

**2009 – 2012 New Jersey State Plan and Grant
Application**

**For
U.S. Department of Energy's**

**American Recovery and Reinvestment Act
Weatherization Assistance Program Grant**

For Program Years 2009 – 2012

Administering Office

NJ Department of Community Affairs

Division of Housing and Community Resources

Office of Low-Income Energy Conservation

101 South Broad Street, PO BOX 811

Trenton, NJ 08625-0811

State of New Jersey

Jon S. Corzine, Governor

Department of Community Affairs

Joseph V. Doria Jr., Commissioner

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U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
State Formula Grant Application
PY 2009

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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

4. Applicant Identifier:

5a. Fed Entity Identifier:

5b. Federal Award Identifier:
EE00178

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: State of New Jersey

b. Employer/Taxpayer Identification Number (EIN/TIN):
625000001

c. Organizational DUNS:
806417143

d. Address:

Street 1: 101 S. Broad St.
Street 2: PO Box 811
City: Trenton
County: Mercer
State: NJ
Province:
Country: U.S.A.
Zip / Postal Code: 08625-0811

e. Organizational Unit:

Department Name:
Dept. Community Affairs

Division Name:
Div of Hsg & Community Res.

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

Prefix: Ms. First Name: Clarice
Middle Name:
Last Name: Sabree - Sylla
Suffix:

Title:

Organizational Affiliation:

Telephone Number: (609)984-3301

Fax Number: (609)292-9798

Email: csabreesylla@dca.state.nj.us

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APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government (State)

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042
CFDA Title:
Weatherization Assistance For Low Income Persons

12. Funding Opportunity Number:

DE- - -
Title:
Weatherization Formula Grants American Recovery and Reinvestment Act (ARRA)

13. Competition Identification Number:

Title:

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

Statewide

15. Descriptive Title of Applicant's Project:

Recovery Act - Weatherization Formula Grant

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APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16. Congressional District Of:

a. Applicant: 04

b. Program/Project: Statewide

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

17. Proposed Project:

a. Start Date: 04/01/2009

b. End Date: 03/31/2012

18. Estimated Funding (\$):

a. Federal	118,821,296.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	118,821,296.00

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

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

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

No

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

I AGREE

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

Authorized Representative:

Prefix: First Name:

Middle Name:

Last Name:

Suffix:

Title:

Telephone Number:

Fax Number:

Email:

Signature of Authorized Representative:

Date Signed:

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APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

Applicant Federal Debt Delinquency Explanation:

The following field should contain an explanation if the Applicant is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

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Federal Assistance Budget Information

OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 1.87 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20503.

1. Program/Project Identification No. Amendment number:	EE00178 A000	2. Program/Project Title Recovery Act - Weatherization Formula Grant
3. Name and Address	New Jersey, State of 101 S. Broad St. Trenton NJ 08625-0811	4. Program/Project Start Date 04/01/2009
		5. Completion Date 03/31/2012

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		\$ 118,821,296.00		\$ 118,821,296.00
2. STATE			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTALS		\$ 0.00	\$ 0.00	\$ 118,821,296.00	\$ 0.00	\$ 118,821,296.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTR ATION	(2) SUBGRANT EE ADMINISTR	(3) GRANTEE T&TA	(4) SUBGRANT EE T&TA	
a. Personnel	\$ 1,937,613.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,937,613.00
b. Fringe Benefits	\$ 698,509.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 698,509.00
c. Travel	\$ 265,000.00	\$ 0.00	\$ 876,658.00	\$ 0.00	\$ 1,141,658.00
d. Equipment	\$ 75,000.00	\$ 0.00	\$ 85,000.00	\$ 0.00	\$ 160,000.00
e. Supplies	\$ 15,000.00	\$ 0.00	\$ 35,000.00	\$ 0.00	\$ 50,000.00
f. Contractual	\$ 0.00	\$ 5,941,065.00	\$ 0.00	\$ 4,350,250.00	\$ 108,998,101.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 1,676,444.00	\$ 0.00	\$ 3,961,334.00	\$ 0.00	\$ 5,637,778.00
i. Total Direct Charges	\$ 4,667,566.00	\$ 5,941,065.00	\$ 4,957,992.00	\$ 4,350,250.00	\$ 118,623,659.00
j. Indirect Charges	\$ 197,637.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 197,637.00
k. Totals	\$ 4,865,203.00	\$ 5,941,065.00	\$ 4,957,992.00	\$ 4,350,250.00	\$ 118,821,296.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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Federal Assistance Budget Information

OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 1.87 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20503.

1. Program/Project Identification No. Amendment number:	EE00178 A000	2. Program/Project Title Recovery Act - Weatherization Formula Grant
3. Name and Address	New Jersey, State of 101 S. Broad St. Trenton NJ 08625-0811	4. Program/Project Start Date 04/01/2009
		5. Completion Date 03/31/2012

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. TOTALS		\$ 0.00	\$ 0.00	\$ 118,821,296.00	\$ 0.00	\$ 118,821,296.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATION S	(2) HEALTH AND SAFETY	(3) FINANCIAL AUDITS	(4) LIABILITY INSURANCE	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,937,613.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 698,509.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,141,658.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 160,000.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50,000.00
f. Contractual	\$ 89,354,321.00	\$ 6,059,886.00	\$ 2,019,962.00	\$ 1,272,617.00	\$ 108,998,101.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,637,778.00
i. Total Direct Charges	\$ 89,354,321.00	\$ 6,059,886.00	\$ 2,019,962.00	\$ 1,272,617.00	\$ 118,623,659.00
j. Indirect Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 197,637.00
k. Totals	\$ 89,354,321.00	\$ 6,059,886.00	\$ 2,019,962.00	\$ 1,272,617.00	\$ 118,821,296.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. Amendment number:	EE00178 A000	2. Program/Project Title Recovery Act - Weatherization Formula Grant
3. Name and Address	New Jersey, State of 101 S. Broad St. Trenton NJ 08625-0811	4. Program/Project Start Date 04/01/2009 5. Completion Date 03/31/2012

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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		\$ 118,821,296.00		\$ 118,821,296.00
2. STATE			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTALS		\$ 0.00	\$ 0.00	\$ 118,821,296.00	\$ 0.00	\$ 118,821,296.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATION	(2) SUBGRANTEE ADMINISTRATION	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 1,937,613.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,937,613.00
b. Fringe Benefits	\$ 698,509.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 698,509.00
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j. Indirect Charges	\$ 197,637.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 197,637.00
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BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. Amendment number:	EE00178 A000	2. Program/Project Title Recovery Act - Weatherization Formula Grant
3. Name and Address	New Jersey, State of 101 S. Broad St. Trenton NJ 08625-0811	4. Program/Project Start Date 04/01/2009
		5. Completion Date 03/31/2012

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)
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2.						
3.						
4.						
5. TOTALS		\$ 0.00	\$ 0.00	\$ 118,821,296.00	\$ 0.00	\$ 118,821,296.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATION S	(2) HEALTH AND SAFETY	(3) FINANCIAL AUDITS	(4) LIABILITY INSURANCE	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,937,613.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 698,509.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,141,658.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 160,000.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50,000.00
f. Contractual	\$ 89,354,321.00	\$ 6,059,886.00	\$ 2,019,962.00	\$ 1,272,617.00	\$ 108,998,101.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,637,778.00
i. Total Direct Charges	\$ 89,354,321.00	\$ 6,059,886.00	\$ 2,019,962.00	\$ 1,272,617.00	\$ 118,623,659.00
i. Indirect Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 197,637.00
k. Totals	\$ 89,354,321.00	\$ 6,059,886.00	\$ 2,019,962.00	\$ 1,272,617.00	\$ 118,821,296.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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**U.S. DEPARTMENT OF ENERGY
GOLDEN FIELD OFFICE**



BUDGET EXPLANATION FOR FORMULA GRANTS

Applicant: State of New Jersey

Budget period: 04/01/2009 - 03/31/2012

Award number: EE00178

Amendment number: A000

1. PERSONNEL - Prime Applicant only (all other participant costs are listed in 6 below and form DOE F 4600.4, 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
Paul Stridick, AIA	Division Director
Debra Heinz	Deputy Director
Nichole Burton	Administrative Support
Margo James	Administrative Support
Clarice Sabree	SPDS(EC)
Brian Penn	Program Development Specialist 2
Dow Ellis	Program Development Specialist 1
Luis Alicea	Program Development Specialist 1
Leonardo Moreno	Program Development Specialist 1
Dennis Rashid	Program Development Specialist 1
Shirley Curry	Program Development Specialist 1
Keith Jones	Sup Admin An
Sharon Coleman	PDS2
Roseanne Rizza	Admin An 1
Denise Ricco	SPDS (M&F)
Rita Lesczynski	Admin An 1 Accounting
Matt Cohen	Comm Svr Offr 1
Vasanti Shroff	Admin An 1 DP
Patricia McGuire	Tech Assit 3
Denise Phelps	Prin Clerk Typist
Sarah Seigel	Tech Assit 1
Helen Maksymow	Tech Assit 1
Patricia Housley	Tech Assist 3
Orsola Buddie	PDS2
Jackie Holloway	PDS2

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Paul Stridick, AIA	\$19,268.00	300 % FT	\$57,804.00
Debra Heinz	\$10,287.00	300 % FT	\$30,861.00
Nichole Burton	\$4,712.00	300 % FT	\$14,136.00
Margo James	\$3,979.00	300 % FT	\$11,937.00
Clarice Sabree	\$57,713.00	300 % FT	\$173,139.00
Brian Penn	\$39,761.00	300 % FT	\$119,283.00
Dow Ellis	\$50,149.00	300 % FT	\$150,447.00
Luis Alicea	\$45,182.00	300 % FT	\$135,546.00
Leonardo Moreno	\$50,149.00	300 % FT	\$150,447.00

Dennis Rashid	\$45,182.00	300 % FT	\$135,546.00
Shirley Curry	\$50,149.00	300 % FT	\$150,447.00
Keith Jones	\$9,482.00	300 % FT	\$28,446.00
Sharon Coleman	\$6,627.00	300 % FT	\$19,881.00
Roseanne Rizza	\$4,809.00	300 % FT	\$14,427.00
Denise Ricco	\$9,619.00	300 % FT	\$28,857.00
Rita Lesczynski	\$9,033.00	300 % FT	\$27,099.00
Matt Cohen	\$12,537.00	300 % FT	\$37,611.00
Vasanti Shroff	\$4,179.00	300 % FT	\$12,537.00
Patricia McGuire	\$2,406.00	300 % FT	\$7,218.00
Denise Phelps	\$5,712.00	300 % FT	\$17,136.00
Sarah Seigel	\$9,492.00	300 % FT	\$28,476.00
Helen Maksymow	\$9,492.00	300 % FT	\$28,476.00
Patricia Housley	\$7,218.00	300 % FT	\$21,654.00
Orsola Buddie	\$6,627.00	300 % FT	\$19,881.00
Jackie Holloway	\$6,627.00	300 % FT	\$19,881.00

Direct Pay Total \$1,441,173.00

2. FRINGE BENEFITS

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

The New Jersey Department of Treasury, Office of Management and Budget negotiated a fringe benefit rate of 36.05% with the U.S. Department of Health and Human Services. See attached letter dated 12/16/08

- b. If a 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 as an attachment.

