

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		2. Type of Application: If Revision, select appropriate letter(s) <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation Other (specify): <input type="checkbox"/> Revision	
3. Date Received 05/13/2010		4. Applicant Identifier:	
5a. Fed Entity Identifier:		5b. Federal Award Identifier: DE-EE0000194	
State Use Only:			
6. Date Received by State:		7. State Application Identifier:	
8. APPLICANT INFORMATION:			
a. Legal Name: New Jersey, State of			
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 County		
State:	NJ		
Province:			
Country:	U.S.A.		
Zip / Postal Code:	086250811		
e. Organizational Unit:			
Department Name: Dept. Community Affairs		Division Name: Department of Community Affairs	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	Ms	First Name:	Angie
Middle Name:			
Last Name:	Armand		
Suffix:			
Title:	Supervisor		
Organizational Affiliation:			
Telephone Number: 6099847920		Fax Number: 6092929798	
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APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance for Low-Income Persons

12. Funding Opportunity Number:

DE-FOA-0000641

Title:

Program Year 2012 Weatherization Formula Grants

13. Competition Identification Number:

Title:

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

Statewide

15. Descriptive Title of Applicant's Project:

The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy 's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16. Congressional District Of:

a. Applicant: NewJersey-Statewide

b. Program/Project: NJ-Statewide

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

17. Proposed Project:

a. Start Date: 04/01/2012

b. End Date: 03/31/2013

18. Estimated Funding (\$):

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

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: Mr First Name: Gregory

Middle Name: B

Last Name: Vida

Suffix:

Title: Interim Director

Telephone Number: 6099847920

Fax Number:

Email: gregory.vida@dca.state.nj.us

Signature of Authorized Representative:

Date Signed:

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET

Identification Number: EE0000194, State: NJ, Program Year: 2012

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 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.

a. Low-Income Definition - 440.14(b)(9)(xii)

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

Income is at or below 60% of medium, not to exceed 200% of the federal poverty level determined in accordance with criteria established by the Office of the Secretary, U.S. 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(b)(9)(xiii)

The programmatic definition of children is located in Chapter 1 Eligibility, issued November 2010. This policy

is applicable to all OLIEC programs and defines children as dwelling unit residents not more than six years of age. In addition, the policy 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 - 440.14(b)(6)

Data extrapolated from 2000 Census figures indicate that 17% of the State's population is elderly

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

(60 years and older). An assessment 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. Handicapped Units - 440.14(b)(7)

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 and New Jersey Weatherization Policy Manual, Chapter 1, Eligibility:

Income is at or below 60% of medium, not to exceed 200% of the federal poverty level determined in accordance with criteria established by the Office of the Secretary, U.S. 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 buildings to be served. 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.

Definition of children: Below age 6

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

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

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

The state has provided funding to the Nanticoke Lenape Indians and the Rampough Mountain Indians with ARRA Weatherization funds. These tribal organizations will be evaluated for on-going funding at the conclusion of the ARRA grant.

III.1.2 Selection of Areas to Be Served

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

1.2 Service area Determination - 440.14(b)(9)(ii)

New Jersey sub grants to 21 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 sub-grantee. Some more densely populated urban centers also contain weatherization projects which service only that urban center.

Subgrantees are selected on the basis of their:

1. Experience and performance in weatherization or housing renovation activities
2. Experience in assisting low-income persons in the area to be served; and
3. 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 1964, with program effectiveness evaluated by consideration of factors including, but not necessarily limited to the following:

1. The extent to which the past or current program achieved or is achieving weatherization goals in a timely fashion;
2. The quality of the work performed by the subgrantee as determined by the % of failure versus passed units;
3. The number, qualifications and experience of staff members of the subgrantee;
4. 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.

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 are awarded.

III.1.3 Priorities

1.3 Priorities

Prioritization - 440.14(b)(9)(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

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

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. All 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 implemented a mandatory landlord contribution for regular, or shell weatherization tactics of no less than 25% of the total cost. This is in addition to the current requirement that landlords pay no less than 50% of the total cost towards all heating system upgrades.

