

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0010002		2. Program/Project Title Weatherization Assistance Program: Bipartisan Infrastructure Law	
3. Name and Address New Jersey, State of 101 S. Broad St. Trenton, NJ 086250811		4. Program/Project Start Date 07/01/2022	5. Completion Date 06/30/2027

**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		\$ 87,212,248.00		\$ 87,212,248.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 87,212,248.00	\$ 0.00	\$ 87,212,248.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) SUBGRANTEE ADMINISTRATI ON	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 1,633,755.00	\$ 0.00	\$ 2,096,924.00	\$ 0.00	\$ 3,730,679.00
b. Fringe Benefits	\$ 1,118,305.00	\$ 0.00	\$ 1,435,344.00	\$ 0.00	\$ 2,553,649.00
c. Travel	\$ 32,270.00	\$ 0.00	\$ 163,095.00	\$ 0.00	\$ 195,365.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 190,159.00	\$ 0.00	\$ 190,159.00
e. Supplies	\$ 13,990.00	\$ 0.00	\$ 41,973.00	\$ 0.00	\$ 55,963.00
f. Contract	\$ 3,609,136.00	\$ 6,540,919.00	\$ 7,677,990.00	\$ 3,489,608.00	\$ 80,208,284.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 20,732.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,732.00
i. Total Direct Charges	\$ 6,428,188.00	\$ 6,540,919.00	\$ 11,605,485.00	\$ 3,489,608.00	\$ 86,954,831.00
j. Indirect Costs	\$ 112,729.00	\$ 0.00	\$ 144,688.00	\$ 0.00	\$ 257,417.00
k. Totals	\$ 6,540,917.00	\$ 6,540,919.00	\$ 11,750,173.00	\$ 3,489,608.00	\$ 87,212,248.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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1. Program/Project Identification No. EE0010002		2. Program/Project Title Weatherization Assistance Program: Bipartisan Infrastructure Law	
3. Name and Address New Jersey, State of 101 S. Broad St. Trenton, NJ 086250811		4. Program/Project Start Date 07/01/2022	5. Completion Date 06/30/2027

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	\$ 87,212,248.00	\$ 0.00	\$ 87,212,248.00

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) FINANCIAL AUDITS		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,730,679.00	
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,553,649.00	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 195,365.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 190,159.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 55,963.00	
f. Contract	\$ 49,240,162.00	\$ 6,893,623.00	\$ 1,378,423.00	\$ 1,378,423.00	\$ 80,208,284.00	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,732.00	
i. Total Direct Charges	\$ 49,240,162.00	\$ 6,893,623.00	\$ 1,378,423.00	\$ 1,378,423.00	\$ 86,954,831.00	
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 257,417.00	
k. Totals	\$ 49,240,162.00	\$ 6,893,623.00	\$ 1,378,423.00	\$ 1,378,423.00	\$ 87,212,248.00	
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

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**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
BAYONNE ECONOMIC OPPORTUNITY FOUNDATION (Bayonne)	\$1,000,000.00 91
BERGEN COUNTY COMM. ACTION PROG., INC. (Hackensack)	\$3,575,803.00 342
CAMDEN COUNTY COUNCIL ON ECONOMIC OPPORTUNITY (Pennsauken)	\$3,271,344.00 315
COMMUNITY AFFAIRS AND RESOURCE CENTER, INC. (Asbury Park)	\$2,464,540.00 224
Gateway Community Action Partnership (Bridgeton)	\$3,133,751.00 281
Isles, Inc. (Hamilton)	\$2,172,073.00 192
LA CASA DE DON PEDRO (Newark)	\$5,173,502.00 475
NATIVE AMERICAN ADVANCEMENT CORP (Bridgeton)	\$2,594,640.00 239
NJ Department of Community Affairs (Trenton)	\$20,000,000.00 2,054
NORTHWEST NJ COMMUNITY ACTION PROGRAM, INC. (Phillipsburg)	\$1,524,752.00 128
OCEAN COMMUNITY ACTION NOW, INC. (Toms River)	\$4,540,765.00 398
PASSAIC COUNTY BRD OF CHOSEN FREEHOLD (Totowa)	\$3,923,696.00 361
PUERTO RICAN ACTION BOARD, INC. (PRAB) (New Brunswick)	\$3,739,567.00 340
Puerto Rican Organization for Community Economic Development (Elizabeth)	\$4,319,690.00 396
Puertorriquenos Asociados for Community Organization (Jersey City)	\$4,200,770.00 385
Saint Joseph's Carpenter Society (Camden)	\$1,766,568.00 163
The Morris County Organization for Hispanic Affairs, Inc. (Dover)	\$1,519,697.00 132
<b>Total:</b>	<b>\$68,921,158.00</b> <b>6,516</b>

**IV.2 WAP Production Schedule**

Weatherization Plans	Units
Total Units (excluding reweatherized)	6,516
Rewatherized Units	0
Average Unit Costs, Units subject to DOE Project Rules	
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>	
A Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00

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B	Total Units Weatherized	6,516
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	6,516
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	\$49,240,162.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	6,516
H	Average Program Operations Costs per Unit (F divided by G)	\$7,556.81
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$7,556.81

**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	6516	29.3	190919
	Prior Year Estimate	1027	29.3	30091
	Prior Year Actual	357	29.3	10460
<b>Method used to calculate savings description:</b>				

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

N/A

**IV.5 Policy Advisory Council Members**

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

Native American Advancement Corp	Type of organization: Other Contact Name: Tyrese Gould Jacinto Phone: 8564550600 Email: <a href="mailto:TyGould@NativeAdvancement.org">TyGould@NativeAdvancement.org</a>
NJ Department of Community Affairs	Type of organization: Unit of State Government Contact Name: Jerry Rizzello Phone: 6099157747 Email: <a href="mailto:Jerry.Rizzello@dca.nj.gov">Jerry.Rizzello@dca.nj.gov</a>
NJ SHARES	Type of organization: Non-profit (not a financial institution) Contact Name: Cheryl B. Stowell Phone: 6098831460 Email: <a href="mailto:cstowell@njshares.org">cstowell@njshares.org</a>
Office of Home Energy	Type of organization: Unit of State Government Contact Name: Fidel Ekhelar Phone: 6098153905 Email: <a href="mailto:Fidel.Ekhelar@dca.nj.gov">Fidel.Ekhelar@dca.nj.gov</a>
Passaic County Board of County Commissioners	Type of organization: Unit of Local Government Contact Name: Kevin Batacchi Phone: 9735694710 Email: <a href="mailto:kevinba@passaiccountynj.org">kevinba@passaiccountynj.org</a>
Public Service Electric and Gas	Type of organization: Utility Contact Name: Claire Bartolomeo Phone: 7324924666 Email: <a href="mailto:claire.bartolomeo@pseg.com">claire.bartolomeo@pseg.com</a>

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Public Service Electric and Gas	Type of organization: Utility Contact Name: Marlon Avelino Phone: 9733433550 Email: <a href="mailto:Marlon.Avelino@pseg.com">Marlon.Avelino@pseg.com</a>
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**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
11/14/2022	Published in the Press of Atlantic City, Courier Times, The Trenton Times, Asbury Park Press, Burlington County Times and the Star Ledger

**IV.7 Miscellaneous**

<p><b><u>1. Identification of Principal Investigator and Business Officer:</u></b></p> <p><b><u>Principal Investigator:</u></b> Angie Armand, Supervisor Weatherization Assistance Program Office of Low Income Energy Conservation Division of Housing and Community Resources NJ Department of Community Affairs PO Box 811 Trenton, NJ 08625-0811 TEL: 609-984-7920 FAX: 609-292-9798 <a href="mailto:Angie.armand@dca.nj.gov">Angie.armand@dca.nj.gov</a></p> <p><b><u>Business Officer:</u></b> Janel Winter, Division Director Division of Housing and Community Resources NJ Department of Community Affairs PO Box 806 Trenton, NJ 08625-0806 TEL: 609-633-6204 FAX: 609-292-979 <a href="mailto:Janel.winter@dca.nj.gov">Janel.winter@dca.nj.gov</a></p> <p><b><u>2. Policy Advisory Council</u></b> Policy Advisory Council serves in an advisory capacity for all Weatherization Assistance Programs including the two funded through LIHEAP Funds, LIHEAP WAP and Heating Improvement Program (HIP).</p> <p><b><u>3. Confirmation of Buy American</u></b></p> <p>In accordance with 2 CFR 200.322, the Grantee assures that it and its Sub grantees will not use BIL funds for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, manufactured goods and construction materials used in the project are produced in the United States in a manner consistent with United States obligations under international agreements. The Grantee understands that this requirement may only be waived by the applicable federal agency in limited situations.</p>
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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

Prior to the weatherization of any unit, documentation shall be obtained, using the state weatherization application certifying that the household meets eligibility criteria as per 10 CFR § 440.22 and the New Jersey Weatherization Policy and Procedures Manual, Chapter 1, Eligibility and Documentation. Chapter 1 can be found at <https://www.nj.gov/dca/divisions/dhcr/offices/wap.html>.

