• Sign-in, handouts, name tags
• Coffee
• Restrooms
• Phones on vibrate or silent
THIS MORNING:

• Welcome & State Staff Introductions

• PY17 Review
  • Spending
  • Households Served
  • Healthy AIR
  • Monitoring results

• Break & Network introductions

PY18 updates

• Funding, planning, and production
• Policy manual
• Training
• Leveraging
THIS AFTERNOON:

• FACSPro – Wx Module
  • Background, intentions, & values
  • Update of current functions
  • Needs assessment
  • Prioritization

• Next Steps
  • Working groups
  • Reporting Progress
MN State WAP Team

• Department Leadership: Commissioner Looman; Deputy Commissioner Grant

• Program Leadership: Michelle Gransee & Jake McAlpine

• Program Staff:
  • Field monitors: Ivan Karnes, Bill Dixon, Rick Halvorson, & Peter Gens
  • Administrative monitors: Suzy Meneguzzo & Kellye Rose
  • Training & technical assistance: Ben Tucker

• Program Support:
  • Fiscal: Jana Dietering & Donna Leonard
  • Leveraging Activities: vacant
  • WA support: Mark Fishbaugher (contract)
  • FACSPro support: Tim Fagan (contract)
PY17 Review: Spending

• Spending (through May):
  • DOE (85.1% spent down)
    • Spent $6.5 M
    • Remaining $1.2 M
  • EAP/WX A2108 A2107 (54.1% spent down 42.0%)
    • Spent $7.1 M $4.3 M
    • Remaining $6.0 M $5.9 M
Audit Events:

- DOE unit count: 885 (goal 793)
- EAPWX unit count: 982 (A2107 & A2108)
- Propane unit count: 62
- Total units 1,930
- Unduplicated unit count: 1,534
PY17 Review: Households Served

• H&S average
  • DOE $1,430
    • Goal $1058
  • PY16 $1,354
  • ALL EAPWX funds $2,325
    • Goal $2,700
    • PY16 $1,998
PY17 Review: Households Served

Housing Types

- Single family - owner: 945
- Manufactured - owner: 204
- MultiFamily: 97
- Single family - renter: 83
- Manufactured - renter: 15
PY17 Review: Households Served

Housing Types

- Single family - owner: 71%
- Manufactured - owner: 6%
- MultiFamily: 7%
- Single family - renter: 15%
- Manufactured - renter: 1%

Legend:
- Green: Single family - owner
- Orange: Manufactured - owner
- Blue: MultiFamily
- Brown: Single family - renter
- Purple: Manufactured - renter
PY17 Review: Households Served

Owner/Renter

- Owner: 85%
- Renter: 15%
PY17 Review: Households Served

Fuel Type

- Natural Gas: 828
- Propane: 244
- Electric: 90
- Fuel Oil: 65
- Wood: 24
- Other Fuel: 4
PY17 Review: Households Served

PY17 Fuel Type

- Natural Gas: 66%
- Propane: 20%
- Electric: 5%
- Fuel Oil: 7%
- Wood: 2%
- Other Fuel: 0%
Federal Priority Designations by household

- Elderly: 546
- Child: 571
- Disabled: 441
- High Energy Use: 150
- High Energy Burden: 74
PY17 Review: Households Served

Number of Occupants
Total = 3445

- Child: 1470
- Elderly: 675
- Disabled: 533
Healthy AIR Program

Peter Gens | Field Monitor
Healthy AIR (Asbestos Insulation Remediation) Program

• PY16 - legislative proposal to create program

• PY17 - received $150,000 each year for two years (state funds)

• Goal - Remediate vermiculate insulation from WAP eligible households by AHERA certified contractors to allow for full Weatherization.
Healthy Air PY17 Review

• 15 homes completed or in process
• MVAC, P5, Semcac, West Central, and Wright.
• $105,000 expended/obligated
• Average remediation cost $7,057 per house
• Funds are available to all SP’s on a first come first serve basis
  • $195,000 remaining = 27 units at avg.
  • Spend down goal = January 2019

