



Department of Energy

State Plan and Application

Submittal Date: May 3, 2017

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		If Revision, select appropriate letter(s) Other (specify):
3. Date Received		4. Applicant Identifier: EE0007934		
5a. Fed Entity Identifier:		5b. Federal Award Identifier: DE-EE0007934		
State Use Only:				
6. Date Received by State:		7. State Application Identifier: EE0007934		
8. APPLICANT INFORMATION:				
a. Legal Name: State of Nevada				
b. Employer/Taxpayer Identification Number (EIN/TIN): 886000022		c. Organizational DUNS: 179258715		
d. Address:				
Street 1:	1830 College Parkway, Suite 200			
Street 2:				
City:	Carson City			
County:	CARSON CITY			
State:	NV			
Province:				
Country:	U.S.A.			
Zip / Postal Code:	897060000			
e. Organizational Unit:				
Department Name: Business and Industry		Division Name: Nevada Housing Division		
f. Name and contact information of person to be contacted on matters involving this application:				
Prefix:	Mr	First Name:	Patrick	
Middle Name:				
Last Name:	Conway			
Suffix:				
Title:	Weatherization Program Supervisor			
Organizational Affiliation:	Nevada Housing Division			
Telephone Number:	7756872242	Fax Number:	7756874040	
Email:	patrick.conway@housing.nv.gov			

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance Program

12. Funding Opportunity Number:

DE-WAP-0002017

Title:

2017 Weatherization Assistance Program Funding

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Statewide

15. Descriptive Title of Applicant's Project:

Nevada's Low Income Weatherization Assistance Program - Formula Grant

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16. Congressional District Of:

a. Applicant: Nevada Congressional District 02

b. Program/Project: NV-Statewide

Attach an additional list of Program/Project Congressional Districts if needed:

17. Proposed Project:

a. Start Date: 07/01/2017

b. End Date: 06/30/2018

18. Estimated Funding (\$):

a. Federal	871,308.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	871,308.00

19. Is Application subject to Review By State Under Executive Order 12372 Process?:

- a. This application was made available to the State under the Executive Order 12372 Process for review on:
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372

20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)

No

21. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code Title 218, Section 1001)**

 I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Ms First Name: CJ

Middle Name:

Last Name: Manthe

Suffix:

Title: Administrator

Telephone Number: 7756872046

Fax Number: 7756874040

Email: cjmanthe@housing.nv.gov

Signature of Authorized Representative:

Date Signed:

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007934		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Nevada 1830 College Parkway, Suite 200 Carson City, NV 897060000		4. Program/Project Start Date 07/01/2017	5. Completion Date 06/30/2018

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 0.00		\$ 871,308.00		\$ 871,308.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 871,308.00	\$ 0.00	\$ 871,308.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTR ATION	(2) SUBGRANTE E ADMINISTR	(3) GRANTEE T&TA	(4) SUBGRANT EE T&TA	
a. Personnel	\$ 13,834.00	\$ 0.00	\$ 6,448.00	\$ 0.00	\$ 20,282.00
b. Benefits	\$ 5,911.00	\$ 0.00	\$ 3,216.00	\$ 0.00	\$ 9,127.00
c. Travel	\$ 0.00	\$ 0.00	\$ 18,782.00	\$ 0.00	\$ 18,782.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 3,800.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,800.00
f. Contract	\$ 8,521.00	\$ 76,975.00	\$ 29,553.00	\$ 73,000.00	\$ 807,817.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 11,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,500.00
i. Total Direct Charges	\$ 43,566.00	\$ 76,975.00	\$ 57,999.00	\$ 73,000.00	\$ 871,308.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 43,566.00	\$ 76,975.00	\$ 57,999.00	\$ 73,000.00	\$ 871,308.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007934		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Nevada 1830 College Parkway, Suite 200 Carson City, NV 897060000	4. Program/Project Start Date 07/01/2017		
	5. Completion Date 06/30/2018		

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 871,308.00	\$ 0.00	\$ 871,308.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATION S	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4)	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 20,282.00
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00		\$ 9,127.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 18,782.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00		\$ 3,800.00
f. Contract	\$ 529,768.00	\$ 80,000.00	\$ 10,000.00		\$ 807,817.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00		\$ 11,500.00
i. Total Direct Charges	\$ 529,768.00	\$ 80,000.00	\$ 10,000.00		\$ 871,308.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
k. Totals	\$ 529,768.00	\$ 80,000.00	\$ 10,000.00		\$ 871,308.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00

U.S. Department of Energy
BUDGET INFORMATION REMARKS

(Grant Number: EE0007934)

Remarks

Due to the change in Administration, DOE has informed states to use the same allocation amount as awarded in PY 2016, which is \$871,308 per WPN 16-2a. It is anticipated that a 60% allocation may initially be awarded.

Most likely, the final allocation of DOE funds will include adjustments from the planning amount above of \$871,308 reflected in WPN 16-2a. It will be necessary for this state plan to align with the final DOE appropriation of the Weatherization Assistance Program. If final DOE appropriation is either higher or lower, amounts to the sub-grantees will be adjusted proportionally based on the percentage of funding determined in this application. The Grantee's administrative and Training and Technical Assistance budget amounts will also be proportionally adjusted. Once these adjustments are made this will become the final state plan.

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: State of Nevada
Award number: EE0007934

Budget period: 07/01/2017 - 06/30/2018

1. **PERSONNEL** - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B.
Line 6.f. Contracts and Sub-Grants).

Positions to be supported under the proposed award and brief description of the duties of professionals:

<u>Position</u>	<u>Description of Duties of Professionals</u>
Program Supervisor	This position is responsible for the overall management of the state's program including; developing program policy and procedures, developing budgets, awarding Subgrantee funds, negotiating independent contracts, ensures compliance with state/federal rules and regulations, supervising other NHD Weatherization staff, review Subgrantee performance and financial oversight. All Salaries and fringe for DOE are based on 12% of the total budget as DOE is approximately 12-14% of NHD's funds. The other 88% for staff and fringe are paid by the FEAC Program (78%) and the HEROS Program (10%)
Training and Technical Assistance Coordinator	This position is responsible for providing field and classroom training to all of the program's subgrantees and their contractors. The position is also responsible for updating the training manuals. Also performs on-site field monitoring and works with subgrantee staff on methods to improve quality and effectiveness in the field. All Salaries and fringe for DOE are based on 12% of the total budget as DOE is approximately 12-14% of NHD's funds. The other 88% for staff and fringe are paid by the FEAC Program (78%) and the HEROS Program (10%)
Grants and Projects Analyst II	GPA II is responsible for database entry, subgrantee file and office review and day to day correspondence with clients and subgrantees. Also responsible for Subgrantee Administrative Manual and administrative form updates. All Salaries and fringe for DOE are based on 12% of the total budget as DOE is approximately 12-14% of NHD's funds. The other 88% for staff and fringe are paid by the FEAC Program (78%) and the HEROS Program (10%)

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Program Supervisor	\$65,046.00	11.9992 % FT	\$7,805.00
Training and Technical Assistance Coordinator	\$53,731.00	11.9987 % FT	\$6,447.02
Grants and Projects Analyst II	\$50,235.00	12.0036 % FT	\$6,030.01
		Direct Pay Total	\$20,282.03

2. **FRINGE BENEFITS**

- Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.
- If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

The cost basis is determined by the state Administrative Personnel Department and differs for each State employee. The fringe benefit package for the State of Nevada is based on position, grade, employer/employee or employer paid specific rates benefits package. Benefits packages can range from approximately 37-50%. This variation is due to the employees retirement choice of employee/employer paid or employer paid only, Health Insurance rates of the employees choice of the HMO or Self-funded programs and when the employee started in state service as the retirement packages have changed over the years:

Group Ins. Varies	.12946, GPAIII, .15617 comp, .16703GPA II
Retirement	.28080, GPAIII.2800 comp.,14500GPAII
Workers Comp	.012 of gross salary
Personnel Assessment	.006 of gross salary
Unemployment Ins	.001 of gross salary
Payroll Assment	.001 of gross salary
Retirement Group Ins.	.021 of gross salary
Medicare	.015 of gross salary

All Salaries and fringe for DOE are based on 12% of the total budget as DOE is approximately 12-14% of NHD's funds. The other 88% for staff and fringe are paid by the FEAC Program (78%) and the HEROS Program (10%)

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Program Supervisor	\$7,805.00	46.7069 %	\$3,645.47
Training and Technical Assistance Coordinator	\$6,447.02	49.8762 %	\$3,215.53
Grants and Projects Analyst II	\$6,030.01	37.5787 %	\$2,266.00
		Fringe Benefits Total	\$9,127.00

3. TRAVEL

- a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
On Site Inspections Las Vegas to Ely, Elko and surrounding rurals - Driving 1 person 4 days	1	\$1,000.00	\$1,000.00
ACI 1 person 5 days Spring 2018	1	\$3,512.00	\$3,512.00
Various Day trips for monitoring and meeting locally in Las Vegas, Reno and Carson City. This includes visits for technical support, office review, local monitoring for both field staff, financial and office/administrative assistance. Approximately 1 trips month at \$40	11	\$40.00	\$440.00
EOW Spring Conference Phoenix 1 person 5 days air travel from Las Vegas to Phoenix	1	\$1,540.00	\$1,540.00
Energy Out West Fall Peer Exchange, 1 person	1	\$1,297.00	\$1,297.00
Subgrantee Office Review and Financial Review Ely - 2 person 2 Days. If able to schedule their visit together the cost of mileage and car will be less and budget will be adjusted	2	\$650.00	\$1,300.00
On site field inspections, Reno and Carson City - 1 Person, 4 days travel by air from LV to Reno	2	\$1,400.00	\$2,800.00
NASCSP - Fall conference 1 person	1	\$3,693.00	\$3,693.00
QCI Training in Phoenix at Southwest Building Science Training Center. 5 days. 1 Person, NHD Staff - Auditor	1	\$3,200.00	\$3,200.00
		Travel Total	\$18,782.00

- b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

Costs are based on approved GSA and state travel reimbursement rates, motorpool, airline, parking, ground transportation, meals and registration and tutorials. All are based GSA rates and prior costs for travel, these are only estimates. Trips may need to be adjusted or reimbursed by other discretionary or utility funding sources if budgets are exceeded. Certain costs such as PAC, Public Hearing and DOE required meetings are DOE requirements only and can only be charged to DOE. At this time it is unknown if there will be any other DOE required meetings for the program manager or if there will be a DOE Conference, therefore funds have not been budgeted for these activities.

4. EQUIPMENT - Equipment is generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year.

- a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

Equipment	Unit Cost	Number	Total Cost	Justification of Need
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- b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.

no equipment purchases are planned with DOE funding

5. SUPPLIES - Supplies are generally defined as an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance.

- a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

General Category	Cost	Justification of Need
Miscellaneous Supplies and Services	\$3,800.00	
Materials and Supplies Total	\$3,800.00	

- b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

Based on historical data, each year supplies such as toner cartridges, office supplies, folders, paper, envelopes, binders etc need to be purchased that are typically expended over the course of the year. These items are purchased as needed but it is estimated that the monthly cost to the DOE funded program is approximately \$317.

6. CONTRACTS AND SUBGRANTS - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e. weatherization subgrants, Annual File section II.3).

Name of Proposed Sub	Total Cost	Basis of Cost*
Equipment Maintenance Contracts	\$3,521.00	Historical Data and current year invoices Equipment maintenance contracts for printers, copiers, etc. Equipment contracts is less than the small purchase threshold of \$5,000 threshold. The total of \$3,521 is for maintenance contract on a color copier Weatherization Staff utilizes plus a few other contracts weatherization maintains.

Legal and Other	\$5,000.00	This is the cost of legal counsel to participate in state plan and PAC meetings, review contracts, request for proposals, request for quotations, awards, etc. and is based on historical and annual costs. This is a cost under grantee admin.
QCI, Other Training	\$10,763.00	The cost above is for training for DOE specific inspector requirements such as QCI, LRRP, etc. This cost is an estimate for training costs needed should the person not have NHD has a vacant position for a WAP Inspector/Training & Technical Assistance Specialist. If a qualified individual is found who is already certified these costs would not be necessary and would be adjusted downward and remaining funds will be allocated into program operations to complete more units. Training that will be required will be performed by a WAP Approved Training facility.
IT Contracts, Database Development and Maintenance	\$18,790.00	In calendar year 2015 the NHD put out a competitive bid through the RFP process to receive proposals for a new database. 6 vendors applied and the winning bid was the low bidder and is the State of North Dakota's Energy and Environmental Resource Center (EERC) The above cost will be for IT contract with the EERC who is the approved vendor to provide NHD with a new database and energy audit tool. Total cost for the annual service is \$36,000 approximate. The contract was executed on January 1, 2016 and is for a total of 5 years.
Subgrantees	\$769,743.00	HELP of Southern Nevada (HELP) \$ 339,477 Community Services Agency (CSA) \$ 119,310 Rural Nevada Development Corp(RNDC)\$ 91,579 Nevada Rural Housing Authority (NHRA)\$ 61,579 Las Vegas Urban League (LVUL) \$ 157,798 Overall State funding cost basis was based on population in each service area with information provided by State of Nevada Demographer's website based on 2010 census data and adjusted to 2015 estimates. Due to the costs of delivery in the rural areas of Nevada and the large driving distances and the costs to provide service in these areas an additional 2% is being provided to the two rural service providers. By mutual agreement, HELP's DOE allocation has been reduced by \$30,000 and RNDC's allocation increased by the same amount in exchange for an equal amount of State WAP funds because it is harder to spend State funds in the rural areas due to the need to pay into the Universal Energy Charge.
Contracts and Subgrants Total	\$807,817.00	

*For example, Competitive, Historical, Quote, Catalog

7. OTHER DIRECT COSTS - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

a. Please provide a General Description, Cost and Justification of Need.

General Description	Cost	Justification of Need
Dues and Registration	\$3,500.00	NASCSP Dues NASCSP - Registration

Printing, postage, outreach, utilities, phones, association membership, rents etc	\$8,000.00	Costs are estimated from prior year costs and are for other direct costs not budgeted elsewhere. All costs included in Other Direct Costs are properly segregated from indirect costs to ensure there are not duplicate charges. All costs proposed are being used in support of the WAP program.
Other Direct Costs Total	\$11,500.00	

- b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

These costs are based on prior year(s) costs NASCSP dues, periodicals, publications.

Also included are printing charges for WAP flyers, outreach, quality control postcards, postage, printing of field manuals, materials for LSW and Mold awareness classes.

Costs are based on prior purchases of similar or like items.

All costs included in Other Direct Costs are properly segregated from indirect costs to ensure there are not duplicate charges.

All costs proposed are being used in support of the WAP program.

8. **INDIRECT COSTS**

- a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.
- b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

Indirect costs are not being requested on this application for federal assistance.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name:

Phone Number:

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET**

(Grant Number: EE0007934, State: NV, Program Year: 2017)

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Community Services Agency (Reno)	\$119,310.00 12
HELP OF SOUTHERN NEVADA (LAS VEGAS)	\$339,477.00 36
Las Vegas-Clark County Urban League (North Las Vegas)	\$157,798.00 16
Nevada Rural Housing Authority (Carson City)	\$61,579.00 6
Rural Nevada Development Corp. (Ely)	\$91,579.00 10
Total:	\$769,743.00 80

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	80
Reweatherized Units	0

Note: Planned units by quarter or category are no longer required, no information required for persons.

Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	80
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	80
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$529,768.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	80
H	Average Program Operations Costs per Unit (F divided by G)	\$6,622.10
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$6,622.10

IV.3 Energy Savings

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	80	29.3	2344
Prior Year Estimate	0	29.3	0
Prior Year Actual	0	29.3	0
Method used to calculate savings description:			

**U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET**

(Grant Number: EE0007934, State: NV, Program Year: 2017)

IV.4 DOE-Funded Leveraging Activities

DOE funds have not been specifically budgeted for the leveraging of non-federal sources of funds.

IV.5 Policy Advisory Council Members

Check if an existing state council or commission serves in this category and add name below

Betsy Ransdell, Energy Assistance Program Specialist	Type of organization: Unit of State Government Contact Name: Betsy Ransdell Phone: 7756840552 Email: bransdell@dwss.nv.gov
Kimberly Lukasiak, Senior Analyst	Type of organization: Utility Contact Name: Kimberly Lukasiak Phone: 7023643176 Email: kimberly.lukasiak@swg.com
Matthew Tuma, Deputy Director	Type of organization: Unit of State Government Contact Name: Matthew Tuma Phone: 77568718507302 Email: mtuma@energy.nv.gov
Michele Montoya, Operations Manager	Type of organization: Non-profit (not a financial institution) Contact Name: Michele Montoya Phone: 7757866023 Email: mmontoya@csareno.org
Scott Hamlin, State & Federal Program Manager	Type of organization: Unit of State Government Contact Name: Scott Hamlin Phone: 7024867220224 Email: shamlin@housing.nv.gov

IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)

Date Held	Newspapers that publicized the hearings and the dates the notice ran
04/26/2017	A copy of the public posting is attached to the SF-424. The Public Hearing Posting Notice complies with NRS 232.2175 and NRS 241.015 and is detailed below. The process for posting public notices within the state of Nevada and according to Business and Industry directives is as follows: The Nevada Housing Division does not publish advertisements in any publications and this has been the process for several years and has been very effective. By posting to the Nevada's Public Notice Website and also the Nevada Housing Division Website Hearing adequate public notice is given to interested parties and is common practice of public notices throughout the state agencies of Nevada. The Public Hearing was publicized by posting a notice on two websites and a total of 3 physical locations and by emailing to all current subgrantees and other interested parties. The Public Hearing notice was posted on _____, 2017 and was noticed in the following places; Nevada Housing Division Website, Nevada's Public Notice Website, Nevada Housing Division's Offices in Carson City and Las Vegas, and the State Library and Archives, Carson City. Minutes and the recording from the public hearing are attached to the SF424 document.

IV.7 Miscellaneous

Recipient Business Officer - CJ Manthe, Administrator, Nevada Housing Division, cjmanthe@housing.nv.gov, phone: (775) 687-2246, 1830 College Parkway, Suite 100, Carson City, NV 89706

Recipient Principal Investigator - Patrick Conway, Weatherization Program Supervisor, Grants & Projects Analyst III, Nevada Housing Division, patrick.conway@housing.nv.gov, phone: (775) 687-2242, 1830 College Parkway, Suite 100, Carson City, NV 89706

The Policy Advisory Council meets at least once a year; in the Spring to review the DOE State Plan and to attend to any other pending business. If there is a Fall meeting, it is set to review year to date production and end of year production from the prior year and to see if sub-grantees met their goals for the prior fiscal year and to see if they are on track for the current year.

Attached to the SF424 is a copy of the Draft Minutes from the most recent PAC. These minutes will stay in draft format until the PAC convenes to review and adopt at their next meeting, which is anticipate in Sept/Oct 2017.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0007934, State: NV, Program Year: 2017)

PAC Members fill the following categories:
Michele Montoya - Subgrantee Representative
Scott Hamlin - At Large
Kimberly Lukasiak - Utility
Matthew Tuma - Energy
Betsy Ransdell - Low Income

There has been a significant amount of turnover is State staff responsible for administering the Weatherization Assistance Program. Of the three total staff members two presently have less than 1 year of direct experience with weatherization. The positions are the Grants and Projects Analyst II and the Training and Technical Assistance Coordinator. The Weatherization Program Supervisor is also new to his position but he previously served as the prior Grants and Projects Analyst II. All State staff members are working hard to get up to speed with the program regulations but would appreciate help and understanding from the Department of Energy during this transition period.

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DOE F 540.5

U.S. Department of Energy

OMB Control No: 1910-5127

(08/05)

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: NV Grant Number: EE0007934 Program Year: 2017

Name:	Community Services Agency	Contact:	Cloyd Phillips
		DUNS:	010975894
Address:	PO Box 10167 Reno, NV 89510-0000	Phone:	(775) 786-6023
		Fax:	(775) 786-5743
		Email:	cphillips@csareno.org
Counties served:	WASHOE County	Tentative allocation:	\$ 119,310.00
		Planned units:	12
		Type of organization:	Non-profit organization
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> NV-02
Name:	HELP OF SOUTHERN NEVADA	Contact:	Fuilala Riley
		DUNS:	165099326
Address:	1640 E FLAMINGO ROAD, Suite 100 LAS VEGAS, NV 89119-5280	Phone:	(702) 369-43571239
		Fax:	(702) 369-4089
		Email:	friley@helpsonv.org
Counties served:	CLARK County	Tentative allocation:	\$ 339,477.00
		Planned units:	36
		Type of organization:	Non-profit organization
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> NV-01
Name:	Las Vegas-Clark County Urban League	Contact:	Kevin Hooks
		DUNS:	148299733
Address:	3575 W Cheyenne Ave, Ste #101 North Las Vegas, NV 89032-0000	Phone:	(702) 473-5000
		Fax:	(702) 912-1198
		Email:	khooks@lvul.org
Counties served:	CLARK County	Tentative allocation:	\$ 157,798.00
		Planned units:	16
		Type of organization:	Non-profit organization
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> NV-01
Name:	Nevada Rural Housing Authority	Contact:	Gary Longaker
		DUNS:	787020945
Address:	3695 Desatoya Drive Carson City, NV 89701-0000	Phone:	(775) 887-1795124
		Fax:	(775) 283-0110
		Email:	glongaker@nvrural.org
Counties served:	CARSON CITY STOREY County CHURCHILL County LYON County DOUGLAS County	Tentative allocation:	\$ 61,579.00
		Planned units:	6
		Type of organization:	Non-profit organization
		Source of labor:	Contractors
		Congressional districts served:	<u>CD</u> NV-02

DOE F 540.5
(08/05)

U.S. Department of Energy

OMB Control No: 1910-5127

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: NV Grant Number: EE0007934 Program Year: 2017

Name: **Rural Nevada Development Corp.**

Contact: Mary Kerner

DUNS: 799925276

Address: 1320 Aultman Street
Ely, NV 89301-0000

Phone: (775) 289-8519

Fax: (775) 289-8214

Email: mary@mdcnv.org

Counties served: ESMERALDA County
LANDER County
LINCOLN County
MINERAL County
ELKO County
HUMBOLDT County
WHITE PINE County
NYE County
EUREKA County
PERSHING County

Tentative allocation: \$ 91,579.00

Planned units: 10

Type of organization: Non-profit organization

Congressional
districts served:

CD
NV-02

Source of labor: Contractors

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This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

Provide a description of the definition of income used to determine eligibility

The state defines "low income" as a household whose total gross income is at or below 200% of the national poverty income guidelines established by the Office of Management and Budget. The Nevada Housing Division (NHD) will ensure compliance with Section 440.16 (a & b) through the use of Nevada's Weatherization Application and Eligibility Determination Worksheet. Each application identifies the applicant's household income, age of all family members, fuel source and whether they are elderly, disabled, or of Native American descent. Priority assistance is granted to households whose members are elderly, disabled or contain children under 6 years of age. Priority is also given to high energy consuming dwelling units.

