

**U.S. Department of Energy**

**WEATHERIZATION ANNUAL FILE WORKSHEET**

**Grant: EE00104**

**Amendment: 000**

**State: NM**

**Program year: 2009**

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

**II.3 Subgrantees**

Grantee	City	Tentative	
		Funding	Units
Central New Mexico Housing Corporation	Albuquerque	6,114,574.79	795
Community Action Agency of Southern New Mexico	Las Cruces	2,323,185.66	302
Los Amigos Educational Resource Center	Santa Fe	10,912,080.16	1,440
Region VI Housing Authority	Roswell	1,990,008.20	251
<b>TOTALS</b>		<b>21,339,848.81</b>	<b>2,788</b>

**II.4 WAP Production Schedule**

<b>Total Units (excluding reweatherized)</b>	<b>2,788</b>
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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:	
<b>Rewatherized Units</b>	<b>0</b>
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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	\$1,567,350.00
B	Total Units Weatherized	2,788
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	2,788
E	Average Vehicle & Equipment Acquisition Cost per Unit (A divided by D)	\$562.18
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$16,546,270.60
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	2,788
H	Average Program Operations Cost per Unit (F divided by G)	\$5,934.82
I	Average Vehicle & Equipment Acquisition Cost per Unit (from line E)	\$562.18
J	Total Average Cost per Dwelling (H plus I)	\$6,496.99

**II.5 Energy Savings**

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

Estimated energy savings, DOE Program 85,034 (MMBtu) in 2,788 homes

Estimated energy savings: 85,034 (MBtu)

Estimated prior year savings: Actual: 0

If variance is large, explain:

**II.6 Training, Technical Assistance, and Monitoring Activities**

**Training and Technical Assistance Plan for Stimulus Funding**

**OBJECTIVE**

MFA's training and technical assistance will address both emergent issues within the weatherization program and those activities necessary to maintain or increase the technical and administrative capacity of MFA and sub-grantee staff. The T & TA program will help ensure New Mexico's Weatherization Program meets regulatory standards.

As part of the contractual agreement, MFA will award sufficient funds to sub-grantees for T & TA activities. MFA approval must be obtained for the use of these T & TA funds. Sub-grantees will be required to attend training sessions appropriate to their individual training needs. MFA will retain sufficient T & TA funds for use in the below listed

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substantial training efforts.

### **TRAINING ACTIVITIES**

On an ongoing basis, MFA staff and sub-grantees collaborate to identify individual training needs based on their daily experiences with the program and with each other. This year the group will meet bi-monthly for these peer exchange meetings, which help maintain consistency in the services provided throughout the state. Below describes a three year training and technical assistance plan. MFA has identified the need for training in specific areas and will address the following issues in the 2009/2010 program year. Training in specific areas for the 2010/2011 and 2011/2012 program years will be addressed in those specific years.

#### **The 2009/2010 schedule is as follows:**

##### **1. Peer Exchange (June 2009)**

Central NM Housing Corporation, located in Albuquerque, NM, will host this meeting. The first day will be dedicated to Davis-Bacon training and the second day will be dedicated to administrative issues. The Davis-Bacon training will provide a comprehensive guide to understanding and complying with Davis-Bacon Act standards, including Compliance Requirements, Enforcement, and Penalties.

##### **2. Boot Camp Training (June 2009)**

Santa Fe Community College will host two, one week sessions using the Sun Power Boot Camp staff and curriculum. The course examines mechanical systems operation, health and safety, air leakage, insulation, client education and energy use to address problems based on energy economics. The training will accommodate fifteen field crew staff per session. Santa Fe Community College staff will use the first session as a learning tool for future trainings.

##### **3. DOE National Weatherization Training Conference (July 2009)**

New Mexico will send a minimum of 75% of the entire weatherization staff to include MFA and sub-grantees to attend the National Conference to be held in July 2009.

##### **4. Financial Management Training (July 2009)**

Financial staff from each agency will attend Financial Management training with Wipfli CPA's and Consultants in Las Vegas, Nevada. The training will cover issues related to financial oversight, risk management, human resource, procurement, audit, and fraud.

##### **5. Advanced Microsoft Excel Training (August 2009)**

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Financial staff from each agency will attend this Excel training course that will be held in Albuquerque. The training will focus on securing data, creating pivot tables, adding and using the analysis tool pack, creating invoices, timesheets and purchase orders, adding spreadsheets with visual basics and publishing charts and worksheets to web pages.

**6. Peer Exchange (August 2009)**

The administrative portion of the meeting will be hosted by MFA. In the field on the second day of the meeting, Sun Power will conduct training on the installation of insulation.

