



# **STATE OF NORTH DAKOTA WEATHERIZATION ASSISTANCE PLAN FOR THE UNITED STATES DEPARTMENT OF ENERGY**

**July 1, 2017 – June 30, 2018**

**FY 2017**

**ND Department of Commerce  
Division of Community Services  
1600 East Century Avenue, Suite 2  
PO Box 2057  
Bismarck, ND 58502-2057  
Phone: (701) 328-5300  
Fax: (701) 328-2308**

**Jay Schuler, Commissioner  
Bonnie Malo, Division Director  
Bruce Hagen, Program Manager**

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	If Revision, select appropriate letter(s) Other (specify):
3. Date Received		4. Applicant Identifier:
5a. Fed Entity Identifier:		5b. Federal Award Identifier: DE-EE0007940
<b>State Use Only:</b>		
6. Date Received by State:		7. State Application Identifier:
<b>8. APPLICANT INFORMATION:</b>		
a. Legal Name: North Dakota Dept of Commerce		
b. Employer/Taxpayer Identification Number (EIN/TIN): 450309764		c. Organizational DUNS: 802741843
<b>d. Address:</b>		
Street 1: 1600 East Century Avenue, Suite 2		
Street 2:		
City: Bismarck		
County: BURLEIGH County		
State: ND		
Province:		
Country: U.S.A.		
Zip / Postal Code: 585030000		
<b>e. Organizational Unit:</b>		
Department Name: Department of Commerce		Division Name:
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: Mr	First Name: Bruce	
Middle Name: A.		
Last Name: Hagen		
Suffix:		
Title:		
Organizational Affiliation:		
Telephone Number: 7016654496		Fax Number:
Email: bahagen@nd.gov		

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**9. Type of Applicant:**

A State Government

**10. Name of Federal Agency:**

U. S. Department of Energy

**11. Catalog of Federal Domestic Assistance Number:**

81.042

CFDA Title:

Weatherization Assistance Program

**12. Funding Opportunity Number:**

DE-WAP-0002017

Title:

2017 Weatherization Assistance Program Funding

**13. Competition Identification Number:**

Title:

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

North Dakota

**15. Descriptive Title of Applicant's Project:**

North Dakota Low Income Home Weatherization Program

## APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

### 16. Congressional District Of:

a. Applicant: North Dakota At-Large Congressional District      b. Program/Project: ND-Statewide

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

### 17. Proposed Project:

a. Start Date: 07/01/2017      b. End Date: 06/30/2018

### 18. Estimated Funding (\$):

a. Federal	2,328,127.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	2,328,127.00

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

a. This application was made available to the State under the Executive Order 12372 Process for review on: 04/10/2017

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372

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

No

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

I AGREE

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

### Authorized Representative:

Prefix: Ms      First Name: Bonnie

Middle Name:

Last Name: Malo

Suffix:

Title: Director

Telephone Number: 7013285300      Fax Number:

Email: bmalo@nd.gov

Signature of Authorized Representative:      Signed Electronically      Date Signed:

Authorized for Local Reproduction

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

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0007940	2. Program/Project Title Weatherization Assistance Program
3. Name and Address North Dakota Dept of Commerce 1600 East Century Avenue, Suite 2 Bismarck, ND 585030000	4. Program/Project Start Date 07/01/2017
	5. Completion Date 06/30/2018

<b>SECTION A - BUDGET SUMMARY</b>						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 0.00		\$ 2,328,127.00		\$ 2,328,127.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 2,328,127.00	\$ 0.00	\$ 2,328,127.00

<b>SECTION B - BUDGET CATEGORIES</b>					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) DOE	(2) GRANTEE ADMINISTR ATION	(3) SUBGRANTE E ADMINISTR	(4) GRANTEE T&TA	
a. Personnel	\$ 0.00	\$ 8,702.00	\$ 0.00	\$ 38,438.00	\$ 47,140.00
b. Benefits	\$ 0.00	\$ 2,507.93	\$ 0.00	\$ 11,077.82	\$ 13,585.75
c. Travel	\$ 0.00	\$ 5,419.33	\$ 0.00	\$ 29,894.67	\$ 35,314.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 0.00	\$ 0.00	\$ 154,549.00	\$ 15,000.00	\$ 2,172,374.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 19,724.28	\$ 0.00	\$ 27,619.14	\$ 47,343.42
i. Total Direct Charges	\$ 0.00	\$ 36,353.54	\$ 154,549.00	\$ 122,029.63	\$ 2,315,757.17
j. Indirect	\$ 0.00	\$ 2,283.46	\$ 0.00	\$ 10,086.37	\$ 12,369.83
k. Totals	\$ 0.00	\$ 38,637.00	\$ 154,549.00	\$ 132,116.00	\$ 2,328,127.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

# U.S. DEPARTMENT OF ENERGY



## BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: North Dakota Dept of Commerce  
Award number: EE0007940

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

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

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

<b>Position</b>	<b>Description of Duties of Professionals</b>
Program Manager	Weatherization Program Administration. Manages the weatherization program, completes the budgets and reports to DOE and the state. Helps monitor, train, and inspect the agencies. Oversees the online reporting and auditing software.
Prog. Admin	Monitors and trains the agencies and oversees multi-family audits. Also in charge of the ND State Weatherization Technical Committee.

Direct Personnel Compensation:

<b>Position</b>	<b>Salary/Rate</b>	<b>Time</b>	<b>Direct Pay</b>
Program Manager	\$66,500.00	36.0000 % FT	\$23,940.00
Prog. Admin	\$58,000.00	40.0000 % FT	\$23,200.00
Direct Pay Total			\$47,140.00

**2. FRINGE BENEFITS**

a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.

b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

The Fringe Benefit rate was calculated by taking the figures paid through our most recent grant (LIHEAP 2012 Wx).

The Fringe Benefits rate of 28.82% includes the following:

Health Insurance - 14.6%  
Social Security - 5.4%  
State Retirement - 8.7%  
Employee Assistance Plan, Basic Life Insurance, Section 125 Admin Fee - .12%

Fringe Benefits Calculations

<b>Position</b>	<b>Direct Pay</b>	<b>Rate</b>	<b>Benefits</b>
Program Manager	\$23,940.00	28.8200 %	\$6,899.51
Prog. Admin	\$23,200.00	28.8200 %	\$6,686.24
Fringe Benefits Total			\$13,585.75

**3. TRAVEL**

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

<b>Purpose of Trip</b>	<b>Number of Trips</b>	<b>Cost Per Trip</b>	<b>Total</b>

QCI re-certification	2	\$1,750.00	\$3,500.00
NASCSP	2	\$1,600.00	\$3,200.00
Energy OutWest Board Meeting and Peer Exchange	1	\$1,600.00	\$1,600.00
Multi-family QCI training	2	\$1,750.00	\$3,500.00
Weatherization Coordinators Meetings	2	\$652.00	\$1,304.00
Tier 1 Training	2	\$1,775.00	\$3,550.00
State Technical Committee meetings	2	\$700.00	\$1,400.00
Energy OutWest Conference	2	\$2,500.00	\$5,000.00
Monitoring Visits	8	\$682.50	\$5,460.00
Agency Specific Training-On Site	8	\$850.00	\$6,800.00
		Travel Total	\$35,314.00

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

All estimated trip costs are based on past trips of a similar nature using State and Federal government rates. These training and trips will take place in the 2017 grant year.

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

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

Equipment	Unit Cost	Number	Total Cost	Justification of Need

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

We are not budgeting equipment under this award.

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

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

General Category	Cost	Justification of Need

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

We are not budgeting supplies under this award.

**6. CONTRACTS AND SUBGRANTS** - Provide the following information for New proposed subrecipients and subcontractors.

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

Name of Proposed Sub	Total Cost	Basis of Cost*

Technical Committee Activities	\$10,000.00	Amount charged to DOE for Technical Committee costs
7 Weatherization Subgrantees	\$2,157,374.00	Agency T & TA, Admin, Audit, H&S, Insurance, Program Operations
Standards and Field Guide Update	\$5,000.00	Contracting out work on the new standards and field guide updates
Contracts and Subgrants Total	\$2,172,374.00	

\*For example, Competitive, Historical, Quote, Catalog

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

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

General Description	Cost	Justification of Need
Office Rent	\$4,200.00	Actual Cost
Printing, Postage, Phone, Advertising, Subscriptions	\$4,800.00	Historical Costs
Software	\$34,651.42	Updates and Maintenance to WxPro Reporting and Audit software. Also includes new web-based upgrade - cost will be spread across several funding sources.
Data Processing	\$3,407.00	Storage of data on server. Cost of new Filenet database for document storage. Cost of new Contact Resource Management software.
Professional Development	\$285.00	Continued OMB rules training.
Other Direct Costs Total	\$47,343.42	

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

Office Rent is based on actual costs

Printing, Postage, Phone, Advertising, Subscriptions are based on historical costs.

Software includes updates and maintenance to the WxPro software, adding new features to keep up with new DOE rules, and the web-based upgrade.

Data Processing is contract cost of storage on the server. We are also using a document storage system called Filenet and a new Contact Resource Management software.

Costs included in Other Direct Costs are not being charged to Indirect Costs or any other budget category and all costs proposed are only being used to support the Weatherization Assistance Program and are properly segregated from other federal and/or non-federal projects.