• Future funding depends on effective use of existing dollars + legislative budget

• Contact Commerce with any question on how to utilize
Finding:

- endangerment of a client
- gross negligence
- possible disallowed cost
- reoccurring Compliance Issues

Includes a citation (MN Policy Manual)

Includes a required action to resolve
Compliance Issue:

• Acts that do not follow applicable policies

Will include a citation (MN Policy Manual)

Will include a required action to resolve
Observation:

• Non-policy related information

• Includes positive change comments and opportunities for improvement

Does NOT include a citation or required action

May include a recommendation
Finding
Compliance Issue
Observation
PY17 Review: Monitoring Results

Findings

- PY14: 81
- PY15: 28
- PY16: 24
- PY17: 13
PY17 Review: Monitoring Results

Findings

<table>
<thead>
<tr>
<th>Category</th>
<th>PY14</th>
<th>PY15</th>
<th>PY16</th>
<th>PY17</th>
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<td>18</td>
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<td>H&amp;S</td>
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<td>Ventilation</td>
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<td>Baseload</td>
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<td>Insulation</td>
<td>11</td>
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<td>Air Sealing</td>
<td>4</td>
<td>5</td>
<td>0</td>
<td>0</td>
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PY17 Review: Monitoring Results

Compliance Issue

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<td>PY15</td>
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<td>PY16</td>
<td>172</td>
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<tr>
<td>PY17</td>
<td>159</td>
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</table>
PY17 Review: Monitoring Results

Compliance Issues

- Home Assessment
- H&S
- Heating System
- Ventilation
- Baseload
- Insulation
- Air Sealing
- Client Services
- QCI

Colors represent:
- PY14
- PY15
- PY16
- PY17

Graph shows monitoring results for different compliance issues across years PY14 to PY17.
Why all the analysis?

- Continuous improvement
- Focus T&TA efforts
- Identify possible areas of policy revision
- Helps us tell our story
Questions?

weatherization.commerce@state.mn.us
PY17: Field Monitoring Themes

Compliance issues

• Manufactured home belly & ceiling insulation not modeled (including accurate modeling and documenting of label data)
• Uneven insulation and insulation tags
• Pipe wrap
• Workmanship and documentation issues identified above not reconciled during the visual inspection portion of the QCI
• Furnace not modeled with tested efficiency
• Water heater drain pans
Findings

• Payment for work that did not pass QCI
• Gas pressure tests
Uneven Attic Insulation
Uneven Spray Foam Installation
Non-Permanent Wiring
Missing Filter Cover
Uninsulated Cantilever
Missing Air Sealing

[Images of air sealing deficiencies]
Incomplete Water Heater Wrap
Incomplete Pipe Wrap
Other Issues

• Missing insulation label
  • Manufactured homes

• Rigid insulation dams

• Not evaluating ECM’s
  • DHW, furnace, refrigerator
PY17 Monitoring Conclusion

• Fewer findings and compliance issues (Field) compared to this point in PY16

• SWS has helped with consistency of work across the state

• The QCI process is identifying and correcting issues before compliance monitoring

• Keep up the good work!!
• A few in-progress visits early in the year
  • Site visit while a crew/contractor is conducting work:
    • T&TA (SP & Commerce)
• New Commerce monitors will be shadowing
• Monitoring schedules at table
**Types of Monitoring visits**

- **Split visits**
  - More than one field monitor will visit different dwelling(s)
  - Increase monitoring production/reduce the number of monitoring visits

- **Co-visits**
  - More than one field monitor will visit the same dwelling(s)
  - Allow more on-site T&TA

- **Joint visits**
  - One admin and one field monitor
  - Reduce the number of monitoring visits
Questions?
PY17: Administrative Monitoring

Suzy Meneguzzo | Weatherization Administrative Monitor
State Monitoring Goals

• Prevent waste, fraud, and abuse through sound program management, internal controls, and program capacity to deliver services

