Nebraska Energy Office

Weatherization Assistance Program

Program Year 2016 State Plan

July 1, 2016 – June 30, 2017

Nebraska Energy Office

David Bracht, Director

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WEATHERIZATION ASSISTANCE PROGRAM
STATE PLAN – 2016 PROGRAM YEAR
July 1, 2016 – June 30, 2017

Executive Summary

The Nebraska State Weatherization Assistance Program (WAP) Plan for Program Year 2016 serves as Nebraska's application to the US Department of Energy (USDOE) for Weatherization Assistance Program funding. These funds will provide assistance to approximately two hundred seventeen (217) 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 and the ability of energy efficient homes across the state.

Nebraska relies on a network of seven (7) 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 to replacement of heating systems. 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 PY2016 in accordance with this plan.

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I.1 Budget

2016 Program Year Allocation – DOE	$2,342,735
2015 Program Year projected carryover	$188,000.00
Training and Technical Assistance	$398,488.00
Nebraska Energy Office Administration	$117,136.75
Subgrantee Administration	$177,517.88
CPA Audits	$10,500.00
Liability Insurance	$19,068.08
Health and Safety (18%)	$273,003.64
Program Operations	$1,535,020.65

I.2 Proposed Weatherization Projects

Subgrantee	DOE Allocation PY2016
Blue Valley Community Action	$200,896.30
Central Nebraska Community Action Partnership	$250,240.62
Northeast NE Community Action Partnership	$276,159.77
Community Action Partnership of Lincoln & Saunders Counties	$232,022.21
Community Action Partnership of Mid Nebraska	$289,567.64
Northwest Community Action Partnership	$188,931.86
Southeast Nebraska Community Action Partnership	$656,989.45

I.3 Summary of Major Changes for the 2016 Program Year

- DOE Financial Assistance regulations contained in 10 CFR 600 are superseded by the Financial Assistance regulations contained in 2 CFR 200. WAP formula awards originally issued for Program Year 2013 will be extended one additional year to Program Year 2016, and the award Special Terms and Conditions will be updated to require compliance with 2 CFR 200. DOE requires compliance with 2 CFR 200 for awards issued after December 26, 2014.

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- All subgrantees will be required to have a Certified Quality Control Inspector (QCI) complete a final inspection and sign off on all completed homes (100%) after their final inspections. No dwellings can be submitted for reimbursement without the required Certified QCI signature.

- For PY2016 all subgrantees will follow the PY2015 DOE approved Field Guide & Installation Standards manual, which follows the DOE Standard Work Specifications (SWS) and any state variances above and beyond DOE's requirements. The PY2015 Field Guide & Installation Standards for Nebraska are approved for three (3) years.

IV.1 Subgrantee

In accordance with 10 CFR Part 440, an entity that receives funds from the Energy Office to manage a weatherization project is considered a WAP subgrantee. The Energy Office enters into contracts with subgrantees to perform WAP services within specified service areas throughout the State.

Blue Valley Community Action

PO 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

PY2016

DOE Allocation: $200,896.30

Minimum Units: 21

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

Central Nebraska Community Action Partnership

PO 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

PY2016

DOE Allocation: $250,240.62

Minimum Unit: 25

Congressional districts served and percent of subgrantee allocation:	**CD**	**Percent**
	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

Contact: Ron Vonderohe Email: rvonderohe@nencap.org

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Phone: 402-385-6300 ext.274 Fax: 402-385-6310

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

PY2016

DOE Allocation: $276,159.77

Minimum Units: 28

Congressional districts served and percent of subgrantee allocation:	CD	Percent
	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

PY2016

DOE Allocation: $232,022.21

Minimum Units: 23

Congressional districts served and percent of subgrantee allocation:	CD	Percent
	01	100%

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Community Action Partnership of Mid Nebraska

16 W 11th Street
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			

PY2016

DOE Allocation: $289,567.64

Minimum Units: 29

Congressional districts served and	CD	Percent
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:					
	Banner	Box Butte	Cherry	Cheyenne	Dawes
	Deuel	Garden	Kimball	Morrill	Scotts Bluff
	Sheridan	Sioux			

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PY2016

DOE Allocation: $188,931.86

Minimum Units: 19

Congressional districts served and	CD	Percent
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: Anthony Nussbaum Email: anussbaum@senca.org

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

Counties Served:	Cass	Johnson	Nemaha	Otoe
	Pawnee	Richardson	Sarpy	Douglas

PY2016

DOE Allocation: $656,989.45

Minimum Units: 72

Congressional districts served and	**CD**	**Percent**
percent of subgrantee allocation:	01	4%
	02	91%
	03	5%

