

# 2019 Fall SAMM

Thursday, October 10, 2019



Indiana Housing & Community Development Authority

# Welcome!

## Agenda – General Sessions

<b>9:00am – 9:15am</b>	Welcome, Introductions, Agenda Review
<b>9:15am – 9:45am</b>	General Policy and Procedure Updates (Lauren/Larysa) Funding utilization, end of grant year (Lauren/Larysa)
<b>9:45am – 10:45am</b>	Historic Preservation Policy and Procedures Updates (Larysa)
<b>10:45am – 11:00am</b>	<i>Break</i>
<b>11:00am – 12:00pm</b>	Crews or Contractors (Pamela Emery)
<b>12:00pm – 1:00pm</b>	<i>Lunch</i>
<b>1:00pm – 2:00pm</b>	Monitoring update (Colleen Hutson)
<b>2:00pm – 2:30pm</b>	Training update (Chris Willman)
<b>2:30pm – 3:00pm</b>	Deferral tracking and deferral program (Larysa/Lauren)
<b>3:00pm – 3:15pm</b>	<i>Break</i>
<b>3:15pm – 4:00pm</b>	Multi-family Policy and Procedure Updates (Carlas)
<b>4:00pm – 5:00pm</b>	Q & A and general discussion

# Welcome!

## Agenda – Fiscal Sessions

*With Pamela, Lisa, and Roxanne*

**1:00pm – 1:30pm** Claims Process (Lisa/Roxanne)

**1:30pm – 2:00pm** IHCDOnline (Lisa/Roxanne)

**2:00pm – 3:00pm** Q & A with Pamela and Claims Department (Pamela/Lisa/Roxanne)

**3:00pm – 3:15pm** *Break (Rejoin group)*

# IHCDA Weatherization Staff

- Lauren Perry, Community Programs Director
  - Larysa Bernstein, Community Programs Analyst (Weatherization)
  - Carlas Bogue, Policy and Technical Specialist
- 
- We will have another Community Programs Analyst joining the Weatherization team at the end of the month

# You will be missed, Lauren!

- Lauren's last day at IHCDa will be November 1, 2019

# Presenter Introductions

- Lauren Perry, IHCDA
- Larysa Bernstein, IHCDA
- Carlos Bogue, IHCDA
- Colleen Hutson, Hutson Homes
- Chris Willman, INCAA
- Pamela Emery
- Lisa Ditchley, IHCDA
- Roxanne Collins, IHCDA

# Introductory Remarks

- IHCD is in the process of updating the Policy and Procedures manual
  - Please be sure to send any suggestions to [IWX@ihcda.in.gov](mailto:IWX@ihcda.in.gov)
- Please make sure you review the State Plan draft so that you can provide comments on proposed policies which you may or may not have been informed about previously
  - IHCD will send this to the network to review once it is completed
  - We appreciate and value your suggestions
- Please make sure you review source information from DOE, including guidance such as WPNs
- Weatherization Day - October 30, 2019

# October 30th is National Weatherization Day!

OCTOBER 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2 Energy Efficiency Day #EEDay2019	3	4	5
6	7	8	9	10	11	12
Energy Benefits & Energy Efficiency						
13	14	15	16	17	18	19
Jobs, Training, & Partnerships						
20	21	22	23	24	25	26
Health & Safety Benefits						
27	28	29	30 Weatherization Day #WxDayOct30	31	1	2
Client Success Stories						

# October 30th is National Weatherization Day!

## **Week 1- Energy Benefits & Energy Efficiency**

Your social media posts/ toolkit resources will focus on the energy benefits of WAP and the benefits of energy efficiency in general. This is the bread and butter of the program. Think family savings, reduced use, lower bills, what are the energy savings measures? (e.g. insulation, air sealing, etc.)

## **Week 2- Jobs, Training, & Partnerships**

Your social media posts/ toolkit resources will focus on jobs supported by WAP, workforce development/training of the WAP workforce, and partnerships with utility companies/other sources of leveraged funds that maximize impact. This is a time to feature WAP professionals, small businesses that participate in WAP, WAP training centers, info on weatherization tools, use of LIHEAP funds, etc.

## **Week 3- Health & Safety Benefits**

Your social media posts/ toolkit resources will focus on the Health and Safety benefits of WAP e.g. reduced asthma, less mold, less allergies, fewer days missed of work/school, less out of pocket medical costs. Also highlight Weatherization Plus Health and healthy homes initiatives.

## **Week 4- Client Success Stories**

This week will center around clients of WAP services who have been positively impacted by the program. WAP can be life changing- highlight client stories and send to NASCSP, CAP, and NCAF. Goal for a story from all 50 states to be shared this week.

# October 30th is National Weatherization Day!

- NASCSP has a Weatherization Toolkit available here:
  - <https://nascsp.org/wap/advocacy/public-informationcommunications-toolkits/>
- The Toolkit has examples of social media posts and other ideas that can be used for each week in October to promote awareness of the Weatherization Assistance Program. Check it out!!

**Weatherization Day**  
**October 30, 2019**



**Planning & Communications Toolkit**

# Policy and Procedure updates

Lauren Perry & Larysa Bernstein

# Policy and Procedure Updates

- Major Policy Updates:
  - Historic Preservation Policy, effective 10/1/2019 (NEW 10/1/2019)
  - Multi-family Policy (NEW in PY 2020)
- Other policy updates:
  - High Energy Burden (New in PY 2019 Manual)
  - Children in Homes (New in PY 2019 Manual)
  - Felony and Convictions (New in PY 2019 Manual)
  - DOE vs. LIHEAP Income Calculation (New in PY 2019 Manual)
  - Zero Income Wage Inquiries (NEW in PY 2020)
  - Inventory (Revised in PY 2020)
  - Blower door (Program guidance issued during PY 2019)
  - Utility Rebate Program (Program guidance issued during PY 2019)
  - Priority List (NEW in PY 2020)
  - [IWX@ihcda.in.gov](mailto:IWX@ihcda.in.gov) (Reminder)
  - ACSI – Satisfaction Survey

# High Energy Burden

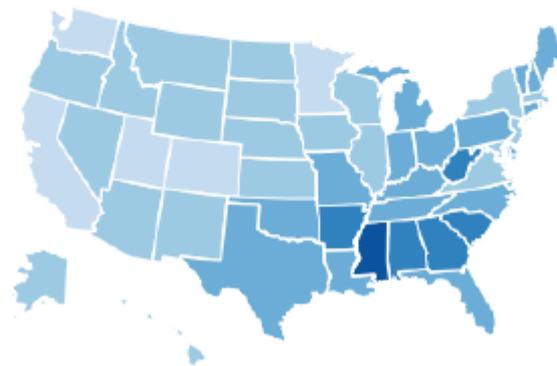
## Section 301 Client Priorities

As defined by the Department of Energy, DOE, in CFR Part §440.3, Definitions, a household with a high energy burden means a low-income household whose residential energy burden (residential expenditures divided by the annual income of that household) exceeds the median level of energy burden for all low-income households in the State.

As defined by DOE, [https://www.energy.gov/sites/prod/files/2019/01/f58/WIP-Energy-Burden\\_final.pdf](https://www.energy.gov/sites/prod/files/2019/01/f58/WIP-Energy-Burden_final.pdf), the Low-Income Energy Burden (% of income) for Indiana, ranges from 8%-10%, therefore High Energy Burden can be defined as an Energy Burden more than 10%, as shown below:

Low-Income Energy Burden (% of Income)

4%-8% 6%-8% 8%-10% 10%-12% 12%-14%



# Children in Homes

## Section 303 Health and Safety

When Weatherization work is performed in a home where children, under the age of 19, are present, a responsible adult must be present at all times. This policy is for the health and safety of the clients and contractors.

# Look-back Period

## Section 609 Background Checks

### 609 BACKGROUND CHECKS

In order to protect the safety of clients receiving weatherization services, sub-grantees must perform a criminal background check and employment verification prior to the employment of sub-grantee/contractor employees planning to work with clients or in the home of client's being rehabilitated or weatherized as a part of Indiana's Weatherization Assistance Program. IHCDA is instituting a look-back period for convictions to seven (7) years for individuals employed by sub-grantees for the Weatherization program. This policy mirrors the State's employment policies.

# DOE vs. LIHEAP Income Calculations

## Section 101 Eligibility Determination

Beginning October 1, 2018, as part of the intake process, Weatherization staff must now ensure that the Weatherization client's income is recalculated to subtract payments for foster care, as well as child support.

- When foster children are counted as part of the household, the Energy Assistance Program (EAP) counts this income; the Department Of Energy no longer considers this income.
- EAP requires child support payments to be deducted from a client's income when determining eligibility; the Department Of Energy does not want these payments deducted.

The EAP staff should do this calculation upon request from Weatherization staff. However, EAP and Weatherization staff must clearly communicate which households receive payment for foster care or payment, and/or receipt of child support. These notes must be included in the client file.

In cases where the EAP Local Service Provider is not the same as the Weatherization provider, the Weatherization provider may send the request for income re-calculation to

# DOE vs. LIHEAP Income Calculations

## Section 101 Eligibility Determination

IHCDA. The income re-calculation documents must be included in the Weatherization file, and should be scanned and uploaded into the IWAP Weatherization database. If minor errors are found in the EAP file, the Weatherization agency should notify the EAP agency. Major errors or issues should be brought to IHCDA's attention.