• Provide consistent & clear expectations of quality work
  • Consistent format
  • Clear references for Issues and Findings
  • Identify and provide T&TA
  • Determine corrective action, when necessary
PY17 Administrative Monitoring

• 3 Findings

• 53 Compliance Issues
  • Audit and Standalone Events
  • Procurement
  • Dwelling Eligibility

• 94 Observations
53 Compliance Issues - Themes

• No service to renters
• Landlord Agreement out of compliance
• Discrepancy between Weatherization Assistance and client file documentation
• Discrepancy from Set Price List
53 Compliance Issues (continued)

• Bid Analysis is missing information (list of contractors contacted, multiple bids, documentation of responses, etc.)
• Failing to secure Client Information
• Lack of Documentation on Contractor Background Checks
• Need to solicit for contractors (open and fair process)
94 Observations – Best Practices

• Electronic Files- CAPRW
• Collaborative Efforts- UCAP/Prairie Five/SMOC and Northwest/Intercounty/White Earth
• Engaging Renters- SRC
• Data Driven Planning- TCC
• New Administrative Monitor- Kellye Rose
• Visit every Service Provider
• Continue to Desk Monitor
• Check-in calls to review production and spending
PY18: Administrative Monitoring

Looking at:

• Past Issues
• Service to Renters
• Financial Fitness
• Procurement
Questions?
WAP funds DOE vs HHS

Funding Levels

USDOE

HHS

Funding Levels

PY17 USDOE & A2108 spend down

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<tr>
<td>Q1</td>
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<td>Q2</td>
<td>$4,051,867</td>
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<td>Q3</td>
<td>$4,749,364</td>
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<tr>
<td>Q4 Projected</td>
<td>$5,452,233</td>
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<tr>
<td>Q1 Projected</td>
<td>$5,204,787</td>
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Funding Levels

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<th>PY17 Q2</th>
<th>PY17 Q3</th>
<th>PY17 Q4</th>
<th>PY18 Q1</th>
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<th>PY18 Q3</th>
<th>PY18 Q4</th>
<th>PY19 Q1</th>
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<td>$4,051,866.50</td>
<td>$4,749,363.64</td>
<td>$5,452,233.18</td>
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<td>$5,619,811.08</td>
<td>$5,619,811.08</td>
<td>$2,047,500.00</td>
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</tbody>
</table>

Spending Projection
• Goals:
  • Full spend down of all funds
  • Meet unit goals
  • Maintain/Improve quality
Reminders from Jana

- Fiscal closeout for PY17 will be done in eHEAT
- Closeout for A2108 will be in FACSPro
- in WA A2108 = EAPWX Carry over
- in WA A2109 = EAPWX
- USDOE Multifamily program funds will be tracked as a separate USDOE program line in FACSPro
Questions?

weatherization.commerce@state.mn.us
• **Goal:** Review substantial changes made to the WAP Policy Manual

• **Approach to policy changes:** annually at the onset of each program year, midyear as needed
3.2 Single-Family Owner-Occupied Dwellings

“POLICY: ...Owner-occupied townhomes may be treated as single-family dwellings provided there is complete physical separation between units of building thermal barrier, air pressure boundary, mechanical systems, and individually metered units.”
3.3.2 Multifamily Rental Requirements

**Original language**

“Rented townhomes where there is a complete separation between units of building thermal barrier, air pressure boundary, mechanical systems, and individually metered units; may be treated either as individual units, or, if eligibility is met, as a multifamily building.”

**New language**

“Rented townhomes possessing a physical separation between each townhome’s thermal barrier, air pressure boundary, and mechanical systems, and having individual and separate utility meters, will be treated as individual units. In order to achieve unit separation, retrofits must include common-wall air sealing and insulation dams between units.”
3.8 Deferrals

“POLICY: ...Service Providers must maintain a list of deferred dwellings and enter the list into FACSPro.”

