

**WEATHERIZATION ASSISTANCE PROGRAM  
STATE PLAN – 2010 PROGRAM YEAR  
July 1, 2010**

**Nebraska Energy Office  
P.O. Box 95085  
Lincoln, NE 68509  
402-471-3682**

**I.1 Budget**

2010 Program Year Allocation - DOE	\$1,585,110.00
Training and Technical Assistance	\$ 379,130.00
Nebraska Energy Office Administration	\$ 79,256.00
Subgrantee Administration	\$ 79,256.00
CPA Audits	\$ 9,000.00
Liability Insurance	\$ 14,176.00
Health and Safety (15%)	\$ 210,513.00
Program Operations	\$1,192,910.00

**I.2 Proposed Weatherization Projects**

<u>Subgrantee</u>	<u>DOE Allocation</u>
Blue Valley Community Action	\$ 93,955.00
Central Nebraska Community Services	\$201,728.00
Goldenrod Hills Community Action	\$201,429.00
Community Action Partnership of Lincoln & Saunders Counties	\$194,543.00
Community Action Partnership of Mid Nebraska	\$226,127.00
Northwest Community Action Partnership	\$ 53,240.00
Community Action Partnership of Western Nebraska	\$ 76,891.00
Southeast Nebraska Community Action Council	\$ 90,662.00
Weatherization Trust Inc.	\$367,280.00

*Note: Any additional weatherization funds earmarked for program operations or health and safety will be distributed to Nebraska subgrantees in proportion to their allocated share.*

**I.3 Summary of Major Changes from the 2009 Program Year**

- There are no major changes for the 2010 Program Year.

### **II.3 Subgrantees**

#### **Blue Valley Community Action**

P.O. Box 273

Fairbury, NE 68352

Type of Organization: Community Action Agency

Source of Labor: Private Contractors and Crews

Contact: Kelly Davis

Email: kdavis@bvca.net

Phone: 402-729-2278

Fax: 402-729-2801

Counties Served:     Butler           Fillmore       Gage  
                          Jefferson       Polk           Saline  
                          Seward         Thayer        York

DOE Allocation:     \$93,955.00

Minimum Units:     12

	<u>CD</u>	<u>Percent</u>
Congressional districts served and	01	69%
percent of subgrantee allocation:	03	31%

#### **Central Nebraska Community Services**

P.O. Box 509

Loup City, NE 68853

Type of Organization: Community Action Agency

Source of Labor: Crews

Contact: Sharon Jonak

Email: sjonak@cennecs.org

Phone: 308-745-0780

Fax: 308-745-0824

Counties Served:     Blaine           Boone         Boyd  
                          Brown           Colfax        Custer  
                          Garfield       Greeley       Hall  
                          Hamilton       Holt           Howard  
                          Keya Paha      Loup          Merrick  
                          Nance           Platte         Rock  
                          Sherman        Valley        Wheeler

DOE Allocation:     \$201,728.00

Minimum Units:     27

	<u>CD</u>	<u>Percent</u>
Congressional districts served and	01	05%
percent of subgrantee allocation:	03	95%

**Goldenrod Hills Community Action**

P.O. Box 280

Wisner, NE 68791

Type of Organization: Community Action Agency

Source of Labor: Private Contractors and Crews

Contact: Wilfred Henry

Email: wxdir@gpcom.net

Phone: 402-529-3513

Fax: 402-529-3209

Counties Served:     Antelope     Burt             Cedar  
                          Cuming     Dakota         Dixon  
                          Dodge     Knox           Madison  
                          Pierce     Stanton       Thurston  
                          Washington   Wayne

DOE Allocation:     \$201,429.00

Minimum Units:     27

Congressional districts served and percent of subgrantee allocation:	<u>CD</u>	<u>Percent</u>
	01	78%
	03	22%

