ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF COUNTY OPERATIONS
OFFICE OF COMMUNITY SERVICES

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
WEATHERIZATION ASSISTANCE PROGRAM
2009-2012 STATE PLAN

T A B L E O F C O N T E N T S

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A N N U A L F I L E

OVERVIEW

A. Background

Arkansas Department of Human Services, Division of County Operations, Office of Community Services (DHS) will administer the American Recovery and Reinvestment Act (ARRA) Low-Income Weatherization Assistance Program in compliance with public law 111-5. DHS will administer the American Recovery and Reinvestment Act, 2009-2012 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 three year period, fiscal year 2009 through fiscal year 2012.

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

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

The purpose of the Weatherization Assistance program is to increase energy efficiency of dwellings owned or occupied by low-income persons, reduce their total residential expenditures, and improve their health and safety. The priority population for the Weatherization Assistance Program is 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. The ARRA weatherization program was enacted to preserve and create jobs and promote economic recovery. The only health and safety measures installed with ARRA 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 ARRA funds are included in the plan for DOE approval. The DOE allocation is $48,114,415.

C. Adjusted Average

The adjusted average of $6,500 will be in use for the program.

D. Funds for Administrative Purposes

The state will use less than 5% for administration, and the balance up to the 5% allowable will be passed to subgrantees. Subgrantees will receive 5% for administration since all will be allocated more than $350,000 for the program period.

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 ARRA T/TA funds to provide training and technical assistance to subgrantees.

G. Application Package

The state will comply with Fed Connect and other 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 plan is for a three year period, fiscal year 2009 through fiscal year 2012.

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 period.

The potential energy savings is 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 ARRA DOE funds. All laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to the American Recovery and Reinvestment Act of 2009, Public Law 111.5, will be paid, wages at rates not less than those prevailing on projects of a character similar in locality as determined by the Secretary of Labor in accordance with Subchapter IV of Chapter 31 title 40, United States code.

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 ARRA DOE requirements. Subgrantees are selected in compliance with 10 CFR 440.14 and 10 CFR 440.15. In the event production falls substantially below the projection rate for a subgrantee as prescribed by the Office of Community Services, the Office of Community Services reserves the right to transfer all or a part of the responsibility for administration of the program from one subgrantee to another.

I. Training and Technical Assistance Plan

The Training and Technical Assistance Plan is combined with the Monitoring Plan. Training needs will be assessed through a review of monitoring reports and agency requests for training. The state has a full time Weatherization Training Coordinator who assesses training and provides training on a continuous basis. Training will be provided in all areas which will enhance performance so they match the mission of the Weatherization Program. A training center will be developed in order to provide training for subgrantee staff and crews. DHS will coordinate with the Department of Energy for provision of training weatherization staff and crews through educational institutions. Some trainings are mandatory for the Weatherization Directors and other weatherization personnel, and contractors are encouraged to attend. No certification is required prior to hire date. Prior experience is a consideration.

J. Client Education

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

K. Program Evaluation

DOE published a national evaluation of weatherization in 1993. Implementation of the new national evaluation has been suspended by the Office of Energy Efficiency and Renewable Energy (EERE). EERE has commissioned a strategic evaluation of the program to access a variety of program structures and options for program development.

L. Grantee Program Oversight

The state will monitor each subgrantee at least two times annually and monitor at least 10% of the units and files.

M. Energy Audit Criteria

The state will use the MHEA and the NEAT energy audits.

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 ARRA DOE.

R. Reporting DOE Completed Units

The state will report all units that contain ARRA 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

A multifamily building may be weatherized if two-thirds of the units are eligible. Certain multifamily 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.

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.

Z. Protection of Whistleblowers

Any employee of any non-Federal employer receiving covered funds under the Recovery Act may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information the employee believes is evidence of: gross management of an agency contract or grant relating to covered funds; a gross waste of covered funds, a substantial and specific danger to public health or safety related to the implementation or use of covered funds; an abuse of authority related to the implementation or use of covered funds; or a violation of law, rule, or regulation related to an agency contract (including the competition for or negotiation of a contract) or grant, awarded or issued relating to recovered funds.

AA. False Claims Act

The state and subgrantees will promptly refer to the DOE or other appropriate Inspector General any credible evidence that a principle, employee, agency, contractor, subcontractor or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct involving those funds.

BB. Information in Supporting of Recovery Act Reporting

The state or subgrantees may be required to submit backup documentation for expenditures of funds under the Recovery Act including such items as timecards and invoices. The state or subgrantees shall provide copies of backup documentation at the request of the Contracting Officer or designee.

CC. Access to Records

Any representative of an appropriate inspector general appointed under section 3 or 8G of the Inspector General Act of 1988 (5 U. S. C. App.) or of the Comptroller General is authorized to (1) examine any records of the state, any of its contractors or subgrantees, or any State or local agency administering such contract that pertain to, and involve transactions in relation to, the subcontract, grant, or subgrant; and (2) interview any officer or employee of the contractor, grantee, or subgrantee, or agency regarding such transactions.

G R A N T A P P L I C A T I O N

S T A N D A R D F O R M 4 2 4

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

*1. Type of Submission:	*2. Type of Application	* If Revision, select appropriate letter(s)
☒ Preapplication	☒ New	
☐ Application	☐ Continuation	*Other (Specify)
☐ Changed/Corrected Application	☐ Revision	

3. Date Received:

4. Applicant Identifier: DCO03170976

5a. Federal Entity Identifier: DEFG2607NT43109

*5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: Arkansas Department of Human Services

*b. Employer/Taxpayer Identification Number (EIN/TIN): 71-0422536

*c. Organizational DUNS: 024720901

d. Address:

*Street 1: 700 Main Street
Street 2:
*City: Little Rock
County: Pulaski
*State: Arkansas
Province:
*Country: United States
*Zip / Postal Code 72201

e. Organizational Unit:

Department Name: Depaerment of Human Services / Office of Community Services

Division Name: County Operations

f. Name and contact information of person to be contacted on matters involving this application:

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

Title: Assistant Director

Organizational Affiliation:

*Telephone Number: 501-682-8715 Fax Number: 501-682-6736

*Email: thomas.green@arkansas.gov

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

***9. Type of Applicant 1: Select Applicant Type:**
A.State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**
Department of Energy

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:
81.042 Weatherization Assistance for low income persons

***12 Funding Opportunity Number:**
DG-FOA-0000051

*Title:
Weatherization Formula Grants, American Recovery and Reinvestment Act (ARRA)

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

State of Arkansas

***15. Descriptive Title of Applicant's Project:**

Weatherization Assistance Program ARRA- The program provides energy conservation for the homes of low-income elderly, disabled and others. The program is intended to stimulate the economy, and to create and retain jobs.

