

Corporation for Ohio Appalachian Development (COAD)

Ohio Weatherization Training Center (OWTC)

Capacity Building Proposal

December 9, 2008

Roger McCauley
Niki Morris
Tom Calhoun
Keith Pitts

Training Structure

Weatherization Skills “Boot Camp”

The OWTC proposes to streamline and combine the following courses:

- a) Skills and Theory
- b) Blower Door (including worst case draft)
- c) Pollution Safe Weatherization (encompassing asbestos, vermiculite, mold, lead safe techniques)

Classroom Component

The result would be a single course of training that would provide the basic weatherization skills necessary for a beginning crewmember. The format of this course would be an intensive five (5) day *Weatherization Boot Camp* at an approved training facility. This training will focus on the basic skills necessary to become a productive member of a weatherization crew. This course will enable participants to begin performing insulation, ventilation and air tightening retrofits, conduct proper blower door test procedures, proper air leakage inspection and documentation and how to determine the necessary volume measurements, as well as pollution safe weatherization practices as outlined above (including lead safe).

Field Component

In addition to the five (5) day classroom component, there will be a single day of follow-up in the field by an OWTC trainer. This field visit will ensure that skills taught in the classroom are being adhered to in the work setting. Special emphasis will be given to ensuring compliance with mandated lead-safe work practices.

If this curriculum change is approved, along with the other implementation covered in this proposal, the OWTC will be able to train 80 to 100 new crewmembers by April 1, 2009 (based on new trainer qualifications and contract trainer availability) while still maintaining our other contractual training obligations.

Regional Training Sites

In addition to the streamlining of the curriculum, the OWTC proposes setting up *Authorized Training Hubs* around the State. Basic requirements for an Authorized Training Hub would include availability of classroom space as well as existing housing stock for hands-on field training. This would increase training capacity by providing multiple sites for concurrent offerings of all aspects of the Weatherization Boot Camp.

Start-up costs for each Training Hub will include the following:

- Prop Construction
 - Labor \$1,200.00
 - Materials \$ 300.00
- Technical Set-up
 - Blower Door \$2,625.00

○ Gauges	\$ 300.00
○ Combustion Analyzer	\$1,000.00
• Administrative Set-up	
○ Laptop	\$1,000.00
○ Printer	\$ 250.00
PER HUB START-UP COST	\$6,675.00

TOTAL START-UP COST FOR FOUR REGIONAL HUBS \$26,700.00

The OWTC Manager has made preliminary contact with the following agencies for partnership:

- | | |
|--|---------------|
| a) LEADS Community Action Agency | Central hub |
| b) Summit County Department of Development | Northeast hub |
| c) WSOS Community Action Commission | Northwest hub |
| d) CAP Dayton | Southwest hub |

These agencies have agreed, in principle, to donate classroom space and to identify/ provide housing stock to facilitate hands-on training.

The following are OWTC Core Trainer expenses associated with training at the new Authorized Training Hubs for the months of January through March, 2009.

• OWTC Trainer travel and per diem	\$30,000
• OWTC Trainer Overtime	\$10,500
• <u>OWTC Trainer Hub Stipend</u>	<u>\$10,000</u>
TOTAL OWTC CORE TRAINER HUB TRAINING EXPENSES	\$50,500

Contract Trainers

In order to facilitate expanded training at these additional Authorized Training Hubs, the OWTC proposes the compilation of a pool of *OWTC Contract Weatherization Trainers* across Ohio. These trainers would be contracted to partner with current core OWTC staff in training classes at the hub locations. This format would provide two trainers at all sessions, but permit full-time core OWTC staff to deliver content at more locations concurrently.

To be considered for the pool, trainers will be required to meet established minimum criteria. These criteria will include certification requirements, training proficiency, and willingness to travel to at least one training hub. Contract trainers will be required to attend a Train the Trainer course and periodic refresher courses at the OWTC to maintain consistency in curricula delivery. The goal of the OWTC is to build a pool of at least 4 to 6 contract trainers. The proposed pay rate for contract trainers is \$400.00 per day (\$2,000 per week).