Additionally, as stated in WPN 19-3: 2019 Poverty Income Guidelines and Definition of Income, effective 2/6/2019:

CHILD SUPPORT: Child Support payments, whether received by the Payee or paid by the Payor, are not considered Sources of Income to be added to the payee income or deducted from the payor income for the purposes of determining applicant eligibility.

1. Payee: Where an applicant receives Child Support from any state program or individual during an applicable tax year, such assistance is not considered income for the purposes of determining eligibility (i.e., where an applicant receives Child Support, he or she does not add that amount to his or her calculation of income for purposes of determining eligibility). This is in line with Indiana's EAP income guidelines.

2. Payor: Where an applicant pays Child Support through a state program and/or to an individual, such assistance is not considered a deduction to Income for the purposes of determining eligibility (i.e., where an applicant pays Child Support, he or she may not deduct said assistance from his or her calculation of income for the purposes of determining eligibility). Indiana's EAP income guidelines are not consistent with this guidance. Income will need to be re-calculated for clients with this scenario.

# Zero Income Wage Inquiries

- The 2020 EAP manual eliminates the need for the EAP Intake Caseworkers to collect wage inquiries for zero-income claimants.
- For EAP ONLY, wage inquiries will only be required for applicant household members who have received unemployment benefits.
- What does that mean for Weatherization?
  - The wage inquiry will remain a requirement for household members who apply for Weatherization due to DOE rules.
  - Therefore, effective with the upcoming program year, **all sub-grantees will need to ensure that they have processes and procedures in place to retrieve the wage inquiries from DWD when necessary for Wx applications when the household has any zero-income claimants.**



**NEW!**

# Inventory



- 2 CFR § 200.33 Equipment
- Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also § § 200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.
- 2 CFR § 200.94 Supplies
- Supplies means all tangible personal property other than those described in § 200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also § § 200.20 Computing devices and 200.33 Equipment.

# INVENTORY

We didn't have guidance from DOE regarding whether or not there was a threshold, so in the absence of that, we considered anything with the usable life of over 12 months to be inventoried.

DOE said the threshold is \$5,000 so you have gone above and beyond.

It is a federal requirement to document inventory items with a value over \$5,000 or the sub-grantee's capitalization threshold.

Your fiscal staff can tell you what the capitalization threshold is. 😊

IHCDA highly recommends that sub-grantees inventory supplies (i.e. items with a value less than \$5,000).

# Blower Door

IHCDA Airsealing Targeted Goals:

If ACH50 is less than 11, the blower door reduction goal is 15%

If ACH50 is 11-17, the blower door reduction goal is 25%

If ACH50 is 18-22, the blower door reduction goal is 35%

If ACH50 is greater than 22, the blower door reduction goal is 40%

To calculate the ACH50, use the formula below:

$$\text{ACH50} = \frac{\text{CFM50} \times (60 \text{ minutes/hour})}{\text{volume of home}}$$

EXAMPLE: A house has a blower door reading of 1550 cfm. The volume of the home is 7,840 cubic feet.

$$\text{ACH50} = \frac{1550 \times 60}{7840} = 11.86 \text{ (round to 12)}$$

So for this house, the target blower door reduction is 25%

To calculate the target blower door number, use the formula below:

$$\text{BD Target} = \text{BD Reading (cfm)} \times (1 - \text{BD reduction goal \%})$$

$$\text{BD Target} = 1550 \times .75 = 1,162.5 \text{ (rounded to 1,163 cfm)}$$

The BD Target is the minimum number to achieve the 25% targeted reduction.

Program Guidance 2019



Development Authority

# Duke Utility Rebate Program

Below is some additional guidance pertaining to the Duke Utility Rebate Program:

The Duke utility rebate amount for Health and Safety has increased from \$250 to \$750. Only Tier II clients will be eligible for this rebate. Any health and safety issues that the client has that may prevent them from receiving weatherization assistance, such as plumbing, electrical, roof repairs, mold remediation, etc., would be eligible under the \$750 Health and Safety rebate.

To receive this rebate, the sub-grantee must enter the actual amount spent on Health and Safety measures at the home on the DSM page in IWAP, not to exceed \$750.

**Program Guidance 2019**



**NEW!**

# Priority List

- The current priority list expires in 2021
- Indiana is not planning to do a priority list after this one expires
- To prepare for this shift, 50% of jobs will need a NEAT run in 2020
- In 2021, 100% of jobs will require a NEAT run



**NEW!**

# Emails

- Please be sure to use the Weatherization Inbox for the following purposes:
  - Policy and Technical questions
  - General program questions
  - Funding requests
  - Equipment requests
  - Amendments/budget forms
- [IWX@ihcda.in.gov](mailto:IWX@ihcda.in.gov)



Reminder!

# ACSI – Satisfaction Survey

- Discuss Indiana's scores and sub-grantee responses

# Policy and Procedure Updates

- Any questions about the policies we just discussed?

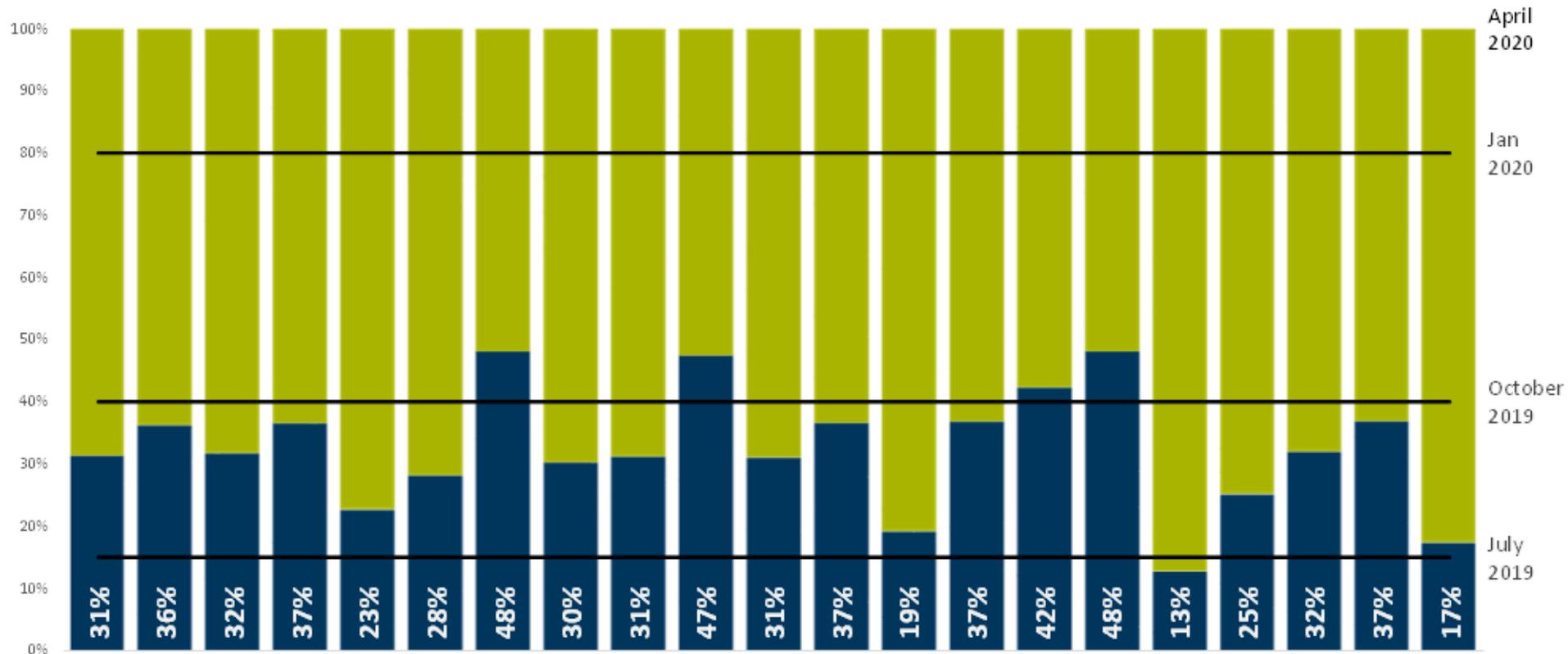
# Funding Utilization & End of Grant Year