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:

*a. Applicant: AR 002 *b. Program/Project: AR - all

17. Proposed Project:

*a. Start Date: 04/01/2009 *b. End Date: 03/30/2012

18. Estimated Funding ($):

*a. Federal	$48,114,415
*b. Applicant	
*c. State	
*d. Local	
*e. Other	
*f. Program Income	
*g. TOTAL	$48,114,415

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☒ a. This application was made available to the State under the Executive Order 12372 Process for review on _____

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

☐ Yes ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Mr. *First Name: Thomas

Middle Name: E.

*Last Name: Green

Suffix:

*Title: Assistant Director

*Telephone Number: 501-682-8715 Fax Number: 501-682-6736

* Email: thomas.green@arkansas.gov

*Signature of Authorized Representative: Thomas Green *Date Signed: 3/19/09

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Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

OMB APPROVAL NO. 0348-0043

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 12280774_____ (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 2009-2012 XX

5. GRANT START DATE 04 / 01 / 09 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*			

GRANT COORDINATOR_____
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: 04/01/09 - 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 5672 units for the low-income families.

Part II: **Budgetary Information:**

	Applicant	Federal	State Local Other (Specify)	Total
Personal Services	$	$ 395,874	$	$ 395,874
Supplies and Materials		1,954,004		1,954,004
Travel		1,251,521		1,251,521
Capital Outlay		-0-		-0-
Consultants Services				
Other		44,513,016		44,513,016
Total				
Indirect Cost (__%)				
Total Support	$	48,114,415	$	48,114,415

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

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			$48,114,415		$48,114,415
2.						
3.						
4.						
5. **Totals**				$48,114,415		$48,114,415

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		$ 290,975		$ 0		$290,975
b. Fringe Benefits		84,245				84,245
c. Travel		221,500		1,030,021		1,251,521
d. Equipment		128,000		404,000		532,000
e. Supplies		59,450		1,894,554		1,954,004
f. Contractual		-0-	2,405,721	4,462,916		43,833,566
g. Construction		-0-		-0-		-0-
h. Other		168,104	-0-	-0-		168,104
i. Total Direct Charges (sum of 6a-6h)		952,274	2,405,721	7,791,491		48,114,415
j. Indirect Chares						
k. **Totals** (sum of 6i and 6j)		$952,274	2,405,721	7,791,491		48,114,415
7. Program Income						

SF-424A (Rev. 7-97)
Prescribed by OMB Circular A-102

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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	33,364,929	2,400,000		1,000,000	36,964,929
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)	33,364,929	2,400,000		1,000,000	36,964,929
j. Indirect Charges					
k. **Totals** (sum of 6i and 6j)	33,364,929	2,400,000		1,000,000	36,964,929

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	200,000			200,000
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a-6h)		0	200,000			200,000
j. Indirect Charges						
k. **Totals** (sum of 6i and 6j)		0	200,000			200,000
7. Program Income						

2009-2012 DOE ARRA ALLOCATIONS

AGENCY	UNITS	PS & M	ADMINISTRATION	TOTAL
BRAD	178	$ 1,155,521	$ 76,780	$ 1,232,301
CADC	1,053	6,843,553	454,727	7,298,280
CAPCA	263	1,706,580	113,396	1,819,976
CRDC	654	4,247,206	282,210	4,529,416
C-SCDC	233	1,511,754	100,451	1,612,205
CSO	121	785,240	52,177	837,417
MCAEOC	119	769,962	51,161	821,123
M-DCS	257	1,667,245	110,759	1,778,004
NADC	289	1,873,794	124,483	1,998,277
OHC	455	2,951,421	196,111	3,147,532
OOI	354	2,299,565	152,797	2,452,362
PB-JCEOC	350	2,270,817	150,887	2,421,704
SEACAC	301	1,950,863	129,628	2,080,491
SWADC	407	2,642,547	175,587	2,818,134
UHDC	544	3,530,178	234,567	3,764,745
TOTAL	5,578	36,206,246	2,405,721	38,611,967

Client Education $100,000

*This formula incorporates $6,500 maximum average.

2009-2012 ARRA T&TA ALLOCATIONS

AGENCY	TOTAL FUNDING
BRAD	$ 21,022
CADC	124,502
CAPCA	31,048
CRDC	77,268
CSCDC	27,503
CSO	14,286
MCAEOC	14,008
MDCS	30,332
NADC	34,083
OHC	53,694
OOI	41,835
PBJCEOC	41,312
SEACAC	35,492
SWADC	48,075
UHDC	64,223
TOTAL	$658,683

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
PBJCEOC	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
      Weatherization Training Coordinator
      Grants Coordinator

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

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

      Weatherization Training Coordinator develops training packages, provides hands-on training, develops training plan, reviews subgrantees for compliance with policies/procedures.

      Grants Coordinator 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.

Position/Person	Time	X	Rate	=	Total
Grants Coordinator	100%		$145,000		$145,000
Grants Coordinator	100%		$145,000		$145,000

		(2) Grants Coordinator
FICA Match	7.650%	$ 22,186
Retirement	10.000%	29,000
Unemployment Tax	.089%	259
Workers Comp	2.000%	5,800
Insurance	$375 per employee x 12 months	27,000
TOTAL		$84,245

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

a. Indicate the purpose(s) of proposed travel.

(1) One trip to the National Weatherization Conference for two people.

(2) One trip to the Regional Lab for two people.

(3) At least two trip to each of 15 subgrantees for the purpose of monitoring and providing technical assistance.

(4) One trip to a National Conference for two people.

(5) One trip to National Lead Conference for two people.

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. - $ 11,700 - Weatherization Conference
(2) Admin - $ 21,500 - Regional Lab
(3) Admin - $ 169,100 - In-State Travel
(4) Admin. - $ 19,200 - Lead Conference
(5) T & TA - $1,030,021 - Travel Expenses for Training Center

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 materials and supplies cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).

Prior purchases $1,250 x 5 = $ 2,500
Vendor quote 450 x 3 = 1,350

Cost Estimate 950 x 4 = 3,800
Cost Estimate 11,000 x 1 = 11,000
Vendor quote 5,500 x 1 = 5,500
Vendor quotes & prior purchases - $103,850
Vendor quotes & prior purchases - $404,000

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

Weatherization staff needs new computers. (Admin.)
Weatherization staff needs digital cameras. (Admin.)
Weatherization staff needs carbon monoxide detectors. (Admin.)
Weatherization staff needs infrared cameras (Admin).
Weatherization staff needs Niton analyzer. (Admin.)
Additional weatherization equipment purchases. (Admin.)
Equipment purchases for training center. (T&TA)

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 - $1,894,554 materials and supplies for training center.

Admin - $59,450 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.

Name of Proposed Sub	Total Cost	Basis of Cost*
Subgrantee Listing	$ 39,370,650	Install Energy Conservation measures Allocation formula

* 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 - $168,104.

   b. Briefly justify the need for items to be purchased. These expenses are based on prior year experience in the regular Weatherization Assistance Program.

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.

      A cost allocation plan is used and it is updated annually.