**Community Action Partnership of Lancaster and Saunders Counties**

210 "O" Street

Lincoln, NE 68508

Type of Organization: Community Action Agency

Source of Labor: Private Contractors

Contact: Kathy Willey

Email: kwilley@communityactionatwork.org

Phone: 402-471-4515

Fax: 402-471-4844

Counties Served:     Lancaster     Saunders

DOE Allocation:     \$194,543.00

Minimum Units:     26

Congressional districts served and percent of subgrantee allocation:	<u>CD</u>	<u>Percent</u>
	01	100%

**Community Action Partnership of Mid Nebraska**

P.O. Box 2288

Kearney, NE 68848

Type of Organization: Community Action Agency

Source of Labor: Private Contractors and Crews

Contact: Jackie Harpst

Email: jharpst@mnca.net

Phone: 308-865-5675

Fax: 308-865-5681

Counties Served:	Adams	Arthur	Buffalo
	Chase	Clay	Dawson
	Dundy	Franklin	Frontier
	Furnas	Gosper	Grant
	Harlan	Hayes	Hitchcock
	Hooker	Kearney	Keith
	Lincoln	Logan	McPherson
	Nuckolls	Perkins	Phelps
	Red Willow	Thomas	Webster

DOE Allocation: \$226,127.00

Minimum Units: 30

Congressional districts served and percent of subgrantee allocation:	<u>CD</u>	<u>Percent</u>
	03	100%

**Northwest Community Action Partnership**

270 Pine Street

Chadron, NE 69337

Type of Organization: Community Action Agency

Source of Labor: Private Contractors and Crews

Contact: Ross Heinen

Email: ncapwtz@yahoo.com

Phone: 308-432-3393

Fax: 308-432-5799

Counties Served:	Box Butte	Cherry	Dawes
	Sheridan	Sioux	

DOE Allocation: \$53,240.00

Minimum Units: 7

Congressional districts served and percent of subgrantee allocation:	<u>CD</u>	<u>Percent</u>
	03	100%

**Community Action Partnership of Western Nebraska**

3350 10<sup>th</sup> Street

Gering, NE 69341

Type of Organization: Community Action Agency

Source of Labor: Crews

Contact: Mike Minzey

Email: mminzey@capwn.org

Phone: 308-635-3089

Fax: 308-635-0264

Counties Served:     Banner           Cheyenne     Deuel  
                          Garden           Kimball     Morrill  
                          Scotts Bluff

DOE Allocation:     \$76,891.00

Minimum Units:     10

Congressional districts served and percent of subgrantee allocation:	<u>CD</u> 03	<u>Percent</u> 100%
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**Southeast Nebraska Community Action Council**

P.O. Box 646

Humboldt, NE 68376

Type of Organization: Community Action Agency

Source of Labor: Private Contractors and Crews

Contact: Rick Adams

Email: rickadams@neb.rr.com

Phone: 402-862-2411

Fax: 402-862-2428

Counties Served:     Cass           Johnson     Nemaha  
                          Otoe           Pawnee     Richardson  
                          Sarpy

DOE Allocation:     \$90,662.00

Minimum Units:     12

Congressional districts served and percent of subgrantee allocation:	<u>CD</u> 01 02	<u>Percent</u> 70% 30%
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**Weatherization Trust Inc**2915 North 16<sup>th</sup> Street

Omaha, NE 68110

Type of Organization: Non Profit Corporation

Source of Labor: Crews

Contact: Richard Haire

Email: weatherization@wti.omhcoxmail.com

Phone: 402-342-1611

Fax: 402-502-9813

Counties Served: Douglas

DOE Allocation: \$367,280.00

Minimum Units: 49

Congressional districts served and percent of subgrantee allocation:	<u>CD</u> 02	<u>Percent</u> 100%
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**II.4 WAP Production Schedule**

