

Nebraska Energy Office
Weatherization Assistance Program

Program Year 2014 State Plan

July 1, 2014 – June 30, 2015

Nebraska Energy Office

Ginger Willson, Director

Nebraska Energy Office

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WEATHERIZATION ASSISTANCE PROGRAM
STATE PLAN – 2014 PROGRAM YEAR
July 1, 2014 – June 30, 2015

Executive Summary

The Nebraska State Weatherization Assistance Program (WAP) Plan for Program Year 2014 serves as Nebraska's application to the US Department of Energy (USDOE) for Weatherization Assistance program funding. These funds will provide assistance to approximately 167 households across the State.

The purpose of the Program is to install energy conservation measures in the homes of income-eligible persons, especially homes occupied by the elderly, persons with disabilities, and families with children. Funds are targeted to the most cost-effective energy efficiency measures, as determined by an on-site energy audit of the eligible building. The program helps to reduce national energy consumption, reduces carbon emissions that contribute to climate change, and lessens the impact of higher energy costs for low-income families. The program also improves the health and safety of assisted households.

Nebraska relies on a network of eight (8) subgrantees, all which have an extensive experience in delivering weatherization and affordable housing services in their designated service areas. Subgrantees provide energy efficiency weatherization services using their own trained crews and by subcontracting work to qualified contractors. Energy efficiency measures financed through the program can range from air sealing and insulating single-family homes to replacement of heating systems in apartment buildings. The program assists all types of housing units, including single- and multifamily housing, manufactured housing, and group homes. The Energy Office will allocate program funds for the PY2014 in accordance with this plan.

I.1 Budget

2014 Program Year Allocation – DOE	\$1,955,435.00
2013 Program Year projected carryover	\$132,561.00
Training and Technical Assistance	\$351,978.00
Nebraska Energy Office Administration	\$97,771.75
Subgrantee Administration	\$154,851.89
CPA Audits	\$12,000.00
Liability Insurance	\$17,112.79
Health and Safety (18%)	\$220,091.00
Program Operations	\$1,201,630.00

I.2 Proposed Weatherization Projects

DOE Allocation

Subgrantee

PY2014

Blue Valley Community Action	\$136,277.74
Central Nebraska Community Services	\$231,780.02
Northeast NE Community Action Partnership	\$255,364.94
Community Action Partnership of Lincoln & Saunders Counties	\$194,837.62
Community Action Partnership of Mid Nebraska	\$267,655.67
Northwest Community Action Partnership	\$ 89,772.28
Community Action Partnership of Western Nebraska	\$100,568.19
Southeast Nebraska Community Action Partnership	\$435,022.20

I.3 Summary of Major Changes for the 2014 Program Year

- Southeast Nebraska Community Action Partnership will include Douglas County into their designated weatherization service region.

IV.1 Subgrantee

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

PY2014

DOE Allocation: \$231,780.02

Minimum Unit: 23

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

Northeast Nebraska Community Action Partnership

603 Earl St.

PO Box 667

Pender, NE 68047

Type of Organization: Community Action Agency

Source of Labor: Private Contractors and Crews

Contact: Ron Vonderohe

Email: rvonderohe@nencap.org

Phone: 402-385-6300 ext.274

Fax: 402-529-3209

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

PY2014

DOE Allocation: \$255,364.94

Minimum Units: 26

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: Vi See Email: vsee@communityactionatwork.org

Phone: 402-471-4515 Fax: 402-471-4844

Counties Served: Lancaster Saunders

PY2014

DOE Allocation: \$194,837.62

Minimum Units: 19

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

Community Action Partnership of Mid Nebraska

PO 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			

PY2014

DOE Allocation: \$267,655.67

Minimum Units: 27

Congressional districts served and	<u>CD</u>	<u>Percent</u>
percent of subgrantee allocation:	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: Floyd Merkel Email: fmerkel@ncap.info