Lauren Perry & Larysa Bernstein

# Funding Utilization – DOE

## WX 2019 WAP DOE Benchmarks by %

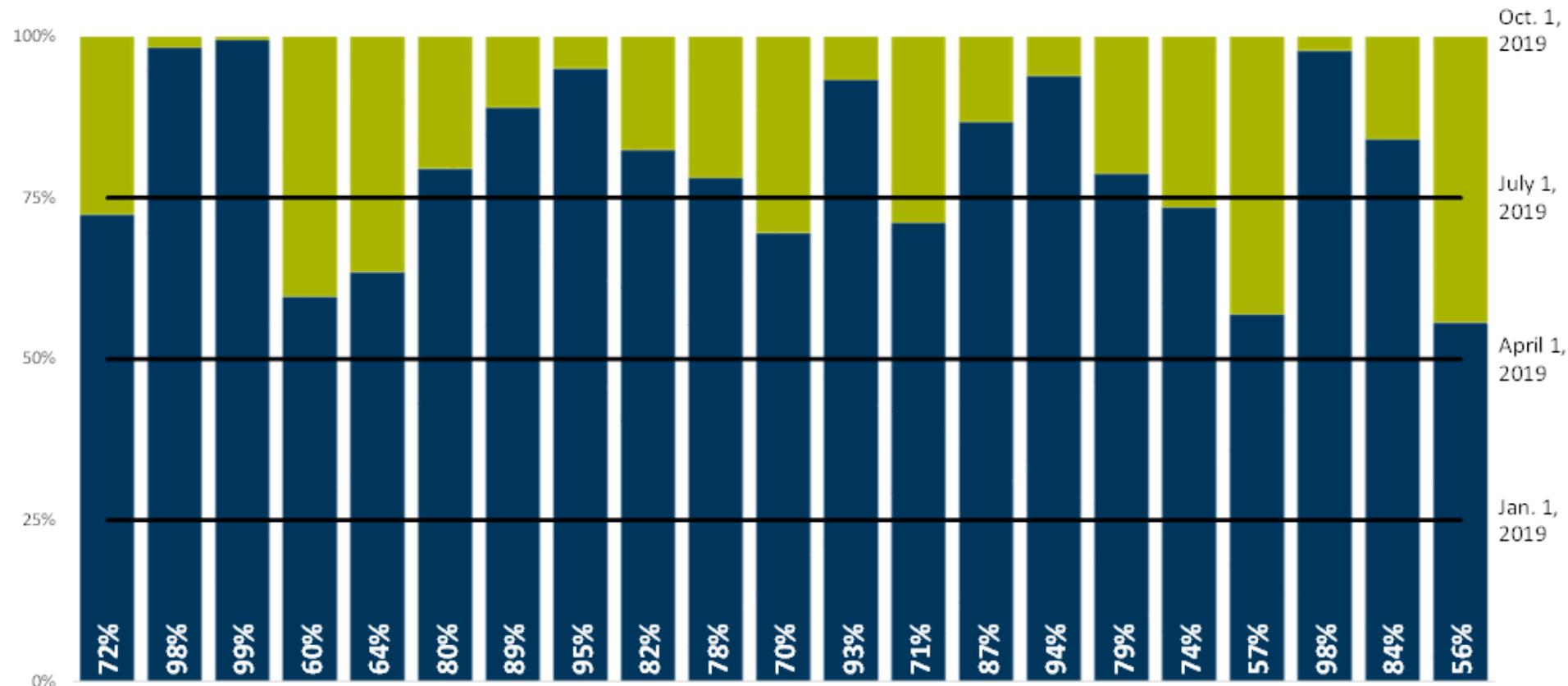
The %age of Awarded Funds Expended by Periodic Benchmarks Of Program Year



# Funding Utilization – WAP LIHEAP (PY 2019)

## WL 2019 WAP LIHEAP Benchmarks by %

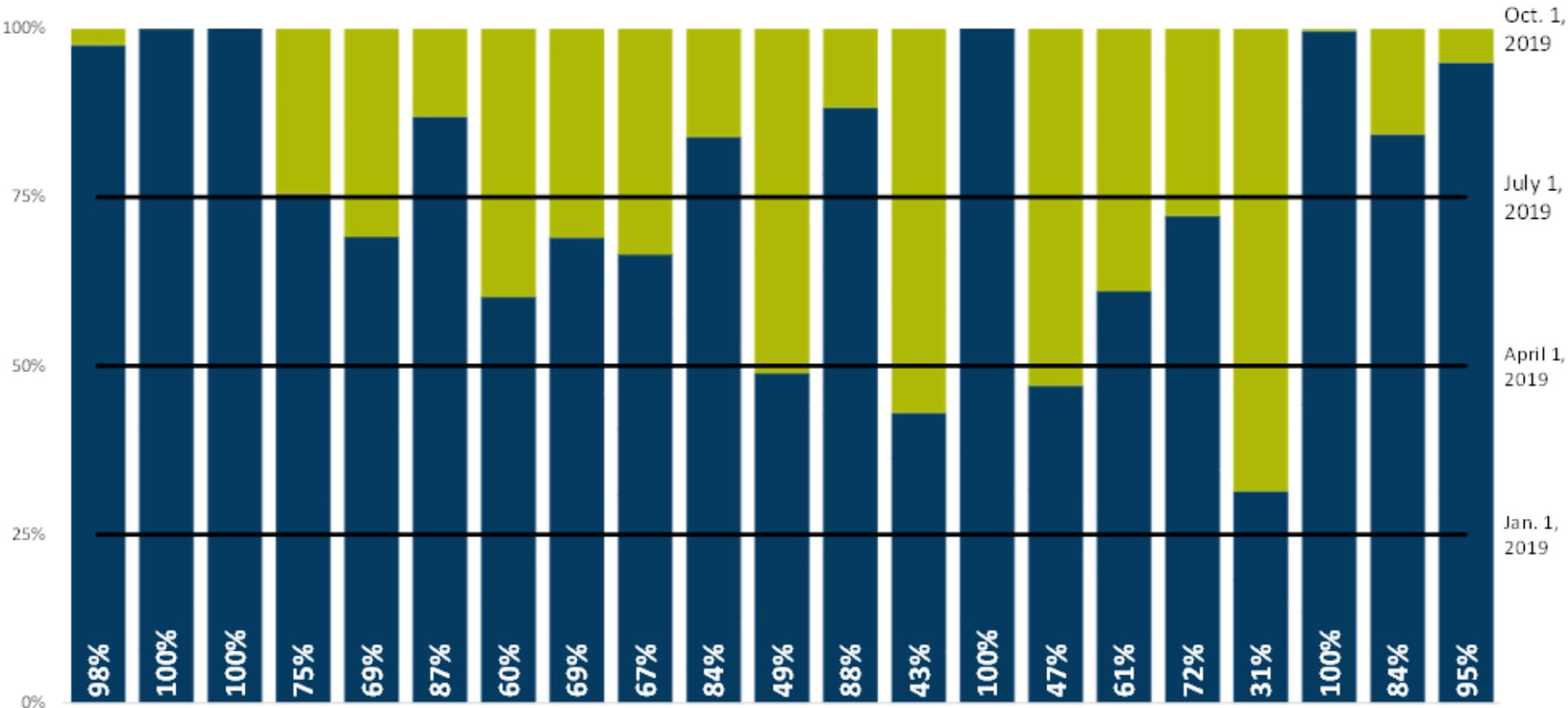
The %age of Awarded Funds Expended by Periodic Benchmarks Of Program Year



# Funding Utilization – Deferral Funding (PY 2019)

WS 2019 State LIHEAP Benchmarks by %

The %age of Awarded Funds Expended by Periodic Benchmarks Of Program Year



# End of LIHEAP and State LIHEAP/Deferral Program grant years

- The program year for WL-019 and WS-019 ended on September 30, 2019
- All closeout forms and documentation must be submitted to IHCD by November 15, 2019, 45 days following the close of the grant
  - Closeout form
  - Final quarterly report
  - Last page of the job expense form
- Please submit all closeout documents to [IWX@ihcda.in.gov](mailto:IWX@ihcda.in.gov)
- WS-020 awards have been sent out
  - This will be the last year for the State Deferral Program
- WL-020 will be issued as soon as we receive the funding from HHS

# Funding Utilization & End of Grant Year

- Any questions?

# Historic Preservation Policy

Larysa Bernstein

# DEEP BREATHING EXERCISE

Take a few deep breaths

Visualize you're in a place that relaxes you. Your favorite vacation spot, your favorite chair reading a book and sipping some wine (guys, don't deny it), whatever makes you feel calm and peaceful.

We're going to talk about historic preservation. Any time you start feeling anxious or stressed, just think back to your happy place.

# Historic Preservation Policy

- What is the purpose of this policy?
- Is this policy mandatory?
- Will IHCDA offer more training?
- What is a Programmatic Agreement (PA)?

# Programmatic Agreement (PA)

- An agreement between DOE, IHCDA, the Indiana Office of Energy Development and the Indiana State Historic Preservation Office (SHPO)
- IHCDA shall ensure the provisions of the PA apply to its sub-awards
- The Recipient or the Recipient's properly designated sub-recipients shall be responsible for conducting Section 106 reviews in a timely manner, preparing documentation for the SHPO and DOE, and maintaining records on undertakings
- SHPO will have 30 days to respond to all requests

# Programmatic Agreement (PA)

- **Appendix A** to the Programmatic Agreement provides a list of activities that are exempt from Section 106 review for the Weatherization Assistance Program
- The exemptions cover most interior work and much of the exterior work performed by WAP
- We will review Appendix A in more detail later

# Historic Preservation Policy

- Now we are going to review the policy together

# Historic Preservation Policy

- *Sub-grantees are responsible for Section 106 of the National Historic Preservation Act (NHPA) and for referring buildings that may be covered under this Act to the State Historic Preservation Office (SHPO). Sub-grantees shall document the Historic Preservation status of all homes and evaluate each building 45 years or older for potential impact on historic resources per the Programmatic Agreement. Mobile and manufactured homes are exempt from historic review.*

# Historic Preservation Policy

- What does this mean?
  - All sub-grantees are responsible for proper reporting and documentation of historical homes
  - The historic preservation status needs to be evaluated and reported on ALL homes prior to receiving Weatherization
  - All buildings 45 years or older must be evaluated for potential impact on historic resources
  - Mobile and manufactured homes are exempt from historic review