Total Units (Excluding Reweatherized) 199

Reweatherized Units 20

*Average Unit Costs Including Reweatherization*

Total Funds – Federal, Oil-Overcharge and Non-Federal \$1,964,240.00

Total Units to Be Weatherized 199

Total Units to Be Reweatherized 20

Grant Total Units 219

Total Vehicle and Equipment Budget \$0

Total Units to Be Weatherized and Reweatherized 219

Average Vehicle and Acquisition Cost Per Unit \$0

Total Funds for Program Operations \$1,192,910.00

Total Units to Be Weatherized 199

Total Units to Be Reweatherized 20

Grant Total Units 219

Average Cost Per Unit \$5,447.07

Average Vehicle and Equipment Acquisition Cost \$0

Total Average Cost Per Unit \$5,447.07

Average Material Cost Per Dwelling \$2,178.82

**II.5 Energy Savings**

Method Used to Calculate Savings: WAP Algorithm

The Nebraska Energy Office estimates that the average energy savings per completed dwelling unit will be 19%. In May of 1996, the Energy Office completed an economic and energy saving analysis of the Nebraska Low Income Weatherization Assistance Program. Estimated Energy Savings: Actual savings are unknown because no energy saving evaluation was made.

## **II.6 Monitoring Activities**

To ensure quality workmanship throughout the State, the Energy Office will inspect a minimum of thirty percent (30%) of all completed homes during the 2010 program year. Subgrantees are expected to serve the state's ninety-three (93) counties based on the relative need of the low-income population residing in each county of their service area.

Completed units may be inspected on a percentage basis based on the subgrantee's previous month's monitoring findings. Units may be inspected as follows:

<u>Monitoring Finding</u>	<u>Monitoring Requirement</u>
Health and Safety Deficiencies	50%
Rework Required	25%
Questioned Costs Noted	25%
No Deficiencies Noted	10%

If serious health and safety deficiencies are identified during the monitoring visit, subgrantees will be required to reinspect all units completed that month by the agency's inspector and contractor and/or crew responsible for performing the work and verify that additional deficiencies do not exist. Serious is defined as an imminent threat to the occupant's life or to the building structure.

Each subgrantee will receive a formal monitoring every year. Formal monitoring consists of a financial review and a systems monitoring.

## **II.7 T&TA Activities**

### Subgrantee Monitoring

A Field Monitor, an Energy Conservation Program Administrator, a Fiscal Compliance Analyst and the WAP/SEP Division Chief are responsible for monitoring and evaluating the operation of the WAP program at the subgrantee level as outlined.

### Technical Assistance

Each weatherization subgrantee is assigned a Field Monitor for the purpose of informal monitoring and the provision of technical assistance on an ongoing basis. Technical assistance provided may include but is not limited to: staff training, policy interpretation, state plan clarification, working with subgrantees on deficiencies and informing subgrantees of new weatherization techniques.

### Energy Office Staff Training

Training is essential for staff development and it must be provided on an ongoing basis to upgrade the quality of service delivered by the state field monitors. Each monitor is expected to research and attend training opportunities, which will enable them to gain additional knowledge and skills in: weatherization technology, furnace technology and diagnostic equipment.

### Lead Safe Weatherization Training

Lead safe weatherization training continues to be a major focus of Nebraska's training efforts during the 2010 Program Year. Nebraska will focus on the development and enforcement of minimum standards and procedures to strengthen Lead Safe Weatherization in Nebraska's weatherization program.

### Annual Planning Conference

The Nebraska Energy Office has held a planning conference for current subgrantees and Energy Office staff for 24 years running. Discussions have focused on the upcoming Weatherization State Plan. Many useful recommendations have been made and been incorporated into the new State Plan. The Energy Office believes that the planning conference should continue to be an annual event. The conference will be held in February or March.

### State Technical Working Group

One technical staff person from each subgrantee will attend a meeting with Energy Office technical staff to discuss technical issues, specific problems, innovative solutions and program direction. The State Technical Working Group will meet two times during the 2010 Program Year.

### Subgrantee Training

The Energy Office will offer training to subgrantees in a variety of areas during the 2010 Program Year. Large group training topics will include training on mobile home weatherization measures and techniques.

