

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:

- ☐ Preapplication
- ☒ Application
- ☐ Changed/Corrected Application

2. Type of Application:

- ☒ New
- ☐ Continuation
- ☐ Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received

05/03/2023

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

DE-SE0001840

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: New York State

b. Employer/Taxpayer Identification Number (EIN/TIN):
146013200c. UEI:
K7FKBZSDMJZ7**d. Address:**

Street 1: 38-40 State Street

Street 2:

City: Albany

County: ALBANY County

State: NY

Province:

Country: U.S.A.

Zip / Postal Code: 122070000

e. Organizational Unit:

Department Name:

New York State

Division Name:

Division of Housing & Community Renewal

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr First Name: Kevin

Middle Name:

Last Name: O'Connell

Suffix:

Title: Prog Ops Mgr

Organizational Affiliation: NYS DHCR

Telephone Number: 5184749967

Fax Number:

Email: kevin.oconnell@hcr.ny.gov

APPLICATION FOR FEDERAL ASSISTANCE SF-424

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9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance Program

12. Funding Opportunity Number:

DE-WAP-0002025

Title:

2025 Weatherization Assistance Program (WAP) Funding

13. Competition Identification Number:

Title:

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

State of New York - all 62 counties

15. Descriptive Title of Applicant's Project:

PY 2025 New York DOE Weatherization Program

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16. Congressional District Of:

a. Applicant: New York Congressional District 20

b. Program/Project: NY-Statewide

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

17. Proposed Project:

a. Start Date: 07/01/2024

b. End Date: 06/30/2025

18. Estimated Funding (\$):

a. Federal	31,147,553.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	31,147,553.00

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

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372

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

No

21. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to

☒ I AGREE

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

Authorized Representative:

Prefix: Mrs First Name: Rebecca

Middle Name:

Last Name: Koepnick

Suffix:

Title: Chief Strategy Officer for Portfolio Preservation

Telephone Number: 2128720679

Fax Number:

Email: rebecca.koepnick@nyshcr.org

Signature of Authorized Representative: Signed Electronically

Date Signed: 05/16/2025

Authorized for Local Reproduction

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: New York State
Award number: SE0001840

Budget period: 07/01/2024 - 06/30/2025

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

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

Position	Description of Duties of Professionals
Housing & Community Renewal Spec 2	Training and Technical Assistance Unit Supv - WGregg (CENTRAL) Remaining percentage of salary is paid by HEAP and IIJA
Housing & Community Renewal Spec I	Program field monitor CMonk (SRO) Remaining percentage of salary is paid by HEAP and IIJA
Energy Conservation Specialist	Program field monitor DHuber (CDRO) Remaining percentage of salary is paid by HEAP and IIJA
Energy Conservation Specialist	Program field monitor KJimerson (BRO) Remaining percentage of salary is paid by HEAP and IIJA
Housing & Community Renewal Spec I	Program field monitor DKrause (CDRO) Remaining percentage of salary is paid by HEAP and IIJA
Housing & Community Renewal MGR 1	Program Operations supervisor. KOConnell (CENTRAL) Remaining percentage of salary is paid by HEAP and IIJA
Housing & Community Renewal Spec 2	Albany Regional Supervisor BDewey (CDRO) Remaining percentage of salary is paid by HEAP and IIJA
Associate Accountant	Fiscal supervisor ARogers (CENTRAL) Remaining percentage of salary is paid by HEAP and IIJA
Housing & Community Renewal Specialist 1	Program Field Monitor JMcCann (BRO) Remaining percentage of salary is paid by HEAP and IIJA
Housing & Community Renewal Specialist 1	Training and technical assistance WMiller (CENTRAL) Remaining percentage of salary is paid by HEAP and IIJA
Housing & Community Renewal Specialist 2	New York Regional Supervisor MKrysiak (NYRO) Remaining percentage of salary is paid by HEAP and IIJA
Senior Accountant	Fiscal monitoring - NMia (NYRO) Remaining percentage of salary is paid by HEAP and IIJA
Senior Accountant	Fiscal monitoring RPieszak (BRO) Remaining percentage of salary is paid by HEAP and IIJA
Senior Accountant	Fiscal monitoring IGMon (CDRO) Remaining percentage of salary is paid by HEAP and IIJA
Housing and Community Renewal Specialist 2	Contract & Reporting unit supervisor - AMurphy (CENTRAL) Remaining percentage of salary is paid by HEAP and IIJA
Senior Accountant	Fiscal monitoring TBD (SRO) Remaining percentage of salary is paid by HEAP and IIJA
Senior Accountant	Fiscal monitoring JChiu (NYRO) Remaining percentage of salary is paid by HEAP and IIJA
Housing & Community Renewal Spec 1	Contracts & Reporting CMackesey (CENTRAL) Remaining percentage of salary is paid by HEAP and IIJA
Energy Conservation Specialist	Program field monitor - JRubino (NYRO) Remaining percentage of salary is paid by HEAP and IIJA
Housing & Community Specialist 2	Program monitor / Special Projects - KLawrence (BRO) Remaining percentage of salary is paid by HEAP and IIJA
Office Assistant 2 Keyboarding	Clerical support - BBryce (NYRO) Remaining percentage of salary is paid by HEAP and IIJA

Housing & Community Renewal Spec 1	Program field monitor - JWilliams (NYRO) Remaining percentage of salary is paid by HEAP and IIJA
Housing & Community Renewal Spec 2	Program Field Monitor, Healthy Homes Specialist BRyan (At Large) Remaining percentage of salary is paid by HEAP and IIJA
Special Assistant	Contracts & Reporting - Special Projects - JCatalano (CENTRAL) Remaining percentage of salary is paid by HEAP and IIJA
Senior Accountant Specialist	Fiscal monitoring - SDunavin (CDRO) Remaining percentage of salary is paid by HEAP and IIJA
Housing & Community Renewal Manager 1	Field Ops Manager -RHess (BRO) Remaining percentage of salary is paid by HEAP and IIJA
Housing and Community Renewal Specialist 2	Buffalo Regional Supervisor - JButler (BRO) Remaining percentage of salary is paid by HEAP and IIJA
Housing & Community Renewal Specialist 1	Program Field Monitoring - PtBey (NYRO) Remaining percentage of salary is paid by HEAP and IIJA
Housing and Community Renewal Specialist 1 - Trainee	Contracts & Reporting - JDigiorgio (CENTRAL) Remaining percentage of salary is paid by HEAP and IIJA
Administrative Assistant 1	Admin assistance / data entry - TBD (CENTRAL) Remaining percentage of salary is paid by HEAP and IIJA
Housing & Community Renewal Manager 2 / AVP	Associate Vice President / Wx Program Director - CChimento - Central Office - Remaining percentage of salary is paid by HEAP and IIJA
Housing and Community Renewal Specialist 1	Program field monitor EHicks (CDRO) Remaining percentage of salary is paid by HEAP and IIJA
Housing and Community Renewal Specialist 1	Monitoring / Training & Technical Assistance - TBD - (CENTRAL) - Remaining percentage of salary is paid by HEAP and IIJA

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Housing & Community Renewal Spec 2	\$109,648.00	49.9006 % FT	\$54,715.01
Housing & Community Renewal Spec I	\$66,951.00	50.0010 % FT	\$33,476.17
Energy Conservation Specialist	\$94,483.00	50.0007 % FT	\$47,242.16
Energy Conservation Specialist	\$94,483.00	50.0008 % FT	\$47,242.26
Housing & Community Renewal Spec I	\$85,138.00	50.0009 % FT	\$42,569.77
Housing & Community Renewal MGR 1	\$131,298.00	49.9005 % FT	\$65,518.36
Housing & Community Renewal Spec 2	\$100,827.00	50.0007 % FT	\$50,414.21
Associate Accountant	\$110,210.00	65.0006 % FT	\$71,637.16
Housing & Community Renewal Specialist 1	\$85,138.00	50.0009 % FT	\$42,569.77
Housing & Community Renewal Specialist 1	\$97,358.00	50.0007 % FT	\$48,679.68
Housing & Community Renewal Specialist 2	\$109,650.00	50.0006 % FT	\$54,825.66
Senior Accountant	\$69,250.00	50.0010 % FT	\$34,625.69
Senior Accountant	\$85,136.00	50.0008 % FT	\$42,568.68
Senior Accountant	\$66,951.00	50.0011 % FT	\$33,476.24
Housing and Community Renewal Specialist 2	\$103,634.00	50.0006 % FT	\$51,817.62
Senior Accountant	\$65,001.00	28.3334 % FT	\$18,416.99
Senior Accountant	\$85,138.00	50.0008 % FT	\$42,569.68
Housing & Community Renewal Spec 1	\$76,147.00	50.0009 % FT	\$38,074.19
Energy Conservation Specialist	\$86,681.00	50.0008 % FT	\$43,341.19
Housing & Community Specialist 2	\$89,506.00	50.0007 % FT	\$44,753.63

Office Assistant 2 Keyboarding	\$51,598.00	50.0014 % FT	\$25,799.72
Housing & Community Renewal Spec 1	\$76,147.00	50.0009 % FT	\$38,074.19
Housing & Community Renewal Spec 2	\$109,648.00	50.0006 % FT	\$54,824.66
Special Assistant	\$86,773.00	0.0000 % FT	\$0.00
Senior Accountant Specialist	\$66,951.00	50.0010 % FT	\$33,476.17
Housing & Community Renewal Manager 1	\$108,874.00	50.0006 % FT	\$54,437.65
Housing and Community Renewal Specialist 2	\$98,001.00	50.0007 % FT	\$49,001.19
Housing & Community Renewal Specialist 1	\$57,753.00	28.3311 % FT	\$16,362.06
Housing and Community Renewal Specialist 1 - Trainee	\$53,764.00	50.0012 % FT	\$26,882.65
Administrative Assistant 1	\$47,695.00	50.0015 % FT	\$23,848.22
Housing & Community Renewal Manager 2 / AVP	\$139,869.00	50.0005 % FT	\$69,935.20
Housing and Community Renewal Specialist 1	\$69,250.00	50.0010 % FT	\$34,625.69
Housing and Community Renewal Specialist 1	\$65,001.00	28.3310 % FT	\$18,415.43
Direct Pay Total			\$1,354,216.95

2. FRINGE BENEFITS

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

The New York State Division of the Budget has established the projected State Fiscal Year 2025-26 fringe benefit rate at 59.59%.

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

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Housing & Community Renewal Spec 2	\$54,715.01	59.5899 %	\$32,604.62
Housing & Community Renewal Spec I	\$33,476.17	59.5899 %	\$19,948.42
Energy Conservation Specialist	\$47,242.16	59.5900 %	\$28,151.60
Energy Conservation Specialist	\$47,242.26	59.5900 %	\$28,151.66
Housing & Community Renewal Spec I	\$42,569.77	59.5900 %	\$25,367.33
Housing & Community Renewal MGR 1	\$65,518.36	59.5900 %	\$39,042.39
Housing & Community Renewal Spec 2	\$50,414.21	59.5900 %	\$30,041.83
Associate Accountant	\$71,637.16	59.5900 %	\$42,688.58
Housing & Community Renewal Specialist 1	\$42,569.77	59.5900 %	\$25,367.33
Housing & Community Renewal Specialist 1	\$48,679.68	59.5900 %	\$29,008.22
Housing & Community Renewal Specialist 2	\$54,825.66	59.5901 %	\$32,670.67
Senior Accountant	\$34,625.69	59.5900 %	\$20,633.45
Senior Accountant	\$42,568.68	59.5900 %	\$25,366.68
Senior Accountant	\$33,476.24	59.5900 %	\$19,948.49
Housing and Community Renewal Specialist 2	\$51,817.62	59.5901 %	\$30,878.17
Senior Accountant	\$18,416.99	59.5900 %	\$10,974.68
Senior Accountant	\$42,569.68	59.5900 %	\$25,367.27
Housing & Community Renewal Spec 1	\$38,074.19	59.5900 %	\$22,688.41
Energy Conservation Specialist	\$43,341.19	59.5900 %	\$25,827.02
Housing & Community Specialist 2	\$44,753.63	59.5900 %	\$26,668.69

Office Assistant 2 Keyboarding	\$25,799.72	59.5900 %	\$15,374.05
Housing & Community Renewal Spec 1	\$38,074.19	59.5900 %	\$22,688.41
Housing & Community Renewal Spec 2	\$54,824.66	59.5901 %	\$32,670.07
Special Assistant	\$0.00	59.5900 %	\$0.00
Senior Accountant Specialist	\$33,476.17	59.5900 %	\$19,948.45
Housing & Community Renewal Manager 1	\$54,437.65	59.5900 %	\$32,439.40
Housing and Community Renewal Specialist 2	\$49,001.19	59.5900 %	\$29,199.81
Housing & Community Renewal Specialist 1	\$16,362.06	59.5900 %	\$9,750.15
Housing and Community Renewal Specialist 1 - Trainee	\$26,882.65	59.5901 %	\$16,019.40
Administrative Assistant 1	\$23,848.22	59.5900 %	\$14,211.15
Housing & Community Renewal Manager 2 / AVP	\$69,935.20	59.5900 %	\$41,674.39
Housing and Community Renewal Specialist 1	\$34,625.69	59.5900 %	\$20,633.45
Housing and Community Renewal Specialist 1	\$18,415.43	59.5900 %	\$10,973.75
Fringe Benefits Total			\$806,977.99

3. TRAVEL

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

Purpose of Trip	Number of Trips	Cost Per Trip	Total
Meals	75	\$100.00	\$7,500.00
Program & Fiscal Monitor travel	125	\$200.00	\$25,000.00
Personal Car Mileage	75	\$100.00	\$7,500.00
Travel Total			\$40,000.00

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

Past travel records and NYS Office of the State Comptroller guidelines, trip reports and mileage reports
Estimated 34 staff per each budgeted line.

4. EQUIPMENT - Equipment is generally defined as an item with an acquisition cost greater than \$10,000 and a useful life expectancy of more than one year.

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

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

*

5. SUPPLIES - Supplies are generally defined as an item with an acquisition cost of \$10,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance.

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

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

*

6. CONTRACTS AND SUBGRANTS - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e weatherization subgrants, Annual File section IV.1).

