

S2: ALL AGENCIES PROGRAM INFORMATION SURVEY

This data is being collected to conduct a process evaluation of the Weatherization Assistance Program at the local level. The data you supply will be used to characterize the program in Program Years 2007 and 2008, with an emphasis on PY 2008.

Public reporting burden for this collection of information is estimated to average eight hours 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 the Chief Information Officer, Records Management Division, IM-11, Paperwork Reduction Project (1910-XXXX), U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project (1910-XXXX), Washington, DC 20503.

All of the information obtained from this survey will be protected and will remain confidential. The data will be analyzed in such a way that the information provided cannot be associated back to your state, your agencies, or the housing units and clients that your state served. Again, please note that the questions refer to PY 2007 and 2008 unless otherwise noted.

Part 1. General Information

1. Please identify your state. _____
2. Please identify your local agency. _____
3. For how many years had the current director of your local Weatherization Program served in that capacity prior to PY 2008? _____
4. How many different people (including the current head) have served as director of your local Weatherization Program over the 10 years prior to PY 2008? _____
5. What agency, office, or department was responsible for reviewing the performance of your local Weatherization Program in PY 2008? _____
6. How many layers of management or supervision were there between your weatherization crews and the director of your local Weatherization Program in PY 2008? _____ [If your weatherization crews reported directly to the Program director, the answer should be 0.]

Part 2. PY 2007 Information

7. Please provide the following information about ALL low-income dwelling units weatherized by your agency in Program Year 2007.

Type of Unit Weatherized	Number of Units Weatherized in PY 2007			TOTAL Units
	DOE Units ¹	Non-DOE Units ²		
		Comprehensive Weatherization ³	Non-comprehensive Weatherization ⁴	
Single Family Attached and Detached				
Small Multi-family (2-4 units)				
Multifamily (5 or More Units per Building)				
Mobile Home				
Shelter				
TOTAL UNITS				
¹ These are dwelling units that your agency weatherized and reported to the State as “DOE Units” ² These are dwelling units that your agency weatherized but did not report as “DOE Units” ³ Comprehensive weatherization units are those for which an audit or priority list was used that addressed a large proportion of potential energy-saving measures. ⁴ Non-comprehensive weatherization units are those for which a limited set of measures was considered (e.g., baseload electric measures only; low cost/no cost measures only), reflecting the needs and priorities of the funding entity.				

8. For each of the non-DOE sources from which your agency received weatherization funding in Program Year 2007, was any of the money spent in ways not allowed under DOE rules? If your agency did spend money in ways not allowed under DOE rules, how did those expenditures differ from expenditures made under DOE rules? If your agency received no funding from a particular source in Program Year 2007, please leave that row blank.

Source of Non-DOE PY 2007 Weatherization Funding Received by Agency	Was Any of This Money Spent in Ways Not Allowed Under DOE Rules? (Yes/No)	For That Portion of Your Funding That Was Spent in Ways Not Allowed Under DOE Rules, What Were the Major Differences Between Those Expenditures and Expenditures Made Under DOE Rules?
LIHEAP		
Petroleum Violation Escrow (PVE)		
Other Federal Programs		
State Public Benefit Funds		
Other State		
Utilities		
Program Income		
In-Kind		
Non-Profit Organizations		
Other (please specify)		

9. Please indicate the amount of funding from each source that was spent by your agency in Program Year 2007 on the different functions or applications shown below. The amount that you list in the right-most cell at the very bottom of the table should equal the total amount of weatherization funding from all sources that your agency received in Program Year 2007.

Source of PY 2007 Weatherization Funding Received by Agency	Amount Spent on Program Management ¹	Amount Spent on T&TA	PY 2007 Funds Supporting Weatherization of Units (\$)				TOTAL Amount Spent
			Amount Spent on DOE Units ²		Amount Spent on Non-DOE Units ³		
			Expenditures for Health and Safety, Repairs, and Other Non Cost-Effective Measures ⁴	All Expenditures Defined as Allowable Costs for Purpose of Calculating Average Cost per Unit ⁵	Expenditures for Health and Safety, Repairs, and Other Non Cost-Effective Measures ⁴	All Expenditures Defined as Allowable Costs for Purpose of Calculating Average Cost per Unit ⁵	
DOE					NA	NA	
LIHEAP							
Petroleum Violation Escrow (PVE)							
Other Federal Programs							
State Public Benefit Funds							
Other State							
Utilities							
Program Income							
In-Kind							
Non-Profit Organizations							
TOTAL FUNDS							

¹ Program Management costs include: cost of liability insurance; cost of low cost/no cost activities; cost of financial audits; administrative expenses; and funds used for leveraging activities.

