

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007934		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Nevada 1830 College Parkway, Suite 200 Carson City, NV 897060000		4. Program/Project Start Date 07/01/2021	5. Completion Date 06/30/2022

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 0.00		\$ 1,357,572.00		\$ 1,357,572.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 1,357,572.00	\$ 0.00	\$ 1,357,572.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRA TION	(2) GRANTEE T&TA	(3) SUBGRANTE E ADMINISTRA	(4) SUBGRANTE E T&TA	
a. Personnel	\$ 16,784.00	\$ 7,620.00	\$ 0.00	\$ 0.00	\$ 24,404.00
b. Fringe Benefits	\$ 6,767.00	\$ 3,072.00	\$ 0.00	\$ 0.00	\$ 9,839.00
c. Travel	\$ 0.00	\$ 13,806.00	\$ 0.00	\$ 0.00	\$ 13,806.00
d. Equipment	\$ 0.00	\$ 11,676.00	\$ 0.00	\$ 0.00	\$ 11,676.00
e. Supplies	\$ 5,760.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,760.00
f. Contract	\$ 11,700.00	\$ 58,856.00	\$ 119,466.00	\$ 173,030.00	\$ 1,265,220.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 26,867.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 26,867.00
i. Total Direct Charges	\$ 67,878.00	\$ 95,030.00	\$ 119,466.00	\$ 173,030.00	\$ 1,357,572.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 67,878.00	\$ 95,030.00	\$ 119,466.00	\$ 173,030.00	\$ 1,357,572.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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	5. Completion Date 06/30/2022		

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 1,357,572.00	\$ 0.00	\$ 1,357,572.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4)	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 24,404.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00		\$ 9,839.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 13,806.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00		\$ 11,676.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00		\$ 5,760.00
f. Contract	\$ 703,783.00	\$ 179,200.00	\$ 19,185.00		\$ 1,265,220.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 26,867.00
i. Total Direct Charges	\$ 703,783.00	\$ 179,200.00	\$ 19,185.00		\$ 1,357,572.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
k. Totals	\$ 703,783.00	\$ 179,200.00	\$ 19,185.00		\$ 1,357,572.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00

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IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Community Services Agency (Reno)	\$185,173.00 14
HELP OF SOUTHERN NEVADA (LAS VEGAS)	\$473,439.00 36
Nevada Rural Housing Authority (Carson City)	\$340,479.00 26
Rural Nevada Development Corp. (Ely)	\$195,573.00 15
Total:	\$1,194,664.00 91

IV.2 WAP Production Schedule

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

Weatherization Plans	Units
Total Units (excluding reweatherized)	91
	91
Rewatherized Units	0
	0

Average Unit Costs, Units subject to DOE Project Rules

VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)

A Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B Total Units Weatherized	91
C Total Units Reweatherized	0
D Total Dwelling Units to be Weatherized and Reweatherized (B + C)	91
E Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00

AVERAGE COST PER DWELLING UNIT (DOE RULES)

F Total Funds for Program Operations	\$703,783.00
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	91
H Average Program Operations Costs per Unit (F divided by G)	\$7,733.88
I Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J Total Average Cost per Dwelling (H plus I)	\$7,733.88

IV.3 Energy Savings

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	91	29.3	2666
Prior Year Estimate	207	29.3	6065
Prior Year Actual	122	29.3	3575

Method used to calculate savings description:

IV.4 DOE-Funded Leveraging Activities

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

IV.5 Policy Advisory Council Members

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

Angelia Haskett	Type of organization: Unit of State Government Contact Name: Angelia Haskett Phone: 7024869580 Email: ahaskett@dwss.nv.gov
James Dondoy	Type of organization: Local agency Contact Name: James Dondoy Phone: 7027950575 Email: jdondoy@helpsonnv.org
Jennifer Rose	Type of organization: Utility Contact Name: Jennifer Rose Phone: 7758344235 Email: jrose@nvenergy.com
Laura Wickham	Type of organization: Unit of State Government Contact Name: Laura Wickham Phone: 77568718507308 Email: lwickham@energy.nv.gov
Robert Cooper	Type of organization: Other Contact Name: Robert Cooper Phone: 7758490703 Email: rmcdoherty@sbcglobal.net
Tamera Saida	Type of organization: Non-profit (not a financial institution) Contact Name: Tamera Saida Phone: 7023694357 Email: tsada@HELPSONV.ORG