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Paul Stridick, AIA	\$57,804.00	36.05 %	\$20,838.34
Debra Heinz	\$30,861.00	36.05 %	\$11,125.39
Nichole Burton	\$14,136.00	36.05 %	\$5,096.03
Margo James	\$11,937.00	36.05 %	\$4,303.29
Clarice Sabree	\$173,139.00	36.05 %	\$62,416.61
Brian Penn	\$119,283.00	36.05 %	\$43,001.52
Dow Ellis	\$150,447.00	36.05 %	\$54,236.14
Luis Alicea	\$135,546.00	36.05 %	\$48,864.33
Leonardo Moreno	\$150,447.00	36.05 %	\$54,236.14
Dennis Rashid	\$135,546.00	36.05 %	\$48,864.33
Shirley Curry	\$150,447.00	36.05 %	\$54,236.14
Keith Jones	\$28,446.00	36.05 %	\$10,254.78
Sharon Coleman	\$19,881.00	36.05 %	\$7,167.10
Roseanne Rizza	\$14,427.00	36.05 %	\$5,200.93
Denise Ricco	\$28,857.00	36.05 %	\$10,402.95
Rita Lesczynski	\$27,099.00	36.05 %	\$9,769.19
Matt Cohen	\$37,611.00	36.05 %	\$13,558.77
Vasanti Shroff	\$12,537.00	36.05 %	\$4,519.59
Patricia McGuire	\$7,218.00	36.05 %	\$2,602.09

Denise Phelps	\$17,136.00	36.05 %	\$6,177.53
Sarah Seigel	\$28,476.00	36.05 %	\$10,265.60
Helen Maksymow	\$28,476.00	36.05 %	\$10,265.60
Patricia Housley	\$21,654.00	36.05 %	\$7,806.27
Orsola Buddie	\$19,881.00	36.05 %	\$7,167.10
Jackie Holloway	\$19,881.00	36.05 %	\$7,167.10
			Fringe Benefits Total \$519,542.86

3. **TRAVEL** - Identify total foreign and domestic travel as separate items.

a. Proposed travel:

Purpose of Trip	Number of Trips	Cost Per Trip	Total
National State and Community Services Program 3 Annual conferences	3	\$1,500.00	\$4,500.00
National State and Community Services Program Board Meetings	3	\$1,500.00	\$4,500.00
DOE Regional Training	3	\$1,500.00	\$4,500.00
DOE Annual Training Conference and State Program Managers Meeting	3	\$1,500.00	\$4,500.00
National Low-income Energy Assistance Conference	3	\$1,500.00	\$4,500.00
NJ Annual Weatherization Assistance Program Conference	10	\$300.00	\$3,000.00
Vehicles tolls parking mileage	25	\$300.00	\$7,500.00
		Travel Total	\$33,000.00

b. Basis for computation of travel expenses (e.g., current airline quotes, past trips, federal or organization travel policy, etc.):
 Past trips of a similar nature

4. **EQUIPMENT** - As defined in 10 CFR 660.202. Definitions are at http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr

a. Basis of cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.):

the cost estimates are based on published cost lists

b. Equipment to be purchased and justification of need:

Equipment	Unit Cost	Number	Total Cost	Justification of Need
Combustion Analysers	\$2,000.00	9	\$18,000.00	Program monitors are required to complete dianostic test on heating system as part of the inspection process. current equipment is in poor repair and maintenance process is problematic.
Hand held computers	\$1,200.00	9	\$10,800.00	WAP agencies will be using handheld computers to collect data in the field including including energy audit, client education, and income eligibility certification. Program monitors need similar devices to allow for mutual transfer of data between the monitor, weatherization subgrantee, and the HES/WAP database.

HESWAP Database upgrade	\$500,000.00	1	\$500,000.00	The HESWAP database is used to track production, generate programmatic and reports, fiscal reports. A portion of the cost for upgrades to the database will be charged to the 2009 DOE Weatherization grant, the LIHEAP Weatherization grant, and the ARRA Weatherization grant.
Scanner	\$10,000.00	1	\$10,000.00	To scan program documents for electronic transmission and archiving.
Equipment Total			<u>\$538,800.00</u>	

5. MATERIALS AND SUPPLIES - As defined in 10 CFR 660.202.

- a. Basis cost estimates (e.g., vendor quotes, prior purchases of like items, etc.):
 Prior purchase of like items

- b. Supplies to be purchased and justification of need:

<u>General Category</u>	<u>Cost</u>	<u>Justification of Need</u>
Supplies	\$15,000.00	as needed
Materials and Supplies Total	<u>\$15,000.00</u>	

6. CONTRACTS AND SUBGRANTS - All other participant costs including subcontractor sub-grants, and consultants For ongoing subcontractors and sub recipients described elsewhere in the application, document and item numbe is listed.

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
Department of Labor and Workforce Development	\$4,000,000.00	Provide training and screening of new-hires and job intakes for weatherization program contractors. If the cost for the provision of training is less than \$4,000,000, the remaining funds will be used to weatherize additional homes.
New Jersey Community Action Association	\$4,000,000.00	NJCAA will provide training and will be responsible for the public information campaign to increase awareness of the Weatherization program. The agency will expend up to \$2,000,000 for the public information campaign and up to \$2,000,000 for training of Weatherization agency staff and contractors. Any funds not expended for that purpose will be returned to the program to weatherize additional units.
Contracts and Subgrants Total	<u>\$8,000,000.00</u>	

*For example, Competitive, Historical, Quote, Catalog

7. OTHER DIRECT COSTS - All direct costs not included in above categories

- a. Basis for cost estimates (e.g., vendor quotes, prior purchase of similar items, etc.):
 historical data

- b. Other direct costs and justification of need:

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
Telephone	\$3,096.00	DOE program administration and support
Postage	\$1,500.00	DOE program administration and support
Computer Service	\$5,000.00	provide help desk support to subgrantees using HES/WAP Database
Staff training	\$5,530.00	Doe program Support

Equipment maintenance	\$2,500.00	DOE program support
NASCSP Dues	\$4,000.00	Attend a DOE supported association
Other Direct Costs Total	<u>\$21,626.00</u>	

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 indirect cost rate of 10.2% has been approved by the United States Department of Health and Human Services effective 7/01/09. See letter dated 3/31/09 attached.

- 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: Cindy McDowell

Phone Number: (609)292-6437

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
Paul Stridick	\$57,804.00	10.20 %	\$5,896.01
Debra Heinz	\$30,861.00	10.20 %	\$3,147.82
Nicole Burton	\$14,136.00	10.20 %	\$1,441.87
Margo James	\$11,937.00	10.20 %	\$1,217.57
Clarice Sabree	\$173,139.00	10.20 %	\$17,660.18
Brian Penn	\$119,283.00	10.20 %	\$12,166.87
Dow Ellis	\$150,447.00	10.20 %	\$15,345.59
Luis Alicea	\$135,546.00	10.20 %	\$13,825.69
Leonardo Moreno	\$150,447.00	10.20 %	\$15,345.59
Dennis Rashid	\$135,546.00	10.20 %	\$13,825.69
Shirley Curry	\$150,447.00	10.20 %	\$15,345.59
Kieth Jones	\$28,446.00	10.20 %	\$2,901.49
Sharon Coleman	\$19,881.00	10.20 %	\$2,027.86
Roseanne Rizza	\$14,427.00	10.20 %	\$1,471.55
Denise Riccio	\$28,857.00	10.20 %	\$2,943.41
Rita Lesczynski	\$27,099.00	10.20 %	\$2,764.10
Matt Cohen	\$37,611.00	10.20 %	\$3,836.32
Vasanti Shroff	\$12,537.00	10.20 %	\$1,278.77
Patricia McGuire	\$7,218.00	10.20 %	\$736.24
Denise Phelps	\$17,136.00	10.20 %	\$1,747.87
Sarah Seigel	\$28,476.00	10.20 %	\$2,904.55
Helen Maksymow	\$28,476.00	10.20 %	\$2,904.55
Patricia Housley	\$21,654.00	10.20 %	\$2,208.71
Orsola Buddie	\$19,881.00	10.20 %	\$2,027.86
Jackie Halloway	\$19,881.00	10.20 %	\$2,027.86
		Indirect Costs Total	<u>\$146,999.61</u>

U.S. Department of Energy
Supplemental Schedule #1 - Details of DOE F 4600.4 line 6 of Section B
(Budget Category by Funding Sources)

Grant number: EE00178

Amendment: A000

Application period: 04/01/2009 - 03/31/2012

SOURCE	Grant Program, Function, or Activity				Total (all columns)
TOTALS					

SOURCE	Grant Program, Function, or Activity				
TOTALS					

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U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET

Grant: EE00178

Amendment: 000

State: NJ

Program year: 2009

Budget period: 04/01/2009 - 03/31/2012

II.3 Subgrantees

Grantee	City	Tentative	
		Funding	Units
BAYONNE ECONOMIC OPPORTUNITY FOUNDATION	Bayonne	500,000.00	65
BERGEN COUNTY COMM. ACTION PROG., INC.	Hackensack	5,000,000.00	646
BURLINGTON COUNTY CAP, INC.	Burlington	3,000,000.00	387
CAMDEN COUNTY COUNCIL ON ECONOMIC OPPORTUNITY	Pennsauken	5,500,000.00	707
CAPE HUMAN RESOURCES, INC.	Rio Grande	500,000.00	65
CHECKMATE, INC.	Asbury Park	5,000,000.00	646
DCA - Set Aside Funds for pass through grant and incentive	Trenton	9,293,101.00	1,582
FIRST HOPEWELL MULTI-PURPOSE CENTER	Newark	1,000,000.00	129
LA CASA DE DON PEDRO	Newark	5,000,000.00	646
MERCER COUNTY	Trenton	4,000,000.00	516
MORRIS COUNTY ORG. FOR HISP. AFFAIRS INC.	Dover	2,000,000.00	264
NJ HOUSING MORTGAGE and FINANCE/ NJHMFA	Trenton	30,000,000.00	3,877
NORTHWEST NJ COMMUNITY ACTION PROGRAM, INC.	Phillipsburg	1,500,000.00	193
OCEAN COMMUNITY ACTION NOW, INC.	Toms River	6,500,000.00	828
PASSAIC COUNTY BRD OF CHOSEN FREEHOLD	Wayne	1,105,000.00	129
PATERSON TASK FORCE FOR COMM. ACT., INC,	Paterson	3,000,000.00	377
PTO. RICAN ORG. FOR COMM. ORG. (PROCEED)	Elizabeth	5,000,000.00	646
PTORRIQUENOS ASOC. FOR COMM. ED. (PACO)	Jersey City	1,900,000.00	245
PUERTO RICAN ACTION BOARD, INC. (PRAB)	New Brunswick	2,000,000.00	264
SOMERSET COMMUNITY ACTION PROGRAM, INC.	Somerset	500,000.00	65
TRI-COUNTY COMM. ACTION PROGRAM, INC.	Bridgeton	7,700,000.00	974
UNITED PASSAIC ORGANIZATION	Passaic	500,000.00	65
URBAN LEAGUE OF MORRIS COUNTY	Morristown	500,000.00	65
TOTALS		100,998,101.00	13,381

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U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET (continued)

Grant: EE00178

Amendment: 000

State: NJ

Program year: 2009

Budget period: 04/01/2009 - 03/31/2012

II.4 WAP Production Schedule

Total Units (excluding reweatherized)	13,381

Units by type (excluding reweatherized):	
Owner-occupied single-family site-built	
Single-family rental site-built	
Multi-family	
Owner-occupied mobile home	
Renter-occupied mobile home	
Shelter	
Units by occupancy:	
Elderly	
Persons with disabilities	
Native American	
Children	
High residential energy user	
Household with a high energy burden	
Other unit types:	
Rewatherized Units	0

U.S. Department of Energy
WEATHERIZATION ANNUAL FILE WORKSHEET (continued)

Grant: EE00178

Amendment: 000

State: NJ

Program year: 2009

Budget period: 04/01/2009 - 03/31/2012

Average Unit Costs, including Reweathering, Subject to DOE Program Rules		
VEHICLES & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	
B	Total Units Weatherized	13,381
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	13,381
E	Average Vehicle & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$89,354,321.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	13,381
H	Average Program Operations Cost per Unit (F divided by G)	\$6,677.70
I	Average Vehicle & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$6,677.70

II.5 Energy Savings

Method used to calculate energy savings: WAP algorithm Other (describe below)

Estimated energy savings: 0 (MBtu)

Estimated prior year savings: Actual: 0

If variance is large, explain:

II.6 Training, Technical Assistance, and Monitoring Activities

1. Activity Title: Training and Technical Assistance:

Training and technical assistance will be provided to weatherization subgrantee staff and contractors. The NJ Community Action Association will provide training for grantee staff on weatherization basics in coordination with training that will be provided by the NJ Department of Labor and Workforce Development and other stakeholders, and will assist in the scheduling of lead safe work practices training.

A series of whole house field trainings have been scheduled as well as a comprehensive annual conference for subgrantee staff. The courses are designed to provide basic training to new hires and advanced training to experienced weatherization staff. Training will also be provided to contractors, including lead safe work practices as required.

2. Activity Type: Programmatic, Technical and Fiscal:

NJ is transitioning to a paperless reporting system for programmatic and fiscal reporting. The Hancock Software is being utilized by subgrantee staff to collect all data required to report production and fiscal data. The database is being enhanced to include the ability to generate demographic and statistical reports including employment statistics.

3. Delivery Method: Training is provided through on-site agency visits by state program monitors, field trainings that include hands on demonstrations and practice, on the job training where new hires are coupled with experienced agency staff, annual conferences that provide a comprehensive overview of programmatic, fiscal, and technical

U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET (continued)

Grant: EE00178

Amendment: 000

State: NJ

Program year: 2009

Budget period: 04/01/2009 - 03/31/2012

issues, and peer training.

4. T/TA Provider: The New Jersey Community Action Association is the coordinator for all agency field trainings and the annual training conference. NJCAA also determines the training needs of the network using surveys and results of conference evaluations. The traditional NJCAA training will be supplemented by training offered through the Department of Labor and Workforce Development.