### Subgrantee Training and Technical Assistance

Each subgrantee will receive funds to help offset the cost of their inspector and crew workers while attending training or to provide training for their weatherization staff and/or contractors. Additional funds will be provided to subgrantees upon request.

### Consumer Education

The Nebraska Energy Office designated Amoco oil overcharge funds for an educational project to supplement the Low-Income Weatherization Assistance Program. The educational component has been designed to enhance program participants' understanding of home energy efficiency improvements, to increase energy savings, and to contribute to the ongoing effectiveness of installed weatherization measures. Educational materials have been prepared by the Energy Office and training provided to our subgrantees.

## **II.8.1.1 Other Funding Sources**

Low Income Home Energy Assistance Program (LIHEAP) funds have been directed into the weatherization program since 1982. The amount of LIHEAP funds available for weatherization during the 2010 program year is \$4,743,920.00. LIHEAP funds are used in accordance with all applicable U.S. DOE and Nebraska State Plan rules and regulations. In addition, Nebraska received \$41,644,458 in American Recovery and Reinvestment Act funds which must be expended by March 31, 2012. There are no other funds available.

### **II.8.1.2 Subgrantees Involved in the Leveraging Process**

Most Nebraska subgrantees operate other housing programs that enable them to leverage resources from other funding sources.

### **II.8.2 Use of DOE Leveraging Funds and of the Funds Leveraged**

## **II. 9 Policy Advisory Council Members**

<u>Member</u>	<u>Representing</u>
Mike Kelly	Low Income Home Energy Assistance Program & Energy Assistance Recipients
Gary Richards	Elderly Nebraskans
Mary Beth Rathe	Low Income Nebraskans
Judi Martin	Nebraska Utilities & the Nebraska Energy Assistance Network
Lynn Chamberlin	Building Owners and Tenants

## **II.10 State Plan Hearings**

## **II.11 Miscellaneous**

### **III.1.1 Eligible Population**

#### *Definition of Income Used to Determine Eligibility*

Low income will mean that income in relation to family size, which: (1) is at or below 200 percent of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget, or (2) is the basis on which cash assistance payments have been paid at any time during the preceding twelve months under Titles IV and XVI of the Social Security Act, or (3) is the basis on which energy assistance payments have been paid under the Low Income Home Energy Assistance Program at any time during the preceding twelve months.

#### *Procedures to Determine That Units Weatherized Have Eligibility Documentation*

All dwelling units certified as eligible for services shall be occupied by a family unit with income at or below 200 percent of the poverty level, or "Which contains a member who has received cash assistance payments under Title IV or XVI of the Social Security Act or applicable State or local law during the twelve month period preceding the determination of eligibility for weatherization assistance," or which contains a member which has received energy assistance payments under the Low Income Home Energy Assistance Program during the twelve month period preceding the determination of eligibility for weatherization assistance. A minimum of 20 client files are reviewed at each subgrantee during formal monitoring to assess compliance with this requirement.

### Definition of Children

Children are defined as those individuals under the age of six.

### Low Income Members of Indian Tribes

Low-income members of Indian tribes will receive benefits equivalent to the assistance provided to other low-income persons within Nebraska.

### Qualified Aliens Receiving Weatherization Benefits:

U.S. DOE directs grantees to guidance provided by Health and Human Services (HHS) under LIHEAP. This guidance can be found by going to <http://faq.acf.hhs.gov/cgi-bin/liheap.cfg/php/enduser/home.php> and searching the word “aliens” under the “Find Answers” section. The Energy Office is currently in the process of registering for the SAVE (Systematic Alien Verification for Entitlements) program to verify qualified alien status of Weatherization Program applicants for sub-grantees.