# Historic Preservation Policy

- *Upon completion of the home energy audit, but before work begins on the house, the sub-grantee must compare the measures planned on the house with the exempt measures in the programmatic agreement established between IHEDA and the SHPO to determine if a Section 106 review is required. Work cannot begin on a house until this determination has been made. All documentation and forms verifying the determination must be maintained in the client file for a period of six (6) years from project completion.*

# Historic Preservation Policy

- What does this mean?
  - After the home energy audit, before any work begins on the house, the sub-grantee must compare the measures planned with the exempt measures in the programmatic agreement
  - Comparing the planned measures to the exempt measures determines if further historic review is required
  - If all planned measures are exempt, no further review IS NOT required
  - If some planned measures are not exempt, further review IS required
  - Weatherization cannot begin until a determination has been made
  - The sub-grantee must keep all documentation and forms verifying the determination for at least 6 years from the project completion

# Historic Preservation Policy

- *Many weatherization measures are considered exempt and not subject to Section 106 review. Exempt measures can be found in Appendix A of the Programmatic Agreement, Attachment C to this policy. Any questions regarding exempted work should be directed to the Policy and Technical Specialist for clarification prior to work commencing.*

# Historic Preservation Policy

- What does this mean?
  - The PA has a list of Weatherization measures that are exempt
  - Exempt measures can be found in Appendix A of the Programmatic Agreement, Attachment C to this policy
  - Any questions regarding exempted work should be directed to the Policy and Technical Specialist for clarification prior to work commencing

# Historic Preservation Policy

- *A Section 106 review is required if any non-exempt measure is planned. If a Section 106 review is needed, the sub-grantee shall submit the SHPO Review Request Submittal form to IHCDA. The SHPO Review Requests Submittal form can be found in Attachment B. The second page of this form includes a list of the information necessary to complete a review. More information on the review process is available here:  
<https://www.in.gov/dnr/historic/8152.htm>*

# Historic Preservation Policy

- What does this mean?
  - A Section 106 review is required if any non-exempt measure is planned
  - If a Section 106 review is needed, the sub-grantee shall submit the SHPO Review Request Submittal form to IHCDA
  - The SHPO Review Requests Submittal form can be found in Attachment B
  - We will go over this form in more detail after we review the policy

# Historic Preservation Policy

- *A copy of the SHPO Review Request Submittal Form and any related documentation shall be saved in the Client File for six (6) years.*

# Historic Preservation Policy

- *Sub-grantees must record the SHPO status of each building on the IWAP Job Information Screen as one of the following categories:*
  - *Not applicable, building under 45 years old*
  - *Not applicable, mobile or manufactured home*
  - *Exempt using Programmatic Agreement*
  - *Sent to SHPO for review - Not Historic Site*
  - *Sent to SHPO for review - Historic Site*

# Historic Preservation Policy

- *Sub-grantees must also complete the Indiana Weatherization Assistance Program Historic Preservation Form. This form can be found in Attachment A. This form must be saved in the Client File for six (6) years and will be reviewed during monitoring.*
  - We will go over this form in more detail after we review the policy

# Historic Preservation Policy

- *Sub-grantees shall look up each property on the Indiana Historic Buildings, Bridges, and Cemeteries Map and a screenshot of the map must be kept in the client file. This can be accessed here:  
<https://www.arcgis.com/home/item.html?id=1593429c17c34942a0d1d3fac03c4a80> .*
- *Another resource to identify known historic properties is the State Historic Architectural and Archaeological Research Database (SHAARD). It can be accessed at:  
[www.in.gov/dnr/historic/4505.htm](http://www.in.gov/dnr/historic/4505.htm)*

# Indiana Historic Buildings, Bridges, and Cemeteries Map

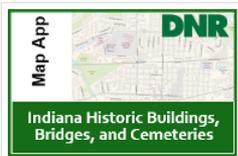
ArcGIS Pricing Map Scene Help

Sign In

## Indiana Historic Buildings, Bridges, and Cemeteries Map

Overview

View Application



The Indiana Historic Buildings, Bridges, and Cemeteries Map can be used to view those structures included in the Indiana State Historic Architectural and Archaeological Research Database (SHAARD).

Web Mapping Application by InDNRMaps

Created: Dec 12, 2017 Updated: May 21, 2019 View Count: 31,816

Authoritative

### Details

Size: 282 KB  
API: JavaScript  
Purpose: Ready To Use  
★★★★★



### Owner

 InDNRMaps

Managed by:  
 JRDinius@dnr.IN.gov\_indnr

### Tags

SHAARD, structures, cemeteries, county survey sites, historic bridges, national register, DHPA

### Credits (Attribution)

Indiana Department of Natural Resources, Division of Historic Preservation and Archaeology

URL  View

## Description

This application is provided for easy access to view the Indiana State Historic Architectural and Archaeological Research Database (SHAARD), which allows users to search cultural resource information on known historic resources throughout Indiana. The data contained in SHAARD was collected from previously conducted cultural resource inventories, National Register nominations, and cultural resource management projects.

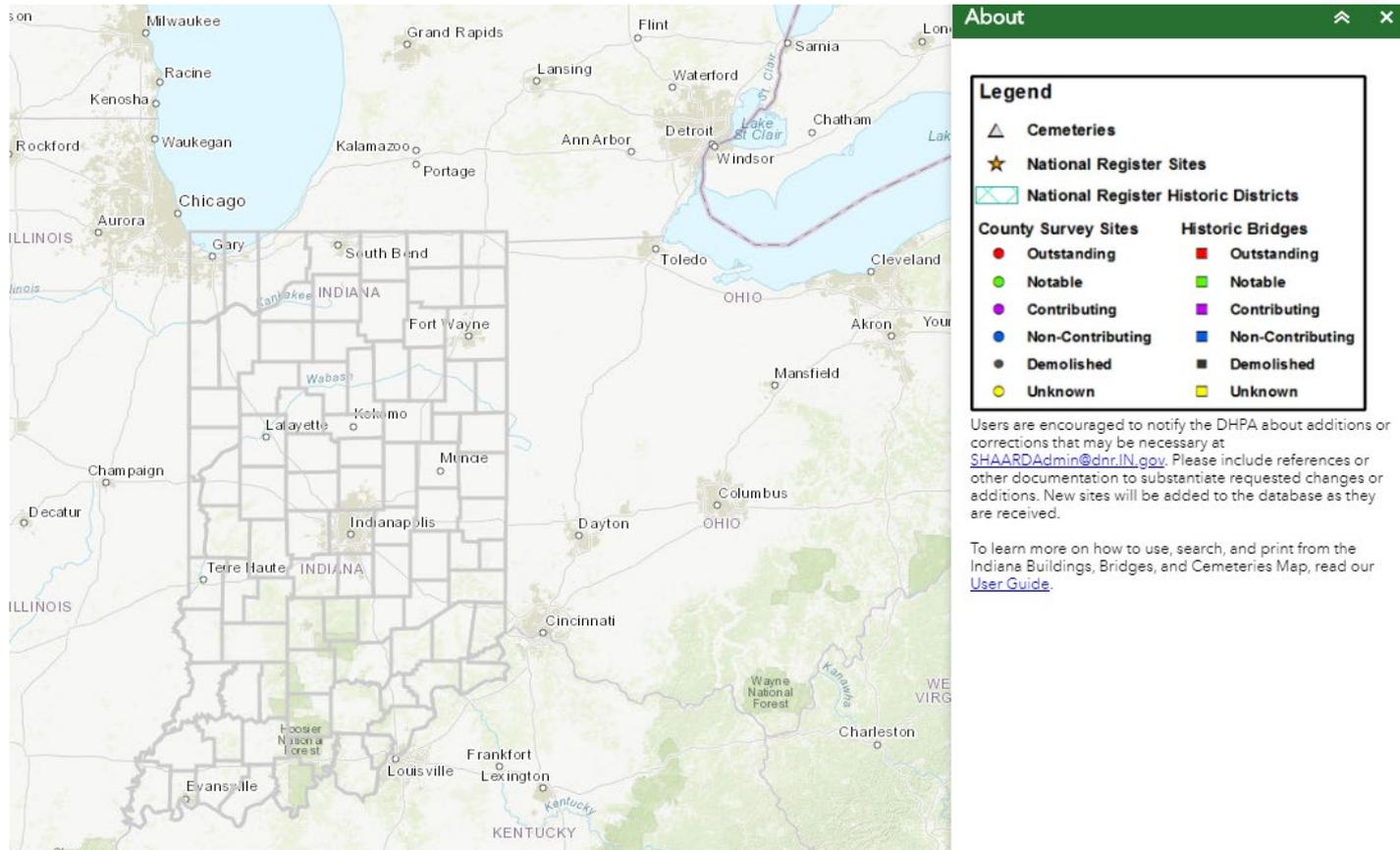
The quality of the data varies with the completeness and precision of the original records and may be out-of-date. Absence of data does not necessarily indicate the absence of resources. The SHAARD is an ongoing initiative, and the associated data will undergo staged enhancements and constant updating.

THE ACT OF CHECKING SHAARD DOES NOT RELIEVE THE USER OF COMPLYING WITH APPLICABLE LOCAL, STATE OR FEDERAL LAWS AND REGULATIONS. Furthermore, the majority of properties included in SHAARD are privately owned and are not open to the public. Please respect property owners' privacy.