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

Date Held Newspapers that publicized the hearings and the dates the notice ran

04/29/2021 DUE TO GOVERNOR'S MANDATE ON COVID-19, THERE WILL BE NO PHYSICAL ADDRESS IN WHICH TO ATTEND THE POLICY ADVISORY COUNCIL MEETING AND THE PUBLIC HEARING. A copy of the public posting is attached to the SF-424. The Public Hearing Posting Notice complies with NRS 232.2175 and NRS 241.015 and is detailed below. Due to COVID-19 Governor Sisolak issued Executive Directive 029, July 31, 2020, which calls for the Open Meeting Law suspension, as per Executive Directive 006, to remain in effect until cancelled by a subsequent Directive. Specifically, "SECTION 3: The requirements contained in NRS 241.020(4)(a) that public notice agendas be posted at physical locations within the State of Nevada are suspended. The process for posting public notices within the State of Nevada and according to Business and Industry directives is as follows: The Nevada Housing Division does not publish advertisements in any publications and this has been the process for several years and has been very effective. By posting to the Nevada's Public Notice Website and also the Nevada Housing Division Website Hearing adequate public notice is given to interested parties and is common practice of public notices throughout the state agencies of Nevada. The Public Hearing was publicized by posting a notice on two websites. The Public Hearing notice was posted on Friday, April 16th and was noticed in the following places: Nevada Housing Division Website Nevada's Public Notice Website The Public Hearing Notes and Public Hearing Recording are attached to the SF424 document.

IV.7 Miscellaneous

Recipient Business Officer - Steve Aichroth, Administrator, Nevada Housing Division, saichroth@housing.nv.gov, phone: (775) 687-2246, 1830 E. College Parkway, Suite 200, Carson City, NV 89706

Recipient Principal Investigator - Patrick Conway, Weatherization Program Supervisor, Nevada Housing Division, 1830 E. College Parkway, Suite 200, NV 89706, patrick.conway@housing.nv.gov, phone: (775) 687-2242.

ACSI Action Plan Update - There were four out of five respondents to the 2019 survey in Nevada. Nevada ranked fifth in the top 10 percentile. Nevada increased scores in all questions asked to the Subgrantees, with the exception of the question on Training Provided by Third Parties, which NHD had no control over. Even with the scores increasing, NHD continues the quarterly conference call with Subgrantee Managers other program staff to continue the two-way communication between WAP State staff and Sub-grantee staff.

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One of the issues raised in the survey focused on training by outside parties. NHD has encouraged the Subgrantees to participate in on-line trainings/renewals, when appropriate, and are continuing to increase NHD training to the Subgrantees with our DOE contractor Les Lazareck, Home Energy Connections (HEC). Currently, HEC provides training for Energy Audits, Whole House Evaluation, Right Size HVAC Systems, Measuring R-value, Compliance with SWS, ASHRAE Calculations and H&S Compliance, with NHD Inspector.

The Policy Advisory Council meets several times a year. Once in the Spring to review the DOE State Plan and to attend to any other pending business. At other meetings, it reviews year-to-date production and end of year production from the prior year. This is for the purpose of seeing if sub-grantees met their goals for the previous program year and to see if they are on track for the current program year. This also allows the Subgrantees to voice their opinions on the State Plan contents.

Attached to the SF424 is a copy of the minutes prepared from the most recent PAC Meeting on April 22, 2021. These minutes will be presented for adoption at the next PAC meeting, which is anticipate in September - October of 2021.

PAC members fill the following categories:

James Dondoy - Sub-grantee Representative
Vacant - NHD Representative
Jennifer Rose - Utility Company Representative
Laura Wickham - At Large, Consumer Group (Energy) Representative
Tamera Saida - At Large, Consumer Group (Low Income) Representative
Angelia Haskett - DWSS Representative
Robert Cooper (chair) - At Large Representative.

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

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

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

The State of Nevada (State) Weatherization Assistance Program (WAP) defines an income eligible household for Department of Energy (DOE) funding as a household whose total gross income is at or below 200% of the National Poverty Income Guidelines established by the Office of Management and Budget. For the purposes of the DOE funding this is the definition of low income.

The Nevada Housing Division (NHD) ensures compliance through the use of State's Weatherization Application and Eligibility Determination Worksheet. Each application identifies the applicant's household income and family size necessary for making a determination of income eligibility. Per our Weatherization Administrative Manual, an applicant is required to submit copies of appropriate documents allowing the Sub-grantee the ability to calculate an annual income of all applicable household members.