Note: continue to maintain deferral lists until FACSPro has been modified.
Section 4 – Energy Audit

4.1 Definition

“POLICY: An Audit Event is first created in FACSPro and includes an energy audit and is tracked through the Weatherization Assistant (WA) software.”

Note: we will maintain eHEAT functionality for this element until FACSPro has been modified.
4.2.3 Health & Safety Measure

New language:
“Health and Safety appliance replacements may be justified by comparing the cost of replacement versus the cost of repair. Factors such as anticipated useful life and condition of the appliance should be considered. In such cases, a cost comparison between replacement and repair justifying the course of action must be placed in the client file.”
4.4 Energy Audit

New language:
“Certification can be acquired within the first year of work; prior to receiving certification, an energy auditor’s work must be closely supervised to ensure compliance to program guidelines.”
4.4.2.1 Heating Plant Replacement

Original language:
“All heating plants will be evaluated for replacement.”

New language:
“All primary heating plant systems will be evaluated for replacement. The primary system (or system of units) is the heating plant system that is most relied upon to provide heating throughout the season. Unsafe units within the primary heating plant system must be repaired, replaced and removed, or rendered inoperable.

The secondary system or unit is a system employed only in extreme weather. Replacement or installation of secondary units is not allowed. Unsafe secondary units, including space heaters, must be repaired, removed or rendered inoperable.”
4.4.3 Work Orders

“POLICY: ...Work orders will include a split of material and labor costs for each measure that are consistent with a set price list or job specific bids.”
4.5.3.2 Building Shell Contractors/Crews

- “CAZ Depressurization Test - at the end of each day on replacements, exhaust fan work, and any changes to building tightness. This test is not required for contractors/crews in dwellings where all space and water heating plants are electric, sealed combustion, or power vented.”
4.7.2 EAPWX Callback

“POLICY: EAPWX funds may be used to pay to complete a measure that was inadvertently missed and not called for by the energy auditor in the scope of work. Work that was incorrectly completed or missed by a contractor or crew during an Audit Event is not eligible for a Callback Event.”
6.7 Financial Audits

“POLICY: One copy of the most recent third-party financial audit must be submitted to Commerce within six-nine months of the end of the audit period, as required by 2 CFR 200.512. The single audit can be submitted either as a hard copy via mail or electronically via email. If Commerce is not the cognizant agency for single audits, the Service Provider is responsible for sending to Commerce a copy of any management decision letter received from another state agency.”
7.1 Competition

New language:

• “Procurement actions with costs of $5,000 and over must utilize a competitive process by soliciting written bids from no less than three (3) vendors. Jobs with costs of $4,999 and under must have a minimum of two (2) solicitations for bids.
  • Those vendors responding within the requested response time must be considered.
  • After solicitation from a number of sources, competition is determined inadequate, acquire bids from available vendors and make a selection.
• Procurement utilizing annually contracted set-price lists have already met the requirement for solicitations and a contractor can be selected for the job from the set-price list contractors without seeking multiple bids at that time.
• All procurement actions must be fully documented as outlined in Sections 7.3 below and either Section 4.3 - 4.3.6 (Audit Events) or Section 5.3 - 5.3.4 (Standalone Events) as applicable.”
7.5 Contractor Eligibility

“All contractors and their subcontractors must:

8. Pass a criminal background check. Service Providers must conduct background checks according to their own internal written policy on all crews and contractors, using, at a minimum, the Minnesota Bureau of Criminal Apprehension’s Computerized Criminal History system. Documentation of successfully completing a background check must be included in the contractor file.”
7.6 Minimum Contract Requirements

“Beginning in Program Year 2015, in compliance with USDOE’s Weatherization Program Notice (WPN) 15-4, Service Providers must provide contractors with technical requirements for field work including the Minnesota Weatherization SWS Field Guide. Contractors must confirm receipt of the requirements on their contract or an alternate signed document and include a copy in the contractor file.”
• Updated SWS aligned Field Guide will be released August, 2018.
  • Minor updates
  • Updated SWS variances

• Let us know if you have any feedback on either Field Guide or SWS Variance updates.
Duct Sealing Guidance