**7. KBSI Training (September 2009)**

All agencies will participate in this three week training, focusing on three areas:

WAP Inspector/Auditor Basic Auditor Part 1  
WAP Inspector/Auditor Combustion System Part 2  
WAP Inspector/Auditor Mobile Homes Part 3

**8. Peer Exchange (October 2009)**

CAA of Southern NM, located in Las Cruces, will host this meeting. The first day will be dedicated to advanced NEAT and MHEA training from Mark Ternace of Oakridge National Laboratories. The second day will focus on administrative issues.

**9. NASCSP (October 2009)**

MFA will send two staff members to the Fall NASCSP training. Michael Furze, hired in April by MFA to work on the weatherization program, will attend the first two days of the meeting intended for new WAP program managers.

**10. Peer Exchange (December 2009)**

Region VI Housing Authority, located in Roswell, NM, will host this meeting that will be dedicated to administrative issues.

**11. NASCSP (February 2010)**

MFA will send two staff members to the Spring NASCSP training.

**12. Peer Exchange (February 2010)**

This meeting will be hosted by Los Amigos Educational Resource Center in Santa Fe, NM. The first day will be dedicated to educating the entire field staff on OSHA training that will be provided by Santa Fe Community College. The second day will be dedicated to administrative issues.

**13. Peer Exchange (April 2010)**

Central NM Housing Corporation, located in Albuquerque, NM, will host this meeting. The meeting will be dedicated to administrative issues only.

**14. Heating Efficiency and Troubleshooting (April 2010)**

CNM Community College will provide the 40-hour course for fifteen (15) field staff crew. Staff completing the course will receive a continuing education certificate.

**15. Peer Exchange (June 2010)**

Meeting will be hosted by MFA. The meeting will be dedicated to administrative issues only.

**16. WAP PAC Meetings**

The 2009/2010 program year will be the second year of the new Housing Advisory Committee. During the 2008/2009 program year the committee had two official meetings and invitations to participate at the quarterly peer exchanges with subgrantees. MFA will strengthen the presence of the WAP PAC with quarterly conference calls and continue to invite them to statewide WAP meetings.

**17. Policy, Operations Management and Specialized Training**

In order to further development of MFA staff and sub-grantee management, MFA will continue to utilize NASCSP/DOE and other regional training conferences. These conferences provide valuable information on policy issues, operations management and specialized training; e.g., activities unique to weatherization and peer exchange of ideas and techniques. Scheduling will be adapted to available conference dates.

**18. Weatherization Plus**

MFA encourages sub-grantees to coordinate the weatherization assistance program with other MFA rehabilitation programs. When applicable, this maximizes the level of assistance on eligible homes. Again this year, MFA will offer sub-grantees special training necessary for them to participate in the rehabilitation programs.

**19. State Weatherization Program Manual**

MFA completed a full review of the manual in 2008. Sections of the manual continue to undergo additional review at quarterly meetings and on an as-needed basis. In order to provide the subgrantees with easy access to the current document, MFA posts the updated manual on our website.

**20. Community Education**

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MFA will continue advertising our program, conducting education and outreach in communities across New Mexico and participating in low-income/energy efficiency policy groups.

**A** - In mid-2008, MFA joined the Low-income Energy Efficiency Work Group, a collaboration of organizations interested in low-income energy affordability issues. The group seeks to establish a reliable, recurring funding stream for Weatherization and LIHEAP activities. MFA membership ensures that this group advocate for low income energy conservation programs to include WAP.

**B** - The Self Reliance Foundation intends to launch an initiative referred to as Energy Hawks USA, in New Mexico in 2009. The program is a national family energy conservation education and action initiative, on a program that empowers students and their parents to reduce energy consumption and costs. MFA believes the program compliments the state's weatherization program and will add valuable training to consumers regarding energy conservation. MFA will partner with the Self Reliance Foundation's for the 2010 "Weatherization Day".

**C** - All sub-grantees will continue distributing the required Lead Based Paint notice to all applicants. MFA will continue to require that program participants be asked to complete satisfaction forms after completion of measures.

### **Monitoring Activities**

#### **Objective**

The objective of the monitoring program is to ascertain sub-grantees compliance with program rules and regulations in addition to detecting fraud, abuse and waste. MFA assists sub-grantees to maximize program efficiencies and determine training needs.

#### **Action Steps**

##### **Monthly Desk Monitors**

An automated on-line payment system allows for monitoring the program expenditure and production schedule on a monthly basis. MFA management and weatherization staff prepares and analyzes a cumulative, statewide monthly report. This analysis leads to program adjustments as needed to achieve program requirements.

##### **Field Visits**

The WAP Program Manager will conduct field monitoring of sub-grantee activities, using DOE-approved monitoring instrument. The primary focus on program policies and

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procedures, fiscal management and client participation/unit inspections. The timeline for monitoring visits follows.

