

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
Division of Housing and Community Resources

WEATHERIZATION ASSISTANCE PROGRAM
BULLETIN # 801

Date Reissued: April 25,2013

Subject: **Reweatherization**

Summary:

Re-weatherization is the provision or service to a dwelling unit which has previously been served. Re-weatherization is permitted in those units which were originally weatherized prior to September 30, 1994. Re-weatherization of units served since 1994 may be allowed if the building has been damaged by flood, fire, storm, etc., and the Department has approved the re-weatherization.

Re-Weatherization Policy:

Re-weatherization is the provision or service to a dwelling unit which has previously received the same type of service. Re-weatherization is generally prohibited, although there are exceptions. Such exceptions are:

DATE OF ORIGINAL SERVICE – If the dwelling unit was originally weatherized prior to September 30, 1994, re-weatherization is permitted that may not have received the full complement of weatherization services, including the use of an advanced energy audit or addressing health and safety concerns. A new energy audit must be conducted to analyze the building.

DAMAGE TO BUILDING – A previously weatherized dwelling unit which was completed after September 30, 1994 may only be re-weatherized when the dwelling unit has been damaged by fire, flood, or act of God, and repair of the damage to weatherization materials is not paid for by insurance. An estimate detailing the cost of materials will be submitted for approval to the Office of Low Income Energy Conservation along with a certified copy of the insurance company's claim denial, if applicable.

Weatherization agencies must maintain a list or database of homes weatherized for the purpose of cross referencing with new applications. Weatherization agencies must maintain, at a minimum, records of homes weatherized back to September 30, 1994.

Approval Process:

The Re-Weatherization Approval Form must be completed and submitted along with the applicable documentation to the OLIEC. Form must be signed. Form can be scanned and email to OLIEC. The Re-Weatherization Approval Form can be found at <http://www.nj.gov/dca/divisions/dhcr/offices/wap.html> .

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WEATHERIZATION ASSISTANCE PROGRAM
BULLETIN # 804

Date Issued: May 28, 1999

Subject: **Program Income/Leveraging**

Summary: **PROGRAM INCOME:** DOE defines program income as any funds earned from non-federal sources during the course of performing DOE Weatherization work by grantee and/or subgrantees. The income generated must be used to complete additional dwelling units in accordance with DOE rules.

PROGRAM INCOME: DOE defines program income as any funds earned from non-federal sources during the course of performing DOE Weatherization work by grantee and/or subgrantees. The income generated must be used to complete additional dwelling units in accordance with DOE rules.

Program income is subject to the specific guidance provided in the DOE Financial Assistance Rule of 10 CFR 600, Subpart B, Section 600.124 and Subpart C, Section 600.225 as appropriate and should be treated as an addition to program funds subject to the same rules as appropriated funds. Because of changes to 10 CFR 600, DOE will stipulate, in the grant award, the program income to be treated as an addition to program funds. Property owner contributions to the program are not considered program income.

LEVERAGED RESOURCES: DOE defines leveraging as any non-federal resources which are used to supplement the program or are used to run a parallel program (regardless of who initiates the action) and expands energy-efficient services and/or increases the number of dwelling units completed for Weatherization eligible clients. Leveraged resources are not considered to be program income for the purposes of the Weatherization Assistance Program.

Under leveraging, grantees/subgrantees work at developing partnerships with property owners, utility companies, and other entities that generate non-federal resources for the program. As a result of this effort, there may be an associated grantee or subgrantee cost that can be paid by using a percentage of the DOE grant. This is the purpose of DOE allowing a leveraging budget category.

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Division of Housing and Community Resources

WEATHERIZATION ASSISTANCE PROGRAM BULLETIN # 806

Date Reissued: August 16, 2012

Subject: Equipment Inventory Control

Weatherization agencies are responsible for the development of in-house procedures designed to ensure the proper management of tools and equipment purchased, in whole or in part, with Weatherization Assistance Programs' funds.

Statement of Policy:

Federal regulations, 10CFR600.432(d)(1-5), set standards for the management of equipment purchased in whole or in part with Weatherization Assistance Program funds. 10CFR600.432(d)(1-5) reads as follows:

- (1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of the property, who holds the title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
- (2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
- (3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.
- (4) Adequate maintenance procedures must be developed to keep the property in good condition.
- (5) If the grantee or subgrantee is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

Effective immediately, all weatherization agencies should develop a procedure for the purchase, inventory, storage, maintenance, assignment, and return of all property purchased in whole or in part with Weatherization Assistance Program funds. This procedure should be incorporated in each agency's Standard Operating Procedures Manual and must, at a minimum, comply with the provisions of 10CFR600.432(d)(1-5).

