



*****NOTICE OF PUBLIC MEETING*****

**STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
HOUSING DIVISION**

**POLICY ADVISORY COUNCIL
AGENDA**

(Action may be taken on those items denoted "For Possible Action")

DATE: Tuesday April 8, 2014

TIME: 2:00 PM

PLACE: Nevada Housing Division
1535 Old Hot Springs Road, Suite 50
Carson City NV 89706

With Video Conferencing Available at:

Nevada Housing Division
7220 Bermuda Road, Suite B
Suite B
Las Vegas NV 89119

TTY Number - 800-326-6868

Note: Items on this agenda may be taken in a different order than listed. Two or more agenda items may be combined for consideration. An item may be removed from this agenda or discussion relating to an item on this agenda may be delayed at any time.

1. Call to Order and Roll Call. **(DISCUSSION)**
 2. Public Comment. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an Agenda as an item upon which action will be taken. (Because of time considerations, the period for public comment by each speaker is limited to three (3) minutes and speakers are urged to avoid repetition of comments made by previous speakers.)
 3. Introduction of new PAC Members, Betsy Ransdell, Holly Lloyd and Michele Montoya. **(DISCUSSION)**
 4. Election of Officers **(FOR POSSIBLE ACTION)**
 5. Approval of Minutes from October 22, 2013 Meeting. **(FOR POSSIBLE ACTION)**
 6. Year to Date Production and Expenditures FY 2014. **(DISCUSSION)**
 7. Service Providers/Subgrantees for FY 2015 **(DISCUSSION)**
 8. FY 2015 DOE State Plan **(FOR POSSIBLE ACTION)**
 9. Review and Revision of By-laws **(FOR POSSIBLE ACTION)**
 10. Agenda items for next PAC meeting. **(DISCUSSION)**
 11. Next Meeting Date. **(DISCUSSION)**
 12. Public Comment. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an Agenda as an item upon which action will be taken. (Because of time considerations, the period for public comment by each speaker is limited to three (3) minutes and speakers are urged to avoid repetition of comments made by previous speakers.)
 13. Adjournment. **(FOR POSSIBLE ACTION)**
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This notice and agenda has been posted on or before 9:00 a.m. on the third working day before the meeting on the Nevada Housing Division's web site and at the following public locations:

NV Housing Division, 1535 Old Hot Springs Rd. Suite #50, Carson City
NV Housing Division, 7220 Bermuda Road, Suite B, Las Vegas
NV State Library, 100 N. Stewart Street, Carson City
Clark County Public Library, 1401 E Flamingo Rd, Las Vegas
Grant Sawyer State Office Building, 555 E Washington St., Las Vegas
Attorney General's Office, 100 N. Carson Street, Carson City

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Supporting materials for this meeting may be obtained by contacting Sue Martin at 775-687-2037 and will be available at the Division's offices in Carson City and Las Vegas at the addresses listed above on the third working day before the meeting.

We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify the Nevada Housing Division, Sue Martin, by calling (775) 687-2037, as soon as possible. The TTY phone number is 800-326-6868.

**MINUTES of the
POLICY ADVISORY COUNCIL**

October 22, 2013

The Policy Advisory Council (PAC) was called to order by Sherry Manning at 1:11 p.m. on Tuesday, October 22, 2013, via video conference in the Housing Division's offices in Carson City and Las Vegas.

Committee Members Present

Ferrel Hansen, Subgrantee
Sherry Manning, Consumer Group
Dawn Rivard, Public Utilities Commission

Staff Members Present

Sue Martin, Program Manager
Colleen L. Platt, Deputy Attorney General
Jim Smallridge, Compliance Audit Investigator
Patrick Conway, Grants and Projects Analyst
Nicole Nelson, Chief Assistant

Others Present

Ron Evans, Las Vegas Clark County Urban League
Dean Puls, HELP of Southern Nevada
Michele Montoya, Community Services Agency
Michael Holliday, Nevada Rural Housing Authority

Public Comment

Following the roll call, Ms. Manning opened the meeting for Public Comment.

Ferrel Hansen asked: If he needed to update the FY 2014 information in the Production and Expenditures Report or was the information up to date.

Sue Martin responded: The information in the report is current based on phone conversations with the program manager, Stacy Rice although the data has not been exported to Sue as Stacy was having database problems. Sue anticipated having the data by the close of business on October 22, 2013.

Introductions:

Ms. Manning introduced newly appointed Dawn Rivard. Ms. Rivard provided a short bio of herself and her title at the PUC.

Minutes

Motion: Moved by Ferrel Hansen and seconded by Dawn Rivard to approve the minutes from the May 6, 2013 Meeting.

Motion carried.

Open Meeting Law Changes:

Ms. Manning asked Colleen Platt from the Attorney General's office to provide an overview of changes to the Open Meeting Law passed during the last legislative session.