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IV.2 WAP Production Schedule

	PY2016
Total Units (Excluding Re-weatherized)	195
Re-weatherized Units	22
Average Unit Costs Including Reweatherization	$7,105.00
Total Funds – Federal with projected carryover	$2,530,735.00
Total Units to be Weatherized	195
Total Units to be Re-weatherized	22
Grand Total Units	217
Total Vehicle and Equipment Budget	$0.00
Total Units to be weatherized and Re-weatherized	217
Average Vehicle and Acquisition Cost Per Unit	$0.00
Total Funds for Program Operations	$1,535,020.65
Average Cost Per Unit	$7,105.00

IV.3 Energy Savings & Program Impact

Method Used to Calculate Savings: WAP Algorithm

Estimated Energy Savings: 29.3 MBtus per completed unit. Total annual estimated energy savings resulting from DOE appropriated funds: 6,358 MBtus.

IV.4 DOE-Funded Leveraging Activities

No leveraged funds are identified for this program year.

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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.

Member	Representing
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 was held to receive public input on the Program Year 2016 State Plan at 10:00 am Wednesday, April 20, 2016 at the Nebraska Energy Office. Notice of the meeting was 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** on April 6, 2016. **It was distributed via email to all WAP program managers and agency executive directors, and posted on the Nebraska Energy Office website**.

ENTER HERE: If any written or public comments were submitted by mail or presented at the Public Hearing regarding the Program Year 2016 State Plan.

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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 2016 are $1,131,850.47. 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

Every dwelling weatherized must meet both the client eligibility and the building eligibility requirements.

V.1.1 Approach to Determining Client Eligibility

Definition of Income Used to Determine Eligibility (Client Eligibility)

In accordance with DOE Weatherization Program Notice 16-3, effective as of January 25, 2016, 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 of 1981(LIHEAP), provided that such basis is at least 200 percent of the poverty level determined in accordance with the criteria established by the Director of the Office of Management and Budget.

- Subgrantees are reminded that the supporting documentation for applicants applying for weatherization that may be on a waiting list or for other reasons must have their eligibility documentation updated at least annually.

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

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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 LIHEAP during the twelve month period preceding the determination of eligibility for weatherization assistance.

Qualified Aliens Receiving Weatherization Benefits:

Subgrantees must request documentation from WAP applicants and provide such documents to NEO staff who verifying eligibility 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 has directed grantees to guidance provided by Health and Human Services (HHS) under LIHEAP. This guidance can be found by going to http://aspe.hhs.gov/hsp/immigration/restrictions-sum.shtml. 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 will be reviewed at each subgrantee during Program Compliance monitoring to assess compliance with this requirement.

Reweatherization Compliance

Homes weatherized on or before September 30, 1994 are eligible for reweatherization; or if a previously weatherized dwelling unit has been damaged by fire, flood, natural catastrophic weather or environmental occurrence, weatherization crews may return to a unit reported as a completion without regard to date of weatherization. 10 CFR 440.18(f)(2)(ii). Local authorities must deem the dwelling unit(s) salvageable as well as habitable and if the damage to the materials is not covered by insurance or other form of compensation. The use of DOE WAP funds is limited to eligible weatherization activities and the purchase and delivery of weatherization materials (WPN 12-7). No more than ten (10) percent 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 the NEO database system. 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.

Historic Preservation

On March 17, 2010 the Nebraska Energy Office entered into a Programmatic Agreement (PA) with the Nebraska State Historical Preservation Office (NSHPO) and the U.S. Department of Energy (DOE). Properties funded under the Weatherization Assistance Program are considered "undertakings" subject to review under Section 106 of the National Historic Preservation Act, 16 U.S.C. 470f (NHPA)and its implementing regulations at 36 CFR 800, and include rehabilitation, energy efficiency, retrofits, renewals, and weatherization (undertakings). SHPO contact information is available at the following link: http://www.ncshpo.org/shpodirectory.shtml click on the State of Nebraska to find the Nebraska SHPO contact information. *Federal Register/Vol. 78, No. 50/Thursday, March 14, 2013/Notices extended PAs from a duration of three years to December 31, 2020.*

Section 110(k) of the NHPA applies to DOE funded activities. Recipients shall avoid taking any action that results in an adverse effect to historic properties pending compliance with Section 106.

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. Manufactured Homes
    a. Owner-occupied
    b. Renter-occupied

Rental and Multifamily Building Procedures

Rental units 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 occupied by eligible clients or will become occupied by eligible clients 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.
- Subgrantee has provided copies of the signed Landlord Agreements to the tenants and ensure that documentation is placed in the subgrantee Client File.