New language:

• “Filter Rack and Filter Rack Cover
  
  Filter racks and covers should be modified or replaced as needed to ensure that they are air tight; keep the filter firmly in place; do not allow air to flow around the filter; and allow for easy filter replacement. (See Weatherization Field Guide 8.3.1 for more details).”
Solid Fuel Fired Appliances and Chimney Guidance

New Guidance:

- Visual Inspection Requirements per Field guide sections 8.8, 8.9, 8.10, manufacturer’s instructions and NFPA 211.
- CAZ Testing Requirements
- Client Education Requirements
- Carbon monoxide alarm and fire extinguisher installation
- Issues found with solid fuel fired appliances should be noted on the existing Safety Assessment form.
Weatherization Assistant User’s Manual Addendum 10.5 MHEA Floors:

New language:

• “In many cases, MHEA can be used per the WA Manual to model floor insulation beyond the designed R-value in accordance with MNWAP Policy Manual section 4.4.4.3 Added R-value...In instances where it is not possible to add additional R-value, the MHEA Floor Repair Modelling Tool to calculate insulation height.”
Weatherization Assistant User’s Manual Addendum 10.4 Water Heaters:

• All fossil fuel water heaters must be modelled for replacement to see if an SIR of one or greater for replacement can be achieved.
Weatherization Assistant User’s Manual Addendum 11.6 Lighting Systems:

• “All incandescent and CFL bulbs used one hour per day or more with commercially available LED replacements must be modelled in WA.”
Appendix C, Weatherization Assistant

Allowable Measures Chart (Audit Event)

• Section 2 and 22: the $400 health and safety repair limit for moisture remediation and plumbing repairs is *per fund*.

• Section 4: the $800 limit on non knob and tube electric repairs are *per fund*.

• Section 15: certain chimney or flue repairs are allowed for solid fuel fired appliances.

• Section 20: "*Mobile home water heater installations must include drain pan installation per manufacturer's instructions.*"
New form: Receipt of Home Buyer’s and Seller’s Guide to Radon

The Home Buyer’s and Seller’s Guide to Radon must be given to each weatherization client. A signed copy of this form must be included in each household file.

Energy Auditor and QCI testing requirements

• Gas range testing is now for ovens only.
Questions?
PY17: Training Preview

Benjamin Tucker | Training and Technical Assistance Specialist
Inspection Requirements

- USDOE requires the BPI HEP QCI certification to perform final inspections.

Energy Auditor Requirements

- USDOE does not currently require the BPI HEP EA certification to perform audits—audit requirements are a state level decision.

- Minnesota requires a BPI HEP QCI, BPI Building Analyst, or equivalent.

- Taking and passing the Dunwoody course is considered “equivalent.”
HEP EA and QCI New Certification Pilot Training and Testing

• Application and Approval letter (required)
• Energy Auditors who do not have the QCI Certification
• Energy Auditor Field Test/Written Test + QCI micro-certification written test.
  • Week of 9/10/18: Training Session 1
  • Week of 9/17/18: Testing Session 1 and Training Session 2
  • Week of 9/24/18: Testing Session 2
Energy Auditor (EA) training under the new certification scheme

• Audience: Auditors to prepare for HEP Energy Auditor Certification
• Testing: *will* include certification testing
• Location: Fond du Lac Tribal and Community College
• Timeline: Weeks of 3/11/19 and 3/18/19, if justified by interest
Program Trainings

- January 17, 2018: PY18 Mid-Year Update - Coyote Moon Grill
- July 22, 2019 (MinnCAP Pre-Conference): PY19 Policy Update - DEC Duluth
- July 23-25: MinnCAP 2019 Conference - DEC Duluth
  - Will include both program and technical sessions
  - No separate Minnesota Energy Conference Spring, 2018
Software Trainings