Describe what household Eligibility basis will be used in the Program

The State's DOE funded program eligibility is based on income at or below 200% of the poverty level determined in accordance with criteria established by OMB (above). NHD Subgrantee Administrative Manual outlines allowable client eligibility documentation which could include pay stubs, Social Security benefits letter, and other applicable documentation of income. This manual is reviewed annually and updated as needed. During the file monitoring, files are reviewed for all required documents. A copy of the Subgrantee Manual is being attached to this application.

Poverty income guidelines are distributed annually and the Client Eligibility worksheet is also updated at that time. Subgrantees utilize a Client Eligibility Worksheet which gives preference to elderly, disabled and families with children under six years of age. Also, households with a high energy burden are given preference. Where an applicant receives income for a part of the applicable tax year, their partial income may be annualized to determine eligibility. If there is a waiting list and a client is not served promptly, client eligibility documentation is reverified and updated every 12 months. HHS guidance is used for providing services to Qualified Aliens. Nevada utilizes the Poverty Income Guidelines and Definition of Income provided by DOE annually which includes annual revisions that are then distributed to the subgrantees to use when qualifying clients for the DOE program.

The total number of eligible households estimated at or below 200% of poverty within the State of Nevada is approximately 350,000. Based on population in each service area with information provided by Nevada State Demographer's website from 2010 US Census estimates and 2016 projections. State population information is as follows: 68.5% in Clark County, 15.5% in Washoe County, 8% in Eastern Rural, and 8% in Western Rural.

Describe the process for ensuring qualified aliens are eligible for weatherization benefits

The state of Nevada WAP utilizes guidance provided by HHS under the Low-Income Home Energy Assistance Program (LIHEAP).

The guidance is as follows:

WAP services are provided only to U.S. citizens or qualified aliens.

"Qualified aliens" are defined in section 431 of Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), commonly known as the Welfare Reform Law. The Act covers the larger groups of legal immigrants (legal permanent residents, refugees, asylees, individuals paroled into the U.S. for a period of at least 1 year, individuals whose deportation has been withheld, individuals granted conditional entry, and certain individuals who are victims of domestic abuse). Qualified aliens are eligible to receive assistance and services under the LIHEAP program so long as they meet other LIHEAP program requirements.

As States set their eligibility requirements for LIHEAP-funded benefits, they are to ensure that they are in full compliance with Federal provisions related to verification of qualified alien status in providing services. State procedures for verifying U.S. citizenship or immigration status of applicants should be in

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accordance with the United States Department of Justice's (DOJ) Interim Guidance on Verification of Citizenship, Qualified Alien Status and Eligibility under Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, published November 17, 1997 (62 FR 61344). In addition, States should refer to LIHEAP-IM-98-25, dated August 6, 1998, which discusses the DOJ Interim Guidance and its applicability under the LIHEAP program.

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

Only units weatherized September 30, 1994 and prior are eligible for re-weatherization.

NHD Subgrantee Administrative Manual outlines allowable eligibility documentation which could include pay stubs, Social Security benefits letter, and other applicable documentation of income.

Building eligibility determined by 440.22. For duplexes and up to 4 units the 50% rule applies in order to weatherize the entire dwelling. For 5+ units (multi-family) not less than 66% of the dwelling units must be eligible in order to weatherize the entire building. Benefits in rental units will accrue primarily to the low-income tenants residing in the units. The weatherization of non-stationary campers and trailers is not allowed. No undue or excessive enhancements are made on rental properties. On rental properties, a 50% landlord contribution is required for capital improvements, unless it is a repair item of less than \$2,000. A landlord contribution is not required on single family and mobile homes rentals.

NHD utilizes a Weatherization Service Agreement which landlords or property managers are required to sign prior to work commencing, stating that rents cannot be raised due to work being done from weatherization for a minimum 1 year along with other tenant protections.

A copy of the State Historic Preservation Programmatic Agreement signed on by the Nevada Housing Division's Administrator on 10/29/10 and is attached to the SF-424.A Program Comment was issued by the ACHP on March 11, 2013 pursuant to 36 CFR 800.14(e), published in the Federal Register on March 14, 2013, and extends the duration of the existing 44 Programmatic Agreements – and any future agreements that may be executed under the prototype Programmatic Agreement – until December 31, 2020.

Describe Reweathering compliance

NHD has established a central database with all records from July 1998 (when NHD took over the program from the Welfare Division) through present day. All clients who request services are checked in the central database to see if they were previously weatherized. If they were weatherized with DOE funds on or after October 1, 1994 they are not eligible to be weatherized with DOE funds. When possible these clients can be reweatherized with other non-DOE funds. Preference is given to dwellings that have never received WAP services. Dwellings weatherized from September 30, 1994 and earlier are eligible for re-weatherization.

Describe what structures are eligible for weatherization

Single Family, manufactured housing and multi-family dwellings are all eligible for weatherization. Nevada does not weatherize travel trailers or other non-stationary campers that are registered with the Department of Motor Vehicles or are not considered permanent stationary housing.

Describe how Rental Units/Multifamily Buildings will be addressed

Rental units may be weatherized, however, a 50% landlord contribution is required for replacement of all capital improvement items such as HVAC equipment, windows and water heaters. A landlord contribution is not required on single family and mobile homes rentals. 10 CFR 440.22 (b)(2) may be used on 2-4 units and 5+ units.

Renters' rights are protected from eviction by having the landlord sign the Landlord Weatherization Service Agreement that states they will not raise the rent due to WAP repairs that may have increased the value of the property. Also, landlords may not evict for other than normal circumstances but not due to the weatherization of the property garnering more rents on the open market. Rental units are protected in accordance with 440.22(b)(3) and renters rights are protected as specified in 440.22(b) 3 and (c)-(e) The Weatherization Service Agreement must be signed by the landlord or management company prior to work beginning.

Describe the deferral Process

A copy of NHD's deferral form can be found in the NHD's Health & Safety Policy which is attached to the SF 424.

Deferrals are required for a variety of reasons such as condition of the structure: building integrity or the ability to effectively weatherize the structure. Also if the dwelling is slated for redevelopment. If there are Health and Safety conditions that might exist but are able to be remedied by the homeowner, 30 days are given for the homeowner to correct. If 30 days pass and the problem has not been corrected the file is closed and the client can requalify and reapply when they have made the corrections to the property. When there are issues that cannot be corrected or there are unsafe conditions for the contractors staff (illegal substance abuse) the dwelling can be permanently deferred. If a property is beyond the scope of weatherization it may also be permanently deferred. When

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possible, the client is notified of other programs and agencies that might be able to address rehabilitation of the property. When properties are deferred the client is given a copy of the deferral form notifying them why the property is either temporarily deferred or permanently deferred. The client is asked to sign and acknowledge receipt of the form.

V.1.3 Definition of Children

Definition of children (below age): **6**

V.1.4 Approach to Tribal Organizations

Recommend tribal organization(s) be treated as local applicant?

If YES, Recommendation. If NO, Statement that assistance to low-income tribe members and other low-income persons is equal.

Low income tribal members and other low income persons are treated equally. The Housing Division does not recommend nor are there sufficient funds to provide DOE weatherization funding directly to members of Native American tribes. Low income members of Native American tribal organizations will receive benefits equivalent to assistance provided to other eligible persons living within the program's service areas. Approximately 4% of Nevada's population is comprised of individuals of Native American descent.

V.2 Selection of Areas to Be Served

The service areas proposed for the program year are based on the following: the estimated number of eligible households located in each county; the availability of funds to provide assistance to the rural counties, and the availability of qualified service providers. The Weatherization Program's service area include service to most all areas and counties within the state and revenue streams have been adjusted to assure sufficient funds are available to provide assistance in the rural areas of the state. There are five service areas:

Clark County contains 68.5% of the state's eligible population and has been divided into two service areas:

(1) the City of Las Vegas, the City of Henderson and southern rural Clark County 48%; and

(2) the City of North Las Vegas and northern rural Clark County 20.5%.