III.2 Climatic Conditions

2. CLIMATE CONDITIONS

2.1 Climate - 440.14(b)(3)

Information obtained from the New Jersey Department of Environmental Protection and Energy 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(b)(4)

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

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

variety of heating systems encountered. A furnace or boiler may be replaced if the energy audit report recommends this as a prioritized measure and priority rmeasure is financially reachable. Heating system improvement services are also available on an expedited basis to address emergency situations, if the client can be prioritized based on the point system. These services may also be financed with Health and Safety funds if circumstances so warrant. All clients receive an evaluation of the heating system as a regular part of the WAP energy audit process, and are eligible for both building envelope and heating system services. The OLIEC has issued a total of twenty-eight (28) 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(b)(9)(xi)

The State of New Jersey will use the priority list to weatherize units that do not include the replacement of windows or heating systems. An approved energy audit must be used for units that require replacement of windows or heating systems. New Jersey is using the NEAT audit for single-family dwelling units, EA-QUIP for multi-family dwellings and MHEA for mobile homes. NJ will continue to use a priority list when a full energy audit is not required. Subgrantee personnel will perform the energy audit and process the data on personal computers.

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. U.S. Department of Energy has provided conditional approval of the NEAT as of April 16, 2012.
Multi-family	Queens Information Package (EA-QUIP). Conditional approval received from U.S. Department of Energy as of April 16, 2012.
Mobile Home	MHEA.

III.3.3 Final Inspection

3.3 Final Inspection

Final Inspections - 440.16(g)

The State of New Jersey employs a team of field monitors who are responsible for ensuring that subgrantees comply with Federal and State regulations, policies, and procedures. These monitors

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

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. This report requires a signature to certify that each unit contained in the report has received a final inspection by subgrantee staff. The date of the final inspection for each unit must also be included in the report.

As an additional guarantee that units are receiving final inspections, the subgrantee must submit a completed units report to the assigned State monitor on a monthly basis. These monitors perform an additional final inspection on a random sampling of the units reported as completed by the subgrantee to certify that the job has been completed in a worklike manner and in accordance with the priority determined by the audit. 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 attached to the "completed units" report 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.

New Jersey has an Installation standards manual which prescribes correct installation practices. This manual was fully implemented in 1993. NJ WAP has contracted with Saturn Resource Management for the purpose of updating this manual. 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.

III.3.4 Assessment of Effectiveness

3.4 Analysis of Effectiveness

Analysis of Effectiveness - 440.14(b)(9)(i)

The effectiveness of subgrantee weatherization projects is analyzed by use of a Subgrantee Rating System which 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 are also used to determine the allocation factor (along with incidence of poverty in the subgrantee's service territory) which apportions weatherization grant funds among the State's subgrantees. This rating system considers the following factors as required by 10 CFR 440.15(a)(3)(i-iii).

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.)

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

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.

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

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

NJ WAP HEALTH AND SAFETY goals are to:

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 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 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.

A. State 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

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.

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

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

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's Occupational Safety & Health Training Unit:

- 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

The Rutgers Cooperative Extension will be requested to provide training of its Indoor Air Quality Leader program. Also we plan to provide Red Cross first aid & CPR class training.

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.

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

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

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 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

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.

A list of indoor environmental quality consultants compiled by the New Jersey Department of Health and Senior Services will be given to clients if work must be postponed because DOE monies are not sufficient to remedy a health and safety problem. Likewise, 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 mold, odors, viruses, bacteria, unsanitary (including raw sewage) conditions, and rotting wood will be allowed as a 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

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

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
- window well
- 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.

2. Combustion Appliances and Combustion Gases

The state has had a carbon monoxide testing policy for several years. 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 or heating contractor, if the fuel is gas, or if the fuel is oil, an oil service technician. Many 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's current health and safety policy allows for these tactics under Space Heating and

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

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 tune (for CO abatement)
 - CO detector
- Gas Ranges:
- pilot lights
 - burner assemblies
 - clean and tune (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 NFPA, CABO, and BOCA codes 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 client interview regarding wood stove use and visual inspection of the chimney. If additional examination of the chimney or wood stove flue needs to be conducted 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 sweeps will be allowed as a health and safety measure.