The Nebraska Weatherization Assistance 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.

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.

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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, Section 2 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.

Formula to calculate Subgrantees allocation

Weighted average based on population.

	{Population (C)	{200% of Poverty (C)	{Poverty(C)	{Elderly(C)
0.1 X	{Population (S) + 0.2 X	{200% of Poverty (S) + 0.3 X	{Poverty (S) + 0.4 X	{Elderly (S)

C = County
S= State

Subgrantees under the Weatherization Assistance Program were required to notify the Nebraska Energy Office by January 15, 2016 of their interest in continuing as a service provider 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:

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- 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 PY2016 subgrantees notification of intent will be the written notification to serve the counties they submitted in their PY2013 RFP application, with the exception of the Western Nebraska region that was awarded to Northwest Community Action Partnership in PY2015 through the RFP process. At time of letter of intent they will also provide any changes that were submitted in the PY2013 application that would apply to PY2016.

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.

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As defined in 10 CFR 440.3, high residential energy user means a low-income household whose residential energy expenditures exceed the median level of residential expenditures for all low-income households in the state. The median level for high residential energy user for a low-income household in the State of Nebraska based on fuel types are:

House heating fuel	*Median annual total residential energy cost
Natural Gas	$1,947.90
Propane (Bottled, tank, or LP gas)	$2,829.35
Electricity	$1,550.00
Other fuel or no fuel	$2,110.22
Total Statewide median (all fuels)	**$1,864.31**

As defined in 10 CFR 440.3 household with a high energy burden means a low-income household whose residential energy burden (residential expenditures divided by the annual income of that household times one hundred (100) percent exceeds the median level of energy burden for all low-income households in the state. The median level for high energy burden for low-income households for the State of Nebraska based on fuel types are:

House heating fuel	*Median annual energy cost as a percent of annual household income
Natural Gas	19.01
Propane (Bottled, tank, or LP gas)	28.05
Electricity	15.75
Other fuel or no fuel	19.49
Total Statewide median (all fuels)	**18.36**

**Residential Energy Expenditures and Burdens for Low-income Households in Nebraska for the 2011-2013 Period, Jerry Deichert, Center for Public Affairs Research, University of Nebraska Omaha, March 2015. Incomes and energy costs are measured in dollars and are collected monthly throughout the three-year period, the Census Bureau adjusted the numbers for inflation so that they are reported in 2013 dollars for 2012-2013.*

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. The average heating degree-days for each subgrantee are set out below:

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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
Southeast NE Community Action Partnership	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 Tool (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 must 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.

<u>FRAME, MASONRY AND MODULAR HOUSING</u>

Health and Safety Measures

General Heat Loss Measures

Envelope Insulation Measures

Electric Baseload Measures

<u>MOBILE HOMES</u>

Health and Safety Measures

General Heat Loss Measures

Envelope Insulation Measures

Electric Baseload Measures

V.5.1 Technical Guides and Materials

In Program Year 2016, the Nebraska WAP network will continue to utilize the Retrofitting Nebraska 2015: Standard Work Specifications for Single Family Homes and Manufactured Homes along with the *Installation Standards for Single Family and Manufactured Homes* that were issued to subgrantees in May of 2015. NEO informed subgrantees at that time of the expectations for work quality and

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adherence to the Field Guide and Installation Standards. The Nebraska Energy Office implemented the Nebraska Field Guide and Installation Standards after approval by the Department of Energy in Program Year 2015 and will be in effect for three (3) years as Nebraska's technical guides. The Nebraska Field Guide and Installation Standards manual align with the Department of Energy (DOE) Standard Work Specifications and are the work quality standards that will meet the technical requirements for the Weatherization Assistance Program outlined in DOE WPN 15-4, Section 2 and 10 CFR 440.

Each subgrantee, by signing their Financial Aid Agreement with NEO, agrees they understand the expectations of the Nebraska Field Guide and Installation Standards, DOE WPN 15-4, energy audit procedures and 10 CFR 440 including Appendix A. By signing this agreement subgrantees will also be acknowledging that they have conveyed these expectations for work quality to vendor contractors and that in their contract agreements with vendor contractors they will include these expectations within their contract agreements and the contractor has signed and acknowledged the contract to agree to these expectations.

The approved Nebraska Field Guide and Installation Standards are available on the Energy Office Weatherization website for subgrantees to provide downloadable Installation Standards to crews and contract vendors. For in-network WAP Directors/Managers/or Certified QCI employees the Energy Office provided the Field Guides and Installation Standards in pdf and e-pub format on either iPads or Tablet Reader. All contract vendors must provide their own electronic reader to download the Field Guides & Installation Standards.

