:

- Agency Coordinator
- Fiscal Officer
- Crew members
- Participants

Routine Program Evaluation Outline:

1. Review prior program evaluations.
2. Set up dates for the on site visit and request that agency has completed files from the prior month ready for review.
3. Travel to agency.
4. Meet and greet.
5. Discuss agency operations.
6. Discuss community partners.
7. Discuss other resources.
8. Review participant files with staff.
9. Based upon the monthly production goals, choose 25% of the completed jobs for field inspection. Of this number, conduct a performance test on 10%.
10. Perform field inspection.
11. Performance test homes.
12. Program Monitor and agency representative will discuss any opportunities identified during the inspection and performance testing of the homes.
13. Interview participants.
14. Prepare exit interview report.
15. Discuss findings.
16. Incorporate mutually agreed upon comments into the final review.

17. Discuss new techniques, approaches or protocols.
18. Discuss training needs.
19. Schedule additional follow up(s) on technical assistance topics identified.
20. Review corrective action from prior review.
21. Draft final review.
22. Send copy to executive director and agency coordinator.

Field Test Detail

Inspection of completed houses, with the accompaniment of the local agency auditor/inspector, provides an opportunity to provide on-site technical assistance. Various installation techniques, quality control issues, or test procedures may be discussed during the course of performing the inspection.

Diagnostic testing is performed, including blower-door tests, combustion safety tests, and duct leakage tests. The test results are compared with those noted in the participant file.

Set-up values of the NEAT/MHEA audit are checked to ensure they are current and accurate, that staff is proficient in the use of the NEAT/MHEA audit, and that it is used as directed by OCS.

****Exemplary practices, successful approaches, or creative ideas in the operation of the local program will be identified and noted.****

Crew Health and Safety procedures will be checked for compliance with OCS Health and Safety Plan as contained in the DOE State Plan.

At the conclusion of the monitor's visit, an exit conference will be conducted with the Program Coordinator and the Executive Director. If there are deficiencies, a recommended course of action will be agreed upon.

Every effort will be made to complete and mail a final report to the Executive Director and Program Coordinator within one week of the monitor visit. The agency will submit a written response providing assurance that identified problems are resolved in a timely manner and documented.

Reference Material

1. Weatherization Program Operations Manual.
2. Arkansas Field Guide State Weatherization Assistance Program Specification and requirements.
3. US Department of Energy 10CFR Part 440 Weatherization and 10 CFR Part 600.

Technical procedures adopted for the weatherization program, include:

- Blower Door and Air Sealing Procedures, which are used to determine a baseline goal for directing air-sealing work of the building envelope.
- Duct Pressure Test Procedures are the standards by which to measure the effectiveness of the HVAC system. The pre- and post weatherization test information is required to be collected and recorded in each client file.
- The Combustion Safety Test Procedures establish worst-case depressurization, spillage, flue draft, carbon monoxide, as well as a visual inspection. This procedure also contains safety thresholds. These tests must be performed and recorded, at a minimum, at the time of audit and final inspection. The test report form is to be completed on all homes that contain combustion appliances and maintained in the participant file.

Evaluation Tools and Equipment

The following tools and equipment will be used by Program Monitor to help determine satisfactory work performance:

1. Blower-door tests on a sample of completed jobs to verify the extent of air-sealing work and to assess the risk of indoor air quality problems.
2. A carbon monoxide detector and manometer on a sample of completed jobs that have combustion appliances to verify compliance with combustion safety test procedures.
3. An infrared scanner on a sample of completed jobs to verify uniform insulation coverage in closed cavities and inaccessible areas, as well as adequate air sealing work.
4. Digital cameras to take photos of houses inspected and to record extraordinary circumstances or work performance.

Levels of Agency Performance

As a result of the monitoring process, the Program Monitor will assess the subgrantee and assign a level of performance based upon the categories listed below:

Exemplary: Exceeds program expectations. Program is visionary, excels in all program aspects, highly responsive and innovative. Files are complete, organized and accurate. Administrative systems are good models for the entire network. Service delivery routinely exceeds targets and goals. Material installation consistently meets standards. Workmanship is good quality.