Phone: 308-432-3393 Fax: 308-432-5799

Counties Served: Box Butte Cherry Dawes Sheridan Sioux

PY2014

DOE Allocation: \$89,772.28

Minimum Units: 8

Congressional districts served and	CD	Percent
percent of subgrantee allocation:	03	100%

Community Action Partnership of Western Nebraska

3350 10th Street

Gering, NE 69341

Type of Organization: Community Action Agency

Source of Labor: Crews

Contact: Chante Truscott Email: ctruscott@capwn.org

Phone: 308-635-3089 Fax: 308-635-0264

Counties Served: Banner Cheyenne Deuel Garden Kimball
 Morrill Scotts Bluff

PY2014

DOE Allocation: \$100,568.19

Minimum Units: 9

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

Southeast Nebraska Community Action Partnership

P.O. Box 646

Humboldt, NE 68376

Type of Organization: Community Action Agency

Source of Labor: Private Contractors and Crews

Contact: Angela Antholz Email: akantholz@senca.org

Phone: 402-862-2411 ext.121 Fax: 402-862-2428

Counties Served: Cass Johnson Nemaha Otoe
 Pawnee Richardson Sarpy Douglas

PY2014

DOE Allocation: \$435,022.20

Minimum Units: 47

Congressional districts served and	<u>CD</u>	<u>Percent</u>
percent of subgrantee allocation:	01	4%
	02	91%
	03	5%

IV.2 WAP Production Schedule

PY2014

Total Units (Excluding Re-weatherized)	151
Re-weatherized Units	16
Average Unit Costs Including Reweathering	\$6,986.22
Total Funds – Federal with projected carryover	\$2,087,996.00
Total Units to be Weatherized	155
Total Units to be Re-weatherized	17
Grand Total Units	172
Total Vehicle and Equipment Budget	\$0.00
Total Units to be weatherized and Re-weatherized	172
Average Vehicle and Acquisition Cost Per Unit	\$0.00
Total Funds for Program Operations	\$1,201,630.00
Average Cost Per Unit	\$6,986.22
Average Vehicle and Equipment Acquisition Cost	\$0.00
Total Average Cost Per Unit	\$6,986.22

IV.3 Energy Savings & Program Impact

Method Used to Calculate Savings: WAP Algorithm

Estimated Energy Savings: 30.5 MBtus per completed unit. Total annual estimated energy savings resulting from DOE appropriated funds: 5,094 MBtus.

IV.4 DOE-Funded Leveraging Activities

No leveraged funds are identified for this program year.

IV.5 Policy Advisory Council Members

As required by federal regulations, a Policy Advisory Council (PAC) assists in the development and implementation of the WAP and advises the Energy Office on a broad range of issues relating to WAP. The PAC is broadly representative of organizations that provide services to low-income persons in Nebraska.

<u>Member</u>	<u>Representing</u>
Karma Stockwell	Elderly Nebraskans – Nebraska Department of Health & Human Services
Amber Hansen	Low Income Nebraskans – Community Action Nebraska
Lorene Bartos	Elderly & Children under six.- Lancaster County Extension Service
Victoria Rasmussen	Disabled -Nebraska Client Assistance Program
Ken Inness	Low Income Housing - Prairie Gold Homes
Steve Zach	Utility - Nebraska Public Power District
Bob Doty	Low-income, elderly, persons with disability - Nebraska Department of Economic Development
Denise Wally	Native American representative, Ponca Tribe of Nebraska

IV.6 State Plan Hearings and Transcripts

A public hearing will be held to receive public input on the Program Year 2014 State Plan at 9:00 am Thursday, April 24, 2014 at the Nebraska Energy Office. Notice of the meeting is published in the Omaha World Herald and posted on the State of Nebraska Department of Administrative Services Public meetings website at <https://www.nebraska.gov/calendar/index.cgi>. **It is distributed via email to all WAP program managers and agency executive directors, and posted on the Nebraska Energy Office website.**

IV.7 Miscellaneous

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 PY 2013/2014 are \$3,304,003.00. LIHEAP funds are used in accordance with all applicable USDOE and Nebraska State Plan rules and regulations.