Users are encouraged to notify the DHPA about additions or corrections that may be necessary at [SHAARDAdmin@dnr.IN.gov](mailto:SHAARDAdmin@dnr.IN.gov). Please include references or other documentation to substantiate requested changes or additions. New sites will be added to the database as they are received.

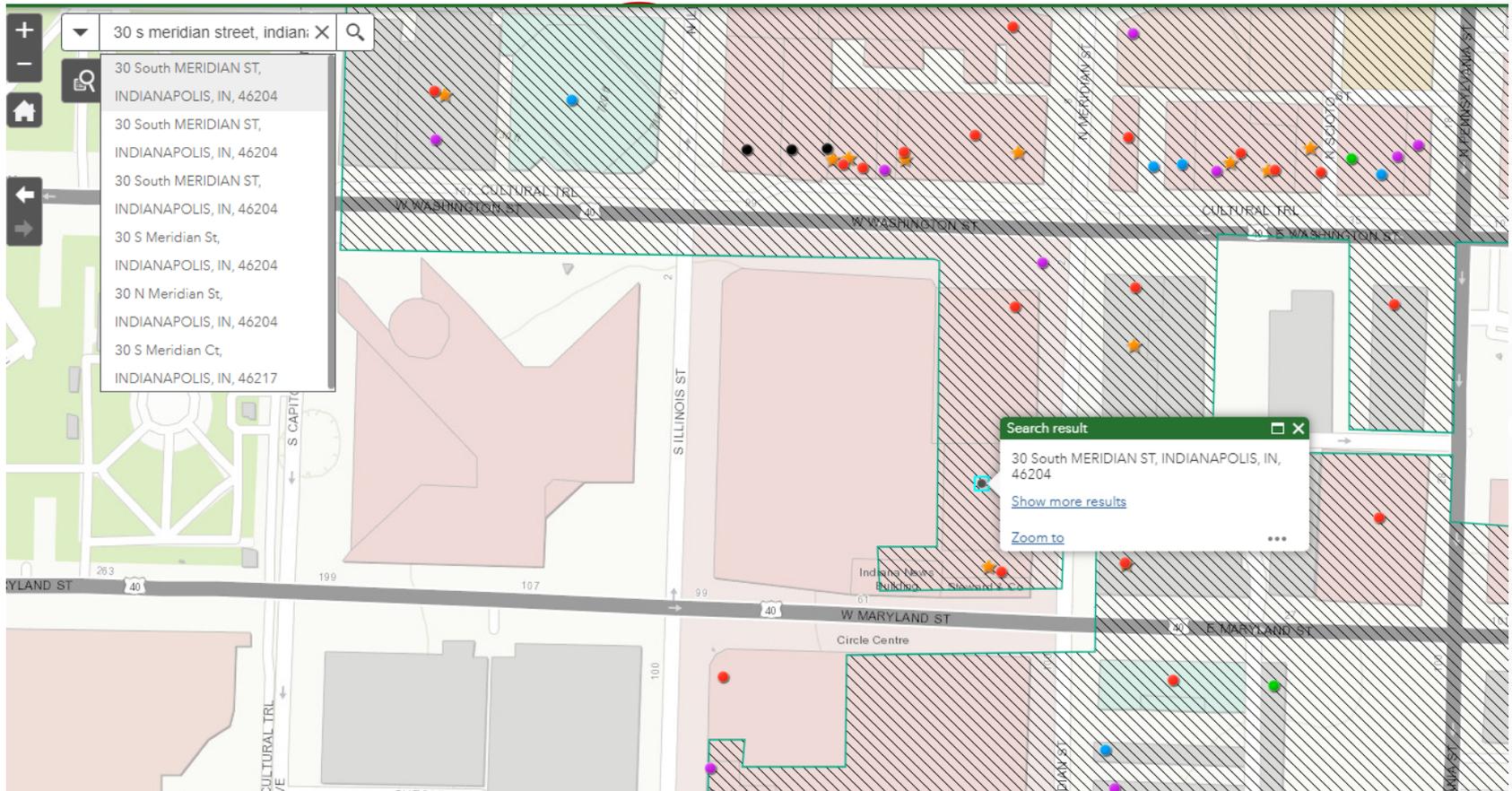
SHAARD was made possible with financial support from the Federal Highway Administration, the Indiana Department of Natural Resources, and the Historic Preservation Fund of the U.S. Department of the Interior, National Park Service.

# Indiana Historic Buildings, Bridges, and Cemeteries Map



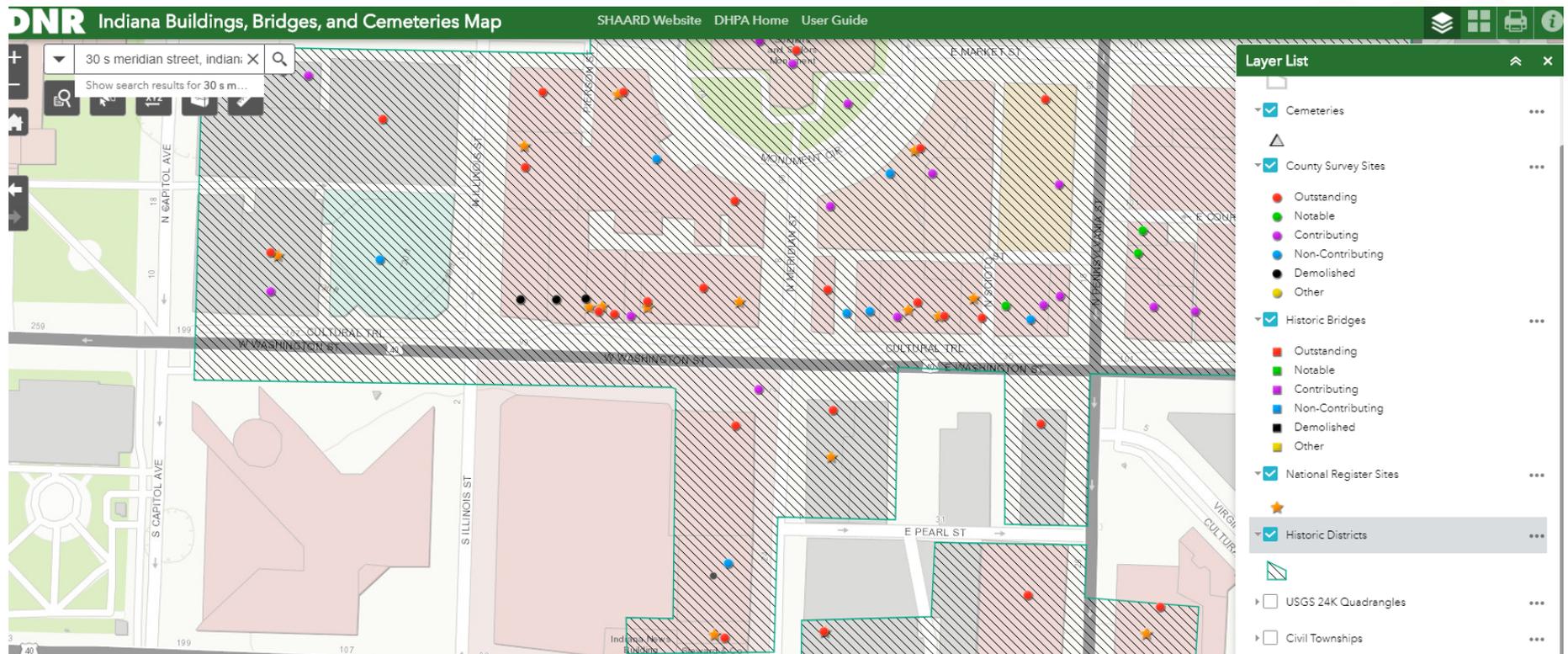


# Indiana Historic Buildings, Bridges, and Cemeteries Map



# Indiana Historic Buildings, Bridges, and Cemeteries Map

- What does this mean?



- Historic District – must be submitted to SHPO for review

## Historic Preservation Policy

***Historic  
Preservation is  
not a cause for  
deferral.***

# Historic Preservation Policy

**Below is a list of Weatherization measures that would not be exempt and would require Section 106 review (this list is not all inclusive):**

- 90%+ furnace (PVC pipe coming out of the house) if visible from the public right-of-way;
- Power vent water heaters (PVC pipe coming out of the side wall) if visible from the public right-of-way;
- Roof jacks on the exterior (occurs occasionally when dryers are vented through the roof and that's where the exhaust comes out. Exhaust fans (if visible from the public right-of-way);
- Plumbing/mechanical vents that go through the roof if terminating in the attic (if visible from the public right-of-way);
- Windows (Storm windows are ok);
- Doors (Storm doors are ok);

# Historic Preservation Policy

**Below is a list of Weatherization measures that would not be exempt and would require Section 106 review (this list is not all inclusive), continued:**

- Downspouts and downspout extensions;
- Installing new underground utilities;
- Ground disturbance;
- Lead-based paint abatement;
- Fuel switches if you cannot use existing piping;
- Painting;
- Installation of new HVAC equipment that can be seen from the public right-of-way, such as pumps, motors, boilers, chillers, cooling towers, air handling units, packing units, condensers, compressors, or heat exchangers;
- New roofs and major roof repairs;
- Siding repair;
- Structural alterations, demolition of walls, ceilings, or floors;

# Historic Preservation Policy

- **Guidance:** *when replacing HVAC venting, take it out the back of the building, not the front, or some other area that isn't visible from the public right-of-way*
- Use your best judgement
- When in doubt, ask IHCDA

# Historic Preservation Policy

- That completes the policy
- The next section of the Program Guidance is the Federal Policy Background
  - This gives background about the federal policy, programmatic agreement, DOE reporting, WPNs, and CFRs
  - We will not be reviewing this in detail today
  - If you have any questions, please ask us after the presentation, or call or email

# Historic Preservation Policy - Process

- That completes the policy – now we will review the process

# Historic Preservation Policy - Process

1. Evaluate building to determine if Section 106 Review is needed (*Must be determined for ALL Weatherization projects*). Indiana Weatherization Assistance programs Historic Preservation Form must be completed.
  - This review would look at the age of the home and whether any proposed work is outside the scope of the programmatic agreement Appendix A. Most likely the energy auditor would make the Section 106 determination.
  - This is performed by the Sub-grantee

# Indiana WAP Historic Preservation Form (Attachment A)



## Indiana Weatherization Assistance Program Historic Preservation Form

Please complete this form and attach it to all Weatherization client files, along with any reports or supplemental material.