Name of Proposed Sub	Total Cost	Basis of Cost*
Weatherization Readiness Funds	\$2,467,690.00	To ultimately distribute all \$2,467,690 in WRF25 funds to the NYS WAP subgrantee network for the purpose of performing necessary building repairs that allow eligible units to be weatherized rather than being deferred. WRF Funds will be issued to eligible Subgrantees who have performed successfully in previous contracts. All other historically under-performing Subgrantees will receive no direct WRF allocation, but instead, will be encouraged to apply for WRF funding on a project-by-project basis that have been, or otherwise would be, deferred. Those high performing Subgrantees who receive a WRF allocation will also be able to apply for additional funds once they have fully spent their WRF allocation and have additional deferred units that would benefit from WRF funds. This approach has resulted in approximately 50% of the WRF funding (\$1,233,846) being directly allocated to PY25 allocations at this time, leaving \$1,233,844 to be requested.
Subgrantee contracts	\$24,266,642.00	A list of the DOE portion of individual sub-grantee allocations has been entered in section IV.1 titled Sub-grantees in the Annual File. "Allowable expenditures" shall mean the total of all expenditures qualifying as "allowable expenditures" in accordance with the terms and conditions of the Federal rules published at 10CFR440 and at 2CFR200 and with all other pertinent guidance from DOE and HCR. Subgrantees required to have an annual Financial Audit (expending more than \$1M in total Fed Funding annually) will receive Financial Audit funding.

Training and Technical Assistance Service contracts	\$1,500,000.00	To utilize existing, and hopefully acquire additional new, T&TA providers via a revised RFP process to train and assist the network as well as program staff
Contracts and Subgrants Total	<u>\$28,234,332.00</u>	

*For example, Competitive, Historical, Quote, Catalog

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

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

General Description	Cost	Justification of Need
Advertising	\$10,000.00	Estimated costs for any program advertising related costs
Database Updates / API fee	\$10,043.00	Anticipated costs related to ongoing updates necessary for online program database, and any API costs associated with ongoing usage
HTFC Staff	\$201,426.00	2 current HTFC staff assigned to Wx - have to be accounted for under NPS and not program (PS) as different payroll system / different fringe (no indirect); DOE admin paying portion of salaries; rest being paid by HEAP and IJJA
Projected fees for Conferences	\$44,229.00	Conference fees for staff to attend annual Conferences (NASCSPP, etc) in order to continue to maintain and increase knowledge base. Conference fees are tracked in the NYS Financial System separate from Travel costs
NASCSPP Membership	\$10,000.00	NYS WAP's annual membership into NASCSPP (assuming raise in rate).
Vehicle maintenance and repairs	\$8,500.00	WAP's estimated costs for ongoing maintenance, upkeep and repairs to vehicles
Lease costs for staff in regional offices	\$261,802.00	Agency charges each program for their share of lease in NYC, Syracuse and Buffalo regional offices. These charges are determined by number of FTEs per program at start of State Fiscal year.
Other Direct Costs Total	<u>\$546,000.00</u>	

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

These costs are based on prior year expenditures and projected PY25 costs.

All proposed costs will be used solely for the support of the NYS Weatherization Assistance Program.

All costs included in Other Direct Costs are properly segregated from indirect costs to ensure duplicative charges are not disbursed.

8. INDIRECT COSTS

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

The NYS Division of the Budget negotiates the NYS Statewide indirect cost rates with HHS each year for each NY State Agency indirect costs. For State Fiscal Year 2025-2026, the statewide indirect cost rate is 12.26%.

Additionally, NYS Division of the Budget works with individual NY State Agencies to negotiate the Agency Indirect Rates that are applicable to the individual state agency. NYSDOB has been negotiating on behalf of NYS Homes and Community Renewal in the negotiations for Agency Indirect Cost rate for the current fiscal year.

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

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

Name: Krista Leslie

Phone Number: 5184861215

Indirect costs calculations:

Indirect Cost Account	Direct Total	Indirect Rate	Total Indirect
Statewide Indirect Charge SFY 2025-26	\$1,354,217.00	12.2599 %	\$166,025.65
		Indirect Costs Total	\$166,025.65

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001840		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address New York State 38-40 State Street Albany, NY 122070000		4. Program/Project Start Date 07/01/2024	
		5. Completion Date 06/30/2025	

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. DOE	81.042	\$ 0.00		\$ 31,147,553.00		\$ 31,147,553.00
2. STATE			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 31,147,553.00	\$ 0.00	\$ 31,147,553.00

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	\$ 942,126.00	\$ 0.00	\$ 412,091.00	\$ 0.00	\$ 1,354,217.00
b. Fringe Benefits	\$ 561,413.00	\$ 0.00	\$ 245,565.00	\$ 0.00	\$ 806,978.00
c. Travel	\$ 40,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 40,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 0.00	\$ 2,509,246.00	\$ 1,500,000.00	\$ 2,604,631.00	\$ 28,234,332.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 503,844.00	\$ 0.00	\$ 42,156.00	\$ 0.00	\$ 546,000.00
i. Total Direct Charges	\$ 2,047,383.00	\$ 2,509,246.00	\$ 2,199,812.00	\$ 2,604,631.00	\$ 30,981,527.00
j. Indirect Costs	\$ 115,504.00	\$ 0.00	\$ 50,522.00	\$ 0.00	\$ 166,026.00
k. Totals	\$ 2,162,887.00	\$ 2,509,246.00	\$ 2,250,334.00	\$ 2,604,631.00	\$ 31,147,553.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001840		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address New York State 38-40 State Street Albany, NY 122070000		4. Program/Project Start Date 07/01/2024	
		5. Completion Date 06/30/2025	

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	\$ 31,147,553.00	\$ 0.00	\$ 31,147,553.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) FINANCIAL AUDITS	(4) LIABILITY INSURANCE	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,354,217.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 806,978.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 40,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 15,423,456.00	\$ 2,313,518.00	\$ 202,459.00	\$ 1,213,332.00	\$ 28,234,332.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 546,000.00
i. Total Direct Charges	\$ 15,423,456.00	\$ 2,313,518.00	\$ 202,459.00	\$ 1,213,332.00	\$ 30,981,527.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 166,026.00
k. Totals	\$ 15,423,456.00	\$ 2,313,518.00	\$ 202,459.00	\$ 1,213,332.00	\$ 31,147,553.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001840		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address New York State 38-40 State Street Albany, NY 122070000		4. Program/Project Start Date 07/01/2024	
		5. Completion Date 06/30/2025	

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	\$ 31,147,553.00	\$ 0.00	\$ 31,147,553.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) LEVERAGING	(2) Weatherization Readiness	(3) SERC Grantee Administration	(4) SERC Subgrantee Administration	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,354,217.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 806,978.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 40,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 0.00	\$ 2,467,690.00	\$ 0.00	\$ 0.00	\$ 28,234,332.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 546,000.00
i. Total Direct Charges	\$ 0.00	\$ 2,467,690.00	\$ 0.00	\$ 0.00	\$ 30,981,527.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 166,026.00
k. Totals	\$ 0.00	\$ 2,467,690.00	\$ 0.00	\$ 0.00	\$ 31,147,553.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001840		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address New York State 38-40 State Street Albany, NY 122070000		4. Program/Project Start Date 07/01/2024	
		5. Completion Date 06/30/2025	

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	\$ 31,147,553.00	\$ 0.00	\$ 31,147,553.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) SERC Health and Safety	(2) SERC Program Operations	(3)	(4)	
a. Personnel	\$ 0.00	\$ 0.00			\$ 1,354,217.00
b. Fringe Benefits	\$ 0.00	\$ 0.00			\$ 806,978.00
c. Travel	\$ 0.00	\$ 0.00			\$ 40,000.00
d. Equipment	\$ 0.00	\$ 0.00			\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00			\$ 0.00
f. Contract	\$ 0.00	\$ 0.00			\$ 28,234,332.00
g. Construction	\$ 0.00	\$ 0.00			\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00			\$ 546,000.00
i. Total Direct Charges	\$ 0.00	\$ 0.00			\$ 30,981,527.00
j. Indirect Costs	\$ 0.00	\$ 0.00			\$ 166,026.00
k. Totals	\$ 0.00	\$ 0.00			\$ 31,147,553.00
7. Program Income	\$ 0.00	\$ 0.00			\$ 0.00

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: NY Grant Number: SE0001840 Program Year: 2025

Name: Action for A Better Community Inc.	Contact: Nate Sheppard Wx Dir		
	UEI: DZBNLJDDK166		
	DUNS: 073683674		
Address: 550 East Main Street	Phone: (585) 442-4160		
Rochester, NY 14604-4000	Fax: (585) 442-4194		
	Email: nsheppard@abcinfo.org		
Counties served: MONROE County	Tentative allocation: \$ 362,453.00	Congressional districts served:	CD
	Planned units: 35		NY-28
	Type of organization: Non-profit organization		NY-25
			NY-29
	Source of labor: Agency and Contractors		

Name: Adirondack Community Action Programs, Inc.	Contact: Ms. Barbara Allen Wx Dir		
	UEI: RGH6NV3NA6M4		
	DUNS: 162506760		
Address: 7572 Court St.	Phone: (877) 873-2979		
PO Box 848	Fax: (518) 873-6845		
Elizabethtown, NY 12932-0000	Email: ballen@acapinc.org		
Counties served: ESSEX County	Tentative allocation: \$ 225,000.00	Congressional districts served:	CD
	Planned units: 22		NY-20
	Type of organization: Non-profit organization		NY-23
	Source of labor: Agency and Contractors		

Name: Albany Community Action Partnership, Inc.	Contact: Tracy Calone		
	UEI: XNY1M46JZTJ1		
	DUNS: 045520244		
Address: 333 Sheridan Avenue	Phone: (518) 463-3175		
Albany, NY 12206-0000	Fax: () -		
	Email: tcalone@albanycap.org		
Counties served: ALBANY County	Tentative allocation: \$ 299,245.00	Congressional districts served:	CD
	Planned units: 29		NY-20
	Type of organization: Non-profit organization		
	Source of labor: Agency and Contractors		

Name: Association for Energy Affordability	Contact: David Hepinstall Exec Dir		
	UEI: KBH6MNM798D9		
	DUNS: 800185712		
Address: 105 Bruckner Blvd.	Phone: (718) 292-6733		
1st Floor	Fax: (718) 292-1914		
Bronx, NY 10454-0000	Email: hepinstall@aea.us.org		

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: NY Grant Number: SE0001840 Program Year: 2025

Counties served:	QUEENS County BRONX County	Tentative allocation: \$ 1,002,955.00 Planned units: 93 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	CD NY-07 NY-16
Name:	Bedford-Stuyvesant Restoration Corp.		Contact:	Wendell Rice Wx Dir
			UEI:	G9UJDKWLW5X5
			DUNS:	044691608
Address:	1360 Fulton Street 2nd Flr. 2nd Floor Brooklyn, NY 11216-0000		Phone:	(718) 638-5705
			Fax:	(718) 857-1198
			Email:	wrice@restorationplaza.org
Counties served:	KINGS County	Tentative allocation: \$ 407,557.00 Planned units: 40 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	CD NY-10 NY-11
Name:	Cattaraugus Community Action, Inc.		Contact:	Mr. Ken Tomczak Wx Dir
			UEI:	Z8EXKNQAN4D6
			DUNS:	079935755
Address:	25 Jefferson Street Suite A Salamanca, NY 14779-0308		Phone:	(716) 945-1041
			Fax:	(716) 945-1301
			Email:	ktomczak@ccaction.org
Counties served:	LIVINGSTON County ALLEGANY County CATTARAUGUS County WYOMING County	Tentative allocation: \$ 915,963.00 Planned units: 82 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	CD NY-23
Name:	CEO for the Greater Capital Area, Inc.		Contact:	Katherine Maciol Exec Dir
			UEI:	L515AUB37NA6
			DUNS:	020657037
Address:	2331 Fifth Ave. Troy, NY 12180-2291		Phone:	(518) 272-6012
			Fax:	(518) 687-0147
			Email:	kmaciol@ceoempowers.org
Counties served:	RENSSELAER County	Tentative allocation: \$ 293,547.00 Planned units: 22 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	CD NY-21 NY-20

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: NY Grant Number: SE0001840 Program Year: 2025

Name: Chautauqua Opportunities, Inc.	Contact: Bill Vogt, Acting Wx Dir
	UEI: TMDVN7NDHRM6
	DUNS: 092475441
Address: 17 West courtney St	Phone: (716) 366-3333
Dunkirk, NY 14048-0000	Fax: (716) 366-7366
	Email: bvogt@chautopp.org
Counties served: CHAUTAUQUA County	Tentative allocation: \$ 225,000.00
	Planned units: 22
	Type of organization: Non-profit organization
	Source of labor: Agency and Contractors
	Congressional districts served: <u>CD</u> NY-27

Name: Columbia Opportunities, Inc.	Contact: Jim Reutenauer Wx Dir
	UEI: YEV8NFMAFRJ8
	DUNS: 011116381
Address: 540 Columbia Street	Phone: (518) 672-7268
Hudson, NY 12534-0000	Fax: (518) 672-7271
	Email: jreutenauer@columbiaopportunities.org
Counties served: COLUMBIA County	Tentative allocation: \$ 225,000.00
	Planned units: 22
	Type of organization: Non-profit organization
	Source of labor: Agency and Contractors
	Congressional districts served: <u>CD</u> NY-20

Name: Community Action of Greene County, Inc.	Contact: Jamie Linzey Wx Dir
	UEI: QARAUTUG6MF3
	DUNS: 612264218
Address: 7856 Route 9W	Phone: (518) 943-9205
Catskill, NY 12414-1408	Fax: (518) 943-0343
	Email: jlinzey@cagcny.org
Counties served: GREENE County	Tentative allocation: \$ 225,000.00
	Planned units: 22
	Type of organization: Non-profit organization
	Source of labor: Agency and Contractors
	Congressional districts served: <u>CD</u> NY-20

Name: Community Action Planning Council of Jefferson County, Inc.	Contact: Mr Joseph Canell, Wx Dir
	UEI: S4PAUR7BJHP9
	DUNS: 178469425
Address: 518 Davidson Street	Phone: (315) 782-4900
Watertown, NY 13601-0899	Fax: (315) 788-8251
	Email: jcanell@capcjc.org

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: NY Grant Number: SE0001840 Program Year: 2025

Counties served:	JEFFERSON County	Tentative allocation: \$ 293,547.00 Planned units: 22 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> NY-23
Name:	Community Development Corporation of Long Island, Inc.	Contact: Ms. Maureen Pedrotti Wx Dir UEI: F7VXMMT5AE84 DUNS: 065931115 Phone: (631) 471-1215 Fax: (631) 471-1210 Email: mpedrotti@cdcli.org	Address: 1660 Walt Whitman Road Suite 130 Melville, NY 11747-0000	
Counties served:	SUFFOLK County NASSAU County	Tentative allocation: \$ 955,509.00 Planned units: 92 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> NY-03 NY-04 NY-01 NY-02
Name:	Cortland County Community Action Program Inc.	Contact: Denise Peroulakis Wx Dir UEI: L1P5ZJLPV4Y3 DUNS: 038360160 Phone: (607) 753-6781 Fax: (607) 753-3827 Email: denisep@capco.org	Address: 32 North Main Street Cortland, NY 13045-2698	
Counties served:	CORTLAND County TOMPKINS County	Tentative allocation: \$ 793,547.00 Planned units: 70 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> NY-24 NY-22
Name:	Crown Heights Jewish Community Council	Contact: Avi Kamman Wx Dir UEI: YRPPZBBQC389 DUNS: 361156701 Phone: (718) 771-9000 Fax: (718) 778-0272 Email: avik@chjcc.org	Address: 392 Kingston Ave. Brooklyn, NY 11225-0000	
Counties served:	KINGS County	Tentative allocation: \$ 287,665.00 Planned units: 28 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> NY-11