Subgrantee Involved in the Leveraging Process

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

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

Definition of Income Used to Determine Eligibility (Client 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 (LIHEAP) at any time during the preceding twelve months.

Procedures to Determine That Units Weatherized Have Eligibility Documentation (Household Eligibility)

All dwelling units certified as eligible for services shall be occupied by an income-eligible household 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.

Qualified Aliens Receiving Weatherization Benefits:

Subgrantees request documentation from WAP applicants and provide to NEO staff who verify status through the Systematic Alien Verification for Entitlements (SAVE) Program.

The SAVE Program is a web-based service that helps federal, state and local benefit-issuing agencies, institutions, and licensing agencies determine the immigration status of benefit applicants so only those entitled to benefits receive them.

USDOE directs grantees to guidance provided by Health and Human Services (HHS) under LIHEAP. This guidance can be found by going to <http://www.acf.hhs.gov/programs/ocs/programs/liheap> and searching the word “aliens” under the “Find Answers” section. The Energy Office registered for the SAVE Program to verify qualified alien status of Weatherization Program applicants for sub-grantees. Sub-grantees submit the required information to the Energy Office who completes the verification process. The verification documentation is required as part of the Subgrantee Client Files.

V.1.2 Approach to Determining Building Eligibility

Procedures to Determine that Units Weatherized Have Eligibility Documentation

Subgrantees are required to keep documentation in each client file for review during Program Compliance and Onsite Project monitoring visits by Energy Office WAP staff. A minimum of 20 client files are reviewed at each subgrantee during Program Compliance monitoring to assess compliance with this requirement.

Reweathering Compliance

Homes weatherized on or before September 30, 1994 are eligible for reweatherization. No more than 10% of a subgrantee’s DOE completions may be reweatherized without prior approval from the Energy Office.

Addresses of completed weatherized units and dates they were completed are tracked by subgrantees through a database system, which each agency references new applications to that database to comply with re-weatherization regulations in 10 CFR 440.18(f)(2)(iii) Allowable expenditures. The Energy Office also uses a database to track WAP clients and retains client BCJO files for completed units for ten years. The database is used to cross-reference submitted completed units to already completed units. Subgrantees are also responsible to let the Energy Office know when a unit is a re-weatherized unit.

Building Eligibility – Housing Types

Eligible housing types include owner and renter-occupied single-family homes, manufactured (mobile) homes, and multifamily buildings.

Priority will be given to the weatherization of single-family or other high energy-consuming dwelling units.

1. Framed Homes
 - a. Single family owner-occupied
 - b. Single family rental
 - c. Multi-family dwellings (5 or more units per site)
2. Mobile Homes
 - a. Owner-occupied
 - b. Renter-occupied

Rental and Multifamily Building Procedures

Rentals may be weatherized when occupied by an eligible client , 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 property owner 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 property owner agreements for placement of liens nor does it use other contractual restriction.
- Under 10 CFR 440.18(f)(1): No grant funds awarded under this part shall be used for any of the following purposes; To weatherize a dwelling unit which is designated for acquisition or clearance by a Federal, State or local program within 12 months from the date weatherization of the dwelling unit would be scheduled to be completed.
- Subgrantee will provide copies of the signed Landlord Agreements to the tenants and ensure that documentation is placed in the Subgrantee Client File.

Multi-family Buildings

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 work begins and costs are incurred. The Energy Office reviews the proposed project and submits to the USDOE Program Office as per the Multi-Family Review Protocol.

Deferral Process

There are conditions and situations under which a subgrantee must not or may choose not to weatherize an otherwise eligible dwelling unit. Information for making this determination may become evident during either the eligibility process or during the initial inspection process. The Nebraska WAP Deferral policy is part of the Health & Safety plan found in the Nebraska Weatherization Field Guide and Installation Standards, Chapter 1 Health & Safety.

V.1.3 Definition of Children

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

V.1.4 Approach to Tribal Organizations

Low-income members of Indian tribes will receive benefits equivalent to the assistance provided to other low-income persons within Nebraska. Assistance will be provided by the WAP subgrantees that serve tribal lands.