² These are dwelling units that your agency weatherized and reported to the State as “DOE Units”

³ These are dwelling units that your agency weatherized but did not report as “DOE Units”

⁴ Non cost-effective measures are those with a Savings to Investment Ratio (SIR) of less than 1.0.

⁵ Under DOE regulations, allowable costs include: the cost of weatherization materials (not for health and safety); labor cost (not for health and safety); transportation of weatherization materials, crews, equipment, and tools; vehicle maintenance, operations, and insurance; maintenance of tools and equipment; cost of purchasing vehicles; employment of on-site supervisors; storage of weatherization materials, tools, and equipment; and cost of incidental repairs.

10. Did your agency classify its expenditures for client intake, audits, and post-weatherization inspections as program management costs or as allowable costs used in the calculation of average cost per unit in PY 2007? Please indicate your answer for each type of expenditure by checking the appropriate cell in the table below.

Type of Expenditure	Classified as Program Management Costs?	Classified as Allowable Costs for Purpose of Calculating Average Cost per Unit?
Expenditures for Client Intake		
Expenditures for Audits		
Expenditures for Post-Weatherization Quality Control Inspections		

11. Of the TOTAL amount spent by your agency in Program Year 2007 using funds from *all* sources (shown at bottom of right-most column in table for Question 9), please give your best estimate of how much was spent on Audits and Inspections. \$ _____

12. Please divide your agency's Program Year 2007 expenditures on DOE units into in-house expenditures and contractor expenditures, as shown in the following table.

Type of Expenditure	PY 2007 In-house Expenditures on DOE Units (in \$)	PY 2007 Contractor Expenditures on DOE Units (in \$)	PY 2007 Total Expenditures on DOE Units (in \$)¹
Expenditures for Health and Safety, Repairs, and Other Non Cost-Effective Measures			
All Expenditures Defined as Allowable Costs for Purpose of Calculating Average Cost per Unit			
TOTAL FUNDS			

¹ The amount that you list for Total Expenditures for Health and Safety, Repairs, and Other Non Cost-Effective Measures in the right-most column of this table should equal the TOTAL FUNDS listed for that same category of expenditures under DOE units at the bottom of the table for Question 9. The amount that you list for Total Expenditures for All Expenditures Defined as Allowable Costs for Purpose of Calculating Average Cost per Unit in the right-most column of this table should equal the TOTAL FUNDS listed for that same category of expenditures under DOE units at the bottom of the table for Question 9.

13. Of your agency's total Program Year 2007 expenditures on DOE units (shown at bottom of right-most column in table for Question 12), please give your best estimate of how much was for labor, how much for materials, and how much for other expenses.

Type of Expenditure	PY 2007 Expenditures on DOE units (in \$)
Labor	
Materials	
Other Expenses (e.g., costs for vehicles, transportation, maintenance, and storage)	
TOTAL FUNDS	

14. Of all the DOE units weatherized by your agency in Program Year 2007 (shown at bottom of left-most column in table for Question 7), how many used each of the following as their main heating fuel (i.e., the fuel providing most of the heat for the dwelling unit) in the winter prior to weatherization?

- Natural gas _____
- Fuel oil _____
- Electricity _____
- Propane/LPG _____
- Kerosene or coal oil _____
- Wood _____
- Other (please specify) _____

15. Of all the DOE units weatherized by your agency in Program Year 2007 (shown at bottom of left-most column in table for Question 7), how many housed members of the following high-priority client populations (leave blank if do not know)?

- Children (according to your state's definition of that term) _____
- Elderly (age 60 and older) _____
- Disabled _____
- Native American _____

16. Did your state have official definitions of "high energy expenditure" or "high energy burden" in PY 2007?

- Yes _____
 No _____

If answer to Question 16 is "No," skip to Question 18.