## **III.1.2 Selection of Areas to Be Served**

Current service areas are predominantly based upon the historic boundaries of the state's community action agencies (CAA's). This was done for two reasons. First, most Nebraska subgrantees are CAA's and in general, these boundaries are their operational boundaries. Second, this approach enables CAA's to use existing outreach structures to procure eligible clients. This system has worked reasonably well for Nebraska over the past twenty years. However, the State reserves the right to redesignate weatherization service areas during a program year should production of homes or service to eligible clients become deficient in any given service area for the Weatherization Assistance Program. The Energy Office reserves the right to operate, on a temporary basis, the Weatherization Program in the territory of any defunded subgrantee. This will be done to insure continued service to an area during the search for a new subgrantee.

Eligible entities that wish to become a subgrantee under the Weatherization Assistance Program must notify the Nebraska Energy Office by January 15 of their interest in becoming a subgrantee for the program year beginning July 1 of that year. The Energy Office will, upon receiving written notification of intent to apply for subgrantee status, provide to the potential applicant an application package containing, but not limited to requests for: Articles of Incorporation, Mission Statement, key agency personnel, Board of Directors and representation, two most recent Certified Public Accountant audits, organizational chart, and proposed staffing levels. The application must also address:

- The organization's experience and performance in weatherization or housing renovation activities;
- The organization's experience in assisting low income persons in the area to be served; and
- The organization's capacity to undertake a timely and effective weatherization program.

The completed application must be returned to the Energy Office by February 15 of that year. The Nebraska Energy Office will hold a public hearing for all potential subgrantees prior to April 1 of that year.

### **III.1.3 Priorities**

Eligible clients will receive weatherization assistance in Nebraska according to the following priorities:

1. Disabled persons 60 years of age or older
2. Persons 60 years of age or older
3. Disabled persons
4. Native American persons
5. Persons with children under six years of age
6. Other eligible clients

*Note: Subgrantees are authorized to develop procedures to prioritize client households based on their energy burden.*

The term "disabled person" means any individual who: has a physical or mental disability which constitutes or results in a substantial handicap to the individual's employment; or has had a record of having, or is regarded as having a physical or mental impairment which substantially limits one or more of the individual's major life activities; or has a disability which would make the individual eligible to receive disability insurance benefits or Supplemental Security Income from the Social Security Administration or developmentally disabled assistance from the Department of Health and Human Services; or is a veteran or surviving spouse, child, or dependent parent of a veteran receiving compensation from the Veteran's Administration for a service connected disability or death; or is a veteran or surviving spouse or child of a veteran receiving a pension from the Veteran's Administration because of a non-service connected disability; or is a veteran receiving a pension from the Veteran's Administration because of being on a Medal of Honor Roll of one of the military services.

Subgrantees must serve clients by date of application by priority by county. As a general rule, within an individual county, a lower priority client should never be served prior to a higher priority client if the higher priority client's application date preceded the lower priority client's application date. Subgrantees must document irregularities in the selection of clients. Subgrantees are authorized to develop procedures for addressing applications that have aged for more than 12 months because of lengthy waiting lists in individual counties.

### **III.2 Climatic Conditions**

Total heating degree-days in Nebraska range from a high of 7,952 in the northwestern corner of the State to a low of 5,401 in southeastern Nebraska. The average heating degree-days have been supplied by the National Oceanic and Atmospheric Administration. Site-specific weather data is used in application of the NEAT audit. Cooling measures are not installed. The average heating degree-days for each subgrantee are set out below:

Blue Valley Community Action	5,952
Central Nebraska Community Services	6,529
Goldenrod Hills Community Services	6,581
Lincoln Action Program	6,165

Community Action Partnership of Mid Nebraska	6,348
Northwest Community Action	7,326
Panhandle Community Services	6,612
Southeast NE Community Action Council	5,997
Weatherization Trust Inc.	6,592

### **III.3.1 Types of Weatherization Work to Be Done**

As a result of experience and research in weatherizing several thousand site-built and mobile homes in Nebraska, including substantial use of the National Energy Audit (NEAT) and the Mobile Home Energy Audit (MHEA), weatherization measures are mandated for use by all subgrantees under contract with the Nebraska Energy Office to perform weatherization in Nebraska. Subgrantees should install all cost-effective measures. The primary goal of the weatherization program remains the conservation of energy. Please see Appendix I for Nebraska's Weatherization Priority Measures and Work Standards. Primary emphasis is on insulation, furnace replacement and air sealing.