Subgrantees must provide a mechanism through their contractual agreements verifying that vendors understand and agree to the terms and usage of the Field Guides and Installation Standards and all USDOE installation requirements to the Energy Office.

V.5.2 Energy Audit Procedures

Approval of Energy Audit Procedures

On February 8, 2016 the Nebraska Energy Office submitted the necessary documents to begin procedures to re-approve their NEAT and MHEA audits prior to the five (5) year expiration date of our currently approved audit tools. The Energy Office will use the first tier fast-track review where the audit tool is already DOE approved to calculate savings-to-investment (SIR) ratios. The Energy Office followed the latest WPN 13-5 guidance to comply with 10 CFR 440 for re-approval.

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 with added User Defined measures was 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 completed on all mobile homes weatherized with Nebraska Weatherization Assistance Program

funds. The MHEA Audit was approved with User Defined Measures by USDOE on September 30, 2011. Any mobile home in which the total WAP investment (including Health & Safety) exceeds $7,105 must be submitted for review by NEO staff before work is started on the unit. Subgrantees must 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 building types fall below the twenty (20) percent threshold in housing stock in Nebraska. 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. The Energy Office is currently considering a new multi-family energy audit tool called MulTEA designed and developed by the Oak Ridge National Laboratory. The Energy Office has signed up to participate in the rollout webinars on the MulTEA audit tool to train and educate staff on this multi-family audit tool.

When considering a multi-family building, 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 on a case-by-case basis.

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 may not be solicited from an income-eligible homeowner. Homeowners may not 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 by a Building Performance Institute, Inc. (BPI) Certified Quality Control Inspector before reporting it to the NEO as a completed home and requesting reimbursement as required in DOE Federal Regulations 10 CFR 440.16(g). The Quality Control Inspector must certify that work has been completed in accordance with the priority determined by the energy audit procedures required by 10 CFR 440.21.

In PY2016 subgrantees will be required to meet DOE WPN 15-4 Quality Work Plan requirements and to meet Quality Control Inspector (QCI) Certification requirements. In PY2016 QCI work must meet or exceed standards specified in the Nebraska Standard Work Specification Field Guide and Installation Standards. Documentation is required to be kept in each client file as evidence that a final inspection has been performed by a Certified QCI. The Nebraska Energy Office Program Monitors review client files as part of the subgrantee monitoring to ensure compliance with this requirement. When a unit has received a QCI by the subgrantee agency and has been monitored by a Nebraska Energy Office Field Conservation Technical staff, both QCI inspection forms will be included in the client file or building file.

Subgrantee agencies operating with a combined Energy Auditor and QCI will be involved in a higher quality assurance review by the Nebraska Energy Office of at least ten (10) percent of all completed units. Subgrantees operating with separate Energy Auditors and QCIs will have at least five (5) percent of all completed units reviewed. Subgrantees using one person to perform both the Energy Audit and the QCI are not allowed to utilize that person to perform weatherization work on a dwelling. Subgrantees using one person as Energy Auditor and one person as QCI can allow the Energy Auditor to perform weatherization work on a dwelling, while the QCI is not allowed to perform any weatherization work on a dwelling.

Any subgrantees utilizing an independent privately contracted QCI will provide documentation of certification of the QCI performing the inspections on completed units and include all QCI inspection forms within the client or building files.

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, in the summer of 2015 NEO worked in collaboration with the University of Nebraska – Lincoln, Partners in Pollution Prevention (P^3) Program to complete a study to establish a process for monitoring subgrantees in their effectiveness to reduce energy consumption as well as energy burden to low-income households. Detailing the actual energy savings and cost effectiveness of weatherization work completed in Nebraska using pre- and post-consumption analysis of 100 (79 actual due to non-participation by one Utility Company on post-consumption data) randomly selected homes proportionately selected based on population demographics in each subgrantee region. The results of this study and methodology have been and will continue to be collected annually to provide program directive regarding the effectiveness of specific weatherization measures. The data collected annually will also assist in identifying training needs or training effectiveness based on energy savings and reduction of energy burden to low-income households.

Energy Audits that provide energy savings estimates were done on each home prior to any weatherization work taking place (pre-weatherization energy consumption data). The secondary goal of this evaluation was to determine if the program was achieving its desired outcomes or projections (energy audit SIR) compared to the “actual” consumption data by calculating the normalization of pre- and post- consumption based on fuel type and energy usage between July 2013 to June 2014 of the sample 79 weatherized homes.