Stable: Meets program expectations. Activities are generally accurate, effective, organized, sound, proficient, and proactive. Good administration systems. Files are generally complete, organized and accurate. Overall program delivery is effective and sound. Staff is proficient in diagnostics. Material installation consistently meets standards. Workmanship is good quality.

Vulnerable: Noncompliance issues. Sometimes meets program expectations. Marginal administrative systems exist. File information inconsistent. Overall program delivery has gaps. Diagnostics are inadequate. Material installation sometimes meets standards. Workmanship is inconsistent.

At-Risk: Frequently does not meet program expectations. Inadequate, poor, substandard, incomplete, or deficient documentation exist. There is poor communication between state and agency staff. Inadequate administrative systems exist. Files are incomplete or inaccurate. Overall program delivery is substandard. Diagnostic work is deficient. Material installation and/or workmanship do not meet program standards.

Levels of Agency Performance and Program Evaluation (PE) Frequency High Performance or Exemplary Agencies

By way of monitoring review, an exemplary agency demonstrates performance that meets or exceeds expectations in the following areas:

1. Program operations:

- No Health and Safety finding as identified in previous monitoring report.
- No procedural findings related to program rules, and policies and procedures

2. Fiscal:

- No findings related to weatherization in the annual agency audit.

3. Technical:

- Provides comprehensive services utilizing the latest building science and renewable technology, in a cost-effective manner in accordance with State of Arkansas Weatherization Assistance Program guidelines.

4. Production:

- Agency unit production is high relative to funding.
- Agency routinely exceeds monthly production goals.
- Few incomplete or pending units at month end.

5. Qualified staff:

- Agency staff routinely attends OCS trainings and obtain required certifications in a timely way.

6. Risk:

- No “at-risk” elements are found in any major category.

The Program Monitor will determine whether this standard is met during the final visit.

Stable Agency Performance

OCS expects every agency to meet this standard of performance:

1. Well-established systems for program administration and operations, with no more than one finding in the following areas:
 - Compliance with major program requirements, such as, lead-based paint procedures, cost allocation plan/indirect rate, required contractor information.
 - No more than one program specific finding in the annual audit.
 - No more than one fiscal specific finding in the annual audit.
 - Staff well trained in performance of specific job duties.
 - Complete and organized files.
2. Evidence of prudent decision making as to the use of program resources:
 - Sufficiently detailed scopes of work.
 - NEAT/MHEA documentation is current and consistent with billing.
 - Staff proficient in use NEAT/MHEA software.
 - Evidence NEAT/MHEA is run with actual and true pre-post data (including costs).
3. Staff and contractors have demonstrated proficiency in technical applications, including diagnostics.
4. Agency has a minimal number of minor procedural findings (as related to programs rules, policies and procedures) and health and safety findings from previous monitoring report and no major findings.
5. Agency complies with OSHA/DHS/OCS safety rules, as applicable.
6. The agency maintains a professional working relationship with OCS.
7. Past corrections made and reported in a timely manner.
8. No “at-risk” elements are found in major categories for an agency.

Vulnerable Agency Performance

Agency’s performance is deficient in some or all of the following levels of performance:

1. Agency has a well-established system for program administration and operations, with no more than one finding in the following areas:
 - Compliance with major program requirements, such as, lead-based paint procedures, cost allocation plan/indirect rate, required contractor information.
 - No more than one program specific finding in the annual audit.
 - No more than one fiscal specific finding in the annual audit.
 - Staff well trained in performance of specific job duties.
 - Complete and organized files.

2. No evidence of prudent decision making as to use of program resources:
 - Complete scopes of work
 - NEAT/MHEA documentation is current and consistent with billing.
 - Staff proficient in its use
 - Evidence NEAT/MHEA is used with actual and true pre-post data (including costs).
3. Staff and contractors have not demonstrated proficiency in technical applications, including diagnostics.
4. Agency has a number of and severity of procedural findings (as related to programs rules, policies and procedures) and health and safety findings from previous monitoring report.
5. Agency does not comply with OSHA/DHS/OCS safety rules, as applicable.
6. The agency does not maintain a professional working relationship with OCS.
7. Past corrections were not made and reported in a timely manner.
8. Several “at-risk” elements are found in major categories for an agency.