V.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 recruit eligible clients. However, the State reserves the right to re-designate 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 17 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, performance and training 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.

For PY2014 subgrantees notification of intent will be the written notification to serve the counties they submitted in their PY2013 application. At that time they will also provide any changes that were submitted in the PY2013 application that would apply to PY2014.

V.3 Priorities for Service Delivery

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

1. Elderly persons over 60 years of age;

2. Persons with disabilities;
3. Families with children under 6 years old;
4. High residential energy users; and
5. Households with a high 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 according to date of application submission, by priority by county. As a rule, within an individual county, a lower priority client should never be served prior to a higher priority client. A lower priority client should never be served before a higher priority client unless the higher priority client was not available during the available time period. Subgrantees must document irregularities in the selection of clients when a high priority client was not available.

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.

V.4 Climatic Conditions

Total heating degree-days in Nebraska range from a high of 6889 in the northwestern corner of the State to a low of 5950 in Blue Valley Region of 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	5950
Central Nebraska Community Services	6675

Northeast NE Community Action Partnership	6643
Community Action Partnership of Lancaster & Saunders Counties	6056
Community Action Partnership of Mid Nebraska	6366
Northwest Community Action Partnership	6889
Community Action Partnership of Western NE	6537
Southeast NE Community Action Council	6175

V.5 Types of Weatherization Measures to be Implemented

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. Subgrantee should install all cost-effective measures that have an SIR of 1.0 or greater. The primary goal of the weatherization program remains the conservation of energy with emphasis 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

V.5.1 Technical Guides and Materials

The Nebraska Weatherization Assistance Program will reference the 2014 Nebraska Weatherization Field Guide and Installation Standards in PY2014 to provide guidance to subgrantees in determining how weatherization work measures are installed. All work is performed in accordance to the USDOE-approved energy audit procedures and 10 CFR 440 Appendix A.

V.5.2 Energy Audit Procedures

Single Family -- National Energy Audit (NEAT)

The National Energy Audit (NEAT) has been adopted by the Nebraska weatherization program. The U.S. Department of Energy's most recent approved Nebraska's Audit procedures were on September 30, 2011. Site-specific audits must be run on all single-family frame homes for all homes weatherized with Nebraska Weatherization Assistance Program funds.

Manufactured Housing - Mobile Home Energy Audit (MHEA)

Nebraska has chosen to utilize the Manufactured Home Energy Audit (MHEA). Site-specific audits must be run on all mobile homes weatherized with Nebraska Weatherization Assistance Program funds. The MHEA Audit was approved for use by the Nebraska WAP on December 17, 2010 and updated with user-defined measures and approved by USDOE on September 30, 2011. Any mobile home where the total WAP investment (including Health & Safety) exceeds \$6,987 needs to be submitted for review by NEO staff before work is started on the unit. Subgrantees will submit the completed Energy Audit, the inspection documentation, and all bids received for work to the NEO. The NEO staff will review and respond back to the subgrantee with questions and/or approval.

Multi-family Energy Audits

Multi-family buildings that 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. Subgrantees should consult the NEO for technical assistance before performing weatherization work on such buildings so that required information can be submitted for USDOE review and approval of these types of weatherization projects.

Savings to Investment Ratio

An SIR of 1.0 or greater means that the expected energy savings from installing the measure is equal to or greater than the initial cost of installation. All measures with an SIR of 1.0 or greater must be installed.

When a SIR of 1.0 is not reached, the measure may be completed and paid for partially with WAP funds by prorating the cost based on the SIR. For example, if an energy-related measure achieves an SIR of .70, WAP funds may only be used to pay for 70 percent of the cost of that measure, and 30 percent of the cost must come from another non-WAP source of funding. **Note: Funding cannot be solicited from an income-eligible homeowner. Homeowners cannot contribute funds to pay the difference for a measure with an SIR of less than 1.0.**

Opting Out or Skipping Cost-effective Weatherization Measures

Completion of all measures with an SIR of 1.0 or greater is required. All energy-savings measures must be considered and ranked in order of descending SIR. **The higher the SIR, the higher the priority.** No measure may be skipped in order to complete a measure with a lower SIR. In other words, measures may not be skipped and/or clients cannot ‘opt’ out of a measure.