Smoke detectors will also be allowed as a health and safety cost. At least, one smoke detector must be located on every floor of the home. Every bedroom must be within the sound of a smoke detector.

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

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

Minor asbestos removal will be allowed if a large, multifamily heating system needs assistance and the savings to investment ratio is greater than 1. Otherwise major asbestos problems will be referred to the state or federal EPA. If allowed by local code or EPA, less costly measures such as, encapsulation will be allowed.

Removal and replacement of asbestos siding for purposes of wall cavity insulation is permissible if allowed by state and local codes. 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 state or federal EPA.

c. Formaldehyde and Volatile Organic Compounds

Formaldehyde vapors are emitted by pressed wood products, hardwood, plywood, wall paneling, particleboard, waferboard, 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

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

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 # 417 that incorporates the DOE policy on lead safe weatherization and Weatherization Bulletin # 608 requires that all subgrantees have Pollution Occurrence Insurance coverage and that crew and contractors be certified in Lead Safe Weatherization.

Certified renovator training is being provided to weatherization agency staff and contractors to ensure that the state meets EPA standards for safe weatherization.

New Jersey is one of the few states in the nation that has a law ordering all children to be tested to find out how much lead is in their bodies. Since this valuable information is available, at the intake stage, agencies must request the child(ren)'s test results. At the least, high levels of lead exposure will cause a home to be postponed for weatherization. Currently, lead base paint testing and lead safe working practices are allowable health and safety costs.

7. Building Structure

Major building structural problems will be referred to government rehabilitation programs; meanwhile 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 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

Sears, Loews, and Whirlpool provide replacement refrigerators and are required to dispose of the old 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.

10. Other Code Compliance Issues

The state requires that weatherization-related work conform with applicable codes in jurisdictions

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

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. The extent and condition of lead-based paint in the house would potentially create further health and safety hazards.
9. 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.

III.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.

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

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.

III.6 Program Management

III.6.1 Overview

6. PROGRAM MANAGEMENT

6.1 OVERVIEW

1. Weatherization Projects - 440.14(b)(8)(i-iv)

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.

III.6.2 Administrative Expenditure Limits

6.2 ADMINISTRATIVE EXPENDITURE LIMIT

1. Supplemental Subgrantee Administrative Funds -440.14(b)(9)(x)

The total amount available to the subgrantee for administrative funds is five percent of the state's grant; however, any subgrantee who receives a grant of less than \$350,000 will receive an additional five percent of their allocation for administrative expenses provided the subgrantee meets any one of the following criteria:

Skills Development Needed -The subgrantee has one or more employees who have less than one full year of weatherization experience.

Participation in Special Projects -The subgrantee is currently participating in any special project at the request of, or with the approval of, the State or Federal Weatherization Office (NJDOE or USDOE).

Other Demonstrated Hardship - The subgrantee has demonstrated extraordinary hardship, the nature of which is so severe, that it jeopardizes the ability of the subgrantee to operate an effective weatherization program at the five percent administrative level.

Based on the above criteria, all New Jersey's subgrantees will receive the additional 5% administrative funds, except La Casa de Don Pedro (Essex County) and Puertorriquenos Asociados for Community Organization (Hudson County), which exceed the \$350,000.00 funding limit to qualify for this exemption.

It has been the subgrantee's responsibility to set aside sufficient administrative funds to conduct financial audits meeting DOE guidelines. For Program Year 2008, the State has reserved \$ 91,145 to finance audits as a separate budget line item. Subgrantees are required to submit an audit of DOE funds in accordance with OMB circulars A-110, A-128, or A-133, as applicable.

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

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. These individuals 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. OLIEC 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;

Work flow/reporting;

The energy audit;

Bidding;

Recruiting and selecting contractors;

Contract compliance;

Site clustering;

Inspecting the work; and

Fiscal accountability.