At-Risk Agency Elements

At-risk agencies may be identified as a result of a variety of factors that may include:

1. The agency’s probation, i.e. new agency / program.
2. There is evidence of significant administrative or program sub-standard performance; for example, repetitive pattern of findings, failure to have copies of permits on file or lack of compliance with historical preservation rules.
3. The agency is not in compliance with program policies, procedures and specifications.
4. The agency has repeated health and safety findings.
5. Agency staff members/crew has deficient technical skills.
6. There has been a change in key staff.
7. There has been a change in key weatherization contractors.
8. The agency has deficient scopes of work (work plan is insufficient).
9. The agency has program specific audit findings.
10. The agency has fiscal specific audit findings
11. The agency files are incomplete or disorganized.
12. The agency staff is unresponsive to OCS requests and deadlines. For example, the agency consistently fails to provide monthly reports and contract closeouts in a timely manner.

13. Agency production is low relative to funding.
14. Other OCS programs (CSBG, LIEAP, Homeless) have indicated problems with or concerns about the agency.
15. At-risk agencies will be monitored no less than twice monthly. Other factors in the frequency of monitoring visits may be based upon the requirements of specific funding sources.

Performance Findings Correction Process

1. Each sub grantee shall be advised within 10 days after the conclusion of the monthly review process of any findings with a rating below “stable” resulting from the monitoring of its program. If the agencies performance rating is deficient in any category and the program is out of compliance with contract provisions or that the program is out of compliance with state or federal regulations, OCS shall issue preliminary findings which provide specific examples of each such issue, request corrective action on each deficiency rated below “stable” and offer assistance to the sub grantee in developing a corrective action plan.
2. Subgrantee shall respond to preliminary finding corrective action request within 15 days from receipt of the request. The response either shall include a corrective action plan which specifically addresses identified deficiencies or explain why the preliminary findings were in error.
3. OCS shall notify the sub grantee within ten days of the acceptance or rejection of all or parts of the sub grantee's response. The sub grantee shall be given an additional 10 days from the receipt of the Monitors notification to provide an acceptable corrective action plan for any remaining, unresolved deficiencies.
4. If after additional monitoring, unresolved deficiencies remain, OCS shall transmit to the sub grantee a finding of facts detailing the specific deficiencies, required corrective actions and establishing a 5 day time period for corrective action to take place.
5. If at the end of that 5-day period, specific corrective actions have not been effected, OCS shall inform the sub grantee of the sanctions which shall be applied due to noncompliance. Such sanctions may include but not be limited to withholding of funds, disallowance of costs, suspension of contract, or termination of contract. OCS shall inform the sub grantee of any appeal rites and procedures to state and federal authorities in the sanction transmittal.

LEVERAGING ACTIVITIES

Leveraging Activities - Other Sources

DOE Funded Leveraging

The state will leverage utility funds and other non-federal funds where possible. Subgrantees will administer the Arkansas Weatherization Program, which is contracted through the largest Community Action Agency in the state.

Leveraged Resources - The program will allow subgrantees to use DOE vehicles/equipment for use in the Arkansas Weatherization Program for non-DOE houses. Subgrantees will use a cost allocation plan to determine the amount of funds to be reimbursed to the DOE program for use of its vehicles/equipment.

POLICY ADVISORY COUNCIL

Arkansas Policy Advisory Council Meetings

The PAC will meet on January 21, 2011 for the purpose of holding a public hearing on the 2011-2012 State Weatherization Plan. Other items on the agenda will include the approval of minutes, planned 2010 PAC meeting, an update on the Weatherization Training Centers, a report on Weatherization Day 2010, and AWP Program update.

The PAC members are involved in weatherization activities such as training and Weatherization day activities and leveraging funds. Entergy is represented on the PAC and funds some weatherization activities of subgrantees each year. The State Energy Office is represented on the PAC and provides client education material for weatherization clients. Rural Development is represented on the PAC and provides funding to some weatherization subgrantees for housing rehabilitation.