Eligibility guidelines are based on the Federal Poverty Guidelines. Per the U.S. Department of Energy (DOE) regulations, the State of New Jersey computes income eligibility at gross annual household income equal to or less than 200% of Federal Poverty Guidelines; or

The household includes a member who has received cash assistance payments under Title IV or Title XVI of the Social Security Act; Food Stamps under the Food Stamp Act of 1977; or adoption subsidy under Title IV federal or state cash assistance payments or applicable state or local law at any time during the twelve-month period preceding the determination of eligibility for weatherization assistance; or recipient of LIHEAP or a HUD mean tested program.

Describe what household eligibility basis will be used in the Program

All applicants shall be required to complete an application for weatherization assistance including clients that come to the Sub-grantee from the Home Energy Assistance Program (HEA) as the result of a direct feed to HEA from the Food Stamps or the Pharmaceutical Assistance to the Aged and Disabled (PAAD) programs. This application may be the same application used for the household to apply for HEA benefits, provided that the application is complete and current. The only exception to this requirement applies to recipients who rent units in multi-family buildings that use the U.S. Department of Housing and Urban Development (HUD) income qualification process to determine eligibility for subsidized housing. If a multi-unit building is identified and approved by HUD for weatherization as provided in WPNs 16-5 and 17-4, Sub-grantees will not be required to certify income eligibility for the tenants. Sub-grantees are not required to complete landlord-tenant agreements for each tenant. Sub-grantees are still responsible for the collection of all required income and demographic data for such units. Chapter 2, Eligible and Non-Eligible Structures, of the Policy Manual, provides information concerning the HUD income qualification process. Chapter 2 can be found at <http://www.nj.gov/dca/divisions/dhcr/offices/wap.html>.

**Definition of Household:**

A household is defined as all persons living together in a dwelling unit (10 C.F.R. § 440.3). The proof necessary to include a person as a member of the household is described in more detail in Chapter 1, Eligibility and Documentation, Section 3, Required Documentation at <http://www.nj.gov/dca/divisions/dhcr/offices/wap.html>.

Households that have been certified eligible for weatherization and are placed on the sub-grantee waiting list remain eligible for a period of one year from the certification date. The certification date shall be the actual date the household was deemed eligible. If a client is on the waiting list for one year or more, the Sub-grantee must request updated income documentation as outlined in Section 3, Chapter 1 of the NJ WAP Policy and Procedures Manual.

All applicants determined to be eligible for Weatherization Assistance will remain eligible for a period of one year from the date the agency certifies them as eligible. If an energy audit of the applicant's dwelling unit is performed by the Sub-grantee within one year from the date the applicant is certified, no additional documentation is required. If an application has not been acted upon during the past year, it must be reviewed, dated, and re-signed certifying that all information provided is still current.

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

No person except a citizen or a specially qualified non-citizen shall be eligible for the federal Food

Stamp program, Family Assistance, Safety Net Assistance, or services funded under Title XX of the federal [Social Security](#) Act, except as follows:

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1. A qualified non-citizen, who is not a specially qualified non-citizen, who was a lawful resident of the United States before 8/22/96, or who was a lawful resident of the United States on or after 8/22/96, for five or more years, is, if otherwise eligible, eligible for Family Assistance, Safety Net Assistance, and services pursuant to Title XX of the federal Social Security Act, but shall be ineligible for the federal Food Stamp program.
2. A qualified non-citizen, who is not a specially qualified non-citizen, who entered the United States on or after 8/22/96 but who was a legal resident of the United States for less than five years shall, if otherwise eligible, be eligible for Safety Net Assistance, but shall be ineligible for Family Assistance or Food Stamps.
3. A non-citizen whose status is not within the meaning of the term qualified non-citizen, but who is otherwise permanently residing in the United States under color of law (PRUCOL); as such term was used on August 21, 1996, by the federal Administration for Children and Families is, if otherwise eligible, eligible for Safety Net Assistance.
4. A person paroled into the United States under Section 212(d) (5) of the Immigration and Nationality Act for a period of less than one year is, if otherwise eligible, eligible for Safety Net Assistance.
5. Nothing shall preclude the receipt by a non-citizen of community-based non- cash assistance in accordance with the directions of the U.S. Attorney General.
6. Any non-citizen, including a non-citizen who is not qualified, is eligible for adult protective services and services and assistance relating to child protection to the extent that such person is otherwise eligible pursuant to this Section and the Regulations of the department.
7. A non-citizen is eligible for additional state payments for aged, blind, and disabled persons under social services law only to the extent that such person is not ineligible for federal SSI benefits due to citizenship status.

In most cases, non-citizens are eligible for Weatherization Assistance. Qualified non-citizens defined in Section 431 of the Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, P.L. 104-193, if otherwise eligible, may receive Weatherization Assistance (see N.J.A.C. 10:90-2.10 and 10.3).

1. Qualified non-citizens are defined as legal immigrants that include but may not be limited to legal permanent residents, refugees, individuals paroled into the United States for a period of at least one year, individuals whose deportation has been withheld, individuals granted conditional entry, and certain individuals who are victims of domestic abuse.
2. In cases where a non-qualified (undocumented) citizen resides within an applicant household, the non-qualified (undocumented) citizen must be excluded from the HEA household size. If the non-qualified (undocumented) citizen has monthly income more than \$300.00, the amount more than \$300.00 shall be counted as income to the household and must be added to all other household income in determining the household's gross monthly income.

### V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

Chapter 2, Eligible and Non-Eligible Structures, of the Policy Manual ([https://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/Wap\\_Chapter\\_2.pdf](https://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/Wap_Chapter_2.pdf)), defines the eligible and non-eligible structures for Weatherization Assistance in accordance with 10 C.F.R. § 440.22. An adjusted application date is established for a dwelling unit based on the presence of priority individuals residing in the unit. As stated in Chapter 1, Eligibility and Documentation, Section 4, prioritization of multi-family buildings for which the sub-grantee receives leveraged funds before other multi-family dwellings, group homes or shelters is allowed. [Chapter 1 Eligibility and Documentation \(nj.gov\)](#) and [Chapter 2 Eligible and Non-Eligible Structures \(nj.gov\)](#) describe the program requirements and protocols for deeming clients and dwelling units eligible for weatherization services.

In addition, as stated in this Chapter, sub-grantees are required to obtain and execute New Jersey's current Landlord/Tenant Weatherization Agreement Form Multi-Family Only (5 units or more) which ensure that the rights of tenants, as well as the weatherization investment in rental buildings, are protected and that the benefits of weatherization accrue to the low-income persons the program intends to serve. Signed copies of this document are provided to both the Tenant and the Landlord. The document is enforceable by the tenant(s). A copy of the document must be maintained in the building folder. The agreement also states that owners will agree that rents shall not be raised because of the weatherization measures installed. Sub-grantees must carry out the weatherization without undue or excessive enhancement of the aforesaid property and with benefit to the Tenant.