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: NY Grant Number: SE0001840 Program Year: 2025

Name: Delaware Opportunities, Inc.	Contact: Joseph Maggiore Wx Dir		
	UEI: K8NKWKBZHJM9		
	DUNS: 020664538		
Address: 35430 State Highway 10	Phone: (607) 746-1600		
Hamden, NY 13782-1112	Fax: (607) 746-2240		
	Email: doweather@delawareopportunities.org		
Counties served: DELAWARE County	Tentative allocation: \$ 725,000.00	Congressional	CD
SULLIVAN County	Planned units: 70	districts served:	NY-22
	Type of organization: Non-profit organization		NY-20
	Source of labor: Agency and Contractors		

Name: Dutchess County Community Action Agency, Inc.	Contact: Randy Magee		
	UEI: RMF6GK3XLUJ5		
	DUNS: 052746302		
Address: 77 Cannon Street	Phone: (845) 452-5104		
Poughkeepsie, NY 12601-0000	Fax: (800) 621-7158		
	Email: rmagee@dutchesscap.org		
Counties served: DUTCHESS County	Tentative allocation: \$ 293,547.00	Congressional	CD
	Planned units: 22	districts served:	NY-20
	Type of organization: Non-profit organization		NY-22
	Source of labor: Agency and Contractors		NY-19

Name: EOP Inc. of Chemung & Schuyler Counties	Contact: Nicole Howland Wx Dir		
	UEI: C626Q9LMC2U5		
	DUNS: 073696825		
Address: 650 Baldwin Street	Phone: (607) 734-6174		
Elmira, NY 14901-0000	Fax: (607) 733-8126		
	Email: nhowland@sceop.org		
Counties served: CHEMUNG County	Tentative allocation: \$ 725,000.00	Congressional	CD
SCHUYLER County	Planned units: 70	districts served:	NY-24
	Type of organization: Non-profit organization		
	Source of labor: Agency and Contractors		

Name: Fulmont Community Action Agency, Inc.	Contact: Peter Hansen Wx Dir
	UEI: Z3GBMZAGMMD9
	DUNS: 005864228
Address: County Annex, 20 Park Street, PO Box	Phone: (518) 853-3011
Fonda, NY 12068-0000	Fax: (518) 853-3855
	Email: phansen@fulmont.org

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: NY Grant Number: SE0001840 Program Year: 2025

Counties served:	FULTON County MONTGOMERY County	Tentative allocation: \$ 725,000.00 Planned units: 70 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> NY-23 NY-24 NY-21
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Name: **HANAC**
Address: 23-16 30th Avenue
Astoria, NY 11102-0000
Contact: Liliana Buritica Wx Dir
UEI: LLN1UED9KV25
DUNS: 030741524
Phone: (718) 626-7575
Fax: (718) 545-7758
Email: lburitica@hanac.org

Counties served:	QUEENS County	Tentative allocation: \$ 562,407.00 Planned units: 54 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> NY-12 NY-05 NY-14 NY-07
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Name: **Harlem Community Development Corporation**
Address: ACP State Office Bldg.
163 West 125th Street, 17th Floor
New York, NY 10027-0000
Contact: Victoria Gordon Wx Dir
UEI: QU6JCVSYRNK5
DUNS: 054052659
Phone: (212) 961-4100
Fax: (212) 961-1143
Email: victoria.gordon@esd.ny.gov

Counties served:	NEW YORK County	Tentative allocation: \$ 303,898.00 Planned units: 30 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> NY-15
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Name: **Housing Conservation Coordinators**
Address: 777 Tenth Ave.
New York, NY 10019-0000
Contact: Karen Jackson-Campbell Wx Dir
UEI: YLPHN6SRHJ85
DUNS: 078618295
Phone: (212) 541-5996
Fax: (212) 541-5966
Email: kjcampbell@hcc-nyc.org

Counties served:	NEW YORK County	Tentative allocation: \$ 225,000.00 Planned units: 22 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> NY-08
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U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: NY Grant Number: SE0001840 Program Year: 2025

Name:	JCEO of Clinton & Franklin Counties, Inc.		Contact:	Ms. Belinda Parent Wx Dir	
			UEI:	E37GPE1G1XK6	
			DUNS:	084062777	
Address:	54 Margaret Street		Phone:	(518) 561-6310	
	Plattsburgh, NY 12901-0000		Fax:	(518) 562-2947	
			Email:	parentbj@jceo.org	
Counties served:	FRANKLIN County	Tentative allocation:	\$ 793,547.00	Congressional districts served:	CD
	CLINTON County	Planned units:	70		NY-23
		Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		

Name:	Lewis County Opportunities, Inc.		Contact:	Ann Wolff Wx Dir	
			UEI:	L92PVHH4KZH1	
			DUNS:	075830430	
Address:	8265 State Rt. 812		Phone:	(315) 376-8202	
	Lowville, NY 13367-0233		Fax:	(315) 376-8421	
			Email:	awolff@lcopp.org	
Counties served:	LEWIS County	Tentative allocation:	\$ 225,000.00	Congressional districts served:	CD
		Planned units:	22		NY-23
		Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		

Name:	Margert Community Corporation		Contact:	Ms Suzanne Miller Deputy Wx Dir	
			UEI:	GLEWD791LF83	
			DUNS:	147901185	
Address:	325 Beach 37th Street		Phone:	(718) 471-3724	
	Far Rockaway, NY 11691-0000		Fax:	(718) 471-5342	
			Email:	suzannemiller@nyct.net	
Counties served:	QUEENS County	Tentative allocation:	\$ 350,684.00	Congressional districts served:	CD
		Planned units:	34		NY-06
		Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		
					NY-04
					NY-09

Name:	Mohawk Valley Community Action Agency, Inc.		Contact:	Raluca Steinbach Housing Dir	
			UEI:	G51ADE8GSAN1	
			DUNS:	099903189	
Address:	9882 River Road		Phone:	(315) 624-9930	
	Utica, NY 13502-0000		Fax:	(315) 624-9931	
			Email:	rsteinbach@mvcaa.com	

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: NY Grant Number: SE0001840 Program Year: 2025

Counties served:	HERKIMER County ONEIDA County	Tentative allocation: \$ 725,000.00 Planned units: 70 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> NY-24
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Name: **Neighborhood Housing Services of South Buffalo, Inc.**

Contact: Shyrl Duderwick Exec Dir
UEI: VDSJDLEEBHY7
DUNS: 050531458
Phone: (716) 837-0071
Fax: (716) 837-0244
Email: sduderwick@nhssouthbuffalo.org

Address: 1937 South Park Ave.
Buffalo, NY 14215-0000

Counties served:	ERIE County	Tentative allocation: \$ 593,518.00 Planned units: 51 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> NY-27 NY-28
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Name: **Niagara Community Action Program, Inc.**

Contact: Suzanne Shears, Ex Dir
UEI: HBGNYJBB5FN1
DUNS: 097652598
Phone: (716) 285-9681
Fax: (716) 285-9693
Email: sshears@niagaracap.org

Address: 1521 Main Street
Niagara Falls, NY 14305-0000

Counties served:	NIAGARA County	Tentative allocation: \$ 239,517.00 Planned units: 23 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> NY-28 NY-26
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Name: **Northern Manhattan Improvement Corp.**

Contact: Daniel Rieber Wx Dir
UEI: DBL6VJ7GQSW9
DUNS: 055869614
Phone: (212) 822-8300
Fax: (212) 928-4180
Email: danrieber@nmic.org

Address: 45 Wadsworth Ave.
New York, NY 10033-0000

Counties served:	NEW YORK County	Tentative allocation: \$ 661,501.00 Planned units: 64 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> NY-12 NY-15 NY-14 NY-08
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U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: NY Grant Number: SE0001840 Program Year: 2025

Name: Northfield Community Local Development Corporation of Staten		Contact:	James Reilly Wx Dir	
		UEI:	RCZ2V4TSEUM8	
		DUNS:	162387393	
Address: 160 Heberton Avenue		Phone:	(718) 442-7351	
Staten Island, NY 10302-0000		Fax:	(718) 442-8383	
		Email:	rycan106@aol.com	
Counties served:	RICHMOND County	Tentative allocation:	\$ 232,746.00	Congressional districts served: <u>CD</u>
		Planned units:	23	NY-13
		Type of organization:	Non-profit organization	
		Source of labor:	Agency and Contractors	
Name: Northwest Bronx Community and Clergy Coalition		Contact:	Mr. Frances M. Fusilli Wx Dir	
		UEI:	JGJSGMF9JGR5	
		DUNS:	087390621	
Address: 103 E. 196th Street		Phone:	(718) 584-0515	
Bronx, NY 10468-3637		Fax:	(718) 733-6922	
		Email:	fran@northwestbronx.org	
Counties served:	BRONX County	Tentative allocation:	\$ 754,597.00	Congressional districts served: <u>CD</u>
		Planned units:	66	NY-16
		Type of organization:	Non-profit organization	NY-17
				NY-07
		Source of labor:	Agency and Contractors	
Name: Opportunities for Otsego, Inc.		Contact:	Dannielle Joslin Wx Dir	
		UEI:	JGPPBT2AGDK1	
		DUNS:	096934922	
Address: 3 West Broadway		Phone:	(607) 433-8000	
Oneonta, NY 13820-2552		Fax:	(607) 433-8050	
		Email:	djoslin@ofoinc.org	
Counties served:	CHENANGO County OTSEGO County	Tentative allocation:	\$ 725,000.00	Congressional districts served: <u>CD</u>
		Planned units:	70	NY-24
		Type of organization:	Non-profit organization	NY-20
		Source of labor:	Agency and Contractors	
Name: Opportunity Development Association		Contact:	Simon Neuman Wx Dir	
		UEI:	VD6WMAVF4VK8	
		DUNS:	068290568	
Address: 12 Heyward Street		Phone:	(718) 855-8233	
Brooklyn, NY 11211-0000		Fax:	(718) 855-8235	
		Email:	oda@odawap.org	

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: NY Grant Number: SE0001840 Program Year: 2025

Counties served:	KINGS County	Tentative allocation:	\$ 599,461.00	Congressional districts served:	CD NY-10 NY-09 NY-11 NY-08 NY-12
		Planned units:	58		
		Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		
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Name:	Orleans Community Action Committee, Inc.	Contact:	Mr Jim Soccio Wx Dir		
		UEI:	ZFCKSXYHNYK3		
		DUNS:	136661381		
Address:	409-411 East State Street	Phone:	(716) 343-7798		
	Albion, NY 14411-1123	Fax:	(716) 343-4063		
		Email:	jsoccio@ocacinc.org		
Counties served:	GENESEE County ORLEANS County	Tentative allocation:	\$ 793,547.00	Congressional districts served:	CD NY-26 NY-28
		Planned units:	70		
		Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		
<hr/>					
Name:	Pathstone Corporation	Contact:	Mr. Chris Brandau Wx Dir		
		UEI:	HNEZN8HPK785		
		DUNS:	079705000		
Address:	400 East Avenue	Phone:	(585) 442-2030		
	Rochester, NY 14607-0000	Fax:	(585) 340-3337		
		Email:	cbrandau@pathstone.org		
Counties served:	MONROE County	Tentative allocation:	\$ 473,841.00	Congressional districts served:	CD NY-28
		Planned units:	39		
		Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		
<hr/>					
Name:	People's Equal Action and Community Effort, Inc.	Contact:	Sally Ward		
		UEI:	SMRAKMWJLL59		
		DUNS:	088670567		
Address:	811 E. Washington Street	Phone:	(315) 470-3315		
	Syracuse, NY 13202-0000	Fax:	(315) 472-2663		
		Email:	sward@peace-caa.org		
Counties served:	ONONDAGA County OSWEGO County	Tentative allocation:	\$ 725,000.00	Congressional districts served:	CD NY-25 NY-23
		Planned units:	70		
		Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		

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State: NY Grant Number: SE0001840 Program Year: 2025

Name:	Pro Action of Steuben and Yates, Inc.		Contact:	Sabrina Elliott Wx Dir	
			UEI:	HJAXSDQYY5N1	
			DUNS:	162575278	
Address:	117 East Steuben Street, Suite 11		Phone:	(607) 776-2125	
	Bath, NY 14810-1600		Fax:	(607) 776-2723	
			Email:	elliotts@proactioninc.org	
Counties served:	STEUBEN County	Tentative allocation:	\$ 793,547.00	Congressional districts served:	<u>CD</u>
	YATES County	Planned units:	70		NY-29
		Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		

Name:	Regional Economic Community Action Program, Inc.		Contact:	Charles Quinn Exec Dir	
			UEI:	DKLMA5FHWDC3	
			DUNS:	054519780	
Address:	40 Smith Street		Phone:	(845) 342-3978	
	PO Box 886		Fax:	(845) 956-5385	
	Middletown, NY 10940-3711		Email:	cquinn@recap.org	
Counties served:	ROCKLAND County	Tentative allocation:	\$ 793,547.00	Congressional districts served:	<u>CD</u>
	ORANGE County	Planned units:	70		NY-22
		Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		

Name:	Saratoga County Economic Opportunity Council, Inc.		Contact:	Jeff Champagne Wx Dir	
			UEI:	FBLLLVNRG2D5	
			DUNS:	020675047	
Address:	31-39 Bath Street		Phone:	(518) 288-3206	
	Ballston Spa, NY 12866-0000		Fax:	(518) 288-3236	
			Email:	j.champagne@saratogaecoc.org	
Counties served:	SCHENECTADY County	Tentative allocation:	\$ 793,547.00	Congressional districts served:	<u>CD</u>
	SARATOGA County	Planned units:	70		NY-20
		Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		

Name:	Schoharie County Community Action Program		Contact:	Kelly Pitt Wx Dir
			UEI:	EACNT2F9RBS1
			DUNS:	020672838
Address:	795 E. Main Street Suite 5		Phone:	(518) 234-2568
	Cobleskill, NY 12043-1498		Fax:	(518) 234-3507
			Email:	kpitt@sccapinc.org

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Counties served:	SCHOHARIE County	Tentative allocation:	\$ 225,000.00	Congressional districts served:	<u>CD</u> NY-21
		Planned units:	22		
		Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		

Name:	Seneca County Office of the Aging	Contact:	Mr Bob DeYoung Wx Dir
		UEI:	M3KWMKVBGT8
		DUNS:	085167526
Address:	1310 Waterloo-Geneva Rd.	Phone:	(315) 539-4263
	Waterloo, NY 13165-0000	Fax:	(315) 539-0558
		Email:	bdeyoung@co.seneca.ny.us