(3) Washoe County comprises 15.5% of the eligible population and is a separate service area.

(4) The western rural service area which is comprised of Carson, Churchill, Douglas, Lyon and Storey counties and contains approximately 8% of the eligible population.

(5) The eastern rural service area which is comprised of Esmeralda, Elko, Eureka, Humboldt, Lander, Lincoln, Mineral, Nye, White Pine and Pershing counties contains 8% of the states eligible households. However, only Elko, Humboldt, Lincoln, Nye, and White Pine counties will be targetted for service this year. The remaining counties will receive service in subsequent years.

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The total distribution of Weatherization funding is mostly based on population, except in eastern and western rural service areas. In these areas an additional 2% each was provided to assist with the higher costs of doing business in remote areas of the state.

DOE is one of five funding sources available to the State of Nevada for our Weatherization Assistance Program. The actual awards of DOE funding may not reflect the above percentages because some subgrantees are better suited to expend funds from a particular source. The State's total distribution of funds to the subgrantees in each service area above equals the percentage distribution.

V.3 Priorities for Service Delivery

Priority is given to the elderly, persons with disabilities, families with children under 6 and high energy users. Priority assistance is determined by a point evaluation matrix which awards additional points to high residential energy users or households with a high energy burden due to the utilization of heating oil or propane as their primary source of heating.

V.4 Climatic Conditions

Nevada's climate varies dramatically from north to south. Perhaps the clearest indicator of the climatic conditions being addressed by the Weatherization Program are the number of heating and cooling degree days associated with each area scheduled to receive weatherization assistance. Typically the northeastern portion of the state has the highest number of heating degree days while Clark County has the highest number of cooling degree days. Listed below are the heating and cooling degree days associated with the various service areas of the state and derived from the period of time from 1961-1990:

*** Average Heating Degree Days (Base 65 F)**

Clark County & Henderson 2,601

Western Service Area & Washoe County 6,022

Eastern Service Area 7,236

*** Average Cooling Degree Days (Base 78 F)**

Clark County & Henderson 3,201

Western Service Area & Washoe County 508

Eastern Service Area 320

***Source: Mechanical Engineering Department
 University of Nevada – Reno**

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

The Nevada Housing Division worked with the Southwest Building Science Training Center to update our field guides to align specifications, objectives and desired outcomes outlined in the Standard Work Specifications for Home Energy Upgrades (SWS). The new Field Guide, aligned with the SWS, has been approved by DOE and went into effect on July 1, 2015, at the beginning of PY 15. It can be accessed at: <http://swbstc.org/resources/nv-field-guide>

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The State of Nevada Program Assurances have been updated to include language that all DOE funded units shall be inspected by a Quality Control Inspector (QCI) for its final inspection ensuring that all work meets the minimum specifications outlined in the SWS in accordance with Weatherization Program Notice 15-4.

The program's Subgrantees are responsible for the installation of DOE approved measures. All work done is consistent with NHD's DOE approved energy audit and materials used are consistent with Appendix A - Standards for Weatherization Materials. Typical Measures include:

1. Insulation: ceiling, floor, side wall and duct.
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, and evaporative cooler covers.
4. Insulation of water heater and water heater pipes.
5. Low-flow showerheads.
6. Solar screens (Southern Nevada)
7. Heating and cooling system repairs and/or replacements.
8. Compact fluorescent light bulbs.
9. Refrigerator replacement. (Stand alone freezers, units with water or ice makers are not allowed.)

Blower door diagnostics will be performed on each single family and mobile home unit receiving weatherization assistance to ensure compliance with Indoor Air Quality Standards. A blower door duct test will be done in multifamily buildings when changing out HVAC units. A combustion appliance safety inspection will be performed on each dwelling unit containing a combustion appliance (furnaces, water heaters, ovens, cook tops and gas dryers) when shell sealing will be performed. A final QCI inspection will be performed by the program's Subgrantees on each home receiving weatherization assistance with DOE funding.

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Single-Family : REM Design last approved by DOE on May 3, 2012. In the process of replacing the energy audit tool with WxPro.

Manufactured Housing : REM Design last approved by DOE on May 3, 2012. In the process of replacing the energy audit tool with WxPro.

Multi-Family : Nevada falls below the 20% threshold. Multifamily projects are funded with FEAC dollars, and if the situation occurred, a DOE multifamily project would be submitted to our PO for review and approval.

Comments

Starting in Program Year 2017 (July 1, 2017), Nevada anticipates using WxPro as its new energy auditing software tool. WxPro is a web-based system developed by the University of North Dakota, Energy & Environmental Research Center (EERC). Presently WxPro is going through the DOE energy audit approval process or soon will be. The State of North Dakota currently uses a similar version of this software, which has been previously approved by DOE. If for some reason DOE approval cannot be achieved, Nevada will consider going back to using REM Design as its energy audit tool. The State of Nevada is committed to comply with all of the requirements of the Energy Audit Procedures in accordance with 10 CFR 44.21 (j).

The energy audit program selected for Nevada's program lends itself to site-built single family and manufactured housing. The program is compatible with the Home Energy Rating software adopted by the Nevada State Energy office. When proposing to weatherize a multifamily complex an Energy Audit will be completed.

State program policy prohibits the installation of any conservation measures having an aggregate savings to investment ratio of less than one. The program's Weatherization Field Manual requires the measures to 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.

All work done is consistent with Nevada's DOE Approved Energy Audit and Standard Work Specification (SWS). Materials used are consistent with Appendix A (Standards of Weatherization Materials).

V.5.3 Final Inspection

All individuals who perform final inspections and monitoring including subgrantee and Grantee (NHD) are required to be QCI certified. Due to staff turnover both at the state and subgrantee level, Nevada has had to contract with other agencies and retired staff for QCI services in some cases.

NHD provides to all Subgrantees a copy of relevant policies and procedures that govern the quality control inspection process in accordance with WPN 15-4 Section 3. Every DOE WAP unit reported as a completed unit receives a final inspection ensuring all work meets the minimum specifications outlined in the SWS in accordance with 10 CFR 440.16(g)

If through statewide monitoring, a pattern of fails are evident, the responsible agency will receive disciplinary action and the possibility of the reallocation of current funding and the loss of future funding. The severity of the loss depends on the nature and severity of the failures.

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In subgrantee agencies where the Auditor performs the audit, creates the work order and performs the final quality control inspection the Nevada Housing Division performs quality assurance reviews on at least 10% of all completed units. In agencies where the QCI has no prior involvement in the work on the home or the audit the NHD inspector performs at least 5% review of all completed units. However, the Nevada DOE program in some areas is so minimally funded that it does not allow for a separate auditor and inspector. Nevada does its best to serve all areas of the state with some areas only receiving a small portion of funding. With regard to the Subgrantees Nevada has 2 agencies that 1 person operations and will follow the Independent Auditor/QCI model. In the other 3 agencies the Independent QCI model be followed per page 5 of 15-4

The State will use the standard option of the Independent QCI.

Specific language regarding QCI inspections on all DOE funded work is contained in the Weatherization Program Assurances which have been attached to the SF-424. Below is an excerpt from that document.

"The Subgrantee is to conduct an inspection on each household weatherized no later than three (3) weeks following the work being reported as completed by the Contractor(s) or installer. Subgrantee may not reimburse the Contractor for costs related to any work which has not passed final inspection. All units completed and funded in part or entirely with DOE funding shall be inspected by a Quality Control Inspector (QCI) for its final inspection ensuring that all work meets the minimum specifications outlined in the SWS in accordance with Weatherization Program Notice 15-4. For all other projects, staff members completing the assessment or doing the final inspection must be BPI or RESNET certified."