5. Target Audience: Weatherization program managers, technical and fiscal staff, and weatherization contractors

6. Participating Subg: All subgrantees are required to participate in field trainings and the annual conference. The NJ Department of Labor and Workforce Development will screen and provide training through the One Stop program. Trainees will fill various positions in the Weatherization program.

Comments:

An annual conference for the general staff of local weatherization programs will be held during the 2009 program year. In addition, courses and general information meetings will be developed, focusing on specific job duties, as needed.

New Jersey will provide training to State Monitors and subgrantee field staff on Mold and Moisture problems. The training will ensure that staff can identify mold and provide the client with information on remediation. NJ will also provide subgrantees with a standardized form to be used in the event that Weatherization must be deferred due to serious mold and moisture problems. New Jersey will provide training to subgrantees addressing effective weatherization of mobile homes. Subgrantees will be trained to use the latest version of the MEA Audit. New Jersey will also provide training to subgrantees regarding Client Education. Client Education is a mandatory procedure of New Jersey's Weatherization Program.

II.7 DOE-Funded Leveraging Activities

N/A

II.8 Policy Advisory Council Members (names, groups, agencies)

Wayne Griffith - Exe. Dir. NJCAA	New Jersey Community Action Association
Eric DeGesero, Executive Vice - President	Fuel Merchants Association of New Jersey
John Becker	Elizabeth Town Gas
Carol Ryle	Carol Ryle
Gina O'Donnell	Gina O'Donnell
Gisel Manzano-Alarcon	Gisel Manzano-Alarcon

II.9 State Plan Hearings (send notes, minutes, or transcript to the DOE office)

Hearing Date
05/04/2009

Newspapers that publicized the hearings and the dates that the notice ran.

- The Press of Atlantic City 04/22/09
- The Times of Trenton 04/22/09
- The Courier Post 04/22/09
- Burlington County Times 04/23/09
- Asbury Park Press 04/22/09
- Home News Tribune 04/22/09

II.10 Adjustments to On-File Information

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II.11 Miscellaneous

The Public Hearing was held on May 4, 2009 at the NJ Department of Community Affairs, 101 S. Broad St., Trenton NJ in Room 129 at 10 am.

Transparency and Accountability:

The unprecedented level of funding provided to New Jersey under the American Recovery and Reinvestment Act of 2009 (ARRA) will also bring with it an unprecedented requirement for transparency and accountability. It is essential that all ARRA resources are used effectively and efficiently. The use of these funds will be reviewed and evaluated at all levels and by a variety of State and federal entities.

On the federal level, Congress has directed the Government Accountability Office (GAO) to evaluate whether Recovery Act funds are being properly used for their intended purpose and whether they are achieving the purposes of the Recovery Act. The GAO has indicated it will be evaluating use of Recovery Act funds with an eye towards specifically determining whether the funds are:

- 1) preserving and creating jobs and promoting economic recovery;
- 2) assisting those most impacted by the economic recession; and
- 3) being invested properly with the goal to maximize long-term benefits.

The federal GAO has developed a series of "basic principles" to prevent typical problems that often affect contract spending. Each agency and entity receiving ARRA Weatherization funds must abide by these principles:

- a. Have transparent line of procurement responsibility, authority, and oversight defined and in place;
- b. Ensure contracts are well structured by establishing clear requirements prior to any award;
- c. Award contract competitively;
- d. Use fixed-price contracts to the maximum extent possible;
- e. Ensure adherence to high ethical standards;
- f. Ensure that contract administrators have a clear guidance and training as to their role and responsibilities and that there is a clear responsibility for approving payments;
- g. Enforce penalties for individuals, companies and agencies that commit severe ethics' violations or fail to demonstrate acceptable performance, and refer suspected fraud and violation to the appropriate agency promptly; and
- h. Coordinate with State and local program officials and audits in the planning and execution of contracts, agreements, and audits and other reviews.

In order to assure adherence to the transparency and accountability mandates of the ARRA, and the "basic principles" enumerated by the GAO, the State has created the New Jersey Recovery Accountability Task Force to review every step of the process and ensure that recovery funds are awarded based on clear and appropriate criteria and then distributed in a prompt, fair and reasonable manner.

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U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET

Grant Number: EE00178, State: NJ, Program Year: 2009

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

III.1 Eligible Population

III.1.1 General Description

Definition of income used to determine eligibility:

1. Eligible population

1.1 Minimum Program Requirements - 440.16

The Office of Low-Income Energy Conservation (OLIEC) of the NJ Department of Community Affairs (DCA) has a variety of coordinating responsibilities in the administration of the Weatherization Program. In addition to the selection of subgrantees, the OLIEC has established minimum program requirements and procedures for implementation of the Weatherization Program at the local level.

The OLIEC funds a network of non-profit organizations to provide Weatherization services to their respective communities. Local program operators have a primary responsibility to identify potential applicants, certify eligibility, and provide Weatherization services to eligible dwelling units within their geographic scope. Local program operators must develop and maintain a substantial public information program and positive client relationships. Programs must follow program rules and regulations as outlined in the state plan, policy bulletins, material and installations manual and the DOE final rule. NJ will provide funding through an Inter-Departmental Agreement with the NJ Housing Mortgage and Finance Agency (NJHMFA) to provide Weatherization to low-income families residing in multi-family dwellings. Approximately 3,877 multi-family units will be weatherized by HMFA.

a. Low-Income Definition - 440.14(c)(6)(xii)

In accordance with 10 CFR 440.3, New Jersey defines "low-income" for eligibility purposes as follows:

Income is at or below 200% of the federal poverty level determined in accordance with criteria established by the Office of the Secretary, US. Department of Health and Human Services; or

The household includes a member who has received cash assistance payments under Title IV or Title XVI of the Social Security Act or applicable State or local law at any time during the twelve-month period preceding the determination of eligibility for Weatherization assistance

b. Definition of Children - 440.14(c)(6)(xiii)

The programmatic definition of children is located in Weatherization Bulletin #107, issued December 1, 1998. This Bulletin is applicable to all OLIEC programs and defines children as dwelling unit residents not more than six years of age. In addition, the Bulletin establishes a prioritization procedure which results in an "adjusted application date" based on the presence of prioritized individuals residing in a dwelling unit. It will be updated to increase the priority status of households that are also high-energy users.

c. Elderly Units

Data extrapolated from 2000 Census figures indicate that 17% of the State's population is elderly (60 years and older). An estimate of the total number of eligible dwelling units in New Jersey yields 425,000. Thus, the estimated number of eligible dwelling units in which the elderly reside is 72,250 (425,000 x 17%).

d. Persons with Disabilities

U.S. Department of Energy
STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00178, State: NJ, Program Year: 2009

New Jersey WAP reports for 2002 reveal that 11% of the dwelling units weatherized were occupied by persons with disabilities. Thus, the estimated number of eligible dwelling units in which persons with disabilities reside is 46,750 (425,000 x 11%).

Procedures to determine that units weatherized have eligibility documentation:

a. Eligibility

Prior to the Weatherization of any unit, documentation shall be obtained, using the State Weatherization Application certifying that the household meets eligibility criteria as provided in 10 CFR 440.22:

Income is at or below 200% of the federal poverty level determined in accordance with criteria established by the Office of the Secretary, US Department of Health and Human Services; or

The household includes a member who has received cash assistance payments under Title IV or Title XVI of the Social Security Act; Food Stamps under the Food Stamp Act of 1977; or payments under section 415, 521, 541 or 542 of title 38, United States code, or under section 306 of the Veterans' and Survivors' Pension Improvement Act of 1978; or applicable state or local law at any time during the twelve-month period preceding the determination of eligibility for Weatherization assistance.

Prior to weatherizing an entire building of multi-family housing (including common area), a specific eligibility test will be applied. Not less than 66% of the dwelling units must be eligible dwelling units in a building containing three or more units (50% eligibility must be met for duplexes and four-unit buildings). In buildings where less than the required percentage of units are eligible, only the eligible units may be weatherized with DOE grant funds.

Unoccupied units may be weatherized if they will become eligible dwelling units within 180 days under Federal, State or local government program for rehabilitating the building or making similar improvements to the building.

b. Priority Populations and Dwellings

Weatherization Bulletin #107, issued December 1, 1998 establishes the procedure for determining the prioritization of service for Weatherization applicants. An adjusted application date is established for a dwelling based on the presence of priority individuals residing in the unit.

Weatherization Bulletin # 305 allows for prioritization of multi-family buildings for which the subgrantee receives leveraged funds before other multi-family dwellings. Single family, owner occupied units have priority over multi-family buildings.

Definition of children: Below age 6

Recommend tribal organization(s) be treated as local applicant? No

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

It is our intention to award a subset of subgrantee awards to Native American Tribes NJ intends to facilitate a partnership with existing Weatherization agencies and Native American Tribes that have expressed an interest in providing Weatherization assistance. Tribal members will receive training and technical assistance through NJCAA and will work under the supervision of the designated agency that will be responsible for ensuring that all work completed meets program standards. In addition to weatherizing units, the tribes will conduct outreach within the Native American communities to improve access to assistance. Funding to the Tri-County Community Action Agency has been increased by 1.2 million dollars which will be a pass through grant to the Nanticoke-Lenape Indians. The tribe will complete 146 units over the three year grant period. All jobs will be

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00178, State: NJ, Program Year: 2009

reported by the Tri-County Community Action Program and will be subject to the program requirements. The Ramapough Mountain Indians Inc. will be working in partnership with the Passaic Weatherization Program, assisting with community outreach. The tribe will not weatherize units, but will assist in the outreach effort with Native Americans and the community at large. DCA will fund this partnership with state administrative funds.

III.1.2 Selection of Areas to Be Served

1.2 Service area Determination - 440.14(c)(6)(ii)

New Jersey sub grants to 22 local Weatherization agencies to fully implement the State Plan and provide services to the eligible population. Each of New Jersey's twenty-one counties is served by at least one Weatherization agency. Some more densely populated urban centers also contain a Weatherization agency that only serves that urban center. In addition to the designated Weatherization agencies, NJHMFA as a government entity will provide Weatherization assistance under the stimulus grant for approximately 3,877 income eligible multi-family dwellings. HMFA is being allocated Weatherization funding for the purpose of implementation of the additional funding under the ARRA only. HMFA will not be awarded funding under any annual award given to the State. As stated in section III.1.1 local Weatherization agencies are required to prioritize single family, owner occupied units over multi-family dwellings. By providing an allocation to HMFA for multi-family dwellings, the DCA is not intending to prohibit local agencies from weatherizing multi-family dwellings. Instead the funding to HMFA is intended to supplement the continued efforts of the local Weatherization agencies. A local Weatherization agency may weatherize a multi-family dwelling provided all program eligibility, prioritization, and leveraging requirements are met. The NJHMFA has extensive experience working to ensure housing for low-income persons throughout the State. New Jersey Housing and Mortgage Finance Agency is dedicated to increasing the availability of and accessibility to safe, decent, and affordable housing to families in New Jersey. To further this mission the NJHMFA utilizes staff with experience in architecture, construction management, property management, financing, and energy efficient design and construction. NJHMFA's Division of Multifamily Lending Preservation deals almost exclusively with lending to projects that are rehabilitating existing low-income developments to assist sponsors and developers in the preservation of affordable housing.

NJHMFA currently administers a very successful green building/energy efficiency program. This and many of the NJHMFA programs require a minimum of Energy Star Homes certification, equating to at least 15% improvement in energy efficiency over International Energy Code. NJHMFA works extensively with the New Jersey Board of Public Utilities' Office of Clean Energy (BPU,OCE) to direct projects to take advantage of the energy savings programs they administer, and both engage and promote the goals of the Clean energy Program.

In addition to the above, the NJHMFA houses the New Jersey Green Homes Office which monitors and provides technical assistance to projects with energy efficient design components. The Green Homes Office also provides frequent trainings regarding Green Building and energy efficiency measures in new construction and renovation.

The addition of the ARRA Weatherization funding will utilize the existing capacity within the NJHMFA in order to ensure a successful program.

(see page 1 of 5: Weatherization Annual File Worksheet.

Individual subgrantees are selected on the basis of their:

Experience and performance in Weatherization or housing renovation activities

Experience in assisting low-income persons in the area to be served; and

Capacity to undertake a timely and effective Weatherization program.

Preference is given to any Community Action Agency or other public or non-profit entity which has, or is currently administering an effective program under 10 CFR 440 et. seq. or under Title II of the Economic Opportunity Act of

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STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00178, State: NJ, Program Year: 2009

1964, with program effectiveness evaluated by consideration of factors including, but not necessarily limited to the following:

The extent to which the past or current program achieved or is achieving Weatherization goals in a timely fashion;

The quality of the work performed by the subgrantee;

The number, qualifications and experience of staff members of the subgrantee; and

The ability of the subgrantee to secure volunteers, training participants, and public service employment workers, pursuant to the Jobs Training Partnership Act (JTPA).