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.

Nine full-time staff positions have been projected to conduct on-site monitoring. Each local project will be monitored regularly, once each week, or as needed, throughout the weatherization program.

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 visits 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

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

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 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.

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

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. This helps the manager leave feeling positive.

Oral Warning to Weatherization Manager - Emphasize undesirability of agency's continued non-compliance and possible consequences if continued (for agency, group, and program).

Violation is 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.

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

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

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 during the 2008 program year. 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;

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.

NJ will complete the recertification process for the priority list used to evaluate single family dwellings and provide the necessary documentation for authorization to use SmoCers as the energy audit for single and multi family dwellings as well as mobile homes.

Quarterly trainings will be held to train agency field technicians, community outreach workers, program managers, and fiscal staff.

In addition, the OLIEC 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

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

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

Subgrantees are currently operating several weatherization programs through funding provided by the State Department of Community Affairs. Each of these programs feature subtle differences within the overall context of 'weatherization activities'. Reviews of the contract boilerplates, reporting forms and procedures, and the weatherization bulletins affecting each program will ensure that subgrantee operations conform to applicable State policies.

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

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

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

Continual 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, promises to maximize the energy savings potential of 'general heat waste' reduction.

vi Core Curriculum Development

This initiative is designed to ensure that all persons entering the employ of a weatherization subgrantee be exposed to the basics of weatherization theory, practice, and history in a formal manner. A secondary purpose is to facilitate cross-training so that each member of the weatherization team is aware of how their position complements those of other persons within the organization.

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

vii Vocational/Technical Education

Specific job skills broadly relating to the installation of weatherization materials will be addressed. Although focused on the installation of the most common weatherization materials, this training component will also address such topics as first - aid and personal safety, respiratory protection, the EA-QUIP, and diagnostic equipment use.

viii Training and Certifying State Staff

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 developed for use in the Comfort Partners Program will be also used in the NJ WAP.

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

b. Attendance requirements

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

3. Training/Certification requirements for subgrantee personnel -

Local quality control personnel are required to attend two or 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 the State Plan section of this Application.

b. Analysis' impact on training development

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

100% of DOE 2010 regular T&TA funds will be used at the State level for monitoring and other technical assistance activities.

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000194, State: NJ, Program Year: 2012

The supplemental T&TA funds will be going to the agencies.

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 DHS (LIHEAP Transfer) '2010 program.

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

The State of New Jersey uses most of the LIHEAP regulations to administer the weatherization program. In the event of an energy related crisis in New Jersey, the weatherization program may provide following measures to eligible households:

1. portable heating units
2. replacement heating systems
3. sump pumps
4. gutter and down spout repairs and replacement
5. moisture remediation measures
6. portable air conditioners
7. electrical repairs - energy related, heating systems
8. plumbing repairs - energy related, heating systems
9. roof repair
10. temporary re-housing

As appropriate NJ will allocate the cost of the measures listed above to the DOE and LIHEAP Weatherization grants.

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



BUDGET EXPLANATION FOR FORMULA GRANTS

Applicant: New Jersey, State of
Award number: EE0000194

Budget period: 04/01/2012 - 03/31/2013

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
Community Service Office 1	William Eisenring, Income Integrity Unit
Community Service Officer 1	Matt Cohen
Technical Assistant 1	Sarah Seigel
Principle Clerk	Shanel Goodman
Spuervising Program Development Specialist - Bilingual	Angie Armand, Supervisor
Program Development Specialist 2	Miriam Lopez field monitor
Program Development Specialist 1 (Energy Conservation)	Shirley Curry
Aministrative An. 1(Acctg)	Rita Lesczynski
Tecnical Assistant 3	Patricia McGuire
Secretary Assistant	Nicole Burton
Program Development Specialist 1 (Energy Conservation)	Luis Alicea
Program Support Specialist Assistance Programs	Gerturde Casselle
Program Development Specialist 2	Jackie Holloway
Aministrative An. 1 (DP)	Vasanti Shroff
Program Development Specialist 1 (Energy Conservation)	Leonardo Moreno field monitor
Program Development Specialist 2	Angel Garcia field monitor
Principal Clerk Typist	Denise Phelps
Program Development Specialist 2	Jerry Rizziello field monitor
Program Development Specialist 1 (Energy Conservation)	Dennis Rashid field monitor
Senior Clerk	Linda Zottman
Program Development Specialist 2	Amanda Clyne field monitor
Secretarial Assistant 3	Nicole Burton
Supervisor Administrative Analyst	Keith Jones
Clerk	Diana Williams
Aministrative An. 1	Rosanne Rizza