By completing this form, I understand and acknowledge that this project is being undertaken pursuant to the terms and conditions of the programmatic agreement between IHCDA and the Indiana Department of Natural Resources, Division of Historic Preservation and Archaeology, Indiana State Historic Preservation Office (SHPO): Programmatic Agreement for EECBG, SEP and WAP.

Name:  Agency Name:   
Client Name:  Project Address:   
City:  County:

**Project Description** – This should include a detailed scope of work, including any actions to be taken in relation to the project, such as all aspects of new construction, replacement/repair, demolition, ground disturbance, and all ancillary work as applicable. Attach report of additional pages if necessary. If a detailed scope of work is not available yet, please explain and include all preliminary information.


**Ground Disturbing Activity** – This should include a detailed description of all horizontal and vertical ground disturbance in relation to the project as well as any known previous and current land use, condition, and disturbances. Attach report or additional pages if necessary. Indicate if the project does not include any ground disturbing activities. Please note that agricultural tilling generally does not have a serious enough impact on archaeological sites to constitute a disturbance of the ground for this purpose.


**Findings** – Check the appropriate box below:

- No Historic Properties Affected – (i.e. none are present or there are historic properties present but the project will have no effect upon them). Attach necessary documentation, as described in 36 CFR 800.11.
- No Adverse Effect – The proposed undertaking will have no adverse effect on one or more historic properties located within the project APE under 36 CFE 800.5. Attached necessary documentation, as described in 36 CFR 800.11.
- Adverse Effect – The proposed undertaking will result in an adverse effect to one or more historic properties and the application, or other federally authorized representative, will consult with the SHPO and other consulting parties to resolve the adverse effect per 36 CFR 800.6. Attach necessary documentation, as described in 36 CFR 800.11, with a proposed plan to resolve adverse effect(s). Email this form and plan to IHCDA.

Please explain the basis for your determination.


Authorized Signature:  Date:   
Printed Name:  Agency:

# Indiana WAP Historic Preservation Form (Attachment A)



Indiana Housing & Community Development Authority

## Indiana Weatherization Assistance Program Historic Preservation Form Quick References

### Indiana Historic Buildings, Bridges, and Cemeteries Map

Sub-grantees shall look up each property on the Indiana Historic Buildings, Bridges, and Cemeteries Map and a screenshot of the map must be kept in the client file. This can be accessed here:

<https://www.arcgis.com/home/item.html?id=1593429c17c34942a0d1d3fac03c4a80>

### SHAARD:

One resource to identify known historic properties is the State Historic Architectural and Archaeological Research Database (SHAARD). It can be accessed at:

[www.in.gov/dnr/historic/4505.htm](http://www.in.gov/dnr/historic/4505.htm)

### 36 CFR 800.11:

As stated in 36 CFR 800.11, documentation shall include the following:

#### *Finding of no historic properties affected.*

- A description of the undertaking, specifying the Federal involvement, and its area of potential effects, including photographs, maps, drawings, as necessary;
- A description of the steps taken to identify historic properties, including, as appropriate, efforts to seek information pursuant to § 800.4(b); and
- The basis for determining that no historic properties are present or affected.

#### *Finding of no adverse effect or adverse effect.*

- A description of the undertaking, specifying the Federal involvement, and its area of potential effects, including photographs, maps, and drawings, as necessary;
- A description of the steps taken to identify historic properties;

- A description of the affected historic properties, including information on the characteristics that qualify them for the National Register;
- A description of the undertaking's effects on historic properties;
- An explanation of why the criteria of adverse effect were found applicable or inapplicable, including any conditions or future actions to avoid, minimize or mitigate adverse effects; and
- Copies or summaries of any views provided by consulting parties and the public.

The full version of 36 CFR 800.11 can be found here: <https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=6e8b1cef51613abb878fd6e1948585bb&ty=HTML&h=L&r=SECTION&n=36v3.0.6.1.1.2.1.9>

# Historic Preservation Policy - Process

2. Document Historic Review status on the Job Information Screen in IWAP and save completed Historic Preservation form in client file  
*(Must be determined for ALL Weatherization projects)*

- Record the SHPO status of each building on the IWAP Job Information Screen as one of the following categories:
  - Not applicable, building under 45 years old
  - Not applicable, mobile or manufactured home
  - Exempt using Programmatic Agreement
  - Sent to SHPO for review - Not Historic Site
  - Sent to SHPO for review - Historic Site
- Save copy of form in client file for six (6) years.
- This is performed by the Sub-grantee

# Historic Preservation Policy - Process

 **Indiana Weatherization Assistance Program**

Application ▾ Contractors Job Info ▾ Job Costs Measures Close Out Return to Clients

**WAP Job Information**

Application #: \_\_\_\_\_

Job ID: \_\_\_\_\_

Year Built: 1975

Landlord Contribution: 0.0000

Other Contributions: 0.0000

**Historic Review Status** \_\_\_\_\_

Application Date: \_\_\_\_\_

Head of Household: \_\_\_\_\_

Lead Test Performed  A test for lead was performed.

Lead Found Inside  Lead was found in the living space of the dwelling.

Lead Found Outside  Lead was found on the outside of the dwelling.

Lead Safe Work Practices  Lead safe work practices were used.

Lead Reported to Family  A lead report was given to the resident family.

Pre-Blower Door Reading  Unable to get a reading.

Pre-Blower Door \_\_\_\_\_ CFM @ 50 pascals

Post-Blower Door \_\_\_\_\_ CFM @ 50 pascals

High Efficiency Furnace  No furnace final draft performed

Furnace Final Draft \_\_\_\_\_ pascals at \_\_\_\_\_ degrees Fahrenheit

Post Wx Continuous Mech. Ventilation Needed \_\_\_\_\_

Electric Water Heater  Water heater draft does not apply

Water Heater Final Draft \_\_\_\_\_ pascals at \_\_\_\_\_ degrees Fahrenheit

Attic Insulation \_\_\_\_\_ R-value prior to weatherization

Wall Insulation \_\_\_\_\_ R-value prior to weatherization

Mobile Home Belly Insulation \_\_\_\_\_ R-value prior to weatherization

Energy Education Provided  Energy education/materials were provided to the resident family.

Energy Education Provided by \_\_\_\_\_ Person who provided formal energy education.

Auditor \_\_\_\_\_

Quality Control Inspector \_\_\_\_\_

# Historic Preservation Policy - Process

3. If Section 106 Review **is** needed, complete SHPO Historic Review Request and submit to IHCDA.

- Save copy of form in client file for six (6) years.
- This is performed by the Sub-grantee

# SHPO Historic Review Request Form (Attachment B)



## REVIEW REQUEST SUBMITTAL

State Form 55031 (R/4-17)

Indiana Department of Natural Resources

Division of Historic Preservation and Archaeology, Indiana State Historic Preservation Office (SHPO)



Please complete this form and attach it to the front of all submittals, along with any reports or supplemental materials you are providing to the Indiana DHPA for review. Please note that archaeological and structural information can be submitted together but should be separate documents since archaeological site locations are confidential and not for public disclosure.

Date (month, day, year): \_\_\_\_\_

- This is a new submittal.
- This is revised/additional information relating to DHPA number \_\_\_\_\_
- This project is being undertaken pursuant to the terms and conditions of a programmatic or other interagency agreement. Title of Agreement: Programmatic Agreement for EECBG, SEP and WAP
- This project will also be applying for Federal Rehabilitation Investment Tax Credit.
- This project includes work on a property that is under a preservation covenant held by DHPA.

### THIS REVIEW REQUEST SUBMITTED BY:

Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address (number and street): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

### PROJECT NAME & LOCATION [Please attach a map with location(s) marked]

Project Name/Reference: \_\_\_\_\_ Project/Des Number: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

City: \_\_\_\_\_ Township(s): \_\_\_\_\_

County/Countries: \_\_\_\_\_

Section/Township/Range: \_\_\_\_\_

Latitude/Longitude: \_\_\_\_\_

### STATE OR FEDERAL AGENCY INVOLVEMENT

Agency: Indiana Housing and Community Development Authority Program: Weatherization (WAP)

Type of funds, license, or permit to be obtained (if applicable): \_\_\_\_\_

Name of Agency Contact: \_\_\_\_\_

Address (number and street): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**APPLICANT (if different than Federal Agency)** If available, please attach copy of authorization letter from federal agency.