Revised 12/30/05

WEATHERIZATION ASSISTANCE PROGRAM
POLICY ADVISORY COUNCIL MEMBERS

TERM OF SERVICE

<u>NAME/ADDRESS/PHONE</u>	<u>GROUP/ORGANIZATION REPRESENTED</u>	<u>EXPIR. DATE</u>
Thomas E. Green Post Office Box 1437/S330 Little Rock, AR 72203 Phone: (501) 682-8715	Office of Community Services Ex-Officio	N/A
Rita Byers Mainstream 300 South Rodney Parham Rd Ste 5 Little Rock, AR 72205-4774 Phone: (501) 280-0012 Ext 15 FAX: (501) 280-9267 E-Mail: ritabyers@yahoo.com	Elderly and Handicapped	1/11
Al West, Vice Chair Office of Human Concern Post Office Box 778 Rogers, AR 72757 Phone: (479) 636-7301 FAX: (479) 636-7312 E-Mail: alwest@ehc.org	Weatherization Subgrantee CAA Executive Director	1/11
Vacant		
Beverly Palmer Weatherization Director Central Arkansas Development Council Post Office Box 580 Benton, Arkansas 72018-0580 Phone: (501) 776-8446 FAX: (501) 778-9120 E-Mail: bpalmer@cadc.com	Weatherization Director	1/11

PAC - Term of Service
Page 2

<p>Mark Whitmer, Chair Weatherization Director Crawford-Sebastian Community Development Council, Inc. 4831 Armour Street Post Office Box 4069 Fort Smith, AR 72914 Phone: (479) 785-2303 FAX: (479) 785-2341 E-Mail: mwhitmer@cscdcca.org</p>	<p>At Large Position</p>	<p>1/11</p>
<p>Susan Recken AR Department of Economic Development 900 W Capitol, Suite 400 Little Rock, AR 72201 Phone: (501) 682-7334 FAX: (501) 682-7499 E-Mail: srecken@1800ARKANSAS.com</p>	<p>At Large Position</p>	<p>1/11</p>
<p>Martie North, V.P., and Director of Community Development 325 W Capitol, Suite 100 Little Rock, AR 72201 Phone: (501) 978-2234 FAX: (501) 975-3596 E-Mail: mnorth@bankozarks.com</p>	<p>At Large Position</p>	<p>1/11</p>
<p>Kenny Gunn, Weatherization Dir. Crowley's Ridge Development Council, Inc. Post Office Box 16720 Jonesboro, Arkansas 72403-6711 Phone: (870) 802-7100 ext. 120 Fax: (870) 935-0291 E-Mail: kennygunn@crdcnea.com</p>	<p>At Large Position</p>	<p>1/11</p>
<p>William Taft Wilson Weatherization Director Southwest Arkansas Development Council, Inc. 3902 Sanderson Lane Texarkana, Arkansas 71854 Phone: (870) 773-5504 FAX: (870)774-1668 E-Mail: taftwilson@cablone.net</p>	<p>At Large Position</p>	<p>1/11</p>

PAC - Term of Service
Page 3

<p>Kelly Lassiter, Manager Regulatory Affairs CenterPoint Energy 401 W Capitol, Suite 600 Little Rock, AR 72201 Phone: (501) 377-4746 FAX: (501) 377-4701 E-Mail: kelly.lassiter@centerpointenergy.com (This e-mail address has an underscore between first, middle</p>	Public Utilities	1/11
<p>Patricia Atkinson Universal Housing Development Council Post Office Box 846 301 Third Street Russellville, AR 72801-0846 Phone: (479) 968-5001 FAX: (479) 968-5002 uhdcpat@cox-internet.com</p>	Housing	1/11
<p>Jamie Stringfellow ENTERGY 1405 Hwy 62 SW Mountain Home, AR 72653 Cell: 870 866-6005 Home: 870 425-5178 FAX: 870-425-9011 E-mail: jstring@entergy.com</p>	Public Utilities	1/11
<p>Jane Todd Public Service Commission Post Office Box 400 Little Rock, AR 72203-0400 Phone: (501) 682-5988 FAX: (501) 682-5882 E-Mail: janie_gray@psc.state.ar.us (This e-mail address has an underscore between first and last name)</p>	Public Service Commission	1/11
<p>Lawrence McCullough Rural Development USDA Service Center Federal Building, Room 3416 700 West Capitol Avenue Little Rock, AR 72201-3225 Phone: (501) 301-3200 FAX: (501) 301-3278 E-Mail: Lawrence.mccullough@ar.usda.gov Vacant</p>	Housing	1/11
	Local Government	