Because of the need to maintain continuity of the Weatherization Program, it is not the intention of DCA to replace an agency currently operating a program unless it can be shown that the current agency cannot effectively operate the program or that an alternative agency can provide superior program administration. Further, the selections of alternative delivery systems during the program year are as infrequent as possible so that disruptions in service delivery can be reduced to an absolute minimum. Using the selection criteria required by 10 CFR 440.15 et. seq. as part of an RFP (Request for Proposals) process, DCA chooses alternative delivery systems, if needed, during the program year. This process is finalized by notifying the Regional DOE representative and conducting a public hearing.

Atlantic County is currently being served through a partnership with three subgrantees that serve bordering counties, Ocean Inc., Camden County OEO, and Tri-County Community Action Agency. These agencies intend to establish an intake location within Atlantic County to improve community access. Atlantic Human Resources accepts applications for the Home Energy Assistance Program, and will continue to refer those applicant to the agencies that provide Weatherization services.

All subgrantees are agencies which meet the requirements of 10 CFR 440.15 and which have been selected based upon on-site inspections made by State staff, as well as on transcripts of the public hearing which affirm that there are no public objections to any of the subgrantees selected.

III.1.3 Priorities

1.3 Priorities

Prioritization - 440.14(c)(6)(iii)

Prioritization protocol for Weatherization service is established by Weatherization Bulletin #107, issued December 1, 1998. Priority is established by the "adjusted application date", which is the date the application is certified as complete by the Weatherization manager, as adjusted according to the policy established by the Bulletin. Adjustments to the application date are made based on the presence of priority clients within the household to be served. Bulletin #107 will be updated to ensure that household that have priority status and are high-energy users can receive Weatherization on an accelerated basis.

New Jersey has implemented a Landlord Leveraging Policy which allows subgrantees to weatherize multi-family buildings for which contributions have been received before multi-family dwellings owned by non-contributing owners. Eligible clients will be served in both cases, however expediting service to dwellings that include leveraged funds will allow the subgrantee to weatherize additional units. New Jersey has revised its leveraging policy to give agencies more flexibility to determine when leveraging is required for shell Weatherization. Agencies may accept in-kind contributions, the installation of energy related items that cannot be paid for with DOE funds, or health and safety items in lieu of monetary contributions. The requirement that landlords pay no less than 50% of the total cost towards all heating system upgrades is still mandatory.

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00178, State: NJ, Program Year: 2009

III.2 Climatic Conditions

2. CLIMATE CONDITIONS

2.1 Climate - 440.14(c)(2)

Information obtained from the New Jersey Department of Environmental Protection (NJDEP) reveals New Jersey's climatic conditions as follows:

Annual Heating Degree Days (1990) = 5,436 (base 65 degrees F); Mean winter temperatures varied from 25.6 degrees Fahrenheit in December 1989 to 40.4 degrees Fahrenheit in January 1990, while December 1990 and January 1991 were 42.3 and 33.6 respectively. The Annual Cooling Degree Days = 1,490.

III.3 Weatherization Work

III.3.1 Type of Work to Be Done

3. WEATHERIZATION WORKS

Types of Work to be Done

3.1 Weatherization Measures - 440.14(c)(3)

a. Building Envelope Measures

Typical building envelope measures in New Jersey address both conductive and convective heat losses. These measures include weatherstripping, caulking, other anti-infiltration measures, insulation, and other measures that appear on the approved priority list, are recommended by the approved energy audits, and authorized by Appendix A of the WAP regulations.

B. Heating System Improvement Measures

Heating system improvement measures include the repair, retrofit, and replacement of the full variety of heating systems encountered. A furnace or boiler may be replaced if the energy audit report recommends this as a prioritized measure and if this priority measure is financially reachable. Heating system improvement services are also available on an expedited basis to address emergency situations. These services may also be financed with Health and Safety funds if circumstances so warrant. All clients receive an evaluation of the heating system as a regular part of the WAP energy audit process, and are eligible for both building envelope and heating system services. The OLIEC has issued a series of State Weatherization Bulletins (the 700 series) which list specific procedures for subgrantee handling of heating system retrofits, repairs, replacement, and testing.

III.3.2 Energy Audit Procedures

3.2 Energy Audit Procedures

Energy Audit - 440.14(c)(6)(xi)

NJ intends to request approval to use the SmoCers Energy Audit for all housing types.

The State of New Jersey will continue to use the DOE approved priority list, as part of the auditing process as appropriate. An approved computer based energy audit must be utilized when evaluating housing units that require replacement of windows or heating systems. New Jersey is using the NEAT audit for single-family dwelling units and EA-QUIP for multi-family dwellings until authorization is secured to use SmoCers.

Subgrantee personnel will perform the energy audit and process the data on personal computers.

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STATE PLAN/MASTER FILE WORKSHEET (continued)

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An energy audit user group has been established to provide field technicians an opportunity to share information and make recommendations for improvements in the program.

<u>Unit Types</u>	<u>Audit Procedures and Dates Most Recently Approved by DOE</u>
Single-family	The NEAT Audit, and a Priority List, both approved by DOE.
Multi-family	Queens Information Package (EA-QUIP). Approved by DOE on August 1, 2002
Mobile Home	NJ intends to request approval to use SmoCers for mobile homes. Currently NJ is using MHEA(Mobile Home Energy Audit).

III.3.3 Final Inspection

3.3 Final Inspection

Final Inspections - 440.16(g)

The State of New Jersey currently employs five field monitors who are responsible for ensuring that subgrantees comply with Federal and State regulations, policies, and procedures. These monitors conduct inspections on a random sampling of the units reported as completed by the subgrantee. These inspections ensure that completed units are, in fact, complete. Each quarter, the subgrantee submits a "completed units" report to the State using the HESWAP database.

The monitor performs a final inspection on a random sampling of the units reported by the subgrantee. The rate of inspections by the State monitors is based on the performance of the subgrantee. The percentage of inspections can be as low as 5% and as high as 100%. A form, signed by the State monitor, provides certification that the inspections were performed. This form must be received before any grant payments are issued to the subgrantee as reimbursement for expenditures. All dwelling units reported to DOE as completed will receive a final inspection by the subgrantee to certify that the job has been completed in a worklike manner and the measures installed are on the priority list or recommended by an approved energy audit.

New Jersey has an Installation standards manual which prescribes correct installation practices. This manual was fully implemented in 1993. These standards are mandated for contractor/crew installations and form the basis for quality control inspections of completed work. The manual will be upgraded to include standards for wall insulation, and air sealing as well as work lead-safe practices.

III.3.4 Assessment of Effectiveness

3.4 Analysis of Effectiveness

Analysis of Effectiveness - 440.14(c)(6)(i)

The effectiveness of subgrantee Weatherization projects is analyzed by use of a Subgrantee Rating System which has been described in detail in previous State Applications, and is summarized below. The Rating System is designed to compare each subgrantee's actual performance against the contractual requirements and milestones with which the subgrantee indicated acceptance as evidenced by contract execution.

The Subgrantee Performance Rating System was first developed by OLIEC in 1987. The results of this analysis in conjunction with the percentage of poverty within the service area is used to determine the grant allocation for each subgrantee. This rating system considers the following factors as required by 10 CFR 440.15(a)(3)(i-iii).

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Rating Factor #1: The extent to which the subgrantee is meeting required monthly levels of expenditures. (Point spread is 0 to 40.)

Rating Factor #2: The quality of work performed by the subgrantee (as determined by the percentage of units inspected which pass quality control inspections performed by State monitors). (Point spread is 0 to 30.)

Rating Factor #3: A yes/no determination by the State monitors on whether the subgrantee currently employs adequate staff to operate the program effectively. (Points awarded are 0 for No and 30 for Yes.)

Rating Factor #4: The extent to which the subgrantee submits required quarterly production/expenditure reports on a timely basis. (Point spread is 0 to 10.)

The points awarded under this system are totaled (by Rating Factor) for each subgrantee quarterly and annually. The annual totals provide a basis for comparing performance among subgrantees and for determining future funding allocations. Awards are presented annually to the three top ranked subgrantees in each category. The annual "Golden Hammer Award" is presented to the agency with the highest overall rating. .

Several of the rating factors referred to herein represent subgrantee - DCA contractual requirements. Violations of these contractual provisions will also trigger the Positive Progressive Contract Compliance Process which is described in previous plans and summarized in the Monitoring Plan section of this State Application.

III.4 Health and Safety

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4. HEALTH AND SAFETY

HEALTH AND SAFETY PLAN

GOALS:

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

PARTICIPANTS

A. Grantee Health and Safety

STATE FIELD MONITORS

The State staff visiting client units will be provided protection against unreasonable conditions that could endanger their health and safety before Weatherization measures have been installed, during work in progress, and upon final inspection. State staff are covered under the standards of the Public Employees OSHA and any other applicable statutes, regulations or guidelines published in the New Jersey Register which pertains to health and safety matters.

The expected costs for the grantee in health and safety include at a minimum, safety goggles, respirators, tyvek suits and gas leak detectors.

B. Crew and/or Contractor Health and Safety

CREW/CONTRACTORS

Local government staff are covered by the Public Employees OSHA for health and safety protection. The private, nonprofit agency crew and private sector contractors are covered by the federal OSHA standards Title 29, Code of Federal Regulations (CFR) Part 1926.

Crew/Contractors should be aware that Material Safety Data Sheets are available to learn about a potentially hazardous material's effect on the health of individuals and how to safely apply the material in a client's home.

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Agencies must have a binder containing MSDS for materials used by its crew or contractors.

Agency field technicians must have a relative humidity gauge because most biological containments and moisture problems can be controlled by identifying humidity levels in the attic, basement, and crawlspace.

Training will be provided for state field monitors, agency field technicians, and contractors from among these topics offered by the New Jersey Department of Labor & Workforce Development Unit (DOL):

- Electrical Safe Work Practices
- Ergonomics for the Office
- First Aid for Bystanders
- Hand and Portable Power Tool Safety
- Hand Injury Prevention
- Hazard Awareness
- Hazard Communication
- Heat and Cold Stress and Carbon Monoxide Poisoning
- Hearing Conservation
- Ladder Safety
- Material Handling, Back Safety & Lifting Techniques
- OSHA Record Keeping
- Personal Protective Equipment
- Respiratory Protection
- Safety Audit
- Safety Program Development
- Safety Scanning
- The Supervisor and Safety
- Walking and Working Surfaces

Agency staff and contractors must meet drug-free workplace requirements in Weatherization Bulletin #807.

In addition, agencies must comply with Weatherization Bulletin #806, dealing with control of equipment and Weatherization Bulletin # 506, dealing with the list of disbarred contractors.

Agency crew and contractors must have the Weatherization Installation Standards Manual in their possession on the job site when issues involving the proper methods to install a material are raised.

State field monitors, agency field technicians, contractors and contractor personnel are required to complete the OSHA 10-hour Residential Construction Industry outreach training for workers.

Special attention will be given to job site accidents and injuries. OSHA's Forms for Recording Work-Related Injuries and Illnesses must be completed and kept on file at all agencies.

Subgrantees and contractors must dispose of office and field equipment when obsolete in a responsible manner. Seek out county and local government programs that recycle computer and electronic equipment containing hazardous components. Also, any debris removed from a client's house, especially materials used to weatherize and which contain hazardous chemicals must be disposed of properly, in accordance with state and federal EPA rules.

If they qualify, subgrantees and contractors are encouraged to use the New Jersey Department of Labor free Occupational Safety & Health On-Site Consultation program to find out about potential hazards at their worksites, and improve their occupational safety and health management systems.

For enforcement activity or to register a complaint regarding a workplace safety or health hazard, contact one

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of the area offices of the U.S. Department of Labor's Occupational Safety and Health Administration that serve the county where the workplace is located.

C. Client Health and Safety

CLIENTS

Agency staff as early as the intake stage should be alert to situations that could negatively affect the health and safety of clients. Question clients about allergies or diseases that are traceable to materials used in Weatherization. The client will complete a Indoor Air Quality checklist, a Building Related Illness checklist, and a Residential Moisture Problem Assessment form/checklist. Later, a decision can be made about proceeding with Weatherization work or postponing work because of a major problem or installing partial Weatherization.

New Jersey will provide training to State monitors and subgrantee field staff on Mold and Moisture problems. The training will ensure that staff can identify mold and provide the client with information on remediation. NJ will also provide subgrantees with a Standardized form to be used in the event that Weatherization must be deferred due to serious mold and moisture problems.