#### **FRAME, MASONRY AND MODULAR HOUSING**

Health and Safety Measures  
 General Heat Loss Measures  
 Envelope Insulation Measures  
 Electric Baseload Measures

#### **MOBILE HOMES**

Health and Safety Measures  
 General Heat Loss Measures  
 Envelope Insulation Measures  
 Electric Baseload Measures  
 Window Measure

### **III.3.2 Energy Audit Procedures**

#### **National Energy Audit (NEAT)**

The National Energy Audit (NEAT) has been adopted by the Nebraska weatherization program. The U.S. Department of Energy approved Nebraska's Audit procedures January 20, 2004. The Nebraska Energy Office submitted updated procedures to the U.S. Department of Energy during the 2009 Program Year. Nebraska subgrantees received training on the NEAT during two trainings held during the 2009 Program Year. Site-specific audits must be run on all single-family frame homes for all homes weatherized with Nebraska Weatherization Assistance Program funds.

#### **Mobile Home Energy Audit (MHEA)**

The Nebraska Energy Office submitted mobile home energy audit procedures to the U.S. Department of Energy for review during Program Year 2009. Nebraska has chosen to utilize the Manufactured Home Energy Audit (MHEA). Nebraska subgrantees received training on the MHEA at two trainings held during the 2009 Program Year. Site-specific audits must be run on all mobile homes weatherized with Nebraska Weatherization Assistance Program funds.

#### **Multi-family Energy Audits**

Multi-family buildings which have more than three stories should not be weatherized using the NEAT audit. The U.S. Department of Energy has indicated that they will rely on the EA-QUIP and TREAT audits for these larger, multi-family buildings. Nebraska subgrantees received training on the TREAT at one training held during the 2009 Program Year. Subgrantees should consult the Nebraska Energy Office for technical assistance on such buildings.

### **III.3.3 Final Inspection**

Each subgrantee is required to perform a final inspection on the home before reporting it to the Energy Office as a completed home. Work must meet or exceed standards specified in the Nebraska Weatherization Work Standards. Documentation is required to be kept in each client file as evidence that a final inspection has been performed. The Energy Office will monitor client files as part of the subgrantee formal monitoring to ensure compliance with this requirement.

### **III.3.4 Assessment of Effectiveness**

The State of Nebraska is concerned that all entities that participate in the program be qualified and have sufficient ability to effectively deliver a quality product to the citizens of Nebraska. The following evaluation system has been developed to analyze current subgrantee performance and to assess viability for continued participation in the weatherization program.

**Informal Monitoring:** Subgrantees are expected to maintain a minimum pass rate of 80 percent.

**Formal Monitoring:** Each subgrantee must successfully complete a formal monitoring at least every two years.

**CPA Audits:** Each subgrantee must submit a satisfactory CPA audit within 13 months of the end of their fiscal year.

**Productivity:** Each subgrantee must maintain a rate of production to ensure that all Department of Energy funds are expended every program year.

