



Weatherization Guidance No. 47

Effective Date: March 23, 2020

Updated: April 1, 2022

Planning for Statewide Emergencies

Note: The purpose of this guidance is to explain crisis planning when on site WAP Service Delivery is suspended due to Public Health Concerns. If there are further questions, please contact your field representative.

Issuance of Short-Term Plans

CT WAP will provide limited short term (30 Day) guidance in respect to use of DOE WAP funds for the purpose of ensuring program integrity and service delivery of work in-progress and pre- production activities associated with the completion of WAP units. All costs will be directly accrued to Average Unit Costs for the respective program year.

CT WAP will also provide short term (60 Day) guidance in respect to the use of DOE WAP Training and Technical Assistance funds for the purpose of maintaining the integrity and capacity of the CT WAP service delivery network at the state and local agency levels and report all cost within the respective program year.

CT WAP will provide long term guidance (90+ Day) guidance in respect to the use of DOE WAP Training and Technical Assistance Funds on a case-by-case basis and the furlough and home office options

Guidance related to WAP Activities

Workers in Homes

The federal position statement provided by NASCSP cites the decision to respond to the inability to enter WAP residential sites is not a DOE responsibility.

In times of emergency as an executive state agency we are under the direction of our commissioners and the state governor. From an agency perspective we have ended all non- essential field functions and have switched to a telework model for all office staff. Per direction from the governor many business and non-profits have done the same.

This guidance is to memorialize our decision to end all field visits effective immediately for the next 30 days. We will then continually reevaluate this on a 30-day basis and send out notice to all agencies of our decision at that time.

Staffing at Agencies

Local agency staffing levels will likely be adjusted in consideration of federal Allocation limitations and state level planning to maintain program integrity, forward capacity and training and technical assistance goals

In the event of a federal shutdown or disaster, employees can be paid, however this is subject to approved written policies which are absent from the CT State Plan.

This guidance is to memorialize our decision to continue to pay support costs necessary to support work in-progress and a small volume of pre-production tasks as part of a 30-day plan.

Additionally, all field staff is to be paid for 30 days if their duties are contributing to the completion of pre-production and work in-progress. After 30 days all field staff are to be reassigned or let go unless they are participating in Training and technical assistance activities which are to be billed against the statewide T&TA funds.

Note: It will be necessary to continually reassess the need for maintaining staff levels and adjust staffing to levels to minimize the accrual of expenses which are counted as part of the ACPU.

Budget Revisions and Cost Caps

Separate proposals will be developed for each subgrantee that reflect year to date production and expenditures as well as current capacity to deliver service

While there may be some DOE guidance in place in the future there is no way of anticipating what key performance indicators and production metrics may be revised to support the program nationally. Given the range of unknowns it will be necessary to develop planning based on current CT data and best practices in support of maintaining forward capacity going forward.

Proposed Budget Caps

To assist in program planning CT WAP is implementing the following budget cost caps:

Per every 30 days Program costs are to be capped with the suggested staffing configuration of:

- Supervision - 1 person
- Coordinators - 1 person
- Auditors/QCI- 2 people Support staff - 1 person
- Per every 30 days Statewide T&TA costs are to be capped with the suggested staffing configuration of:
 - Supervision - 1 person
 - Coordination - 1 person
 - Audit/QCI - 2 people