D. Potential Hazard Considerations

1. Biological

The removal of unsanitary (including raw sewage) conditions, and rotting wood will be allowed as an incidental repair. However, if the cost exceeds the limits allowed under Incidental Repairs, then Weatherization services may need to be delayed until the problem can be referred to another agency that can take remedial action. Air tightness limits will be carefully chosen for homes with biological problems.

To allow effective Weatherization work and/or to assure the immediate or future health of workers and clients, the following remedies will be considered after a moisture problem assessment form/checklist has been completed by the client at intake and by the agency field technician during the audit:

- install or repair exhaust fans vented to the outside in kitchens and bathrooms
- vent clothes dryers outdoors
- ventilate the attic and crawlspace
- gutter sections, downspouts, and splash blocks
- windows
- wall and ceiling patching
- sump pump
- repoint mortar
- dehumidifier
- clean gutters
- pipe insulation
- roof leak repairs
- wall, attic, crawlspace insulation
- electrical outlet and switchplate gaskets
- sealing floor/wall junctions
- sealing heating ducts, plumbing and utility chases and penetrations
- sealing window and door frames
- ground moisture barriers (6 mil polyethylene)

Weatherization Bulletins #401, 404, and 715 provide directives regarding biological contaminants.

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2. Combustion Appliances and Combustion Gases

Weatherization Bulletins #703,706,

711, 714, 715, 722, 724, 725, and 726 includes procedures for testing combustion appliances like furnaces, boilers, space heaters, gas cook stoves, and water heaters. The policy also requires agencies to refer clients to gas utility providers when a carbon monoxide problem is found in gas ranges. If carbon monoxide and draft problems are found in heating systems, the agency will notify the gas utility provider if the fuel is gas, or if the fuel is deliverable, a heating service technician. Agencies have gas leak detectors and the others will be required to use them in the new grant year.

Clients receive Appliance-Heating System Evaluation Forms that summarize the carbon monoxide test results of their dryers, gas ranges, heaters, and water heater. Also, information on new heating systems is provided, including advice on regular maintenance.

The state Weatherization program uses LIHEAP funds for heating system upgrades. The Heating System Improvement Program (HIP) allows for emergency heating system replacement.

The state's current health and safety policy allows for these tactics under Space Heating and Domestic Hot Water Systems:

- vent pipes
- gas lines
- chimney liners
- duct runs
- duct runs
- water lines
- electrical upgrades
- draft regulators
- asbestos (encapsulation only)
- clean and calibrate (for CO abatement)

--CO detectors are an allowable health and safety cost for all weatherized units (all electric units are excluded)

Gas Ranges:

- pilot lights
- burner assemblies
- clean and calibrate (for CO abatement)

3. Fire Hazards

The state will require that heating contractors comply with industry standards, manufacturer instructions, and the Weatherization Installation Standards Manual, along with applicable codes to prevent hazardous situations where combustible materials are located dangerously close to combustion appliances.

Agency crew and contractors must refer to The Uniform Construction Code (NJAC 5:23-1.1 et seq) to identify proper clearances between combustion appliances and combustible materials.

Procedures to identify potentially dangerous creosote build-up in chimneys and wood stove flues include interviewing the client.

The auditor will determine if an additional examination of the chimney or wood stove flue needs to be conducted

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by a CSIA Certified Chimney Sweep. The procedure defined by the NFPA (National Fire Protection Association) should be followed.

Weatherization Bulletin #714 and 715 also provide guidance when considering fire hazards.

Client education will provide agencies with a method to make clients aware of any corrective action needed regarding combustion appliances. Agencies will also inspect chimneys at the audit stage and inquire of clients about when chimneys and wood stove flues were last cleaned. Chimney sweep services will be allowed as a health and safety measure.

New Jersey uses a portion of their federal LIHEAP grant to fund a Heating Improvement Program(HIP).

Smoke alarms will also be allowed as a health and safety cost. At least, one smoke alarm must be located on every habitable floor of the home and outside each separate sleeping area in the immediate vicinity of the bedroom(s) in accordance with the Uniform Construction Code adopted by the State of New Jersey at N.J.A.C. 5:23-1.1 et seq.

4. Existing Occupant Health Problems

Agencies will become aware of clients' health problems that could be exacerbated by Weatherization activities at the intake stage. Clients applying for assistance will complete a building related illness checklist to identify preexisting conditions and warn agency staff what routines will need to be modified to protect the health of clients.

Weatherization Bulletin #406 provides directions when client health is a consideration.

5. Indoor Air Quality

a. Asbestos

If allowed by local code or EPA, encapsulation will be permitted. Removal and replacement of asbestos siding for purposes of wall cavity insulation is permissible if allowed by state and local codes. Asbestos remediation cannot be paid for with DOE funds. If asbestos is unstable and cannot be encapsulated, Weatherization work may be deferred until the asbestos can be removed by others.

Weatherization Bulletin # 710 provides guidance on asbestos encapsulation. Currently, asbestos (encapsulation only) is an allowable health and safety cost

b. Radon

When there is a previously identified radon problem, the only work approved by the grantee will be measures that will assist in radon remediation. The EPA believes that any home with a radon concentration above 4 Pico-Curies per liter (pC/L) of air should be modified to reduce the concentration. Minimum allowable costs for a home with low levels of radon (2-to-20 pC/l) include:

- Installing a plastic (6-mil polyethylene) ground cover.
- Sealing the holes and cracks in the basement walls and floor.
- Ventilating the crawlspace or basement to dilute radon.

Major radon problems (above 20 pC/l) will be referred to state EPA certified radon remediation firms for mitigation or abatement.

Radon testing to confirm or identify the existence of a radon problem is an allowable health and safety measure. The state will test any home that the owner gives permission. Major radon problems will also be referred to the New Jersey Department of Environmental Protection (DEP) or federal EPA.

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c. Formaldehyde and Volatile Organic Compounds

Formaldehyde vapors are often emitted by pressed wood products, hardwood, plywood, wall paneling, particleboard, wafer board, environmental tobacco smoke, durable press drapes, glues, some new carpets, urea-formaldehyde foam insulation, etc. VOCs are emitted by some household cleaning products like cleansers and disinfectants; paints, paint strippers, and other solvents; preservatives; stored fuels, and automotive products; moth repellents and air fresheners; etc. The subgrantee agencies will be cautious in setting air tightness limits in homes with VOC problems. Client education will be given to make clients aware of any products used in Weatherization containing formaldehyde and volatile organic compounds. Also, subgrantees will inform clients of household hazardous waste collection day programs in their county.

6. Lead Paint

Weatherization Program Notice 02-6, "Weatherization Activities and Federal Lead-Based Paint Regulations" The state has Weatherization Bulletin # 424 that incorporates the DOE policy on lead safe Weatherization. This policy bulletin has been updated to reflect the most current program notice issued by DOE. NJ is in the process of scheduling the required training to ensure that agency staff and contractor have the required certifications for lead safe work practices. The required training shall include, but not be limited to, training regarding the applicability of state Lead Safe Work Practices regulations and the new United States Environmental Protection Agency's Certified Renovator requirements. Weatherization Bulletin # 608 has been revised by the state to inform agencies that if they opt not to carry pollution occurrence insurance that DOE funds cannot be used to address and liability that may be incurred as a result of a pollution occurrence. Currently, lead base paint testing and lead safe working practices are allowable health and safety costs. The agency cannot exceed their Health & Safety line item budget.

7. Building Structure

Major building structural problems cannot be weatherized unless other funding can be identified to correct the deficiencies.

Weatherization work will be postponed until funding is secured and rehabilitation is in progress or completed. Incidental repairs necessary for the effective performance or preservation of Weatherization are allowed. Weatherization Bulletin # 412 states the grantee policy on "Incidental Repairs".

8. Electrical Issues

The state prohibits insulating where knob and tube wiring is live. Weatherization Bulletin # 402 states the policy guidance on knob and tube wiring.

Agencies will seek the approval of the state Weatherization program manager when electrical overloads are likely to result from installing new appliances through the Weatherization program. Any existing overloads discovered at the time of the audit will be discussed with the owner and noted in the client folder. Weatherization Bulletin #715 provides guidance on overloads.

9. Refrigerant Issues

The state has an agreement with the retailer, Sears, to deliver refrigerators and to dispose of the old

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refrigerator in accordance with the Clean Air Act 1990, section 608, as amended by 40 CFR 82, 5/14/93. Weatherization Bulletin #418 provides protocols that comply with EPA standards for disposal of the existing refrigerator. Two additional vendors, Whirlpool and Lowes will also participate in the program. All three companies will offer the same services, and agencies will be able to order appliances from all three vendors. Other vendors may be considered for the program.

10. Other Code Compliance Issues

The state requires that Weatherization-related work conform with applicable codes in jurisdictions where the work is being performed. The contract with subgrantees, the contract between shell contractor and subgrantees, and the contractor assurances form for heating systems ensure that applicable work will be reviewed by local code inspectors for permits taken.

Weatherization Bulletins #405, 410, 716, 719, and 724 provide directives that require crews/contractors to comply with local code requirements.

E. Deferral Standards

Agencies must postpone work when problems occur that cannot be remedied with DOE funds or other available grantee and subgrantee funds. Guidelines are stated in Weatherization Bulletins # 413,417, 712,713 and 718 to assist agencies in deciding if delaying work is the best option.

The grantee accepts that the deferral standards may include:

1. The client has known health conditions that prohibit the installation of insulation and other Weatherization materials.
2. The building structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that failure is imminent and the conditions cannot be resolved cost-effectively.
3. The house has sewage or other sanitary problems that would further endanger the client and Weatherization installers if Weatherization work were performed.
4. The house has been condemned or electrical, heating, plumbing, or other equipment has been "red tagged" by local or state building officials or utilities.
5. Moisture/Mold are so severe they cannot be resolved under existing health and safety measures and with minor repairs.
6. Dangerous conditions exist due to high carbon monoxide levels in combustion appliances, and cannot be resolved under existing health and safety measures.
7. The client is uncooperative, abusive, or threatening to the crew, subcontractors, auditors, inspectors, or others who must work on or visit the house.
8. In the judgment of the energy auditor, any condition exists which may endanger the health and/or safety of the work crew or subcontractor, the work should not proceed until the condition is corrected.

A sample form for deferring Weatherization is presented on the next page.

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POSTPONEMENT IN DELIVERING WEATHERIZATION SERVICES

Client's Name: _____

Client's Address: _____

Date of Decision to Postpone Work: _____

Date The Client was informed _____

Why work is being postponed: _____

What needs to be done before work can continue: _____

What the Client needs to do: _____

What the Agency will do: _____

I understand the information presented above and have been informed of my rights and options to appeal the decision stated on this form

Client's Signature

Date of Signature

Comments:



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III.5 Rental Procedures

5. RENTAL PROCEDURES

5.1 Rental Plan - 440.22(3)(b)-(d)

New Jersey's current Landlord - Tenant agreement form ensures that the rights of Tenants and the Weatherization investment in rental buildings are protected, and that the benefits of weatherization accrue to the low-income persons the program intends to serve. The document is enforceable by the tenant(s). The document was reissued as a formal Weatherization Bulletin to ensure its uniform applicability on April 22, 1994.

Weatherization Bulletin #305 outlines the current policies for leveraging landlord contributions. This policy permits the prioritization of multi-family dwellings for which the subgrantee receives a landlord contribution, and requires building owners to make code and safety improvements prior to receiving weatherization services. Agencies will have the flexibility to reduce or eliminate landlord contributions for shell weatherization. In lieu of monetary contributions, the agency may accept in-kind contributions or the installation of energy related measures that are not covered with weatherization grant funds. There remains a 50% landlord contribution for heating system upgrades in multi-family dwellings.

III.6 Program Management

III.6.1 Overview

6. PROGRAM MANAGEMENT

6.1 OVERVIEW

1. Weatherization Projects - 440.14(c)(5)

The "Subgrantee Details" Table describes: the geographic area served by each WAP subgrantee; the tentative allocation for each area; the minimum number of dwelling units expected to be weatherized during the program year, with DOE funds, for each area, the congressional district(S) served, and the estimated number of rental dwelling units to be weatherized.

2. Sources of Labor

The State, through the New Jersey Department of Labor and Workforce Development (DLWD) will provide opportunities to individuals with basic skills necessary in the Weatherization program through the DLWD's One-Stop Career Centers. Additionally, sub grantees are encouraged to utilize the One Stop Career Centers to fill open positions in addition to the sub grantee's regular community outreach efforts.

3. Labor Standard

All contractors performing weatherization work must pay their employees a living wage (\$17.40 wage) or the federal prevailing wage whichever is higher and must provide quality, affordable employer sponsored health insurance to its employees.