To comply with these regulations, a sign-out/in procedure should be developed for the assignment of property. Upon termination of employment of an individual, all such property in the possession of the

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employee shall be returned, prior to the date of departure, to the Agency's Property Manager or other designated individual.

Property records are to be accessible for review by DCA Monitors or other DCA representatives. DCA Monitors will conduct monthly reviews of inventory records to ensure they are kept current. In addition to the requirements listed in 10CFR600.432(d)(1), the property records must indicate the use of any proceeds realized from the sale of the property. This use must comply with all applicable regulations.

In the case of termination of an agency as a subgrantee arrangements will be made with the State for disposition of property.

Any equipment purchased with Weatherization Funds with a value of \$1,000 and above must be entered and recorded in HESWAP.

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WEATHERIZATION ASSISTANCE PROGRAM
BULLETIN # 807

Date Reissued: September 9, 2014

Subject: Drug-Free Workplace Requirements

Re: (1) DOE, DHS & HIP Contracts
(2) Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V,
Subtitle D, Section 5160)

Summary: Weatherization grantees must certify compliance with the requirements of the Drug-Free Workplace Act by completing and returning to the Department of Community Affairs (DCA), Office of Low-Income Energy Conservation (OLIEC),

The Certification of Drug-Free Workplace Requirements Form lists the requirements of the Drug-Free Workplace Act of 1988. Each Weatherization Agency must comply with the requirements of this law. The requirements are listed on the Certification Form.

Each Weatherization Agency must also certify to the funding source (DCA, OLIEC) that it is in conformance with the law.

This form can be found in the [Policy Manual Appendix Page](#).

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WEATHERIZATION ASSISTANCE PROGRAM
BULLETIN # 808

Date Issued: May 28, 1999

Subject: Funding Disclosure Requirements of the Stevens Amendment

Re: (1) Public Law 101-136, Section 623 (11/03/89)
(2) Public Law 101-166, Section 511 (11/21/89)
(3) DOE, DHS and HIP Contracts

Summary: See Bulletin text below.

Subgrantee recipients of Federal funds must clearly state both the percentage and dollar amount of the total cost of a program or project which will be financed with Federal money. This disclosure requirement applies to any statements, press releases, requests for proposals, bid solicitations, or any other documents describing the projects or programs funded in whole, or in part, with Federal money.

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WEATHERIZATION ASSISTANCE PROGRAM
BULLETIN # 809

Date Issued: September 9, 2014

Subject: Lobbying Restrictions and Disclosure

Summary: This Bulletin contains information pertaining to restrictions on lobbying activities and related disclosure requirements.

The two (2) forms and instructions pertaining to restrictions on lobbying. These forms are required by Section 319 of Public Law 101-121 (31 U.S.C. 1352), effective December 22, 1989.

The restrictions generally prohibit recipients of Federal grants, contracts, cooperative agreements, and loans from using appropriated funds for lobbying the executive or legislative branches of the Federal government in connection with a grant, contract, cooperative agreement, or loan. While lobbying using non-appropriated funds is permitted, disclosure reports on such activities are required along with quarterly updates should material changes occur.

The Certification Regarding Lobbying Form can be found in the [Policy Manual Appendix Page](#).

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POLITICAL ACTIVITIES

Lobbying Restrictions, P.L. 101-121

Public Law 101-121; Section 319 places specific "limitation on [the] use of appropriated funds to influence certain Federal contracting and financial transactions". The law proceeds to stipulate the exact procedures that must be followed regarding the documentation and ethics involved when an entity seeks to secure Federal funding through a contract agreement, a Federal grant, a Federally-secured loan, or enter into a cooperative agreement with a Federal program or agency. This includes the "extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement".

The act applies to any individual who is involved with the awarding of a contract, the making of a grant or loan, or responsible for entering into a cooperative agreement on behalf of an entity of the Federal government. Program participants must fulfill two (2) obligations: the filing of Declarations of Compliance and; the inclusion of documentation demonstrating compliance in a given program year when submitting the agency annual budget justification to the sponsoring government agency.

If a Grantee or subgrantee has received Federal funding, or a commitment to receive funding under a contract, grant, loan or cooperative agreement with any entity of the Federal government, the agency is required to file a declaration that includes:

whether or not any payments have been made or if agreement to make such a payment exists, the amount to be paid and the method of payment, the activity for which payment was or is to be received, the names and addresses of any individual that is to receive or has received payment, and certification that such payments were not made and will not be made;

The Inspector General, his designee, or the head of a Federal agency must include an annual evaluation of the agency's compliance with this law at the time that the agency submits annual budget justifications to the sponsoring government entity. This evaluation must include all alleged violations during the most recently completed Program Year, and any and all actions taken by the head of the agency;

Section 1352 of the law states that reasonable compensation to a regularly employed person getting the grant is permitted (i.e., business development expenses incurred by persons seeking subcontract with an organization that receives Federal funds). This section cannot be construed to violate the intent or specific application of this law.