V.5.3 Final Inspection – Quality Control

Each subgrantee is required to perform a final quality control inspection on the weatherized home before reporting it to the NEO as a completed home and requesting reimbursement as required in DOE Federal Regulations 10 CFR 440.16(g).

During PY2014 subgrantees and NEO will work toward meeting DOE WPN 14-4 Quality Work Plan requirements to provide training for and meet Quality Control Inspector (QCI) Certification requirements for PY2015. By PY 2015 QCI work must meet or exceed standards specified in the Nebraska Standard Work Specification Field Guide and Installation Standards, known as the “Field Cards.” Documentation is required to be kept in each client file as evidence that a final inspection has been performed. The Nebraska Energy Office Program Monitors review client files as part of the subgrantee monitoring to ensure compliance with this requirement.

V.6 Weatherization Analysis of Effectiveness

The State of Nebraska is committed to providing the citizens of Nebraska with an effective weatherization program that provides quality and cost effective services. As part of that commitment, the NEO worked in collaboration with the University of Nebraska to complete a study titled, *“The Energy, Economic and Environmental Impacts Of the Nebraska Energy Office’s Dollar and Energy Savings Loan Program and Weatherization Assistance Program.”* Detailing the actual energy savings and cost effectiveness of weatherization work completed in the state of Nebraska. The results of this study have been and will continue to be used to provide program directive regarding cost effectiveness of specific weatherization measures.

<http://www.neo.ne.gov/publications/PDFs/WXandLoanFinalReport.pdf>

Based on this study and the information provided from the National Weatherization evaluation completed in 2010, Nebraska estimates the effective estimated energy savings of it's weatherization program to be 30.5 MBtus per completed unit.

The effectiveness of subgrantee weatherization is assessed through program technical monitoring activities and the requirement that all dwelling units weatherized in the program have an energy audit completed to measure energy effectiveness and minimum savings to investment ratio of 1.0 or better.

Inconsistencies noted through program monitoring result in actions that increase training and monitoring requirements in an effort to put a subgrantee on path to continued improvement.

This year to effect improvement the NEO will work with program subgrantee to establish and begin implementation of core competency requirements for all program personnel at both the state and subgrantee level. Trainings will be targeted to provide personnel skills, knowledge and ability to perform weatherization program activities effectively.

NEO will extend monitoring activities of subgrantees to include the percentage and types of efficiencies/improvement actions required as a result of on-site inspection activities.

Blue Valley Community Action

Completion of Program Compliance Monitoring: January 2010, January 2011, April 2012, August 2013
CPA Audit Approval: April 4, 2011, April 2, 2012, October 1, 2013, February 2014

Central Nebraska Community Services

Completion of Program Compliance Monitoring: June 2009, August 2010, March 2011, March 2012, September 2013
CPA Audit Approval: February 16, 2011, February 14, 2012, October 23, 2013, January 2014

Northeast Nebraska Community Action Partner

Completion of Program Compliance Monitoring: June 2009, May 2010, March 2011, April 2012, June 2013
CPA Audit Approval: April 11, 2011, February 14, 2012, October 23, 2013, January 2014

Community Action Partnership of Lancaster and Saunders Counties

Completion of Program Compliance Monitoring: April 2009, April 2010, March 2012, July 2013
CPA Audit Approval: September 8, 2010, May 30, 2012, October 1, 2013, April 2014

Community Action Partnership of Mid Nebraska

Completion of Program Compliance Monitoring: April 2009, July 2010, November 2011, August 2013
CPA Audit Approval: February 4, 2011, April 24, 2012, February 5, 2013, January 2014