## 8. INDIRECT COSTS

a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.

b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

See Indirect Rate Cost Proposal attached

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

Name: Bonnie Malo

Phone Number: 7013285300

Indirect costs calculations:

Indirect Cost Account	Direct Total	Indirect Rate	Total Indirect
Personnel	\$60,725.75	20.3700 %	\$12,369.84

Indirect Costs Total                    \$12,369.84

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0007940	2. Program/Project Title Weatherization Assistance Program
3. Name and Address North Dakota Dept of Commerce 1600 East Century Avenue, Suite 2 Bismarck, ND 585030000	4. Program/Project Start Date 07/01/2017
	5. Completion Date 06/30/2018

<b>SECTION A - BUDGET SUMMARY</b>						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 2,328,127.00	\$ 0.00	\$ 2,328,127.00

<b>SECTION B - BUDGET CATEGORIES</b>					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) SUBGRANTE E T&TA	(2) PROGRAM OPERATION S	(3) HEALTH AND SAFETY	(4)	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 47,140.00
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00		\$ 13,585.75
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 35,314.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
f. Contract	\$ 264,152.00	\$ 1,534,625.00	\$ 204,048.00		\$ 2,172,374.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00		\$ 47,343.42
i. Total Direct Charges	\$ 264,152.00	\$ 1,534,625.00	\$ 204,048.00		\$ 2,315,757.17
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00		\$ 12,369.83
k. Totals	\$ 264,152.00	\$ 1,534,625.00	\$ 204,048.00		\$ 2,328,127.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00

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

**(Grant Number: EE0007940, State: ND, Program Year: 2017)**

**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
Community Action Opportunities, Inc. (Minot)	\$298,282.00 30
Community Action Partnership; Inc (Dickinson)	\$351,541.00 37
Community Action Program Region VII (Bismarck)	\$357,601.00 36
Community Action Region VI (Jamestown)	\$214,809.00 21
Dakota Prairie Community Action Agency (Devils Lake)	\$328,149.00 34
Red River Valley Community Action (Grand Forks)	\$250,123.00 25
Southeastern ND Community Action Agency (Fargo)	\$356,869.00 35
<b>Total:</b>	<b>\$2,157,374.00 218</b>

**IV.2 WAP Production Schedule**

<b>Weatherization Plans</b>	<b>Units</b>
Total Units (excluding reweatherized)	210
Reweatherized Units	8

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

<b>Average Unit Costs, Units subject to DOE Project Rules</b>		
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	210
C	Total Units Reweatherized	08
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	218
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
<b>AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
F	Total Funds for Program Operations	\$1,534,625.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	218
H	Average Program Operations Costs per Unit (F divided by G)	\$7,039.56
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$7,039.56

**IV.3 Energy Savings**

Method used to calculate savings: <input type="checkbox"/> WAP algorithm <input checked="" type="checkbox"/> Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	218	N/A	5711 *
Prior Year Estimate	0	29.3	0

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

**(Grant Number: EE0007940, State: ND, Program Year: 2017)**

Prior Year Actual	0	29.3	0
* Energy Savings values were manually entered.			

**Method used to calculate savings description:**

**Projected Energy Savings**

Projected Energy Savings

A 1992 study of single family dwellings weatherized in program years 1989 through 1991 has served as the basis of projecting energy savings resulting from North Dakota's Weatherization Assistance Program. The estimated energy savings for the 182 natural gas-heated homes in the sample averaged 13.3% for conventional homes and 14% for mobile homes, when adjusted for seasonal variations. It is estimated that program improvements since the evaluation, especially in the area of increasing furnace efficiency, conservatively adds an additional 10% energy savings on average.

Low income housing varies widely in condition and energy efficiency. It is, therefore, difficult to confidently project energy savings to result for the 2016 Weatherization program. Average post-weatherization energy consumption (BTU's/HDD) for the sample listed above, serves as a basis for projecting energy savings among the homes to be weatherized during the 2016 program year. Table I, below, lists annual energy savings projections for conventional and mobile homes.

TABLE I					
Projected Energy Savings For Weatherization Assistance Program North Dakota					
	Consumption before Weatherization	Consumption After Wx*	Annual Savings*	Number FY15 Units	Total Projected Annual savings*
Conventional	116.09	89.42	26.66	153	4079
Mobile Home	105.12	80	25.12	66	1658
*BTU's x 10 <sup>6</sup>	TOTAL			393	5737

**IV.4 DOE-Funded Leveraging Activities**

*Leveraging :*

*\$2000 will be allowed per agency from program operations to leverage funds for weatherization. T&Ta funds may be used with prior approval from the state.*

**IV.5 Policy Advisory Council Members**

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

CAP 7	Type of organization: Non-profit (not a financial institution) Contact Name: Lloyd Winterberg Phone: 7012582240 Email: <a href="mailto:Lloydw@cap7.com">Lloydw@cap7.com</a>
Community Action Partnership - Minot Region	Type of organization: Local agency Contact Name: Willy Soderholm Phone: 7018397221 Email: <a href="mailto:willy@capminotregion.org">willy@capminotregion.org</a>
Community Action Program Region VII, Inc.	Type of organization: Local agency Contact Name: Jen Krueger Phone: 7012582240 Email: <a href="mailto:jenk@cap7.com">jenk@cap7.com</a>
Department of Commerce, Bruce Hagen	Type of organization: Unit of State Government Contact Name: Bruce Hagen Phone: 7013904806

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

**(Grant Number: EE0007940, State: ND, Program Year: 2017)**

Montana Dakota Utilities	Email: <a href="mailto:bahagen@nd.gov">bahagen@nd.gov</a> Type of organization: Utility Contact Name: Karen Collins Phone: 7012227229 Email: <a href="mailto:Karen.collins@mdu.com">Karen.collins@mdu.com</a>
ND Department of Commerce	Type of organization: Unit of State Government Contact Name: Rory Hoffmann Phone: 7014863330 Email: <a href="mailto:rhoffmann@nd.gov">rhoffmann@nd.gov</a>
North Dakota Building Officials Association	Type of organization: Other Contact Name: Mel Zent Phone: 7014382618 Email: <a href="mailto:mjzent@ndsupernet.com">mjzent@ndsupernet.com</a>
North Dakota State University	Type of organization: Other Contact Name: Ken Hellevang Phone: 7012317243 Email: <a href="mailto:kenneth.hellevang@ndsu.edu">kenneth.hellevang@ndsu.edu</a>
Southeastern ND Community Action Agency	Type of organization: Non-profit (not a financial institution) Contact Name: Mr. Jim Kappel, Director Phone: 7012322452 Email: <a href="mailto:jimkappel@sendcaa.org">jimkappel@sendcaa.org</a>

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

Date Held	Newspapers that publicized the hearings and the dates the notice ran
08/14/2014	See attachments for newspaper information and hearing transcript

**IV.7 Miscellaneous**

**Recipient Business Officer:**

**Peggy Anderson**  
**peanderson@nd.gov**  
**701-328-7255**

**Principle Investigator:**

**Bruce Hagen**  
**bahagen@nd.gov**  
**701-390-4806**

**Policy and Advisory Council** will advise the Department of Commerce and the ND Weatherization Program on issues where there is disagreement between the state and other parties. They will also have input into the State Plan and its Policies and Procedures. They will also be used to assist the agencies and state in securing leveraging funds. It will meet at least 1 time per DOE grant for the purpose of input.

Minutes from the 10-16-14 meeting are attached.

**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: ND Grant Number: EE0007940 Program Year: 2017

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Name:	<b>Community Action Opportunities, Inc.</b>	Contact:	Willie Soderholm
		DUNS:	164206351
Address:	2020 8th Ave South East Minot, ND 58701-4304	Phone:	(701) 839-7221
		Fax:	(701) 839-1747
		Email:	willy@capminotregion.org
Counties served:	MCHENRY County BOTTINEAU County WARD County BURKE County RENVILLE County PIERCE County MOUNTRAIL County	Tentative allocation:	\$ 298,282.00
		Planned units:	30
		Type of organization:	Local agency
		Source of labor:	Agency
Name:	<b>Community Action Partnership; Inc</b>	Contact:	Mr. Erv Bren, Director
		DUNS:	018175468
Address:	202 East Villard Dickinson, ND 58601	Phone:	(701) 227-0131
		Fax:	(701) 227-4750
		Email:	comact@dickinson.ctctel.com
Counties served:	GOLDEN VALLEY County DIVIDE County MCKENZIE County STARK County ADAMS County WILLIAMS County BILLINGS County SLOPE County HETTINGER County BOWMAN County DUNN County	Tentative allocation:	\$ 351,541.00
		Planned units:	37
		Type of organization:	Local agency
		Source of labor:	Agency
Name:	<b>Community Action Program Region VII</b>	Contact:	Ms. Andrea Werner, Director
		DUNS:	062663570
Address:	2105 Lee Avenue Bismarck, ND 58504-0000	Phone:	(701) 258-2240
		Fax:	(701) 258-2245
		Email:	andreas@cap7.com
Counties served:	EMMONS County BURLEIGH County MERCER County MORTON County MCLEAN County SIOUX County SHERIDAN County KIDDER County GRANT County OLIVER County	Tentative allocation:	\$ 357,601.00
		Planned units:	36
		Type of organization:	Local agency
		Source of labor:	Agency

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**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: ND Grant Number: EE0007940 Program Year: 2017

