

# NEW JERSEY WEATHERIZATION ASSISTANCE PROGRAM

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NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF HOUSING AND COMMUNITY RESOURCES  
WEATHERIZATION ASSISTANCE PROGRAM  
WEATHERIZATION BULLETIN # 801

Updated and Reissued May 15, 2013

**TO:** Executive Directors and Weatherization Managers

**FROM** Angie Armand, MAS, CPM  
Supervisor  
Office of Low-Income Energy Conservation

**Reference:**

- (1) 10 CFR 440 18(e)(2)(iii)
- (2) WPN 12-1, 5.14
- (3) DOE, DHS & HIP Contracts

**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.

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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/divisions/dca/dhcr/offices/wap>.

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## NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS DIVISION OF HOUSING AND COMMUNITY RESOURCES WEATHERIZATION ASSISTANCE PROGRAM REWEATHERIZATION APPROVAL FORM

Agency Name: \_\_\_\_\_  
Client Name: \_\_\_\_\_ File ID: \_\_\_\_\_  
Address: \_\_\_\_\_ Year Built: \_\_\_\_\_  
Date of Original Weatherization: \_\_\_\_/\_\_\_\_/\_\_\_\_

Original Weatherization Scope of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Justification for Reweathering: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Scope of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach the following document(s):

- Copy of the insurance company's claim denial
- Notarized statement of no insurance from client (if applicable)
- FEMA approval/denial letter (if applicable)

Agency Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**For DCA use only:**

Monitor Review: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

WAP Supervisor Review:            \_\_\_ Denied            \_\_\_ Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## WEATHERIZATION BULLETIN #802

To: Executive Directors and Weatherization Managers  
From: Clarice Sabree-Sylla, Supervisor, OLIEC  
Date: February 4, 2004  
Topic: **Production Deadlines, Disallowed Cost and Grants Under Expenditure**

Summary: Weatherization Production must be completed and reported in a timely fashion. Failure to complete production in a timely fashion increases disallowed cost and the carry-over of funds. To address this problem, funds that are disallowed or not spent within the contract period will be deducted from future grants. This policy is effective immediately and will be applied to all grants beginning with the 2003 DHS closing 9/30/04 and 2004 DOE Weatherization Grants closing 3/31/05.

All materials must be installed and units reported as complete to the OLIEC no later than one month before the close of each grant period.

All production for the DOE Weatherization Grants must be completed no later than February 28th.

All production for the DHS Weatherization Grants must be completed no later than August 31st.

If production is not completed by the dates outlined above and at the close of the contract period funds are not spent, or disallowed costs have been incurred, the next year's allocation will be impacted as follows:

1. A reduction in funding based on the Performance Rating System.
2. A cut in funding equal to the amount that was unspent and/or disallowed.

The only exception to this rule will be if the agency has an unforeseen circumstance that prevents the completion of the contract and voluntarily returns funds in a timely fashion so the money can be reallocated.

In that case, the next year's Grants will be based solely on the Performance Rating System.

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## WEATHERIZATION BULLETIN #802

To: Executive Directors and Weatherization Managers

From: Clarice Sabree-Sylla, Supervisor, OLIEC

Date: May 28, 1999

Affected Programs: DOE and DHS

Topic: **Production Deadlines**

Summary: Production shall be completed before the end of each Weatherization Grant period.

To ensure that grant funds are properly expended and work is completed before the end of each Weatherization Grant period, the Office of Low-Income Energy Conservation (OLIEC) has established a deadline for production.

All materials must be installed and the units reported as completed to the OLIEC no later than one month before the close of each Weatherization Grant period.

CONTRACT	GRANT PERIOD	PRODUCTION DEADLINE
<b>DOE</b>	April 1st – March 31st	February 28th
<b>DHS</b>	October 1 <sup>st</sup> – September 30 <sup>th</sup>	August 31st

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## WEATHERIZATION BULLETIN #803

To: Executive Directors and Weatherization Managers  
From: Clarice Sabree-Sylla, Supervisor, OLIEC  
Date: May 28, 1999  
Re: **Geographic Service Area Per Grantee**

To eliminate any possible misunderstanding, below is a list of Weatherization Grantees and their respective geographic service areas.