During the application process the subgrantees secure a signed Client Consumption Release Form which authorizes the subgrantees to obtain the consumption records for each household for a 12 month period prior to weatherization (pre-consumption) and for a 12 month period after weatherization (post-consumption). Data was entered into a software program called PRISM, which calculates energy usage with heating degree days (HDD) and cooling degree days (CDD) normalized to 20 years. The PRISM data and the client pre- and post-consumption, based on fuel type, was used to calculate the percentage of energy consumption savings. For the period of this study, the data showed an average savings for gas at 13 percent and an average savings for electricity at 12 percent. Compared to the DOE National Evaluation results for 2008 – 18 percent for gas, and 7 percent for electricity; and for 2010 – 16 percent for gas, and 8 percent for electricity average annual energy savings; Nebraska's annual energy savings were a little lower for gas and a little higher for electricity than the National Evaluation numbers.

Nebraska is in the process of collecting data for July 2014 to June 2015 to continue to evaluate the annual energy savings of subgrantees weatherization work. This monitoring activity will assist the Energy Office in evaluating program effectiveness and help in identifying technical training needs or the effectiveness of training during that period.

The first consumption energy savings model study can be found at this website:
http://www.neo.ne.gov/publications/PDFs/NEOWXevaluation2016.pdf

Other Analysis of Effectiveness

The effectiveness of subgrantee weatherization is also 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 subgrantees 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.

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 $7,105 as per the U.S. Department of Energy's Weatherization Program Notice 16-1 with an Effective Date of December 31, 2015. 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 PY2016, 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 DOE approved Nebraska Weatherization Field Guide and Installation Standards, Section 2 for Nebraska's WAP Health and Safety plan for Single Family Homes and Manufactured Homes. (*Links to be posted on the Energy Office Weatherization website*)

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. The Energy Office is the Grantee agency for the state of Nebraska for DOE Formula Grant funding and is a Subawardee of the Nebraska Department of Health & Human Services on USDHHS LIHEAP funding for the weatherization assistance portion of that state funding. The Energy Office is the administrator of these two funds that are passed-through to seven (7) Community Action Agencies in Nebraska. The seven (7) Community Action Agencies accept applications, prioritize clients based on priority level and perform the weatherization work on dwellings.

V.8.2 Administrative Expenditure Limits

10 CFR §440.18(e) 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 2016 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 (CAAs) provide 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 and their designated service areas.

Monitoring consists of visits by Energy Office staff to CAAs to review program administration and compliance functions as well as onsite visits to inspect weatherized homes. The Nebraska Energy Office Fiscal Compliance Analyst performs annual Program Compliance Fiscal Monitoring including a review of fiscal and administrative systems to assure compliance with all applicable rules and regulations. The Energy Office two (2) Certified Quality Control Inspectors/Technical Monitors conduct Quality Control Inspection monitoring and technical assistance centered on monthly site visits to work sites and completed weatherized homes during several phases of project implementation.

In PY2016, 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 Energy Office will

issue an Immediate Action directive to the subgrantee who must take action to immediately rectify the issue. Inspection 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:

Nebraska Energy Office Program Monitoring and Compliance Strategy				
Monitoring/Review Activity	**Purpose**	**Conducted by:**	**# of Units**	**Frequency**
Onsite Inspection of in-progress units	Provide technical guidance or assistance to subgrantees on in-progress projects. Includes lead safe monitoring, training, and/or technical assistance.	(2) WAP Technical Monitors/Certified Quality Control Inspectors	10-15% of all units for each subgrantee	Monthly or every other month as needed to reach targeted percentage of units per subgrantee.
Quality Control Inspection	Quality Control Program Inspections including final diagnostic testing, or on-site monitoring of completed units submitted for reimbursement to NEO. Includes client file review and energy audit review.	(2) WAP Technical Monitors/Certified Quality Control Inspectors	Minimum of 1 per month per Technical Monitor – 2 per month. 5-10% of all units for each subgrantee.	Monthly
On-Site File Review Monitoring	Subgrantee agency office client files	(2) WAP Technical Monitors/Certified Quality Control Inspectors and Fiscal Compliance Analyst	File review for each completed project that receives an onsite inspection and during annual Program Compliance Fiscal Monitoring.	Monthly or every other month to ensure that file review is completed for every unit inspected by a WAP Technical Monitor. Annual during Program Compliance Fiscal Monitoring.
Lead Safe Weatherization	Assure that lead-safe procedures are implemented as required.	WAP Technical Monitors	n/a	At least once per quarter/per sub-grantee and per crew/contractor.