In accordance with the ARRA, the DCA will require all sub-grantees to pay employees a living wage and a benefits' package to include health care coverage, and to hire responsible contractors that pay their employees a living wage along with a benefits' package to include health care coverage. The DCA/OLIEC, in cooperation with the DLWD, is in the process of surveying all its current weatherization agencies in order to determine the appropriate wage, benefit, and training requirements for the various job responsibilities of the employees; however, it is estimated that this living wage rate will be within a range of \$17 to \$19 per hour, plus the benefits package. During the beginning of the ramp up period the DCA/OLIEC will adopt a policy establishing the minimum level of compensation, benefits and training required of all sub-grantees. In addition, the existing bidding and contractor policies will be amended in order to incorporate the living wage requirements of the ARRA of all contractors hired by sub grantees. These requirements shall include but will not be limited to a

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requirement that the sub grantee, and contractors, obtain training from an approved weatherization training provider, and that all sub grantees and contractors comply with all applicable State and Federal regulations and statutes. Compliance with these policies will be incorporated into the contract between the DCA and sub grantees as well as the Contractor Assurance form required to be used by sub grantees when hiring contractors.

4. Responsible Contractor

Each bidder for a contract to perform weatherization work shall state in its bid whether or not it is a Responsible Contractor. Each bidder shall be required to submit to Subgrantees a completed and signed statement that details that bidder's compliance and the compliance of any subcontractors employed by the bidder for work covered under the bid with the following Responsible Contractor requirements. Subgrantees shall not award any Contract to a bidder that is not a Responsible Contractor. Bid submissions shall contain documentation and assertions made under penalty of perjury of the Contractor's compliance with the various requirements set forth. Requirements. A Responsible Contractor is a contractor that satisfies the following requirements for the Contract in question:

- possesses appropriate business and contracting licensing (New Jersey Home Improvement Contractors' Registration), insurance, and bonding;
- will perform all work through utilization of individuals properly classified as employees, rather than independent contractors (except where subcontracting to a subcontractor as defined herein);
- has had no more than six (6) government determinations of a violation of federal, state, or local laws relating to public safety, workplace safety, or employment in the past three years;
- has not been disbarred from any public contract (federal, state or local)
- has successfully completed a job this size and this and this type or a similar type of work in the past five years, with a satisfactory record of on-time performance;
- will require all employees on weatherization program work to complete at least 10 hours of OSHA safety training;
- complies with any applicable local hiring or first source policy;
- will utilize a workforce which consists of 50% of individuals that have completed a weatherization training program that offers open enrollment in which a minimum of 50% of all training participants must meet the following requirements:
 - o resides in a Distressed Neighborhood;
 - o is a Low-Income Individual; and
 - o in the 365 days prior to commencement of work on the Covered Project, (i) has not registered as an apprentice in a certified apprenticeship program, (ii) has not performed craft labor as a licensed journeyman.

"Distressed Neighborhood" is defined as a zip code containing at least part of one census tract with a rate of unemployment in excess of 150% of the state in which it is located.

Labor Peace

Whereas, the interests of the general public, the State of New Jersey, the DCA, the Unions and Contractors would be best served if the weatherization work proceeded in an orderly manner without disruption because of strikes, sympathy strikes, work stoppages, picketing, lockouts, slowdowns or other interferences with work, all contractors must sign a labor peace agreement that would include provisions that an employer will not take any action nor make any statement that directly or indirectly states or implies any opposition by the employer to the selection by its employees of a collective bargaining representative; that a labor organization can obtain recognition as the exclusive collective bargaining representative by demonstrating to an agreed upon neutral third-party provider or the NJ State Board of Mediation, Division of Private Employment Dispute Settlement that a majority of the

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employees in the bargaining unit have shown their preference to have the labor organization be their representative by signing authorization cards indicating that preference; that prohibits the labor organization from engaging in any picketing, work stoppages, boycotts or any other economic interference with the construction project; that provides that the employer and labor organization will submit all disputes relating to employment conditions or negotiation thereof to final and binding arbitration; and that any dispute over what constitutes an appropriate bargaining unit will be determined by the NJ State Board of Mediation, Division of Private Employment Dispute Settlement.

III.6.2 Administrative Expenditure Limits

6.2 ADMINISTRATIVE EXPENDITURE LIMIT

1. Supplemental Subgrantee Administrative Funds -440.14(c)(6)(x)

The total amount available to all New Jersey subgrantees for administrative funds is five percent(5%) of the state's grant. All NJ subgrantees have grantees in excess of \$350,000 and therefore do not qualify for an additional 5% in administrative funding.

It has been the subgrantee's responsibility to set aside sufficient administrative funds to conduct financial audits meeting DOE guidelines. Subgrantees are required to submit an audit of DOE funds in accordance with OMB circulars A-110, A-128, or A-133, as applicable and in accordance with American Reinvestment and Recovery Act requirements.

III.6.3 Monitoring Approach

6.3 MONITORING APPROACH

1. Monitoring Plan - 440.12(b)(6)

1.1 State Wide Quality Control Requirements

The basic function of the monitoring staff is to be regularly accessible to each grantee to ensure regulatory compliance and to provide Training and Technical Assistance (T&TA). Monitoring staff must be prepared to engage in problem solving at every level of the agency, promote an understanding of the goals of the program, and develop strategies to overcome various issues and problem areas.

New Jersey's monitoring staff offers planning aid and regular and comprehensive monitoring of weatherized homes and agency staff. They also examine work schedules and reports, oversee the subcontracting process, and evaluate agency performance. OLEC believes that this is the key to maintaining program standards and minimizing the opportunity for problems to arise. Substantive assistance includes, but is not limited to, the following areas:

Administrative and programmatic planning;

Planning outreach activities;

Intake and application process;

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Work flow/reporting;

Energy audit;

Bidding;

Recruiting and training responsible contractors with adequate training and skill;
Selecting responsible contractors through a public bidding process
Ensuring adequate monitoring of contractor production

Contract compliance;

Inspecting the work; and

Fiscal accountability;

Client education.

Monitoring is the principal method by which DCA can affect the management of any weatherization program and improve the quality of work. The Office of Low-Income Energy Conservation's monitoring tool tests the following: estimating, warehousing, product quality, craftsmanship, inventory, equipment and vehicle maintenance, material installation, productivity, crew safety, reports, and public relations.

Each local agency will be monitored regularly by DCA programmatic monitoring staff, once each week, or as needed, throughout the Weatherization program period.

Monitoring staff conduct an intensive review of all local programs once each year. This annual review is conducted at the end of the grant period. The annual reviews average three days in duration. The State uses a self-revised version of the comprehensive US DOE Subgrantee Monitoring Instrument to record these monitoring visits. Augmented by photographs of actual weatherization work, the DOE Monitoring Instrument provides an accurate and useful record of the quality of subgrantee weatherization work.

In addition, a dwelling unit inspection form with requisite standards was developed based on the Tennessee Valley Authority model. This form was implemented on February 29, 1988.

T&TA addresses all problems and potential problem areas that have an impact on the effectiveness of the weatherization effort. Many problems are significantly reduced through T&TA programs which are specifically oriented to solving identified problems and their causes. Technical assistance is provided by the program monitors and fiscal monitors.

Monitors oversee weatherization projects to insure that on-site supervision and pre-and-post visits to weatherization sites are adequate to insure consistency and conformance to technical and professional standards and to comply with DOE and State regulations and guidance. Comprehensive fiscal monitoring will be conducted by fiscal staff of the Division of Housing and Community Resources at each subgrantee agency.

1.2 On-site or local controls

In New Jersey the vast majority of the subgrantees hire private contractors to perform the weatherization work. This ensures that different entities complete the work (contractors) and inspect the work (subgrantee staff). The remaining subgrantees employ crews to complete the work. Separation is achieved by the entities that complete the work (laborers and crew supervisor) and inspect the work (cost-estimator or manager). With the



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STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00178, State: NJ, Program Year: 2009

implementation of the Priority List, it is anticipated that more subgrantees will employ crew labor to conduct air sealing and windows upgrades.

1.3 Progressive Compliance Mechanism

In order to avoid having to use the Progressive Compliance Mechanism steps, New Jersey staffs implement several preventive techniques aimed at staving off compliance problems before they start. For example, the Weatherization conferences now provide a forum for formal training and information dissemination to the subgrantee agencies. As with employee discipline problems, subgrantee compliance problems are rarely intentional. More often they are a result of lack of knowledge of how to complete projects and assignments within accepted standards. When lack of knowledge is not responsible for the non-compliance issue, however, the following steps comprise the Progressive Compliance Mechanism.

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

Oral Warning to Weatherization Manager: Emphasize undesirability of agency's continued non-compliance and possible consequences if continued (for agency, group, and program); Violation are discussed in a straight forward manner; Offer to assist agency to correct deviation; Stress to Manager that there must be improvement in the future; Record in file.

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

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

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

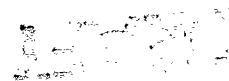
NJ will track agency progress over the course of the three year grant to ensure compliance with all contractual obligations. Monitoring will focus on adequacy of staffing, sufficient equipment and supplies to perform the required amount of production, adequate production and the prescribed benchmarks, and adherence to installation and material standards and reporting requirements. Any agency that has not made sufficient progress in all the areas referenced may have a reduction in the program funding. Any funds recovered from an agency will be allocated to another to ensure that all grant funds are expended in a timely fashion and that New Jersey uses its full ARRA allocation to sufficiently weatherize homes and units throughout the State.

April 1, 2009 - July 31, 2009 - State and agency ramp-up period - Agencies will be provided funding to hire staff, purchase necessary equipment, and vehicles. Production goals will be established. State will adequately staff and purchase equipment necessary to monitor agencies.

August 1, 2009 - December 31, 2010 - Agency will produce and report a sufficient number of homes to expend 30% of allocated funds. State monitors will complete an annual monitoring review for this grant with a recommendation for an increase or decrease in funding.

January 1, 2010 - December 31, 2011 - Production will be reviewed on a quarterly basis to ensure that agencies have a sufficient number of homes to be weatherized with ARRA funds. Funding will be reallocated as needed to meet production goals.

January 2012 - April 30, 2012 - Agencies are completing the final quarter of production, and NJ will generate a detailed report on the expenditure of he ARRA funds.



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STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00178, State: NJ, Program Year: 2009

III.6.4 Training and Technical Assistance Approach

6.4 TRAINING AND TECHNICAL ASSISTANCE APPROACH

1. Training And Technical Assistance Plan - 440.12(b)(7)

Through the use of new funds New Jersey continues to bolster its Training and Technical Assistance Program by continuing several initiatives.

Recent advances in the field of building science underscore the need to upgrade the skills and equipment of the subgrantee staff. Significant energy conservation opportunities exist which can only be addressed through instrumented building inspection techniques using furnace efficiency testing equipment, infiltration measurement devices, and under certain circumstances, infrared scanning equipment. Opportunities also exist to streamline and systematize weatherization program management functions through the introduction of computerized systems and electronic data transfer. Staff turnover and the occasional appointment of new subgrantees also dictate that a core curriculum be developed to orient newcomers to the basics of the weatherization program; its goals, methods, and philosophy, as well as the practical job skills required every day.

The management of the weatherization program at the local level requires expertise in a wide array of areas including construction management, fiscal policy, client education, staff motivation, energy transfer theory, materials science, installation techniques, and related issues. In addition, subgrantees must operate their programs in accordance with a variety of governmental regulations and policies. The State has determined through experience that regularly scheduled meetings of DCA staff, and the staff of the subgrantees are essential to the optimum performance of the weatherization program. The dissemination of written information between these meetings reinforces their utility.

One conference for the general staff of local weatherization programs will be held annually during the 2009-12 grant period. In addition, 'short courses', and general information meetings will be developed focusing on specific job duties, as needed. Through a grant to the New Jersey Community Action Association (NJCAA), the OLIEC proposes to increase the productivity, quality and scope of the weatherization program by offering workshops, seminars and conferences targeting the above-mentioned subject areas.

Instruction will be provided by a combination of :

Paid consultant experts;

US DOE, and NJ DCA Staff;

Grantee or subgrantee staff; and

Experts whose time is donated.

Throughout the program year, both the OLIEC and NJCAA will assist subgrantees in developing outreach systems, landlord relations, media presentations and contacts with local officials.

Training on the use of the priority list and the SmoCers Energy Audit will be ongoing during the 2009-12 grant period. NJ also intends to provide a series of field training and ensure that all lead safe work practices training is provided to all subgrantee technical staff and contractors as required. This training will be funded with DOE and LIHEAP funds.

Quarterly training's will be held to train field technicians who will then be tested and certified by the Building Performance Institute (BPI).

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STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00178, State: NJ, Program Year: 2009

In addition, the OLEEC regularly solicits the subgrantees opinions concerning their own training needs. Responses are incorporated into the training agenda on an ad hoc basis as they are received and analyzed.