Applicant: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address (number and street): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

### ADDITIONAL CONTACT (IF APPLICABLE)

Name of Contact: \_\_\_\_\_

Organization/Agency: \_\_\_\_\_

Address (number and street): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Project Description** – This should include a detailed scope of work, including any actions to be taken in relation to the project, such as all aspects of new construction, replacement/repair, demolition, ground disturbance, and all ancillary work (temporary roads, etc.), as applicable. Attach report or additional pages if necessary. If a detailed scope of work is not available yet, please explain and include all preliminary information.

# SHPO Historic Review Request Form (Attachment B)

**Ground Disturbing Activity** – This should include a detailed description of all horizontal and vertical ground disturbance in relation to the project as well as any known previous and current land use, condition, and disturbances. Attach report or additional pages if necessary. Indicate if the project does not include any ground disturbing activities. Please note that agricultural tilling generally does not have a serious enough impact on archaeological sites to constitute a disturbance of the ground for this purpose.

**FINDINGS** – Please note that a finding should only be submitted when the agency/delegatee believes it is appropriate or one has been requested by our office. Only those who represent the Federal Agency or an official delegatee of the federal agency are authorized to make findings of effect for an undertaking.

**No Historic Properties Affected** – (i.e., none are present or there are historic properties present but the project will have no effect upon them). Attach necessary documentation, as described at 36 CFR 800.11.

**No Adverse Effect** – The proposed undertaking will have no adverse effect on one or more historic properties located within the project APE under 36 CFR 800.5. Attach necessary documentation, as described at 36 CFR 800.11.

**Adverse Effect** – The proposed undertaking will result in an adverse effect to one or more historic properties and the applicant, or other federally authorized representative, will consult with the SHPO and other consulting parties to resolve the adverse effect per 36 CFR 800.6. Attach necessary documentation, as described at 36 CFR 800.11, with a proposed plan to resolve adverse effect(s).

Please explain the basis for your determination.

Authorized Signature: \_\_\_\_\_ Date (month, day, year): \_\_\_\_\_

Type or print name: \_\_\_\_\_

Organization/Agency: \_\_\_\_\_

Please note that incomplete submissions may result in delays. To ensure an expeditious review, please be sure that the following has been provided:

- Completed Review Request Submittal Form
- Letter of authorization from Federal agency/agencies (if applicable)
- Consulting Parties – List of all consulting parties that have been invited to participate and copies of any responses received. Typical consulting parties would include the county historian, local historical society, the appropriate regional office of Indiana Landmarks, other local, state or national preservation organizations, tribes, local government and the general public.
- Map of project location with project area(s) and Area of Potential Effects (APE) clearly marked, streets labeled and a north arrow, aerial maps are preferable and areas of previous ground disturbance within the project area should be shown. Please indicate if any of the project area is located on state or federal property.
- Clear, current color photographs of project area and APE, including any buildings or structures fifty (50) years or older within the APE. (No more than two (2) photographs per page, for large project areas/APES photographs can be provided digitally on a CD but must be clearly labeled.)
- Architectural/Engineering Drawings (if applicable) – Must be labeled with north arrow, clearly indicate proposed changes to existing buildings and locations of any ground disturbance on site plans. When possible include both existing and proposed drawings. Hard copies should be provided at no smaller than 11" x 17" and font must be legible; if the drawings are large scale reduced to 11" x 17", please also provide a CD with a PDF copy of the drawings.
- Identification of any known historic resources – All projects should consult the SHAARD database (access available on the DHPA home page) to locate known historic resources in the project area and APE. For any identified resources, the submission should include (in summary form) a list of the properties identified, including address, the site/reference number from SHAARD, the rating (IHSSI, Bridge Inventory) or status (National Register) of each property, and a current photograph. Please do not submit print outs of the individual SHAARD records.

Please note that at this time we are unable to accept electronic submissions. The thirty (30) day review period, as specified in 36 CFR part 800.3(c)(4), begins from the date that we receive the hard copy of the submission.

Return this Form and Attachments to:

Indiana Department of Natural Resources  
Division of Historic Preservation and Archaeology  
402 W. Washington Street, Room W274  
Indianapolis, Indiana 46204

<http://www.in.gov/dnr/historic>

# Historic Preservation Policy - Process

## 4. Submit Review Request to SHPO.

- IHEDA will submit this form to SHPO for review.
- This is performed by IHEDA

# Historic Preservation Policy - Process

## 5. Monitor compliance with Historic Review process

- Incorporate into client file review: Was Section 106 determination made and is it accurate?
- This is performed by IHCDA

# Historic Preservation Policy - Process

## 6. Report Annually to DOE

- Review past report to ensure new IWAP field is collecting all required data
- This is performed by IHCDA

# Historic Preservation Questions?

# Break!

# Crews or Contractors?

Pamela Emery

# Getting Started: Questions to Consider

- Do you have an available workforce to draw from?
- What are similar industries paying?
- Can you keep your crews busy?
- Do you have the space for additional employees?
- Do you have the fiscal capacity to make the switch?
- Do you have storage for inventory
  - Vehicles
  - Equipment
  - Supplies
  - Building materials

# Advantages

- Increased control over when and where crews work
- Agency selected Crew leader
- Increased control over expenses through planning
- Avoid time consuming procurement

# Crews = Increased Tracking

Properly tracked time & location of each crew member is vital

- When did they work
- Where did they work (address)
- How long did they work

Inventory in – Inventory out

- Tools
- Housing materials

# Crews or Contractors

- A good Crew can increase production, which increases your spend rate which increases your Administrative funds
- A lazy Crew can decrease/stall production, decrease your spend rate which decreases your Administrative funds
- A good Contractor can increase production, which increases your spend rate which increases your Administrative funds
- A lazy Contractor can decrease/stall production, decrease your spend rate which decreases your Administrative funds

# Crews or Contractors

- Tri-Cap and People Working Cooperatively are going to share their experience with crews

# Crews or Contractors - Questions

# Lunch

# Monitoring Update

Colleen Hutson

# HOW MUCH PRODUCTION IS NEEDED TO MEET GOALS

**CURRENT YEAR BUDGETS**

<b>DOE</b>	<b>Agreement</b>		Date								
	Effective Date	Expiration	<b>Award Amount</b>	ADMIN	Liability Insurance	Fiscal Audit	BASE	H&S	Training Stipend	# of Completions	<b>Average cost</b>
On Contract	4/1/2019	3/31/2020	\$0.00								#DIV/0!
	<b>Expended to Date</b>		\$0.00								#DIV/0!
	<b>Percent Complete</b>			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!
<b>Production time left</b>	6.07	Months	Approximate # of completions needed per month			0.00	# of completions still needed			0	

LIHEAP	Agreement	10/1/2020									
Effective Date	Expiration	Award Amount	ADMIN	Liability Insurance	Supplies	Equipment	BASE	Mechanical	Capital		
	10/30/2020	0									
Expended to Date	10/1/2019	0									
									0	0	# of Completions on contract
			Must be reported in IWAP						0	0	# of Completions to date
									#DIV/0!	#DIV/0!	Current Average cost
Percent Complete			#DIV/0!	#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!		
Production time left	13.17	Months	Approximate # of completions needed per month						0	0	

All numbers are as of:	10/1/2019	DOE	LIHEAP CAP	Total
Number of homes on contract		0	0	0
Time left on contract in months		6.07	13.17	
Number of completions		0.00	0.00	0
Number of units needed to fulfill contract		0.00	0.00	0
Number of completions needed per month		0.00	0.00	<b>0</b>

---

How are client contacts logged? How is it tracked?	
--	--

Can you provided a list of clients the agency has contacted?	
--	--

All counts below are from:	4/1/2019
----------------------------	----------

How many clients were contacted for Pre-inspections?	
How many clients responded?	

Response Rate	#DIV/0!
---------------	---------

Number of units qualified for pre-inspection	
Number of units scheduled for pre- inspection	
Number of units ready to audit	
Number of units ready for Health and safety repairs (Mech)	
Number of units that are at Health and safety repairs	
Number of units ready for interim inspection	
Number of units ready for shell	
Number of units ready for final inspection	

Number of pre-Inspections deferred		
	Deferral rate	#DIV/0!
Number of Jobs that fail at interim inspection		
	interim fail rate	#DIV/0!
Number of Jobs on average that have scheduling conflicts		
	Scheduling loss rate	#DIV/0!
Number of Jobs that failed the first inspection		
	QCI fail rate	#DIV/0!

With response, deferral, scheduling and QCI fail rates taken into consideration.