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Program Compliance Fiscal Monitoring	Comprehensive review of subgrantee program administration including a financial review and a systems monitoring.	Fiscal Compliance Analyst	n/a	At least once annually for each subgrantee.
Desktop Energy Audit Review	Review energy audits submitted with reimbursement requests to ensure the appropriate audit tool is used, input values are appropriate, energy efficiency measures are identified and implemented according to SIR's for appropriate measures.	Building Program Specialist	5-10% of all completed units	Sampling from Reimbursement Requests

Technical Monitoring:

Onsite Inspection of In-progress Units

Energy Office Technical Monitors and Certified Quality Control Inspectors make site visits to in-progress weatherized units to provide technical guidance or assistance to subgrantees and to verify compliance with program installation requirements. 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. A minimum of 10-15 percent of weatherized homes for each subgrantee will be completed with additional inspections completed if recurring inconsistencies are experienced.

Quality Control Inspection

Energy Office Technical Monitors will complete Quality Control Inspections on units submitted for reimbursement to NEO as per Section 3 of WPN 15-4. These inspections will include, but not be limited to diagnostic testing, client file review and energy audit review. Five (5) percent or greater of all completed units will be inspected for each subgrantee that utilizes a separate Energy Auditor and Quality Control Inspector. Ten (10) percent or greater of all completed units will be inspected for each subgrantee that utilizes one person to perform both the Energy Auditor and Quality Control Inspections.

File Review Monitoring

Energy Office Technical Monitors complete an onsite file review for every weatherized home receiving an In-Progress or Quality Control Inspection.

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Lead Safe Weatherization Site Visits

Energy Office Technical 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.

Desktop Energy Audit Review

The Energy Office Building Program Specialist reviews energy audits that are submitted with each weatherized home. The audits are reviewed to ensure that the appropriate audit tool is used, input values are in accordance with program requirements (energy efficiency measures identified based on SIR's are implemented), issues and concerns discussed in Technical Working Group or issues associated with Energy Office monitoring and being incorporated into the audit process.

Resolution Strategy

The Energy Office issues technical monitoring reports to subgrantee Weatherization Program Directors, detailing the monitoring findings within thirty (30) calendar days after the monitoring. The subgrantee is required to respond within thirty (30) calendar days with documentation indicating that corrective action has been taken. The Energy Office Technical Monitors and staff will follow-up to ensure that the corrective actions are implemented as directed.

Administration and Fiscal Compliance 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.

An Administrative/Fiscal Compliance Monitoring will be conducted annually with each subgrantee. Administrative/Fiscal Compliance Monitoring consists of a financial review and an administrative review. Prior to monitoring the Fiscal Compliance Analyst will review the subgrantees required annual audit and previous year's Administration and Fiscal Compliance Monitoring to ensure the subgrantee has resolved any findings from these audits and 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, and families with Children under 6 years old, high energy use and high energy burden

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.

Fiscal Monitoring for PY2016:
Blue Valley Community Action
April 25-29, 2016

Central Nebraska Community Action Partnership
August 22 – 26, 2016

Northeast Nebraska Community Action Partner
October 24-28, 2016

Community Action Partnership of Lancaster and Saunders Counties
March 28 – April 1, 2016

Community Action Partnership of Mid Nebraska
May 23-27, 2016

Southeast Nebraska Community Action Partnership
September 26 – 30, 2016

Resolution Strategy

The Energy Office will issue a report to the subgrantee Weatherization Program Director, Agency Executive Director and the Board President detailing the monitoring findings within thirty (30) calendar days after the monitoring visit 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 Administrative/Fiscal Compliance Monitor and staff will follow-up during onsite visits to ensure that the corrective actions are implemented as directed.

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 onsite inspections on in-progress units with an extensive training and technical assistance program. Administrative, fiscal and technical monitoring identify areas where more specific training is required to improve work quality and delivery of program services and to correct subgrantee administrative and management problems.

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

WAP Technical Monitors, assigned to weatherization subgrantees on a rotating basis, are responsible for completing inspections and providing technical assistance activities as part of the Program Monitoring and Compliance Strategy. Technical assistance provided may include but is not limited to: staff training, policy interpretation, State Plan and Field Guide & Installation Standards 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 2016 Program Year. The 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

Technical staff personnel from each subgrantee will attend a Technical Working Group meeting with Energy Office technical staff to discuss technical issues, specific problems, innovative solutions, and program direction. The State Technical Working Group met during the 2015 Program Year for training focused on the Weatherization Standard Work Specifications (SWS), including Health & Safety requirements. The Technical Working Group will meet on a quarterly basis in PY2016, and will communicate regularly on an as needed basis through email or by conference call.