Describe what household eligibility basis will be used in the Program

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

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

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

The State's WAP utilizes guidance provided by Health and Human Services under the Low-Income Home Energy Assistance Program (LIHEAP). The guidance is as follows:

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

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

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services under the LIHEAP program so long as they meet other LIHEAP program requirements.

As states set their eligibility requirements for LIHEAP-funded benefits, they are to ensure that they are in full compliance with Federal provisions related to verification of qualified alien status in providing services. State procedures for verifying U.S. citizenship or immigration status of applicants should be in accordance with the United States Department of Justice's (DOJ) Interim Guidance on Verification of Citizenship, Qualified Alien Status and Eligibility under Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, published November 17, 1997 (62 FR 61344). In addition, states should refer to LIHEAP-IM-98-25, dated August 6, 1998, which discusses the DOJ Interim Guidance and its applicability under the LIHEAP program.

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

Single family, manufactured housing (mobile homes), and multifamily dwellings are all eligible for weatherization. Proof of ownership is required to be submitted with the application and may be verified through county assessor's records. Applications can be processed from eligible clients for rental properties with owner's authorization. The rental household must meet the income qualification as describe above.

Describe Reweathering compliance

Per WAP Memorandum 075, stating, "On December 27, 2020, President Donald J. Trump signed into law P.L. 116-260, an omnibus legislative package that includes several significant changes for the Weatherization Assistance Program." Included in these changes is a modification to re-weatherization policy removing the old date of September 30, 1994 and creating a "rolling" option allowing for dwelling units to be re-weatherized **15 years after the date such previous weatherization was completed.**

NHD will be following this new policy in determining the building eligibility for new DOE and LIHEAP weatherization assistance. Sub-grantee will use their existing database containing project information from prior years, known as the BWR database in making this determination and will track new projects in the WxPro database as they are completed for a period of 15 years. This new policy will also apply to projects that received funding under LIHEAP, HUD or USDA for weatherization activities.

Describe what structures are eligible for weatherization

Single Family, manufactured housing and multi-family dwellings are all eligible for weatherization. Non-traditional dwelling units such as shelters and apartment over business, etc. may be weatherized only if program regulations are met. These types of units must be discussed with the NHD staff and approved by the DOE Project Officer prior to weatherization.

NHD does **not** allow for the weatherize of travel trailers nor other non-stationary campers that are registered with the Department of Motor Vehicles because they are not considered permanent stationary housing. Additionally, the use of a post office box for a non-stationary camper or trailer does not make it an eligible structure for weatherization.

Signed and approved by all parties involved, the State Historic Preservation Programmatic Agreement was recently extended for an additional 10 years until December 31, 2030. The NHD Weatherization Assistance Program and its sub-grantees are required to adhere to the conditions of the Programmatic Agreement in evaluating all projects prior to weatherization work being performed.

Describe how Rental Units/Multifamily Buildings will be addressed

Building eligibility will be determined by following the final rule published on December 8, 2000, where DOE provided guidance on what types of large multifamily building may be subject to the 50% threshold (65 Fed. Reg. 72210, December 8, 2000). Certain buildings containing rental units may comply with the income eligibility requirements when 50 percent of those dwelling units are eligible dwelling units rather than the established 66 percent identified in the regulations (10 CFR §440.22(b)(2)). The buildings that are subject to the 50 percent threshold are duplexes, four-unit buildings and certain eligible types of large multifamily buildings. For all other multi-family units not less than 66% of the dwelling units must be eligible in order to weatherize the entire building.

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Benefits in rental units will accrue primarily to the low-income tenants residing in the units.

Rental units may be weatherized, however, a 50% landlord contribution is required for replacement of all capital improvement items such as HVAC equipment, windows and water heaters, unless it is a repair item of less than \$2,000. No undue or excessive enhancements are allowed on rental properties. A landlord contribution is not required on single family and mobile homes rentals. 10 CFR 440.22 (b)(2) may be used on 2-4 units and 5+ units.

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

NHD utilizes a Weatherization Service Agreement and it must be signed by the landlords or property managers prior to work commencing. The Weatherization Service Agreement states that rents cannot be raised due to work being done from weatherization for a minimum one year along with other tenant protections.

Describe the deferral Process

Deferrals are required for a variety of reasons such as condition of the structure: building integrity or the ability to effectively weatherize the structure. Also, if the dwelling is slated for redevelopment. If there are Health and Safety conditions that might exist but are able to be remedied by the homeowner, 30 days are given for the homeowner to correct. If 30 days pass and the problem has not been corrected the file is closed and the client may requalify and reapply when they have made the corrections to the property. When there are issues that cannot be corrected or there are unsafe conditions for the contractors' staff (illegal substance abuse) the dwelling can be permanently deferred. If a property is beyond the scope of weatherization it may also be permanently deferred. If it was necessary to use a licensed contractor to make a determination on the need for a deferral, a fee of up to \$500 may be charged by the contractor.