Ms. Platt responded: There were two bills passed; Assembly Bill (AB) 65 and AB445.

AB65 allows a board member of a public body to designate a person to attend the meeting of the public body in their place, provides for a cure of an Open Meeting Law violation, and, defines what is meant to be "present" at a meeting allowing for electronic communication such as teleconference and videoconference as acceptable forms of attendance at a meeting of a public body. Now the language is codified to allow teleconference and video conference, the term "deliberate" was defined and boards and commissions are required to designate a contact to obtain a packet of information and the location where support documentation is available to the public.

AB445 added the requirement for the Department of Administration to establish and maintain on their website a place for posting notices by public bodies on and after January 1, 2014.

Ms. Manning asked if the PAC is defined in statute. Ms. Martin stated the PAC is required by 10 CFR 440 which is a federal regulation.

FY 2013 Production and Expenditures Report End of Year:

Sue Martin provided a recap of the DOE, FEAC, Southwest Gas and LIHEAP funding. Ms. Martin said that all of the subgrantees met or exceeded both the production and expenditure goals.

There was discussion regarding RNDC's average cost per unit at \$5606 for the DOE funding. Ferrel Hansen stated that his agency serves 11 rural counties and the cost of doing business in these rural areas is higher.

The cost of doing business in the rural counties will be an item for discussion and possible action at the next PAC in spring 2014.

FY 2014 Quarterly Production and Expenditures:

Sue Martin reviewed the current quarterly data and stated any subgrantees not currently meeting their quarterly production and expenditure goals have been or will be notified and asked to provide a Plan of Corrective Action explaining how the agency will catch up in the next quarter.

Ms. Manning asked Michele Montoya of CSA why is CSA slow to start and if they anticipate any problems with catching up? Ms. Montoya responded CSA has already addressed the first quarter production internally and has made necessary changes by adding an additional staff person and they are confident they will meet their goals.

PAC Vacancy: Ms. Martin reported Gary Childers, Pamela Hilts and Ferrel Hansen's terms are expiring and NHD will be making recommendations shortly to fill. She expects by the Spring 2014 meeting for the PAC to be fully staffed.

Agenda for Next Meeting

Ms. Manning requested agenda items for the next PAC meeting. The suggested agenda items are:

- Introduction of new PAC members
- Production Report for SFY 2014 by Sue Martin
- RNDC to provide a report on the additional costs incurred of doing business in the rural counties, such as travel.
- Presentation and approval of the PY 2014 DOE State Plan
- Review of NHD's Deferral Policy
- Election of officers
- By-laws review

Recognition of PAC Member Service:

Certificates of Appreciation were prepared for outgoing PAC members: Gary Childers, Pam Hilts and Ferrel Hansen. Ferrel was present to receive his certificate and the other two will be delivered to Gary and Pam by NHD's Jim Smallridge soon.

Ms. Manning added her thanks to the outgoing PAC Members for their service.

The next meeting of PAC is scheduled:

Date: To be Determined

Sue will send out some tentative dates.

Public Comment:

None

Adjournment: Motion: Moved by Ferrel Hansen, second by Dawn Rivard.
Motion carried. Meeting adjourned at 2:01 p.m.