Nebraska's WAP Training Network

In PY2016 the Energy Office will contract with Laborers International Union of North America Local #1140 (LIUNA) located in Omaha, NE to ensure a continuation of our established training network strategy assuring training availability throughout the State employing the WAP Standardized Curriculum aligned with the National Worker Certification Job Task Analysis (JTA), supplemented with a series of in-depth topical trainings identified as needed during the Program Year.

In PY2016 the Energy Office will contract with LIUNA to provide continued training in Tier 1 areas of Installer Fundamentals, Installer Intermediate and Crew Chief. LIUNA has agreed to pursue IREC Accreditation in the above mentioned training curriculum and to pursue BPI Certified Trainer credentials to be an accredited training facility for the Great Plains or nationally for the WAP network. As a result of previous years training opportunities, the Nebraska WAP network at this time has a Certified Quality Control Inspector (in some CAAs more than one) at each CAA in Nebraska and the majority of CAAs also have an experienced Energy Auditor (some BPI Certified) on staff. Therefore any required Energy Auditor and Quality Control Inspector training will be outsourced where the Nebraska WAP network can receive quality training and testing by an accredited facility with BPI Certified Trainers and Testers where Certification in these areas can be provided. The low demand for the Energy Auditor and Quality Control Inspector training in Nebraska makes it more feasible to outsource this training at this time and allow LIUNA to focus on certification and training opportunities specifically associated with the Installer Fundamentals, Installer Intermediate and Crew Chief JTAs.

In PY2016, Nebraska WAP subgrantee staff will prioritize DOE T & TA funds for training and certification requirements.

Subgrantee technical staff Tier 1 Training will continue to be delivered through the LIUNA site-based center in Omaha, Nebraska. The delivery of Tier 1 Training, based on the amount of funds allocated for training and technical assistance activities from the USDOE, will be scheduled as follows:

Tier 1 Training	
Class	Anticipated Class Date
Installer Fundamentals	1st Quarter: July – September 2016
Installer Intermediate	2nd Quarter: October – December 2016
Crew Chief	3rd Quarter: January – March 2017
Installer Fundamentals	4th Quarter: April – June 2017
Energy Auditor	Outsourced per CAAs - as needed basis
Quality Control Inspector	Outsourced per CAAs - as needed basis

IREC accredited training has historically been provided at the Omaha, NE site by Indiana Community Action Association (INCAA), a DOE approved accredited organization. However, some subgrantee and Energy Office staff members have utilized other out-of-state accredited trainers due to training schedule conflicts. In PY2016 the Energy Office will continue to provide training at the Omaha facility through training contracts with INCAA or other DOE approved accredited organization out of state as needed.

Subgrantee technical staff Tier 2 Training will continue to be delivered through the LIUNA site-based center in Omaha, Nebraska or other facilities based on training type and needs. The delivery of Tier 2 Training, based on the amount of funds allocated for training and technical assistance activities from the USDOE, will be scheduled as needed and may include, but not be limited to, the following:

Anticipated Tier 2 Trainings
Lead Safe Weatherization
Mobile Home Weatherization
CAZ Testing
Mold and Moisture Assessment and Evaluation
ASHRAE 62.2
Blower door guided air sealing
Installing and testing dense pack insulation
HVAC inspection and testing
Conference Trainings (for CEUs)

In the case of both Tier 1 and Tier 2 Training, opportunities will be available for a fee to individuals and organizations that are not members of the Nebraska WAP Network.

Grantee Training Plan Feedback

The training schedule discussed above reflects the guidelines established in Section 4 of WPN 15-4 regarding Tier 1 training requirements. Additionally, through the Tier 2 section of the training plan, specific training needs will be addressed as identified during inspections and monitoring completed by NEO Technical Monitors, the Building Program Specialist, Fiscal

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Compliance Analyst, WAP Division Chief and DOE Project Officers and Quality Assurances Reviewers.

Grantee Maintaining Workforce Training and Credentials

The Energy Office has maintained spreadsheets that track all attendees of trainings that have been provided through the Nebraska WAP network since 2010. An additional spreadsheet has been developed to track all Nebraska WAP network staff members who have received BPI Certification in any of the four Home Energy Professional Certifications.

The Energy Office communicates monthly with subgrantees regarding their staff training needs, certification updates and possible new hire training requirements.

Energy Office staff will continue to update both the training and certification spreadsheets and make modifications that will assist in tracking initial certifications, training, certification maintenance and continuing education requirements.