Community Services Administration
420509 HG1X00XX

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

S U B G R A N T E E S

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:** 2009-2012

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

*Email: jjansen@bradcorp.org

Tentative allocation:	$1,253,322
Planned units:	178
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: 722 Gaunt Street *Contact: Larry Cogburn, Executive Director

Address 2: P.O. 580 *Fax: (501) 778-9120

City: Benton State: AR Zip Code: 72018

*Email: lcogburn@cadc.cc

Tentative allocation:	$7,422,781
Planned units:	1,053
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: Phyliss Fry, Executive Director

Address 2: _____ *Fax: (501) 329-8642

City: Conway State: AR Zip Code: 72034

*Email: phyliss@capcainc.org

Tentative allocation:	$1,851,022
Planned units:	263
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:** 2009-2012

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

Address 1: 2401 Fox Meadow Lane *Contact: Loyd Price, Exec. Dir

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

City: Jonesboro State: AR Zip Code: 72403

*Email: lprice@crdcnea.com

Tentative allocation:	$4,606,682
Planned units:	654
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@cscdccaa.org

Tentative allocation:	$1,639,706
Planned units:	233
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 *Contact: Leon Massey, Executive Director

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

City: Hot Springs State: AR Zip Code: 71902

*Email: lemass@csohs.org

Tentative allocation:	$851,701
Planned units:	121
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:** 2009-2012

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:	$835,129
Planned units:	119
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. Drawer 745 *Fax: (870) 338-6406

City: Helena State: AR Zip Code: 72342

*Email: mmstaub@cox-internet.com

Tentative allocation:	$1,808,334
Planned units:	257
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

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

Tentative allocation:	$2,032,373
Planned units:	289
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:** 2009-2012

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

*Email: alwest@ohc.org

Tentative allocation:	$3,201,225
Planned units:	455
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 72601 *Contact: Roger Ratchford, Executive Director

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

City: Harrison State: AR Zip Code: 72602

*Email: ooi@alltel.net

Tentative allocation:	$2,494,196
Planned units:	354
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 Cherry Street *Contact: Betty Smith, Executive Director

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

City: Pine Bluff State: AR Zip Code: 71611

*Email: pbjceoc@sbcglobal.net

Tentative allocation:	$2,463,015
Planned units:	350
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:** 2009-2012

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

*Email: larryhenderson@seacac.com

Tentative allocation:	$2,115,981
Planned units:	301
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: Ricky Pondexter, Executive Director

Address 2: *Fax: (870) 772-2974

City: Texarkana State: AR Zip Code: 71854

*Email: swadc@cableone.net

Tentative allocation:	$2,866,207
Planned units:	407
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

*Email: pat@uhdc.net

Tentative allocation:	$3,828,966
Planned units:	544
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.

Revised 12/11/06

OFFICE OF COMMUNITY SERVICES

ARKANSAS WEATHERIZATION SUBGRANTEES

		County
BRAD	Mr. Jim Jansen, Executive Director Black River Area Development Corp. 1403 Hospital Drive Pocahontas, Arkansas 72455 Telephone: (870) 892-5219 FAX: (870) 892-0707 E-mail: jjansen@bradcorp.org Mr. Rick Ditto, Weatherization Director (870) 892-5219 Ext. 246 rditto@bradcorp.org	Clay Lawrence Randolph
CADC	Mr. Larry Cogburn, Executive Director Central Arkansas Development Council 722 Gaunt Street Post Office Box 580 Benton, Arkansas 72018 Telephone: (501) 315-1121 FAX: (501) 778-9120 E-mail: lcogburn@cadc.cc Also E-mail: lblair@cadc.cc Ms. Beverly Palmer, Weatherization Coordinator E-mail: bpalmer@cadc.cc	Calhoun Clark Columbia Dallas Hot Spring Lonoke Montgomery Ouachita Pike Pulaski Saline Union
CAPCA	Ms. Phyliss Fry, Executive Director Community Action Program for Central Arkansas, Inc. 707 Robins Street, Suite 118 Conway, Arkansas 72034 Telephone: (501) 329-3891 Ext. 127 for Phyliss FAX: (501) 329-8642 E-mail: phyliss@capcainc.org Mr. Archie Musselman, Weatherization Director Telephone: (501) 329-3891 Ext. 135 E-mail: archie.musselman@capcainc.org	Cleburne Faulkner White

CRDC	Mr. Loyd Price Executive Dir. Crowley's Ridge Development Council 2401 Fox Meadow Lane Post Office Box 16720 Jonesboro, Arkansas 72403-1497 Telephone: (870) 802-7100 FAX: (870) 935-0291 E-mail: lprice@crdcnea.com Mr. Kenny Gunn, Weatherization Director Telephone: (870) 802-7100 ext. 120 E-mail: kennygunn@crdcnea.com	Craighead Crittenden Cross Greene Jackson Poinsett St. Francis Woodruff
C-SCDC	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 FAX: (479) 785-2341 E-mail: mwhitmer@cscdccaa.org Ms. Lea Anne Lee, Weatherization Director Telephone: (479) 785-2303 Ext. 111 E-Mail: leeannlee@cscdccaa.org	Crawford Sebastian
CSO	Mr. Leon Massey, Executive Director Community Services Office, Inc. 600 West Grand Post Office Box 1175 Hot Springs, Arkansas 71901 Telephone: (501) 624-5724 FAX: (501) 624-1645 E-mail: lemass@csohs.org Mr. John Bates, Weatherization Director	Garland
MCAEOC	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 Jim Gatchel, Weatherization Director Jim2wx@yahoo.com	Mississippi

M-DCS	Ms. Margaret Staub, Executive Director Mid-Delta Community Services, Inc. Post Office Box 745 Helena, Arkansas 72342 Telephone: (870) 338-6406 FAX: (870) 338-3629 E-mail: mmstaub@cox-internet.com Mr. Jacob Bright, Weatherization Director 53 South Poplar Marianna, Arkansas 72360 Telephone: (870) 295-3697 FAX: (870) 295-2036	Lee Monroe Phillips Prairie
NADC	Mr. Larry Goodwin, Executive Director Northcentral Arkansas Development Council, Inc. 550 9th Street Post Office Box 3349 Batesville, Arkansas 72503 Telephone: (870) 793-5765 FAX: (870) 793-2167 E-mail: nadc larry@yahoo.com Mr. Billy Carlton, Weatherization Director	Fulton Independence Izard Sharp Stone
OHC	Mr. Al West, Executive Director Office of Human Concern, Inc. 506 East Spruce Street Post Office Box 778 (mail address only) Rogers, Arkansas 72757 Telephone: (479) 636-7301 FAX: (479) 636-7312 E-mail: alwest@eohc.org Jerrie Dutton, Weatherization Director E-ail: jdutton@e hc.org	Benton Carroll Madison Washington
OOI	Mr. Roger Ratchford, Executive Director Ozark Opportunities, Inc. 701 East Prospect 72601 Post Office Box 1400 Harrison, Arkansas 72601 Telephone: (870) 741-9406 FAX: (870) 741-0924 E-mail: ooi@alltel.net Mr. Darwin Arnold, Weatherization Director Telephone: (870) 741-2544	Baxter Boone Marion Newton Searcy Van Buren