- Introduction to WA, Tuesday August 14, 2018, Golden Rule Building, St. Paul
- WA Working Group Kick-off, Wednesday August 15, 2018
- WA Working Group 9/12/18, 10/17/18, 11/14/18, 12/12/18
- FACSPro Trainings, TBA
New Energy Auditor Training, BPI Building Analyst

- Tentative dates: 10/15/18 and 10/22/18
Technical Trainings

- Multifamily QCI
  - January 22-24

- Mechanical Training: Heating System Fundamentals, Combustion/CAZ, Ventilation
  - February 5-8, 11-14, March 11-14, CAPRW Furnace Lab

- Health and Safety Training
  - March 5, 6, 7 2018 (one day each)

- Healthy Homes Training
  - April 22-23, 24-25, 29-30, May 1-2
2019 HPC National Home Performance
CONFERENCE & TRADE SHOW
April 1-4, 2019 * Sheraton Grand Chicago * Chicago, IL

Home Performance Coalition
www.homeperformance.org/conferences/HPC19
# Training and Technical Assistance Initiatives

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<th>Initiative</th>
<th>Description</th>
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<tbody>
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<td>Training House</td>
<td>For Testing and Training</td>
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<tr>
<td>Deck of Cards</td>
<td>Visually oriented instructions for crews on the most common SWS measures</td>
</tr>
<tr>
<td>Condensed Home Energy Guide</td>
<td>To replace the “Do Your Part” brochure</td>
</tr>
<tr>
<td>New Energy Auditor Development</td>
<td>Creating a more formalized and structured training process for new auditors.</td>
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<tr>
<td>Contractor/Crew Training</td>
<td>Combination of classroom and onsite training to improve air sealing methods.</td>
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<tr>
<td>Fiscal and Administrative Curriculum</td>
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Questions?
PY18: Leveraging Activities

Jake McAlpine | Program Coordinator
PY18: Leveraging Activities

- Survey SPs on leveraging activities
- Implement Healthy AIR
- Conduct multifamily projects
- Strategic planning & solar
PY18 Multifamily Initiative

• Purpose: To grow the capacity and impact of Multifamily Weatherization in Minnesota Weatherization.

• Funding: $600,000

• Timeline:
  • The goal is to complete projects by 6/30/2019
  • July 2018, gather preliminary interest levels
  • August 1, 2018-October 31, 2018 project proposal submission period
Multifamily Training and Technical Assistance

• MN uses MULTea software for MN large multifamily buildings
  • USDOE and Oak Ridge National Labs will offer TTA to Commerce for MULTea
  • Commerce will work closely with service providers to provide MULTea training for large multifamily buildings

• Multifamily QCI
  • 10 Certified Multifamily QCIs
  • Multifamily QCI training: Week of October 15, 2019
Questions?
FACSPRO Needs Assessment
THIS AFTERNOON:

• FACSPro – Wx Module
  • Effort definition
  • Update of current functions
  • Needs assessment
  • Prioritization

• Next Steps
  • Working groups
  • Reporting Progress
Goal for the afternoon:
Gather feedback on how to make the best product for you.

How we get there:
- effort definition
- needs assessment
- create action items
- prioritization
Functions currently in FACSPro as of July 1

- Allocations
- NFA’s
- Budgets
- Planning questions
- Cash requests
- FSRs
Items moving to FACSPRO soon

- Eligible client search
- Creation of event type (audit, standalone, callback) & download of WA files
- Creation of vacant units for multifamily buildings
- Client eligibility summary (WAP APP)
- Wait list
- Deferral list
- FSR & Cash request reports
Effort definition – (compass)

• Intentions
• Values
• Focus
A Needs Assessment is a process for determining and addressing needs, or "gaps" between current conditions and desired conditions.
<table>
<thead>
<tr>
<th>Strength of current system</th>
<th>What the current system does not address?</th>
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<td>What do we want to mimic?</td>
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<td>How would you build is from the ground up?</td>
<td>What to keep in mind as we transition?</td>
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Next steps:

1. Sort & Prioritize
2. Identify areas of continued input
3. Working groups
Thank you!