1. Training needs assessment

The need for training and technical assistance (T&TA) is revealed through monitoring visits, in-house review of local reports, and evaluative surveys collected at regularly scheduled training conferences.

2. Training program

a. Training to be provided

i Policy and Administration

NJ provides training and technical assistance on program policy by scheduling quarterly meeting with agency program managers. The State program manager and monitoring staff provide training and policy updates.

ii Personnel

Subgrantees have expressed a need to both reduce staff turnover and motivate staff to achieve maximum productivity. In addition, Weatherization managers may be responsible for personnel decisions such as hiring recommendations, disciplinary actions, and other sensitive matters. Furthermore, all professional staff can benefit from time management techniques, organizational, and computer skills development.

iii Financial Management

Subgrantees must operate their programs within the context of their contractual relationship with the State and 10CFR600, the "Common Rule". Each subgrantee must establish internal systems to monitor expenditure levels and avoid disallowed costs. Prompt and accurate reporting of expenditures to the State avoids cash flow problems which can impede production. Computerization and electronic data transfer will be explored as a method of more expeditiously managing the financial aspects of the weatherization effort.

This fiscal/administrative training component will include the following topics:

Training in the types of time allocation procedures.

Training in auditing techniques.

Training in the OMB Circulars A-133, A-122, A-123, A-102 (when revision is complete), and 10 CFR 600.

Training in the procurement procedures of New Jersey's Local Public Contracts Law.

iv Heating System Improvement

Continuous skill upgrading will enhance the ability of technical field representatives to evaluate energy conservation opportunities available from heating system improvements; to provide independent verification and analysis of contractors' proposals, and identify health and safety issues.

v Analytical Weatherization Initiative

Systematic Whole-House Air Tightening, or the SWAT approach, intends to maximize the energy savings

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STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00178, State: NJ, Program Year: 2009

potential of 'general heat waste' reduction. Subgrantees have been provided with air-infiltration testing equipment and training on testing for air-tightness safety limits.

vi Core Curriculum Development

The NJCAA has developed a core curriculum includes basic training for program managers, field technicians, and fiscal management staff. NJCAA will work with the NJ Department of Labor and Workforce Development to identify, screen, and train unemployed persons to act as community outreach workers, energy auditors, and field technicians.

The New Jersey Building Laborers Training and Apprenticeship Fund utilizes nationally recognized curriculum for its weatherization training program. The program focuses on new-hires for weatherization private contractors.

New Jersey Weatherization Assistance Program monitors receive in-service training from the Weatherization Supervisor. Monitors are required to attend formal two or three-day training sessions with local quality control personnel three times per year. Moreover, new weatherization techniques or projects are introduced via formal training sessions.

ix Consumer Education

The Office of Low-Income Energy Conservation recognizes that a household, via behavior changes, can achieve more energy conservation than the installation of materials and mechanical instruments alone would indicate. Behavior changes in lifestyle which the low-income family can easily adapt to are necessary ingredients to the maximization of weatherization materials.

In order to further increase the effectiveness of the Weatherization program, the New Jersey WAP approaches clients with a program of client education which includes one-on-one interaction with the entire subgrantee weatherization staff, literature which reinforces the value of the energy audit, and the energy audit's computerized printout of energy savings opportunities. To facilitate community acceptance of the diagnostic approach in identifying and eliminating excess air infiltration, client education materials are being updated to include information on efficiency, health and safety, and other programs related to energy conservation.

b. Attendance requirements

Attendance by appropriate subgrantee personnel and OLIEC staff is required at all New Jersey sanctioned Weatherization Training Conferences.

3. Training/Certification requirements for subgrantee personnel -

Local quality control personnel are required to attend two to three-day training sessions two times per year.

4. Subgrantee comparative productivity

a. Method of productivity analysis:

The method of productivity analysis is the Subgrantee Performance Rating System which is described in (111.3.4) of the State Plan section of this Application.

b. Analysis' impact on training development:

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U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00178, State: NJ, Program Year: 2009

Analysis of subgrantee performance is just one influence contributing to the development of training activities. Less than optimum subgrantee performance, as measured by the Subgrantee Performance Rating System, may be indicative of a need for Training and Technical Assistance. Appropriate staff is consulted to determine if this is the case, and deficiencies are addressed through the development of subsequent training conference agendas.

5. Funding Monitoring

a. Portion of State T&TA funds used for monitoring

Approximately 2% of DOE ARRA T&TA funds will be used at the State level for monitoring and other technical assistance activities.

The remaining T&TA funds will be going to weatherization agencies, NJCAA and NJDOL.

b. How T&TA funds are apportioned

DOE T&TA funds are used at the State level for salary and related expenses of Field Monitoring personnel and other OLIEC/DHCR staff.

c. Other funds for monitoring

Other funds for monitoring are derived from the 2009 LIHEAP grant and the 2009 DOE Weatherization grant.

6. Assessment of T&TA activities' effectiveness

The effectiveness of T&TA activities is measured through survey of the training participants at the conclusion of each training event. Participants' response to training offered to date has been positive as measured by this method.

III.6.5 Energy Crisis Plan

In the event of an energy crisis, NJ will use LIHEAP regulations to provide weatherization assistance. That assistance will include the installation of approved weatherization materials in conjunction with other programs to address damage to eligible households by natural disasters. A record will be maintained of the measures installed, and those treated homes will received full weatherization assistance program services as soon as possible.

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: NJ Grant Number: EE00178 Program Year: 2009

Name:	BAYONNE ECONOMIC OPPORTUNITY FOUNDATION	Contact:	Eleanor Tiefenwerth
Address:	555 Kennedy Boulevard P.O. BOX 1032 Bayonne, NJ 07002	Phone:	(201)437-7222
		Fax:	(201)437-2810
		Email:	admin@beof.org
Counties served:	Hudson	Tentative allocation:	\$ 500,000.00
		Planned units:	65
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u> 13
Name:	BERGEN COUNTY COMM. ACTION PROG., INC.	Contact:	Mr. David Wenegrat
Address:	241 Moore Street Hackensack, NJ 07601	Phone:	(201)968-0200
		Fax:	(201)342-9339
		Email:	david.wenegrat@bergencap.org
Counties served:	Bergen	Tentative allocation:	\$ 5,000,000.00
		Planned units:	646
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u> 05 09
Name:	BURLINGTON COUNTY CAP, INC.	Contact:	Doreen Martinez
Address:	718 Route 130 South Burlington, NJ 08016	Phone:	(609)239-4009
		Fax:	(609)386-7380
		Email:	bccap_wea@yahoo.com
Counties served:	Burlington	Tentative allocation:	\$ 3,000,000.00
		Planned units:	387
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u> 01 02 03 04
Name:	CAMDEN COUNTY COUNCIL ON ECONOMIC OPPORTUNITY	Contact:	Ms. Michele Brown - Williams
Address:	5287 Route 70 Pennsauken, NJ 08109	Phone:	(856)910-1180
		Fax:	(856)910-1186
		Email:	BRNWMS@AOL.COM
Counties served:	Camden	Tentative allocation:	\$ 5,500,000.00
		Planned units:	707
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u> 01 02 03
Name:	CAPE HUMAN RESOURCES, INC.	Contact:	
Address:	4005 Route 9 South PO Box 152 Rio Grande, NJ 08242	Phone:	(609)889-2699
		Fax:	(609)886-4499
		Email:	
Counties served:	Cape May	Tentative allocation:	\$ 500,000.00
		Planned units:	65
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u> 02

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: NJ Grant Number: EE00178 Program Year: 2009

Name: CHECKMATE, INC.	Contact: Mr. Wilbur Martin
Address: 910 Fourth Ave. PO Box 1288 Asbury Park, NJ 07712	Phone: (732)774-3100 Fax: (732)774-3220 Email: georgia@check-mateinc.org
Counties served: Monmouth	Tentative allocation: \$ 5,000,000.00
	Planned units: 646
	Type of organization: Non-profit organization
	Congressional districts served: <u>CD</u> 04 06 12

Name: DCA - Set Aside Funds for pass through grant and incentive	Contact: Clarice Sabree
Address: 101 S. Broad Street Trenton, NJ 08625	Phone: (609)984-3301 Fax: (609)292-9798 Email:
Counties served:	Tentative allocation: \$ 9,293,101.00
	Planned units: 1,582
	Type of organization: Non-profit organization
	Congressional districts served: <u>CD</u>

Name: FIRST HOPEWELL MULTI-PURPOSE CENTER	Contact: Esther Haire
Address: 525 Orange Street Newark, NJ 07107	Phone: (973)497-9506 Fax: ()973-4823 Email: estherfhmpcc@verizon.net
Counties served: Essex	Tentative allocation: \$ 1,000,000.00
	Planned units: 129
	Type of organization: Non-profit organization
	Congressional districts served: <u>CD</u> 08 10 13

Name: LA CASA DE DON PEDRO	Contact: Ms. Norma Sessa
Address: 317 Roseville Avenue Newark, NJ 07104	Phone: (973)485-0701 Fax: (973)485-7555 Email: nsesa@lacasawk.org
Counties served: Essex	Tentative allocation: \$ 5,000,000.00
	Planned units: 646
	Type of organization: Non-profit organization
	Congressional districts served: <u>CD</u> 08 10 11 13

Name: MERCER COUNTY	Contact: Mr. Anthony Pragliola
Address: 640 S. BROAD STREET - ROOM 420-422 Trenton, NJ 08650	Phone: (609)989-6858 Fax: (609)989-0306 Email: epattik@mercercounty.org
Counties served: Mercer	Tentative allocation: \$ 4,000,000.00
	Planned units: 516
	Type of organization: Unit of local government
	Congressional districts served: <u>CD</u> 04 12

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: NJ Grant Number: EE00178 Program Year: 2009

Name: **MORRIS COUNTY ORG. FOR HISP. AFFAIRS INC.** Contact: Ms. Rosa I. Soto
 Address: 95-97 Bassett Highway Phone: (973)366-1131
 Dover, NJ 07801 Fax: (973)361-7878
 Email: rosasoto_496@hotmail.com
 Counties served: Morris Tentative allocation: \$ 2,000,000.00 Congressional districts CD
 Planned units: 264 served: 11
 Type of organization: Non-profit organization

Name: **NJ HOUSING MORTGAGE and FINANCE/ NJHMFA** Contact:
 Address: Roebing Plaza Phone: () -
 Trenton, NJ 08611 Fax: () -
 Email:
 Counties served: Tentative allocation: \$ 30,000,000.00 Congressional districts CD
 Planned units: 3,877 served:
 Type of organization: Unit of local government

Name: **NORTHWEST NJ COMMUNITY ACTION PROGRAM, INC.** Contact: Mr. John Korp
 Address: 350 Marshall Street Phone: (908)454-7000
 Phillipsburg, NJ 08865 Fax: (908)454-3768
 Email: korpj@norwescap.org
 Counties served: Hunterdon Tentative allocation: \$ 1,500,000.00 Congressional districts CD
 Somerset Planned units: 193 served: 05
 Sussex Type of organization: Non-profit organization 07
 Warren 11
 12

Name: **OCEAN COMMUNITY ACTION NOW, INC.** Contact: Ms. Lynore Blauser
 Address: 40 Washington Street Phone: (732)244-5333
 P.O. BOX 1029 Fax: (732)349-4227
 Toms River, NJ 08753 Email: lblauser@oceaninc.org
 Counties served: Ocean Tentative allocation: \$ 6,500,000.00 Congressional districts CD
 Planned units: 828 served: 03
 Type of organization: Non-profit organization 04

Name: **PASSAIC COUNTY BRD OF CHOSEN FREEHOLD** Contact: Ms. Carol Ryle
 Address: 1310 Route 23 North Phone: (973)569-4032
 Wayne, NJ 07470 Fax: (973)812-3160
 Email: carolr@passaiccountynj.org
 Counties served: Passaic Tentative allocation: \$ 1,105,000.00 Congressional districts CD
 Planned units: 129 served: 05
 Type of organization: Unit of local government 08
 09
 11

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: NJ Grant Number: EE00178 Program Year: 2009