Counties served:	SENECA County	Tentative allocation:	\$ 293,547.00	Congressional districts served:	<u>CD</u> NY-24
		Planned units:	22		
		Type of organization:	Unit of local government		
		Source of labor:	Agency and Contractors		

Name:	St. Lawrence County Community Development Prog.	Contact:	Mr. Jerry Snell Wx Director
		UEI:	LB2MMLFYMKL9
		DUNS:	883654493
Address:	One Commerce Lane	Phone:	(315) 386-1102
	Canton, NY 13617-0000	Fax:	(315) 386-1454
		Email:	slcwthr@slccdp.org

Counties served:	ST. LAWRENCE County	Tentative allocation:	\$ 318,547.00	Congressional districts served:	<u>CD</u> NY-23
		Planned units:	24		
		Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		

Name:	Stoneleigh Housing Inc.	Contact:	Mr David Trexler Wx Dir
		UEI:	YJS4F75ZZLL6
		DUNS:	194589099
Address:	120 East Center Street	Phone:	(315) 697-3737
	Canastota, NY 13032-0000	Fax:	(315) 697-3700
		Email:	dtrex@twcny.rr.com

Counties served:	MADISON County	Tentative allocation:	\$ 225,000.00	Congressional districts served:	<u>CD</u> NY-23
		Planned units:	22		
		Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		

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Name: Sunset Park Redevelopment Corporation		Contact: Gary Brown Exec Dir	
		UEI: T17AHW4LGJA4	
		DUNS: 021523972	
Address: 5101 Fourth Street Brooklyn, NY 11220-0000		Phone: (718) 492-8580	
		Fax: (718) 439-0961	
		Email: sprccomm@aol.com	
Counties served: KINGS County	Tentative allocation:	\$ 673,898.00	Congressional <u>CD</u>
	Planned units:	59	districts served: NY-12
	Type of organization:	Non-profit organization	
	Source of labor:	Agency and Contractors	
Name: Supportive Services Corporation		Contact: Joel Espinoza Wx Dir	
		UEI: ZGM5LMKABV62	
		DUNS: 067447177	
Address: 201 St Mary's Street Lancaster, NY 14086-0000		Phone: (716) 881-6350	
		Fax: (716) 685-2601	
		Email: jde.ssc@roadrunner.com	
Counties served: ERIE County	Tentative allocation:	\$ 693,316.00	Congressional <u>CD</u>
	Planned units:	60	districts served: NY-28
	Type of organization:	Non-profit organization	
	Source of labor:	Agency and Contractors	
Name: Tioga Opportunities Program, Inc.		Contact: Archie Resue Wx Dir	
		UEI: LMHWCREGBGJ5	
		DUNS: 071586275	
Address: 9 Sheldon Guile Blvd Owego, NY 13827-1062		Phone: (607) 687-4222	
		Fax: (607) 687-4236	
		Email: aresue@tiogaopp.org	
Counties served: BROOME County TIOGA County	Tentative allocation:	\$ 725,000.00	Congressional <u>CD</u>
	Planned units:	70	districts served: NY-24
	Type of organization:	Non-profit organization	
	Source of labor:	Agency and Contractors	
Name: Ulster County Community Action Committee, Inc.		Contact: Mr Anthony Pampinella Wx Dir	
		UEI: L964JAMAGEL5	
		DUNS: 093254704	
Address: 70 Lindsey Ave. Kingston, NY 12401-3316		Phone: (845) 338-8750	
		Fax: (845) 338-7502	
		Email: apampinella@uccac.com	

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Counties served:	ULSTER County	Tentative allocation:	\$ 225,000.00	Congressional districts served:	<u>CD</u> NY-22
		Planned units:	22		
		Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		

Name:	Warren-Hamilton Counties Action Committee for Economic Opp	Contact:	Andy Pritchard Wx Dir		
		UEI:	HNUAH7QC6AF7		
		DUNS:	184382232		
Address:	190 Maple Street	Phone:	(518) 793-0638		
	PO Box 968	Fax:	(518) 793-2910		
	Glens Falls, NY 12801-0968	Email:	apritchardwx@aol.com		
Counties served:	WASHINGTON County WARREN County HAMILTON County	Tentative allocation:	\$ 462,511.00	Congressional districts served:	<u>CD</u> NY-20
		Planned units:	45		
		Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		

Name:	Wayne County Action Program, Inc.	Contact:	Josiah R. Robbins Wx Dir		
		UEI:	T5J7Z2Q2FJL2		
		DUNS:	085998367		
Address:	159 Montezuma Street	Phone:	(315) 483-8761		
	Lyons, NY 14489-1228	Fax:	(315) 483-2599		
		Email:	ryan.robbs@waynecap.org		
Counties served:	CAYUGA County ONTARIO County WAYNE County	Tentative allocation:	\$ 588,229.00	Congressional districts served:	<u>CD</u> NY-25
		Planned units:	50		
		Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		

Name:	Westchester Community Opportunity Program, Inc.	Contact:	Dirk Fields Wx Dir		
		UEI:	HBNJGYNJHXXH6		
		DUNS:	072699721		
Address:	2 Westchester Plaza Suite 137	Phone:	(914) 592-5600		
	Elmsford, NY 10523-0000	Fax:	(914) 592-0021		
		Email:	dfields@westcop.org		
Counties served:	WESTCHESTER County PUTNAM County	Tentative allocation:	\$ 725,000.00	Congressional districts served:	<u>CD</u> NY-18
		Planned units:	70		
		Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		

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Weatherization Assistance Program (WAP)
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IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Action for A Better Community Inc. (Rochester)	\$362,453.00 35
Adirondack Community Action Programs, Inc. (Elizabethtown)	\$225,000.00 22
Albany Community Action Partnership, Inc. (Albany)	\$299,245.00 29
Association for Energy Affordability (Bronx)	\$1,002,955.00 93
Bedford-Stuyvesant Restoration Corp. (Brooklyn)	\$407,557.00 40
Cattaraugus Community Action, Inc. (Salamanca)	\$915,963.00 82
CEO for the Greater Capital Area, Inc. (Troy)	\$293,547.00 22
Chautauqua Opportunities, Inc. (Dunkirk)	\$225,000.00 22
Columbia Opportunities, Inc. (Hudson)	\$225,000.00 22
Community Action of Greene County, Inc. (Catskill)	\$225,000.00 22
Community Action Planning Council of Jefferson County, Inc. (Watertown)	\$293,547.00 22
Community Development Corporation of Long Island, Inc. (Melville)	\$955,509.00 92
Cortland County Community Action Program Inc. (Cortland)	\$793,547.00 70
Crown Heights Jewish Community Council (Brooklyn)	\$287,665.00 28
Delaware Opportunities, Inc. (Hamden)	\$725,000.00 70
Dutchess County Community Action Agency, Inc. (Poughkeepsie)	\$293,547.00 22
EOP Inc. of Chemung & Schuyler Counties (Elmira)	\$725,000.00 70
Fulmont Community Action Agency, Inc. (Fonda)	\$725,000.00 70
HANAC (Astoria)	\$562,407.00 54
Harlem Community Development Corporation (New York)	\$303,898.00 30
Housing Conservation Coordinators (New York)	\$225,000.00 22
JCEO of Clinton & Franklin Counties, Inc. (Plattsburgh)	\$793,547.00 70
Lewis County Opportunities, Inc. (Lowville)	\$225,000.00 22
Margert Community Corporation (Far Rockaway)	\$350,684.00 34

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Mohawk Valley Community Action Agency, Inc. (Utica)	\$725,000.00
	70
Neighborhood Housing Services of South Buffalo, Inc. (Buffalo)	\$593,518.00
	51
Niagara Community Action Program, Inc. (Niagara Falls)	\$239,517.00
	23
Northern Manhattan Improvement Corp. (New York)	\$661,501.00
	64
Northfield Community Local Development Corporation of Staten Island (Staten Island)	\$232,746.00
	23
Northwest Bronx Community and Clergy Coalition (Bronx)	\$754,597.00
	66
Opportunities for Otsego, Inc. (Oneonta)	\$725,000.00
	70
Opportunity Development Association (Brooklyn)	\$599,461.00
	58
Orleans Community Action Committee, Inc. (Albion)	\$793,547.00
	70
Pathstone Corporation (Rochester)	\$473,841.00
	39
People's Equal Action and Community Effort, Inc. (Syracuse)	\$725,000.00
	70
Pro Action of Steuben and Yates, Inc. (Bath)	\$793,547.00
	70
Regional Economic Community Action Program, Inc. (Middletown)	\$793,547.00
	70
Saratoga County Economic Opportunity Council, Inc. (Ballston Spa)	\$793,547.00
	70
Schoharie County Community Action Program (Cobleskill)	\$225,000.00
	22
Seneca County Office of the Aging (Waterloo)	\$293,547.00
	22
St. Lawrence County Community Development Prog. (Canton)	\$318,547.00
	24
Stoneleigh Housing Inc. (Canastota)	\$225,000.00
	22
Sunset Park Redevelopment Corporation (Brooklyn)	\$673,898.00
	59
Supportive Services Corporation (Lancaster)	\$693,316.00
	60
Tioga Opportunities Program, Inc. (Owego)	\$725,000.00
	70
Ulster County Community Action Committee, Inc. (Kingston)	\$225,000.00
	22
Warren-Hamilton Counties Action Committee for Economic Opp (Glens Falls)	\$462,511.00
	45
Wayne County Action Program, Inc. (Lyons)	\$588,229.00
	50
Westchester Community Opportunity Program, Inc. (Elmsford)	\$725,000.00
	70
Total:	\$25,500,488.00
	2,345

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IV.2 WAP Production Schedule

Weatherization Plans		Units
Total Units (excluding reweatherized)		2,345
Reweatherized Units		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	2,345
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	2,345
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	\$15,423,456.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	2,345
H	Average Program Operations Costs per Unit (F divided by G)	\$6,577.17
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$6,577.17

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	2345	29.3	68708												
	Prior Year Estimate	6495	29.3	190304												
	Prior Year Actual	783	29.3	22942												
Method used to calculate savings description:																
Energy Savings																
On average, New York residents spend about \$263 per month on electricity. That adds up to \$3,156 per year. That's 20% higher than the national average electric bill of \$2,634. 1. This data means that needs within the State are greater than in other states, and that there are more opportunities for low-income households to benefit from installation of weatherization measures. In an order issued in June 2016, the NYS Public Service Commission described the energy burden that low-income households in the State currently face and established a policy that no household should have to pay more than 6% of their income for energy costs.																
DOE requires states to provide an estimate of the energy savings that can be expected from the program, based on an algorithm that DOE provides; this is summarized in the following chart.2																
<table border="1"><tr><td colspan="2">2025 Energy Savings?</td></tr><tr><td>Source of Funds</td><td>DOE Funds</td></tr><tr><td>Amount available</td><td>\$26,370,816</td></tr><tr><td>Average savings per unit</td><td>29.3 mmBtu</td></tr><tr><td>Units to be weatherized</td><td>3,085</td></tr><tr><td>First-year savings, mmBtu</td><td>90,391</td></tr></table>					2025 Energy Savings?		Source of Funds	DOE Funds	Amount available	\$26,370,816	Average savings per unit	29.3 mmBtu	Units to be weatherized	3,085	First-year savings, mmBtu	90,391
2025 Energy Savings?																
Source of Funds	DOE Funds															
Amount available	\$26,370,816															
Average savings per unit	29.3 mmBtu															
Units to be weatherized	3,085															
First-year savings, mmBtu	90,391															

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Cost associated with the administration of Weatherization funds	\$3,955,622
Total funds available to weatherize homes	\$22,415,194
Average cost per unit	\$8,547

1. [Electricity Cost in New York: 2023 Electric Rates | Energy Sage](#)
2. “All funds” includes estimated owner investment and leveraged funds.
3. Includes all Federal funds plus estimated owner contributions and other leveraged funds.
4. **Adjusted with PY24 amounts until PY25 funding is finalized.

The DOE algorithm (and the data in the above table) are conservative findings and can be seen as significantly underestimating the actual savings that accrue from New York’s program based on other studies:

IV.4 DOE-Funded Leveraging Activities

Section IV – Program Implementation

1. Subgrantee Contracts

HCR begins a new three-year contract with each subgrantee in July 2025 (PY25) to provide weatherization services. These contracts are divided into defined budget periods, referred to in the contract as “program years,” and will include all current requirements for annual production, expenditure, closeout, and reporting. PY25 will begin the bifurcation of DHCR two weatherization sources, DOE WAP and HEAP, into two separate contracts, whereas the DOE State Plan submitted to DOE will only include DOE funds. Payments made during the year are based on funds encumbered at the start of the budget year. HCR maintains copies of executed contracts and amendments to confirm subgrantee acknowledgement of current-year terms and conditions.

An average of 18% of each subgrantee’s allocation is reserved for administrative and capital expenses, health and safety work, financial audits, liability insurance, and technical assistance, leaving an average of 82% available for energy efficiency measures. For example, if a subgrantee is allocated \$500,000 and the subgrantee’s average cost per unit is \$8,547, the minimum number of units the subgrantee is required to complete in the program year is 48:

\$500,000	0.82	=	\$8,542	Per unit
48	units			

Each subgrantee will be allowed to use up to 7.5% of their total WAP allocation for administrative costs.

The other 10.5% will be used toward capital expenses, health and safety work, financial audits, liability insurance, and Training & Technical Assistance. The T&TA portion will comprise a discretionary budget of up to 3% of each Subgrantee’s total PY budget, contained within this 10.5% portion.

HCR will provide training and technical assistance funds directly to subgrantees and, through separate agreements, to providers that meet the DOE and National Renewable Energy Lab’s (NREL) accreditation requirements for NYS WAP. Appendix C shows each subgrantee’s estimated allocation.

The minimum number of units to be weatherized will be specified in the contract with each subgrantee. The individual cost per unit for each subgrantee will be determined prior to the start of the program year, and is based on local conditions, such as labor costs, travel requirements and the predominate building type in the subgrantee’s service area (single family, multifamily or mobile home). Statewide, HCR expects the average cost for WAP services per unit to be approximately \$8,547, with average costs for single-family buildings somewhat higher, and average costs for multifamily and mobile home units lower. The minimum number of units to be completed by each subgrantee will be determined using the following formula:

total allocation x .82 = contract production requirement (materials, labor and program support)

average cost per unit

Additional Contracts issued to Subgrantees during PY25:

BIL contracts were issued to HCR’s 50 Subgrantees and “temporary subgrantees on April 1, 2023 for a five-year period – through 2027, as outlined in the separate BIL State plan submitted to DOE.

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Contracts are in the initial 24-month program period, concluding, March 31, 2025. Since continued participation in IJJA is subject to HCR review after the completion of the first program period, HCR is analyzing performance and preparing to reallocate funds as necessary.

