**PY 2021 HEAP Wx WORK PLAN**

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| **CAA:** |  | [ ]  **Initial**  |  |  | **Date** |  |
|  |  | [ ]  **Amended**  | **#** |  | **Date** |  |

Pursuant to Subgrant Agreement and *MaineHousing’s Weatherization Assistance Program Guidance and Procedures* (MaineHousing WAP Guidance), the submission of a Work Plan is required. The Work Plan should summarize the agency’s policies and procedures for delivering HEAP Wx services and describe how the agency will meet the major program requirements. The following is a list (not exhaustive) of topics that should be covered in the proposed Work Plan. **Please note:** Work Plans that do not adequately address these topics will be returned for revisions. Until such time as the Work Plan and Budget are approved, work cannot commence using PY 2021 HEAP Wx funds.

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| 1. **Production Schedules**
 |
| *Provide projected number of units to be completed and billed each month under the PY HEAP Wx 2021.* |

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| **Billing Period** | **Units** | **Billing Period** | **Units** | **Billing Period** | **Units** |
| October 2020 |  | April 2021 |  |  |  |
| November 2020 |  | May 2021 |  |  |  |
| December 2020 |  | June 2021 |  |  |  |
| January 2021 |  | July 2021 |  |  |  |
| February 2021 |  | August 2021 |  |  |  |
| March 2021 |  | September 2021 |  |  |  |

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| 1. **Priorities for Weatherization and Wait List Policies**
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| *Describe how the agency will prioritize households following the established eligibility criteria and priority classifications.* |
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| 1. **Contracts for WAP Services**
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| *Provide samples of contracts the agency uses for WAP contractors. (Attachment A)* |

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| 1. **Energy Auditors and Quality Control Inspectors**
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| *Provide names of Energy Auditors and Quality Control Inspectors and their relevant experience in and certifications for weatherization activities. (Attachment B)* |

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| 1. **WAP Delivery Method**
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| *Describe the agency’s delivery methods of service (e.g. crews, contractors, combination of both). If using contractors, please provide the names of the contractors anticipated to be used in PY 2021.* |
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| 1. **WAP Delivery Considerations**
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| *Describe geographic considerations, transportation, etc. that impact the agency’s delivery of WAP.* |
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| 1. **Policy Changes**
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| *Describe all significant changes in policies, procedures and new initiatives since the last WAP Work Plan submission. Provided copies of policy and procedure changes. (Attachment C)* |
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| 1. **Leveraged Resources**
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| *Describe all efforts to leverage other non-federal resources anticipated to be used in WAP.* |
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| 1. **Insurance**
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| *Provide documentation to validate POI coverage. (Attachment D)* |

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| 1. **EPA Lead Renovation, Repair and Painting Rule (RRP)**
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| *Explain how the agency will ensure staff and/or contractor compliance with these regulations. (Attach copies of Certifications–Attachment E)* |
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| 1. **Appliances**
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| 1. *Provide manufacturers’ spec sheets for your agency’s standard appliance officering (Appendix F)*
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| 1. *Describe your agency’s procurement process for the purchase and installation of appliances.*
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| 1. *Describe the criteria your agency will use to determine an appliance is nearing or at the end of its useful life.*
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| 1. **Other Information**
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| *Provide any other information relevant to the administration and delivery of WAP.* |
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| **Agency Submission** |  |
| **Completed by (Print):** |  | **Date Completed:** |  |  |
| **Signature:** |  | **Date Submitted:** |  |  |
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| **MaineHousing Approval** |  |
| **Reviewed by (Print):** |  | **Date Approved:** |  |  |
| **Signature:** |  | **Confirm Sent:** |  |  |
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