FAX: (870) 741-2090

Weatherization Subgrantees' List
Page Four

PB-JCEOC	Ms. Betty Smith, Executive Director Pine Bluff-Jefferson County Economic Opportunities Commission, Inc. Post Office Box 7228 (Mail Address Only) 817 Cherry Street Pine Bluff, Arkansas 71603 Telephone: (870) 536-0046 FAX: (870) 535-7558 E-mail: pbjceoc@sbcglobal.net Ms. Brenet Smith, Weatherization Director Telephone: (870) 535-6699	Arkansas Cleveland Jefferson Lincoln Grant
SEACAC	Mr. Larry Henderson, Executive Director Southeast Arkansas Community Action Corporation 1208 Myrtle Post Office Box 312 Warren, Arkansas 71671 Telephone: (870) 226-2668 FAX: (870) 226-5637 E-mail: larry.henderson@seacac.com Ms. Betty Forrest, Weatherization Director E:mail: betty.forrest@seacac.com	Ashley Bradley Chicot Desha Drew
SWADC	Mr. Ricky Pondexter, Executive Director Southwest Arkansas Development Council, Inc. 3902 Sanderson Lane Texarkana, Arkansas 71854 Telephone: (870) 773-5504 FAX: (870) 772-2974 E-mail: swadc@cableone.net Mr. Taft Wilson, Weatherization Director Telephone: (870) 772-5758 E-Mail: taftwilson@cableone.net	Hempstead Howard Lafayette Little River Miller Nevada Sevier
UHDC	Ms. Patricia Atkinson, Executive Director Universal Housing Development Corporation 301 East Third Street Post Office Box 846 Russellville, Arkansas 72801 Telephone: (479) 968-5001 FAX: (479) 968-5002 E-mail: pat@uhdc.net Mr. Loyd Collins, Weatherization Director	Conway Franklin Johnson Logan Perry Polk Pope Scott Yell

E-mail: loyd@uhdc.net

CONGRESSIONAL DISTRICT 1

AGENCIES	COUNTIES
BLACK RIVER AREA DEVELOPMENT CORPORATION (BRAD) 1403 HOSPITAL DRIVE POCAHONTAS, ARKANSAS 72455 JIM JANSEN, EXECUTIVE DIRECTOR (870) 892-5219	CLAY LAWRENCE RANDOLPH
CENTRAL ARKANSAS DEVELOPMENT COUNCIL (CADC) 722 GAUNT STREET POST OFFICE BOX 580 BENTON, ARKANSAS 72018 LARRY COGBURN, EXECUTIVE DIRECTOR (501) 315-1121	LONOKE
COMMUNITY ACTION PROGRAM FOR CENTRAL ARKANSAS, INC. (CAPCA) 707 ROBINS STREET, SUITE 118 CONWAY, ARKANSAS 72034 PHYLISS FRY, EXECUTIVE DIRECTOR (501) 329-3891	CLEBURNE
CROWLEY'S RIDGE DEVELOPMENT COUNCIL (CRDC) 2801 FOX MEADOW LANE POST OFFICE BOX 1497 JONESBORO, ARKANSAS 72403 LOYD PRICE EXECUTIVE DIRECTOR (870) 802-7100	CRAIGHEAD CRITTENDEN CROSS GREENE JACKSON POINSETT ST. FRANCIS WOODRUFF
MID-DELTA COMMUNITY SERVICES, INC. (M-DCS) POST OFFICE DRAWER 745 HELENA, ARKANSAS 72342 MARGARET STAUB, EXECUTIVE DIRECTOR TELEPHONE: (870) 338-6406	LEE MONROE PHILLIPS PRAIRIE

CONGRESSIONAL DISTRICT 1

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

CONGRESSIONAL DISTRICT 2

AGENCIES	COUNTIES
CENTRAL ARKANSAS DEVELOPMENT COUNCIL (CADC) 722 GAUNT STREET POST OFFICE BOX 580 BENTON, ARKANSAS 72018 LARRY COGBURN, EXECUTIVE DIRECTOR (502) 315-1121	SALINE
COMMUNITY ACTION PROGRAM FOR CENTRAL ARKANSAS, INC. (CAPCA) 707 ROBINS STREET, SUITE 118 PHYLISS FRY, EXECUTIVE DIRECTOR CONWAY, ARKANAS 72034 (501) 329-3891	FAULKNER WHITE
CENTRAL ARKANSAS DEVELOPMENT COUNCIL 5620 WEST 12TH STREET STE 9 LITTLE ROCK, ARKANSAS 72204 LARRY COGBURN, EXECUTIVE DIRECTOR (501) 603-0909	PULASKI
OZARK OPPORTUNITIES, INC. (OOI) 701 EAST PROSPECT POST OFFICE BOX 1400 HARRISON, ARKANSAS 72602 ROGER RATCHFORD, EXECUTIVE DIRECTOR (870) 741-9406	VAN BUREN
UNIVERSAL HOUSING DEVELOPMENT CORPORATION (UHDC) 301 EAST THIRD STREET POST OFFICE BOX 846 RUSSELLVILLE, ARKANSAS 72801 PATRICIA ATKINSON, EXECUTIVE DIRECTOR (501) 968-5001	CONWAY YELL PERRY

CONGRESSIONAL DISTRICT 3

AGENCIES	COUNTIES
CRAWFORD-SEBASTIAN COMMUNITY DEVELOPMENT COUNCIL, INC. (C-SCDC) 4831 ARMOUR STREET POST OFFICE BOX 4069 FORT SMITH, ARKANSAS 72914 WELDON RAMEY, EXECUTIVE DIRECTOR (501) 785-2303	CRAWFORD SEBASTIAN
OFFICE OF HUMAN CONCERN, INC. (OHC) 506 EAST SPRUCE STREET POST OFFICE BOX 778 ROGERS, ARKANSAS 72757 AL WEST, EXECUTIVE DIRECTOR (501) 636-7301	BENTON CARROLL MADISON WASHINGTON
OZARK OPPORTUNITIES, INC. (OOI) 701 EAST PROSPECT POST OFFICE BOX 1400 HARRISON, ARKANSAS 72602 ROGER RATCHFORD, EXECUTIVE DIRECTOR (501) 741-9406	BAXTER BOONE MARION NEWTON
UNIVERSAL HOUSING DEVELOPMENT CORPORATION (UHDC) 301 EAST THIRD STREET POST OFFICE BOX 846 RUSSELLVILLE, ARKANSAS 72601 PATRICIA ATKINSON, EXECUTIVE DIRECTOR (501) 968-5001	FRANKLIN JOHNSON LOGAN POLK POPE SCOTT