With the update of the new database, the audit and the final inspection shall all be web based and aligned with SWS ensuring that work is completed in accordance with the work quality requirements outlined in WPN 15-4 Section 1. Both the State staff and Subgrantees will be using this coordinated process for inspections and monitoring.

Final inspections are performed on 100% of the units weatherized at the Subgrantee level.

V.6 Weatherization Analysis of Effectiveness

Effectiveness of Subgrantee weatherization projects is assessed by their adherence to the priority lists approved by the Department of Energy and also by monitoring of completed units done by NHD. NHD sends out monthly quality assurance postcards to clients after weatherization is complete to receive feedback on their experience and interactions with subgrantee staff, contractors and NHD monitors. It provides good insight into program perceptions and expectations and if those expectations were met or how we can improve these interactions.

Productivity and energy savings between Subgrantees is not compared as housing stock is dissimilar in different areas of the state and also varying funding which is based on population. Subgrantee production is compared to projected or expected outcomes that NHD establishes when grant funding is awarded. Benchmarks are established by NHD and evaluated quarterly. If the Subgrantee is not meeting expected benchmarks NHD meets individually with that subgrantee to see how production can be ramped up and what are the obstacles to be overcome.

When a subgrantee is not meeting their goals and also during office and field monitoring NHD assesses what T&TA activities are required. Each year subgrantees are queried on T&TA needs. Also, during the annual subgrantee meeting, time is devoted to T&TA questions subgrantees might have and observations of NHD staff found during field and office visits.

Training capability is assessed in the field during monitoring visits. A Summary Field Report is completed after each visit and there is an exit interview with subgrantee staff outlining strengths and weaknesses. A plan of corrective action is required within 30 days when findings were noted.

All subgrantee field staff must be BPI certified. Training by NHD is ongoing and takes on formal and also informal training. If a contractor's work is found not to be up to standard they are shown the correct way to install. All work completed in the field is done by licensed contractors who are aware of building and code requirements and must work to those standards. All final inspections and field monitoring will be done by a QCI certified staff member. Work in the field will need to be done to meet the Standard Work Specifications (SWS) adopted by NHD and approved by DOE.

Performance reviews are done as stated above with summary reports of finding which must be responded to within 30 days. NHD spot checks any work that did not pass inspection. Work is done at the contractors expense.

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NHD is constantly reviewing our management mechanisms and will affect change when necessary or when problems are observed.

Every year a financial review of all subgrantees is undertaken by NHD Audit/Accounting Staff. All subgrantee financial systems and processes are reviewed at that time.

During the annual file review the Grantee conducts a review of the invoiced costs to ensure that no duplicate billing has been done and that all costs billed are based on the approved costs. NHD conducts annual or biennium cost surveys on the major component costs such as HVAC, windows, water heaters, etc. Subgrantees are required to engage in a competitive bid process with 5 - 1 year extensions allowed. The bid process was developed with assistance from Susan White in PY 2013.

Subgrantees must be successful in administrating cost effective programs designed to assist the program's targeted population. Monitoring reports, financial audits, on-site inspections and client survey reports indicate if subgrantees are administering cost effective programs and are in compliance with state and federal rules and regulations.

All subgrantee agency staff receive basic weatherization training, blower door diagnostics, combustion appliance testing, energy auditing, inspection protocol and Lead Based Paint Weatherization Practices. All agencies must have staff members certified through the Building Performance Institute's Building Analyst series. Also all subgrantees must have at least one QCI on staff or under contract to meet the DOE program requirements.

Below is an analysis of the current program the Subgrantees are administering through February 28, 2017. Subgrantees have until June 30th to complete Production and until July 15, 2017 to report it to NHD:

SUBGRANTEE	GOAL	PRODUCTION THROUGH FEBRUARY 28, 2017
URBAN LEAGUE	11	10
HELP	36	6
CSA	12	0
RNDC	21	3
TOTALS	80	19

All Subgrantees anticipate spending out but a couple are a little slow at rolling out their DOE funding but each has qualified applications and work is in process.

V.7 Health and Safety

Health and Safety document is being submitted as an attachment to this application.

At Risk occupants are defined as elderly clients, children under 6 years, or a person with health issues which can be documented with a doctor's note.

Heating systems can be replaced if the existing is red tagged or dangerous (high CO levels or cracked heat exchanger) and the existing system is beyond repair or can be repaired but only at a comparable or greater cost than replacement. A heating system can be installed in the absence of a permanent adequate heating system.

Cooling systems can be replaced and billed to Program Operations for age with energy audit justification when the SIR ≥ 1.0 . An inoperable or inadequate cooling system can be replaced through H&S when the client is at risk per the above definition and when the equipment cannot hold a refrigerant charge or when it cannot maintain a room temperature of at least 80° F.

Nevada's costs for Health and Safety is 14.8% of the \$6,750 average cost per unit and is based on current costs and data now available for the ASHRAE ventilation requirements. A detailed overview of the costs can be found in the H&S plan attached.

NHD has an intake procedure in place that captures pre-existing occupant health conditions and is called a Health Assessment Form. Deferral policies were discussed previously in this document and are also included in the attached H&S document.

Any partial weatherization activities are completed with non-DOE funds.

V.8 Program Management

V.8.1 Overview and Organization

The Weatherization Assistance Program is administered within the Nevada Housing Division (NHD), a division of the state's Department of Business and Industry. NHD utilizes tax-exempt and taxable mortgage revenue bonds to provide a source of mortgage revenue that cannot be supplied by the private sector to low and moderate income households. NHD administers the Single and Multi-Family Bond

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Programs, Loan Servicing Program, HOME Program and the Low Income Housing Trust Fund along with the Neighborhood Stabilization Program.

DOE funding is a small portion of the State of Nevada's Weatherization Assistance Program. NHD's main funding source for weatherization activities is the universal energy charge, a user fee on customer's utility bills. The program is called Funds for Energy Assistance and Conservation (FEAC) and it generates more than three times the amount of funds awarded by DOE. If DOE funding was to go away, NHD would still continue to weatherize homes.

NHD has been able to utilize Housing Trust Funds to compliment its Weatherization Assistance Program. NHD also uses funding provided by the Governor's Office of Energy (GOE) to augment the state's Program. Whenever possible NHD tries to leverage various funding sources in projects to allow for more measures and added energy savings, choosing the best funding source(s) for each project to maximize benefits.

Currently there are three full-time positions funded through the state's Weatherization Program; Program Supervisor, Grants and Projects Analyst and a T&TA Compliance Auditor. All of the staff positions are filled with persons who have been in their current positions for less than one year. The Compliance Auditor is presently working towards obtaining his BPI and QCI certificates.

The Nevada Housing Division does not directly administer the State Energy Program or the LIHEAP program although NHD receives a 5% pass-through of LIHEAP funds annually from HHS.

NHD has a Subgrantee Administrative Manual that is reviewed annually and updated as necessary. The manual includes overall program management which includes inventory control, the application process, database operation, management, procurement and other necessary program information.

A copy of the NHD organizational chart is included as an attachment.

V.8.2 Administrative Expenditure Limits

NHD intends to award an additional 5% administrative funds to subgrantees receiving \$350,000 or less of DOE weatherization funds. This decision is based on the high costs associated with the program's administrative, financial management, and operating costs. In recent years, administrative costs have continued to rise and in some cases subgrantees have had to subsidize their federal programs with other resources available to their agency. Subgrantees accept the 10% administrative limit but feel it is becoming more and more difficult to make this program pencil.

NHD utilizes 5% administration for DOE WAP and currently has only 3 employees. DOE funding only pays for a small portion of the State's staff salaries, 12%. Nevada is fortunate to have other funding sources for weatherization to cover the remaining portion of salaries since our State's DOE allocation is so small.