Name: PATERSON TASK FORCE FOR COMM. ACT., INC,	Contact: Ms. Lana Stokes
Address: 9 Colt Street Paterson, NJ 07505	Phone: (973)279-2333 Fax: (973)279-2334 Email: paterson.taskforce@verizon.net
Counties served: Passaic	Tentative allocation: \$ 3,000,000.00 Planned units: 377 Type of organization: Non-profit organization
	Congressional districts served: <u>CD</u> 08
Name: PTO. RICAN ORG. FOR COMM. ORG. (PROCEED)	Contact: Mr. Joseph Sardina
Address: 1126 Dickinson Street Elizabeth, NJ 07201	Phone: (908)351-7727 Fax: (908)353-5185 Email: jsardina@proceedinc.com
Counties served: Union	Tentative allocation: \$ 5,000,000.00 Planned units: 646 Type of organization: Non-profit organization
	Congressional districts served: <u>CD</u> 06 07 10 13
Name: PTORRIQUENOS ASOC. FOR COMM. ED. (PACO)	Contact: Ms. Carmen Quintana
Address: 390 Manila Avenue Jersey City, NJ 07030	Phone: (201)864-3774 Fax: (201)864-0787 Email: pacoweatherization@yahoo.com
Counties served: Hudson	Tentative allocation: \$ 1,900,000.00 Planned units: 245 Type of organization: Non-profit organization
	Congressional districts served: <u>CD</u> 09 10 13
Name: PUERTO RICAN ACTION BOARD, INC. (PRAB)	Contact: Mr. Esteban Rivera
Address: 90 Jersey Ave. PO box 240 New Brunswick, NJ 08903-0240	Phone: (732)828-4555 Fax: (732)828-4546 Email: mvargas@prab.org
Counties served: Middlesex	Tentative allocation: \$ 2,000,000.00 Planned units: 264 Type of organization: Non-profit organization
	Congressional districts served: <u>CD</u> 06 07 12 13
Name: SOMERSET COMMUNITY ACTION PROGRAM, INC.	Contact: Mr. Isaac Dorsey
Address: 429 Lewis Street PO Box 189 Somerset, NJ 08875-0119	Phone: (732)846-8888 Fax: (732)846-7569 Email: scap1@thethinker.com

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: NJ Grant Number: EE00178 Program Year: 2009

Counties served: Somerset	Tentative allocation: \$ 500,000.00	Congressional districts served: <u>CD</u>
	Planned units: 65	06
Type of organization: Non-profit organization		07
		11
		12

Name: TRI-COUNTY COMM. ACTION PROGRAM, INC.	Contact: Ms. Miriam Lopez
Address: 110 Cohansey Street	Phone: (609)455-5900
Bridgeton, NJ 08302	Fax: (609)455-7288
	Email: mlopez@tricitycaa.org

Counties served: Cumberland	Tentative allocation: \$ 7,700,000.00	Congressional districts <u>CD</u>
Gloucester	Planned units: 974	served: 01
Salem	Type of organization: Non-profit organization	02

Name: UNITED PASSAIC ORGANIZATION	Contact: MS. Eleanore Williams
Address: 41 Myrtle Avenue	Phone: (973)472-2478
Passaic, NJ 07055	Fax: (973)472-5474
	Email: ewilliams@unitedpassaic.org

Counties served: Passaic	Tentative allocation: \$ 500,000.00	Congressional districts <u>CD</u>
	Planned units: 65	served: 08
Type of organization: Non-profit organization		

Name: URBAN LEAGUE OF MORRIS COUNTY	Contact: Mr. William Primus
Address: 300 Madison Avenue	Phone: (973)539-2121
Suite A	Fax: (973)998-6520
Morristown, NJ 07960	Email: wprimus@ulmcnj.org

Counties served: Morris	Tentative allocation: \$ 500,000.00	Congressional districts <u>CD</u>
	Planned units: 65	served: 11
Type of organization: Non-profit organization		

State: NJ **Program Year:** 2009**County:** Atlantic**Agency:**

ATLANTIC HUMAN RESOURCES, INC.

One South New York Avenue, Suite 303

Atlantic City , NJ 08401-

* Agency is inactive

Contact:

(609)348-4131

County: Bergen**Agency:**

BERGEN COUNTY COMM. ACTION PROG., INC.

241 Moore Street

Hackensack , NJ 07601-

Contact:

Mr. David Wenegrat

(201)968-0200

County: Burlington**Agency:**

BURLINGTON COUNTY CAP, INC.

718 Route 130 South

Burlington , NJ 08016-

Contact:

Doreen Martinez

(609)239-4009

County: Camden**Agency:**

CAMDEN COUNTY COUNCIL ON ECONOMIC OPPORTUNIT

5287 Route 70

Pennsauken , NJ 08109-

Contact:

Ms. Michele Brown - Williams

(856)910-1180

County: Cape May**Agency:**

CAPE HUMAN RESOURCES, INC.

4005 Route 9 South, PO Box 152

Rio Grande , NJ 08242-

Contact:

(609)889-2699

County: Cumberland**Agency:**

TRI-COUNTY COMM. ACTION PROGRAM, INC.

110 Cohansey Street

Bridgeton , NJ 08302-

Contact:

Ms. Miriam Lopez

(609)455-5900

County: Essex**Agency:**

LA CASA DE DON PEDRO

317 Roseville Avenue

Newark , NJ 07104-

Contact:

Ms. Norma Sessa

(973)485-0701

FIRST HOPEWELL MULTI-PURPOSE CENTER

525 Orange Street

Newark , NJ 07107-

Esther Haire

(973)497-9506

County: Gloucester**Agency:**

TRI-COUNTY COMM. ACTION PROGRAM, INC.

110 Cohansey Street

Bridgeton , NJ 08302-

Contact:

Ms. Miriam Lopez

(609)455-5900

County: Hudson

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**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Energy determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. Standard Form-LLL not required

Funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement. If checked, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**2. DEBARMENT, SUSPENSION, AND OTHER RE-
SPONSIBILITY MATTERS**

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period receding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

3. DRUG-FREE WORKPLACE

This certification is required by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D) and is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989, and May 25, 1990.

**ALTERNATE 1
(GRANTEES OTHER THAN INDIVIDUALS)**

(1) The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the work-place not later than five

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calendar days after such conviction.

- (e) Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to energy grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- (2) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance:

(Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here

4. LOBBYING DISCLOSURE ACT OF 1995, SIMPSON-CRAIG AMENDMENT

Applicant organizations which are described in section 501(c)(4) of the Internal Revenue Code of 1986 and engage in lobbying activities after December 31, 1995, shall not be eligible for the receipt of Federal funds constituting an award, grant, or loan. Section 501(c)(4) of the Internal Revenue Code of 1986 covers:

Civic leagues or organizations not organized for profit but operated exclusively for the promotion of social welfare, or local associations of employees, the membership of which is limited to the employees of a designated person or persons in a particular municipality, and the net earnings of which are devoted exclusively to charitable, educational, or recreational purposes.

As set forth in the Lobbying Disclosure Act of 1995 (Public Law 104-65, December 19, 1995), as amended ["Simpson-Craig Amendment," see Section 129 of The Balanced Budget Downpayment Act, I (Public Law 104-99, January 26, 1996)], lobbying activities is defined broadly. (See section 3 of the Act.)

The undersigned certifies, to the best of his or her knowledge and belief, that: it IS NOT an organization described in section 501(c)(4) of the Internal Revenue Code of 1986; OR that it IS an organization described in section 501(c)(4) of the Internal Revenue Code of 1986, which, after December 31, 1995, HAS NOT engaged in any lobbying activities as defined in the Lobbying Disclosure Act of 1995, as amended.

ALTERNATE II (GRANTEES WHO ARE INDIVIDUALS)

- (1) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substances in conducting any activity with the grant.

If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT New Jersey, State of	PR/AWARD NUMBER AND/OR PROJECT NAME 09EE00178
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE Mr. Joseph V. Doria, Jr.	Commissioner
SIGNATURE	DATE 04/30/2009

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OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20503.

New Jersey, State of

(Hereinafter

called the "Applicant") HEREBY AGREES to comply with Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), Section 16 of the Federal Energy Administration Act of 1974 (Pub. L. 93-275), Section 401 of the Energy Reorganization Act of 1974 (Pub. L. 93-438), Title IX of the Education Amendments of 1972, as amended, (Pub. L. 92-318, Pub. L. 93-568, and Pub. L. 94-482), Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), the Age Discrimination Act of 1977 (Pub. L. 94-135), Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284), the Department of Energy Organization Act of 1977 (Pub. L. 95-91), the Energy Conservation and Production Act of 1976, as amended, (Pub. L. 94-385) and Title 10, Code of Federal Regulations, Part 1040. In accordance with the above laws and regulations issued pursuant thereto, the Applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the Applicant receives Federal assistance from the Department of Energy.

Applicability and Period of Obligation

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with Federal assistance extended to the Applicant by the Department of Energy, this assurance obligates the Applicant for the period during which Federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which Federal assistance is extended. If any personal property is so provided, this assurance obligates the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Applicant for the period during which the Federal assistance is extended to the Applicant by the Department of Energy.

Employment Practices

Where a primary objective of the Federal assistance is to provide employment or where the Applicant's employment practices affect the delivery of services in programs or activities resulting from Federal assistance extended by the Department, the Applicant agrees not to discriminate on the ground of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

Subrecipient Assurance

The Applicant shall require any individual, organization, or other entity with whom it subcontracts, subgrants, or subleases for the purpose of providing any service, financial aid, equipment, property, or structure to comply with laws and regulations cited above. To this end, the subrecipient shall be required to sign a written assurance form; however, the obligation of both recipient and subrecipient to ensure compliance is not relieved by the collection or submission of written assurance forms.

Data Collection and Access to Records

The Applicant agrees to compile and maintain information pertaining to programs or activities developed as a result of the Applicant's receipt of Federal assistance from the Department of Energy. Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by the Department of Energy to be relevant to the obligation to assure compliance by recipients with laws cited in the first paragraph of this assurance.

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The Applicant agrees to submit requested data to the Department of Energy regarding programs and activities developed by the Applicant from the use of Federal assistance funds extended by the Department of Energy. Facilities of the Applicant (including the physical plants, buildings, or other structures) and all records, books, accounts, and other sources of information pertinent to the Applicant's compliance with the civil rights laws shall be made available for inspection during normal business hours of request of an officer or employee of the Department of Energy specifically authorized to make such inspections. Instructions in this regard will be provided by the Director, Office of Civil Rights, U.S. Department of Energy.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts (excluding procurement contracts), property, discounts or other Federal assistance extended after the date hereof, to the Applicants by the Department of Energy, including installment payments on account after such data of application for Federal assistance which are approved before such date. The Applicant recognizes and agrees that such Federal assistance will be extended in reliance upon the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, the successors, transferees, and assignees, as well as the person(s) whose signatures appear below and who are authorized to sign this assurance on behalf of the Applicant.

Applicant Certification

The Applicant certifies that it has complied, or that, within 90 days of the date of the grant, it will comply with all applicable requirements of 10 C.F.R. § 1040.5 (a copy will be furnished to the Applicant upon written request to DOE).

Designated Responsible Employee

Mr. Joseph V. Doria, Jr.

Commissioner

Name and Title (Printed or Typed)

(609)292-6420

Telephone Number

Signature

04/30/2009

Date

New Jersey, State of

Applicant's Name

() -

Telephone Number

Address: 101 S. Broad St.
Trenton
Mercer
NJ

08625-0811

04/30/2009

Date

Authorized Official:

President, Chief Executive Officer
or Authorized Designee

Name and Title (Printed or Typed)

Telephone Number

Signature

Date

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 0348-0046
(See reverse for public burden disclosure.)

<p>1. Type of Federal Action:</p> <p><input checked="" type="checkbox"/> b. a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input checked="" type="checkbox"/> b. a. bid/offer/application b. initial award c. post-award</p>	<p>3. Report Type:</p> <p><input checked="" type="checkbox"/> a. a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier, if known:</p> <p>New Jersey, State of 101 S. Broad St. Trenton NJ Congressional District, if known:</p> <p style="text-align: right;">Mercer 08625-0811</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>New Jersey, State of 101 S. Broad St. Trenton Mercer NJ 08625-0811 Congressional District, if known:</p>	
<p>6. Federal Department/Agency:</p> <p>US Department of Energy</p>	<p>7. Federal Program Name/Description:</p> <p>ARRA WAP</p> <p>CFDA Number, if applicable: 81.042</p>	
<p>8. Federal Action Number, if known:</p> <p>09EE00178.000</p>	<p>9. Award Amount, if known:</p> <p style="text-align: right;">\$ 118,821,296.00</p>	
<p>10.a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</p> <p style="text-align: center;">(attach Continuation Sheet(S) SF-LLL-A, if necessary)</p>	<p>b. Individuals Performing Services (including address if different from No. 10A) (last name, first name, MI):</p>	
<p>11.</p>	<p>13.</p>	
<p>12.</p>		
<p>14.</p>		
<p>15.</p>		
<p>16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each</p>	<p>Signature: _____</p> <p>Print Name: <u>Mr. Joseph V. Doria, Jr.</u></p> <p>Title: <u>Commissioner</u></p> <p>Telephone No.: <u>(609)292-6420</u> Date: <u>04/30/2009</u></p>	
<p>Federal Use Only:</p>		<p>Authorized for Local Reproduction Standard Form - LLL</p>