Northwest Community Action Partnership

Completion of Program Compliance Monitoring: March 2010, April 2011, May 2012, September 2013
CPA Audit Approval: November 30, 2010, November 22, 2011, May 30, 2012, October 23, 2013, January 2014

Community Action Partnership of Western Nebraska

Completion of Program Compliance Monitoring: March 2010, February 2012, April 2012, August 2013
CPA Audit Approval: December 29, 2009, July 26, 2011, April 20, 2012, October 23, 2013, April 2014

Southeast Nebraska Community Action Council

Completion of Program Compliance Monitoring: April 2010, June 2011, July 2012, July 2013
CPA Audit Approval: February 11, 2011, January 20, 2012, October 23, 2013, January 2014

V.7 Health and Safety Plans

The average per dwelling expenditure of financial assistance provided under WAP for labor, weatherization materials, and related matters is \$6,987 as per the U.S. Department of Energy's Weatherization Program Notice 14-1 with an Effective Date of February 25, 2014. Historically, Nebraska has not limited H&S investment to a per-unit cost, rather it has allocated between 15-20 percent of its annual allocations to cover H&S-related expenditures. In PY2014, a per dwelling unit maximum for Health and Safety expenditures of \$1,100 has been established, based on historical data. Units that exceed the \$1,100 limit must receive approval from NEO on a case-by-case basis.

Please see the Nebraska ~~Weatherization Installation Standards~~ Chapter 1 for Nebraska's WAP Health and Safety plan (<http://www.neo.ne.gov/wx/news/2014Nov.WorkMeasures.pdf>).

Liability Insurance

Subgrantees that employ private contractor labor to perform Weatherization services must ensure that each private contractor is adequately insured.

V.8 Program Management

V.8.1 Overview and Organization

The weatherization program is administered by the Nebraska Energy Office, a code agency with the State of Nebraska Executive Branch.

V.8.2 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 Energy Office will use this provision in the 2014 Program Year.

V.8.3 Monitoring Activities

To ensure quality workmanship throughout the State, the Nebraska Energy Office implements a comprehensive project and program compliance monitoring strategy. The WAP Network of subgrantees provides access to weatherization services in each of 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.

Monitoring consists of visits to subgrantees to review program administration and compliance functions as well as onsite visits to inspect weatherized homes. The Nebraska Energy Office performs annual Program Compliance Formal Monitoring including a review of fiscal and administrative systems to assure compliance with all applicable rules and regulations. Technical Monitors conduct monitoring and technical assistance centered on monthly site visits to work sites and completed weatherized homes during several phases of project implementation.

In PY2014, Technical Monitors will work with subgrantee crews and contractors to achieve, "100 percent right, 100 percent of the time." When it is determined that a serious problem and/or deficiency exists that is an immediate threat to the health and safety of a weatherization client, the Nebraska Energy Office will issue an Immediate Action directive to the subgrantee who must take action to immediately rectify the issue. Monthly monitoring reports are sent to subgrantees outlining all monitoring activities completed as well as recommendations, findings, and any questioned costs. Subgrantees have 30 days to respond and provide documentation that required actions were completed. The Comprehensive Monitoring Strategy includes the following monitoring and program review activities for each subgrantee:

Monitoring Activity	Monitoring Goal
Onsite Inspection of Completed Units	10-15% of all completed units for each subgrantee
Quality Control Inspections	Minimum of 1 per month
Onsite File Review	File review for each completed project that receives an onsite inspection and during annual Program Compliance Monitoring
Program Compliance Formal Monitoring	Annual: Program compliance monitoring consists of a financial review and a systems monitoring.
Lead Safe Weatherization	Minimum 1 per quarter/per contractor or crew
Desktop Energy Audit Review	10-15 % of units submitted for reimbursement