Name: <b>Community Action Region VI</b>	Contact: Ms. Kathy Williams, Director	
	DUNS: 108665829	
Address: 1311 12th Avenue NE PO Box 507 Jamestown, ND 58402-0507	Phone: (701) 252-1821 Fax: (701) 252-7108 Email: kathy@cap6.com	
Counties served: STUTSMAN County FOSTER County GRIGGS County WELLS County BARNES County LOGAN County DICKEY County LAMOURE County MCINTOSH County	Tentative allocation: \$ 214,809.00 Planned units: 21 Type of organization: Local agency	Congressional districts served: <b>CD</b> ND-Statewide

Source of labor: Agency

Name: <b>Dakota Prairie Community Action Agency</b>	Contact: Mr. Perry Lundon	
	DUNS: 627078983	
Address: 223 4th St. NE Devils Lake, ND 58301	Phone: (701) 662-6500 Fax: (701) 662-6511 Email: dpcaalundon@stellarnet.com	
Counties served: RAMSEY County BENSON County EDDY County CAVALIER County TOWNER County ROLETTE County	Tentative allocation: \$ 328,149.00 Planned units: 34 Type of organization: Non-profit organization	Congressional districts served: <b>CD</b> ND-Statewide

Source of labor: Agency

Name: <b>Red River Valley Community Action</b>	Contact: Mr. Kent Keys, Director	
	DUNS: 106708472	
Address: 1013 North 5th Grand Forks, ND 58203	Phone: (701) 746-5431 Fax: (701) 746-0406 Email: kentkeys@rrvca.com	
Counties served: NELSON County WALSH County PEMBINA County GRAND FORKS County	Tentative allocation: \$ 250,123.00 Planned units: 25 Type of organization: Local agency	Congressional districts served: <b>CD</b> ND-Statewide

Source of labor: Agency

Name: <b>Southeastern ND Community Action Agency</b>	Contact: Mr. Jim Kappel, Director
	DUNS: 164197311
Address: 3233 South University Fargo, ND 58108-2683	Phone: (701) 232-2452 Fax: (701) 298-3115 Email: jimkappel@sendcaa.org

DOE F 540.5

(08/05)

U.S. Department of Energy

OMB Control No: 1910-5127

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: ND Grant Number: EE0007940 Program Year: 2017

Counties served:	RICHLAND County STEELE County SARGENT County TRAILL County RANSOM County CASS County	Tentative allocation: \$ 356,869.00 Planned units: 35 Type of organization: Non-profit organization	Congressional districts served:	CD ND-Statewide
Source of labor: Agency				

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**STATE PLAN/MASTER FILE WORKSHEET**

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

#### **V.1 Eligibility**

##### **V.1.1 Approach to Determining Client Eligibility**

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

##### **Verifications:**

1. A LIHEAP referral from the DCS or the County Social Services Office for the current program year identifying the client and the client's current address.
2. Verification documentation generally available from the client consists of: pay stubs, Employee W-2 forms, income tax returns (State or Federal), self-employment IRS form 1040, Schedule C or F.
3. Other sources which may be used for income verification are: employer statements of at least three months wage records, statements from employers, state income tax records.
4. Social Security Benefit verification include: Social Security benefit checks, SSA/SSI Award Letters, correspondence from Social Security regarding benefits, requests from the agency for information from local SSA offices.
5. Pension and other benefits verification generally available from applicants: unemployment compensation award or determination letter, pension award notice, Veterans Administration Award letter, income tax records, railroad retirement award letter.
6. Other income must generally be obtained from clients and include: rental agreements or leases, receipts from services provided, statements from Dept. of Labor for unemployment benefits, statements from insurance carriers for Workmen Compensation Claims.
7. Documentation is required, to the most reasonable extent possible, for applicants who report zero incomes. A signed statement by the applicant is acceptable, provided information has been obtained regarding basic living costs including food, shelter, utilities, medical expenses, etc, for the months of zero income reported.
8. A Community Action Agency (CAA) authorized representative's signature on the application for weatherization assistance certifies that the agency representative has verified the client's eligibility.

##### **Definition of income is as described in WPN 16-3.**

Applications more than a year old that have not been served must be re-evaluated for income eligibility. Applications using LIHEAP eligibility who have not been served within one month after the start of the new LIHEAP year (Oct. 1st) must have a new referral from LIHEAP or have their income verified and checked for eligibility against DOE income guidelines.

#### **2017 POVERTY INCOME GUIDELINES**

#### **CONTIGUOUS STATES U.S. GRANTEES**

**EFFECTIVE April 5, 2017**

INCOME LEVELS	Size of Family Unit	Threshold	200%
1		\$12,060	\$24,120
2		\$16,240	\$32,480
3		\$20,420	\$40,840
4		\$24,600	\$49,200
5		\$28,780	\$57,560
6		\$32,960	\$65,920
7		\$37,140	\$74,280
8		\$41,320	\$82,640

For families with more than 8 persons, 100% of poverty level increases \$4,180 for each additional person. Therefore, for weatherization at 200% of poverty level, add \$8,360 for each additional person.

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**LIHEAP Eligibility Determination will follow section 415-25 of the attached 2017 ND LIHEAP State Plan.**

Describe what household Eligibility basis will be used in the Program

**LIHEAP Income Eligibility Criteria**

**The maximum income eligibility limit for heating assistance is 60% of the state median income as updated annually in the Federal Register by the U.S. Department of Health and Human Services, under authority of section 673(2) of the Omnibus Budget Reconciliation Act of 1981, that are in effect at the beginning of this federal fiscal year and subsequent federal fiscal years.**

Income Eligibility Levels 415-25-05-10

The income eligibility limits for heating assistance are based on 60% of the North Dakota median income. The monthly income eligibility levels are determined by dividing the annual amount by 12 months and rounding off to the nearest dollar (indicated by \*). Therefore, the adjusted gross income eligibility limits for FY2016 are as follows:

Household Size	Annual Eligibility Limit	Monthly Eligibility Limit
1	\$27,650	\$2,304
2	\$36,158	\$3,013
3	\$44,665	\$3,722
4	\$53,173	\$4,431
5	\$61,681	\$5,140
6	\$70,188	\$5,849
7	\$71,784	\$5,982
8	\$73,379	\$6,115
9	\$74,974	\$6,248
10	\$76,569	\$6,381
11	\$78,164	\$6,514
12	\$79,760	\$6,647

**If an applicant is not eligible for LIHEAP, their income is verified and checked against the DOE income guidelines to make sure service is provided where eligibility exists.**

**DOE Income Eligibility**

**New 2017 Guidelines**

**Size of Family Unit    Maximum Family Income**

1	\$24,120
2	\$32,480
3	\$40,840
4	\$49,200

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<b>5</b>	<b>\$57,560</b>
<b>6</b>	<b>\$65,920</b>
<b>7</b>	<b>\$74,280</b>
<b>8</b>	<b>\$82,640</b>

**For Each Additional Household Member, Add: \$8,360**

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

Grantees are directed to review guidance provided by Health and Human Services (HHS) under the Low Income Home Energy Assistance Program (LIHEAP).

#### **V.1.2 Approach to Determining Building Eligibility**

Procedures to determine that units weatherized have eligibility documentation

See Monitoring Section and Quality Assurance Form attachment.

The ND Weatherization Assistance Program follows the State Historic Preservation Office Agreement signed with the ND Historic Preservation Office on 3/25/10. (Agreement attached)

Describe Reweatherization compliance

All homes weatherized with DOE funds since September 30, 1994 are ineligible for additional weatherization assistance. However, DOE allows weatherization funds to be used to re-weatherize units which were partially weatherized with DOE funds, during the period of September 30, 1977, through September 30, 1994. Regulations also permit re-weatherization in the event that previously applied weatherization materials are damaged by fire, flood or act of God and the needed repairs to weatherization materials are not covered by insurance. Therefore, the State will allow the re-weatherization of qualified units during the 2016 Plan Year.

To qualify a unit for re-weatherization, the occupant must reapply and be determined eligible for assistance. A new energy audit must be completed to determine which measures and materials should be installed on the basis of current standards.

Applications for re-weatherization must be assigned a lower priority than applications for units that have not previously been served.

Describe what structures are eligible for weatherization

Single family site built homes, manufactured homes, multi-family buildings

Any non-traditional housing such as shelters will need Grantee approval after consulting the DOE Project Officer.

The weatherization of non-stationary campers and trailers that do not have a mailing

address associated with the eligible applicants is not allowed. The use of a post office box

for a non-stationary campers or trailers does not meet this requirement.

Describe how Rental Units/Multifamily Buildings will be addressed

**North Dakota Weatherization Program Rental/Multi-Family Building Procedures**

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It is a goal of the North Dakota Weatherization Program to provide assistance in a manner that treats persons eligible for weatherization services living in rental housing equally with persons who are homeowners. However, because the unit to be weatherized is owned by a person who may not be eligible to receive program benefits, sub-grantees must comply with the following before the weatherization process is completed.