When possible, the client is notified of other programs and agencies that might be able to address rehabilitation of the property. When properties are deferred, the client is given a copy of the deferral form notifying them why the property is either temporarily deferred or permanently deferred. The client is asked to sign and acknowledge receipt of the deferral form. The deferral process is further explained in the Health & Safety Plan attached to this application, which includes a copy of the State's deferral form.

V.1.3 Definition of Children

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

V.1.4 Approach to Tribal Organizations

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

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

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

V.2 Selection of Areas to Be Served

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

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assistance in the rural areas of the state. There are five service areas:

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

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

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

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

(4) The eastern rural service area which is comprised of Esmeralda, Elko, Eureka, Humboldt, Lander, Lincoln, Mineral, Nye, White Pine and Pershing counties contains 8% of the state's eligible households.

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

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

DOE is one of five funding sources available to the State of Nevada for our Weatherization Assistance Program. The actual awards of DOE funding may not reflect the above percentages because some sub-grantees are better suited to expend funds from a particular source. The State's total distribution of funds to the sub-grantees in each service area above equals the percentage distribution. However, adjustments may be made to the base on the performance of the Sub-grantees.

V.3 Priorities

Priority is given to the elderly, persons with disabilities, families with children under 6, and high energy burden households. Priority assistance is determined by a point evaluation matrix which awards additional points to residential energy users due to the utilization of heating oil or propane as their primary source of heating. A household that qualifies for and receives Energy Assistance payments from the Division of Welfare and Social Services is defined as a having high energy burden.

V.4 Climatic Conditions

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

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

Clark County & Henderson 2,601

Western Service Area & Washoe County 6,022

Eastern Service Area 7,236

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

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Clark County & Henderson 3,201

Western Service Area & Washoe County 508

Eastern Service Area 320

***Source: Mechanical Engineering Department**

University of Nevada – Reno

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

The Nevada Housing Division worked with the Southwest Building Science Training Center (SWBSTC) to update our field guides to align specifications, objectives and desired outcomes outlined in the Standard Work Specifications for Home Energy Upgrades (SWS). The field guide, aligned with the SWS, has been approved by DOE and went into effect on May 29, 2018. There were no Variance Requests submitted as part of the field guide. It can be accessed at: <https://swbstc.org/resources/nv-field-guide>

Although the current field guide approval is set to expire on May 29, 2021, NHD is working with Home Energy Connection to revise the Field Guide making it consistent with DOE guidance in WAP Memorandum 070. NHD will continue to provide updates to DOE staff until the revised field is submitted for approval.

The State of Nevada Program Assurances includes language that all Sub-grantee agreements and vendor contracts, must include language which clearly documents the SWS for work quality as outlined in WPN 15-4, Section 2, for DOE funded projects.

The program's Sub-grantees are responsible for the installation of DOE approved measures. All work done is consistent with NHD's DOE approved energy audit and materials used are consistent with 10 CFR 440 Appendix A - Standards for Weatherization Materials.

Typical Measures include:

1. Insulation: ceiling, floor, side wall and duct.
2. Duct leakage sealing (return, plenum and supply systems).
3. Shell infiltration sealing; i.e., replace broken glass, window and exterior door replacement, door weather-stripping, caulking, and evaporative cooler covers.
4. Insulation of water heater and water heater pipes.
5. Low-flow showerheads.
6. Solar screens.
7. Heating and cooling system repairs and/or replacements.
8. Refrigerator replacement. (Standalone freezers, units with water or ice makers are not allowed.)

NHD has received approval for LED bulbs and General Heat Waste items that are not included in Appendix A.

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

The State of Nevada Program Assurances has been updated to include language requiring the Sub-grantees to pass on these standards in their agreements with contractors and vendors to ensure the work quality outline by NHD is achieved with their performance.