**Blue Valley Community Action**

Informal Monitoring Pass Rate: 92.1%

Successful Completion of Formal Monitoring: January 2010

CPA Audit Approval: February 16, 2009

Productivity (Percent of DOE grant funds expended through June of 2009): 100%

**Central Nebraska Community Services**

Informal Monitoring Pass Rate: 96.1%

Successful Completion of Formal Monitoring: June 2009

CPA Audit Approval: January 26, 2009

Productivity (Percent of DOE grant funds expended through June of 2009): 100%

**Goldenrod Hills Community Action**

Informal Monitoring Pass Rate: 92.3%

Successful Completion of Formal Monitoring: June 2009

CPA Audit Approval: February 16, 2009

Productivity (Percent of DOE grant funds expended through June of 2009): 100%

**Community Action Partnership of Lancaster and Saunders Counties**

Informal Monitoring Pass Rate: 95.9%

Successful Completion of Formal Monitoring: April 2010

CPA Audit Approval: March 2, 2009

Productivity (Percent of DOE grant funds expended through June of 2009): 100%

**Community Action Partnership of Mid Nebraska**

Informal Monitoring Pass Rate: 94.5%

Successful Completion of Formal Monitoring: April 2009

CPA Audit Approval: January 26, 2009

Productivity (Percent of DOE grant funds expended through June of 2009): 100%

**Northwest Community Action Partnership**

Informal Monitoring Pass Rate: 98.8%

Successful Completion of Formal Monitoring: March 2010

CPA Audit Approval: November 25, 2009

Productivity (Percent of DOE grant funds expended through June of 2009): 100%

**Community Action Partnership of Western Nebraska**

Informal Monitoring Pass Rate: 88.0%

Successful Completion of Formal Monitoring: March 2010

CPA Audit Approval: December 29, 2009

Productivity (Percent of DOE grant funds expended through June of 2009): 100%

**Southeast Nebraska Community Action Council**

Informal Monitoring Pass Rate: 82.1%

Successful Completion of Formal Monitoring: April 2010

CPA Audit Approval: January 27, 2009

Productivity (Percent of DOE grant funds expended through June of 2009): 100%

**Weatherization Trust Inc.**

Informal Monitoring Pass Rate: 92.4%

Successful Completion of Formal Monitoring: May 2009

CPA Audit Approval: October 15, 2009

Productivity (Percent of DOE grant funds expended through June of 2009): 100%

**III.4 Health and Safety Plans**

Please see Appendix A for Nebraska's Health and Safety plan. The Lead Safe Weatherization component of the Health and Safety plan has been appended separately at the end of Appendix A. This was done to highlight the extensive changes required by Weatherization Program Notice 08-6 issued by the U.S. Department of Energy.

**III.5 Rental Procedures**

Rentals may be weatherized when in compliance with the income requirements as listed above and:

The subgrantee has written permission from the owner or his agent. Such written permission shall be permanently maintained in the file of the client whose unit is weatherized.

The benefits of weatherization assistance will accrue primarily to low-income tenants. Not less than 66 percent (50 percent for duplexes and four-unit buildings) of the dwelling units in the building are eligible dwelling units or will become eligible dwelling units within 180 days under a Federal, State, or local program for rehabilitating the building or making similar improvements to the building.

The subgrantee must obtain and place in the client file a signed agreement from the landlord (or authorized agent of the landlord) that states that for a minimum of 12 months after weatherization work has been completed on a dwelling, the tenants in that dwelling will not be subjected to rent increases because of the increased value of dwelling units due solely to weatherization assistance provided under this part.

No undue or excessive enhancement shall occur to the value of the dwelling units.

In the event of a dispute between the tenant and landlord regarding the issues listed above, the subgrantee will attempt to resolve the dispute; if that fails, the tenant will be referred to legal aid by the subgrantee.

In the case of a vacant rental dwelling, weatherization assistance may be provided if there is assurance that a low-income household will inhabit the dwelling within 180 days of the date the weatherization service was completed.

The Nebraska Weatherization Program does not seek landlord agreements for placement of liens nor does it use other contractual restriction.

Subgrantees will provide copies of the signed Landlord Agreements to the tenants.

### **III.6.1 Description of Organization**

The weatherization program is operated by the Nebraska Energy Office, an independent state agency.

### **III.6.2 Administrative Expenditure Limits**

The State Energy Efficiency Programs Improvement Act of 1990 permits subgrantees receiving less than \$350,000 in federally appropriated Low Income Weatherization Assistance Program funds to receive up to an additional 5% share of administrative funds. The Department of Energy has determined that this authorization may also apply to Exxon and Stripper Well funds at the discretion of the individual states.

The Nebraska Energy Office will not utilize this provision in the 2010 Program Year given the large amount of federal appropriated funds.