1. The sub-grantee has obtained the written permission of the owner or his agent to weatherize the property.
  1. If 66 percent (50 percent for 2 to 4 unit buildings, and certain eligible types of large multi-family 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 government program for rehabilitating the building or making similar improvements to the building:
    1. The entire building must be weatherized.
    2. All units weatherized will be counted as completions.
  2. If less than 66 percent (50 percent for 2 to 4 unit buildings, and certain eligible types of large multi-family 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 government program for rehabilitating the building or making similar improvements to the building:
    1. Only the qualifying units can be weatherized.
    1. Only the qualifying units can be counted as completions.
2. The sub-grantee has established procedures for dwellings which consist of a rental unit or rental units to ensure that:
  1. The benefits of weatherization assistance in connection with such rental units, including units where the tenants pay for their energy through their rent, will accrue primarily to the low-income tenants residing in such units;
  2. For a reasonable period of time after weatherization work has been completed on a dwelling containing a unit occupied by an eligible household, the tenants in that unit (including households paying for their energy through their rent) will not be subjected to rent increases unless those increases are demonstrably related to matters other than the weatherization work performed;
  3. Procedures must be established by the Sub-grantee by which tenants may file complaints, and owners, in response to such complaints, shall demonstrate that the rent increase concerned is related to matters other than the weatherization work performed; and
    1. No undue or excessive enhancement shall occur to the value of the dwelling units. One specific application of this policy is to limit expenditures for furnace or boiler replacements for Health and Safety reasons in rental property. As stated above, landlords are responsible for maintaining safe, operable heating systems in rental units.
  4. Weatherization funds may, however, be used to upgrade the efficiency of heating systems in rental property by retrofitting or replacing existing equipment that meets the SIR requirement. The agency will pay no more than \$100 for repair costs.
3. The North Dakota Weatherization staff has made it a policy to require that each multifamily project that is to be weatherized have at least one major task performed.
  1. Once we determine there is a major task needed on a project, and the project is deemed eligible, the following steps are taken.
    1. A state weatherization staff member, accompanied by the local Community Action auditor, visits the property for data collection.
      1. A Health and Safety assessment is done. If needed Health and Safety tasks are estimated to be to costly or Health and Safety requirements can not be met the project will be deferred.
    2. If the project passes the Health and Safety assessment the following areas are inspected:
      1. Attic insulation levels
      2. Wall insulation levels
      3. Basement and/or crawl space insulation levels
      4. Refrigerator make and model
      5. Existing light bulb wattage
      6. Heating systems
      7. Cooling systems
      8. Hot water distribution system
      9. Primary and storm window condition
      10. Primary door condition
      11. Air infiltration points and chase ways
      12. Integrity of roof and building envelope
      13. Any other area(s) that affect the building's thermal performance
      14. The utility bills from the previous year are collected.
  2. The local Community Action runs the tasks through the WxPro energy audit to get a cost for the task.
    1. This gives us a local cost that is used for the TREAT energy audit.
  3. The state staff member models the building using the TREAT energy audit software with all of the data collected from the site and inputs the utility bills.
    1. All tasks or improvements are run through TREAT to get the Savings to Investment Ratio (SIR) for each task.
    2. All improvement SIRs must meet the levels as set forth in the North Dakota Weatherization Field Standards and State Policy before they can be performed.

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<ul style="list-style-type: none"><li>3. The project documentation is sent to the DOE Project Officer for approval before any work is started.</li><li>4. The eligible improvements, as recommended by TREAT, are sent to the local Community Action agency for the weatherization process.</li><li>5. All the improvements must be installed in accordance with the North Dakota Weatherization Field Standards.</li></ul>
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#### **2.05.1 Landlord Obligations**

- 1. Under North Dakota law, landlords have the following obligations to the renter and rental units:
  - 1. Comply with the requirements of building and housing codes relating to health and safety.
  - 2. Arrange for or make all repairs and do whatever is necessary to put and keep the premises in a fit and habitable condition. The tenant must give the landlord reasonable notice and a reasonable amount of time in which to make repairs. (The definition of reasonable very often depends on the needed repair.)
  - 3. Keep all common areas in a clean and safe condition.
  - 4. Maintain in good, safe working order and condition all electrical, plumbing, sanitary, heating, ventilating, air conditioning systems, other facilities, and appliances, including elevators, supplied or required to be supplied by the landlord.
  - 5. Provide and maintain appropriate receptacles and conveniences for the removal of ashes, garbage, rubbish, and other waste incidental to the occupancy of the dwelling unit and arrange for their removal.
  - 6. Provide smoke detectors in each unit.
  - 7. Provide running water and reasonable amounts of hot water and heat.
- 2. Sub-grantees must assure that a landlord has met his/her obligation under North Dakota law before weatherizing rental property which they own.

#### **2.05.2 North Dakota Weatherization Assistance Program Rental Agreement**

Before a rental unit can be weatherized, the landlord and the eligible tenant must agree to and sign the North Dakota Weatherization Assistance Program Rental Agreement (see attachment).

At the time the agreement is executed, sub-grantees must inform the eligible tenant that in the event the landlord violates the weatherization agreement, they should notify the sub-grantees office so the appropriate action can be taken against the landlord.

Describe the deferral Process

Refer to the ND 2017 DOE Policies and Procedures Manual - Section 500.70

#### **V.1.3 Definition of Children**

Definition of children (below age): **18**

#### **V.1.4 Approach to Tribal Organizations**

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

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

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## Tribal Allocation

DOE funded weatherization activities will also be made available to all eligible Native American households residing on reservations within the State. The CAAs will be allowed to weatherize any eligible residence located within the boundaries of the Spirit Lake Sioux, Standing Rock, Turtle Mountain and Fort Berthold (Three Affiliated Tribes) Reservations. Grant agreements with the sub-grantees specify the minimum amount of WAP funds to be available for expenditure for the weatherization of Native American households within the boundaries of each tribal jurisdiction served by North Dakota's WAP program.

Minimum WAP funding levels allocated for tribal weatherization services on each reservation and to be distributed to North Dakota's sub-grantee agencies are as follows:

Percent of ND WAP: 8.39%

## Distribution of Tribal Weatherization Funds to Sub-grantees:

### Sub-grantee Tribal Jurisdiction Percent of Tribal WAP/PVE

Community Action (Region II) Ft. Berthold 21.17

Dakota Prairie CAA (Region III)      Spirit Lake 16.21

Turtle Mountain 34.61

## Community Action (Region VII) Standing Rock?

Although tribal households represent a small percentage of the

many of the housing units within these tribal jurisdictions are in poor condition. Should the need arise, the State of North Dakota will permit sub-grantees to exceed the minimum allocation levels for each tribal jurisdiction, as specified above, in order to have a greater impact on energy use and housing conditions on the reservations.

grantee may utilize the funds to serve clients off the reservation.

During an energy audit, the majority of labor for installing weatherization materials will be supplied by CEEP Weatherization crews. Contract labor will be used in the event of furnace retrofit or replacement and to a limited extent for other weatherization labor.

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## **V.2 Selection of Areas to Be Served**

### **Sub-grantee Service Areas**

North Dakota's fifty-three counties are grouped into eight regions for the purposes of the Weatherization Assistance Program. The regions correspond with the jurisdictions of the seven (7) community action agencies (CAAs), which conduct weatherization activities on the local level (See attachment). Weatherization services for Regions I and VIII are provided by the Regional VIII CAA.

The Weatherization Assistance Program has been conducted by North Dakota's CAAs since 1977. Each of the seven agencies has demonstrated its ability to complete the work assigned in a timely and effective manner. The crew members, estimators, and coordinators currently in place possess considerable experience and training in the theory and methods of effective home weatherization. The agencies are checked for debarment before the start of each grant. The State also checks the latest audit to see if there are concerns or findings to be aware of.

DOE funded weatherization activities will also be made available to all eligible Native American households residing on reservations within the State. The CAAs will be allowed to weatherize any eligible residence located within the boundaries of the Spirit Lake Sioux, Standing Rock, Turtle Mountain and Fort Berthold (Three Affiliated Tribes) Reservations. Grant agreements with the sub-grantees specify the minimum amount of WAP funds to be available for expenditure for the weatherization of Native American households within the boundaries of each tribal jurisdiction served by North Dakota's WAP program. The minimum amount allocated for all reservations in the State is determined based upon the percentage of the State's low income households residing within the reservation boundaries (8.39% according to the 2010 Census data).

Minimum WAP funding levels allocated for tribal weatherization services on each reservation and to be distributed to North Dakota's sub-grantee agencies are as follows:

Percent of ND WAP/PVE: 8.39%		
Distribution of Tribal Weatherization Funds to Sub-grantees:		
Sub-grantee	Tribal Jurisdiction	Percent of Tribal WAP/PVE
Community Action (Region II)	Ft. Berthold	21.17
Dakota Prairie CAA (Region III)	Spirit Lake	16.21
	Turtle Mountain	34.61
Community Action (Region VII)	Standing Rock	28.02

Although tribal households represent a small percentage of the state's low income population, a large proportion of tribal residents qualify for weatherization and many of the housing units within these tribal jurisdictions are in poor condition. The State of North Dakota will permit sub-grantees to exceed the minimum service levels for each tribal jurisdiction, as specified above, in order to have a greater impact on energy use and housing conditions on the reservations. Should an agency be unable to expend the amount allocated for tribal weatherization, they may request permission from DOC to utilize the funds for non-tribal weatherization purposes.

During the program year, the majority of labor for installing weatherization materials will be supplied by CAA weatherization crews. Contract labor will be used the event of furnace retrofit or replacement and to a limited extent for other weatherization labor.

The Grantee reserves the right to change the regional boundaries and the funding to go with the change in the event of changes in eligible population and available applications.

North Dakota has added new language in the agreements and contracts to reflect the requirements of WPN 15-4 Section 2. We have also developed a system for verifying receipt of any new information that is given to the sub-grantees.