Respectfully submitted,

Sue Martin
Grants & Projects Analyst III

FY2014 Statewide Year to Date by Funding Source

DOE	Grant Amount	Expenditures through February 28, 2014	% of Funds Expended	PROGRAM OPERATIONS EXPENDITURES	Avg Cost Per Unit	Units Completed by Funding Source	Program Goal	% of Goal Completed to Date
CSA	\$ 91,434.00	\$ 68,610.83	75%	\$ 52,730.1	\$ 7,532.87	7	17	41%
HELP	\$ 245,454.00	\$ 199,480.77	81%	\$ 135,880.1	\$ 8,492.53	16	46	35%
NEIGHBORHOOD SERVICES	\$ -	\$ -	0%	\$ -	\$ -	N/A	N/A	N/A
NRRA	\$ 14,104.68	\$ 14,104.68	100%	\$ 9,657.1	\$ 4,828.45	2	6	33%
RNDIC	\$ 137,976.32	\$ 92,489.41	67%	\$ 66,579.1	\$ 3,170.43	21	22	99%
URBAN LEAGUE	\$ 100,928.00	\$ 95,388.49	95%	\$ 73,429.9	\$ 7,342.93	10	19	53%
TOTAL	\$ 589,891.00	\$ 470,074.18	80%	\$ 338,276.1	\$ 6,040.64	56	110	51%
FEAC	Grant Amount	Expenditures through February 28, 2014	% of Funds Expended	PROGRAM OPERATIONS EXPENDITURES	Avg Cost Per Unit	Units Completed by Funding Source	Program Goal	% of Goal Completed to Date
CSA	\$ 473,488.00	\$ 289,121.10	61%	\$ 235,682.1	\$ 13,093.46	18	89	20%
HELP	\$ 1,275,500.00	\$ 835,594.24	65%	\$ 725,998.1	\$ 6,482.04	112	238	47%
NEIGHBORHOOD SERVICES	\$ 233,374.00	\$ 117,757.67	50%	\$ 96,626.1	\$ 5,368.08	18	42	43%
NRRA	\$ 167,400.00	\$ 102,988.51	62%	\$ 85,945.1	\$ 5,723.03	15	31	48%
RNDIC	\$ 119,906.00	\$ 84,156.15	70%	\$ 67,308.1	\$ 4,287.01	62	22	0%
URBAN LEAGUE	\$ 591,950.00	\$ 375,510.45	63%	\$ 284,554.1	\$ 4,287.01	62	110	56%
TOTAL	\$ 2,861,618.00	\$ 1,805,017.12	63%	\$ 1,476,004.1	\$ 6,580.02	225	532	42%
LHEAP	Grant Amount	Expenditures through February 28, 2014	% of Funds Expended	PROGRAM OPERATIONS EXPENDITURES	Avg Cost Per Unit	Units Completed by Funding Source	Program Goal	% of Goal Completed to Date
CSA	\$ 73,733.00	\$ 30,040.62	40.7%	\$ 26,331.1	#DIV/0!	0	14	0%
HELP	\$ 214,064.00	\$ 33,983.37	16%	\$ 22,515.1	#DIV/0!	0	41	0%
NEIGHBORHOOD SERVICES	\$ 28,542.00	\$ -	0%	\$ -	#DIV/0!	0	5	0%
NRRA	\$ 28,542.00	\$ 3,365.42	12%	\$ 1,679.1	#DIV/0!	0	5	0%
RNDIC	\$ 33,800.00	\$ 15,389.43	45%	\$ 12,219.1	#DIV/0!	0	6	0%
URBAN LEAGUE	\$ 97,519.00	\$ 5,509.07	6%	\$ 5,509.1	#DIV/0!	0	19	0%
TOTAL	\$ 475,700.00	\$ 88,247.91	19%	\$ 68,253.1	#DIV/0!	0	90	0%
SWIG	Grant Amount	Expenditures through February 28, 2014	% of Funds Expended	PROGRAM OPERATIONS EXPENDITURES	Avg Cost Per Unit	Units Completed by Funding Source	Program Goal	% of Goal Completed to Date
CSA	\$ 23,600.00	\$ 12,628.06	54%	\$ 11,042.1	\$ 3,680.75	3	7	43%
HELP	\$ -	\$ -	0%	\$ -	\$ -	N/A	N/A	N/A
NEIGHBORHOOD SERVICES	\$ -	\$ -	0%	\$ -	\$ -	N/A	N/A	N/A
NRRA	\$ 181,358.78	\$ 65,891.58	36%	\$ 41,961.1	\$ 2,797.42	15	44	34%
RNDIC	\$ 31,041.22	\$ 31,041.22	100%	\$ 24,281.1	#DIV/0!	0	18	0%
URBAN LEAGUE	\$ -	\$ -	0%	\$ -	\$ -	N/A	N/A	N/A
TOTAL	\$ 236,000.00	\$ 109,560.86	46%	\$ 77,285.1	\$ 4,283.61	18	69	28%
TOTALS	Expenditures through February 28, 2014	% of Funds Expended	PROGRAM OPERATIONS EXPENDITURES	Average Cost Per Unit all Sources	Total Number of Units	Total Goal	% of Goal Completed to Date	
CSA	\$ 682,255.00	\$ 400,400.61	60%	\$ 325,785.1	\$ 11,636.1	28	113	25%
HELP	\$ 1,735,018.00	\$ 1,068,938.38	62%	\$ 884,384.1	\$ 6,909.1	128	284	45%
NEIGHBORHOOD SERVICES	\$ 261,916.00	\$ 117,757.67	45%	\$ 96,626.1	\$ 5,368.1	18	42	43%
NRRA	\$ 391,405.46	\$ 186,350.19	48%	\$ 139,143.1	\$ 4,348.1	32	81	40%
RNDIC	\$ 322,223.54	\$ 223,045.21	69%	\$ 170,387.1	\$ 8,114.1	21	62	34%
URBAN LEAGUE	\$ 790,387.00	\$ 476,408.01	60%	\$ 343,493.1	\$ 4,771.1	72	129	36%
COMBINED TOTAL	\$ 4,163,215.00	\$ 2,472,900.07	59%	\$ 1,891,585.1	\$ 6,326.1	299	711	42%

Note 1: Average Cost Per Unit is derived from Program Operations plus Vehicles & Equipment divided by number of units. (FY 14 no funds were budgeted for V&E)