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Community Service Office 1	\$89,533.96	100.0000 % FT	\$89,533.96
Community Service Officer 1	\$89,533.96	15.0000 % FT	\$13,430.09
Technical Assistant 1	\$67,786.19	10.0000 % FT	\$6,778.62
Principle Clerk	\$43,625.66	50.0000 % FT	\$21,812.83
Spuervising Program Development Specialist - Bilingual	\$98,311.85	100.0000 % FT	\$98,311.85

Program Development Specialist 2	\$59,407.39	30.0000 % FT	\$17,822.22
Program Development Specialist 1 (Energy Conservation)	\$89,533.96	30.0000 % FT	\$26,860.19
Aministrative An. 1(Acctg)	\$103,039.70	5.0000 % FT	\$5,151.98
Tecnical Assistant 3	\$51,546.49	2.0000 % FT	\$1,030.93
Secretary Assistant	\$47,115.00	2.0000 % FT	\$942.30
Program Development Specialist 1 (Energy Conservation)	\$86,578.56	30.0000 % FT	\$25,973.57
Program Support Specialist Assistance Programs	\$84,509.66	5.0000 % FT	\$4,225.48
Program Development Specialist 2	\$70,988.79	5.0000 % FT	\$3,549.44
Aministrative An. 1 (DP)	\$89,533.96	5.0000 % FT	\$4,476.70
Program Development Specialist 1 (Energy Conservation)	\$89,533.96	30.0000 % FT	\$26,860.19
Program Development Specialist 2	\$59,407.39	30.0000 % FT	\$17,822.22
Principal Clerk Typist	\$42,207.08	2.0000 % FT	\$844.14
Program Development Specialist 2	\$52,458.55	30.0000 % FT	\$15,737.56
Program Development Specialist 1 (Energy Conservation)	\$86,578.56	30.0000 % FT	\$25,973.57
Senior Clerk	\$35,786.41	5.0000 % FT	\$1,789.32
Program Development Specialist 2	\$52,458.55	30.0000 % FT	\$15,737.56
Secretarial Assistant 3	\$52,196.00	100.0000 % FT	\$52,196.00
Supervisor Administrative Analyst	\$94,821.49	5.0000 % FT	\$4,741.07
Clerk	\$32,118.20	50.0000 % FT	\$16,059.10
Aministrative An. 1	\$103,039.70	5.0000 % FT	\$5,151.98
		Direct Pay Total	\$502,812.87

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.
- 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>
Community Service Office 1	\$89,533.96	37.7500 %	\$33,799.07
Community Service Officer 1	\$13,430.09	37.7500 %	\$5,069.86
Technical Assistant 1	\$6,778.62	37.7500 %	\$2,558.93
Principle Clerk	\$21,812.83	37.7500 %	\$8,234.34
Spuervising Program Development Specialist - Bilingual	\$98,311.85	37.7500 %	\$37,112.72
Program Development Specialist 2	\$17,822.22	37.7500 %	\$6,727.89
Program Development Specialist 1 (Energy Conservation)	\$26,860.19	37.7500 %	\$10,139.72
Aministrative An. 1(Acctg)	\$5,151.98	37.7500 %	\$1,944.87
Tecnical Assistant 3	\$1,030.93	37.7500 %	\$389.18
Secretary Assistant	\$942.30	37.7500 %	\$355.72
Program Development Specialist 1 (Energy Conservation)	\$25,973.57	37.7500 %	\$9,805.02
Program Support Specialist Assistance Programs	\$4,225.48	37.7500 %	\$1,595.12
Program Development Specialist 2	\$3,549.44	37.7500 %	\$1,339.91
Aministrative An. 1 (DP)	\$4,476.70	37.7500 %	\$1,689.95