Describe Reweatherization compliance

In accordance with 10 CFR 440.186(2)(iii), re-weatherization is the provision of service to a dwelling unit that has been previously served. Re-weatherization is permitted in those units which were originally weatherized 15 years ago. The following, in accordance with the 10 CFR 440, applies to all units weatherized with U.S. Department of Energy (DOE), LIHEAP Weatherization and Heating Improvement grant funds or other federal funds. Re-weatherization of units

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served less than 15 years ago from its original weatherization date may be allowed if the building has been damaged by flood, fire, storm, etc., and approval has been provided by OLIEC. In accordance with Chapter 7, WAP's Agency Grant Management and Program Operations, Section 3.11, sub-grantees are required to maintain a list or database of homes weatherized for cross-referencing with new applications. Sub-grantees must maintain, at a minimum, records of homes weatherized back to 15 years from original weatherization date. The Hancock Energy Software for the Weatherization Assistance Program (HESWAP) provides for a centralized database of homes weatherized in New Jersey. DCA's re-weatherization policies and its weatherization grant agreement explicitly state that the weatherization services may be provided to dwellings that were weatherized 15 years ago.

Describe what structures are eligible for weatherization

Single-family dwelling unit means a house or stationary mobile home whose occupants live together as a family or household and share all the facilities of the dwelling unit in common, particularly common access to their dwelling unit and a common kitchen.

Weatherization Program Notice 22-5 released December 8, 2021, simplifies (and supersedes) procedures previously outlined in WPN 17-4, Multifamily Housing – Procedure for Certifying Income-Eligible HUD Assisted Buildings. There are generally three types of multifamily properties assisted by HUD: (1) housing owned and operated by HUD Public Housing Agencies (PHAs), (2) privately-owned multifamily buildings receiving project-based assistance, and (3) privately-owned multifamily buildings that house residents who receive tenant-based (housing voucher) assistance.

1. Housing owned and operated by PHAs shall be considered 100% income eligible. The PHAs deemed eligible and referenced can be found on the [HUD web page](#).
2. For privately owned multifamily buildings receiving project-based assistance, WAP agencies should refer to the [USDOE HUD Multi-Family lists](#) to determine the percentage of the units in each building that are income eligible.
3. Privately-owned multifamily buildings that house residents receiving tenant-based assistance, WAP agencies are required to determine the percentage of income eligible residences by contacting the building owner/manager to obtain Section 8 Housing Choice Voucher records (from HUD's Tenant Based Rental Assistance Program [TBRA]) or by individually verifying which residents hold such vouchers.

This certification process does not apply to the U.S. Department of Agriculture (USDA) and Low- Income Housing Tax Credit Properties (LIHTC). Sub-grantees must follow standard procedures for verifying individual resident incomes for these properties.

A shelter/transitional home is defined as a dwelling unit or units whose principal purpose is to temporarily provide housing for individuals who may or may not be related to one another and who are not living in nursing homes, prisons, or similar institutional care facilities such as transitional homes for parolees if the facility is zoned as residential as demonstrated by a residential registration form issued by the respective municipality. It provides short-term supportive services housing to facilitate movement to independent living. If more than one family is receiving services in the same unit, then a Shelter License must be obtained from the New Jersey Department of Community Affairs.

Non-stationary campers and trailers are not eligible for weatherization due to a lack of mailing address associated with the applicant. Post Office boxes do not meet the requirement of a valid address.

Prior to weatherization, Sub-grantees are required to comply with Section 106 of the National Historic Preservation Act (NHPA) which can be found at <https://www.achp.gov/protecting-historic-properties> Section 106 of the National Historic Preservation Act of 1966 (NHPA) requires Federal, state and local agencies to consider the effects of their undertakings on historic properties. Section 106 applies to historic properties or sites that are listed on or eligible for listing on the National Register of Historic Places.

Sub-grantee must verify if the property is historic through the Statewide Historic Preservation website at [https://www.state.nj.us/dep/hpo/1identify/nrsr\\_lists.htm](https://www.state.nj.us/dep/hpo/1identify/nrsr_lists.htm) and with the local Historic Preservation Office.

If property is historic, then Sub-grantee must confirm if all work proposed is found in the exemptions list in Appendix A of the NJ Historic Preservation Programmatic Agreement that can be found at [https://www.nj.gov/dca/divisions/dhcr/offices/wap\\_resources.html](https://www.nj.gov/dca/divisions/dhcr/offices/wap_resources.html).

Describe how Rental Units/Multifamily Buildings will be addressed

Prior to weatherizing an entire building of multi-family housing (including common area), a specific eligibility test will be applied:

1. Not less than 66% of the **occupied** dwelling units must be eligible dwelling units in a complex of five or more units.
2. 50% eligibility must be met for duplexes and four-unit buildings.
3. In buildings of five or more units where less than the required percentage of units are eligible, only the eligible units may be weatherized with USDOE grant funds.



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4. A building containing rental dwelling units if it is included on the most recent list posted by the USDOE of Assisted Housing and Public Housing buildings identified by HUD. Sub-grantees are not required to complete landlord-tenant agreements for each tenant. Sub-grantees are responsible for the collection of all required income and demographic data for such units and must also have signed permission by landlord/ homeowner to weatherize for each dwelling unit.
5. Unoccupied units within multi-family buildings may be weatherized only if they 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.
6. A single unit within a multi-family unit building is not categorically excluded. The unit requires prior approval from USDOE.

Sub-grantees are required to obtain and execute New Jersey's current Landlord - Tenant Agreement form that ensures that the rights of tenants and the weatherization investment in rental buildings are protected and that the benefits of weatherization accrue to the low-income persons the program intends to serve. Signed copies of this document are provided to both the Tenant and the Landlord. The document is enforceable by the tenant(s).

In accordance with 10 C.F.R. § 440.22 (d), NJ WAP may require leveraging of landlord contributions, when feasible, from the owners of such buildings. Landlord contributions shall not be reported as program income nor treated as appropriated funds. The funds contributed by the landlord shall be expended in accordance with the agreement between the landlord and the Sub-grantee.

This policy permits the prioritization of multi-family dwellings for which the Sub-grantee receives a landlord contribution and requires building owners to make code and safety improvements prior to receiving weatherization services.

**Describe the deferral Process**

In accordance to the Chapter 7, WAP Agency's Grant Management and Program Operations, Section 3.9, of the Policy Manual, Sub-grantees must postpone work when problems occur that cannot be remedied within the scope of allowable measures identified in this State Plan or other available grantee and sub-grantee funds. Building rehabilitation and hazard remediation work are beyond the scope of WAP.

Units must be deferred if necessary corrective work is beyond the scope of this State Plan.

Clients must be notified in writing within 7 business days of the site visit wherein a determination was made to defer the project. The notification form can be found at [https://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/wap\\_3\\_deferral\\_notification.pdf](https://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/wap_3_deferral_notification.pdf) and shall include the reason(s) for deferral, any testing results, and appeal rights. Sub-grantees are expected to make reasonable efforts on behalf of their clients to find alternative assistance when USDOE funds are unable to address conditions that lead to deferral. When possible, the notice shall include a list of potential agencies with funding designed to address the specific issue which precludes a client from participating.

Additional considerations that may lead to deferral shall include other good cause which includes any condition which may endanger the health and/or safety of the occupant, work crew, or subcontractor as determined by the DCA at its sole discretion (i.e., illegal activity, pets, animal waste, and hoarding).

When a unit is deferred, Sub-grantee can submit the unit for review and consideration for possible weatherization through the WAP and Comfort Partners Partnership. Chapter 9 in the NJWAP Policy Manual reflects the Memorandum of Understanding (MOU) and partnership workflow process with Comfort Partners. WAP sub-grantees will seek a possible joint audit with Comfort Partners. If the unit does not meet the eligibility criteria for the Partnership Program, then the house would be deferred. The joint venture is limited to single-family-owner occupied households with natural gas or electric heating (1-4 units).