CONGRESSIONAL DISTRICT 4

AGENCIES	COUNTIES
CENTRAL ARKANSAS DEVELOPMENT COUNCIL (CADC) 722 GAUNT STREET POST OFFICE BOX 580 BENTON, ARKANSAS 72018 LARRY COGBURN, EXECUTIVE DIRECTOR (501) 315-1121	CALHOUN CLARK COLUMBIA DALLAS HOT SPRING OUACHITA MONTGOMERY PIKE UNION
COMMUNITY SERVICES OFFICE, INC. (CSO) 600 WEST GRAND POST OFFICE BOX 1175 HOT SPRINGS, ARKANSAS 71902 LEON MASSEY, EXECUTIVE DIRECTOR (501) 624-5724	GARLAND
PINE BLUFF-JEFFERSON COUNTY ECONOMIC OPPORTUNITIES COMMISSION, INC. (PB-JCEOC) 817 CHERRY STREET POST OFFICE BOX 7228 PINE BLUFF, ARKANSAS 71611 BETTY SMITH, EXECUTIVE DIRECTOR (870) 536-0046	CLEVELAND JEFFERSON LINCOLN GRANT
SOUTHEAST ARKANSAS COMMUNITY ACTION CORPORATION (SEACAC) 1208 MYRTLE STREET POST OFFICE BOX 312 WARREN, ARKANSAS 71671 LARRY HENDERSON, EXECUTIVE DIRECTOR (870) 226-2668	ASHLEY BRADLEY CHICOT DESHA DREW

CONGRESSIONAL DISTRICT 4

AGENCIES	COUNTIES
SOUTHWEST ARKANSAS DEVELOPMENT COUNCIL (SWADC) 3902 SANDERSON LANE TEXARKANA, ARKANSAS TOM LOCKARD, EXECUTIVE DIRECTOR (870) 773-5504	HEMPSTEAD HOWARD LAFAYETTE LITTLE RIVER MILLER NEVADA SEVIER

P R O D U C T I O N S C H E D U L E

DOE F 540.2
(12-04)

U.S. Department of Energy
WEATHERIZATION ANNUAL FILE WORKSHEET

OMB Control No. _____
Expiration Date: _____

Grant #: 841 **Amendment:** _____ **State:** AR **Program Year:** 2009-2012

Budget Period: 2009-2012

II.3 Subgrantees

Grantee	City	Tentative Funding*	Tentative Units*
BRAD	Pocahontas	$1,253,323	178
CADC	Benton	7,522,781	1,053
CAPCA	Conway	1,851,022	263
CRDC	Jonesboro	4,606,683	664
C-SCDC	Fort Smith	1,639,707	233
CSO	Hot Springs	851,702	121
MCAEOC	Blytheville	835,130	119
M-DCS	Helena	1,808,335	257
NADC	Batesville	2,032,374	289
OHC	Rogers	3,201,226	455
OOI	Harrison	2,494,197	354
PB-JCEOC	Pine Bluff	2,463,016	350
SEACAC	Warren	2,115,981	301
SWADC	Texarkana	2,866,208	407
UHDC	Russellville	3,828,967	544
Totals		39,370,650	5,578

* 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)	5,578
Reweatherized Units	500

Average Unit Costs, including Reweatherization, Subject to DOE Program Rules*	
VEHICLES & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)	
A Total Vehicles & Equipment ($5,000 or more) Budget	300,000
B Units Weatherized	5,578
C Units Reweatherized	600
D Total Dwelling Units to be Weatherized and Reweatherized (B+C)	6,178
E Average Vehicle & Equipment Acquisition Cost per Unit (A divided by D)	49
AVERAGE COST PER DWELLING UNIT (DOE RULES*)	
F Total Funds for Program Operations**	$39,370,650
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	6,178
H Average Program Operations Cost per Unit (F divided by G)	6,373
I Average Vehicle & Equipment Acquisition Cost per Unit (from line E)	49
J Total Average Cost per Dwelling (H plus I)	6,422

* 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:** 2009-2012

Budget Period: 4/1/09 - 3/31/12

II.5 Energy Savings

Method used to calculate energy savings: ☐ WAP algorithm: ☐ Other (describe below):

Estimated energy savings (Mbtus): 32,482

Other Energy Savings Method Description

II.6 Training, Technical Assistance, and Monitoring Activities

Grant Guidance 5/21/09
Annual Training Conference 8/13-14/2009
Lead Based Paint 9/30/2009
Skills Training 10/1-2/2009

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, Lawrence McCullough, Jim Gatchel, 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.
04/27/09	**Arkansas Democrat-Gazette - 04/18/09**

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:** 2009-2012
Budget Period: 4/1/09 - 3/31/12

II.10 Adjustments to On-File Information

*Reference the Adjustments to On-File section of Plan

II.11 Miscellaneous

E N E R G Y S A V I N G S

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	$48,114,415	(a)
Total Cost associated with Administration, T&TA, Financial and Energy Audits or 15% of allocation	$ 7,217,163	(b)
Subtract the amount entered in line (b) from Line (a), for total Federal (DOE) funds available to weatherize homes	$40,897,252	(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	5,672	(e)
Multiply (e) by 30.5 MBTU** for total Annual Estimated Energy Savings resulting from DOE appropriated funds	$ 172,996	(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		(g)
Total cost associated with the administration of Weatherization funds or 15% of total funds available to weatherize homes		(h)
Subtract the amount entered in line (h) from line (g), for total funds available to weatherize homes		(i)
State Average Cost per Home or Nation WAP Program Year Average Cost per Home (i.e., PY2007 - $2885*)		(j)
Total Estimated Homes to be Weatherized		(k)
Multiply (k) by 30.5 MBTU** for total Annual Estimated Energy Savings resulting from all funding sources		(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

GRANT GUIDANCE
May 22, 2009

State weatherization manager and training coordinator will provide guidance based on ARRA Program regulations and program policies.

WAP ANNUAL TRAINING CONFERENCE
AUGUST 13-14, 2009

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).

LEAD BASED PAINT TRAINING
September 30, 2009

Guidance will be provided regarding treatment of pre-1978 homes that may have lead hazards and various other subject matter pertaining to EPA Lead regulations.

WAP SKILLS TRAININNG
October 1 & 2, 2009

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. In addition, two or three units will be selected in advance to perform weatherization installed activities.

Monitoring Activities

1. An analysis of the existence and effectiveness of any weatherization project being carried out by a subgrantee.

The Arkansas Weatherization Office analyzes the effectiveness of the State's Weatherization projects through its ongoing monitoring activities.

The monitoring activities of the Arkansas Weatherization Office serve three principle purposes:

-To disclose areas of non-compliance with contract and programmatic regulations.

-To identify technical assistance needs among program personnel, provide training to correct deficiencies, identify and resolve questions about program operations.

-To assure quality workmanship on homes weatherized.