The Grantee may use a Request For Proposal to administer the Weatherization Assistance Program in certain regions now served by a Community Action Agency. This may be to consolidate services in case of a change in funding or if it is determined through monitoring and risk analysis that an agency is not serving the population of the region as required by the Grantee and the funding source. Existing Community Action Agencies who have demonstrated the ability to administer the program will be given preference in the process.

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### **V.3 Priorities for Service Delivery**

## Client Prioritization

From the 2017 ND DOE Weatherization Policies and Procedures Manual

SUBJECT: Client Prioritization DATE: April 2017

## Priority for Providing Weatherization Services

**POLICY:** In accordance with 10 CFR 440.16, priority must be given in identifying and providing weatherization assistance to households where one or more of the following exist:

1. High energy usage
2. High energy burden
2. Elderly household member(s) (60 years or over)
3. Disabled household member(s)
4. Household member(s) under the age of 18

Households who do not meet at least one of the priority categories may only be served if all eligible priority households in the Service Provider's territory have been served.

Within the above listed priority, Service Providers may choose the order in which households are served. Priority systems must be applied equally to both renter and owner occupied dwellings and applied equitably to all areas of the Service Provider's territory.

Service Providers may choose to consider using the oldest application approval date for positioning applicants with priority points. An application with at least one priority point may be moved up on the list when working in the same area to save travel time.

#### V.4 Climatic Conditions

## Climatic Conditions

North Dakota's climate is typical of its continental location in the northern Great Plains.

Situated approximately at the center of North America and isolated from the moderating effects of the oceans, the state is subjected to extreme seasonal temperature variations. Mid-summer highs often exceed 100 degrees Fahrenheit; while mid-winter temperatures can fall below -30 degrees Fahrenheit.

North Dakota also endures some of the longest, coldest winters of the lower forty-eight states, according to the U.S. Weather Service's thirty year average for annual heating degree days. The statewide average heating season for the past thirty years exceeds 9175 heating degree days. The intensity of the heating season varies only slightly on a regional basis. Northern and eastern regions of the state are colder on average than the southern and western regions. For example, the average heating season for Devils Lake, in Region III is 9885 heating degree days, more than 1900 heating degree days colder than the heating season at Dickinson, which is located in Region VIII. The 30 year average for several counties along the Canadian border exceeds 10,000 heating degree days. Figure I, below, illustrates the interregional differences in the severity of the heating season.

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**FIGURE I**

30-Year Average Heating Degree Days for

North Dakota and Selected Cities		
Region	City	Heating Degree Days
I	Williston	9241
II	Minot	9415
III	Devils Lake	9885
IV	Grand Forks	9881
V	Fargo	9341
VI	Jamestown	9380
VII	Bismarck	8321
VIII	Dickinson	7981

## **V.5 Type of Weatherization Work to Be Done**

### **V.5.1 Technical Guides and Materials**

#### **Typical Weatherization Services Provided**

Each household is visited by an energy auditor who after conducting an energy audit determines which conservation measures will be most effective for this specific unit. There are 10 general categories of energy conservation measures from which the auditor may choose based upon their ability to save energy. The actual conservation measures installed on a specific unit is dependent upon the potential energy savings, the cost of material, the life of the measure, and the labor needed to install the measure. All measures must have a target savings to investment ratio of 1 or greater (\$1.00 return for each \$1.00 invested). Energy auditors are given the flexibility on a case by case basis to allow the installation of a conservation measure having a SIR below the target of 1.5 but above a minimum SIR of 1.

All work is being performed in accordance to the DOE-approved energy audit procedures and 10 CFR 440 Appendix A.

Residential site built, mobile homes and multi-family structures will be addressed.

Typical weatherization measures are:

1. General Heat Waste: Measures that reduce air infiltration and heat loss in the home. This typically includes caulking and weather stripping which in recent years has been guided by the use of advanced blower door guided air sealing and the use of infrared cameras.
2. Attic Insulation: Insulation is installed to bring the attic up to an R-60 for electrically heated homes and R-50 for all other fuels.
3. Wall Insulation: Wall insulation is installed where needed by a variety of methods to access wall cavities.
4. Floor Insulation: Floor insulation is installed in floors over unheated basements or crawlspace and in mobile home bellies.
5. Perimeter Insulation: The insulation of the interior or exterior of the foundation depending upon existing conditions.
6. Windows: The installation replacement windows or a series of window treatments that prevent or mitigate heat loss. These include the installation of window films and storm windows.
7. Doors: The installation of a series of door treatments to reduce heat loss including repair and replacement.
8. Furnace Efficiency Measures: Includes testing of heating systems for efficiency and safety purposes. Repair and/or replacement is allowed based on energy efficiency and savings to an investment ratio.
9. Electric Baseload Measures: Includes replacement of existing lighting with energy efficient lighting and replacement of high usage refrigerators with new energy efficient models.
10. Building Repair: This measure includes a variety of repairs to the house structure which are necessary to protect the integrity of eligible weatherization measures.

The Standard Work Specifications (SWS) and Field Guide document has been approved by DOE along with several variance requests that have been incorporated into the document. The SWS will also be incorporated into all work orders and inspection documents. Here is a link to the document - <http://www.communityservices.nd.gov/uploads/5/SingleFamilySWSandFieldGuide.pdf>

All work will be meet the guidelines set forth in the ND Standard Work Specifications and Field Guide document and the ND 2017 DOE Policies and Procedures Manual. All contracts with the sub-grantees will contain language requiring them to follow these guidelines and to require any of their contractors to

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follow the guidelines.. The documents are available at all times through our online audit and reporting software (WxPro). A copy of the terms and conditions that the sub-grantees sign is attached.

#### **V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

**Single-Family :** WxPro 2014

**Manufactured Housing :** WxPro 2014

**Multi-Family :** TREAT - Nationally approved for multi-family buildings as listed in WPN 13-5  
The use of TREAT in our audit procedures for multi-family buildings was approved in 2014.  
All projects will be approved by the DOE Project Officer before work is started.

Comments

#### **Energy Audit Procedures**

North Dakota's weatherization program emphasizes cost effectiveness in selecting measures to reduce general heat waste, conductive heat loss, electric baseload and mechanical systems inefficiencies.

Each weatherization measure to be installed must have a savings to investment ratio (SIR) equal to or greater than 1 in order to be included as a priority. Energy auditors are given the flexibility on a case by case basis to exclude the installation of a conservation measure having a SIR below 1.5. All measures having a 1.5 or greater are required. Repair materials will only be allowed, if when included in the calculation of the SIR for all weatherization measures installed (to include repairs materials), is greater than one for the unit as a whole.

General heat waste and air infiltration are addressed in every weatherized dwelling. Blower door tests will be conducted on each weatherized home, unless weather conditions or health and safety concerns, such as extreme cold or high wind preclude safe and accurate testing. The blower door tests will be conducted by weatherization crews using the "North Dakota's Standard Blower Door Procedures." This is determined by using the Cost Effective Guideline procedure as outlined in the Field Standards.

The weatherization crews employ a top down approach to sealing air leaks. The crews first work within the attic, sealing chase ways and bypasses around chimneys, soil pipe, soffits and other openings into the attic space. Attention is then focused on interior caulking of infiltration through doors, windows, attic hatches, and around the rim joist. Occasionally, inside storm windows, composed of rigid acrylic or plastic film, are applied as an economical means of combating infiltration through unusually leaky windows.

Conductive, electric baseload, and mechanical measures are prioritized using the state approved computerized audit package. The state approved audit is an integrated estimation program which prioritizes weatherization materials to be installed on either site built or mobile homes based on the calculated cost effectiveness (discounted SIR > 1) of those materials when installed on that specific unit. The program is completely self contained and requires no additional manual computations. The State of North Dakota submitted the WXEOR Program to the DOE Support Office and it was approved as a waiver audit for use in the Weatherization Assistance Program in 2008. In 2012 the audit was combined with the state reporting system and is now called WxPro.

The equation utilized to calculate the savings to investment ratio for a conductive heatloss measure is:

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(1 x ((1-discount rate) #years)) x ((HDD x 16 x (Unit Price x Esc. Rate)) ÷ (BTUs x AFUE) x (Area x Delta U) x Buffer

Where:

Discount Rate = 3% per year and updated yearly to current rate

# years = Number of years for measure to payback

2DD = Heating degree days for specific Region of the State

16 = Correction factor to allow for internal heat gain from occupants, solar, etc.

Unit Price = Cost per unit of heating fuel

Esc. Rate = Fuel cost escalation rate as provided by DOE – updated yearly.

BTUs = 100% efficient BTU content of fuel

AFUE = Annual fuel utilization efficiency

Area = Net area affected by measure in square feet

Delta U = (1/Pre R-Value)-(1/Post R-Value)

Buffer = Buffer correction factor to account for differences in exposure as provided by ASHRAE

The equation utilized to calculate the savings to investment ratio for a refrigerator replacement is:

$$(((\text{KWH Per Year of existing model} * (1 + ((\text{Average Ambient Temperature} - \text{Present Ambient Temperature}) * 0.025))) - (\text{KWH Per Year of new model} * (1 + ((\text{Average Ambient Temperature} - 70) * 0.025)))) * (\text{Cost Per KWH*Esc.Rate})) * (\text{Lifetime*Discount Rate}) / \text{Total Cost}$$

The equation utilized to calculate the savings to investment ratio for lighting replacement is:

$$((\text{Existing Watts} - \text{Replacement Watts}) * \text{Qty of Bulbs} * \text{Hrs on per day} * 365/1000 * (\text{Cost per KWH*Esc.Rate})) * (\text{Lifetime*Discount Rate}) / \text{Total Cost}$$

The equations yield a dollar amount saved during the first year after each measure is installed. The first year savings is then discounted at a rate of 3% per year over the life of the measure to yield the total savings to be realized for that measure. The amount saved is further adjusted through the application of a fuel escalation cost factor applied over the life of the measure to account for future price increases in the cost of the heating fuel use by that particular unit.