ARKANSAS WEATHERIZATION POLICY ADVISORY COUNCIL

BY-LAWS

ARTICLE I THE COUNCIL

Section 1 - Name

The name of the Council shall be the Arkansas Weatherization Policy Advisory Council (PAC).

Section 2 - Purpose

The purpose of the PAC shall be to promote the full development and utilization of the State's weatherization resources.

Section 3 - Membership

The PAC shall be appointed by the Office of Community Services' Assistant Director in consultation with the State Weatherization Directors and PAC, consistent with federal regulations. Membership shall consist of no more than fifteen members representing the following groups or organizations:

- a. Office of Community Services (ex-officio)
- b. Elderly and Handicapped
- c. Weatherization Subgrantees
 - CAA Executive Director
 - Weatherization Directors (2)
- d. Local Government
- e. Civic Group
- f. Public Utilities (2)
- g. At-large Positions (4)
 - Choose from the following:
 - Financial Institutions
 - Liquid Petroleum Gas Board
 - Health Department Plumbing Inspector
 - Fire Marshall
 - Other
- h. Public Service Commission
- i. Housing (2)

The term of office of PAC members shall be for three years and may be appointed to serve consecutive terms. Appointments shall be made during the regular meeting of the first quarter of the calendar year.

(08/94)

Members missing three consecutive regular meetings without cause, as determined by the total PAC membership, will be replaced at the next regular meeting of the PAC.

Section 4 - Authority

The PAC shall serve in an advisory capacity and will function as follows:

- a. approve the state plan;
- b. serve as a resource to secure additional funds for the State's Weatherization Assistance Program;
- c. make recommendations on the appropriate use of funds obtained from sources other than the Department of Energy;
- d. make policy recommendations;
- e. conduct the Public Hearings on the state plan; and
- f. network with other Weatherization PACs in the country.

ARTICLE II OFFICERS

Section 1 - Officers

The officers of the PAC shall be the Chairperson and Vice Chairperson.

Section 2 - Nomination of Officers

The Nominating Committee shall present a slate of officers in advance of the voting meeting. Additional nominations may be made from the floor. From this slate, the nominee receiving the majority vote shall be the officer.

Section 3 - Election and Term of Office

A. The officers shall be elected at the first regular meeting of the calendar year and assume their duties at the next meeting. They shall serve for one year or until their successors are elected.

B. Voting for officers shall be by written ballot unless the candidate has no opposition and then it may be by unanimous motion.

Section 4 - Duties

Chairperson: The Chairperson shall preside at all meetings of the PAC and perform all such services as are usually performed by the Chairperson of an organization and shall perform such duties as may be requested by the PAC and shall be ex-officio member of all committees except the Nominating Committee.

Vice Chairperson: The Vice Chairperson shall discharge the duties of the Chairperson in the absence of the Chairperson or in the event of his inability to act.

ARTICLE III PAC MEETINGS

Section 1 - Regular Meetings

The PAC shall meet on the fourth Tuesday of the third month of each quarter or at other times as specified by the Chairperson.

Section 2 - Special or Called Meeting

The Chairperson may call special meetings of the PAC as required. Upon receipt of written request from a majority of members of the PAC, the Chairperson shall call a special meeting of the PAC to convene within ten days.

Section 3 - Quorum

Five members of the PAC shall constitute a quorum for the transaction of business.