NEVADA HOUSING DIVISION
WEATHERIZATION ASSISTANCE PROGRAM
1535 OLD HOT SPRINGS ROAD
CARSON CITY, NEVADA 89706

MEMO: All Subgrantee 14-09
DATE: March 26, 2014
TO: All Subgrantees
FROM: Sue Martin, Weatherization Program Manager
SUBJECT: Service Providers FY 2015

This memo is intended to serve as notice of the Nevada Housing Division's intent to fund the following agencies for Fiscal Year 2015 to administer the Weatherization Assistance Program:

1. Las Vegas Urban League – City of North Las Vegas and Northern Rural Clark County.
2. HELP of Southern Nevada - City of Las Vegas and Southern Rural Clark County.
3. City of Henderson, Neighborhood Services – City of Henderson.
4. Community Services Agency – Washoe County.
5. Rural Nevada Development Corporation - Eastern Rural Nevada.
6. Nevada Rural Housing Authority - Western Rural Nevada.

If you have any questions, please contact me at suemartin@housing.nv.gov or (775) 687-2037.

NOTICE OF PUBLIC HEARING

**Department of Energy's 2014 Draft State Plan for the
Low Income Weatherization Assistance Program
Proposed by the Nevada Housing Division**

The Nevada Housing Division will hold a public hearing at 10:00 AM Thursday April 10, 2014 at 1535 Old Hot Springs Road, Suite 50, Carson City, Nevada 89706 with video conferencing at 7220 Bermuda Road, Suite B Las Vegas, NV 89119.

The purpose of the hearing is to receive comments from all interested parties regarding the adoption of the 2014 State Plan pertaining to the Department of Energy's (DOE) Low Income Weatherization Assistance Program for the period of July 1, 2013 to June 30, 2014.

Persons wishing to comment upon the proposed action of the Nevada Housing Division may appear at the scheduled public hearing or submit their comments in written form to the Nevada Housing Division, Attention: Sue Martin, Weatherization Manager, 1535 Old Hot Springs Road, Suite 50, Carson City, Nevada 89706. Written submissions must be received by the Housing Division on or before 5:00 p.m. April 10, 2014.

If no person who is directly affected by the proposed action appears to request time to make an oral presentation, the Housing Division may proceed immediately to act upon any written submissions.

A copy of this notice and the proposed plan to be adopted will be on file at the locations noticed below.

Copies of this notice and the proposed plan will also be mailed to members of the public upon request. A reasonable fee may be charged for copies if it is deemed necessary.

This notice of hearing has been posted at the public offices below:

Nevada Housing Division, 1535 Old Hot Springs Road, Suite 50, Carson City, Nevada 89706.

Nevada Housing Division, 7220 Bermuda Road, Suite B, Las Vegas, Nevada 89119.

Nevada State Library, 100 Stewart Street, Carson City, NV 89701.

Office of the Attorney General, 100 N. Carson Street, Carson City, Nevada 89701.

Capitol Police, Grant Sawyer Building, 555 E. Washington Av. Las Vegas, Nevada 89101.

This notice is also being posted on the Nevada Housing Division's website at <http://housing.nv.gov/>

******IMPORTANT NOTICE******

Members of the public who are disabled or require special accommodations or assistance at the meetings are requested to notify Sue Martin in writing at 1535 Old Hot Springs Road, Suite 50 Carson City, NV 89706, or by calling 775-687-2037 no later than five (5) working days prior to the hearing date.

STATE OF NEVADA HOUSING DIVISION PY 2014 (SFY 2015) DRAFT STATE PLAN

U.S. DEPARTMENT OF ENERGY LOW-INCOME WEATHERIZATION ASSISTANCE PROGRAM (SFY: July 1, 2014 – June 30, 2015)

10 CFR 440.14(a) NOTICE OF PUBLIC HEARING (See ATTACHMENT A)

10 CFR 440.14(b) DOE FUNDING FOR SERVICE PROVIDERS (SUBGRANTEES)

At the time of posting this document the Department of Energy (DOE) has not sent out the Funding Opportunity Notice. Therefore, funding is estimated for Program Year (PY) 2014. For purposes of this document, Program Year (PY) 2014 and State Fiscal Year (SFY) 2015 are used interchangeably.

The Nevada Housing Division (NHD) anticipates providing Weatherization Assistance to all areas of the state; however, every service area may not receive a DOE allocation if funding is limited. In that case, the NHD may opt to utilize DOE funds in only certain areas or counties of the state. Statewide weatherization funding will be allocated proportionate to the number of eligible households residing within the six service areas based on estimates of the population with incomes below the federal poverty guideline.