Field guide types approval dates

Single-Family:
Manufactured Housing:

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Multi-Family:	
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V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family

Audit Name: WxPRO (North Dakota & Nevada)

Approval Date: 7/10/2018

Audit Procedure: Manufactured Housing

Audit Name: WxPRO (North Dakota & Nevada)

Approval Date: 7/10/2018

Audit Procedure: Multi-Family

Audit Name: Other (specify)

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

Approval Date:

Comments

<p>The State of Nevada DOE funded Weatherization Assistance Program falls below the 20% threshold for multifamily units and does not require a DOE approved energy audit and procedures for multifamily buildings. NHD has other funding sources available for weatherizing multifamily buildings and typically these other sources would be used instead of DOE funds.</p>

<p>Nevertheless, if NHD does receive a request from a Sub-grantee to weatherize a multifamily building, the Sub-grantee will be required to conduct a REM Design Energy Audit to ensure that the eligible occupants receive appropriate, cost-effective weatherization services. This will be done on a case-by-case basis. At the time a multifamily project is considered, NHD will submit to our DOE Project Officer the necessary energy audits and any other requested documents to approve the multifamily project prior to commencing weatherization of the multifamily building.</p>
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V.5.3 Final Inspection

<p>All individuals who perform final inspections and monitoring including Sub-grantee and NHD are required to have staff that is QCI certified or to contract for these services. NHD will continue to use Home Energy Connection, a third-party agency for QCI services, training and other technical assistance such as the update of the field guide.</p>
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<p>NHD provides to all Sub-grantees a copy of relevant policies and procedures that govern the QCI process in accordance with WPN 15-4. Every DOE funded weatherization unit reported as a completed unit receives a final inspection ensuring all work meets the minimum specifications outlined in the SWS in accordance with 10 CFR 440.16(g). Attached is the inspection form and a typical report generated by the NHD's third-party inspector.</p>
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<p>If through statewide monitoring, a pattern of fails are evident, the responsible agency will receive disciplinary action and the possibility of the reallocation of current funding and the loss of future funding. The severity of the loss depends on the nature and severity of the failures.</p>

<p>In Sub-grantee agencies where the energy auditor performs the audit, creates the work order and performs the final quality control inspection NHD performs quality assurance reviews on at least 10% of all completed units. In agencies where the QCI has no prior involvement in the work on the home or the energy audit the NHD third party inspector performs at least 5% review of all completed units. However, the Nevada DOE program in some areas is so minimally funded that it does not allow for a separate energy auditor and inspector. Nevada does its best to serve all areas of the state with some areas only receiving a small portion of funding. Regardless, in practice in prior years, at least 10% of all DOE funded projects are inspected by NHD. Final inspections are performed on 100% of the units weatherized at the Sub-grantee level by a certified QCI person.</p>
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<p>Specific language regarding QCI inspections on all DOE funded work is contained in the Program Assurances (Sub-grantee agreements) which have been attached to this application. Below is an excerpt from that document.</p>

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"The Subgrantee is to conduct an inspection on each household weatherized no later than three (3) weeks following the work being reported as completed by the Contractor(s) or installer. Subgrantee may not reimburse the Contractor for costs related to any work which has not passed final inspection. All units completed and funded in part or entirely with DOE funding shall be inspected by a Quality Control Inspector (QCI) for its final inspection ensuring that all work meets the minimum specifications outlined in the SWS."

Over time with the update of the new database, the energy audit and the final inspection shall all be web-based and aligned with SWS ensuring that work is completed in accordance with the work quality requirements outlined in WPN 15-4. Both the NHD and Sub-grantees will be using this coordinated process for inspections and monitoring.

V.6 Weatherization Analysis of Effectiveness

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

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

When a Sub-grantee is not meeting their goals and also during office and field monitoring, NHD assesses what Training and Technical Assistance (T&TA) activities are required. Each year Sub-grantees are queried on T&TA needs. Also, during Sub-grantee meetings, time is devoted to T&TA questions Sub-grantees might have and observations of NHD staff found during field and office visits.

Training capability is assessed in the field during monitoring visits. An Inspection Report is completed after each visit and there is an exit interview with Sub-grantee staff discussing any findings/issues and what is being done well. Corrective action is required within 30 days when findings were noted.

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

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

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

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

During the annual file review NHD conducts a review of the invoiced costs to ensure that no duplicate billing has occurred and that all costs billed are based on the approved costs. Sub-grantees are required to engage in a competitive bidding process at least every five years, with contractor pricing updated annually. See attached Request for Quotation (RFQ) that Sub-grantees are required to use for this process.

To secure new program contractors, a Sub-grantee must go through the formal procurement process using the RFQ and pricing is one of several factors that are considered in selecting new contractors to perform weatherization work. Each year contractor pricing is reviewed and compared against competitors. Contractors with the lowest overall price are rewarded with the majority of the work of that Sub-grantee. Staff reviews contractors costs to see if there are any large increasing in pricing (i.e., over 5% increase) and may question the reason for the price increase.