Section 4 - Voting

All actions of the PAC shall be determined by a majority vote of the members present and voting, except the adoption and amendment of the By-laws which shall be by a two-thirds vote of the members present. Proxy voting shall be allowed by persons authorized to attend and represent a member of the PAC.

Section 5 - Order of Business

The Chairperson and the Assistant Director of the Office of Community Services or designee shall be responsible for ordering the business of the PAC.

Section 6 - Rules

Roberts Rules of Order shall govern the procedures of the PAC.

ARTICLE IV COMMITTEES

Section 1 - Committees may be established by the PAC as requested, to deal with specific issues. Members shall be designated by the Chairperson.

ARTICLE V BY-LAWS AMENDMENT PROCEDURES

Section 1 - By-Laws Amendment Procedures

The By-laws may be amended at any regular meeting of the PAC by a two-thirds vote of the members present, provided that the proposed amendment has been submitted in writing and made available to all members at least two weeks prior to the meeting at which a vote is taken.

HEARINGS AND TRANSCRIPTS

STATE: ArkansasREGULATION REFERENCE: 440.14DATE ADOPTED: 04/01/96

REVISED DATE: _____

POLICY/PROCEDURES DOCUMENTATION

SUMMARY OF REQUIREMENT: Conduct Public Hearings throughout the state.

POLICY/PROCEDURE:

A draft of the State Plan is published prior to the hearing and held open for comment after the hearing. A Notice of Public Hearing is published in the statewide newspaper at least ten days prior to the hearing.

The State Plan is also promulgated through the Arkansas Administrative Procedures Act which requires that rules be published for review at least 30 days, filed with the Secretary of State, filed with the State Library, and the Arkansas Legislative Council to hold a public hearing on the rule. In addition, the State Plan is filed with the State Clearinghouse.

The State Plan implemented the new Weatherization Assistance Program Operations Manual as of 4/1/11.



THE ARKANSAS WEATHERIZATION POLICY ADVISORY

HOLIDAY INN PRESIDENTIAL CENTER
INTERSTATE 30
LITTLE ROCK, AR 72203
JANUARY 21, 2011
8:30-9:00 A.M.

**IN THE MATTER OF:
WEATHERIZATION ASSISTANCE PROGRAM PUBLIC HEARING**

APPEARANCES:

MR. MARK WHITMER,	CHAIR
MS. BEVERLY PALMER	PAC MEMBER
MS. SUSAN RECKEN	PAC MEMBER
MR. WILLIAM TAFT WILSON	PAC MEMBER
MR. THOMAS GREEN	PAC MEMBER
MS. DORIS WRIGHT, STATE WEATHERIZATION PROGRAM MANAGER, ARKANSAS OFFICE OF COMMUNITY SERVICES, DHS	

PUBLIC ATTENDEES:

MS. SUNITA GOEL
MR. RANDY SMITH
MR. TONY GILBERT
MS. TIFFANY COPELAND
MS. JACKIE KING
MS. ADRIENNE GARDNER
MS. SUBRENA MCCOY
MS. DEANNA NEAL
MS DEBBIE BIGGS
MS. SUE ELLEN LUPIEN
MS. PHYLLIS HILL
MS. CANDY ROMAN
MR. CLARK PHILLIPS
MR. RANDY MCCALLISTER
MS. REBECCA GILBERT
MS BETTY FORREST
MR. DAVID KNIGHT
MR. ROGER LUTRELL
MR. CHRIS ERWIN
MR. MICHAEL HARRY
MS. CHIQUITTA BYRD
MS. CADESHA BENSON
MS. AMY BRYANT
MS. ROLANDA MEADE
MR. ROGER SMITH
MS. ADRIAN CORREA

MS. MELANIE FIDDS
 MS. MELISSA MCWILLIAMS
 MS. NIKKI WILSON
 MR. WALTER BARRINGTON

PUBLIC ATTENDEES, CONTINUED:

MR. JACOB BRIGHT
 MS. DESIREE COLE
 MR. LOYD COLLINS
 MR. LARRY COGBURN
 MR. RICHARD BENEDIT
 MS. SUBRENA MCCOY
 MS. ROSALIND THOMPSON
 MR. BUDDY FORESTER
 MS. KRISTY FORD

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EXHIBITS

No Exhibits.