17. Of all the DOE units weatherized by your agency in Program Year 2007 (shown at bottom of left-most column in table for Question 7), how many met your state's definition of having "high energy expenditures" _____ and "high energy burden" _____? (leave blank if do not know or if state did not have that definition)

18. Were there any differences between households weatherized by your agency in Program Year 2007 as DOE units and those weatherized as non-DOE units?

Yes _____

No _____

If so, what were the differences between the two types of units?

19. What were the major differences between the rules and conditions governing your weatherization of DOE and non-DOE units in Program Year 2007?

20. How many homes were on your wait list for weatherization in PY 2007?

21. On average, how long was a home on the wait list before it was weatherized in PY 2007?

Part 3. PY 2008 Information

22. Please provide the following information about ALL low-income dwelling units weatherized by your agency in Program Year 2008.

Type of Unit Weatherized	Number of Units Weatherized in PY 2008			TOTAL Units
	DOE Units ¹	Non-DOE Units ²		
		Comprehensive Weatherization ³	Non-comprehensive Weatherization ⁴	
Single Family Attached and Detached				
Small Multi-family (2-4 units)				
Multifamily (5 or More Units per Building)				
Mobile Home				
Shelter				
TOTAL UNITS				

¹ These are dwelling units that your agency weatherized and reported to the State as “DOE Units”
² These are dwelling units that your agency weatherized but did not report as “DOE Units”
³ Comprehensive weatherization units are those for which an audit or priority list was used that addressed a large proportion of potential energy-saving measures.
⁴ Non-comprehensive weatherization units are those for which a limited set of measures was considered (e.g., baseload electric measures only; low cost/no cost measures only), reflecting the needs and priorities of the funding entity.

23. For each of the non-DOE sources from which your agency received weatherization funding in Program Year 2008, was any of the money spent in ways not allowed under DOE rules? If your agency did spend money in ways not allowed under DOE rules, how did those expenditures differ from expenditures made under DOE rules? If your agency received no funding from a particular source in Program Year 2008, please leave that row blank.

Source of Non-DOE PY 2008 Weatherization Funding Received by Agency	Was Any of This Money Spent in Ways Not Allowed Under DOE Rules? (Yes/No)	For That Portion of Your Funding That Was Spent in Ways Not Allowed Under DOE Rules, What Were the Major Differences Between Those Expenditures and Expenditures Made Under DOE Rules?
LIHEAP		
Petroleum Violation Escrow (PVE)		
Other Federal Programs		
State Public Benefit Funds		
Other State		
Utilities		
Program Income		
In-Kind		
Non-Profit Organizations		
Other (please specify)		

24. Please indicate the amount of funding from each source that was spent by your agency in Program Year 2008 on the different functions or applications shown below. The amount that you list in the right-most cell at the very bottom of the table should equal the total amount of weatherization funding from all sources that your agency received in Program Year 2008.

Source of PY 2008 Weatherization Funding Received by Agency	Amount Spent on Program Management ¹	Amount Spent on T&TA	PY 2008 Funds Supporting Weatherization of Units (\$)				TOTAL Amount Spent
			Amount Spent on DOE Units ²		Amount Spent on Non-DOE Units ³		
			Expenditures for Health and Safety, Repairs, and Other Non Cost-Effective Measures ⁴	All Expenditures Defined as Allowable Costs for Purpose of Calculating Average Cost per Unit ⁵	Expenditures for Health and Safety, Repairs, and Other Non Cost-Effective Measures ⁴	All Expenditures Defined as Allowable Costs for Purpose of Calculating Average Cost per Unit ⁵	
DOE					NA	NA	
LIHEAP							
Petroleum Violation Escrow (PVE)							
Other Federal Programs							
State Public Benefit Funds							
Other State							
Utilities							
Program Income							
In-Kind							
Non-Profit Organizations							
TOTAL FUNDS							

¹ Program Management costs include: cost of liability insurance; cost of low cost/no cost activities; cost of financial audits; administrative expenses; and funds used for leveraging activities.

² These are dwelling units that your agency weatherized and reported to the State as “DOE Units”

³ These are dwelling units that your agency weatherized but did not report as “DOE Units”

⁴ Non cost-effective measures are those with a Savings to Investment Ratio (SIR) of less than 1.0.