Monthly monitoring activities occur in OCS as staff reviews the monthly reports from the subgrantees. The monitoring lends itself to in-office or desktop review since the fiscal records are readily accessible and financial staff is usually available for consultation.

Before making a monitoring visit, the monitor reviews all reports and requests, and pertinent correspondence from the agency to be visited to get an idea of the agency's performance over a period of several months. The audit for the last contract period and the monitoring reports made previously are also reviewed. Year-to-date statistical data is compiled monthly.

The monitor also reviews the production schedule for each agency based on the Arkansas weatherization allocation formula and compares it to projections and expenditures.

Each subgrantee is monitored a minimum of two times annually, but monitoring may be required more often if requested by the agency or is deemed necessary by the State Weatherization Office.

Monitoring and evaluation activities include:

a. Review of the office procedures to determine if all systems are functioning according to written procedures,

b. Review the client intake procedures, i.e., income guidelines and point system,

c. Review the client files for accuracy and completeness,

d. Review staffing levels and identify labor problems,

e. Review material management controls, check warehouse inventory/tools and equipment,

f. Review Financial Management System,

g. Review safety issues,

h. Make at least one home inspection of completions and/or units in progress per crew, and

i. Hold an exit interview with the Program Director and Executive Director, and plan follow-up visits. Following the visit, the monitor files a written report with the Arkansas Weatherization Director and summarizes the findings along with suggested corrective action and comments.

1) Two full-time monitors will be involved in regularly monitoring the program. The services of the Division of Finance will be utilized on an as needed basis.

2) Each subgrantee will be monitored a minimum of two times during the year. At least ten percent of the homes weatherized will be inspected by state staff to insure quality control and accountability.

3) Monthly reports, statistical review and monitoring and evaluation instruments are part of the weatherization manual.

4) In addition to the system for resolving problems described, reference the T/TA portion of the state plan which will detail training designed to eliminate problems.

5) Subgrantee performance is evaluated through the monitoring process. Subgrantee performance standards are contained in the manual and the subgrantees are evaluated as to whether they are meeting those standards. Two substandard performance ratings by a subgrantee could result in a public hearing process to determine the adequacy of that subgrantee.

MONITORING

Milestones

1. Fifteen subgrantees will be monitored at least twice during the program year.

2. At least 10% of the units weatherized will be inspected during the program year.

3. At least 10% of the client files will be inspected for compliance with state and federal regulations.

4. Fiscal and production desk reviews will be conducted monthly.

L E V E R A G I N G A C T I V I T I E S

Leveraging Activities - Other Sources

None.

DOE Funded Leveraging

The state will leverage utility funds and other non-federal funds where possible. However, DOE funds will not be expended in this process.

Subgrantees will administer the Arkansas Weatherization Program, which is contracted through the largest Community Action Agency in the state. 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 by the DOE program for use of its vehicles/equipment.

P O L I C Y A D V I S O R Y C O U N C I L

Arkansas Policy Advisory Council Meetings

The PAC will meet on April 27, 2009 for the purpose of holding a public hearing on the 2009-2012 American Recovery and Reinvestment Act State Weatherization Plan. Other items on the agenda will include the approval of minutes and planned 2009 training.

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

NAME/ADDRESS/PHONE	GROUP/ORGANIZATION REPRESENTED	EXPIR. DATE
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 Main Stream 300 South Rodney Parham Rd Ste 5 Little Rock, AR 72205-4774 Phone: (501) 280-0012 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@ohc.org	Weatherization Subgrantee CAA Executive Director	1/11
Jim Gatchel Mississippi County, Arkansas Economic Opportunity Commission, Inc. Post Office Box 1289 Blytheville, Arkansas 72316 Phone: (870) 776-1054 FAX: (870) 776-1875 E-Mail: Jim2wx@yahoo.com	Weatherization Director	1/11
Beverly Palmer Weatherization Director Central Arkansas Development Council Post Office Box 580 Benton, Arkansas 72018 Phone: (501) 315-1121 FAX: (501) 778-9120 E-Mail: bpalmer@cadc.cc	Weatherization Director	1/11

PAC - Term of Service
Page 2

Mark Whitmer, Chair — Weatherization Director — 1/11
Crawford-Sebastian Community Development Council, Inc. — At Large Position
4831 Armour Street
Post Office Box 4069
Fort Smith, AR 72914
Phone: (479) 785-2303
FAX: (479) 785-2341
E-Mail: mwhitmer@cscdccaa.org

Susan Recken — At Large Position — 1/11
AR Department of Economic Development
#1 Capitol Mall
Little Rock, AR 72201
Phone: (501) 682-7334
FAX: (501) 682-2703
E-Mail: srecken@1800ARKANSAS.com

Martie North, V.P., and Director of Community Development — At Large Position — 1/11
7500 Cantrell Road
Little Rock, AR 72207
Phone: (501) 978-2234
E-Mail: mnorth@bankozarks.com

Kenny Gunn, Weatherization Dir. — At Large Position — 1/11
Crowley's Ridge Development Council, Inc.
Post Office Box 16720
Jonesboro, Arkansas 72403-1497
Phone: (870) 802-7100 ext. 120
E-Mail: kennygunn@crdcnea.com

William Taft Wilson — At Large Position — 1/11
Weatherization Director
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(This e-mail address has an underscore between first, middle PAC - Term of Service
Page 3

Patricia Atkinson Housing 1/11
Universal Housing
Development Council
Post Office Box 846
and last name)

Jamie Stringfellow Public Utilities 1/11
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Home 870 425-5178
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Jane Todd Public Service Commission 1/11
Public Service Commission
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Little Rock, AR 72203
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)

Lawrence McCullough Housing 1/11
Rural Development
USDA Service Center
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700 West Capitol Avenue
Little Rock, AR 72201-3225
Phone: (501) 301-3237
FAX: (501) 301-3290
E-Mail: Lawrence.mccullough@ar.usda.gov
Vacant 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.

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

Robert 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.

H E A R I N G S A N D T R A N S C R I P T S

STATE: Arkansas REGULATION REFERENCE: 440.14

DATE 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 ARRA plan will be promulgated using the state's emergency promulgation procedures.

The State Plan implemented the new field guide as of 4/1/03.

A D J U S T M E N T S

T O

O N - L I N E

I N F O R M A T I O N

The maximum average for FY 2009-2012 is $6,500 per unit.

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

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

M I S C E L L A N E O U S

Miscellaneous

Energy Audit: Arkansas uses NEAT and will use the mobile home energy audit developed by DOE contract.

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.

A S S U R A N C E S

A N D

C E R T I F I C A T I O N S

DOE F 1600. 5
(08-94)

OMB Control No. 1910-0400
All Other Editions Are Obsolete

U.S. Department of Energy
Assurance of Compliance
Nondiscrimination in Federally Assisted Programs

OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20585.