V.8.3 Monitoring Activities

Monitoring of subgrantees encompasses monitoring policy and procedures outlined in WPN 16-4.

Each subgrantee is responsible for administering their program in accordance with the rules and regulations established in 10 CFR, Part 440 and 2 CFR, Part 200, applicable OMB circulars, Weatherization Program Notices and other procedures DOE may require.

All subgrantees receiving WAP funding are monitored annually and the monitoring encompasses the following:

- Financial/Administrative/Procurement
- Equipment/Inventory/Materials
- Eligibility
- Quality Assurance
- Records Retention
- Qualifications and Training
- Feedback and Reporting
- On-Site Inspections
- Assessments, Energy Audits and adherence to Priority Lists
- Health & Safety

Office and Financial Review:

The Nevada Housing Division (NHD) conducts a comprehensive Office and Financial Review of each subgrantee at least once annually utilizing NHD's monitoring document. The visit consists of the following: file reviews of client files, insurance and maintenance records, financial desk review and annual review of financial statements, inspection of tools and equipment, and procurement practices. Any required subsequent visit will include a review of corrective action taken on prior findings. The Grants and Projects Analyst II performs the file review and accounting/audit staff from NHD perform the financial review.

Files are reviewed with regard to income verification/eligibility, completion of all required forms, adherence to priority measures, prioritization of clients (elderly, disabled, children, etc.) and documentation of contractor invoices. Upon completion of the review, an exit interview is conducted with the agency's director or representative and a written report is submitted within 30 days following the review. The written report identifies any findings, required corrective action and deliverables within a specified time frame. NHD works with the agency in developing any training or technical assistance designed to correct the identified problems. Failure to comply with the report's recommendations or other corrective actions may result in the withholding of requested funds until resolution has been achieved. A questionnaire is sent to a sampling of clients receiving weatherization assistance requesting their comments and opinion on the assistance provided. These questionnaires are reviewed every couple of months by NHD staff and if necessary, forwarded to the respective agency for follow-up. Work detailed above is the responsibility of the Grants and Projects Analyst II.

Each subgrantee is required to have an agency-wide audit conducted at the close of their fiscal year, however, depending on funding the DOE program is not always reviewed. Any audit findings regarding the Federally Funded WAP program and corresponding resolutions will be reviewed by NHD accounting staff and forwarded to the agency's board chairperson. The Weatherization Assistance Program manager is responsible for monitoring subgrantee success. The amount of funds associated with the monitoring of Nevada's Weatherization Program are the costs associated with performing the activities listed above and related travel costs.

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Description Of On-Site Monitoring: A minimum 5% field review is conducted that includes; measures installed by the subgrantees will be inspected by NHD compliance staff to ensure compliance with the specifications outlined in Appendix A of 10 CFR, Part 440 (Standards for Weatherization Materials) and approved DOE priority list. During the course of the monitoring visit, the prices being paid for materials are discussed and comparisons are made with respect to the contracted costs approved by the subgrantee at the onset of the program year. The prices paid for a specific item will vary from one subgrantee to the other depending on the availability of materials and the distance from the supplier. Pre and post-work inspections are randomly made by NHD staff during the course of the monitoring visit. These inspections are necessary to ensure the measures recommended by the energy audit/priority list are in fact being followed. On-site post inspections compare the measures listed on the priority list to the measures listed on the Building Weatherization Report. The priority list determines which measures are most cost effective and ranks them in ascending order. The priority list takes into consideration factors such as type of housing stock, heating/cooling degree days, cost of energy, and installed costs.

For on-site monitoring by the state and in cases where the subgrantee auditor performs the audit, creates the work order and performs the final quality control inspection, the grantee monitor will perform quality assurance reviews on at least 10 percent of all completed units. In the cases where the audit and final inspection are done by the same person NHD's QCI will ensure that the individual performing these tasks is able to consistently perform both tasks. The NHD QCI will evaluate that these processes are performed consistently and correctly or if additional training is required. In the larger subgrantee agencies where the duties of auditor and final inspector are segregated, NHD will perform a minimum of 5% inspections. In cases where significant deficiencies are found during the monitoring visit NHD will increase the number and frequency of these inspections. Field monitoring in the prior and current year have not revealed any significant deficiencies in either quality of work or final inspection processes.

When the local QCI fails to adequately inspect to the guidelines in the field guide additional training will be provided and a follow up visit will be performed within 30 days. If the follow up still reveals inconsistencies NHD will require that an independent QCI be hired by the subgrantee to do this task or DOE funds will be re-allocated to another subgrantee.

NHD monitoring will be performed by the State Monitor who will be QCI certified prior to undertaking any DOE inspections. In the event that the NHD Monitor is not QCI certified NHD will contract with a QCI certified third party. NHD has a full time permanent Compliance Auditor/Inspector position. The position is paid for out of T&TA (please see the attached budget for review of % of salary). T&TA activities are outlined in the budget. NHD utilizes a Weatherization Inspection Form for all final inspections. The NHD Compliance Inspector conducts an exit interview and provides a written summary of field findings. Progress Reports or Report Cards provide an overall score for work in the field. Corrective action on all fails is required with 100% reinspection required by Subgrantee field staff. From time to time NHD includes re-inspections of these fails when out in the course of their regular monitoring. For the current program year, field monitoring has been ongoing and includes units in progress and also units completed within the past 60-90 days. This year the NHD Auditor/Inspector is being assisted by a QCI certified third party inspector as he is in process of obtaining his BPI and QCI certifications.

Through the course of the grant period, each subgrantee's financial status reports are continually reviewed to determine the actual program support, material and health/safety costs of the homes being weatherized. These reviews are necessary to ensure compliance with the average cost per unit weatherized established by DOE is not exceeded. NHD's average cost per unit may be less than the DOE allowed due to trying to maximize client services and also providing sufficient benefits to those clients. Subgrantee monthly expenditures are reported by budget category and reviewed by the program manager and accounting staff prior to reimbursement. The method of dealing with various problems which may arise between NHD and it's subgrantees is dependent upon the severity of the problem. Normally, NHD staff will contact the agency's director and discuss the nature of the problem, determine how and by whom the problem will be resolved and in what time frame. If it is determined the problem could be corrected through more in-depth training or technical assistance, NHD will recommend this course of action and ensure that funds are appropriated to do so. Should the problem remain unresolved, NHD's Administrator will contact the agency's Director and explain that failure to correct the problem could jeopardize future funding. Annually, the state will summarize and review each subgrantee's audit, monitoring reports and findings for internal assessment of State and subgrantee needs, strengths, and weaknesses. The results of this annual assessment will be re-evaluated during the annual planning process.

File, Office and Financial reviews are currently underway or planned. Prior year's financial reviews did not reveal any inconsistencies or issues of any waste, fraud or abuse.

At present on-site inspections have commenced for HELP of Southern Nevada, Community Services Agency, Nevada Rural Housing Authority, Rural Nevada Development Corporation, and the Las Vegas Urban League. More monitoring inspections have been scheduled and will continue to the end of the fiscal year. If necessary, additional monitoring inspections will be scheduled as needed to meet the percentage inspection base on the final numbers.

Office and File Reviews have been completed on Las Vegas Urban League and HELP of Southern Nevada. These agencies that were monitored were in compliance with program regulations. CSA, NRHA and RHDC monitorings will be scheduled and completed before June 30, 2017.

Financial Reviews for HELP of Southern Nevada and Las Vegas Urban League are being scheduled for April of 2017 and for CSA, NRHA, and RNDC in May of 2017. All Financial reviews and subsequent reports should be completed by June 30, 2017.

V.8.4 Training and Technical Assistance Approach and Activities

Tier I trainings (QCI and BPI) will be performed on a class by class basis by any accredited Weatherization Training Center. Tier II (LRRP, OSHA, CAS and Blower Door Training) will occur as necessary as identified by state monitors.