Program Development Specialist 1 (Energy Conservation)	\$26,860.19	37.7500 %	\$10,139.72
Program Development Specialist 2	\$17,822.22	37.7500 %	\$6,727.89
Principal Clerk Typist	\$844.14	37.7500 %	\$318.66
Program Development Specialist 2	\$15,737.56	37.7500 %	\$5,940.93
Program Development Specialist 1 (Energy Conservation)	\$25,973.57	37.7500 %	\$9,805.02
Senior Clerk	\$1,789.32	37.7500 %	\$675.47
Program Development Specialist 2	\$15,737.56	37.7500 %	\$5,940.93
Secretarial Assistant 3	\$52,196.00	37.7500 %	\$19,703.99
Supervisor Administrative Analyst	\$4,741.07	37.7500 %	\$1,789.75
Clerk	\$16,059.10	37.7500 %	\$6,062.31
Aministrative An. 1	\$5,151.98	37.7500 %	\$1,944.87
			Fringe Benefits Total \$189,811.84

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

a. Proposed travel:

Purpose of Trip	Number of Trips	Cost Per Trip	Total
NASCSP Annual Conference	1	\$2,100.00	\$2,100.00
DOE Annual Wx. Conference	1	\$1,292.50	\$1,292.50
Needed to fuel weatherization monitors vehicles (approx 1350 trips to agencies)	1	\$17,000.00	\$17,000.00
DOE Regional	1	\$1,000.00	\$1,000.00
		Travel Total	\$21,392.50

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

4. EQUIPMENT - As defined in 10 CFR 660.202. Definitions are at http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr660_202.html

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

b. Equipment to be purchased and justification of need:

Equipment	Unit Cost	Number	Total Cost	Justification of Need
Recorder for Public Hearings	\$300.00	1	\$300.00	Recorder for public hearings with transcription software.
		Equipment Total	\$300.00	

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.):

Supplies for office and program support use are estimated to cost \$700.

Estimates for office consumable items are based on past purchases for similar items. Actual charges will be based on cost incurred and purchases will be made in accordance with State of New Jersey procurement standards.

b. Supplies to be purchased and justification of need:

General Category	Cost	Justification of Need

Supplies	\$700.00	general office supplies as needed
Materials and Supplies Total	\$700.00	

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.

Name of Proposed Sub	Total Cost	Basis of Cost*
21 Community Based Organizations	\$5,224,282.07	See Annual File, section II.3
Contracts and Subgrants Total	\$5,224,282.07	

*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.):

All cost estimate are based on prior payments for similar items and services. Actual charges will be based on the cost incurred and purchases will be made in accordance with State of New Jersey procurement standards. NASCSP dues are based on current negotiations among the states .

b. Other direct costs and justification of need:

General Description	Cost	Justification of Need
other	\$5,400.00	Legal Services
Postage	\$3,750.00	" " "
Printing	\$350.00	Printing of program brochures.
HESWAP upgrade & maintenance	\$10,000.00	Needed for DOE program administration and support
Office Automation Charge	\$5,600.00	Automation
Telephone	\$6,700.00	Needed for DOE program administration and support
Staff Training	\$3,109.23	Needed for DOE program administration and support
NASCAP Services	\$1,200.00	NASCAP dues
Computer Services	\$30,000.00	" " "
Other Direct Costs Total	\$66,109.23	

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 new indirect cost rate is 10.2 The rate was negotiated with the Department of Health and Human Services, and is in effect 9/30/2009.