**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.

In accordance with 10 C.F.R. § 440.16(f), low income members of an Indian tribe will receive benefits equivalent to the assistance provided to other low-income persons within the State.

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

For the 2022 Program Year, NJ WAP released a Request for Proposal in July 2022 reflecting the 21 counties as individual target areas based on the population in poverty, utilizing the 2019 American Community Survey, U.S. Census data. Allocations to Sub-grantees will be a base award of \$100,000 with the remaining award allocated based on the number of individuals in poverty within the service area. The map below reflects the 21 target areas. Through the RFP process, NJ WAP seeks to increase the number of sub-grantees in the network. The Annual File of this State Plan identifies the sub-grantees, allocation amounts, and projected production goals.

Preference is given to any Community Action Agency or other public or non-profit entity that has or is currently administering an effective program under 10 C.F.R. § 440 ET. Seq. or under Title II of the Economic Opportunity Act of 1964.

Because of the need to maintain continuity of the WAP, it is not the intention of DCA to replace a Sub-grantee currently operating a program unless it can be shown that the current Sub-grantee cannot effectively operate the program or that an alternative Sub-grantee can provide superior program administration. Further, the selections of alternative delivery systems during the program year are as infrequent as possible so that disruptions in service delivery can be reduced to an absolute minimum. Using the selection criteria required by 10 C.F.R. § 440.15 ET. Seq. as part of a Request for Proposals (RFP) process, DCA chooses alternative delivery systems, if needed, during the five years of BIL funding. Removal of a program of a sub-grantee will not be done until a suitable organization can be found to administer the program, either temporary or on a permanent basis. This will ensure that the transfer of the program will not result in a gap in service to clients for any period of time.

If funding is removed or returned by a sub-grantee, DCA will exercise discretion in either distributing that funding to existing sub-grantees or new sub-grantee through an RFP or awarding funding to performing sub-grantees that have the capacity of handling additional funding as evidenced by their grant spending and meeting production benchmarks. Areas of funding can be expanded or reduced based on the upcoming 2020 Census.

DCA, throughout the five years for BIL funding, will on a quarterly basis conduct a production analysis to determine the effectiveness of sub grantees in meeting production goals. When necessary, DCA will reallocate funds to performing sub grantees or release competitive RFP. In addition, a set aside Performance Fund will be maintained to allow sub-grantees the opportunity to request additional funding once their original awards are exhausted.

To further assist sub-grantees, NJ WAP/DCA will released a Request for Proposal for outreach services utilizing administrative BIL funds. The RFP will seek applications from non-profits organizations, community action agencies and local government in assisting in reaching potential applicants. The outreach entities will be reviewed quarterly to ensure that benchmarks are being met. The outreach entities will be required to partner with the sub-grantee in the target areas they are serving.

**V.3 Priorities**

Prioritization protocol for weatherization service is established by Chapter 1, Eligibility and Documentation, Section 4, Prioritization of Applicants. Priority is established by the "adjusted application date," which is the date the application is certified as complete by the weatherization manager, as adjusted according to the policy. Adjustments to the application date are made based on the presence of priority clients within the household to be served and to ensure that households that have priority status and are high-energy users and/or high energy burden can receive weatherization on an accelerated basis.

Federal WAP regulations (10 C.F.R. § 440) require that priority be given to "identifying and providing weatherization assistance to elderly and handicapped low-income persons."

**Elderly Units**

Data extrapolated from the 2019 American Community Survey of the U.S. Census figures indicate that 16.6% of the State's population is elderly (60 years and older). In addition, the 2019 American Community Survey of the U.S. Census indicates that 31.9% of the elderly population have at least one disability.

**Handicapped Units**

The 2019 American Community Survey reveals that the disabled population is 6.5%.

The ranking system, as stated in Chapter 1, of the NJ WAP Policy and Procedures Manual, is applied as follows:

1. Intake and income/categorical eligibility determinations proceed as usual.
2. Following the determination of program eligibility, the household is evaluated to determine its priority status. Priority ranking points are awarded based on

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the following:

One point each for:

- Presence of children ages 0-6 (up to 1)
- Each elderly household member (up to 2); see definition provided in section 4.1 (“Definitions of Disabled and Elderly”)
- Each disabled household member (up to 2); see definition provided in section 4.1 (“Definitions of Disabled and Elderly”)
- High Energy Burden (up to 2)
- High Residential Energy User (up to 1)

Three points for one terminally disabled household member, five points for more than one terminally disabled household member.

Note that one household member can qualify the household for points in more than one category.

3. An adjusted application date is calculated, based on the total household priority points.
4. For each point, six months are subtracted from the actual application date.
5. All eligible households are to be served on a first-come, first-served basis based on the adjusted application date.
6. Multi-family buildings are ranked on the waiting list based on the adjusted application date of the building’s highest priority individual eligible dwelling unit.

NJ WAP has implemented a Landlord Contribution Policy, which allows Sub-grantees to weatherize multi-family buildings for which contributions have been received before multi-family dwellings owned by non-contributing owners. All eligible clients will be served in both cases; however, expediting service to dwellings that include landlord contribution funds will allow the Sub-grantee to weatherize additional units. New Jersey encourages landlord contribution for regular or shell weatherization tactics of no less than 25% of the total cost. Mandatory landlord contribution of no less than 50% of the total cost towards all heating system upgrades is required.

**V.4 Climatic Conditions**

Information obtained from the National Centers for Environmental Information, Center for Weather and Climate, classifies New Jersey into three regions, southern, northern, and coastal. The data below reflects heating (HD) and cooling days (CD) from 1991 to 2020, a 30-year span. Total heating and cooling days range from 5,883 to 6,018. HD range from 4,647 to 4,815. CD range from 1,104 to 1,312. The Weatherization Assistance Tool only captures two locations Lakehurst, NJ (located in Ocean County, Coastal NJ) and Newark, NJ (located in Essex County, Northern NJ).

Climatic Region	Sub-grantee	Sub-grantee County	Average Heating Days (HD)	Average Cooling Days (CD)	Total HD and CD
Region 1 Northern	Greater Bergen	Bergen	4,647	1,312	5,959
	La Casa de Don Pedro	Essex			
	NORWESCAP	Hunterdon, Sussex, Warren			
	PACO	Hudson			
	PROCEED	Morris, Somerset, Union			
	Passaic County	Passaic			
Region 2 Southern	Ocean, Inc.	Monmouth, Ocean	4,815	1,203	6,018
	ISLES	Mercer			
	Native American Advancement Corp (NAAC)	Atlantic, Cape May			
	Camden OEO	Burlington, Camden			
	PRAB, Inc.	Middlesex			
	Gateway CAP	Gloucester, Salem, Cumberland			
Region 3 Coastal	NAAC	Atlantic, Cape May	4,779	1,104	5,883

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

**V.5.1 Technical Guides and Materials**

New Jersey’s Weatherization Field Guide Standard Work Specifications (SWS) Aligned edition prescribes correct installation practices in accordance with the NREL Standard Work Specifications, WPN 15-4 and WPN 22-4. These standards are mandated for contractor/crew installations and form the basis for quality control inspections of completed work. In addition, Section C, Scope of Services, of the executed Grant Agreements with Sub-grantees clearly states the following:

*“This project will be implemented in accordance with the U.S. Department of Energy’s Standard Work Specifications” as defined in the New Jersey Weatherization Field Guide (2021 SWS aligned version) and the NJ WAP Policy and Procedures Manual.”*

Sub-grantees are required to include the Field Guide with all bid packages. Executed grant agreements are evidence of acceptance of the terms and conditions for WAP funds.

The Field Guide can also be found at the Department of Community Affairs’ webpage at <http://www.state.nj.us/dca/divisions/dhcr/offices/wap.html>. Sub-grantees can print the field guide and distribute it to contractors and crews. The New Jersey Field Guide for Single Families (Field Guide) has been revised with the updated Standard Work Specifications and approved by USDOE. This Field Guide will expire July 26, 2026. Hard copies were also provided to Sub-grantees in January 2022.