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

All Sub-grantees must have available personnel that have received weatherization training including, blower door diagnostics, combustion appliance testing, energy auditing, inspection protocol, and health and safety hazard awareness. All Sub-grantees weatherization staff members need to be certified through the Building Performance Institute's Building Analyst series. Also, all Sub-grantees must have at least one Quality Control Inspector (QCI) on staff or under

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contract to meet the DOE program requirements.

V.7 Health and Safety

The Nevada Weatherization Health and Safety (Plan) uses the DOE template and Table of Issues per WPN 17-7 and it is an attachment to this State Plan and Application. If time permits next year, we will look at updating to the most current DOE template. However no updates were made in the current year.

Prior year modification now include H&S funds are being used to bring hinges on fire doors up to current code when necessary. This is standard for Fire Doors and Other Opening Protectives per NFPA80, <https://idighardware.com/2016/07/decoded-nfpa-80-requirements-for-hinges/>. Further research suggests that if the door is a 20 min rated then self closing is required as that is part of the rating of the door. However, you can have doors installed between the garage and residence that do not require self closing hinges.

According to the source below, SPF provides both insulation and air sealing benefits and when installed to the manufacturer's specified depth. These benefits are applicable to both existing and new roofs when installed per manufacturer. <https://www.finehomebuilding.com/2013/02/01/spraying-polyurethane-foam-over-an-existing-roof>

Radon:

Installing a 6 mil vapor barrier to stop the migration of radon also stops moisture transfer that can lead to moisture issues in a crawl space such as degrading insulation and damaging the wood sub floor.

Safety Devices such as Smoke and Carbon Monoxide Alarms, Fire Extinguishers and one CO alarm are being installed in every home, regardless of the heating appliance type or fuel source (pursuant to ASHRAE 62.2-2016).

For Ventilation and Indoor Air Quality, NHD will update the narrative to reflect the current language used in the Standard such as "whole-house" ventilation that has been changed to "dwelling unit" ventilation.

NHD will continue to provide training to our Sub-grantees on the updated Plan. Radon and Radon testing are an issues that continue to be addressed through training courses.

The Plan includes:

- Intake procedures (e.g., capturing pre-existing occupant health conditions).
- Deferral policies due to Health and Safety reasons (e.g., client notification, list of measures, appeal process, referral of clients to other services).
- An expression of the Health and Safety cost limit as a percent of the average cost per unit.
- Details on training plans for Health and Safety issues including continued training on ASHRAE 62.2-2016.

V.8 Program Management

V.8.1 Overview and Organization

The State of Nevada Weatherization Assistance Program is administered within the Nevada Housing Division (NHD), a division of the state's Department of Business and Industry. **This State Energy Program is housed in the NHD offices both in Carson City (1830 E. College Parkway, Suite 200) and Las Vegas (3300 W Sahara, Suite 300) offices.**

Additionally, NHD utilizes tax-exempt and taxable mortgage revenue bonds to provide a source of mortgage revenue that cannot be supplied by the private sector to low- and moderate-income households. NHD administers the Single and Multi-Family Bond Programs, Loan Servicing Program, HOME Program and the Low Income Housing Trust Fund. A copy of NHD's organizational chart is included as an attachment.

Currently there are three (3) fulltime positions funded through the state's Weatherization Assistance Program; a Program Supervisor, a Grants and Projects Analyst II and a Weatherization Compliance Inspector. Our Compliance Inspector has tried on several occasions to become QCI certified but he has not been able to pass the testing. NHD currently uses Home Energy Connection, a third-party agency for

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QCI services.

DOE funding is a small portion of the State of Nevada's Weatherization Assistance Program. NHD's main funding source for weatherization activities is the Universal Energy Charge UEC), a user fee on customer's utility bills. The program is identified as Fund for Energy Assistance and Conservation (FEAC) and it generates approximately three time the amount of funds annually awarded by DOE. NHD also uses funding provided by the Governor's Office of Energy (GOE) and Housing Trust Funds to augment the state's Program. Although NHD does receive some Low-Income Home Energy Assistance Program (LIHEAP) funds, NHD does not directly administer this program. NHD receives a 5% pass through of LIHEAP funds annually from our Department of Health and Human Services. The majority of these funds go towards the Energy Assistance Program. Whenever possible, NHD tries to leverage various funding sources in projects to allow for more measures and added energy savings, choosing the best funding source(s) for each project to maximums benefits.