Training and Technical Training (T&TA) activities/funding will be used to support the Compliance Auditor/Inspector position at NHD plus QCI training of subgrantee staff, ASHRAE 62.2- 2013, BPI certifications and other required meeting and trainings and monitoring activities. Funds will be allocated to send one NHD staff member to NASCSP's fall and/or winter conference. One or two NHD staff members may also attend EOW regional meetings which include a peer exchange and discussion of current technical matters. The remaining T&TA funds will be used for other training and travel costs any BPI re-certification needs, EPA, Lead, contractor training and jurisdictional requirements/needs.

NHD will assess any ongoing T&TA needs of subgrantees based upon the findings related to federal and state program reviews, monitoring reports, monthly status reports, client satisfaction questionnaires, and financial and compliance audits. NHD monitoring is designed to maximize energy savings through the correct implementation and usage of the DOE approved priority list and energy audits for atypical housing stock and multi-family projects. T&TA funds will be provided to correct noted deficiencies and to improve the overall effectiveness of the subgrantees performance. As indicated earlier, T&TA activities will be limited by the amount of available funds. NHD requires at least 1 field staff member of each subgrantee maintain BPI and QCI certifications. As stated elsewhere in this plan all DOE completions must be inspected by a QCI certified inspector. Nevada has 5 subgrantees and 1 state monitor and Nevada requires a minimum of 1 QCI per subgrantee and 1 for the State which we think will be adequate coverage to complete all inspections. In the event that a subgrantee does not have a QCI certified inspector coverage will be provided by one of the other subgrantee QCI certified staff. Currently 4 out of 5 Subgrantees have at least 1 certified staff member. RNDC is in the process of having their contract inspector QCI certified but will continue to use the QCI inspector from Las Vegas Urban League until he passes his QCI tests.

NHD's compliance auditor maintains a training log and is aware when certifications are up for renewal. NHD provides the following mandatory in state trainings which enables the State Monitor to assess competency in the following disciplines: Blower Door and Combustion Appliance Safety, Lead Safe Weatherization, Mold Awareness and Assessor/Inspector training. These trainings are mandatory for new contractor and subgrantee staff within 6 months of hire. Prior to receiving training and evaluation by NHD the new hire is unable to work on a job without working with a senior staff person who has taken the required classes.

NHD verifies that all required trainings (ASHRAE-2013, LSW and RRP) have been completed and certifications are up to date during our annual Office Review. We request to see copies of all licensing and certifications.

Both at the State and Subgrantee level inspectors were trained and received their QCI certifications. As new inspector enter the program, QCI training will continue for new inspectors and any weatherization

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inspectors who have yet to pass the QCI testing.

The EPA Lead Renovator training is contracted out and certification is required for all subgrantee staff. Contractors are required to have Firm Status prior to working on any pre'78 housing stock. Additionally, contractor staff must receive renovator certification within 90 days of hire and cannot work on pre'78 housing stock until certification is received. All five (5) subgrantees and their contractors have received the Lead Renovator training and have certifications. All Contractors working on the program have Firm Status as required by the EPA. During the office reviews all required certifications and licensing are reviewed and are current.

The quality of field work is evaluated during each monitoring visit to ensure compliance with the SWS, Field Manual and all Policy and Procedures. All clients are provided with a copy of "Your Home Energy Savers Booklet". During the assessment process and the final inspection clients are counseled on how to conserve energy and about the measures which have been installed and how to properly maintain the measures installed.

NHD also reviews feedback from DOE monitoring, internal state reviews, QA visits and incorporates any feedback received. NHD's database is continually updated with all records (27,545) since the Nevada Housing Division took on the WAP program in the late 1990's. This database is used to confirm whether a project was weatherized previously.

NHD does not compare effectiveness and energy savings achieved between subgrantees as housing stock, heating and cooling degree days and funding vary for each subgrantee. NHD sets benchmarks with number of units, average cost per unit and energy savings and reviews quarterly to see if each subgrantee is on track.

Training is conducted on all housing stock including Manufactured Homes.

Program Outreach and Client Education Comments:

Subgrantees distribute the following printed materials to clients consistent with the Health and Safety Plan and NHD directives:

- A Brief Guide to Mold, Moisture and Your Home – EPA
- EPA Consumers Guide to Radon Reduction (when required in the service area).
- Asbestos in the Home: A Homeowner's Guide
- Health and Safety Notification, Acknowledgement and Assessment Form
- Deferral Form
- Lead-Safe Certified Guide to Renovate Right

For PY 2015 (July 1, 2015 - June 30, 2016), all of the subgrantees were monitored for field compliance, office review and file reviews and financial compliance. For PY 2016, field monitoring is ongoing, file, office and financial reviews are in process and will be completed by the end of the fiscal year.

Major findings:

There were no major findings such as waste, fraud and abuse from the prior monitoring visits and of the inspections/visits this year there have been no major findings.

Trends with respect to findings, concerns or other issues:

No trends were noted or documented, minor issues with missing paperwork or permits if found were corrected with adding that documentation to the files if deficient. All subgrantees have staff with long history with the program and are aware of guidelines and seek assistance from NHD when in doubt. NHD holds annual meetings to discuss best practices, policies and considers potential solutions to identified problems.

Needed T&TA:

When Subgrantee staff BPI certifications are up for renewal CEU's are obtained from ongoing training opportunities. This year CEU's were available at the HPC conference in March of 2017, which has been budgeted in the current budget cycle. NHD and many of our subgrantee sent staff members to the HCP conference.

Technical assistance is provided as needed. When new staff members are hired at the contractor or subgrantee level, NHD's compliance monitor schedules one on one training to assess the competency of the field staff and what training is needed. All new staff receive basic WAP, Blower Door and CAS training, inspector and assessor training that includes field and classroom indepth training. Also, ASHRAE 62.2-2013 training, LSW, REM Design, asbestos and mold awareness training are provided or contracted.

Programmatic and Administrative Training takes place during the annual Subgrantee meetings, through conference calls and also one on one during the office review. All subgrantee staff has been involved in the program for several years and therefore training is provided as needs are identified. NHD has an open door policy and is in constant communication with the subgrantees.

All financial staff at the subgrantee level are seasoned employees and have been working on WAP for several years. Financial reviews are conducted annually and also the Financial Status Reports submitted monthly are reviewed monthly by NHD accounting staff and Subgrantees must conform to the new Uniform Administration Requirements (2 CFR Part 200) and GAAP principles. Subgrantee Financial Audits are reviewed annually by NHD accounting staff.

Subgrantees considered At Risk:

CSA has been placed on an action plan due to a slow start this year. One inspector took a new job and another inspector fell off a roof when his ladder malfunctioned. These events significantly slow down the pace of their program. However, they have replaced the one inspector who left and the other is performing well and just passed his QCI in December. They are quickly getting back up to speed and are expected to spend out all of their DOE fundings this year.

Outcome activities involving T&TA and monitoring training

All subgrantees provide 100% final inspection on all Weatherized units. All subgrantees provide 100% reinspection on any failed units. During DOE's last visit, no issues were found during the field inspections.

Client Education: Upon the completion of every weatherization a walk through is performed by the subgrantee inspector with the client prior to signing off the work completed in the home. This provides an opportunity to explain the proper operation and maintenance of the measures installed, warranty information and additional ways the client can save energy. Each client is provided with a copy of "Your Home Energy Savers Book" a publication containing low cost/no cost energy savings tips.

V.9 Energy Crisis and Disaster Plan

The State of Nevada does not intend to use DOE funds for Energy Crisis Relief.

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

WEATHERIZATION ASSISTANCE PROGRAM

HEALTH AND SAFETY PLAN

Last Revised: *March 20, 2017*

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