Arkansas Department of Human Services (Hereinafter called "the Applicant") HEREBY AGREES to comply with Title VI of the Civil Rights Act of 1 964 (Pub. L. 88-352), Section 1 6 of the Federal Energy Administration Act of 1 974 (Pub. L. 93-275), Section 401 of the Energy Reorganization Act of 1 974 (Pub. L. 93-438), Title IX of the Education Amendments of 1 972, as amended, (Pub. L. 92-31 8, Pub. L. 93-568, and Pub. L. 94-482), Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-11 2), the Age Discrimination Act of 1 977 (Pub. L. 94-1 35), Title VIII of the Civil Rights Act of 1 968 (Pub. L. 90-284), the Department of Energy Organization Act of 1 977 (Pub. L. 95-9 1), the Energy Conservation and Production Act of 1 976, as amended, (Pub. L. 94-385) and Title 1 0, Code of Federal Regulations, Part 1 040. In accordance with the above laws and regulations issued pursuant thereto, the Applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected do discrimination under any program or activity in which the Applicant receives Federal assistance from the Department of Energy.

Applicability and Period of Obligation

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with Federal assistance extended to the Applicant by the Department of Energy, this assurance obligates the Applicant for the period during which Federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which Federal assistance is extended. If any personal property is so provided. this assurance obligates the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Applicant for the period during which the Federal assistance is extended to the Applicant by the Department of Energy.

Employment Practices

Where a primary objective of the Federal assistance is to provide employment or where the Applicant's employment practices affect the delivery of services in programs or activities resulting from Federal assistance extended by the Department, the Applicant agrees not to - discriminate on the ground of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

Subrecipient Assurance

The Applicant shall require any individual, organization, or other entity with whom it subcontracts, subgrants, or subleases for the purpose of providing any service, financial aid, equipment, property, or structure to comply with laws and regulations cited above. To this end, the subrecipient shall be required to sign a written assurance form; however, the obligation of both recipient and subrecipient to ensure compliance is not relieved by the collection or submission of written assurance forms.

Data Collection and Access to Records

The Applicant agrees to compile and maintain information pertaining to programs or activities developed as a result of the Applicant's receipt of Federal assistance from the Department of Energy. Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by the Department of Energy to be relevant to the obligation to assure compliance by recipients with laws cited in the first paragraph of this assurance.

DOE F 1600
(08/94)

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The Applicant agrees to submit requested data to the Department of Energy regarding programs and activities developed by the Applicant from the use of Federal assistance funds extended by the Department of Energy. Facilities of the Applicant (including the physical plants, buildings, or other structures) and all records, books, accounts, and other sources of information pertinent to the Applicant's compliance with the civil rights laws shall be made available for inspection during normal business hours of request of an officer or employee of the Department of Energy specifically authorized to make such inspections. Instructions in this regard will be provided by the Director, Office of Civil Rights, U.S. Department of Energy.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts (excluding procurement contracts), property, discounts or other Federal assistance extended after the date hereof, to the Applicants by the Department of Energy, including installment payments on account after such data of application for Federal assistance which are approved before such date. The Applicant recognizes and agrees that such Federal assistance will be extended in reliance upon the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, the successors, transferees, and assignees, as well as the person(s) whose signatures appear below and who are authorized to sign this assurance on behalf of the Applicant.

Applicant Certification

The Applicant certifies that it has complied, or that, within 90 days of the date of the grant, it will comply with all applicable requirements of 1 0 C.F.R. § 1 040.5 (a copy will be furnished to the Applicant upon written request to DOE).

Designated Responsible Employee

Bernard Pighee, Administrator
Name and Title (Printed or Typed)

(501) 682-7955
Telephone Number

Signature

Date

Arkansas Department of Human Services
Applicant's Name

(501) 682-8715
Telephone Number

Post Office Box 1437/S330
Address:
Little Rock, Arkansas 72203-1437

Date

Authorized Official:
President, Chief Executive Officer
or Authorized Designee

Thomas E. Green, Assistant Director
Name and Title (Printed or Typed)

(501) 682-8715
Telephone Number

Signature

Date

CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER

RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applications should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Pad 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements or Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Energy determines to award the covered transaction, grant, or cooperative agreement.

F1. LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract the making of any Federal grant the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract grant loan, or cooperative agreement.

(2) If any funds other than an Federal appropriated fund have been paid or will be Paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all - subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 3 1, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

---

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

(1) The prospective Primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining attempting to obtain, or performing a public (Federal State, or local) transaction under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement theft forgery, bribery, falsification or destruction of records, making false statements, or receiving go,- property,

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal State or local) with commission of any of the offenses enumerated in paragraph (i)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

3. DRUG-FREE WORKPLACE

This certification is required by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D) and is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989, and May 25, 1990.

ALTERNATE I
(GRANTEES OTHER THAN INDIVIDUALS)

(1) The grantee certified that it will or will continue to provide a drug free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantees workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace,

(2) The grantee's policy of maintaining a drug-free workplace,

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the work-place not later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to energy grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consisted with the requirements of the Rehabilitation Act of 1973, amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal State, or local health law enforcement, or other appropriate agency,

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a),(b), (c) (d), (e), and (f).

(2) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance.
(Street address,city county, state. zip code)

Office of Community Services
7th & Main Streets, Pulaski County
Little Rock, Arkansas 72201

☐ Check if there are workplaces on file that are not identified here

4. Lobbying Disclosure Act of 1995, Simpson-Craig Amendment

Applicant organizations which am described in section 501(cX4) of the Internal Revenue Code of 1986 and engage in lobbying activities after December 31, 1995, shall not be eligible for the receipt of Federal funds constituting an award, grant, or loan. Section 501(cX4) of the Internal Revenue Code of 1986 covers:

Civic leagues or organizations not organized for profit but operated exclusively for the promotion *of social welfare, or local associations of employees, the membership of which is limited to* the employees of a designated person or persons in a *particular municipality, and the net earnings* of which are devoted exclusively *to charitable, educational or recreational purposes.*

As set forth in the Lobbying Disclosure Act of 1995 (Public Law 10465, December 19, 1995), as amended ["Simpson-Craig Amendment," see Section 129 of The Balanced Budget Downpayment Art I (Public Law 104-99, January 26, 1996)], lobbyinq activities is defined broadly. (See section 3 of the Act.)

The undersigned certifies, to the best of his or her knowledge and better that: it IS NOT an organization described in section 50 1 (cX4) of the Internal Revenue Code of 1986; OR that it IS an organization described in section 50 1 (cX4) of the Internal Revenue Code of 1986, whid4 after December 31, 1995, HAS NOT engaged in any lobbying activities as defined in the Lobbying Disclosure Act of 1995, as amended.

ALTERNATE II (GRANTEES WHO ARE INDIVIDUALS)

(1) The grantee certifies that as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing possession, or use of a controlled substances in conducting any activity with the grant.