Every year our Sub-grantees are required to respond to NHD's Request for Application for Service Providers (RFA). This process has been used by NHD for many years. The requirements and timeline for submittal are described in the attached RFA. The process commenced on February 3, 2021, with the release of the RFA. Responses were due by back to NHD by **March 3, 2021**. Sub-grantees that continue to perform well in their existing Service Areas are anticipated to be awarded those same Service Areas.

NHD has a Weatherization Administrative Manual (WAM) that is reviewed and updated as necessary. The manual includes overall program management which addresses inventory control, the application process, database operation, management, procurement and other necessary program information. The WAM is an attachment to this application.

V.8.2 Administrative Expenditure Limits

Pursuant to WAP Memorandum 075, NHD will use the full 15% allowed by DOE for administrative costs, which states that, "The 2021 Application Instructions will be amended that not more than 7.5 percent may be used by the Grantee for such purposes, and not less than 7.5 percent must be made available to Subgrantee by the Grantee.

NHD will use only 5 percent for its administrative costs and provide each of its sub-grantees 10 percent for their administrative costs. For 2021, NHD will **not** be awarding an additional 5 percent for recipients of grants of less than 350,000.

NHD utilizes 5 percent administration for DOE WAP and currently has only three employees. DOE funding provides a small portion of the State's staff salaries, which is approximately 12 percent and related fringe benefits. NHD is fortunate to have other funding sources for weatherization to cover the remaining portion of salaries and fringe benefits since Nevada's DOE allocation is relatively small.

V.8.3 Monitoring Activities

Each Sub-grantee is responsible for administering their program in accordance with the rules and regulations established in 10 CFR, Part 440 and 2 CFR, Part 200, applicable OMB circulars, Weatherization Program Notices and other procedures DOE may require. Monitoring of Sub-grantees encompasses monitoring policy and procedures outlined in WPN 16-4 and are included in our Sub-grantee Administrative Manual, Field Manuals and other related documents.

As identified below, NHD monitoring staff are paid from both the Administrative budget and the Training and Technical Assistance budget. Based on the current year DOE allocation of \$1,357,572, it is anticipated that 16 percent of the Grantee Administrative budget (\$10,774) and 51 percent of the Grantee Training and Technical Assistance budget (\$48,175) will be allotted for monitoring activities for Program Year 2021. The Training and Technical Assistance budget contains a cost of \$15,000 for a contract for Quality Control Inspector (QCI) services and includes cost vehicles and travel in addition to staffing costs.

Presently the NHD staff primarily involved in the monitoring process include the Grants and Projects Analyst II, the Compliance Inspector and the Accountant III. For the current program year, NHD is also using a third-party agency, Home Energy Connection, for Quality Control Inspector (QCI) services. Individual duties are further explained in the subsequent details of the monitoring process below.

All Sub-grantees receiving WAP funding are monitored annually and the monitoring encompasses the following:

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Financial/Administrative/Procurement
Equipment/Inventory/Materials
Eligibility
Quality Assurance
Records Retention
Qualifications and Training
Feedback and Reporting
Onsite Inspections
Assessments, Energy Audits and
Health & Safety

Office and Financial Review:

The Nevada Housing Division (NHD) conducts a comprehensive Office and Financial Review of each Sub-grantee at least once annually utilizing NHD's monitoring document. The visit consists of the following: file reviews of client files, insurance and maintenance records, financial desk review and annual review of financial statements, inspection of tools and equipment, and procurement practices. Any required subsequent visit will include a review of corrective action taken on prior findings. The Grants and Projects Analyst II performs the file review and an Accountant III perform the financial review. (The Accountant III is not under direction of the Weatherization Program Supervisor but instead under is under the direction of NHD's Chief Accountant.)

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

Each Sub-grantee is required to have an agency-wide audit conducted at the close of their fiscal year. **It must include a Single Audit Report of all Federal funds received by that Sub-grantee (not just Department of Energy funds) if the total received is greater than \$750,000.** Any audit findings regarding the Federally Funded WAP program and corresponding resolutions will be reviewed by the Accountant III and forwarded to the Sub-grantee's president/executive director. The Weatherization Program Supervisor is responsible for overseeing all aspects of the Sub-grantee monitoring process and its successful conclusion.