WEATHERIZATION ASSISTANCE PROGRAM

PUBLIC HEARING
HOLIDAY INN PRESIDENTIAL CENTER
INTERSTATE 30
LITTLE ROCK, ARKANSAS 72203
JANUARY 21, 2011
8:30 – 9:00 A.M.

Ms. Wright: We're about to get started with the public hearing. If you will come on in and take your seats. Again, good morning. My name is Doris Wright and I'm the Weatherization Program Manager at the Department of Human Services, Office of Community Services. My purpose here today is to conduct a public hearing on the 2011-2012 Weatherization Assistance Program State Plan. We propose a one year plan.

The Department of Energy is operating under a continuing resolution until March 4, 2011. Therefore, for planning purposes, states are required to use the funding allocation received in the last program year. In this case \$1,622,103 from the Department of Energy. The Weatherization Assistance Program will receive \$5,299,878 from the Home Energy Assistance Program funds for fiscal year 2010 and carry forward is estimated to be \$2,891,103.

The annual file is submitted to the Department of Energy and the master file is updated as appropriate at the Department of Human Services. There may be changes in reporting requirements, if there are changes required by the Department of Energy.

Grantees are expected to achieve a rate of production and expenditures that will result in all weatherization funds being spent by the end of each program year.

Effective April 1, 2011, the Office of Community Services will implement the Weatherization Assistance Program Operations Manual. Also effective April 1, 2011, the regular DOE program will be transferred back to the Pine Bluff Jefferson County Economic Opportunity Commission.

The Department of Energy has developed a standardized training curriculum which Arkansas will implement at two of the weatherization training centers that we have developed. One will be at Pulaski Technical College, the other will be at the Northwest Arkansas Community College.

Training and technical assistance will be provided in the following areas and on an as-needed basis: Management and administration, basic skills, contract training, consumer education, leveraging, rules and regulations, national energy audit, mobile home energy audit, and management information systems.

The following trainings have been tentatively scheduled: Minority women owned business enterprise workshop, January 20, 2011, Grant guidance, January 21, 2011; annual training conference July 13 through 15, 2011; skills training October 6 through 7, 2011.

With the development of the weatherization training centers the Office of Community Services will require all subgrantee personnel engaged in weatherization work to become certified. The curriculum leading to certification was based on DOE guidance.

The weatherization training centers will be used for general skills training provided annually and additional training as needed as determined by monitoring visits and monthly reports. Attendance by appropriate subgrantee personnel is required at all trainings. The effectiveness of state training will be evaluated annually. Attendance at trainings will include regional and national training sessions as provided.

The state compares productivity by use of monthly reports. These reports are compiled and shared with subgrantees annually. It is estimated that 45 percent of the training and technical assistance funds will be used for monitoring activity. Other funds will also be used for monitoring.

Weatherization services will be provided in all 75 counties by 15 subgrantees.

Funds for Indian tribes are taken from state allocations, however Arkansas has no recognized Indian tribes at this time.

Approximately 180 units will be weatherized with Department of Energy funds and approximately 239 units will be weatherized with Home Energy Program funds.

The state is requiring the use of the blower door on all units. Subgrantees receiving less than \$350,000 will receive 10 percent of the United States Department of Energy funds for administration. Home Energy Assistance Funds are limited to 5 percent recommendation.

The state proposes up to \$65,000 for leveraging using Home Energy Assistance funds, and up to \$62,000 for pollution control insurance and \$32,000 for client education, and these funds will be transferred from the American Recovery and Reinvestment Act budget. Funds will be used to weatherize homes if not expended for leveraging, pollution control insurance and client education.

Children are included in the priority system. Children are defined to be dependents under the age of 18 who are full-time students in a secondary school or equivalent technical or

vocational training, who may be reasonably expected to complete the program before reaching the age of 19.

Financial audit, liability insurance and health and safety, Capital Intensive Efficiency and training in technical assistance will continue to be separate budget items.

Program income is defined as any funds earned from nonfederal sources during the course of performing weatherization work. The income generated must be used to complete additional houses in accordance with the program rules.