(2) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF THE APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
DEPARTMENT OF HUMAN SERVICES DIVISION OF COUNTY OPERATIONS OFFICE OF COMMUNITY SERVICES	Low-Income Weatherization Assistance Program
PRINTED NAME ANT TITLE OF AUTHORIZED REPRESENTATIVE THOMAS E. GREEN, ASSISTANT DIRECTOR	
SIGNATURE	DATE

DISCLOSURE OF LOBBYING ACTIVITIES

Pending OMB Approval

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action:	2. Status of Federal Action:	3. Report Type:
[B] a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	[A] a. bid/offer/application b. initial award c. post-award	[A] a. initial filing b. material change For Material Change Only: year ____ quarter ____

4. Name and Address of Reporting Entity:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:
[X] Prime [ ] Subawardee Tier, *if known* Arkansas Department of Health and Human Services Division of County Operations Office of Community Services Post Office Box 1437/Slot S330 Little Rock, Arkansas 72203-1437	N/A
6. Federal Department/Agency: U. S. Department of Energy	7. Federal Program Name/Description: Low Income Weatherization Assistance Program CFDA Number, *if applicable:* 81-042
8. Federal Action Number, *if known:* DEFG44-02R410841	9. Award Amount, *if known:* $2,202,800
10.a. Name and Address of Lobbying Registrant *(if individual, last name, first name, MI):* N/A	b. Individuals Performing Services *(including address if different from No. 10A) (last name, first name, MI):* N/A

16 . Information requested through this form is authorized by title 31 U.S..C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each.

Signature: _____

Print Name: Thomas E. Green

Title: Assistant Director

Telephone No. (501) 682-8715 Date: _____

Federal Use Only:

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Standard Form - LLL

GO-PF19
(1/98)

U.S. DEPARTMENT OF ENERGY

GOLDEN FIELD OFFICE

FINANCIAL ASSISTANCE PRE-AWARD INFORMATION SHEET

Grantee: Arkansas Office of Community Services

Grant No.: DEFG44-02R410841 Amendment No.: _____

A. INTELLECTUAL PROPERTY

( ) A university or other institution of higher education or an organization of the type described in Section 501(c)(3) of the Internal Revenue Code of 1954 (26 USC 501(c)) and exempt from taxation under Section 501 (a) of the Internal Revenue Code (26 USC 501 (a)); or

( ) An organization of the type described in Section 501(c)(4) of the Internal Revenue Code of 1954 (26 USC 501(c)) and exempt from taxation under Section 501 (a) of the Internal Revenue Code (26 USC 501(a)); or

( ) A nonprofit scientific or educational organization qualified under a State nonprofit organization statute. Please identify the statute.

( ) A small business concern as defined at Section 2 of Public Law 85-536 (15 USC 632) and implementing regulations of the administrator of the Small Business Administration.

(X) None of the above.

Recipients who have checked NONE OF THE ABOVE have the right to request, in advance or within 30 days after execution of the grant, in accordance with applicable statutes and DOE Procurement Regulation (9.9109-6) a waiver of all or any part of the rights of the United States in Subject Inventions. If the grantee intends to request a waiver to such invention rights pursuant to DOE PR 99.109-6, please indicate:

( ) I intend to request an advance waiver in accordance with DOE PR 9-9.109-6.

(X) I do not intend to request an advance waiver.

A.2. RIGHTS IN PROPOSAL DATA

It is DOE policy for a grant award based on a proposal that, in consideration of the award, the Government shall obtain unlimited rights in the technical data contained in the proposal unless the grantee marks those portions of the technical information which he asserts as "proprietary data" or specifies those portions of such technical data which are

not directly related to or will not be utilized in the work to be funded under the grant. Accordingly, please indicate:

(X) No restrictions on Government rights in the proposal technical data; or

( ) The following identified technical data is proprietary or is not directly related to or will not be utilized in the work to be funded under the grant:

_____

_____

A.3 IDENTIFICATION OF TECHNICAL DATA WHICH IS PROPRIETARY

The Rights in Technical Data clause proposed to be used for this grant may not permit the utilization of proprietary data in the grant work or, if the use of proprietary data is permitted, may not be adequate to meet programmatic requirements. Use of data which is proprietary may, prevent you from meeting, the data requirements of the grant (including delivery of data). Your attention is particularly drawn to the use of LICENSED COMPUTER SOFTWARE.

Please indicate that you have reviewed the requirements in the technical scope of work and to the best of your knowledge:

(X) No proprietary data will be utilized in the grant work.

( ) Proprietary data as follows will be utilized in the grant work:

_____

_____

( ) No LICENSED COMPUTER SOFTWARE will be utilized in the grant work.

(X) LICENSED COMPUTER SOFTWARE as follows will be utilized in the grant work:

Microsoft Word for Windows, Windows XP, Microsoft Office 2003, Excel, and Word Perfect

B. TYPE OF BUSINESS (IF NOT SPECIFICALLY IDENTIFIED IN SECTION A. 1. OF THIS PRE-AWARD INFORMATION SHEET)

The Recipient is a:

( ) Individual

( ) Partnership

(X) State or Local Government

( ) Joint Venture

C. SOCIAL SECURITY NUMBER (SSN)

If the Recipient does not have an Internal Revenue Service (IRS) assigned Employer Identification. Number (EIN), Grantee SSN is _____. (See block 5 of Grant Application, Standard Form 424.)

D. DATA UNIVERSAL NUMBERING SYSTEM (DUNS NUMBER)

Grantee DUNS Number is 26-07NT43109 . For assistance in obtaining a DUNS Number, call DUNN & Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information to DUNN & Bradstreet:

(1) Company name.
(2) Company address.
(3) Company telephone number
(4) Line of business.
(5) Chief executive officer/key manager.
(6) Date the company was started.
(7) Number of people employed by the company.
(8) Company affiliation.

E. CIVIL RIGHTS REQUIREMENTS

In accordance with 10 CFR 1040, the recipient is required to appoint a person as the Affirmative Action Officer to be responsible for Civil Rights matters. The person you appoint should be knowledgeable of 10CFR 1040, Nondiscrimination in Federally Assisted Programs. You are also responsible for prominently displaying reasonable numbers of Civil Rights posters at your facility. A copy of 10 CFR 1040 can be found at www.pr.doe.gov/1f040_toc.html and the poster at www.eren.doe.gov/golden/paf.html. Copies can also be obtained from your awarding DOE office.

Doris Wright has been appointed as the Affirmative Action Officer and has familiarized himself/herself with 10 CFR 1040. DOE Civil Rights posters have been displayed prominently and in reasonable numbers at our facility.

Organization Name and address: Office of Community Services, P.O. Box 1437/Slot S330, Little Rock, Arkansas 72203
Phone: (501) 682-8729
Fax: (501) 682-6736
E-mail: Doris.Wright@arkansas.gov

I certify that the above information is complete and accurate to the best of my knowledge.

_____ _____
Signature Date

Thomas E. Green, Assistant Director
Name and Title of Authorized Representative