Funding will be based on the following percentages:

SUBGRANTEE	PERCENTAGE OF TOTAL FUNDING
Service Area 1 - Las Vegas Urban League (UL)	20.5%
Service Area 2 - HELP of Southern Nevada (HELP) Service Area	45%
Service Area 3 - City of Henderson, Neighborhood Services (NS)	6%
Service Area 4 - Community Services Agency (CSA)	15.5%
Service Area 5 - Rural Nevada Development Corporation (RNDC)	7%
Service Area 6 - Nevada Rural Housing Authority (NRHA)	6%
Total	100%

10 CFR 440.14 (c)(1) PRODUCTION AND EXPENDITURE SCHEDULE [See 10 CFR, Part 440.14 (c)(1)]

10 CFR 440.14(c)(2) CLIMATIC CONDITIONS

The climatic conditions within Nevada vary dramatically from north to south. Perhaps the clearest indicator of the extremes is evidenced in the number of heating and cooling degree days associated with each area. Typically the north has the highest number of heating degree days while Clark County, in the south, has the highest number of cooling degree days. See details below.

* <u>Average Heating Degree Days (Base 65 F)</u>	
Clark County & Henderson	2,601
Western Service Area & Washoe County	6,022
Eastern Service Area	7,236
* <u>Average Cooling Degree Days (Base 78 F)</u>	
Clark County & Henderson	3,201
Western Service Area & Washoe County	508
Eastern Service Area	320

*Source: Mechanical Engineering Department
University of Nevada - Reno

10 CFR 440.14(c)(3) TYPE OF WEATHERIZATION WORK TO BE DONE

On May 3, 2012, the NHD received multi-year approval of Nevada's Audit tool and Priority Lists for the Weatherization Assistance Program. The program's Subgrantees and Contractors will be responsible for: installing the approved energy conservation measures; addressing client health and safety issues; and, providing minor home repairs related to energy conservation. Weatherization measures may include:

1. Insulation of ceiling, floor, duct and wall.
2. Duct leakage sealing (return, plenum and supply systems).
3. Shell infiltration sealing (i.e., replace broken glass, window and exterior door replacement, door weather-stripping, caulking, evaporative cooler covers, etc).
4. Insulation of water heater and water heater pipes.
5. Low-flow showerheads.
6. Solar Screens (Southern Nevada only).

7. Heating and cooling system repairs and/or replacements.
8. Compact fluorescent light bulbs.
9. Refrigerator replacement.
10. Heat Pump Water Heaters.

All weatherization Subgrantees funded by the NHD will be responsible for the installation of weatherization materials in accordance with 10 CFR Part 440.21, "Weatherization Materials Standards and Energy Audit Procedures", the state's "Weatherization Program Field Manual" and approved Priority Lists.

Blower door diagnostics will be performed on each unit receiving weatherization assistance to ensure compliance with Indoor Air Quality Standards. A combustion appliance safety inspection will be performed on each single family dwelling unit containing a combustion appliance (furnaces, water heaters, ovens, cook tops and gas dryers). A final inspection will be performed by the program's Subgrantees on each dwelling receiving weatherization assistance. The NHD will inspect a minimum of five percent of the dwellings weatherized by each Subgrantee on an annual basis.

10 CFR 440.14(c)(4)

ESTIMATE OF AMOUNT OF ENERGY CONSERVATION

DOE studies indicate that a household's combined annual heating and cooling costs will be reduced by approximately 20-25% as a result of receiving weatherization assistance. Typically, the energy savings attributed to weatherizing electrically and propane-heated households are nearly twice as great as those heated with natural gas.

10 CFR 440.14(c)(5)

AREA TO BE SERVED

The SFY 2015 Weatherization Program will continue to provide assistance to all counties in the state as feasible.

SERVICE AREA
1. City of North Las Vegas plus Northern Rural Clark County
2. City of Las Vegas plus Southern Rural Clark County
3. City of Henderson
4. Washoe County
5. Eastern Rural comprised of Churchill, Elko, Esmeralda, Eureka, Humboldt, Lander, Lincoln, Mineral, Nye, Pershing and White Pine Counties
6. Western Rural comprised of Carson City, Douglas, Lyon and Storey Counties

10 CFR 440.14(c)(5)(i)

DOE funding is estimated at \$654,604.

10 CFR 440.14(c)(5)(ii)

The number of dwelling units expected to be weatherized during the program year is contingent upon the allocation amount. The number of units is estimated at 83 units completed with Federal Funds.

10 CFR 440.14(c)(5)(iii)

The sources of labor will include: NHD management and staff; six (6) Subgrantees; Contractors; and Subcontractors.

10 CFR 440.14(c)(6)

THE MANNER IN WHICH THE STATE PLAN SHALL BE IMPLEMENTED

The State Plan has been drafted in accordance with the U.S. Department of Energy's Regulations stated in 10 CFR, Part 440.14. NHD issued a Request for Application on February 21, 2014 to determine interest from qualified agencies in providing weatherization assistance within the six service areas.