All measures, building, and Heating improvements must be recommended by an approved energy audit and authorized by Appendix A of 10 C.F.R. § 440.

*Building Envelope Measures*

Typical building envelope measures in New Jersey address both conductive and convective heat losses. These measures include weather-stripping, caulking, infiltration reduction measures, insulation, health, and safety measures and other measures that are recommended by the approved energy audits and authorized by Appendix A of 10 C.F.R. § 440.

*Heating System Improvement Measures*

Heating system improvement measures include the repair, retrofit, and replacement of the full variety of heating systems and hot water heaters encountered. A furnace or boiler may be replaced if the energy audit report recommends this as a prioritized measure, and priority measure is financially reachable. Heating system improvement services are also available on an expedited basis to address emergency situations if the client can be prioritized based on the point system. These services may also be financed with Health and Safety funds if circumstances so warrant. All clients receive an evaluation of the heating system as a regular part of the WAP energy audit process and are eligible for both building envelope and heating system services. Chapter 6, Heating Systems, of the Policy Manual lists specific procedures for the handling of heating system retrofits, repairs, replacement, and testing. NJ WAP prefers to address Heating System replacements and repairs and hot water heaters through the Heating Improvement Program grant.

Field guide types approval dates

Single-Family: 7/28/2021
Manufactured Housing: 7/28/2021
Multi-Family: 7/28/2021

**V.5.2 Energy Audit Procedures**

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family
Audit Name: NEAT
Approval Date: 2/21/2022

Audit Procedure: Manufactured Housing
Audit Name: MHEA
Approval Date: 2/21/2022

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Audit Procedure: Multi-Family  
Audit Name:  
Approval Date:

**Comments**

New Jersey will use site-specific audits to weatherize units as stated in Chapter 4, Energy Audits, of the Policy Manual. New Jersey is using the National Energy Audit Tool (NEAT) audit for single-family dwelling units, Energy Audit using the Queens Information Package (EA-QUIP) for multi-family dwellings and Manufactured Home Energy Audit (MHEA) for mobile homes. All multi-family projects funded by DOEWAP will be submitted to USDOE for approval prior to work commencing. Sub-grantee personnel will perform the energy audit.

Reviews of energy audits are conducted by State Monitors on a quarterly basis to ensure the quality of work and for identifying training needs. State Monitors will randomly select three to four audits for review and provide Sub-grantee with a summary of findings.

U.S. Department of Energy (USDOE) has provided conditional approval of the NEAT and MHEA that is set to expire on February 21, 2027. When conducting an energy audit, Sub-grantees must adhere and follow the protocols indicated in the NJDCA Weatherization Policies and Procedures for Energy Audits. NJ WAP shall seek approval for use of the USDOE Priority List in accordance with WPN 22.8, Streamlining the Energy Audit Process - Optional Regional Weatherization Priority Lists.

NJ WAP has received approval for the following special materials /audit procedures:

Light Emitting Diode (LED) Lightning	Approved May 11, 2017
Spray Polyurethane Foam (SPF) Insulation	Approved December 18, 2018
Heat Pumps Domestic Water Heaters	Approved October 14, 2021
Lifetime Changes	Approved October 14, 2021
Refrigerators (Energy Star or Equivalent	Approved October 14, 2021

**V.5.3 Final Inspection**

Sub-grantees are required to complete a quality control inspection of all (100%) units weatherized before an invoice is submitted to NJ WAP for quality assurance inspections and request for reimbursement. As indicated in the executed grant agreements and Chapter 8, State Quality Assurance Inspections and Monitoring, of the Policy Manual, all units must be inspected by a Certified Quality Control/Energy Auditor Inspector (QCI/EA).

The date and signature of the certified QCI/EA must be included in the sub-grantee client file for each unit reported on an invoice. The inspector is certifying that the work is complete and adheres to the Standard Work Specifications. NJ WAP has developed a standardized Quality Control and Assurances Inspection Form that will ensure SWS compliance on final inspections.

For contractor-based Sub-grantees, NJ WAP holds the Sub-grantee responsible and accountable for certifying all measures installed by contractors meet the SWS. Sub-grantees are required to provide copies of the New Jersey Field Guide (SWS 2021 aligned) to contractors and must include with bid packages.

NJ WAP uses the Independent Auditor/QCI model for its quality control inspections due to the differing capacities of Sub-grantees. The weatherization measures are installed by either procured contractors or crews. Energy auditors/QCI may QCI homes audited due to differing capacity of the network. Each sub-grantee has at least one QCI/EA on staff or sub-contract the QCI/EA. NJ WAP conducts quality assurances inspections on 25%, or more of the units weatherized statewide. Due to the Covid-19 pandemic, the inspection rate was reduced to 10% until further notice to minimize exposure to Covid.

Due to a shortage of individuals with the QCI/EA certification, NJ WAP will develop and implement a QCI Mentorship component to assist Sub-grantees in meeting Federal regulations on final inspections.

Sub-grantees not adhering to SWS will be subjected to the Progressive Compliance Process, as stated in Section V.8.3 of this State Plan.

**V.6 Weatherization Analysis of Effectiveness**

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The effectiveness of weatherization projects completed by Sub-grantees is analyzed by the use of a Weatherization Performance Rating System, which is summarized below. The Performance Rating System is designed to compare each Sub-grantee's actual performance against the contractual requirements and milestones with which the sub-grantee indicated acceptance, as evidenced by contract execution.

The rating system considers the following factors as required by 10 C.F.R. § 440.15(a) (3) (I-iv).

Rating Factor #1: The extent to which the Sub-grantee is meeting biannual benchmark goals. A Sub-grantee that completes its benchmark goals for its base award and subsequently is awarded additional funding will receive separate benchmark goals for its additional funding. The Sub-grantee will be responsible for proposing its own production schedule, within a reasonable timeframe, and at the approval of DCA, for any additional funding that the Sub-grantee is awarded. Sub-grantee will be responsible for only meeting its own benchmarks for the additional funding that it is awarded.

Rating Factor #2: The quality of work performed by the Sub-grantee (as determined by the percentage of units inspected which pass quality control inspections performed by Program Specialists (State Monitors).

Rating Factor #3: The extent to which the Sub-grantee submits required expenditure reports on a timely basis.

Rating Factor #4: Prompt payment to contractors in accordance with Chapter 6, Uniform Bid Process, and Contractor Relations.

The points awarded under this system are totaled (by Rating Factor) for each Sub-grantee bi-annually and annually. The annual totals provide a basis for comparing performance among Sub-grantees. This will be one of the criteria used to determine future funding allocations through a competitive funding application process.

Several of the rating factors referred to herein represent Sub-grantee - DCA contractual requirements. Violations of these contractual provisions will also trigger the Progressive Contract Compliance Process, which is summarized in the Monitoring Plan Section of this State Plan.

If a Sub-grantee's performance is deemed unsatisfactory, an open competitive bid will be released to identify a temporary Sub-grantee for that target area.

## V.7 Health and Safety

New Jersey's Health and Safety Plan (H&S Plan) is attached as an addendum to this State Plan and is in compliance with WPN 22-7.

NJ WAP HEALTH AND SAFETY Goals:

1. Minimize the risks from the provision of weatherization services that could negatively affect the health and safety of state staff, agency staff, contractors, and clients.
2. Recognize any hazards that could negatively affect the health and safety of the above participants in the weatherization process.
3. Avoid creating any health and safety hazards through the actions of agency staff or contractors and prevent the installation of materials that could have a detrimental effect on clients.
4. Do not harm clients because of any actions by agency staff or contractors being on-site at the client's home or through the aftereffects of installing tactics.
5. Educate clients about weatherization materials that could have a harmful effect on their health and proper maintenance of weatherization materials that will contribute to client safety.
6. Take corrective action when measures are approved by DOE as regular weatherization materials, health and safety measures, or incidental repairs. If DOE funds are not allowed, refer the client to appropriate public or private programs that can remedy the hazard(s) before weatherization can take place.