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WEATHERIZATION ASSISTANCE PROGRAM
BULLETIN # 811

Date Reissued: June 16, 1999

Subject: **Material and Program Support Ratio**

Summary: Establishes new material and program support ratio for all units weatherized based on the recommendations of the auditor, utilizing the Energy Audit Using the Queens Information Package (EA-QUIP).

As of August 1, 1995, the Department of Energy (DOE) granted the State of New Jersey permission to utilize the Energy Audit Using the Queens Information Package (EA-QUIP). This approval also includes a waiver of the 40% material requirement as a part of the per unit average costs.

The purpose of this bulletin is to establish a new material and support ratio that will allow for labor intensive measures while ensuring the percentage of material installed per units is adequate for maximum energy savings.

All units completed with EA-QUIP must have no less than thirty percent (30%) of the total per unit cost expended for materials, and no more than seventy percent (70%) for program support. The Building Check List and Job Order Sheet will continue to be used until an alternate format is approved by the OLIEC.

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WEATHERIZATION ASSISTANCE PROGRAM
BULLETIN # 812

Date Reissued: November 17, 2009

Subject: **Low Expenditure in Weatherized Units**

The priority list of measures or approved energy audit recommendations in conjunction with per unit expenditure limits set the parameters for the amount of work to Weatherization Assistance Program funds.

Due to the increase in unit average cost to \$6,500, it is necessary to remind agencies that effective weatherization and increased energy efficiency are the primary objectives of the Weatherization Program.

The policy against "Gold plating and Skimping", which is providing less service to some households for the benefit of others, or to increase the amount of program support earned by an agency will not be tolerated.

Program monitors are required to inspect all jobs that have a total cost of less than \$800 for crew-based agencies and \$1,000 for contractor installations.

Units will not be approved if it is determined that effective weatherization jobs were not completed.

While this is not meant to imply that no services should be provided to an eligible household that does not require substantial levels of material installation, if it is apparent that a unit is already energy-efficient, there is no justification for expending grant funds in that unit based solely on income eligibility.

Justification for unit failure:

1. The unit did not receive adequate service based on an approved audit procedure or priority list.
2. The unit was already energy-efficient and therefore should not have been weatherized.
3. The unit cost reported has grossly inflated item charges; based on a comparison of past charges for similar items.

This policy is effective immediately.

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WEATHERIZATION ASSISTANCE PROGRAM BULLETIN # 813

Date Reissued: May 21, 2014

Subject: **Approval for Exceeding Maximum Allowable Cost per Unit (Regular WAP and Health & Safety)**

Regular WAP:

For 2013, The Department of Energy has established an average cost of \$6,904 per weatherization unit. An agency can expend the maximum allowable in selected units, the agency is required to monitor and maintain an average cost not to exceed \$6,904.

Program monitors will have authorization to approve the expenditures of \$6,905-\$7,500 without approval from the program supervisor. The monitor's approval indicates that a review of the total cost has been completed and the additional expenditure is justified.

The agency is responsible for tracking and ensuring that the program average costs are maintained.

Any job with a total cost exceeding \$7,500 must be approved by the Office of Low Income Energy Conservation (OLIEC) by submitting the approval form to exceed maximum allowable cost per unit.

Health & Safety:

In order to maintain the primary energy efficiency mission of the program, H&S budgets are limited to 14% of \$4,650 or an estimated \$750 per unit adjusted based on actual Program Operation expenditures. Agencies must maintain this H&S expenditure limit of 14%, on average, across all units reported to DCA or face disallowed costs except that DCA may approve waivers on a case-by-case basis. Waivers must be submitted to DCA Monitors for approval when the total H&S cost exceeds \$750 but is under \$1,500 for an individual unit. H&S estimates over \$1,501 for an individual unit must be approved by the OLIEC Supervisor. Agencies must receive DCA approval to perform work in a home with estimated H&S costs in excess of \$750 per unit.

Procedure:

1. Approval form along with documents listed on the form must be submitted to the assign State monitor along with client file.
2. State monitor will be required to review client file and inspect the unit. State monitor will provide agency with a signed approval form indicating approval or denial.
3. If the total cost of unit exceeds \$7,500, WAP agency is required to forward approval form with required documents and signature from both agency and state monitor to OLIEC for approval.

The Approval Form to Exceed Maximum Allowable Cost Per Unit will be available in the [appendix](#) under Chapter 8.