Federal weatherization funds are received from the Department of Energy (DOE) and Low Income Home Energy Assistance Program (LIHEAP) funds from Health and Human Services (HHS); state weatherization funds are received through the Nevada Public Utility Commission, Universal Energy Charge (UEC) (also known as Fund for Energy Assistance and Conservation, FEAC). When combined, these funds are allocated proportionate to the number of eligible households residing within the respective service areas based on estimates of the population with income below the federal poverty guideline. Other utility funds received from Southwest Gas (SWG) will be distributed proportionate to population in the areas where SWG provides services. Housing Trust Fund dollars will be distributed based on population.

Due to the relatively high costs in providing oversight of the Weatherization Program, all Subgrantees receiving less than \$350,000 of DOE funding may use up to 10% of their grant award for administration pursuant to section 440.18 (d). Subgrantees receiving awards of \$350,000 or more may only use 5% of their award for administration.

The Subgrantees primary responsibilities are to provide program outreach, determine client eligibility, conduct energy assessments, provide various weatherization measures, and to ensure the satisfaction, and health and safety of the program recipients. NHD will be responsible for providing program oversight, ensuring compliance with state and federal laws and regulations, as well as monitoring Subgrantee performance. NHD will inspect a minimum of 5% of the households weatherized by each of the Subgrantees.

10 CFR 440.14(c)(6)(i) ANALYSIS OF THE EXISTENCE AND EFFECTIVENESS OF SUBGRANTEE WEATHERIZATION PROJECTS

Listed below is the status of the Subgrantees currently administering weatherization programs using state and/or federal weatherization funds received from NHD for the period July 1, 2013 through February 28, 2014.

For reporting purposes, DOE, FEAC, SWG and LIHEAP funds are combined. Planned Production and Expenditures are based on 67% of production with 67% of the fiscal year complete as of February 28, 2013. Due to delays at the federal level, DOE funding was not available until August 2013. FY 14 LIHEAP funding was not released until December 1, 2013 and is available through September 30, 2014.

AGENCY: **Nevada Rural Housing Authority (NRHA)**
 Administering program since 2008
 Service area: Douglas, Lyon, Storey Counties and Carson City

	PLANNED	ACTUAL	% COMPLETE
PRODUCTION	58	47	81%
EXPENDITURES	\$256,192	\$186,350	73%

AGENCY: **HELP of Southern Nevada (HELP)**
 Administering program since 1991
 Service area: City of Las Vegas plus Rural Clark County

	PLANNED	ACTUAL	% COMPLETE
PRODUCTION	218	214	98%
EXPENDITURES	\$1,162,462	\$1,068,938	92%

AGENCY: **Rural Nevada Development Corporation (RNDC)**
 Administering program since 2003
 Service area: White Pine, Elko, Humboldt, Eureka, Esmeralda, Lincoln, Pershing, Lander, Mineral, Churchill and Nye Counties.

	PLANNED	ACTUAL	% COMPLETE
PRODUCTION	46	47	102%
EXPENDITURES	\$221,940	\$223,045	100%

AGENCY: Neighborhood Services (NS)
 Administering program since 2003
 Service area: City of Henderson

	PLANNED	ACTUAL	% COMPLETE
PRODUCTION	31	27	87%
EXPENDITURES	\$175,484	\$117,758	67%

AGENCY: Community Services Agency (CSA)
 Administering program from 1979-2007 and July 2009-Present
 Service area: Washoe County

	PLANNED	ACTUAL	% COMPLETE
PRODUCTION	85	75	88%
EXPENDITURES	\$443,710	\$400,400	90%

AGENCY: Urban League (LVUL)
 Administering program from July 2010 - Present
 Service area: City of North Las Vegas

	PLANNED	ACTUAL	% COMPLETE
PRODUCTION	99	90	91%
EXPENDITURES	\$529,565	\$476,407	90%

All of the agencies described above have received training in basic weatherization training, blower door diagnostics, combustion appliance testing, energy auditing, inspection protocol and Lead-Based Paint Weatherization Practices. All agencies have at least one staff member certified through the Building Performance Institute's Building Analyst series.

10 CFR 440.14(c)(6)(ii) **METHOD USED TO SELECT AREAS TO BE SERVED**

In SFY 2015, the Weatherization Program plans to offer assistance to all areas of the state; however, DOE funds may not be available in all service areas. The service areas proposed for SFY 2015 are based on: the estimated number of eligible households located in each county, the availability of funds and qualified service providers.

10 CFR 440.14(c)(6)(iii) **EXTENT OF PRIORITY GIVEN TO SINGLE FAMILY OR OTHER HIGH ENERGY CONSUMING DWELLING UNITS**

Priority assistance is determined by a point evaluation matrix which awards additional points for single family units (including manufactured housing) and/or households utilizing electricity or propane as their primary source of heating or electricity as their primary source of cooling.

10 CFR 440.14(c)(6)(iv) AMOUNT OF NON-FEDERAL RESOURCES APPLIED TO THE PROGRAM

NHD anticipates awarding approximately \$3,300,000 in Weatherization Funding from the following sources: FEAC, Southwest Gas and Housing Trust Funds.