Nebraska Energy Office Program Monitoring and Compliance Strategy				
Type of Monitoring/Review	Purpose	Conducted by:	# of Units	Frequency
Onsite Inspection of Weatherized Homes	Inspection of completed projects that are submitted to NEO for reimbursement	WAP Technical Monitors	10-15% of all completed units for each subgrantee	monthly or every other month as needed to reach targeted number of units per subgrantee
Quality Control Monitoring	Accompany subgrantee Quality Control Program Inspector on final diagnostic testing and monitoring of unit prior to submittal for reimbursement to NEO	WAP Technical Monitors	8 per month (minimum of one per subgrantee)	Monthly or as needed to reach targeted number of units
File Review Monitoring	On-site review of subgrantees reviews	WAP Technical Monitors	100% of weatherized homes that receive an onsite	monthly or every other month to ensure that file review is completed for every unit inspected by a

				Program Field Monitor
Lead Safe Weatherization	Assure that lead-safe procedures are implemented as required	WAP Technical Monitors	n/a	At least once per quarter/per subgrantee and per crew/contractor
Program Compliance Formal Monitoring	Comprehensive review of subgrantee program administration	Fiscal Compliance Analyst	n/a	At least once annually for each subgrantee
Energy Audit Review	Review energy audits submitted with reimbursement requests to ensure all energy efficiency measures are identified and implemented and SIR's for appropriate measures	Building Program Specialist	5-10% of all completed units	Monthly sample from Reimbursement Requests

Inspection of Weatherized Homes

Energy Office Technical Monitors make monthly and/or bimonthly site visits to weatherized homes that have been completed and undergone a quality control final inspection by subgrantees.

Technical monitoring consists of the inspection of recently weatherized houses. Some subgrantees are monitored each month, while others are monitored more infrequently depending on production and identified needs to address quality and/or health and safety concerns. While the goal is to inspect 10-15 percent of weatherized homes for each subgrantee, in a typical year, 20-25 percent of all homes weatherized receive an inspection by state field monitors.

Quality Control Monitoring

Energy Office Program Monitors accompany subgrantee crews and contractors as they conduct final quality control inspections. This provides the opportunity for the Energy Office to provide technical assistance with weatherization techniques such as CAZ (combustion area zoning) and air sealing.

File Review Monitoring

Energy Office Program Monitors complete an onsite file review for every weatherized home that is inspected.

Lead Safe Weatherization Site Visits

Energy Office Program Monitors make periodic unannounced site visits to homes that are being weatherized to observe that the required lead-safe work practices are being used by crews and

contractors. This is an opportunity to clarify and demonstrate best practices related to lead-safe weatherization.

Program Compliance Formal Monitoring

The 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.

A Program Compliance monitoring will be conducted annually with each subgrantee. Program compliance monitoring consists of a financial review and an administrative 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 program administration review 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, families with Children under 6 years old, and Native Americans
7. Review of procurement systems

A minimum of 20 client files of all DOE and LIHEAP units completed in the time period being reviewed during the Program Compliance Formal Monitoring visit will be examined. Energy Office staff 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.

The Nebraska Energy Office will issue a report within thirty (30) calendar days to the Weatherization Program Director, Agency Executive Director and the Board President detailing the monitoring findings along with recommendations for subgrantee improvement. The subgrantee is required to respond within thirty (30) calendar days with a corrective action plan that includes steps to be taken to address findings identified during the onsite monitoring. The Energy Office Program Monitors and staff will follow-up during onsite visits to ensure that the corrective actions are implemented as directed.

Energy Audit Review

The Energy Office Building Specialist reviews between 5 and 10 percent of the energy audits that are submitted for each weatherized home. The audits are reviewed to ensure that the appropriate audit tool is used and the inputs are correct to maximize the weatherization measures that are implemented in the home.

V.8.4 Training and Technical Assistance Approach and Monitoring Activities

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.

The Energy Office combines comprehensive technical monitoring with an extensive training and technical assistance program to identify areas to improve work quality and delivery of program services and to correct subgrantee administrative and management problems. Technical monitoring also provides an opportunity for on-site training and technical assistance and the identification of areas where more extensive training is needed.

Subgrantee Monitoring

Two Technical Monitors, one Building Program Specialist, one 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 in the State Plan.