⁵ Under DOE regulations, allowable costs include: the cost of weatherization materials (not for health and safety); labor cost (not for health and safety); transportation of weatherization materials, crews, equipment, and tools; vehicle maintenance, operations, and insurance; maintenance of tools and equipment; cost of purchasing vehicles; employment of on-site supervisors; storage of weatherization materials, tools, and equipment; and cost of incidental repairs.

25. Did your agency classify its expenditures for client intake, audits, and post-weatherization inspections as program management costs or as allowable costs used in the calculation of average cost per unit in PY 2008? Please indicate your answer for each type of expenditure by checking the appropriate cell in the table below.

Type of Expenditure	Classified as Program Management Costs?	Classified as Allowable Costs for Purpose of Calculating Average Cost per Unit?
Expenditures for Client Intake		
Expenditures for Audits		
Expenditures for Post-Weatherization Quality Control Inspections		

26. Of the TOTAL amount spent by your agency in Program Year 2008 using funds from *all* sources (shown at bottom of right-most column in table for Question 9), please give your best estimate of how much was spent on Audits and Inspections. \$ _____

27. Please divide your agency's Program Year 2008 expenditures on DOE units into in-house expenditures and contractor expenditures, as shown in the following table.

Type of Expenditure	PY 2008 In-house Expenditures on DOE Units (in \$)	PY 2008 Contractor Expenditures on DOE Units (in \$)	PY 2008 Total Expenditures on DOE Units (in \$)¹
Expenditures for Health and Safety, Repairs, and Other Non Cost-Effective Measures			
All Expenditures Defined as Allowable Costs for Purpose of Calculating Average Cost per Unit			
TOTAL FUNDS			

¹ The amount that you list for Total Expenditures for Health and Safety, Repairs, and Other Non Cost-Effective Measures in the right-most column of this table should equal the TOTAL FUNDS listed for that same category of expenditures under DOE units at the bottom of the table for Question 9. The amount that you list for Total Expenditures for All Expenditures Defined as Allowable Costs for Purpose of Calculating Average Cost per Unit in the right-most column of this table should equal the TOTAL FUNDS listed for that same category of expenditures under DOE units at the bottom of the table for Question 9.

28. Of your agency’s total Program Year 2008 expenditures on DOE units (shown at bottom of right-most column in table for Question 12), please give your best estimate of how much was for labor, how much for materials, and how much for other expenses.

Type of Expenditure	PY 2008 Expenditures on DOE units (in \$)
Labor	
Materials	
Other Expenses (e.g., costs for vehicles, transportation, maintenance, and storage)	
TOTAL FUNDS	

29. Of all the DOE units weatherized by your agency in Program Year 2008 (shown at bottom of left-most column in table for Question 7), how many used each of the following as their main heating fuel (i.e., the fuel providing most of the heat for the dwelling unit) in the winter prior to weatherization?

- Natural gas _____
- Fuel oil _____
- Electricity _____
- Propane/LPG _____
- Kerosene or coal oil _____
- Wood _____
- Other (please specify) _____

30. Of all the DOE units weatherized by your agency in Program Year 2008 (shown at bottom of left-most column in table for Question 7), how many housed members of the following high-priority client populations (leave blank if do not know)?

- Children (according to your state’s definition of that term) _____
- Elderly (age 60 and older) _____
- Disabled _____
- Native American _____

31. Did your state have official definitions of “high energy expenditure” or “high energy burden” in PY 2008?

Yes _____
No _____

If answer to Question 31 is “No,” skip to Question 33.

32. Of all the DOE units weatherized by your agency in Program Year 2008 (shown at bottom of left-most column in table for Question 7), how many met your state’s definition of having “high energy expenditures” _____ and “high energy burden” _____ (leave blank if do not know or if state did not have that definition)?

33. Were there any differences between households weatherized by your agency in Program Year 2008 as DOE units and those weatherized as non-DOE units?

Yes _____

No _____

If so, what were the differences between the two types of units?

34. What were the major differences between the rules and conditions governing your weatherization of DOE and non-DOE units in Program Year 2008?

35. How many homes were on your wait list for weatherization in PY 2008?

36. On average, how long was a home on the wait list before it was weatherized? _____

37. Given the rate at which your agency weatherized homes in PY 2008, how many years would be needed to weatherize all the homes in your designated area that need to be weatherized?