The term of the IJJA contract has been extended through 2029, and so HCR is working to make a time only extension to these contracts. The IJJA program has a separate State plan and so IJJA funds are not included in the funding sources listed in this PY25 WAP State Plan.

WRF Funds will be issued to eligible Subgrantees who have performed successfully in previous contracts, by completing >15% of WRF implementation in their region. All Subgrantees receiving a direct WRF allocation will receive \$68,547, which is the equivalent of remediating ~3.5 units. This funding amount is in line with historic spending in New York of WRF funds per Subgrantee. All other historically under-performing Subgrantees will receive no direct WRF allocation, but instead, will be encouraged to apply for WRF funding on a project-by-project basis that have been, or otherwise would be, deferred. Those high performing Subgrantees who receive a WRF allocation will also be able to apply for additional funds once they have fully spent their WRF allocation and have additional deferred units that would benefit from WRF funds. This structure will allow for more flexibility in utilizing WRF funds across the Subgrantee network and increased deployment of funds. All WRF funds will be tracked separately from the WAP PY25 formula allocations. Awarded Subgrantees will report on these WRF projects as required by the funding notification. All WRF spending will meet a \$20,000 ACPU on deferred units, or units that would be deferred. This level of funding per unit allows for the high cost of roof replacements and vermiculite/mold remediation in New York. Any unspent WRF funds by the end of the PY25 program year will be rolled to Program Year 2026, which is within the three-year contract authority. HCR will prioritize the use of WRF funds with Subgrantees that continue to fully expend funds within the program year and work with them directly to ensure WRF funds are used to their maximum impact in New York.

HEAP. New York State's appropriation of HEAP funds for weatherization funds to DHCR will be contracted directly to the Subgrantee formula as a separate contract, whereas Subgrantees will be awarded funds using a formula explained in Appendix D. The contract program year will be April 1, 2025 through June 30, 2026. Subgrantees will have the ability to braid these funds with the DOE WAP funds allocated to them.

Dwelling Unit Production

During Program Year 2025, HCR WAP expects to weatherize approximately 2,345 dwelling units with DOE funds and will weatherize an additional 3,430 units with other leveraged and braided funds. This production level is based on the estimate of units to be completed by each subgrantee at the adjusted average expenditure limit for PY25. The statewide DOE WAP average CPU will be capped at \$8,547, but individual subgrantee average CPU may be higher or lower than this figure. On average, units assisted by the Program will receive an average of \$8,547 of DOE funds and can both leverage and braid additional sources as needed. This approach will ensure that New York complies with 10 CFR Part 440.18 for the expenditure of DOE funds, and that average investment of DOE funds in assisted units will not exceed the 2025 expenditure limit.

Leveraging, Braiding, and Coordination with Other Programs

Subgrantees provide a variety of services for low-income clients as a part of the overall mission and are adept at leveraging other resources to coordinate with weatherization services. Most gather a package of services to assist low-income clients with other housing and social service needs as part of providing Program services. HCR actively supports leveraging and coordination with other programs to supplement funding for the Program.

DOE guidance permits grantees to use a portion of the grant to undertake leveraging activities to generate additional non-DOE resources for Weatherization. HCR intends to use Program funds for this purpose in 2025. HCR expects subgrantees to leverage or braid HEAP funding and other funds, in 2025. The program will also include an owner contributions, which DOE excludes from its definition of leveraged funds.

NYSERDA provides various programs to support the State's goals to provide onsite solar and other renewable energy sources. These programs are funded in alignment with the State's CLCPA goals and use various sources including but not limited to System Benefit Chargers, or rate payer funds which are allocated by the New York State Public Service Commission, and Federal incentives. Subgrantees may use up to \$4,169 of their per unit average on renewable energy systems with an SIR of greater than 1, per DOE Notice 24-1.

HCR is working with the Commission, NYSERDA, and other agencies to ensure that the needs of low-income clients are addressed through coordination with other funds and programs where possible, and to streamline delivery of low-income programs available in the State. The following are examples of leveraging efforts HCR currently supports:

- Infrastructure Investment and Jobs Act of 2022 (IJJA): New York will continue to expand weatherization services using the award for NYS of \$289 million dollars of funding provided by IJJA. This Weatherization Stimulus Program provides additional funding to subgrantees to increase annual production and expand their energy efficiency portfolio, with an increased emphasis on expanding access to clean energy to historically disadvantaged communities. This program is also creating a statewide workforce development program to certify weatherization workers and create a staffing pipeline for residential energy efficiency retrofits.
- HEAP: New York will supplement DOE funding by braiding a portion of its HEAP funding with the regular DOE allocation.

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- **NYSERDA:** Several NYSERDA efficiency programs for low-income households provide additional opportunities for subgrantees to leverage Program funding. These additional services include electric reduction measures such as energy-efficient appliance replacement, lighting replacement and retrofits, electric domestic water heater measures, cooling usage reduction, energy-efficient motor replacement and retrofit, energy education activities, NY Energy Advisor outlining energy savings on New Yorkers' homes, and Federal (IIJA) funding to be programmed. New York is committed to providing additional support to mitigate the impact of changing energy markets on low-income households.
- **HTFC:** WAP will continue to partner with the New York State Housing Trust Fund (HTFC), to target certain types of housing portfolios that are considered a priority for HTFC, specifically its Section 8 Performance Based Contract Administration portfolio, and hope to expand to other portfolios. This initiative, called Weatherization Preservation Plus (P+), continues to combine designated state funds for physical building improvements with WAP energy efficiency upgrades in buildings identified as needing deep, comprehensive retrofits.
- **Owner Contributions:** An interagency referral program has been established with the New York State Office of Temporary and Disability Assistance (OTDA), the State Office for the Aging, and local departments of social services and area aging agencies. These agencies will be encouraged to continue to refer clients to subgrantees for priority service. This program reduces subgrantee overhead, since some of the referred clients are considered categorically income eligible and provides access to other programs administered by the two agencies. This referral program will drive mandatory, owner contributions, even though these are not considered leveraged funds by DOE.
- **OTDA Emergency Heating Repair/Replacement Program:** This program is for HEAP clients, and allows HCR and its subgrantees, to expand the scope of services to low-income households, to provide additional opportunities to reduce heating costs, and address health and safety concerns for this population.
- **HCR promotes Health and Safety coordination** between Program subgrantees, state and local health departments, and administrators of housing rehabilitation and lead hazard control programs. This initiative, aligned with the national Healthy Homes initiative, provide additional benefits to assisted households and may provide additional funding opportunities for subgrantees.
- **RE-Power Mitchell-Lama:** HCR will continue to operate the RePower Mitchell-Lama program to identify buildings within its housing portfolio that are high energy users and target them for Weatherization with a possible pre-qualified list of buildings.

IV.5 Policy Advisory Council Members

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

Andrew F. L. Padian	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 2128695300 Email: apadian@communitytp.com
Andrew Stone	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 5186900494 Email: astone@nswda.org
Charles Quinn	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 8453423978 Email: cquinn@recap.org
Crown Heights Jewish Community Council, Inc.	Type of organization: Contact Name: Avi Kamman Phone: 71877190007717 Email: avik@chjcc.org
Daniel Reiber	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 2125689166 Email: danrieber@nmic.org
David Hepinstall	Type of organization: Local agency Contact Name: Phone: 2122793902 Email: hepinstall@aeanyc.org
Elizabeth Spira	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 8454525104

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Margert Community Corporation	Email: espira@dutchesscap.org Type of organization: Local agency Contact Name: Joseph Barden Phone: 7184713724 Email: jgb@margert.org
People's Equal Action and Community Effort, Inc.	Type of organization: Non-profit (not a financial institution) Contact Name: Sally Ward Phone: 3154703315 Email: sward@peace-caa.org
Supportive Services Corporation	Type of organization: Non-profit (not a financial institution) Contact Name: Joel Espinoza Wx Dir Phone: 7168816350 Email: jde.ssc@roadrunner.com

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
02/27/2025	Pursuant to 10 CFR Part 440.14 (1), HCR is following a public process to receive input on the proposed State Plan. A public hearing on the 2025 State Plan was held on Thursday, February 27th, 2025 – with public notice provided 10 days prior to the hearing date. Information on accessing the meeting was available on the WAP website and copies of the hearing notice was made available at https://hcr.ny.gov/weatherization-providers . Copies of the proposed State Plan were emailed to all current subgrantees and to other interested parties.

IV.7 Miscellaneous

<p>5. Public Hearings on the State Plan</p> <p>Pursuant to 10 CFR Part 440.14 (1), HCR is following a public process to receive input on the proposed State Plan. A public hearing on the 2025 State Plan was held on Thursday, February 27th, 2025 – with public notice provided 10 days prior to the hearing date.</p> <p>Information on accessing the meeting was available on the WAP website and copies of the hearing notice was made available at https://hcr.ny.gov/weatherization-providers.</p> <p>Copies of the proposed State Plan was emailed to all current subgrantees and to other interested parties. Copies may be obtained directly by writing to:</p> <p>Homes and Community Renewal, Weatherization Assistance Program, 38-40 State Street, Albany, New York 12207</p> <p>The draft Plan is available on the HCR web site at https://hcr.ny.gov/weatherization-providers. There will be no availability to pick up copies at the HCR offices. Comments on the plan will be accepted through the date of the public hearing.</p> <p>Subgrantee Task Force</p> <p>A Subgrantee Task Force, comprised of subgrantee weatherization directors and staff, has been established to provide opportunities for subgrantees to meet with their peers and HCR staff to discuss program implementation and identify and resolve any program concerns. Typically, three Subgrantee Task Force meetings are held in each region each year. In 2025, HCR will continue to provide subgrantees opportunities for input on program operations, including (1) review of any proposed changes to the State Plan, (2) to review the Policy and Procedures Manual, and (3) to review applicable Weatherization Program Notices issued by DOE where program adjustments are necessitated.</p> <p>The State has pledged to continue to focus on better communication strategies to inform the subgrantee network and PAC of proposed changes in policies and to seek their input in redrawing them. In developing policies, the State seeks to include the subgrantees in a more active role: The State will provide its subgrantees critical information on funding, policy changes, and technical developments that they need for planning and budgeting.</p> <p>A Steering Committee has also been established to target specific issues within the program and to make recommendations for improvements. The Committee is made up of HCR staff, representatives from state-wide subgrantees, and the training and technical assistance partners. It meets and addresses topics on an as-needed basis.</p> <p>Policy Advisory Council</p>

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Pursuant to 10 CFR Part 440.17, HCR has established a Policy Advisory Council (PAC) to assist in the development and operation of the Program and provide advice in the development of the State Plan. The PAC is broadly representative of subgrantees, energy advocates, State agencies, and other organizations that represent low-income persons in New York. PAC members are well-versed in energy and housing issues. A list of current PAC members and their affiliation is included in the Annual File. The PAC will provide advisory support for the Weatherization Services programs including WAP DOE and HTFC HEAP Weatherization funding allocated to the States Subgrantee Network for Weatherization services.

During the program year, the PAC will meet quarterly, with agendas covering a range of issues of concern to subgrantees, low-income clients, and program partners. HCR typically provides updates on funding, program rules, coordination with other programs, and related issues at PAC meetings. When needed, additional meetings will be scheduled.

6. Dispute Resolution

Dispute resolution among Subgrantees and building owners, subcontractors and others that provide WAP services, is outlined in the HCR owner and subgrantee agreements, which require parties to utilize both mediation services and arbitration in resolving disputes.

When such disputes are exhausted through the median services and arbitration, efforts to resolve an outstanding issue will be presented to HCR, where the subgrantee may request an administrative review. The opportunity for such administrative review is offered at the sole discretion of HCR and is not available as a matter of right or as a substitute for the customary program decision-making process.

The purposes of the HCR administrative review process are to:

- Assist the parties involved in a dispute to present their respective positions.
- Ensure that all disputed decisions are impartially examined.
- Provide the basis for administrative determination and resulting actions by HCR.

Subgrantees may request an administrative review by submitting a written application to

HCR's Office of Legal Affairs, as outlined in the HCR Policy and Procedures Manual.

Recipient Business Officer: Rebecca Koepnick, rebecca.koepnick@nyshcr.org, 212-872-0679

Recipient Principle Investigator: Christopher Chimento , christopher.chimento@hcr.ny.gov, (518)-474-5706

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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

Income definition

HCR has developed a rigorous process to ensure that assisted units meet the eligibility requirements of 10 CFR 440.22(a), with respect to income eligibility. These procedures are described in detail in Sections 3.05.01-06 of the NYS Weatherization Assistance Program Policy and Procedures Manual (PPM). Briefly, subgrantees are required to collect third-party documentation from each assisted household to confirm income and must keep documentation on file to support eligibility determinations, unless categorical eligibility is permissible, as defined by DOE. Some households are deemed categorically eligible based on documentation that they receive TANF, HEAP, or certain other forms of government assistance.

Income eligibility is verified using one of three methods, depending upon the type of building or whether the household is claiming categorical eligibility:

1. households that reside in buildings that have received assistance from certain HUD programs are considered eligible for Program assistance without additional documentation (pursuant to DOE Notice WPN 22-5);
2. households residing in any other building that claim categorical eligibility by participation in another assistance program that has eligibility requirements that are as restrictive as those of the Program must provide documentation from the administrator of the other program establishing participation; or,
3. all other households must provide third-party documentation of income (i.e., pay stubs, statements from income providers) to support income claimed.

Describe what household eligibility basis will be used in the Program

Eligibility basis

HCR has adopted the income eligibility guidelines used in the State's HEAP Program as the standard for the Program for households with seven or fewer persons. This limit – 60% of State median income – is higher in New York than the 200% of poverty option for households with fewer than eight persons, provides opportunity for participation by more households in the State and facilitates coordination with HEAP. For families of 8 or more persons, the 200% of poverty level is higher than 60% of State median income, and HCR sets the eligibility threshold for those households at the higher (200% of poverty) level. This threshold has been selected in accordance with Federal HEAP rules (Public Law 9735, Sec. 2605(b)(2)(B) and with 10 CFR 440.22(3)). Under these criteria, more than 4.4 million persons in New York State who reside in 1.8 million households are eligible for program services.

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

Qualified aliens

HCR's weatherization application form requires applicants to affirm that all members of the household are citizens or qualified aliens entitled to receive federal government assistance.

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

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Eligibility documentation

HCR requires that both household income eligibility and building eligibility are established before any work is done on a building. Building eligibility is confirmed prior to the start of an energy audit. Building owners must provide documentation to confirm ownership of the building to be assisted (such as tax payment receipts, copies of deed, or certain other forms). Procedures for confirming eligibility in buildings with rental units and in certain other types of buildings are described below. More detail on building eligibility can be found in Section 3 of the PPM.

Historic Preservation

HCR has entered into a programmatic agreement with NYSERDA and the New York State Office of Parks, Recreation and Historic Preservation to facilitate historic reviews of projects assisted with Program funds. The agreement covers the 2025 Program Year and will remain in effect until December 31, 2030.