Once the adjusted savings is calculated, the savings to investment ratio is then generated by dividing the adjusted savings by the cost of materials and labor to install the measure. (the state approved audit figures labor on a square foot installed cost and adds this to the material cost for purposes of this calculation). Each sub-grantee is allowed the flexibility to input their own agency costs for materials and labor and heating degree days so that the calculations are customized to their specific agency.

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After the savings to investment ratio is calculated for each measure they are then ranked in order by the state approved audit (highest SIR to lowest SIR). The Weatherization crews will install measures based on their ranking (prioritization) and may only deviate from the ranking with prior approval of the State Weatherization Program Manager.

WxPro also accounts for the interaction of mechanical and conductive weatherization measures and is able to produce a SIR on a heating system replacement or retrofit. The SIR for mechanical measures can be calculated with or without conductive heat loss measures installed and estimate future heating costs when historical fuel usage data is supplied.

In addition to the calculation of the SIR, WxPro also generates the number of BTUs saved per heating degree day for use in future evaluations of the Weatherization Program.

The replacement of furnaces in conventional homes will be permitted based upon a determination that:

1. The existing furnace will not last at least five years;
2. That the existing system cannot be retrofitted for \$500 or less; and
3. The SIR for the replacement system and associated costs is 1 or greater.

The documentation to support furnace replacement must include fuel consumption records for the prior year, existing furnace efficiency test results (if the system is operable) and an analysis of the potential savings and payback associated with the replacement.

The WxPro audit was approved by DOE in November of 2014. The approval letter is attached.

**TREAT (Targeted Retrofit Energy Analysis Tool) is an innovative software designed to provide support for weatherization programs, building performance contractors and energy auditors.** It is a comprehensive energy analysis tool that allows weatherization programs to provide new sources of value to their customers, with increased program efficiency.

TREAT's analysis tools allow Contractors and Home Energy Auditors to:

1. Obtain quick and accurate results
2. Calculate energy savings for individual improvements or assemble improvements in interactive packages
3. Create models quickly and easily with building component libraries
4. Select Improvements from Libraries
5. Aggregate improvements into packages
6. Automatically calculates payback and SIR

The New York State Energy Research and Development Authority has funded the TREAT software project as part of their Building Performance Market Enhancement Initiative. It integrates fuel bill analysis, weather data and building modeling information into a database environment. It allows energy efficiency programs to cost-effectively track the savings of buildings they "treat," relative to the savings that they predict for those buildings, and is designed to support the use of Total Quality Management techniques.

It is the first to integrate room-by-room heat loss analysis with a state-of-the-art hourly energy model (developed by the United States Department of Energy National Renewable Energy Lab, NREL). By combining these two tools, the ability of contractors to provide customers with "whole house" energy savings packages is increased. It is also approved by US DOE for use in Weatherization Assistance Programs.

TREAT addresses health and safety issues that impact the quality of life of customers and can therefore be significant sales motivators for contractors. TREAT software includes an extensive built-in library of building components for quick selection of existing and improved building components.

TREAT also allows users to calculate existing electrical energy consumption resulting from appliances and lighting and select replacements. ENERGY STAR® lighting and appliances are highlighted in the component libraries.

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### **V.5.3 Final Inspection**

See the attached ND 2017 DOE Policies and Procedures Manual - Section 600.60

At this time ND has 20 agency people QCI certified. The state staff is QCI certified. We have one contractor available to contract with any agencies that need it. The Grand Forks agency has 3 people certified and they have a for-profit business that will contract with any agencies needing the service. We will continue to have people take the training and testing to get as many people certified as possible.

We are asking to use the third option in the Quality Work Plan that allows a different method for using the Quality Control Inspector. We feel this plan will continue to assure quality work while reducing expenses and reducing time required for turning in completed jobs. Our sub-grantees have large regions with a lot of travel involved. By allowing a Quality Control Inspector to do the final inspection even when that Inspector worked on the job, we will save extra travel and expenses. We would still require at least one third of the jobs be inspected by someone who did not work on the job. All jobs would be inspected by a certified Quality Control Inspector. We have used this method in our LIHEAP Weatherization for years and have seen no reduction in quality. We would increase the monitoring by the State to 30% of jobs in those cases where this method is approved. We also would reserve the right to require a different method if we find problems when we monitor.

### **V.6 Weatherization Analysis of Effectiveness**

#### **Analysis of Effectiveness**

In 1993, the State of North Dakota completed an evaluation of its weatherization efforts, focusing on energy savings and program delivery during the years 1989-1991. North Dakota's evaluation analyzed energy consumption and energy savings in terms of housing type, household type and measures applied. The analysis provided insights into the effectiveness of the program in targeting clients and selecting weatherization measures.

The personnel of the Grantee are constantly looking for ways to improve the program by attending trainings and making upgrades to the state's online software to better track efficiency and production in the local agencies. We are also in contact with other Grantees to see what is working well in other states and offering advice on what is working well in North Dakota.

North Dakota's weatherization program is subjected to regular monitoring by the State and its sub-grantees. Sub-grantees are required to inspect 100% of the work completed and maintain control over expenditures in accordance with federal financial management guidelines and generally accepted accounting procedures. Sub-grantees also submit monthly reports providing detailed information on production and expenditures. The sub-grantee reports are consolidated into a monthly program summary which includes:

1. A production summary that breaks out the number of dwelling units weatherized, and the number of persons served among major ethnic groups, elderly and the handicapped; and
2. A breakdown of expenditures for administration, materials, program support, labor, financial audit and general liability insurance.

The monthly summary tables permit direct comparison of planned versus actual performance for each sub-grantee and comparison between agencies on production. We use this comparison to determine if more oversight or training is needed. This comparison has recently shown one agency not reaching production goals and not performing as well as most of the others. As a result we sent in a technical consultant to work with that agency and report back to the Grantee on any problems he is seeing and to help with a plan to get the agency back to required production. We have used the information from the comparison and the information from the consultant to develop an action plan. This plan included training that has resulted in better performance at the agency.

Because of the size differences in the sub-grantees staff and the large differences in types of housing encountered, we do not try to track energy savings between the sub-grantees. If they are meeting production goals, it is assumed they are doing the best job possible to save energy for the clients. We can assume this because they all follow the same set of guidelines and because of the rigorous final inspection and monitoring process. We will look at the evaluations that are set to come out later this year to see if any changes need to be addressed.

Monitoring visits provide a second level of weatherization program analysis. Each sub-grantee is monitored at least once annually by DOC staff or a contract monitor. The monitoring effort focuses on accountability and technical proficiency. Sub-grantee records, client files, and invoices are checked for consistency and compliance. At least five percent of the housing units completed under the DOE Weatherization Assistance Program are physically inspected by the State's Residential Energy Technical Specialist. Job orders and invoices are cross-checked with the measures that have been applied to the client's home. The inspector evaluates the workmanship and techniques employed by weatherization crews; focusing on compliance with weatherization priorities and the quality of work. Previous performance reviews are looked at before monitoring to make sure problems encountered before have been addressed. Any finding in a review must be checked on in the next monitoring visit.

We have had no Sub-grantees that have had a significant number of failed inspections because of the rigorous final inspection process we require. During the monitoring visits we always stress the importance of the inspection process at the home and the value of a thorough desk monitoring process. Since beginning this process, we generally have very few findings during our monitoring visits. When we do see something we make sure it is discussed at length with the Sub-grantee to prevent reoccurrence.

We have seen very few issues with the management, financial, and technical systems during monitoring. When problems have occurred the Sub-grantees have been quick to put any recommendations or requirements we have made in place. We are sponsoring on-going training for all our fiscal staff and local agency staff on the new OMB requirements that will go into effect later this year.

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We have not done specific market analysis on measure costs, but our software and audit use real time costs for the materials and labor. These costs are checked during monitoring. Sub-grantees are required to use fair procurement practices and document efforts to get the best prices available for the material they are using. Labor costs are updated in the program anytime someone's rate of pay changes or when new employees are added. The labor allowed in the measures comes from a two year long labor study on how long each measure should normally take. The Sub-grantees are given a range to use in the audit that was determined by the study (see Final Condensed Labor Study attachment). This information is checked on the work orders for the jobs we monitor.

## **V.7 Health and Safety**

See 2017 Health and Safety Policy attachment.

North Dakota does not allow air conditioning repair or replacement with DOE funds. The LIHEAP Emergency Furnace Repair and Replacement grant has funds for cooling repair or replacement for at risk clients. These clients simply have to be income eligible and do not have to be LIHEAP clients. A doctor's recommendation is required.

## **V.8 Program Management**

### **V.8.1 Overview and Organization**

#### **Program Management**

##### **2.06.1 Overview - Organization**

The following is a description of the background, structure, functions and programs of the Division of Community Services (DOC). Following these descriptions is a brief discussion of issues surrounding the programs administered by the office.