In addition, Subgrantees are responsible for ensuring the owners of rental properties pay a minimum 50% of the installed costs of capital improvements related to repairs or replacement of the following: heating and cooling systems, water heater, insulation (roof, attic, sidewall, floor), and window replacement.

With the exception of SWG, owner investment is required on all rental properties including single family, manufactured housing and multi-family dwellings where capital improvements are proposed. In SWG funded weatherization projects owner investment is required in multi-family dwellings.

10 CFR 440.14(c)(6)(v) AMOUNT OF FEDERAL RESOURCES OTHER THAN DOE WEATHERIZATION FUNDS

NHD anticipates receiving a 5% transfer of LIHEAP from the Welfare Division estimated at \$475,700.

10 CFR 440.14(c)(6)(vi) AMOUNT OF DOE GRANT FUNDS

The amount of DOE funds allocated to Nevada for PY 2014 for the Low Income Weatherization Program is \$654,604.

10 CFR 440.14(c)(6)(viii) AVERAGE AMOUNT OF DOE FUNDS APPLIED TO EACH UNIT FOR PROGRAM OPERATIONS (labor, materials, insurance, vehicles, equipment, warehouse rent, transportation, etc).

The average amount of DOE funds to be applied to each dwelling unit for program operations is estimated at \$4,500. These costs do not include funds budgeted for administration, technical assistance, liability insurance and health and safety.

10 CFR 440.14(c)(6)(ix) RESERVED

10 CFR 440.14(c)(6)(x) PROCEDURES FOR PROVIDING ADDITIONAL ADMINISTRATIVE FUNDS TO SUBGRANTEES

NHD intends to award an additional 5% of administrative funds to the program's Subgrantees, as allowed by the Department of Energy for grant recipients receiving less than \$350,000. This decision is based on the relatively high costs associated with the program's extensive administrative and financial management costs.

10 CFR 440.14(c)(6)(xi) PROCEDURES FOR DETERMINING THE MOST COST-EFFECTIVE MEASURES IN A DWELLING UNIT

An energy audit software program (REM/Design™) and blower door diagnostics were used to rank and identify the most cost-effective measures installed in each house receiving assistance. The measure list is based on a number of criteria such as: climatic zone, type and rate of utility, housing type, type of heating and cooling system, etc. NHD has developed a northern and southern Nevada priority list based on the results of the energy audit recommendations. The Energy audit software program and the NHD Priority List have been approved by DOE.

The energy audit program selected for Nevada's program lends itself to site built single family, manufactured housing and multi-family units.

State program policy prohibits the installation of any conservation measures having a savings to investment ratio of less than one. The program's Weatherization Field Manual requires the measures be installed in accordance with their relative savings to investment ratios. Exempt from the cost-effectiveness test are those measures related to reducing or eliminating any problems affecting a client's health or safety and related minor home repairs.

10 CFR 440.14(c)(6)(xii) DEFINITION OF "LOW-INCOME" HOUSEHOLD

NHD defines "low-income" as a household whose total annual gross income is at or below 200% of the national poverty income guidelines established by the Office of Management and Budget. NHD defines "low-income" as being 150% of the national poverty income guidelines when using non-DOE funds.

10 CFR 440.14(c)(6)(xiii) DEFINITION OF "CHILDREN"

NHD defines "children" as individuals who are 6 years of age or less.

10 CFR 440.14(c)(6)(xiv) AMOUNT OF FEDERAL FUNDS TO BE USED AND HOW THEY WILL BE USED TO LEVERAGE NON-FEDERAL STATE WEATHERIZATION FUNDS

No DOE or other federal funds will be used to increase the amount of weatherization assistance funds made available during PY 2014.

DRAFT

Low Income Weatherization
Policy Advisory Council
By-Laws

Department of Business and Industry
Housing Division

Section 1 Creation

The Policy Advisory Council is created pursuant to 10 C.F.R. 440.17.

Section 2 Purpose

The purpose of the Council is to advise and assist the Nevada Housing Division with respect to the development and implementation of the weatherization assistance program.

Section 3 Staff

1. The Nevada Housing Division, Weatherization Program personnel shall be staff to the Policy Advisory Council, and as such shall assist the council plan its meetings, compile summary minutes, keep the council informed of the state's weatherization program and generally assist the council to keep informed on matters material to the council's business.
2. Council may request staff assistance for research and other special projects subject to NHD administrative approval.

Section 4 Members

1. Numbers: There shall be five (5) members of the weatherization Policy Advisory Council.
2. Council Makeup: When possible the Council will include at least one representative of each of the following groups:
 - Utility company
 - Subgrantee
 - At Large
 - Consumer Groups
3. Terms: Terms of such members shall be three years. However, initial terms shall be shortened or lengthened to provide staggered terms of the membership. A member can serve for up to two consecutive terms (Reference NRS 232A.202 re: commissions).