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:

Indirect Cost Account	Direct Total	Indirect Rate	Total Indirect
Personnel	\$470,119.24	10.2000 %	\$47,952.16
		Indirect Costs Total	\$47,952.16

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0000194		2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.	
3. Name and Address New Jersey, State of 101 S. Broad St. Trenton NJ 086250811		4. Program/Project Start Date 04/01/2012	5. Completion Date 03/31/2013

SECTION A - BUDGET SUMMARY

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

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	\$ 123,888.61	\$ 0.00	\$ 505,041.08	\$ 0.00	\$ 628,929.69
b. Benefits	\$ 43,175.18	\$ 0.00	\$ 50,545.08	\$ 0.00	\$ 93,720.26
c. Travel	\$ 3,292.50	\$ 0.00	\$ 20,000.00	\$ 0.00	\$ 23,292.50
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 234.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 234.00
f. Contract	\$ 0.00	\$ 299,174.88	\$ 0.00	\$ 299,174.88	\$ 5,983,497.53
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 10,264.07	\$ 0.00	\$ 9,620.16	\$ 0.00	\$ 19,884.23
i. Total Direct Charges	\$ 180,854.36	\$ 299,174.88	\$ 585,206.32	\$ 299,174.88	\$ 6,749,558.21
j. Indirect	\$ 12,636.64	\$ 0.00	\$ 14,793.68	\$ 0.00	\$ 27,430.32
k. Totals	\$ 193,491.00	\$ 299,174.88	\$ 600,000.00	\$ 299,174.88	\$ 6,776,988.53
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0000194		2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.	
3. Name and Address New Jersey, State of 101 S. Broad St. Trenton NJ 086250811		4. Program/Project Start Date 04/01/2012	5. Completion Date 03/31/2013

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

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1) PROGRAM OPERATION S	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 628,929.69	
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 93,720.26	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 23,292.50	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 234.00	
f. Contract	\$ 4,547,458.12	\$ 598,349.75	\$ 119,669.95	\$ 119,669.95	\$ 5,983,497.53	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 19,884.23	
i. Total Direct Charges	\$ 4,547,458.12	\$ 598,349.75	\$ 119,669.95	\$ 119,669.95	\$ 6,749,558.21	
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 27,430.32	
k. Totals	\$ 4,547,458.12	\$ 598,349.75	\$ 119,669.95	\$ 119,669.95	\$ 6,776,988.53	
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET

Identification: EE0000194

State: NJ

Program year: 2012

Budget period: 04/01/2012 - 03/31/2013

II.3 Subgrantees

Grantee	City	Tentative	
		Funding	Units
BAYONNE ECONOMIC OPPORTUNITY FOUNDATION	Bayonne	184,061.00	23
BERGEN COUNTY COMM. ACTION PROG., INC.	Hackensack	524,865.58	67
BURLINGTON COUNTY CAP, INC.	Burlington	368,230.58	48
CAMDEN COUNTY COUNCIL ON ECONOMIC OPPORTUNITY	Pennsauken	553,328.58	70
CAPE HUMAN RESOURCES, INC.	Whitesboro	280,549.58	37
CHECKMATE, INC.	Asbury Park	422,888.58	54
FIRST HOPEWELL MULTI-PURPOSE CENTER	Newark	297,108.58	39
Gateway Community Action Partnership	Bridgeton	448,269.58	57
LA CASA DE DON PEDRO	Newark	815,845.58	108
MERCER COUNTY	Trenton	368,670.58	48
MORRIS COUNTY ORG. FOR HISP. AFFAIRS INC.	Dover	388,568.58	51
NORTHWEST NJ COMMUNITY ACTION PROGRAM, INC.	Phillipsburg	294,470.58	39
OCEAN COMMUNITY ACTION NOW, INC.	Toms River	422,360.58	54
PASSAIC COUNTY BRD OF CHOSEN FREEHOLD	Totowa	405,389.58	52
PATERSON TASK FORCE FOR COMM. ACT., INC.	Paterson	370,716.58	48
PTO. RICAN ORG. FOR COMM. ORG. (PROCEED)	Elizabeth	487,340.58	62
PTORRIQUENOS ASOC. FOR COMM. ED. (PACO)	Jersey City	651,743.58	83
PUERTO RICAN ACTION BOARD, INC. (PRAB)	New Brunswick	447,327.58	57
SOMERSET COMMUNITY ACTION PROGRAM, INC.	Somerset	223,642.58	30
UNITED PASSAIC ORGANIZATION	Passaic	273,866.63	37
TOTALS		8,229,245.07	1,064