Costs for the Contract Trainers are as follows for the three month period January through March, 2009.

• Contract Trainer Wages	\$21,200
(\$400 per day/\$2,000 per week – 6 days of train the trainer plus 10 weeks of training)	
TOTAL CONTRACT TRAINER EXPENSES	\$21,200

Core Training and Support Staff

For local capacity-building purposes, the OWTC proposes to hire three (3) new full-time permanent positions:

- a) Two (2) trainers with a baseline experience/ability level to qualify for the Training Specialist II position to facilitate the increased training need throughout the network.
- b) One (1) Administrative Assistant to assist with the increased administrative load associated with increased training.

The higher qualification level for the new training hires will decrease the amount of time needed to get new trainers in the field. In addition, scheduling and coordination of multiple training sites and increased training load will require significant administration which cannot be accommodated under the current personnel structure.

Ramp-up costs (wage and fringe) associated with these three positions, are as follows for the **three months** ending the current funding year (**Jan-Mar 2009**):

• Training Specialist II wage and fringe	\$14,722
• Training Specialist II wage and fringe	\$14,722
• <u>Administrative Assistant wage and fringe</u>	<u>\$10,260</u>
TOTAL	\$39,705

One-time equipment costs for additional Core Training and Support staff are as follows:

• Laptop Computer for Training Specialist II	\$ 1,000
• Laptop Computer for Training Specialist II	\$ 1,000
• <u>Desktop Computer for Administrative Assistant</u>	<u>\$ 500</u>
TOTAL	\$ 2,500

The addition of these positions will also translate to an increase in our overall operating budget for PY2009 in the amount of \$149,961.42 (new employees' stated wages plus COLA in January 2010).

Our proposal also includes promotion of a current trainer to Training Coordinator II. The ramp-up cost (Three (3) months Jan-Mar 2009) for this promotion is **\$1,344.10**, and the impact on the PY2009 budget is \$5,443.62 (increase in wages due to position change plus COLA in January 2010).

Vehicles

The OWTC proposes replacing two (2) older non fuel efficient vehicles with practical and energy efficient mini-vans. The addition of new trainers in conjunction with the increased travel demand of new trainings also necessitates the purchase of two (2) additional minivans for a grand total of four (4).

The cost associated with buying four new minivans and outfitting them for our core trainers is \$27,000 per vehicle for a total of **\$108,000**.

Additional Expenses

The following expenses will be incurred as a result of the ramp-up:

- Gasoline, oil and limited maintenance costs associated with our new vehicle purchases, budgeted at **\$2,000**.
- Additional office supplies and clothing for new staff for the ramp-up period totals **\$700**.
- Increased training load will result in increases in the copying and postage line items in the budget. The total ramp-up period cost for the items is **\$638**
- Additional Insurance premiums resulting from the ramp-up will total **\$722**.
- Weatherization/Heating Unit supplies budgeted at **\$375**.
- Printed Supplies budgeted at **\$250**.

Budget Break-out

ONE-TIME COSTS	
Regional Hub Set-up	\$ 26,700.00
New Core Training and Support Staff Equipment	\$ 2,500.00
Vehicle Purchase	\$108,000.00
TOTAL ONE-TIME COSTS	\$137,200.00

ONGOING and PERSONNEL RELATED COSTS	
Core Trainer Hub Training Costs	\$ 50,500.00
Contract Trainers	\$ 21,200.00
New Core Training and support Staff	\$ 39,705.00
Promotion to Training Coordinator II	\$ 1,344.00
TOTAL PERSONNEL RELATED COSTS	\$112,749.00

ADDITIONAL EXPENSES	
Vehicle Gas, Oil, Maintenance	\$2,000.00
Office Supplies and clothing	\$700.00
Copying and Postage costs	\$713.00
Additional Insurance Premiums	\$722.00
Weatherization/Heating Unit Supplies	\$375.00
Printed Supplies	\$250.00
TOTAL PERSONNEL RELATED COSTS	\$4,760.00