### Deferral & Referral Policy

Agencies must postpone work when problems occur that cannot be remedied within the scope of allowable measures identified in this State Plan or other available funds. Building rehabilitation and hazard remediation work are beyond the scope of WAP. Units must be deferred, if necessary, corrective work is beyond the scope of this Plan.

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Clients must be notified in writing within 7 business days of the site visit wherein a determination was made to defer the project due to H&S issues. The notification form can be found at [https://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/wap\\_3\\_deferral\\_notification.pdf](https://www.nj.gov/dca/divisions/dhcr/offices/docs/wap/wap_3_deferral_notification.pdf) shall include the reason(s) for deferral, any testing results, and appeal rights. Agencies are expected to make reasonable efforts on behalf of their clients to find alternative assistance when DOE funds are unable to address conditions that lead to deferral. When possible, the notice shall include a list of potential agencies with funding designed to address the specific H&S issue, which precludes a client from participating.

When a unit is deferred, Sub-grantee can submit the unit for review and consideration for possible weatherization through the WAP and Comfort Partners Partnership. Chapter 9 in the NJWAP Policy Manual will be dedicated to the Memorandum of Understanding (MOU) and partnership workflow process with Comfort Partners. WAP sub-grantees will seek a possible joint audit with Comfort Partners. If the unit does not meet the eligibility criteria for the Partnership Program, then the house would be deferred. The joint venture is limited to single-family-owner occupied households with natural gas or electric heating (1-4 units).

## **V.8 Program Management**

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

The NJ WAP is located within DCA's Division of Housing and Community Resources (DHCR). The Division of Housing and Community Services consists of the following programs: Home Energy Assistance, Weatherization Assistance Program, Office of Community Services, and multiple housing programs such as Section 8, HUD-funded Community Development Block Grant, and Disaster Recovery Program, etc.

NJ WAP consists of a Program Manager who oversees the day-to-day operation of the program. Four support staff are assigned to provide program support. These four individuals are responsible for responding to general program inquiries, processing income verification requests, receiving and funneling client complaints to Sub-grantees for corrective action, and providing program support to the Program Manager. Currently, there are 4 State Monitors assigned to monitoring, conducting quality control inspections, and providing technical assistance to Sub-grantees. NJ WAP will hire two more State Monitors with BIL Funding. The program unit reports to the Assistant Division Director of DHCR.

The Division's Fiscal Unit aids with fiscal processing activities such as processing grant agreements, vendor contracts, and payments to Sub-grantees.

The State Energy Program is located at another State Agency, the Board of Public Utilities. The NJDCA does not have administrative oversight for this program.

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

The total amount available to the Sub-grantees for administrative funds is at least 7.5% of the state's grant; however, any Sub-grantee that receives a grant of less than \$350,000 can be provided up to another 7.5% of their allocation for administrative expenses provided the Sub-grantee meets any one of the following criteria:

- a. Skills Development Needed -The Sub-grantee has one or more employees who have less than one full year of weatherization experience.
- b. Participation in Special Projects -The Sub-grantee is currently participating in any special project at the request of, or with the approval of, the State or Federal Weatherization Office (NJDCA or USDOE).
- c. Other Demonstrated Hardship - The Sub-grantee has demonstrated extraordinary hardship, the nature of which is so severe that it jeopardizes the ability of the Sub-grantee to operate an effective weatherization program at the five percent administrative level.

It has been the Sub-grantee's responsibility to set aside sufficient administrative funds to conduct financial audits meeting USDOE guidelines. Sub-grantees are required to submit an audit of USDOE funds in accordance with 2 C.F.R. Chapter I, Chapter II, Part 200, et al., as applicable.

### **V.8.3 Monitoring Activities**

Program monitoring is the principal method by which DCA can affect the management of any weatherization program and improve the quality of work. NJ WAP will monitor each Sub-grantee to ensure that the program is being implemented as required by US DOE, 10 C.F.R. § 440, New Jersey Field Guide,

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version 2021 and US DOE/NREL Standard Work Specifications (SWS), WPN 22-4 and in accordance with the guidelines set forth in the NJ WAP Policy and Procedures Manual. The New Jersey Field Guide will expire July 28, 2026. Monitoring activities include but are not limited to the following activities:

- Weekly Visits
- Quality Assurances Inspections of completed units
- Client File Reviews
- Energy Audit Reviews
- Annual Monitoring Visit
- Fiscal Monitoring
- Unscheduled Visits, i.e., inspections of work in progress for safe work practices, LSW, and other relevant factors.
- Production Tracking and Benchmarks
- Attendance at Bid Openings
- Inventory Reviews

NJ WAP ensures that each Sub-grantee continuously operates a quality weatherization program by providing on-site monitoring of both programmatic and fiscal management. The Program Monitoring Staff (State Monitors) is regularly accessible to each Sub-grantee to ensure regulatory compliance and to provide training and technical assistance. State Monitors are certified as Quality Control/Energy Auditor Inspectors and are prepared to engage in problem-solving at every level, promote an understanding of the goals of the program, and develop strategies in concert with Sub-grantees to overcome various issues and problem areas. They also examine work schedules and reports, oversee the sub-contracting process, and generally evaluate Sub-grantee performance.

During the 5-year of BIL; State Monitors will conduct at least one visit per week to each assigned WAP Agency for the purpose of providing technical assistance and/or conducting quality assurance inspections. At the end of the visit, the State Monitor will provide WAP Manager with a copy of the Subgrantee Monitoring Visit Report. WAP Managers are required to acknowledge receipt of the report by signing it. The Weekly Visit Reports are maintained on file at the NJ WAP offices and are utilized to evaluate WAP Agency. Any corrective action required from sub-grantee is followed up by the State Monitor on the next weekly visit. A sample monitoring report form can be found in the Appendix of the NJ WAP Policy and Procedures Manual. In addition, on a quarterly basis a production analysis will be conducted on each sub-grantee to determine if sub-grantee is on track with benchmarks and the viability of production being completed as agreed upon. Production schedules and benchmarks will be required and shall be included in executed grant agreements with each sub-grantee.

The rates of inspections conducted by the State Monitors are based on the performance of the Sub-grantee. At a minimum, due to the Covid-19 pandemic, 10% of the completed units for each Sub-grantee are inspected by State Monitors. Based on the number of failures, State Monitors may conduct an inspection on more than 10% of the units per invoice.

A total of 50% of the weatherized units will be inspected for Sub-grantees with substandard work as determined through quality control inspections until improvement has been demonstrated. New Sub-grantees must undergo 100% State Quality Assurances Inspections for a minimum of one year. State Monitors provide Sub-grantees with Final Inspection Form along with copies of the HESWAP Quality Control Form concerning failed units. Sample of both forms can be found in the Appendix of the Policy Manual.

State Monitors are required to inspect all jobs that have a total cost of less than \$800 for the crew- based agencies and less than \$1,000 for contractor installations. Units will not be approved if it is determined that effective weatherization jobs were not completed.

NJ WAP's monitoring tool tests the following: estimating, warehousing, product quality, craftsmanship, inventory, equipment, and vehicle maintenance, material installation, productivity, crew safety, reports, and public relations. Substantive assistance includes, but is not limited to, the following areas:

- Administrative and programmatic planning
- Planning outreach activities
- Intake and application process
- Workflow/reporting
- The energy audits
- Bidding
- Recruiting and selecting contractors
- Contract compliance
- Site clustering
- Inspecting the work
- Fiscal accountability

In addition to the weekly program monitoring, each Sub-grantee will undergo a risk assessment of its administrative and fiscal operations by a contracted Certified Public Accounting firm. DCA's Office of Auditing shall procure a CPA or will hire individuals to conduct the annual risk assessment of sub-grantees



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on a yearly basis throughout the 5-year program. Through the CPA firm, a risk-based analysis will be conducted on each agency to establish that sound accounting practices are in place, which safeguards the agencies' funds as well as ensures compliance with all applicable State and Federal Regulations and OMB Circulars. A copy of the monitoring report shall be provided to the Sub-grantee within 30 calendar days after the completion of a visit by the CPA firm. Sub-grantees are required to provide a corrective action plan within 20 business days. NJ WAP monitoring staff will conduct follow-up visits within 30 days to ensure corrective action plan has been implemented.