To enable a Grantee to provide service in an area outside its own, the following criteria must be met:

1. The host agency must request, in writing, assistance from another D.C.A. Grantee.
2. At the same time, the host agency must submit a written request to the Department of Community Affairs, Office of Low-Income Energy Conservation requesting permission to enter into an agreement of this nature with another D.C.A. Grantee.
3. The State monitor for the host agency must be advised of the circumstances surrounding the request for assistance.

Enclosure

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<u>County</u>	<u>Agency</u>	<u>Wx. Manager</u>	<u>Telephone No.</u>
Atlantic	Atlantic Human Res.	Marlene Barbour	609-348-4469
Bergen	Bergen CAP	Geri Caruso	201-968-0200
Burlington	Burlington CAP	Milton Keenan	609-386-5800
Camden	Camden	Michele Brown	609-910-1180
Cape May	Atlantic Human Res.	Marlene Barbour	609-348-4469
Cumberland	Powhatan Indians Tri-County	Theresa Watson Miriam Lopez	609-261-4747 609-455-5900
Essex	La Casa de Don Pedro	John Jefferson	973-485-0701
Gloucester	Powhatan Indians Tri-County	Theresa Watson Miriam Lopez	609-261-4747 609-455-5900
Hudson	Bayonne Econ. Opp. P.A.C.O.	Tony Alicea Carmen Quintana	201-437-7222 201-864-3774
Hunterdon	Northwest CAP	John Korp	908-454-7000
Mercer	Mercer Co. Administ.	Jessie Arthur	609-989-6959
Middlesex	Puerto Rican Act. Board	Joe Short Vivian Perez	732-828-4510 732-828-4510
Monmouth	Check-Mate, Inc.	Wilbur Martin	732-774-3100
Morris	Morris Hispanic Affairs	Rosa Soto	973-366-1131
Ocean	Ocean, Inc.	Mike Fiorentino	732-244-5333
Passaic	Passaic Co. Board of Chosen Freeholders	Carol Ryle	973-305-5730
Passaic	Paterson Task Force City of Paterson	Lana Stokes	973-279-2333
Passaic	United Passaic Org. City of Paterson	Richard Young	973-472-2478
Salem	Powhatan Indians Tri-County	Theresa Watson Miriam Lopez	609-261-4747 609-455-5900
Somerset	Northwest CAP	John Korp	908-454-7000
Sussex	Northwest CAP	John Korp	908-454-7000
Union	PROCEED	Joseph Diaz	908-351-7727
Union	Urban League City of Elizabeth	Laura Hallam	908-351-7200
Warren	Northwest CAP	John Korp	908-454-7000
TEN SOUTHERN COUNTIES*	Powhatan Indians	Theresa Watson	609-261-4747

\* Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Monmouth, Ocean and Salem

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## WEATHERIZATION BULLETIN #804

To: Executive Directors and Weatherization Managers

From: Clarice Sabree-Sylla, Supervisor, OLIEC

Date: May 28, 1999

Affected Program: DOE

Topic: **Program Income/Leveraging**

Re: DOE Financial Assistance Rule of 10 CFR Chapter II Part, 10CFR 440

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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## WEATHERIZATION BULLETIN #805

To: Executive Directors and Weatherization Managers

From: Clarice Sabree-Sylla, Supervisor, OLIEC

Date: June 11, 1999

Affected Programs: All

Topic: **DCA/OLIEC Correct Mailing Address and Fax Number**

Summary: The correct OLIEC mailing address and FAX number are listed in the text of this Bulletin.

Mail for the OLIEC should be addressed as follows:

Mr./Ms. (Intended Recipient)  
Department of Community Affairs  
Division of Housing and Community Resources  
Office of Low-Income Energy Conservation  
P. O. Box 806  
Trenton, New Jersey 08625-0806

The OLIEC Fax Number is (609) 292-9798.

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## DEPARTMENT OF COMMUNITY AFFAIRS DIVISION OF HOUSING AND COMMUNITY RESOURCES

### MEMORANDUM

Weatherization Bulletin #806 (Reissued 8/16/2012)

**To:** Executive Directors and Weatherization Managers

**From:** Angie Armand, Supervisor, OLIEC

**Date:** August 16, 2012

**Supersedes:** Weatherization Bulletin #806 dated May 28, 1999

**Topic:** **EQUIPMENT INVENTORY CONTROL**

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**Reference:**

- (1) DOE, DHS, HIP Contracts,
- (2) 10CFR600.432(d)(1)
- (3) OMB Circular A-110

**Summary:**

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.