### **July and October 2009**

A new agency, Region VI Housing Authority joined the program in July 2008. Previous monitoring of Region VI indicated a need for on-site T & TA visits in addition to the training program set for the year. MFA will visit Region VI in July for a T & TA visit and will return in October 2009 for a full monitor.

### **August/September 2009**

Operation monitoring at Los Amigos Educational Resource Center

### **October/November 2009**

Operation monitoring at CAA of Southern NM

### **February/March 2010**

Operation monitoring at Central NM Housing Corporation

### **Unit Inspections**

In past program years, MFA has monitored 5% of completed units. This year, MFA committed to monitor from 7.5% to 10% of the completed units. MFA has budgeted funds to contract with qualified individuals to conduct the necessary on-site unit inspections in all 33 counties of the state. To provide more program oversight, MFA has assigned Michael Furze to the Weatherization program. Mr. Furze will participate in the management of the unit inspection monitoring.

Michael Furze and Gina Martinez will work closely together to ensure that all aspects of the monitoring activities coincide. The scheduled dates of unit inspections will be determined after the contractors have been retained.

### **Audits**

MFA requires sub-grantees be audited in accordance with section 440.23(d). For program year 2009/2010 funding for all four agencies meet the threshold amount of \$500,000. Funds will be made available within their budgets to pay for their financial audits. MFA's Comptroller ultimately approves the annual financial audits, after an internal approval process.

## **II.7 DOE-Funded Leveraging Activities**

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**U.S. Department of Energy****WEATHERIZATION ANNUAL FILE WORKSHEET (continued)****Grant: EE00104****Amendment: 000****State: NM****Program year: 2009****Budget period: 04/01/2009 - 03/31/2012****Leveraging Activities**

DOE's yearly funding helps only a fraction of New Mexico's low-income homes in need of weatherization. MFA recognizes that increasing the number of weatherized homes requires additional funding and pursues other funding sources accordingly. Leveraging funds from the state and local partners has become crucial to maintaining the service level in New Mexico. The amount designated for leveraging is included on the budget section of this plan.

**Other Funding Sources**

The New Mexico legislature passed the Efficient Use of Energy Act (the Act) in 2005, which requires public utility companies to place a tariff on their customer's utility bills. The utility must redistribute the funds to the customers in the form of energy efficiency programs. MFA's receipt of these funds continues to be contingent upon award of DOE funds.

1. PNM will contract with the MFA for \$830,500 to be paid by PNM for the MFA to procure ENERGY STAR® Refrigerators and CFLs, train contractors retained by the MFA in the process of installation of Program Items, and supervise the installation of Program Items in the homes of low-income PNM residential electric customers. The program will begin July 1, 2009.
2. New Mexico Gas Company contracted \$823,453 with MFA for weatherization services that began January 1, 2009. In Mid-April, an additional \$400,000 was approved by the PRC for weatherization services to begin July 1, 2009.
3. Xcel Energy provided \$126,500 to provide refrigerator replacements and weatherization of all electric homes in their service territory.
4. The NM Environment Department-Air Quality Bureau imposes fines on companies that have violated New Mexico air quality laws. The Bureau has been negotiating with MFA to utilize the funds from these fines to weatherize homes. As of this date, MFA has contracted \$63,080 with the Bureau to weatherize homes in Dona Ana County.
5. MFA received \$527,800 for the State of New Mexico, \$500,000 for State LIHEAP funds and \$3,437,826 in Federal LIHEAP funding. All of these funds will be used for full weatherization using DOE regulations.
6. MFA staff will continue to pursue State funds with State agencies and the State legislature, and remain involved with the proposals submitted by other public utility companies to the PRC in order to receive more funding under the Act.

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**Leveraging Budget**

Most WAP participants qualify for a HOME Rehabilitation loan program that MFA has implemented. An Award and Restrictive Covenants Agreement secures the funding. The agreement encumbers the real property for ten years, five with full repayment due on sale or transfer, and an additional five years where the outstanding amount is reduced by 20% each year.

MFA continues to encourage WAP sub-grantees to leverage with sub grantees using HOME Rehabilitation funding for weatherization jobs requiring special needs. MFA also refers eligible participants to the U.S. Rural Development 504 Loan and 504 Grant rehabilitation program.

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

Priscilla Lucero	Southwest New Mexico Council of Governments
Sandra Hidalgo	Eastern Plains Housing Development Corporation
Diana Kiley	Clovis National Bank
Deborah Webster	Concept Consulting Group, LLC
Tom Hassel	Housing Authority of the City of Las Cruces

**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.

Published on 4/18/2009

Albuquerque Journal  
 Clovis News  
 Santa Fe New Mexican  
 Hobbs  
 Las Cruces Sun  
 Farmington Daily Times

**II.10 Adjustments to On-File Information**

- *Added a Lead Base Paint Policy.*
- *Added a Rental Policy .*

**II.11 Miscellaneous**