II.4 WAP Production Schedule

Total Units (excluding reweatherized)	1,064
----- Rewaterized Units	0

U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

Identification: EE0000194

State: NJ

Program year: 2012

Budget period: 04/01/2012 - 03/31/2013

Average Unit Costs, including Reweathering, Subject to DOE Program Rules	
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)	
A	Total Vehicles & Equipment (\$5,000 or more) Budget \$0.00
B	Total Units Weatherized 1,064
C	Total Units Reweatherized 0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C) 1,064
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D) \$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)	
F	Total Funds for Program Operations \$4,547,458.12
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D) 1,064
H	Average Program Operations Costs per Unit (F divided by G) \$4,273.93
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E) \$0.00
J	Total Average Cost per Dwelling (H plus I) \$4,273.93

II.5 Energy Savings

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

691 units x 30.5 MBtus = 21,076 MBtus

This number is significantly smaller this year due to the decreased funding and increased average unit cost.

Estimated energy savings: 21,076.00 (MBtu)

Estimated prior year savings: Actual:

If variance is large, explain:

II.6 Training, Technical Assistance, and Monitoring Activities

1. Activity Title: Training and Technical Assistance
2. Activity Type: Programmatic, Technical and Fiscal.
3. Delivery Method: Monitoring visits, training seminars and the state annual conference.
4. T/TA Provider: Monitoring staff, programmatic and fiscal personnel and technical experts.
5. Target Audience: Programmatic, technical and fiscal personnel.
6. Participating Subg: All subgrantees

Comments:

An annual conference for the general staff of local weatherization programs will be held during the 2010 program year. In addition, short courses and general information meetings will be developed, focusing on specific job duties, as needed.

DCA contracts with NJCAA to provide training for all weatherization subgrantee and DCA staff. The following is a list of training sessions that will take place in the 2010.

- I. Four Whole House Evaluation Part 1 training sessions, each session is scheduled to last 4.5 days.
- II. Four Whole House Evaluation Part 2 training sessions, each session is scheduled to last 4.5 days
- III. Two OSHA-10 training sessions, each session is scheduled to last 10 hours.
- IV. One Outreach Best Practices training session, this is a six hour session.
- V. Three Heating Systems 101 training sessions, each session is scheduled to last 3.5 days.
- VI. Two Weatherizing Multi-Family Units training sessions, each session is scheduled to last 3.5 days.
- VII. Three Dense Pack Insulation Techniques training sessions, each session is scheduled to last 3 days.

U.S. Department of Energy

WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

Identification: EE0000194

State: NJ

Program year: 2012

Budget period: 04/01/2012 - 03/31/2013

VIII. 3 BPI Certification training sessions, each session is scheduled to last 5 days. This will include testing and certifications

II.7 DOE-Funded Leveraging Activities

N/A

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

John Becker / Elizabeth Town Gas	Elizabeth Town Gas
Claire Bartolomeo / Public Service Electric and Gas	PSE&G
Grisel Manzano-Alarcon / Deputy Director, Hispanic Institute for Research and Develop	Hispanic Institute fo Research and Development
Richard Palmisano / Project Manager, PSE&G	PSE&G
Gina O'Donnell / Elizabeth Town Gas Co.	Elizabeth Town Gas
Eric DeGesero, Executive Vice - President / Fuel Merchants Association of New Jersey	Fuel Merchants Association of New Jersey

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

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

II.10 Adjustments to On-File Information

II.11 Miscellaneous

Atlantic County is being served by a combination of the following agencies:

1. Camden County OEO
2. Ocean Community Economic Now Inc.
3. Tri-County CAP