The risk assessment entailed:

- Examination of a sample of cash receipts to determine timeliness of deposits
- Examination of a sample of cash disbursements to determine appropriate initiation, authorization, and that expenditures were allowable under the grant agreement
- Examination of a sample of Financial Status Reports (FSR) submitted by the sub-recipient agency to determine comparability to general ledger detail and tie into cash disbursements
- If the agency has received a grant under the CARES Act, examination of at least one (1) CARES Act grant FSR
- Examine the bank reconciliations for the bank account used to receive and disburse grant funds to determine that the recordkeeping was performed properly and timely
- Examine the extent to which the sub-recipient has adequately performed and satisfied the performance objectives prescribed by the grant contract
- Examination of a sample of case files to determine proper program Eligibility
- Examination of prior period findings to determine if corrective action has been taken to resolve the finding
- Examination of corrective action plan submitted by agency to determine appropriateness of actions taken to resolve prior period findings
- Obtain social security numbers for all employees employed at the agency and perform a test to determine whether any employees at the agency applied for and/or received a program benefit; determine if employee was eligible to receive the program benefits, and if adequate policies and procedures were in place regarding employees who apply for and/or receive benefits
- Examination of inventory of equipment with a cost basis of greater than \$5,000
- Examination of specific authorization for any capital purchases over \$5,000
- Examination of contracts awarded to subcontractors to determine compliance with bid procedures as outlined in Chapter 6, Weatherization Assistance Program Policy Manual
- Examination of a sample of vendors contracted by the agency to determine compliance with suspension and debarment rules
- Confirmation that agencies are identifying historic properties registered with the NJ National Historic Preservation Act and adhering to the Programmatic Agreement for Historic Properties
- Confirmation that agencies are following DOE guideline -with respect to COVID-19
- Other required testing attributes that are specific to each program

During the 5-years, the risk assessment will include compliance of:

- Davis Bacon Prevailing Wages specifically on multi-family building of 5 units are more
- Buy American
- National Environment Policy

In addition, the USDOE Monitoring Checklist will be incorporated within the risk assessment annual monitoring in accordance with WPN 22-4.

Reviews of energy audits are conducted by State Monitors on a quarterly basis to ensure the quality of work and for identifying training needs. State Monitors will randomly select three to four audits for review and provide Sub-grantee with a summary of findings.

In New Jersey, the vast majority of the Sub-grantees hire private contractors to perform the weatherization work. This ensures that different entities complete the work (contractors) and inspect the work (Sub-grantee staff). Two Sub-grantees employ crews to complete the work. Separation is achieved by the entities that complete the work (laborers and crew supervisor) and inspect the work (cost-estimator or manager). Approximately 69% of the training and technical assistance funds are used for monitoring.

Training & Technical Assistance (T&TA) addresses all problems and potential problem areas that have an impact on the effectiveness of the weatherization effort. Many problems are significantly reduced through T&TA programs that are specifically oriented to solving identified problems and their causes.

***Progressive Compliance Mechanism***

To avoid having to use the Progressive Compliance Mechanism steps, New Jersey staff implement several preventive techniques aimed at staving off compliance problems before they start. Also, this mechanism serves as New Jersey's approach to the corrective action plan. As with employee discipline problems, Sub-grantee compliance problems are rarely intentional. More often, they are a result of a lack of knowledge of how to complete projects and assignments within accepted standards. When a lack of knowledge is not responsible for the non-compliance issue, however, the following steps comprise the Progressive Compliance Mechanism.

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Informal Discussion with Sub-grantee - Discuss the agency's actions in relation to required standards according to contract. Determine the reasons for non-compliance. Stress agency's responsibility to maintain standards. End the talk with acknowledgment of agency's (or manager's) previous cooperation and good work.

Oral Warning to Sub-grantee - Emphasize undesirability of agency's continued non-compliance and possible consequences if continued (for the agency, group, and program). Violation is discussed in a straightforward manner. Offer to assist the agency to correct the deviation. Stress to the agency that there must be an improvement in the future.

Written Notification of Contract Non-Compliance to Executive Director and Weatherization Manager - This notice contains a statement of the specific violation (s) and the contract provision referred to therein, the potential consequences of future violations, the specific action required to correct the deviation and the deadline for taking this action. The offer of assistance is repeated. This notice also summarizes two previous steps.

Suspension or Termination of Contract - This is a serious action taken in extreme cases where the violation is serious in nature and/or the previous three steps have not produced change.

Reduction of Grant Award - This is an interim measure taken to encourage agency change short of suspension or termination of the grant. This may be implemented for less serious deviations from the contract.

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

##### ***1.0 General Information***

Recent advances in the field of building science underscore the need to upgrade the skills and equipment of the Sub-grantee staff. Significant energy conservation opportunities exist, which can only be addressed through instrumented building inspection techniques using furnace efficiency testing equipment, infiltration measurement devices, and under certain circumstances, infrared scanning equipment. Opportunities also exist to streamline and systematize weatherization program management functions through the introduction of computerized systems and electronic data transfer.

Staff turnover and the occasional appointment of new Sub-grantees also dictate that a core curriculum be developed to orient newcomers to the basics of the weatherization program; its goals, methods, and philosophy, as well as the practical job skills, required every day.

The management of the weatherization program at the local level requires expertise in a wide array of areas, including construction management, fiscal policy, client education, staff motivation, energy transfer theory, materials science, installation techniques, and related issues. In addition, Sub-grantees must operate their programs in accordance with a variety of governmental regulations and policies.

##### ***2.0 Overall Training and Technical Assistance Plan***

NJ WAP will seek feedback from external and internal sources on a quarterly basis throughout the five-year performance period. In previous years, the incorporation of feedback has resulted in policy changes, training opportunities, updated forms, etc.

A Teams meeting was held with sub-grantees on October 20, 2021, and February 16, 2022, to discuss training needs, certifications and 2022 State Plan.

New Jersey has determined through experience that regularly scheduled meetings of DCA staff, and the staff of the Sub-grantees, are essential to the optimum performance of the weatherization program. The dissemination of written information between these meetings reinforces their applicability to the program.

NJ WAP provides sub-grantees with monthly production status reports. These reports provide each sub-grantee with an overview of their performance based on spend-down of funds and completion of units. Sub-grantees are evaluated and ranked among each other, utilizing the Performance Ranking System, as stated in Section V.5 Weatherization Effectiveness Analysis of this State Plan. State Monitors provide sub-grantee status reports to WAP Supervisor that identifies problems, concerns, and recommended training needs.

Since Program Year 2015, the Virginia Community Housing Partners (CHP) was contracted as the NJ WAP Training Provider. Training is conducted annually with sub-grantees.

The Training Provider will continue to implement the weatherization training curriculum that is focused on the Standard Work Specifications (SWS) for Home Energy Upgrades for Single Family, Manufactured Housing and Multifamily Homes, and the New Jersey Field Guide SWS aligned. Training activities are

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intended to maintain or increase the efficiency, quality, and effectiveness of the NJ WAP at all levels.

**3.0 Workforce Credentials**

New Jersey Weatherization Assistance Program provides grants to subgrantees. Sub-grantees must meet the following criteria to receive funding:

- Have the experience and the capacity to complete and undertake the program activities as reflected in the Weatherization Workflow Process chart, as stated in the New Jersey Weatherization Assistance Program Policy and Procedures Manual, Chapter 7, WAP Agency’s Grant Management and Program Operations, Section 1.2.
- Demonstrate knowledge of the current New Jersey State Plan for the Weatherization Assistance Program.
- Obtain required training, as indicated in the current NJ WAP State Plan, within 30 to 60 days of award.
- Demonstrate the ability to accept payment on a reimbursable basis and in accordance with Chapter 7, WAP Agency’s Grant Management and Program Operations.
- Demonstrate experience in performing energy efficiency retrofits or related experience. Indicate the vehicles available and technical equipment necessary to perform all aspects of the program. Vehicles must meet Health and Safety standards.
- Have certified Quality Control Inspector/Energy Auditor on staff.
- Be certified as an RRP firm with the U.S. Environmental Protection Agency.
- Have a qualified technical field representative that can perform the job duties performed by both the estimator/evaluator and the heating system specialist.