### **III.6.3 Monitoring Approach**

The Nebraska Energy Office believes monitoring is an extremely important aspect of weatherization program management. A successful monitoring program improves subgrantee operations, identifies problems early enough for corrective action and promotes quality work. The Energy Office considers monitoring to be an assessment of subgrantee performance in fulfilling program objectives.

Each subgrantee will receive a formal monitoring every year. Formal monitoring consists of a financial review and a systems monitoring.

The financial review will include:

1. A check of the contract files against contract procedures
2. Sample journal entries
3. Inventory reconciliation
4. Cost categories
5. Administrative expenses

The systems analysis will include:

1. The outreach support level and client application process
2. Reviewing client files for compliance with all federal and state Weatherization Assistance Program rules and regulations regarding mandated documentation of: household income, client certification of eligibility, owner/landlord permission for weatherization, rent declaration, fuel release statement, inspection statement, lien/debt statement, a complete Building Check & Job Order form/site-specific audit, complete material cost information, funding source designation, final quality control inspection and client release
3. Client certification and prioritization system
4. Inspection/quality control systems
5. Subcontracting system
6. Review of goals for serving elderly, disabled, Native Americans and renters
7. Review of procurement systems

A minimum of 20 client files of all DOE and LIEAP units completed in the twelve months prior to the formal monitoring visit will be examined. Monitors will review subgrantee management systems to ensure compliance with rules, regulations, and mandated file documentation. Material records shall be examined and inventory will be inspected to verify the adherence to Federal specifications. The financial review will encompass the examination of all completed programs not previously reviewed.

A report will be prepared detailing the monitoring findings along with recommendations for subgrantee improvement. The Energy Office is interested in affecting corrective actions identified in formal monitoring as soon as possible. Thus, the problem(s) is described in a formal monitoring report sent to the subgrantee executive director and the board president. The subgrantee is given thirty calendar days to respond to the formal monitoring report. The plan for corrective action must include steps to be taken to correct the problems identified during the monitoring. Compliance with Energy Office directives and the subgrantee's plan of action are closely scrutinized during subsequent formal monitoring.

Informal monitoring consists of the inspection of recently weatherized houses. Some subgrantees are monitored each month, while others are monitored more infrequently. In a typical year, 20-25 percent of all homes weatherized receive an inspection by state field monitors.

### **III.6.4 Training and Technical Assistance Approach**

The Energy Office believes strong internal systems, oversight, training and technical assistance are essential to enable subgrantees to achieve the objectives of the Weatherization Program. The Training and Technical Assistance budget and narrative contained in the Annual File reflects this philosophy and will insure quality weatherization work and adequate financial and programmatic management controls.

### **III.6.5 Energy Crisis Plan**

Nebraska will not use any grant funds for energy crisis relief during the 2010 Program Year.

### **III.6.6 Reweathering**

Homes weatherized prior to October 1, 1994 are eligible to be reweatherized. No more than 10% of a subgrantee's DOE completions may be reweatherized units without approval from the Nebraska Energy Office.

### **III.6.7 Prioritization of Single Family Homes and High Energy Users**

Single family homes remain the primary target of the Nebraska Weatherization Assistance Program. Subgrantees have been authorized to develop procedures to prioritize client households based on their energy burden.

### **III.6.8 Liability Insurance**

Subgrantee must obtain pollution occurrence insurance coverage for their agency. Subgrantees that employ private contractor labor to perform Weatherization services must ensure that each private contractor is adequately insured, including pollution insurance coverage.

### **III.6.9 Investment in Multi-family Projects**

The total amount of funds that can be invested in a multi-family project is determined as follows: Multiply the total number of income-eligible units in the multi-family building by the current statewide average cost per unit. The total is the maximum amount of DOE funding available to weatherize the building. All units in the building can be served and all units should be reported to DOE. Sub-grantees must submit multi-family projects to the Energy Office for review and approval before costs are incurred.