Grantee Mandatory Trainings

Subgrantee technical staff training will be provided by the Energy Office through the trainings indicated in the Tier 1 and Tier 2 plans shown above. Additional technical staff training will be provided through attendance at quarterly Technical Working Group meetings discussing technical issues, specific problems being encountered and innovative solutions. A minimum of one technical staff member per subgrantee will be required to attend the Technical Working Group meetings. Non-compliance in attending a mandatory meeting could result in the Energy Office withholding funds until the subgrantee can show an adequate understanding of the materials presented in the missed training.

Subgrantee management and fiscal staff have been provided specific training on the Federal Uniform Administrative Requirement (2 CFR Part 200) changes on cost principles and audit requirements. Supplemental training that will assist them in administrative and fiscal compliance related to the DOE WAP will also be considered acceptable costs for T & TA funds.

Subgrantee Staff Certification or Training Requirements

In PY 2016 the Nebraska WAP requires:

- Each subgrantee to have on staff at least one BPI Certified Quality Control Inspector. Subgrantees replacing or hiring new QCI staff must be certified or have the knowledge, skills and abilities to meet the JTA requirements and to secure their certification within six months of their hire date.
- All existing technical staff must be RRP Certified. Subgrantees replacing or hiring new technical staff must be certified or have the knowledge, skills and abilities to secure their certification within two months of their hire date.
- All existing technical staff must have been trained, or in the case of new hires be trained, in the appropriate training covering the Home Energy Professional Certifications, as developed by BPI, that most closely represents their job duties. Replacement or new hires must receive their training within six months of their hire date.

Energy Office Industry Wide Initiatives and Future Program Requirements

The Energy Office Training and Technical Assistance plan reflects the current QCI WAP initiative while looking forward to implementing future program requirements that will allow Nebraska's WAP network to meet all four of the BPI Home Energy Professional Certifications. During

PY2016 and beyond, the Nebraska WAP will make all training opportunities available, for a fee, to individuals and organizations that are not members of the Nebraska WAP Network.

Effectiveness and Energy Saving Comparisons to Assist in T&TA Activity Development

In PY2015 the Energy Office evaluated the energy and energy cost savings achieved in PY2013 weatherized homes and compared that savings with the estimated savings associated with completing the work. Initial evaluations were completed on a sampling of homes weatherized by each of the subgrantees, taking into account home ownership, building type, heating fuel type and geographic location. The results are being used by the Energy Office in their prioritization and development of T&TA activities, and the development of future Tier 2 training options for Nebraska WAP technical staff. The Energy Office completed a training session in the October 2015 Technical Working Group utilizing the state-wide and per agency energy savings results from the initial evaluation. The Energy Office is also utilizing the evaluation results to provide the Energy Office and subgrantees with valuable information regarding the effectiveness of specific program work and the overall impact of their work within the low-income community. In PY2016 the Energy Office will proceed with evaluating a 100 home sample of subgrantees completed homes using the same evaluation tool to compare PY2015 energy and energy cost savings to PY2016 evaluation data. The Energy Office will also use results from PY2015 and PY2016 to update the evaluation process to include all Nebraska WAP Network weatherized homes.

Administrative Requirements to Ensure Effective Program Administration and Implementation

- Energy Office Technical Monitors and Building Program Specialist will attend weatherization industry conferences, trainings and workshops to meet QCI re-certification requirements and acquiring a minimum of 10 CEUs per year. Information attained as part of those trainings will be shared with members of the Nebraska WAP through various training activities such as the quarterly Technical Working Group meetings and onsite inspections.
- The Energy Office and subgrantee management and fiscal staff will attend industry related conferences, trainings, workshops and grant management webinars to increase their knowledge, skills and abilities in grant administration. An example would be continued participation in training and webinars that address grant administration, such as the NASCSP Annual Conference

Grantee Health and Safety Plan Training Activities

The Tier 2 section of the training plan includes trainings specifically associated with execution of the Energy Office Health and Safety Plan including; Lead Safe Weatherization, Combustion Appliance Zone (CAZ) Testing, Mold and Moisture Assessment and Evaluation, and ASHRAE 62.2 Ventilation Requirements. Additional Health and Safety Plan training activities will be addressed as identified during the inspection and monitoring of units.

Approach to Client Education

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.

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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.

Subgrantee Training and Technical Assistance

Each subgrantee will receive an allocation of T & TA funds to help offset the cost of their Tier 1 and Tier 2 training while attending training or to provide training for their weatherization staff.

V.9 Energy Crisis and Disaster Plan

Nebraska will not use any grant funds for energy crisis relief during the 2015 Program Year.

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