For BIL 2022, NJWAP network consists of 17 certified Quality Control Inspectors and 20 certified Energy Auditors, including four State Monitors. Each sub grantee has current Environmental Protection Agency’s Renovate, Repair and Paint Firm certifications. To maintain credentials, an Annual Training Plan is implemented to ensure that no certifications expired. Training and Certification tracking datasheet is updated monthly, at the request NJWAP, by subgrantees. Copies of certifications are maintained on file.

The New Jersey Department of Community Affairs (NJCA) Weatherization Assistance Program (WAP) will attempt to find qualified individuals to be able to fully staff and prepare for the anticipated increase of funds. These individuals will be required to have Quality Control Inspection (QCI) certifications, Energy Auditor (EA) and other relevant certifications to be considered. Due to the increased demand for these qualified individuals from the private sector, if hiring qualified and certified staff is not feasible, then the backup plan is to hire individuals with some experience in the related field and enroll them with our procured NJ Training Partner to obtain those required and relevant certifications and train them to be the perfect staff for NJ’s WAP.

**4.0 Training**

The training schedule below represents initial training for the five-years performance period. Training is conducted annually and will be reevaluated at the end of every quarter during the five-year performance period.

The OLIEC proposes to continue its effort2s in increasing the productivity, quality, and scope of the weatherization program by offering workshops and seminars targeting a wide range of subject areas. Training is mandatory for sub-grantees unless a sub-grantee can provide proof that training proposed has been undertaken prior to. Proof includes but not limited to registration confirmation and certificate of completion. Sub-grantees are required to provide on an annual basis update on certifications obtained and training undertaken that is not sponsored or required by NJ WAP. Sub-grantees failing to adhere to required training is subject to the Progressive Compliance, as stated in Section V.7.3 Monitoring Activities of this State Plan. As part of the Progressive Compliance Process, sub-grantees are advised that staff may not function unsupervised until training and certification requirements are met. Failure to adhere to this policy can result in the loss of grant funding.

**Comprehensive**

NJ WAP will continue to focus its training listed below:

Training Topic	Target Start Date	Mandatory	Target Staff
Crew Leader	September 1, 2022	Y	Crew/Crew Leaders
Installer	September 1, 2022	Y	Crew/Crew Leaders/Contractors
Energy Auditor	December 1, 2022	Y	Energy Auditors
QCI	December 1, 2022	Y	QCI

**Specific Training**

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Crews/Crew Leaders	Energy Auditors	QCI	WAP Managers and Other staff	Contractors
Retrofit Installer	HVAC Fundamentals	QCI Class	Dealing with Difficult Clients	Retrofit Installer
Crew Leaders	ASHRAE 62.2	QCI Testing	Financial Management	OSHA 10
Mobile Homes	NEAT	QCI	Project Management	RRP (if the contractor does not have it.)
OSHA 30	Energy Auditor		Team Building	
Retrofit Installer Field Mentoring	Energy Audit Testing			
NEAT Field Mentoring	RRP			
Energy Auditor Field Mentoring	OSHA 10			
SWS Refresher	Energy Auditor Field Mentoring			
	Mobile Homes			
	SWS Refresher			

There will be three tracks of training ongoing throughout the 5-years. The first track will focus on the development and implementation of a weatherization program for new sub-grantees. New staff at existing agencies will participate in training for new agencies. New sub-grantees will be consecutive training for period of up to 3 months to build capacity through the LIHEAP Weatherization grant prior to awarding them a USDOE BIL grant. The second track will focus on refresher training for existing sub-grantees in all areas. The third track will target contractors participating in the Weatherization program. To encourage contractors to participate in trainings, sub-grantees will pay the cost of the training and obtain an execute a retention agreement indicating that contractor will participate in the Weatherization program for up to one year.

Single focus training will continue as priority needs are determined in the field. Trainings listed above will be incorporated in the Spring and Fall 2022 Training Calendar.

**Administrative**

- Dealing with Difficult Clients
- Financial Management
- Project Management

Administrative training are mostly provided at the Annual Training Conference. The Annual Training Conference for NJ WAP and Home Energy Assistance Program is being impacted by Covid-19 pandemic. For PY 2022, the Annual Conference will be postponed and will be held in person in the summer of 2023.

For PY 2022, State Monitors will be participating in the following annual conferences:

- 2022 Energy Outwest
- 2022 National Association for Community Services Program Annual Conference
- 2023 Home Performance Institute

Sub-grantees are encouraged to attend all available conferences and trainings.

**5.0 Technical Assistance**

*Funding Monitoring*

60% of USDOE BIL 2022 Training and Technical Assistance funds will be used at the State level for monitoring.

*How T&TA funds are apportioned*

USDOE T&TA funds are appropriated at the State level for salary and related expenses of Field Monitoring personnel and other OLIEC/DHCR staff (64%). Each Sub-grantee will be allowed to allocate **10% of total grant award** for T&TA activities. The remaining T&TA funds will be held for Tier 1, Tier 2 training, and the Annual Conference.

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*Other funds for monitoring*

Other funds for monitoring are derived from the USDHHS (LIHEAP Transfer) 2022 program.

*Assessment of T&TA activities' effectiveness*

The effectiveness of T&TA activities is measured through a survey of the training participants after each training event. Participant response to training offered to date has been positive as measured by this method.

NJ WAP will, on a quarterly basis, solicit from the sub-grantees' opinions concerning their own training needs and incorporate responses into the training agenda on an ad hoc basis.

In addition, CHP, training provider, will provide quarterly Summary of Training Activities and Outcomes.

**6.0 Client Education**

Sub-grantees provide client education to clients during the initial and final inspection. During the initial inspection client is provided with the following educational materials:

- Lead Safe Guide to Renovate Right
- Citizens Guide to Radon
- A brief guide to Mold, Moisture and Your Home
- Sure, Your Home is Clean but is it Safe for Your Family
- Asbestos Safety Information
- Electrical Safety Booklet
- Combustion Appliances Handout
- Seven Tips for Keeping a Healthy Home
- Safe Pest Control

Starting July 1, 2022, the Hazard Identification Notification Form will be provided to all clients.

At final inspection, clients are provided with client education on combustion appliances and maintenance.

All health and safety (H&S) issues must be documented on the Educational Materials Notification/Health and Safety. Assessment and the Hazard Identification Notification, in which a copy must be provided to the client.

Percent of overall trainings

Comprehensive Trainings:	65.0
Specific Trainings:	35.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	55.0
Percent of budget allocated to Crew/Installer trainings:	25.0
Percent of budget allocated to Management/Financial trainings:	20.0

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

When disasters strike and in accordance with Weatherization Program Notice 12-07, NJ WAP funds are limited to eligible weatherization activities and the purchase and delivery of weatherization materials. NJ WAP will weatherize homes in accordance with program rules and regulations.

Acceptable uses of DOE WAP funding during Disasters:

1. Replacement of prior weatherization materials in compliance with 10 C.F.R § 440.18(f)

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(2) (ii), which permits replacement if the materials are not paid for by the insurance or FEMA.

2. Incidental repairs to make the installation of weatherization materials effective in compliance with WPN 12-09 Incidental Repair Measure Guidance (debris removal is included in disaster replacement).
3. Cost to eliminate health and safety hazards necessary to the installation of weatherization materials.
4. Energy-related health and safety as identified in the NJ Health and Safety Plan outlined in Master File.

Health and Safety expenditure could be increased by DCA for crisis damaged units as applicable.