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- (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 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 BULLETIN #807

To: Executive Directors and Weatherization Managers

From: Clarice Sabree-Sylla, Supervisor, OLIEC

Date: June 11, 1999

Affected Programs: All

Topic: **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 attached Certification Form.

Attached to this Bulletin is a Certification Form which 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.

Attachment

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## CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D) Section 5160 and implemented through additions to the Department and Suspension regulations published in the Federal Register on January 31, 1989.

An organizational applicant certifies that it will provide a drug-free workplace by:

- 1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- 2) Establishing a drug-free awareness program to inform employees about:
  - a) the dangers of drug abuse in the workplace;
  - b) the grantee's policy of maintaining a drug-free workplace;
  - c) any available drug counseling, rehabilitation and employee assistance programs; and
  - d) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- 3) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1).;
- 4) Notifying the employee in the statement required by paragraph 1) that, as a condition of employment under the grant, the employee will--
  - a) abide by the terms of the statement; and
  - b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction;
- 5) Notifying the agency within ten (10) days after receiving notice under paragraph 4) b) from an employee or otherwise receiving actual notice of such conviction;
- 6) Taking one of the following actions, within thirty (30) days of receiving notice under paragraph 4) b), with respect to any employee who is so convicted;
  - a) taking appropriate personnel action against such an employee, up to and including termination; or
  - b) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- 7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6) .

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Place of Performance: The applicant shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: (street, address, city, county, state, zip code).

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An applicant who is an individual certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant.

This assurance is given in connection with any and all financial assistance from the Department of Energy after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and on the authorized official (or individual applicant, as appropriate) whose signature appears below.

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Organization Name

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Name and Title of Authorized Representative

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Signature

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Date

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## WEATHERIZATION BULLETIN #808

To: Executive Directors and Weatherization Managers

From: Clarice Sabree-Sylla, Supervisor, OLIEC

Date: May 28, 1999

Affected Programs: All

Topic: **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 BULLETIN #809

To: Executive Directors and Weatherization Managers

From: Clarice Sabree-Sylla, Supervisor, OLIEC

Date: June 16, 1999

Affected Programs: All

Topic: **Lobbying Restrictions and Disclosure**

Re: 

1. Public Law 101-121, Section 319, 12/22/89
2. Federal Register
3. DOE, DHS and HIP Contracts

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

Attached to this Bulletin are 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.



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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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## CERTIFICATION REGARDING LOBBYING

(Federal Register Vol. 54, No. 243, dated December 20, 1989)

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

1. No Federal appropriated funds, including PVE funds, have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal Loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

\_\_\_\_\_  
(Agency)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

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## WEATHERIZATION BULLEIN #810

To: Executive Directors and Weatherization Managers

From: Clarice Sabree-Sylla, Supervisor, OLIEC

Date: June 17, 1999

Supersedes: N/A

Affected Programs: All

Topic: **Priority of Single and Multi-Family Dwellings**

Re:

1. 10 CFR 440
2. DOE and DHS Contracts
3. Weatherization Bulletin #107

Summary: This bulletin expands the policy of prioritization of clients by considering the status of the dwelling unit, in addition to the point system outlined in Weatherization Bulletin #107. 10CFR Part 440.16(b) states that "Priority is given to identifying and providing weatherization assistance to elderly and handicapped low-income persons and such priority as the applicant determines is appropriate is given to dwelling units containing children and to single-family or other high energy consuming dwelling units."

For purposes of outreach focus and production planning, single-family, owner-occupied units will have absolute priority over multi-family units. This means single-family units that are considered high priority, based on the point system outlined in Weatherization Bulletin #107, must be completed before similar clients that reside in multi-family dwellings of five (5) or more units.

Multi-family dwellings with contributing owners may be prioritized ahead of multi-family dwellings with non-contributing owners, but no ahead of single-family units.

Vacant units never have priority over occupied units. Subgrantees should not weatherize multi-family dwellings with disproportionate numbers of vacant units before occupied eligible units.