Describe Reweathering compliance

Re-weatherization

WAP Memorandum 075, issued January 8, 2021, provided the authority for re- weatherization of homes once 15 years have passed since the completion of prior federally financed weatherization. Homes designated for re-weatherization must still meet eligibility requirements and be subject to energy auditing to determine the appropriateness of weatherization work. Subgrantees and HCR will track homes previously weatherized.

In cases where a previously assisted unit weatherized less than 15 years ago has been damaged by fire, flood or other natural disaster, assistance can be provided with prior approval from HCR. Generally, assistance will only be provided to pay for damage not covered by insurance. HCR rules for re-weatherization can be found in Section 6.05 of the PPM.

Describe what structures are eligible for weatherization

Eligible structure

Program assistance is provided to all types of residential structures, including eligible single- and multi-family buildings, manufactured housing (mobile homes), group homes, homeless shelters, temporary housing facilities designed to transition persons with special needs into permanent housing, and mixed-use buildings that contain eligible residential units. Building eligibility requirements are detailed in sections three and four of the PPM. Only those structures that can be legally occupied as housing under New York State law, meet all other eligibility requirements and are in such condition that weatherization measures can be installed in a safe and effective manner are eligible for assistance.

HCR permits subgrantees to assist shelters and group homes; in those buildings, the cost per unit is calculated on a square-footage or per-story basis. In the case of eligible dwelling units which meet the definition of "shelter," dwelling units will be calculated based upon either (a) each 800 square feet of floor space; or (b) each story of the building which is used as a living area.

Describe how Rental Units/Multifamily Buildings will be addressed

Rental units and multifamily buildings

Most low-income people in New York State live in rental housing. While much of the rental housing stock is sound, and HCR has made considerable investment in decent, affordable housing, a large percentage of the units occupied by eligible households have significant need for energy efficiency investment. Rental housing provides significant opportunity to save energy, but assisting rental housing presents unique challenges.

HCR has extensive experience in providing weatherization assistance to rental buildings, including older masonry-construction, centrally heated multifamily buildings of the type common in much of New York City. Procedures that New York State developed for the Weatherization Program have helped form current DOE policy on assisting multifamily and other rental properties.

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HCR requires subgrantees to obtain applications from each tenant in a rental project that has applied for Program assistance before investing any funds in the project (except for certain federally assisted projects that are determined eligible following the procedures outlined in DOE Notice WPN 22-5). Subgrantees may only invest Program funds in rental buildings containing five or more units after they have established that 66% or more of the dwelling units in the building are occupied by eligible households. In rental projects where the energy audit indicates that significant energy savings can be expected to result from Program assistance, and in buildings containing two, three or four units, at least 50% of the dwelling units must be occupied by eligible households.

For buildings that are determined eligible pursuant to WPN 22-5, housing owned and operated by HUD Public Housing Agencies are to be considered 100% categorically income eligible. For any multifamily building, the subgrantee may only count vacant units towards the 50% or 66% threshold when the building has been assisted by a Federal, State or local government program for rehabilitating the building or making similar improvements to the building and the units will become eligible dwelling units within 180 days following completion of the project.

HCR procedures also require the following:

- Written permission of the building owner is received before any work commences;
- Benefits of Program assistance primarily accrue to the low-income tenants residing in the rental units;
- Qualified households in assisted buildings are not subjected to rent increases (unless those increases are demonstrable related to matters other than the weatherization work that was installed);
- Tenants and owners are notified in writing of their rights and the procedures tenants may follow to complain or appeal should improper rent increases occur;
- No undue or excessive enhancement of the value of the assisted building results from installation of weatherization materials with Program funds;
- Owners of assisted rental buildings agree in writing to restrictions on their use of the building after Program funds are invested; and,
- Owners of assisted rental buildings participate in the financing of weatherization activities, with certain exceptions, as described below.

In accordance with Federal rules and guidance intended to limit undue or excessive enhancement of the value of multifamily rental units resulting from investment of Program funds, HCR requires most owners of multifamily rental property to contribute to the cost of the weatherization work scope as a condition of receiving assistance.

Generally, multifamily building owners must provide 25% of the total cost of the work to be done to meet Program standards, as follows:

- For buildings that do not meet the requirements for reductions in assessed valuation pursuant to Section 581-a of the New York State Real Property Law and which have, two, three or four units, the owner may make an investment of no less than 25% of the estimated cost of completing the work scope. In cases where the owner qualifies as income eligible for WAP and the owner-occupied unit is the owner's primary residence, the owner investment will be waived.
- For multifamily buildings that do **not** meet the requirements for reductions in assessed valuation pursuant to Section 581-a of the New York State Real Property Law and which have five or more units, the owner must make an investment of no less than 25% of the estimated cost of completing the work scope. In cases where providing this level of investment will provide a hardship, or where a rental property is known to be in financial distress, HCR may permit the subgrantee to reduce or waive the owner investment requirement, with prior approval by the HCR field representative.
- For multifamily buildings that **meet** the requirements for reductions in assessed valuation pursuant to Section 581-a of the New York State Real Property Law, a reduced owner investment of 15% of the estimated cost of completing the work scope will be allowed to help maintain the supply of affordable housing in the State. HCR provides training, technical assistance and other support to maximize inclusion of assisted rental housing in the Program.

HCR requires that subgrantees enter into a written agreement with owners of rental buildings that will receive Program assistance, using a form provided by HCR, before any funds are invested in a project. The agreement names tenants as third-party

beneficiaries of the agreement, to establish certain rights. Tenants are provided with a Tenant Synopsis of the Owner Agreement form that explains these rights and the enforcement procedures. Naming the tenant as a third-party beneficiary provides the tenant with recourse in the legal system if a building owner violates the terms of the agreement. In practice, a letter reminding the owner of the terms of the agreement with the subgrantee is generally sufficient to resolve an adverse situation in favor of the tenant. This process reduces the need for monitoring by the State without placing undue burden on subgrantees or owners.

Subgrantees are monitored to ensure that low-income renters – particularly those living in smaller, privately-owned buildings – are provided with the same opportunity to access Program services as all other households. Additional information on subgrantee monitoring is provided in Section 5.8.3, below. More detail on rental housing procedures is included in Sections 3 and 4 of the PPM.

Describe the deferral Process

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Deferral process

HCR prohibits subgrantees from investing funds in any building where legal, financial, structural or safety impediments exist that would compromise eligibility or place occupants or workers in an unsafe or unhealthful situation. Section 6.01 of the PPM ("When Not to Weatherize") lists common situations that may warrant deferral and provides subgrantees with guidance on how to handle those situations.

When a subgrantee determines that assistance must be deferred for health or safety reasons, they must issue the HCR Health and Safety Notice and obtain signatures from the owner and occupant on the form. The subgrantee is also expected to inform occupants and owners of any resources that may be available to resolve the problem.

In cases where assistance to a unit is deferred for other reasons (such as a pending sale) subgrantees are required to notify the owner and any affected tenants in writing and inform them that the application will be kept active for a specified period or until the issue is resolved, whichever comes first.

WRF: For program years 2022, 2023, and 2024, DOE allocated Weatherization Readiness Funds (WRF) to the State for the purpose of completing structural and health and safety repairs that would otherwise cause a unit eligible for WAP or BIL to be deferred. Participating subgrantees who identified deferred units that could benefit from WRF and receive weatherization are granted funds specific to need and as judged by HCR. Completed units that utilized WRF are tracked and reported separately.

WRF Funds will be issued to eligible Subgrantees who have performed successfully in previous contracts, by completing >15% of WRF implementation in their region. All Subgrantees receiving a direct WRF allocation will receive \$68,547, which is the equivalent of remediating ~3.5 units. This funding amount is in line with historic spending in New York of WRF funds per Subgrantee. All other historically under-performing Subgrantees will receive no direct WRF allocation, but instead, will be encouraged to apply for WRF funding on a project-by-project basis that have been, or otherwise would be, deferred. Those high performing Subgrantees who receive a WRF allocation will also be able to apply for additional funds once they have fully spent their WRF allocation and have additional deferred units that would benefit from WRF funds. This structure will allow for more flexibility in utilizing WRF funds across the Subgrantee network and increased deployment of funds. All WRF funds will be tracked separately from the WAP PY25 formula allocations. Awarded Subgrantees will report on these WRF projects as required by the funding notification. All WRF spending will meet a \$20,000 ACPU on deferred units, or units that would be deferred. This level of funding per unit allows for the high cost of roof replacements and vermiculite/mold remediation in New York. Any unspent WRF funds by the end of the PY25 program year will be rolled to Program Year 2026, which is within the three-year contract authority. HCR will prioritize the use of WRF funds with Subgrantees that continue to fully expend funds within the program year and work with them directly to ensure WRF funds are used to their maximum impact in New York.

V.1.3 Definition of Children

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

V.1.4 Approach to Tribal Organizations

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

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

Assistance is made available to all low-income residents of the State without regard to tribal organization status, to the extent that funding is available. Additional funds are allocated to counties with large Native American reservations.

V.2 Selection of Areas to Be Served

All areas of the State will be served. HCR allocates WAP funding for each county in the State using a formula that considers climate and share of low-income households based on census tract information. Funding is also reserved to provide a minimum allocation to ensure service to each county where the formula does not otherwise generate sufficient funding to feasibly operate a program.

HCR designates a subgrantee to provide weatherization services in each county in the State. In urban areas, subgrantee service areas are typically a portion of a county, while in rural areas subgrantee service areas often cover one or more entire counties. Each community in the State

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is served by one, and only one subgrantee.

Housing in New York is generally older than elsewhere in the nation. According to the US Census, more than 5.5 million housing units in New York were built before 1970. That's 65% of the State's total housing stock. Nationally, just 36% of the housing stock was built before 1970. This means that most housing in the state was built at a time when energy costs were low and modern energy-efficiency construction methods were not used.

New York's households are also more likely to live in rental housing than in any other state. Census data shows that 45.7% of the occupied housing units in the State are rental. Most households in New York that are eligible for weatherization assistance live in rental housing. While 12.5% of the State's owner households have annual incomes less than \$35,000, more than 34% of the State's renter households have annual incomes less than \$35,000.

Households with incomes below the poverty level are especially likely to live in rental housing and to live in older units. While just 4% of owner households have incomes below the federally established poverty level, fully 20% of renter households have incomes at this level, and 65% of those households live in housing built before 1970.

Census data also show that utility-supplied gas is the most used fuel. About 60.6% of owner households and 57.7% of renter households heat with utility gas. About 17% of households in the state heat their homes with oil, but households in rental units are far more likely to heat with expensive electricity than owner households. Nearly 70% of all units that heat with electric are rental units; these units are home to more than 771,000 households. Our experience suggests that electrically heated rental units are often located in multifamily housing built in the 1960s and 1970s. Given the high costs of electricity in New York, and the likelihood that many of those units were built using inferior energy conservation techniques, this is a significant concern. However, recent improvements in electric heating technology coupled with utility and government incentives are making electric heating more feasible within WAP.

There are regional differences in utility usage. Generally, Western and Central New York are more reliant on utility gas, and the Eastern parts of the State are more likely to use oil. For example, in the Buffalo Metropolitan Statistical Area (MSA), 84% of all housing units heat with utility-supplied gas, but in the Albany MSA just 57% heat with gas. In New York City, which has a predominance of large multi-family buildings, about 11% of all units are heated with oil.

These regional differences are not consistent by tenure. While owners in Albany and Buffalo are about as likely to heat with gas as renters, in New York and Syracuse renters are much less likely to use gas, which means higher heating costs. In New York, more heat with oil, but in Syracuse more than 35% of all rental units are heated with electricity (electric resistance). In non-metropolitan areas, where more than 85% of all housing units are owner-occupied, gas accounts for one quarter of the fuel used in all units while oil accounts for another third. Electrical resistance heated units are more common in these rural areas, especially among renter households.

This data, when considered together with New York State's harsh climate and high energy costs, show that the needs for energy efficiency are different for rental and owner housing, and vary according to location. Because of this diversity, New York has developed procedures to target assistance to those most in need, using methodologies that are best suited to conditions within the State.

V.3 Priorities

Priority for weatherization assistance is given to households with children, elderly persons, and persons with disabilities. Priority is also given to applicants for assistance that pay more than 6% of their income for utilities and to households that receive assistance through the State's Home Energy Assistance Program (HEAP). For the purposes of the Program, these applicants are considered High Energy Burden households.

As per Sub Section 3.02 of the PPM: Priorities for Assistance, Subgrantees must have written policy in their operations manuals outlining how they prioritize and select households and buildings to be weatherized. HCR may request to review such policy at any time during the annual budget period.

Service to eligible households must be provided on a first-come, first-serve basis, with priority given to the following types of households:

- Elderly, Persons with Disabilities and Children: Households that include members who are elderly, have disabilities, or are children under 18.

HCR has established a referral process to facilitate assistance to households that are clients of local offices for the aging and county HEAP providers (typically

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departments of social services). HCR will continue to encourage subgrantees to prioritize assistance to properties where other State or Federal housing resources can be leveraged, where occupants of those properties also meet one or more of the other priorities listed above.

V.4 Climatic Conditions

The climate of New York varies from temperate coastal to cold mountainous conditions. Climate is a key element in the formula used for allocation of program funds. Climate severity is measured in degree days, which are an indicator of how much fuel will be necessary on any given day to maintain comfortable conditions in a home. Data on degree days is compiled on an annual basis by the National Climate Data Center. The allocation formula (see Section 2.1) uses 30-year averages for annual degree days to indicate the relative severity of climate in New York locations and its impact on low-income housing affordability.

Average Heating and Cooling Degree Days 1981-2010

Location	Heating Degree Days	Cooling Degree Days**
Albany	5503	206
Buffalo	5606	202
New York City	4118	604
Massena	6890	132
Syracuse	5743	195

Source: National Oceanic and Atmospheric Administration

** Cooling degree days reflect a national average from 1971-2000

Each DOE-approved energy audit that HCR uses considers climatic variances within the State to determine cost-effectiveness of measures proposed for individual buildings. Subgrantees analyze buildings using approved energy auditing software that includes region-specific data on climate. These data files are then considered in calculation of the savings-to-investment ratio for each measure.

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

HCR permits subgrantees to conduct activities that are authorized by Program rules and guidance. Any material listed in Appendix A of 10 CFR Part 440 may be installed, provided the measure has been determined to be cost-effective pursuant to the protocols set forth by DOE, is based on an analysis of the building (see Section V.5.2, below) and can be installed in a safe manner without compromising the health or well-being of occupants of the dwelling unit. Any materials used must meet the specifications listed in 10 CFR Part 440, Appendix A, or otherwise be approved by DOE for use in the Program. Generally, work conducted in assisted buildings includes

air sealing, insulation, heating system repairs, window or furnace replacement, electric base load reduction measures, and work items that mitigate energy-related health and safety hazards. Other than health and safety work and work scopes using the Social Cost of Carbon (SCC) formula (WPN 22-10), only those measures with a savings-to-investment ratio of 1.0 or greater can be installed by subgrantees. In other words, the cost of installing an energy conservation measure in a building must not exceed the savings that can be expected during the expected life of the installed work.