##### **2.06.1.1 Background**

The Department of Commerce's Division of Community Services has evolved since 1979 when it was first established as the Federal Aid Coordinator's Office. While the office has existed as part of a number of State agencies during this time, the functions of the office have remained relatively constant. They are:

1. Administration consisting of fiscal and clerical support;
1. Energy Conservation Programs;
1. Low Income Assistance Programs;
1. Community Development consisting of the CDBG Program; and
1. Governmental Assistance which provides assistance and analysis services to the Governor's Office; performs some of the remaining functions of the Planning Division; and provides administrative support to the Director of the DOC.

The attached organizational chart shows the current structure of the DOC. The fifty-second Legislative Assembly approved the additional function within the Office of Building Code/Americans with Disabilities Act Implementation.

Over ninety-eight (98%) percent of the office's 2009-11 budget of \$50.5 million is Federal and other funds subject to Federal and other judicially imposed regulations. It is necessary that, in addition to the programmatic functions, the office maintain a fiscal support function to track and account for the numerous grants and sources of funds.

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North Dakota Community Action Agencies

-

-

**REGION II**

Willy Soderholm

Community Action Opportunities, Inc.

2020 8th Ave SE

Minot, ND 58701

**REGION III**

Perry Lundon

Dakota Prairie Community Action Agency

223 4th St. NE

Devils Lake, ND 58301

**REGION IV**

Kent Keys

Red River Valley Community Action

1013 North 5th Street

Grand Forks, ND 58203

**REGION V**

James Kappel

Southeastern ND Community Action Agency

3233 South University

PO Box 2683

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Fargo, ND 58108

**REGION VI**

Kathy Williams

Community Action Region VI, Inc.

1311 12th Ave. NE

PO Box 507

Jamestown, ND 58402

**REGION VII**

Andrea Werner

Community Action Program Region VII, Inc.

2105 Lee Avenue

Bismarck, ND 58504

**REGION VIII**

Erv Bren

Community Action Partnership

202 East Villard

Dickinson, ND 58601

**BRANCH OFFICE**

Community Action & Development Program

316 2nd Avenue West

Williston, ND 58801

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Name

Type of Organization

Typical

Allocation

Average Annual # Units Completed

Congressional District

REGION II

Private Non-Profit

10 -15.%

155

1

REGION III

Private Non-Profit

5 - 10%

148

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1

REGION IV

Private Non-Profit

10 – 15%

173

1

REGION V

Private Non-Profit

15 -20.0%

216

1

REGION VI

Private Non-Profit

10 – 15%

138

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1

REGION VII

Private Non-Profit

15 – 20%

231

1

REGION VIII

Private Non-Profit

15 – 20%

287

1

2.06.1.2 Programmatic Functional Areas

The current activities of the DOC focus upon the functional areas of Community Development, Energy Conservation, Low Income Assistance, and Governmental Assistance. The following are brief summaries of the activities associated with each area:

Community Development: The Federal Community Development Block Grant (CDBG) Program is the focus of DOC's community development activities. The CDBG program provides financial assistance to eligible cities and counties in the form of grants and loans for Public Facility projects, Housing Rehabilitation projects, and Economic Development projects. These projects must be of benefit to low and moderate income households.

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**Energy Conservation:** The energy conservation activities of DOC encompass the federally funded State Energy Program (SEP), the North Dakota State University Extension Service, the Energy Conservation Grant for Public Buildings, and Oil Overcharge Restitution programs. Within these programs, energy conservation assistance is provided in the form of workshops, publications, and information to the general public; grants to schools, hospitals, nursing homes, local governments, small businesses, and state institutions for energy conservation improvements; and outreach programs to residential consumers and small businesses.

**Low Income Assistance:** The low income assistance activities within DOC center around the Federal Weatherization Assistance and the Community Services Block Grant (CSBG) programs. The Weatherization Program provides low income households with assistance through the purchase and installation of weatherization measures such as insulation, caulking, weather-stripping, and furnace repairs. The CSBG program provides, through the state's seven Community Action Agencies (CAAs), emergency assistance, outreach, and budget and housing counseling to low income households. Clients can also participate in the Self Reliance Program to increase social and economic self sufficiency.

**Governmental Assistance:** Governmental Assistance services consist of research and analysis services to the Governors' office and the Director of the Office of Management and Budget; the collection and maintenance of statewide Energy Supply and Consumption Data; the Census Data Center Program; the review and comment on federal funding and development applications; and technical assistance to units of local government.

**Building Code/Americans with Disabilities Act (ADA):** The Building Code/ADA activities within DOC include planning, directing, and managing the implementation, education and compliance of all State and Local Government Facilities, and public accommodations with the Handicapped Accessibility requirements of the Americans with Disabilities Act. This section is also charged with the administration of the State Building Code and with the preparation and maintenance of a Comprehensive Housing Affordability Strategy (CHAS) which governs the use of eleven (11) major Federal Housing Programs administered within DOC and other state and local agencies statewide.

See DCS Organizational Chart attachment.

## **V.8.2 Administrative Expenditure Limits**

### **Administrative Expenditure Limits**

The State of North Dakota and its sub-grantees will not use more than 10% of any Weatherization Assistance grant for administrative purposes. Eight percent of the available administrative funds will be allocated between sub-grantees based on their prorated share of the grant. The remaining two percent will be used by the state.

## **V.8.3 Monitoring Activities**

### **Monitoring Approach**

#### **2.06.3.1 Overview**

The Department of Commerce Division of Community Services continually monitors Weatherization Program sub-grantees both in-house and onsite. Monitoring is under-taken to evaluate sub-grantee compliance with required fiscal procedures, performance goals, and weatherization priorities and to observe the quality of work performed by weatherization crews, identify specific problems and instigate corrective action. The monitoring of Weatherization Sub-grantees is the principal method by which DCS identifies areas for potential improvement in the areas of program operation and administration. The monitoring approach is viewed as an occasion for providing assistance to Weatherization Agencies to assist them in becoming more efficient and effective when delivering services. Up to 25% of T & TA funds will be used for monitoring activities.

Program monitoring focuses primarily upon sub-grantee management procedures such as records management, reporting methods, inspection, procurement and production. The Sub-grantees monitoring program is comprised of three elements: fiscal control, program review, and technical inspection. See section 600.60

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of the ND 2017 DOE Policies and Procedures Manual for more information on the monitoring process and the use of Quality Control Inspectors.

Fiscal control is accomplished through the analysis of the monthly reports submitted by each sub-grantee. The monthly reports are consolidated into a monthly weatherization program summary, which provides monthly and cumulative financial and production data for each sub-grantee. In addition, financial personnel from the DCS will conduct on-site fiscal reviews of each sub-grantee during the program year. The fiscal review focuses upon compliance with federal financial management guidelines and agency fiscal policies and procedures.

Technical inspections will consist of the State's Residential Energy Technical Specialist visiting at least 5% of the weatherized units at each agency for the purpose of monitoring compliance with the North Dakota Weatherization Field Standards. But while their first priority is to insure compliance with the Standards, their observations of current techniques being utilized in the field is viewed as an opportunity to train and educate crews on alternative approaches to weatherization. Where common deficiencies are noted at a number of Agencies, statewide trainings are planned.

The Program Manager also reviews the administration and record keeping in the same manner; first reviewing for program compliance while always looking for areas where the Agency may reduce the time and cost of program administration. As a result client files have become more complete, many forms have been standardized, bulk purchasing has been implemented and the quality continues to improve.

The state has incorporated all aspects of "*Grantee Monitoring of Subgrantees*" section of WPN 12-05" in its monitoring forms. These forms have been designed by incorporating the DOE State review form and WPN 12-05 information and can be found in the attachments under the SF-424. These forms include the following

1. 2017 North Dakota Agency Monitoring Instrument
2. Weatherization Quality Assurance form
3. 2017 Financial Monitoring Form
4. CAA Risk Assessment Form
5. North Dakota Desk review form

#### **2.06.3.2 Monitoring Areas**

- a. **Audit** - An annual audit, as required by contract agreement, shall be monitored by DCS to verify information received on quarterly reports and clarify questions raised by DCS, the sub-grantee and/or the auditor.
- b. **In-House** - All quarterly reports shall be monitored by DCS to determine compliance with program requirements, monitor spending patterns and chart program progress. Any irregularities or questions raised by the in-house review will be sufficient reasons to schedule an on-site review.
- c. **On-Site Review** - DCS will conduct an on-site review on an annual basis and when deemed necessary. The on-site review shall consist of programmatic and technical staff from DCS. The following items at a minimum shall be reviewed.
  - **Financial Records** - Fiscal control is accomplished through the analysis of the monthly reports submitted by each sub-grantee. The monthly reports are consolidated into a monthly weatherization program summary, which provides monthly and cumulative financial and production data for each of sub-grantee. In addition, financial personnel from the DCS will conduct on-site fiscal reviews of each sub-grantee during the program year. The fiscal review focuses upon compliance with federal financial management guidelines and agency fiscal policies and procedures to include but not limited to: general ledger, bank statements, checks, audit reports, financial statements and other records necessary for their view of the financial records.
  - **Inventory System** - Including but not limited to purchasing system, controls, perpetual inventory, financial records and other records deemed necessary by the reviewer.
  - **Client Files** - For accuracy, completeness, demographic information and proper reflections of work needed/work completed, client eligibility and inspection of work.
  - **Work Completed** - Homes shall be reviewed to determine: quality of work, completeness of work, conservation measures installed follow a computerized methodology to determine cost effectiveness, geographic distribution, and proper documentation in client files, client satisfaction and other information deemed necessary by the reviewer.
- d. **Sub-grantee Post-Installation Inspection** - Each weatherized unit must be inspected by the sub-grantee to ensure that the work is in compliance with required specifications before the unit is reported to DCS as completed. A complete inspection, signed by the sub-grantee's inspector shall be placed in each job file.
- e. **Sub-grantee Review** - A copy of individual sub-grantee reviews shall be sent to each sub-grantee upon the completion of the review. If deficiencies in agency program operations indicate non-compliance with the North Dakota Weatherization Program Policies and Procedures, the North Dakota Standard

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Work Specifications and Field Guide or the federal rules and regulations, DCS will respond by working with the deficient sub-grantee to correct deficiencies and taking the action deemed necessary to insure future compliance.

f. **Provide Training and Technical Assistance** - T&TA activities are intended to maintain or increase the efficiency, quality, and effectiveness of the Weatherization Assistance Program at all levels. Such activities should be designed to maximize energy savings, minimize production cost, improve program management, and/or reduce the potential for waste, fraud and abuse.