Description Of Onsite Monitoring: A minimum ten percent (10%) field review is conducted that includes; measures installed by the Sub-grantees that are inspected by the Weatherization Compliance Inspector and the third-party QCI consultant to ensure compliance with the specifications outlined in Appendix A of 10 CFR, Part 440 (Standards for Weatherization Materials) and energy audits conducted on a DOE approved energy audit tool. During the course of the monitoring visits, the prices being paid for materials are discussed and comparisons are made with respect to the contracted costs approved by the Sub-grantee at the onset of the program year. The prices paid for a specific item will vary from one Sub-grantee to the other depending on the availability of materials and the distance from the supplier. Pre, during and post-work inspections are made by NHD staff over the course of the monitoring visit. These inspections are necessary to ensure the measures recommended by the energy audit, incidental repairs, and applicable Health and Safety standards are in fact being followed. Onsite post inspections compare the measures generate from the energy audit to the completed measures. The energy audit tool determines which measures are most cost effective and ranks them in ascending order. The energy audit tool takes into consideration factors such as type of housing stock, heating/cooling degree days, cost of energy, and installed costs.

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

If a Sub-grantee's QCI fails to adequately inspect to the guidelines in the field guide additional training will be provided and a follow up visit will be performed. If the follow up visit still reveals inconsistencies, NHD will require that an independent QCI be hired by the Sub-grantee to do this task or DOE funds will be re-allocated to another Sub-grantee.

NHD monitoring will be performed by the State Compliance Auditor/Inspector who must be QCI certified prior to undertaking any DOE inspections. In the event that he is not QCI certified, NHD will contract with a QCI certified third party. NHD has a fulltime permanent

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Compliance Auditor/Inspector position but he is not QCI certified. The position is paid out of Training and Technical Assistance budget (please see the attached budget for percentage of salary and fringe benefits). NHD utilizes a Weatherization Inspection Form (WIF) for all final inspections (attached). Presently, the Compliance/Auditor Inspector conducts an exit interview with the third party inspector (QCI) who provides a formal written summary of field findings. Corrective action on all fails is required with 100% reinspection required by Sub-grantee field staff. From time to time NHD includes re-inspections of these fails when out in the course of their regular monitoring. Electronic photo or video evidence may be submitted to verify correction have been made when appropriate. (Please see attached Draft Subgrantee Contract for specific language addressing corrective action procedures.)

For the current program year, field monitoring is ongoing. As stated above, the Weatherization Compliance Inspector is being conducted by a QCI certified third-party agency, Home Energy Connection. Based on our current funding application, 207 units are estimated to be completed this program year. Therefore, a minimum of 10% or 21 units need to be inspected by NHD. To date (April 5, 2021), a total of 9 inspections have been completed by our Inspector and the QCI third-party. The completed project inspections consist of four projects completed by HELP of Southern Nevada, four projects completed by Rural Nevada Development Corporation and one project completed by Nevada Rural Housing Authority - South.

Through the course of the grant period, each Sub-grantee's financial status reports are continually reviewed to determine the actual program support, material and health & safety costs of the homes being weatherized. These reviews are necessary to ensure compliance with the average cost per unit is not exceeded. Sub-grantee monthly expenditures are reported by budget category and reviewed by the Grants and Projects Analyst II and NHD accounting staff prior to reimbursement. The method of dealing with various problems which may arise between NHD and it's Sub-grantees is dependent upon the severity of the problem. Normally, NHD staff will contact the Subgrantee's program manager and discuss the nature of the problem, determine how and by whom the problem will be resolved and in what timeframe. If it is determined the problem could be corrected through more in-depth training or technical assistance, NHD will recommend this course of action and ensure that funds are appropriated to do so. Should the problem remain unresolved, the Weatherization Program Supervisor will contact the Sub-grantee explaining that failure to correct the problem could jeopardize future funding.

With the passing away of our Grants and Projects Analyst 2 in February 2021, and the State's limited travel due to COVID-19, the Office and File monitoring has been curtailed for the time being. We plan to resume once the Analyst position is re-hire, which should be around the first of June.

Our accounting staff has commence the review of each of our Sub-grantee most recent annual audits/financial statements. We hope to have this process completed by the June 30, 2021.

V.8.4 Training and Technical Assistance Approach and Activities

Training and Technical Assistance (T&TA) Approach and Activities are included in the 2021 State of Nevada T&TA Plan attached to this application. This the first year NHD has used this new template but the approach and many of the activities remain consistent with prior years.

Percent of overall trainings

Comprehensive Trainings:	44.0
Specific Trainings:	56.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	95.0
Percent of budget allocated to Crew/Installer trainings:	0.0
Percent of budget allocated to Management/Financial trainings:	5.0

V.9 Energy Crisis and Disaster Plan

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