HCR permits replacement of incandescent lighting with LED bulbs or fixtures as electric base load reduction measures, pursuant to approval received from DOE in 2015. Their use and implementation will follow established program protocols for lighting, including the requirement of meeting a savings-to-investment ratio (SIR) of based upon an established minimum run time.

HCR encourages use of renewable energy systems, alternative energy sources, on-site decarbonization measures, and other “green” practices in its housing and energy programs. HCR WAP will consider installation of renewable energy systems and green building materials on a case-by-case basis, or as part of a pilot program when proposed by subgrantees. Installation of renewables will only be permitted when consistent with DOE guidance and justified by an SIR of 1.0 or greater, or by other allowable considerations. Any materials used must meet the specifications listed in 10 CFR 440, Appendix A, or otherwise be approved by DOE for use in the program.

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Subgrantees proposing installation of renewable energy systems will be required to obtain prior approval from the appropriate HCR regional supervisor. HCR will then obtain prior approval from DOE before authorizing any sub-grantee to use WAP funds for such measures.

All weatherization activities not included in the list of Categorical Exclusion activities in Section 2.6 of WPN 17-1 will require an Environmental Questionnaire (EQ-1) submission for review.

Policy and Procedures Manual

The PPM sets forth specific guidelines that subgrantees must follow in administering the Weatherization services programs, including DOE WAP and HEAP weatherization funding. The PPM is an attachment to the written agreement between HCR and the subgrantee and subgrantees are bound by signing the agreement to comply with the PPM. Subgrantees that don't comply can be found to be in default of the agreement, and risk losing funding. The PPM covers administrative procedures; building and household eligibility; building analysis (energy audit) procedures, including health and safety protocols; deferral guidelines; reporting and payment

procedures; and procurement and fiscal requirements. Section 5 of the PPM also provides specific technical guidance to subgrantees on work standards and related protocols, including guidance on multifamily work scope development, building assessment and health and safety issues. The PPM is available on the HCR web site through the following link: <https://hcr.ny.gov/weatherization-providers#provider-information>. The PPM is being revised and updated for the 2025 Program Year.

Weatherization Field Guide

HCR has also issued the New York State [Weatherization Field Guide](#) for use by subgrantee crews and auditors. This field guide, which incorporates information from several different standards including the Standard Work Specifications for Home Energy Upgrades (SWS), provides on-site guidance to subgrantees in the installation of measures and other technical aspects of the program.

HCR updated the New York State Weatherization Field Guide in 2021 to meet requirements included in DOE guidance on maintaining work quality (WPN 22-4). The Field Guide is published through an agreement with Saturn Resource Management. A copyright protected version of the New York State Weatherization Field Guide is available to all NYS WAP subgrantees through the HCR Weatherization website: <https://hcr.ny.gov/weatherization>.

All subgrantees have been sent a copy and provided access to the Field Guide online and are familiar with the specifications, objectives and desired outcomes outlined in the SWS for single family, multifamily and manufactured housing.

The Weatherization Field Guide was re-approved by DOE in 2021. HCR will continue to provide subgrantees comprehensive field standards and training (see Section V.8.4, below) outlining requirements for work scope development and work quality that will meet or exceed the minimum standards found in the SWS. Subgrantees will also be provided with any revised technical requirements for building assessment (energy audits), installation of energy efficiency and health and safety measures and procedures for conducting final inspections in support of the quality work plan. These requirements will be referenced as a part of the agreement with each subgrantee to provide a mechanism for compliance.

Subcontractor Agreements

Subgrantee agreements and vendor contracts contain language which requires them to comply with the SWS specifications for work quality outlined in WPN 22-4, Section 2. Section 4 of the PPM requires Subgrantees that use of subcontractors to complete work on assisted buildings to follow the procurement procedures contained in Section 8 of this manual and to execute an agreement with each subcontractor for the specific work to be completed. Subgrantees that subcontract for work performed with WAP funds must use the [Subcontractor Agreement form](#). This form binds the parties to follow HCR rules in completing WAP funded work and provides for certain rights and remedies in the event of default or non-performance by a subcontractor. Subgrantees are responsible for ensuring that the provisions of the Subcontractor Agreement are enforced.

As required by DHCR, the Contractor (Subgrantee) will produce all program, financial, and other documentation in connection with its monitoring of the progress of the work. Contractors will furnish satisfactory evidence as to the kind and quality of materials and equipment used on a project. DHCR representatives have the authority to reject any insufficient work or sub-standard materials.

Subgrantees may not enter into side agreements with subcontractors for work on a project where WAP funds are invested. Contractors acknowledge the expectations for work quality by signing [Subcontractor Agreement form](#).

Field guide types approval dates

Single-Family: 9/3/2021

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Manufactured Housing: 9/3/2021 Multi-Family: 9/3/2021
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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: Approval Date:

Audit Procedure: Manufactured Housing Audit Name: Approval Date:
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Audit Procedure: Multi-Family Audit Name: Approval Date: 5/18/2023
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Comments

Weatherization subgrantees in New York currently use the **Targeted Investment Protocol System (TIPS)** energy audit to analyze building energy usage and set priorities for weatherization work in all one-to-four-unit buildings including manufactured or mobile homes, as well as for auditing individually heated units in multi-family buildings not exceeding 25 units in size. TIPS is in a corrective action plan with DOE and will be replaced at the end of the PY24 program year. Subgrantees are currently training and readying to utilize DOE's **Weatherization Assistance Tool (WA)** to complete audits for those building types in the PY25 program year and beyond.

The **Energy Audit Using the Queens Information Package (EA-QUIP)** may be used for analysis of multi-family buildings. New York also has DOE approval for use of the **Targeted Residential Energy Analysis Tools (TREAT)** Energy Audit for multi-family buildings. The TREAT software can be used in coordination with NYSEDA energy efficiency projects. Subgrantees doing weatherization work in multi-family buildings participating in NYSEDA programs, or that have had TREAT audits conducted for other programs, can rely on TREAT for Weatherization to avoid the need for duplicate audits.

Additionally, HCR is approved to utilize Priority List audits for Manufactured Homes, Single Family homes and low-rise multi-family buildings.

HCR subgrantees are expected to maintain in-house capacity to conduct building analysis for one-to-four-unit buildings and are encouraged to develop capacity to conduct multifamily audits on certain types of buildings with fewer than 75 units. HCR has implemented a quality control and review process for subgrantees that conduct their own multifamily audits. Additional training should be provided for Subgrantees looking to perform fuel-switching audits, pending DOE approval for NYS to act as delegated authority on fuel switching audit/project reviews.

Contingent upon DOE approval of New York State as a fuel-switching authority, fuel switching is allowable when the site-specific energy audit demonstrates the cost- effectiveness of the fuel switch over the life of the measure as indicated by the SIR. If a heat pump or other combined heating-and-cooling system is to replace a heating- only (or cooling-only) system, no savings may be attributed to the previously nonexistent cooling (or heating) system, but all of the costs of running the system throughout the year must be included in the audit.

V.5.3 Final Inspection

All weatherization projects completed by subgrantees in New York must pass a quality control (QC) inspection performed by the subgrantee's designated QC inspector before being reported to HCR as completed. Payment for a completed unit will only be made for units that meet all program requirements (see sections 2.17, 7.02 and 7.06 of the PPM). HCR field staff periodically visit subgrantees and inspect a sample of dwelling units to ensure that the units reported have been completed in accordance with all State and federal program requirements. HCR QC inspection of subgrantees will be at least 5% of completed units, and at least 10% for subgrantees where the

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Energy Auditor and QC inspector are the same person. HCR uses its database to track the percentage of completed units at each subgrantee requiring QC inspection, distinguishing where the requirement is 5% and 10%. More detail on the monitoring process can be found in Section V8.3. Each completed unit is inspected per DOE Quality Work Plan requirements by the subgrantee before HCR reports the unit as complete to DOE. The following procedures will support HCR compliance with DOE Quality Work Plan requirements.

During Program Year 2025 every DOE WAP unit reported as a completed unit will receive and pass a QC inspection, performed by a certified QC inspector, ensuring that all work meets the minimum specifications outlined in the SWS in accordance with 10 CFR 440 and NYS WAP requirements. Each client file will have a form(s), signed by the QC inspector, certifying that the unit passed a QC inspection, meeting the required standards for NYS WAP. HCR will confirm subgrantee compliance with the QC requirement during routine monitoring visits and final quality assurance inspections of a sample of completed projects.

The final quality assurance project inspection includes the following:

- verification of program eligibility and required project file documentation
- review of the audit and work scope to determine the work specified was eligible, effective, installed per SIR priority, and that changes to work orders were approved in advance and properly documented;
- photographs of initial conditions and completed work;
- verification of the quantity of materials installed;
- verification that installation standards and work quality is acceptable and meets the QC inspection standard;
- a blower door test to verify final air flow, in units that the test can be conducted;
- verification that required health and safety tests were conducted accurately and that appropriate mitigation measures were performed as necessary;
- review for client signatures accepting completion of work;
- review for program documentation notifying owners and occupants of any unsafe or potentially unsafe conditions and proof of occupants having received written material on lead and radon concerns; and,
- review of any additional documentation necessary to support the outcome of the weatherization project.

Each subgrantee has certified quality control inspectors on staff, but turnover can be high in these positions, with several instances of staff leaving a subgrantee after obtaining QC certification. In cases where a subgrantee temporarily does not have a certified QC inspector in place, the subgrantee must demonstrate to HCR that it has arranged to obtain the services of a certified inspector on a temporary basis, typically by contracting with a nearby subgrantee, and must provide HCR with a plan to fill the vacancy. In any case, HCR does not allow a subgrantee to report a unit as complete without a QC inspection and will ultimately disallow costs for any expenditures on units that do not meet the QC requirement. Failure by the subgrantees to correct deficiencies found in QC monitoring may warrant increased training and technical assistance, increased levels of monitoring, or in the most severe cases a formal warning notice that may lead to termination.

HCR permits smaller subgrantees that do not have the resources to hire a separate QC inspector to assign this function to an auditor or other staff person that obtains the required certifications. HCR increases monitoring frequency where needed, but for all subgrantees HCR inspects a minimum of 5% of completed units. See section V.8.3 for more detail on monitoring policies, including actions taken when a QC fails to adequately inspect completed work.

V.6 Weatherization Analysis of Effectiveness

HCR conducts an analysis of the effectiveness of each subgrantee's program annually, per 10 CFR 440.14©(6)(1) and maintains documentation on this analysis on file for review. This analysis is based on frequent on-site monitoring, regular desk audits and management reviews as well as other available information. Subgrantee productivity is measured by reviewing subgrantee production (as reported in the Weatherization Assistance Program Database) against contract production schedules each month when subgrantees request payment. HCR's Field Operations unit also conducts comparative analyses to ensure that all subgrantees are administering the Program in an optimal manner and to set priorities for training and technical assistance. Subgrantees with deficiencies are required to submit corrective action plans to resolve impediments to effectiveness.

Subgrantees are also monitored several times during the program year, and their progress in resolving deficiencies and in implementing new procedures and recent training is assessed as part of the monitoring process. The field monitoring instruments themselves allow the reviewer to identify reoccurring problems and problem areas measured in the aggregate. Progress in resolving management findings and unresolved issues from prior annual evaluations is also assessed

In addition to regular monitoring, HCR conducts a comprehensive annual evaluation of each subgrantee. The evaluation covers both the Program and Fiscal components of the agencies' programs and includes the following:

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1. Program Administration
2. Outreach and Intake
3. Energy Auditing and Work Scope Development
4. Crew Operations/Subcontractor Management
5. Post Inspection
6. Database and Reporting
7. Leveraging and Coordination
8. Production and Quality
9. Fiscal Record Keeping
10. Financial Stability
11. Program Compliance
12. Procurement

The evaluation analyzes the program and fiscal monitoring reports documented during the year and various production metrics. The completed evaluation is shared with each subgrantee, and each area rated as "non-compliance" or "does not meet NYS WAP program standard" requires the subgrantee to submit a written corrective action plan, the implementation and progress of which is reviewed and monitored during the following year for effectiveness. Each evaluation area is also reviewed by the regional supervisors, program monitors and fiscal monitors for the identification of problem areas and potential solutions. The evaluations are reviewed by the program management staff to determine the strength of subgrantee performance and any service territories whose needs are not being adequately met.

V.7 Health and Safety

The goal of the Weatherization Assistance Program is energy efficiency but installing energy efficiency measures sometimes requires subgrantees to address health and safety problems that may exist in client's homes. If not done correctly, installing certain measures can also create or worsen health and safety conditions.

Many weatherized buildings in New York have serious deficiencies that affect the health and safety of both occupants of assisted units and staff performing weatherization work. Health and safety work is only done in units where energy efficiency measures are also being installed. Section 5 of the PPM includes guidance on health and safety protocols. Specific information on HCR health and safety protocols is included in the HCR Weatherization Health and Safety Plan, in Appendix E, which addresses the below sections under Health and Safety:

1. Health and Safety budgets will not exceed 15% of the Program Year allocation.
2. Minor Repair will be defined as not more than 5% of the estimated project costs.
3. Limited Repair will be defined as not more than 7% of the estimated project costs.
4. Major Repair will be defined as 8% or greater of the budget cost.
5. Health & Safety measures will not contribute to the SIR.

In accordance with WPN 19-5 NYS will utilize alternative funds for these measures when possible. NYS will follow DOE guidance from 22-7 to test and deal with radon appropriately.

All health and safety work is the responsibility of the building owner (unless the owner qualifies for weatherization services) and shall be implemented in a manner that does not negatively impact the flow of the weatherization work by the WAP agency. Weatherization work shall not commence until all health and safety issues have been addressed.

In some cases, a measure can be both energy efficient and a health and safety item, for example a heat recovery ventilation unit. In this case WAP agencies will pay for the incremental cost of the unit and the building owner shall pay the remainder.

The following sections can be referenced in Appendix E:

V.7.1 Health and Safety Budgeting

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V.7.2 Health and Safety Measures and Incidental Repairs

V.7.3 Health and Safety Expenditure Limits

V.7.4 Deferral Policy

V.7.5 Occupant Health and Safety

V.7.6 Documentation of Health and Safety Issues

V.7.7 Health and Safety Hazards Addressed by HCR Subgrantees

V.8 Program Management

V.8.1 Overview and Organization

The Program is managed in New York by NYS Division of Housing and Community Renewal (DHCR). The Commissioner of DHCR also serves as Chief Executive Officer of HCR and is appointed by the Governor. Within HCR, the Program is in the Office of Housing Preservation (OHP). OHP is headed by a Senior Vice President who reports to the Commissioner. In addition to the Weatherization program, OHP administers the Federal Housing Choice Voucher program and provides supervision of the State's portfolios of public housing and privately-owned assisted housing. Other offices within HCR include Finance and Development, which primarily administers multifamily housing finance programs such as the Housing Trust Fund, Low-income Housing (tax) Credit and Mortgage Revenue Bond programs, and the Office of Community Renewal, which administers the Community Development Block Grant Program, NYS HOME Program, NY Main Street program and other locally administered housing and community development programs.