Total Ramp-up request

\$254,709.00

Corporation for Ohio Appalachian Development

Member Agency Capacity Building Proposal

December 17, 2008

Roger McCauley
Tom Calhoun
Niki Morris
Keith Pitts

Regional Meeting Findings

As a result of a meeting held November 3, 2008 with COAD Member Agencies regarding the proposed increase in HWAP funding/goals, the following discussion/action items resulted:

- The increase in HWAP funding should be allocated over two years.
- Advance funds are required, with no increase in unit goals through March 2009, from the OCS no later than December 2008 for the hiring of staff, purchase of equipment and costs associated with training.
- The average unit cost for PY 2009 should be increased at a rate greater than is outlined in the PY 2008 Planning Considerations document ("the lesser of 3% or the Consumer Price Index").
- Training requirements should be streamlined for all new hires, limited to one week duration and be provided locally when possible. In addition, training for PY 2009 should focus directly on skills necessary for the weatherization of buildings with job site safety as an integral part of the training and not as a separate component that will consume precious production time (discussed in a separate OWTC proposal).
- Consideration should be given to the group purchase of equipment.

Extended Funding Allocations

In order to adequately expand weatherization operations to the level indicated by the proposed funding increase, it would be prudent to have a guaranteed time frame of continuation at a base funding level. Extending the funding over a two (2) year timeframe increases the incentive for providers to invest in capacity building efforts.

Capacity Building Funding Disbursement

To facilitate timely equipment purchase and staffing increases it is important that the funding begin to flow to weatherization providers as soon as possible. It takes time to hire employees and to make the large purchases of equipment outlined in this proposal. Therefore, to get ahead of the new program year, it is essential that COAD and its member agencies begin to receive disbursements no later than early December, with no corresponding increase in unit goals before PY2009.

HWAP Spending Limits

COAD member agencies have become extremely proficient at combining disparate funding sources (EPP, WarmChoice, Community Connections, etc) with HWAP dollars; however, some agencies do not have access to all funding sources. In order to continue providing the high quality, whole-house approach that COAD is known for, COAD and its member agencies, to facilitate stand-alone HWAP jobs, propose increasing the current

\$3,900.00 limit. From our experience, an average of **\$4,500** is necessary for stand-alone HWAP jobs. This will reflect a 74% increase in unit goals for PY2009.

Group Purchase of Equipment

COAD proposes soliciting bids and initiating bulk purchase of the equipment outlined in this proposal in order to achieve the greatest cost efficiency.

Personnel Capacity Building

COAD Member Agencies propose adding 31 weatherization personnel to create 17 new crews, including 4 support staff full time equivalents and 4 inspector full time equivalents for the COAD region. This increase will allow them to increase the number of HWAP units weatherized across the 30 county region by 19%. Based on consultation with each of the agencies, we have determined that current agency work-plans will require an average of an additional \$14,636.84 per weatherization employee for the three (3) month period from January through March 2009. The grand total for new personnel comes to **\$453,742.00** for the final quarter of the program year, assuming new-employee hires at the beginning of January 2009.

Equipment Capacity Building

In order to adequately outfit the 31 new weatherization crewmembers (17 new crews, 4 inspectors and 4 management /support staff), COAD proposes the following purchases:

• 17 Cube Vans	\$35,000 each	\$595,000 total
• 4 Inspection Vehicles	\$35,000 each	\$140,000 total
• 17 Krendl Insulation Machines	\$ 9,000 each	\$153,000 total
• 17 Generators	\$ 5,000 each	\$ 85,000 total
• 17 Blower Doors	\$ 2,625 each	\$ 44,625 total
• 21 Combustion Analyzers	\$ 1,000 each	\$ 21,000 total
• 21 Digital Gauges	\$ 300 each	\$ 6,300 total
• 21 HEPA Vacuums	\$ 1,500 each	\$ 31,500 total
• 21 sets of tools/general equipment	\$ 3,000 each	\$ 63,000 total
• 8 Computers	\$ 1,250 each	\$ 10,000 total
	TOTAL	\$1,149,425 total

Funding Request Total

The total request for additional capacity building for the COAD member agencies is **\$1,603,167.00**.