Each subgrantee is required to have a policy on procurement regarding building insulation products and material containing recovered materials in compliance with federal and state regulations.

All low-income Weatherization assistance Program subgrantees completing renovation work on pre-1978 houses are subject to the provisions of the federal regulation that requires that we give a notification to the occupant of the housing about potential hazards of lead-based paint. The renovators are required to give occupants a copy of the Environmental Protection Agency booklet “Renovate Right-Important Lead Hazard Information for Families, Child Care Providers and Schools” at least seven days prior to the start of any work. This requirement applies only to those homes covered by the Environmental Protection Agency rules. A house may be reweatherized if it was previously weatherized prior to September 30 of 1994.

The state will continue to have a policy advisory council as opposed to having a commission.

The Department of Energy has authorized replacement of refrigerators, electric water heaters, and cook stoves under certain conditions. The maximum average per unit cost for the 2011 program year will be \$6,572.

The health and safety plan has been revised to include the health and safety issues that are typically found in the weatherization program. The action and reliability of each issue will be included, the testing requirement, the client education required, and the necessary training required. The state has revised its client consumer education checklist to capture this format and this information will be in the operations manual.

Expenditure for health and safety measures is 20 percent of the average personal dwelling unit cost.

The state which serves as a grantee of the Department of Energy is required to have procedures in place to ensure that priority is given to identifying and providing weatherization assistance to elderly persons, persons with disabilities, families with children, high residential energy users, and households with high energy burden. Multi-family buildings, because of their size, may often be high residential energy users.

The master file has been updated to include a revised multi-family written plan which includes a geographical plan to address multi-family units.

The Arkansas Department of Human Services is in compliance with Title VI and VII of the Civil Rights Act and operates, manages, and delivers services without regard to age, religion, disability, political affiliation, veteran status, sex, race, color, or national origin.

If you need this material in a different format, such as large print, contact your Americans with Disability Act Coordinator at (501) 682-8922 for voice or (501) 682-8820 for TDD.

Written comments may be submitted by 4:30 p.m., February 21st, to
Mr. Thomas Green, Assistant Director
Office of Community Services

P.O. Box 1437, Slot SW-330
Little Rock, Arkansas 72203-1437.

This ends the public hearing. Are there any comments regarding this proposed plan? If so, please stand, state your name for the record and ask your question.

Yes. I had one question, Doris. Mark Whitmer, CSCDC, Fort Smith. When is the printed state plan going to be ready for review?

Ms. Wright: We had to make changes. As of the 18th we got our revised health and safety measures that DOE requires us to include in the plan. Those came in on the 14th. We were closed on the 17th and the revisions were made on the 18th. Our computers went down yesterday so we could not print anything. So as soon as our computers are back up we will be printing new versions.

Mr. Whitmer: Okay, Thank you.

Ms. Wright: Uh- huh, any other questions? If not, that concludes our public hearing for the 2011 state plan.

**ADJUSTMENTS TO
ON-LINE
INFORMATION**

The maximum average per unit cost for FY 2011 is \$6,500 per unit.

The state will use 200% of the poverty guidelines as the eligibility criteria. The Department of Energy definition of income will be used.

The expenditure limit for Health and Safety measures is 20% of the average per unit cost.

Arkansas will comply with Section 106 of 16 U.S.C. 470 the National Historic Preservation Act (NHPA).

Arkansas will implement the National Standards for Weatherization work and the companion set of knowledge, skills and attributes for the workforce involved in the residential energy efficiency retrofit industry.

MISCELLANEOUS

Miscellaneous

Energy Audit: Arkansas uses NEAT for stick built homes and MHEA for mobile homes.

Success Stories: Arkansas will report success stories using the DOE prescribed format.

Financial Audits: The State office and each subgrantee has a Single Agency Audit in compliance with Circular A-133.

Reporting: Arkansas will comply with all of DOE's reporting requirements.

Historic Preservation: The Office of Community Services will notify the Arkansas Office of Historic Preservation prior to weatherizing any unit 50 years old or older.