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When developing outreach strategies, the following guidelines must be considered:

1st Priority	Single Family, Owner Occupied	Categorically Eligible
2nd Priority	Single Family, Owner Occupied	Highest Cumulative Points
3rd Priority	Single Family, Tenant Occupied	Categorically Eligible
4th Priority	Single Family, Tenant Occupied	Highest Cumulative Points
5th Priority	Multi-Family, Tenant Occupied Contributing Landlord	Categorically Eligible 50/66% Units Occupied
6th Priority	Multi-Family, Tenant Occupied Non-Contributing Landlord	Categorically Eligible 50/66% Units Occupied
7th Priority	Multi-Family, Tenant Occupied Contributing/Non-Contributing Landlord	Variable Eligibility less than 60% Occupied Vacant Units

All subgrantees should develop outreach strategies that ensure single-family units are prioritized as outlined above. Subgrantees who serve areas that have predominately multi-family dwellings should make every effort to provide service to some percentage of single-family units during each grant cycle. Agencies should also avoid weatherizing multi-family building complexes with a high percentage of vacant units, since this reduces the possibility of follow-up, to ensure units are actually occupied by eligible tenants.

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## WEATHERIZATION BULLETIN #811

To: Executive Directors and Weatherization Managers

From: Clarice Sabree-Sylla, Supervisor, OLIEC

Date: June 16, 1999

Supersedes: N/A

Affected Programs: All

Topic: **Material and Program Support Ratio**

Re: 

1. 10 CFR 440
2. DOE and DHS State Plans and Contracts

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 BULLETIN #812

To: Executive Directors and Weatherization Managers

From: Clarice Sabree-Sylla, Supervisor, OLIEC

Date: June 16, 1999

Affected Programs: DOE and DHS

Topic: **Low Expenditure in Weatherized Units**

Summary: The EA-QUIP audit recommendations in conjunction with per unit expenditure limits set the parameters for the amount of work to be completed in each unit Weatherized with Weatherization Assistance Program funds. Because New Jersey subgrantees are using an audit that allows a waiver of the mandatory 40/60 percentage for material and labor, the OLIEC set a new maximum of 70% for labor to ensure that effective weatherization services continue to be provided. For the most part, subgrantees are still expending on average \$500 per unit for materials in a regular unit. There are a few agencies however, who have used the lack of a minimum expenditure requirement for materials as a justification to report units with as little as \$4.00 worth of materials installed. When questioned on this issue, a lack of written policy was cited. The OLIEC is therefore implementing a written policy regarding “Gold plating and Skimping” which is providing less service to some households for the benefit of others in terms of the amount of funds expended. 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 if a unit is already energy-efficient, there is no justification for expending grant funds in that unit based solely on income eligibility.

Any unit reported with a total expenditure of less than \$100.00 will receive a mandatory inspection and will be disallowed if it is determined that:

1. The unit did not receive adequate service based on an approved audit procedure.
2. The unit was already energy efficient and therefore should not have been weatherized.

This policy is effective immediately.

# NEW JERSEY WEATHERIZATION ASSISTANCE PROGRAM

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## ARRA WEATHERIZATION BULLETIN #812

To: Executive Directors and Weatherization Managers

From: Clarice Sabree-Sylla, Supervisor, OLIEC

Date: November 17, 2009

Affected Programs: DOE, DHS, ARRA and DOE

Topic: **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.

# NEW JERSEY WEATHERIZATION ASSISTANCE PROGRAM

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## WEATHERIZATION BULLETIN # 813

To: Executive Directors and Weatherization Managers

From: Clarice Sabree-Sylla, Supervisor, OLIEC

Date: June 2, 2010

Affected Programs: All Grants

Topic: **Weatherization Policy Draft for Units Exceeding \$6,500**

The Department of Energy has established an average cost of \$6,500 per weatherization unit. States have the latitude to establish a maximum amount that can be expended within any unit. While an agency can expend the maximum allowable in selected units, the agency is required to monitor and maintain an average cost not to exceed \$6,500.

The weatherization program will allow a maximum per unit cost of \$7,000 per unit as long as the total average cost for the contract period does not exceed \$6,500.

Program monitors will have authorization to approve the expenditures of \$6,501-\$7,000 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 \$7,000 must be approved by the Office of Low Income Energy Conservation.