#### **2.06.3.3 Monitoring Goals and Procedures**

1. At least 5% of the dwelling units completed during immediate preceding program year will be inspected by the Division of Community Services personnel or a contract monitor. At the time of the annual program review, a random sample of recent completions will be selected for inspection by the DOC monitor. This will consist of both file review and physical inspection. Depending on the use of the Quality Control Inspector, the percentage could be higher.
- b. The physical inspection will address the quality of materials and their installation. The inspector will obtain information on the type of materials used on homes subject to inspection, and compare specifications with those listed in CFR 440, Appendix A.
- c. The program and fiscal monitoring process will include an analysis of materials and contractor procurement procedures. Material costs for commonly used items will be obtained from the agency and compared with the prices paid by other sub-grantees. Procurement records will be reviewed to determine if materials were purchased in reasonable quantities and if free and open competition was permitted in the procurement of materials and services.
- d. The Residential Energy Technical Specialist (RETS) will compare work orders with audit priority lists to determine if the lists are used and, where deviations from the priorities were observed, there is adequate written justification. The final inspections performed by sub-grantees will be cross checked by the RETS. Oversight will be noted in the inspection report and appropriate follow-up actions will be required.

The inspection procedure for each home will evaluate compliance with the North Dakota Weatherization Standard Work Specifications and Field Guide, the computerized audit priority list and quality of work. The RETS will review each client file for content of required documentation, including an approved application, job order, inspection form and purchase orders or warehouse slips for the materials applied. A physical inspection of the unit is then conducted. The inspection will follow an inspection checklist. Discrepancies or deficiencies will be recorded on the checklist. The physical inspection consists of visual examination of the exterior and interior of each dwelling to confirm the presence of materials as listed on the job order and assess the quality of workmanship. The inspector will determine if compatible caulking and weather-stripping is used and if all materials conform to the field standard requirements. Normally the RETS will be accompanied at on-site visits by a representative of the sub-grantee, usually the weatherization coordinator or an estimator. Any findings and recommendations for improvement will be discussed with the sub-grantee on site, during a meeting with the weatherization employees, during an exit interview with the agency director and in writing as part of the monitoring report. Fiscal or programmatic deficiencies identified in the monitoring process will be addressed in the following manner.

1. The Grantee will issue a report within 30 days to the sub-grantee in which the sub-grantee will be informed of any deficiencies. If there are deficiencies, the monitoring report will contain specific recommendations for improvement.
1. A written response will be required from the sub-grantee within 30 days of receiving the monitoring report. The response must include a Corrective Action Plan to address any findings documented in the monitoring report.
- c. A follow-up of the sub-grantee's effort to implement recommendations will be conducted within a prescribed period of time.
- d. Training sessions will be conducted to resolve shortcomings that are apparently widespread among sub-grantees.
- e. Ineligible expenditures of material, program support or administrative funds will be disallowed. The sub-grantee will be required to reimburse disallowed costs from non-federal funds.
- f. If remedial measures fail to eliminate significant fiscal or programmatic problems, the Division of Community Services has several options:
  - 1) Institution of probationary reporting procedures;
  - 2) Converting sub-grantee payments from advance to a reimbursement basis; and
  - 3) Suspension or termination of grant award.

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4) Subgrantee noncompliance or repeated unresolved findings (based on a minimum of 2 monitoring visits at a Subgrantee) must be reported immediately to the PO.

#### **V.8.4 Training and Technical Assistance Approach and Activities**

##### **Training and Technical Assistance Approach**

The sub-grantees will be required to submit new T&Ta budget plans for their T&Ta allocation. Up to 25% of Grantee T&TA funds can be used for monitoring the Sub-Grantees.

Training needs are determined by a review of program monitoring reports and by observations made by the Program Manager, State Residential Technical Specialist, recommendations from the State Weatherization Technical Committee as well as from input from local coordinators, estimators and crew members. Training needs will also be determined by DOE program requirements. North Dakota weatherization program sub-grantees are currently monitored for compliance to the North Dakota Standard Work Specifications and Field Guide and will continue to direct the bulk of their training activities towards the implementation and perfection of these standards.

In addition, the Program Manager or State Residential Technical Energy Specialist will assist and visit agencies to deliver individualized training, depending on the needs of that agency. The needs will be determined by the monitoring process and requests from the coordinators, estimators and crews.

There will be continuing training on the ND SWS and Field Guide at the agency levels and with the State Weatherization Technical Committee.

The State does not require any certifications or training prior to hiring but may recommend trainings after hiring on a case by case basis.

Credentials are monitored by the State at the time of Administrative monitoring.

Sub-grantees will be authorized to use T&TA funds for the following activities:

1. Attendance at state and national training seminars.
2. Purchase of equipment needed for associated training approved by the DCS.
3. Continuing refinement of state and local weatherization data management systems.
4. Periodic meetings with DCS personnel.
5. Interagency visits and joint training exercises.
6. Trial application of new weatherization techniques or measures and the correction of any problems that may result during the trial of new weatherization techniques.
7. Dissemination of client education materials and website page references, as provided by DCS.
8. **Allowable training during the 2017 program year will cover:**
  1. Agency specific individualized training based on monitoring findings. The State Energy Specialist will visit each agency and spend time with the crew to give needed training and observe weatherization practices. Each agency will be visited at least once. Additional visits are possible if required.
  2. Training on changes to the North Dakota Weatherization Program Field Standards to align with the SWS.
  3. Software expenses are shared between Administration and T&TA. The energy audit software (WxPro) that calculates the SIR, develops a work order, and stores reporting information has been purchased by the state to be used in developing a comprehensive software package that will be used by both the state and local agencies. The state will have access to the data on-line and the agencies will have a fully operating package that will include inventory, SIR, Job Costing and reporting capabilities. We are in the process of updating the online software to a web-based program.
  4. Furnace training
  5. Injury prevention training – agency level.
  6. OSHA 10 hour courses - required for all crew member or foremen.
  7. EPA RR&P certified renovator training -required for all crew members and foremen.
  8. Hazard identification training.
    1. This would include, but not be limited to:
      1. Mold & moisture evaluation;

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

**(Grant Number: EE0007940, State: ND, Program Year: 2017)**

<ul style="list-style-type: none"><li>2. Building structure conditions;</li><li>3. Recognition of biological and unsanitary conditions;</li><li>4. Recognition of vermiculite and asbestos;</li><li>5. Indoor air pollutants, such as formaldehyde, radon, VOC's, etc.;</li><li>6. Fire hazards;</li><li>7. Electrical hazards;</li></ul>
<ul style="list-style-type: none"><li>9. Code compliance issues.</li><li>10. Occupant preexisting health conditions</li><li>11. Obtain/develop client education materials and program.</li><li>12. Trial application of new weatherization techniques or measures and the correction of any problems that may result during the trial of new weatherization techniques.</li></ul>
<ul style="list-style-type: none"><li>13. Weatherization Cost Effective Guideline air sealing and infiltration training.</li><li>14. Quality Control Inspector training and certification.</li><li>15. OSHA Confined space training</li></ul>

Not all training outlined will be paid with DOE funds. We will be using LIHEAP funding to cover some of the training.

Major trainings (Tier 1) will be done by IREC accredited trainers. Since we have no training center located within the state, North Dakota will work with training centers located out of state to provide Tier 1 training tailored to the JTA for each position. Program year 2017 will be the first year of a three year plan in which every person in weatherization will receive Tier 1 training. This training can consist of traveling to the training center, having trainers come to North Dakota from the training centers and distance learning programs. We have utilized the Montana Weatherization Training Center and the Building Performance Center in Washington. We are also looking at online training from CHP or the Santa Fe Weatherization Training Center. This training will continue starting in August 2017. This training will be mandatory. Any staff that do not participate in the trainings will be required to make them up at a later date.

The Grantee will continue to attend trainings at national conferences and meetings (NASCSP, Energy Outwest,) for training to ensure effectiveness in managing the program.

Client Education is covered by the subgrantees by the auditor at the time of the audit and during and at the completion of the work by the crews and final inspector. This includes distributing documents that are required to be given out and discussion of the work to be done and maintenance after the job is complete.

**V.9 Energy Crisis and Disaster Plan**

None
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