The Assistant Vice President of Weatherization Services reports to the Vice President of Sustainability and has day-to-day responsibility for operating and managing the Weatherization Programs within the Agency. Three component units within the Weatherization Services Unit provide Program staffing: Program Management, which includes central office operations such as contract and payment processing, reporting, budgeting and coordination with other State offices and other units within HCR; Fiscal Compliance, which includes staff that monitors the fiscal operations of subgrantees; and Field Operations, which includes both the field (program) monitoring staff and the Training and Technical Assistance unit.

HCR coordinates closely with other State agencies that administer energy assistance programs. These include the New York State Energy Research and Development Authority, which administers the State Energy Program and several energy efficiency programs, the Office for Temporary and Disability Assistance, which administers the Low-Income Home Energy Assistance Program, the Department of State, which administers the Community Services Block Grant program, the Public Service Commission, the Department of Labor, the State Office for the Aging and others.

A full description of roles and responsibilities of HCR staff involved in administration of the Program, including information on coordination with other State agencies, can be found in the Weatherization Assistance Program Policy and Procedures Manual (PPM).

V.8.2 Administrative Expenditure Limits

HCR will retain a portion of available funds to cover staff and non-personal service costs, not to exceed 7.5% of the DOE allocation. Subgrantees will receive no less than 7.5% percent of the total DOE WAP allocation for administrative costs.

V.8.3 Monitoring Activities

HCR combines rigorous field monitoring with an extensive training and technical assistance program to identify areas to improve work quality and the delivery of program services as well as to correct subgrantee administrative and management problems. Field monitoring also provides an opportunity for on-site training and technical assistance and the identification of areas where more extensive training is

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needed.

A minimum of 5% of units completed by each subgrantee are inspected by HCR QA monitors. For subgrantees that use energy auditors to perform QCI inspections on buildings they have audited, HCR will comply with DOE minimum monitoring requirements and inspect at least 10% of completed units. When deficiencies are found at a subgrantee, a higher percentage of units may be inspected.

Staff closely monitors compliance with Program policies and procedures and in accordance with WPN 24-4. Fiscal Compliance unit staff (senior accountants) perform periodic on-site monitoring and desk audits, including reviews of financial statements, to assure compliance with all financial rules. Field Operations unit staff review subgrantee production status throughout the year, conduct visits to subgrantee offices to review files and visit assisted units to inspect in-progress and completed work. This information aids in early identification of subgrantee problems and ensures quality work and compliance with Program standards.

The field monitoring process consists of monthly reporting by subgrantees, on-site visits by program and fiscal staff to subgrantee offices and to assisted units, and desk audits, where subgrantee performance reports and other information is reviewed. At the end of the program year an annual evaluation of each subgrantee is conducted that reviews compliance with all program rules, energy audit procedures, crew operations, client interaction, data collection and reporting and fiscal compliance.

Subgrantees found to have deficiencies in program operations are required to prepare a corrective action plan for areas needing improvement. HCR has developed an automated monitoring process to track monitoring results more carefully. This process has improved HCR's annual monitoring function, and will provide data on subgrantee performance, work quality and compliance that HCR can use in future funding decisions, and to improve program effectiveness in general. For more information on HCR subgrantee monitoring processes, see Sections 2.17 – 2.20 of the PPM.

When HCR monitoring finds that a unit reported as complete was not properly inspected, current standards were not followed, or the unit otherwise contains deficiencies, the unit is identified and the subgrantee will not receive payment for the unit until the deficiency has been addressed. When a unit is identified as deficient, the HCR field representative notifies the subgrantee in a field visit report, documents the conditions that caused the unit to fail, and typically supports that finding with photographs that are included in the field visit report.

If, as the result of monitoring of a subgrantee, any sensitive or significant noncompliance findings, such as waste, fraud, or abuse will be reported to the Grantee's DOE Program Office team immediately – as per WPN-24-4.

Since individual inspectors are employees or sub-contractors of the subgrantee, and HCR contracts with the subgrantee, not the individual, our written correspondence on these matters is directed to the responsible party at the subgrantee. It is the subgrantee's organizational responsibility to ensure that individuals perform in a manner that will result in compliance with HCR rules by the subgrantee. This is addressed in sections 2.17, 7.02 and 7.06 of the Policy and Procedures Manual; payment is only made for units that comply with all requirements.

Fiscal Field Monitoring

Fiscal monitors (HCR staff accountants) review subgrantee Single Audits submitted on an annual basis. A management review letter is issued to the subgrantee following review of the audit.

Fiscal monitors complete their monitoring summaries based in part on the summary of their last visit/report. If there were findings on that last report, the follow-up will be part of their monitoring for the current report. If the prior findings remain uncorrected, that will be reported again on the current report. If the condition is sufficient to warrant further action, the agency may be placed on Fiscal Special Conditions, whereby monitoring becomes more frequent and where special Fiscal signoff may be needed for payments.

For deficiencies reported on an agency's annual evaluation, monitors review the corrective action plan and follow-up during the year as to how successfully it has been implemented. Failure to correct deficiencies may warrant increased training and technical assistance, increased levels of monitoring, or in the most severe cases a formal warning notice which may lead to termination.

Program Field Monitoring

HCR Program Field Monitors typically perform on-site field visits to each subgrantee to assess subgrantee performance and inspect completed units between four and six times each year. A written report is generally issued to the subgrantee at the end of each visit, but in any case, no later than 30 days following the end of the visit. Where serious or repeated deficiencies are found, the frequency of monitoring may be increased. Each monitor possesses current EPA Renovate, Repair and Paint (RRP) lead paint certifications and NREL Quality Control Inspector certifications.

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Grantee staff assigned to monitoring are paid with both LIHEAP and DOE funding. Field staff, both Program and Fiscal, spend much of their time performing subgrantee monitoring (between 50 – 100%), with the balance of their time spent performing

subgrantee-related training and technical assistance (0 – 50%), with administrative duties making up 25% or less of their duties. Field monitoring positions are paid with 32.5% DOE funds and 32.5% HEAP funds. Duties described as “admin” fall outside of traditional subgrantee monitoring, or providing training and technical assistance, and have their salaries divided equally between DOE and HEAP administrative funds. Two staff persons assigned to the Training and Technical Assistance unit are paid 100% with DOE Admin and T&TA funds.

V.8.4 Training and Technical Assistance Approach and Activities

HCR provides training and technical assistance to maintain and improve subgrantee performance and the quality of work installed with program funds. HCR is under contract with two training and technical assistance providers to help administer its program requirements: The Association for Energy Affordability (AEA) and the NYS Weatherization Directors’ Association (NYSWDA). These procurements will be updated as needed to follow NYS procurement rules. Comprehensive training will be provided by these IREC-accredited organizations that have extensive state-of-the-art training facilities that feature pressure diagnostic houses, heating labs, classroom space, and other resources.

Individual grantee staff independently track their continuing education units required for recertification via the BPI portal. HCR program field representatives review the status of subgrantee staff certification compliance during monitoring visits and will issue written findings to subgrantees that are not in compliance with certification requirements. See Sub Section 2.17 of the PPM for more information on HCR monitoring and field visits.

Required certifications and mandatory training are listed in Sub Section 2.14 of the PPM and communicated via program memo when necessary. Ongoing training is available through NYS WAP contracted technical service providers, who post training calendars on their websites and send out email notices to the WAP network regarding upcoming training.

When topics involve a change to existing WAP policy and procedures (e.g., air sealing standards, changes to audit protocols, etc.) or emphasize an important program area, (ASHRAE 62.2) subgrantee attendance may be mandatory. In this case, the subgrantee is required to assign the most appropriate person to attend.

If a sponsored training is regional in nature or is otherwise limited to a certain group of subgrantees, HCR will inform subgrantees if their attendance is required. If a subgrantee has any doubt regarding attendance, their HCR program field representative should be consulted.

The mandatory training sessions and the personnel required to take them are listed in the PPM, S.S. 2.14. If a subgrantee hires a new employee into any of these positions or a current employee transfer into any of these positions, it is required that they receive the mandatory training within 12 months of their start date.

Training must be repeated every 3 years by subgrantee personnel who occupy these positions, or for the length of time determined by the certification provider. Compliance with this program requirement will be monitored by field staff in their field visit reports. Any agencies that are not in compliance will be referred to the WAP T&TA unit to arrange for mandatory training for appropriate staff members.

Ramifications for non-compliance include: (a) critical program field visit report that would result in an agency having to provide a written action plan for compliance; (b) negative end of year agency evaluation; or (c) disallowing payment for units that were not inspected by a certified QCI. Any subgrantee or sub-contracted staff paid with weatherization funds must be supervised for any work activities until all training and certification requirements are met.

HCR also requires that subgrantee personnel in certain professional positions be certified by the Building Performance Institute (BPI). Subgrantees must ensure that any individual holding a staff position that requires certification must meet certification requirements no later than 18 months from the time they are assigned to the position. HCR does not require Subgrantees to make their hiring decisions based on program training or certification requirements.

HCR WAP is currently operating on an extension of the state’s 2023 TTA plan and intends to leverage the state’s 5-year BIL TTA plan for trainings in 2025. The plan includes ongoing technical trainings and new trainings in program administration, WAP fiscal, construction management, and WAP program management. It also includes robust quarterly budgets for conference attendance to help ensure availability of funds for conferences held throughout the year. Subgrantees may utilize up to 40% of their TTA budget for non-technical T&TA training items.

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HCR provides on-going training programs to keep subgrantees current in program requirements, including any that subgrantees need to comply with HCR's Health and Safety Plan. HCR requires subgrantees to comply with ASHRAE 62.2-2016 indoor air quality requirements and will ensure that staff and subgrantees receive training and other support throughout 2025 as requested or deemed needed, including training on any changes to the ASHRAE 62.2 standard that may impact the program. HCR will continue to attempt to balance these requirements with the need to maximize energy savings in assisted units and provide recipients with sustainable installations that they will be able to maintain in future years.

HCR distributes a portion of its T&TA funds directly to the subgrantees for their use in the following activities: conference attendance, staff training, memberships and subscriptions, computer/electronic media training resources, data gathering and client education materials. Also, since 2014 HCR has provided customer education and training documents for subgrantees to utilize for the purposes of customer education. These are available on the HCR web site.

Training consists of the following activities:

Activity 1: All subgrantee crews, supervisors, energy auditors and other key staff are provided with classroom, web-based and individual training covering all aspects of the program. Areas such as rules, regulations, policies, procedures, reports, data entry, and forms will be covered. This activity will be aimed at meeting and maintaining State and Federal program, fiscal, and technical standards. HCR will provide this training and technical assistance through assigned staff.

Activity 2: This activity corresponds to DOE Comprehensive training. Training of a distinct nature that includes comprehensive, job-specific training which follows a curriculum aligned with the NREL Job Task Analyses (JTAs) for Energy Auditor, Crew Leader, Retrofit Installer, Multifamily QCI, as well as training related to the required QCI micro- credential. This training will be provided by IREC-accredited training providers under a technical services contract, in accordance with all program requirements for Comprehensive training. HCR will provide Comprehensive training opportunities on an ongoing basis, becoming more varied as needs are assessed, curriculums are approved, and accreditations acquired. Training providers will be required to hold IREC accreditations in the corresponding job classifications.

Activity 3: HCR will also fund other training and technical support services, including peer-to-peer training activities, monitoring of lead safe practices, energy savings analysis, and specialized training activities to address deficiencies found in field monitoring. This activity corresponds to DOE Specific training. Other required or approved training will cover topics such as Health & Safety, using Weatherization Assistant, TREAT, or EA-QUIP software, creating-cost effective job work scopes, infrared thermography, heating system diagnostics, performing post inspections, managing crews and subcontractors, materials installation, air sealing, and pressure diagnostics. The goal of this training is also to introduce or significantly improve the knowledge and expertise needed to successfully operate local programs and provide quality weatherization services. These training sessions will be provided throughout the year.

Activity 4: HCR will distribute a portion of its T&TA funds directly to the subgrantees for their use in the following activities: conference attendance, staff training, memberships and subscriptions, computer/electronic media training resources, data gathering and client education materials.

Coordination of Monitoring and Technical Assistance

HCR utilizes field staff and technical service subgrantees as a quality assurance strategy. Field staff conduct an annual evaluation of each subgrantee's training needs that is used to develop the training curricula for the following year. HCR also has staff specifically assigned to provide specialized assistance in various administrative and support functions to both staff and subgrantees.

Field staff visit subgrantees on a regular basis to monitor the progress of subgrantees on work required as part of their Program contract. During these monitoring visits, when staff observe areas where subgrantees need assistance, the individual staff member will provide the assistance needed or will arrange for other training as described in Activity 1 and Activity 3, above.

HCR has developed comprehensive written training curricula in several areas that have been used for the training of subgrantee staff on a regular basis. As the need arises for training in additional areas, curricula will be developed to insure a comprehensive and uniform approach to the subject matter. This includes required Lead Safe Worker Training, which is conducted by EPA-certified training contractors, and recurring H&S training, which now includes details on job site safety relative to COVID and other concerns. HCR has also funded a Clean Boilers Program, which qualifies heating system contractors as eligible bidders and establishes a Master Bidders List for multi-family heating systems installed within the weatherization program.

The annual evaluation process described in Section V.6, above, is used to evaluate subgrantee effectiveness in several technical areas, and then HCR technical assistance and program operations staff reviews the results of the evaluations to identify underperforming subgrantees and recommend them for specific training or technical assistance to address the deficiencies.

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Client education is primarily the responsibility of the subgrantee. HCR has developed a set of client educational materials to aid subgrantees in this effort. Those materials are on the HCR web site.

Percent of overall trainings

Comprehensive Trainings:	<input type="text" value="0"/>
Specific Trainings:	<input type="text" value="0"/>

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	<input type="text" value="0"/>
Percent of budget allocated to Crew/Installer trainings:	<input type="text" value="0"/>
Percent of budget allocated to Management/Financial trainings:	<input type="text" value="0"/>

V.9 Energy Crisis and Disaster Plan

In the event of a natural disaster during the program year, subgrantees that serve areas that have been designated as federal disaster areas will be required to prioritize service to buildings occupied by disaster victims. In some cases, subgrantees covering adjacent areas will be allowed to perform work in disaster areas, with the consent of the subgrantee that primarily serves that area. Work will be limited to allowable Program measures.