Technical Assistance

Each weatherization subgrantee is assigned a WAP Technical Monitor on a rotating basis that is responsible for completion of the inspection and technical assistance activities that are part of the Program Monitoring and Compliance Strategy. Technical assistance provided may include but is not

limited to: staff training, policy interpretation, state plan clarification, working with subgrantees to address deficiencies and training subgrantees on new weatherization techniques.

Energy Office Staff Training

Training is essential for staff development and is provided on an ongoing basis to upgrade the quality of service delivered by the WAP Technical Monitors. Each monitor is expected to research and attend training opportunities offered through the Nebraska WAP Training Network, 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 will be offered through the Nebraska WAP Training Network during the 2014 Program Year. Nebraska Energy Office will continue to ensure that WAP Network staff and crews receive training and ongoing technical assistance regarding Lead-Safe Weatherization work practices through the WAP Training Network and through monthly site visits to observe Lead Safe Weatherization practices of crews and contractors.

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 during the 2014/2015 Program Years for trainings focused on the Weatherization Standard Work Specifications (SWS), including Health & Safety.

Nebraska's WAP Training Network

The Energy Office has contracted with Nebraska's community colleges to establish a training network strategy that assures training availability throughout the State using the Home Energy Professionals curriculum and is supplemented with a series of in-depth topical trainings that are identified during the 2014 Program Year. For PY2014, Nebraska WAP subgrantee staff will prioritize DOE T & TA funds for training and certification requirements. Subgrantee management and fiscal staff training for Federal OMB Super Circular changes or any training that will assist them in administrative and fiscal compliance related to the DOE WAP are also acceptable costs for T & TA funds. Technical training is delivered through a site-based center in Omaha, Nebraska and a traveling trailer that serves other community college sites across the state. The schedule will include those trainings identified in ongoing assessments of the Nebraska WAP Network training needs. The delivery of training will also be dependent on the amount of funds allocated for training and technical assistance activities from the USDOE. They include Installer Fundamentals, Installer Intermediate, Crew Chief, Energy Auditor, Quality Control Inspector, Mobile Home Weatherization, 10- and 30-hour OSHA, and ASHRAE 62.2 training opportunities are available for a fee for individuals and organizations that are not members of the Nebraska WAP Network.

The site-based Weatherization Training Center in Omaha recently received IREC accreditation (Interstate Renewable Energy Council) so training provided will meet U.S. DOE requirements. More than 930 registrants have attended the 108 weatherization training classes delivered through the Nebraska WAP Training Network from early 2010 to date, including Installer Fundamentals, Installer Intermediate, Crew Chief, Energy Auditor, Mobile Home Weatherization, Home Energy Auditing, CAZ, Lead-safe Weatherization, and RRP. Training has been offered throughout the state in Omaha, Columbus, Scottsbluff, and Lexington, and WAP staff and contractors were able to attend trainings in a place where travel time was minimized.

Ongoing training and direct technical assistance will be provided on subjects such as combustion area zone (CAZ) testing, air sealing techniques, implementation of ASHRAE 62.2, identification of health and safety conditions such as mold and moisture, the OSHA 10 and 30 hours trainings, and Lead Safe Weatherization are among those that will be provided at least once to each subgrantee in the 2014 Program Year.

Subgrantee Training and Technical Assistance

Each subgrantee will receive an allocation of funds to help offset the cost of their Quality Control Inspector, Energy Auditor, crew chief and installers while attending training or to provide training for their weatherization staff.

Consumer Education and Outreach

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. The USDOE will continue to require WAP subgrantees to provide client education to each WAP client. Subgrantees will be required to provide (at a minimum) educational materials in verbal and written format.

The Energy Office is a member of the Nebraska Energy Assistance Network (NEAN) which is a partnership of utilities, government agencies, regulators, and community leaders that collaborate to assist Nebraskans with their energy needs through education, advocacy and partnerships.

V.9 Energy Crisis and Disaster Plan

Nebraska will not use any grant funds for energy crisis relief during the 2014 Program Year.