Section 5 Selection of Policy Advisory Council Members

1. Qualifications: Members should have experience working with low income individuals and familiarity with weatherization principles.
2. Selection Process: The administrator of the Housing Division will select persons to fill unexpired terms and expired terms alike based on the requirements of 10 C.F.R. 440.17
3. Termination: Members will be automatically deleted as members after three consecutive unexcused absences.

Section 6 Powers and Responsibilities

1. The Council shall advise and make recommendations to the Housing Division on matters such as program policy, funding opportunities, allocation and distribution of funds and Subgrantee selection.
2. The Council shall schedule and plan at least 2 meetings annually with the assistance of staff.
3. The Council may explore the development and betterment of the state weatherization program.
4. The Council may involve itself in other matters relevant to Nevada's weatherization program.

Section 7 Meetings

1. Number of meetings per year: There shall be at least 2 face to face meetings per year provided funding is available.
2. Video conference meetings are an allowable substitute for face to face meetings.
3. Phone Meetings: The PAC may meet by phone so long as done in compliance with the state's open meeting laws set forth in NRS 241.01 et. Seq.
4. Quorum: A simple majority of members including those slots for which vacancies exist shall constitute a quorum for the PAC

Section 8 Open Meeting Law

1. All proceedings and actions shall be conducted in accordance with the Nevada Open Meeting Law as set forth in Nevada Revised Statutes, Chapter 241.
2. The public notice announcing a council meeting shall adhere to the Nevada Open Meeting Law also set forth in Nevada Revised Statutes, Chapter 241.

Section 9 Parliamentary Authority

1. All proceedings and actions shall be conducted in accordance with the Robert's Rules of Order Newly Revised, 10th Edition.

Section 10 Minutes

1. The Council through staff shall maintain written minutes of any meeting. Reports, records and minutes are open to the public.

Section 11 Officers

1. Selection of officers:
 - a) Selection of officers shall occur at the first meeting after July 1.
 - b) Nomination process for chairperson
 - I. The current chairperson will request nomination of candidates for the office from the floor at the meeting in which the selection of officers is made.
 - II. If only one person is nominated, and assuming the nominee consents to serving as the chairperson, the current chairperson will then finalize the election by declaring the nominee elected by acclamation.
 - III. If more than one person is nominated, the chairperson will request a hand vote for each nominee, with the chairperson casting the deciding vote in the event of a tie.
 - IV. The term of the previous chairman immediately expires and the newly elected chairperson immediately assumes the office.
 - c) Nomination process for vice-chairperson
 - I. The chairperson conducts the nomination process for office of vice-chairperson using the same process as detailed in Section 11 (1)(b)(I)-(III).
 - II. The term of the previous vice-person immediately expires and the newly elected vice-chairperson immediately assumes office.
2. Terms: Terms of officers will be one year, with an officer having no more than two consecutive terms.
3. Responsibilities
 - a. Chairperson:
 - Schedule meetings
 - Finalize agenda in conjunction with NHD Staff and other PAC members
 - Conduct meetings
 - Ensure the agenda is followed.
 - The Chairperson or their designee to speak on behalf of the PAC at other forums when appropriate and with the approval of the Housing Division.
 - b. Vice Chairperson: To assume the responsibilities of the chairperson whenever the chairperson is unable to perform his or her duties.
 - c. If the Chairperson and/or Vice Chairperson are not present all above duties and responsibilities are to be carried out by the Nevada Housing Division staff.
4. Vacancies: When an officer vacancy occurs at a time different than the regularly scheduled time to select officers, such vacancy shall be filled at the next scheduled meeting after the vacancy becomes noted. Such

notification may be made at times other than at the time of a scheduled meeting.

Section 12 Committees

The PAC may establish subcommittees to study issues or make recommendations to the full PAC whenever the PAC decides that it is in the best interest of the PAC to do so. Subcommittee meetings are subject to Nevada's Open Meeting Law.

Section 13 Amendments to Bylaws

The Bylaws of the Policy Advisory Council may be altered, amended or repealed at any time by a vote of the majority of the membership of the council at a meeting regularly held, called and noticed or by unanimous written consent of all of the members of the council.

Section 14 Voting

1. Motions shall be carried based upon a simple majority.
2. If a council member is unable to attend in person they may participate via conference call and vote. Their vote will be included along with those in attendance.

Section 15 Proxy Voting

Council members shall inform the chair or staff at least twenty-four (24) hours in advance of an anticipated absence at a meeting. An absent committee member may send a representative in his/her place and must provide that person with a written proxy to enable the substitute person to vote on the member's behalf.

Section 16 Approving Minutes from prior meetings

The chair may approve prior meeting minutes without a motion and second from the floor provided there are no changes or additions necessary.

Section 17 Adjourning Meetings

The chair may adjourn the PAC meeting without a motion and second.

Section 18 Public Comment

Public comment is to be limited to 3 minutes per participant.