Below are the target numbers to reach per month to achieve production goal

0	Monthly completions on contract	
#DIV/0!	Number of units needed in production	Manager's Goal
#DIV/0!	Number of clients to contact	Manager's Goal
#DIV/0!	Pre-inspections needed	Auditor's Goal
#DIV/0!	Audits	Auditor's Goal
#DIV/0!	interim inspections	Heating tech's Goal
#DIV/0!	final inspections needed	Shell worker's goal
0	Production goal to meet	All Staff, Manager to correct shortcomings

# TIPS ON USING CALCULATOR

# PRODUCTION CAN BE A BALANCING ACT

# 2019- 2020 Monitoring

## Program:

- WPN 17-7 Required information given to clients
- Conflict of interest
- Modeling furnace wrong in NEAT
- Cover sheets

2019-  
2020 **Monitoring**

Technical

Still finding Gas leaks

Roof flashing

Manufacture specification

# Training Update

REMINDERS, UPDATES, AND REQUESTS

Chris Willman

# Indiana Weatherization Policy and Procedure Refresher for Training

- Section 600
  - Page 61-75
    - Subsections
      - 601-Importance of Training
      - 602-Minimum Training Requirements
      - 603-Training Requirements
      - 604-Duration, Maintenance, and Recordkeeping
      - 605-Additional Competency/Training Requirements
      - 606-Additional Training Opportunities
      - 607-Lead Based Paint Training
      - 608-OSHA Training
      - 609-Background Checks
      - 610-Compliance Issues
      - 611-DOE Required Certifications
      - 612-Roles and Responsibilities
      - 613-Training Stipend

# 601 - Importance of Training

- IHEDA has long history of taking a strong position that the Indiana WAP program will maintain its level of technical expertise through continued emphasis on its training and technical assistance component
- Training is an opportunity to keep network up to date on latest changes from DOE, SWS, BPI, Field Guides, codes, etc
- Ongoing comprehensive training is required by DOE

# 602 - Minimum Training Requirements

- QCI-DOE mandated training requirement
- HEP EA-As QCI certifications expire, QCI certification cannot be held without HEP EA certification
- EA ISV-Able to complete Indiana audits, but NOT obtain BPI QCI
- Crew Leader
- ISV Retrofit Installer for SHELL
- ISV Retrofit Installer for Mechanical
- Walk through inspector without any other certifications

# 603 - Training Requirements

- Time Limit for Certifications-9 months 45 days
  - INCAA will be working on coordinating courses into a sequence to better serve the network
  - 3 opportunities to pass exam for designation(ISV)/6 for BPI
- Background checks for all prior to entering homes(see sxn 900)
- Permission letter for ALL for BPI EA certifications
- OSHA 10
- LSW
- Moisture/Mold

# 604 - Duration, Maintenance, Recordkeeping

- 3 years for BPI QCI/EA; ISV-SHEL, Mechanical, EA
- CMR yearly for all EXCEPT during first year of certification
- Can attend ANY CMR. Example: Auditor can attend mechanical CMR, etc
- If certification expires and is not renewed, IHCD A MUST be informed in writing with a request for an extension. Must be timely in resolving
  - Contact INCAA training team leader to coordinate “fast-track” recertification

# CEU Guidance

- 16 CUEs per year (April 1-March 31)
  - CMR= 4 CEU
  - On-site training & technical assistance is a 1:1 ratio
  - Several classes can be held at the agency upon agency request
  - On-site T&TA is a great opportunity for “old timers” and also a great learning opportunity for “newbies”
  - Several NEW classes added in last 2 years
  - “Old” classes have been updated to reflect DOE, BPI, etc changes
  - Spreadsheet on page 67 give ratio for non-INCAA/IHCDA classes

# Responsibility of Tracking CEUs

- Each IHEDA **Sub-grantee** is responsible for accurately tracking all staff and/or contractor competencies and certifications.
- **This tracking must include the following information:**
  - Individual name and competency(s) and/or BPI certifications held
  - Date competencies and/or BPI certifications expire
  - Hire date
  - Attendance at Annual Competency Maintenance Training
  - Current BPI/INCAA Certifications where applicable
  - Record of training for 16 hours of CEUs

# 608 - OSHA Training

- OSHA 10 is required of ALL weatherization workers
  - EA
  - QCI
  - RIS-SHELL
  - Crew Leaders
  - RIS-Mechanical
  - HVAC helpers
  - Pre-audit inspectors

# 609 - Background Checks

- Sub-grantees must perform a criminal background check and employment verification prior to the employment of sub-grantee/contractor employees planning to work **with clients** **or in the home of clients**
- IHEDA is instituting a look-back period for convictions to seven (7) years for individuals employed by sub-grantees for the Weatherization program. This policy mirrors the State's employment policies.
- PAGE 70 for details on background check requirements

# 610 - Compliance Issues

- If a Sub-grantee fails to meet the Indiana Competency Training, BPI Energy Auditor, or BPI Quality Control Inspector (QCI) requirements or is found to have an individual or individuals working or worked on a weatherization home without the above mentioned requirements. IHEDA may take, but not be limited to, the following steps:
  - Issue a written finding with a timeline for resolution of the non-compliance issues
  - Require re-works or re-inspections at the Sub-grantee/contractor expenss
  - Require repayment of all funds claimed for the affected Weatherization work
  - Hold the Sub-grantees weatherization financial claims until all issues are properly addressed
  - Temporarily suspend the affected workers from performing work in Indiana's Weatherization Assistance Program.

# NEW AT INCAA

- SWS training for SHELL, MECHANICAL, and AUDITOR/QCI
- MF training upcoming this winter
- Several HVAC courses for Installers and Auditor/QCIs
- Client Education-includes coverage of WPN 17-7/IHCDA H&S Plan
- RESOURCES tab on Intelligent Weatherization
- Coming Soon-FAQ tab on Intelligent Weatherization
- Intelligent Weatherization Facebook and Instagram—Twitter will be active soon
  - Will include technical to fun and funny short videos
  - Posting of new classes on the schedule

# New at INCAA, continued

- Program Manger Course
  - Also HIGHLY recommended for Executive Directors and Fiscal team leader
- Beginning April 1-Training schedule will include a “progressive curriculum”
- Fit testing for people who wear respirators
- Michael Hastings will come to your agency to assist your agency in developing a respiratory protection program(as required for places of employment who require workers to wear respirators)

**AND FINALLY.....**

**TRAINING  
PROP HOUSE!!!!!**

# Deferral Tracking & Deferral Program

Lauren Perry & Larysa Bernstein

# Why are we tracking deferrals?

So we can make a new deferral program with LIHEAP funds. 😊

If we don't provide data to IHCDA leadership, they'll say no. 😞

# Deferral Tracking

- IHCD and the network will begin tracking deferrals in IWAP for the upcoming program year
- All deferrals will need to be tracked
- Some items that will be tracked include:
  - Is this home deferred?
    - Yes or no
  - Cause of Deferral
    - Mold
    - Standing water
    - Leaking roof
    - Lack of air barrier
    - Electric Hazards
    - Combustion Gases
    - Code Compliance
    - Insect pests
    - VOCs
    - Animal feces/carcasses
    - Raw sewage
    - Possible Asbestos
    - Unvented Space heater
    - Excessive clutter
    - Structural issues
    - Other Hazards
    - Excessive Lead Hazards
    - Previously Weatherized
    - Home is For Sale
    - No utilities
    - Other: \_\_\_\_\_ (Fill in the blank)

# Deferral Tracking

- Additional items that will be tracked include:
  - At what stage of weatherization was this home deferred (Select one):
    - Walk Through/Pre-Inspection
    - Audit
    - Upon HT Arrival
    - During HT work
    - Interim inspection
    - Upon shell arrival
    - During shell work
    - Final Inspection
  - Time spent prior to deferring home (includes scheduling, drive time, walkthrough, deferral letter, documentation):
    - \_\_\_\_\_Hours \_\_\_\_Minutes
- More details will be available in the upcoming PY 2020 Policy and Procedures Manual
- Please let us know if you have any questions or ideas you would like to share

# New Deferral Program

- IHcDA understands how important the deferral funding is to the success of your programs and is working to create a new deferral program
- We are still working out the specific details for Indiana's program
- Below is an excerpt from Ohio's State Plan for their deferral program:

The differences are as follows: U.S. Department of Energy income eligibility requirements (200 percent of the Federal Poverty Level); Health and Safety is limited to no more than 25 percent of Program Operations (Materials + Support total) for LIHEAP (limit is 14.9 percent for DOE); and an additional \$1,200 for incidental repairs is available per single family unit with LIHEAP funds (in an effort to avoid deferrals).

Additionally, the ODSA requested and received a waiver to transfer an additional 5 percent of LIHEAP funds to weatherization and energy related home repairs beginning in July 1, 2018. This will make the total transfer of LIHEAP funds 20 percent. Fifteen percent of the transferred funds will be used to serve households as described above. The additional 5 percent transfer will be used for a complimentary program to Ohio's weatherization program. The Ohio Home Weatherization Assistance Program Enhancement (approximately \$7.7 million) will target installing specific measures in households that are at or below 175 percent (LIHEAP Income Guidelines) of the Federal Poverty Guidelines and may have been deferred previously for weatherization services. The specific measures to be installed will include: furnace repair & replacement, replacement knob-and-tube wiring, ventilation measures (i.e. ASHRAE fans) and minor roof repair. Utilizing these additional funds for these specific measures will allow the weatherization program to serve homes that would have been deferred due to costs and to install more energy conservation measures in homes.

# Ohio's Deferral Program

- Ohio's deferral program: "Ohio Enhancement Program"
- Maximum allowable expenditure is \$15,000 per home
- All administrative costs are capped at a maximum of five percent (5%) of the sub-grantee allocation

# Ohio's Deferral Program

- Sub-grantees may determine the amount of Enhancement program funds to be used in the following four categories:
  - **Heating System Repair and Replacement** – In addition to current program year HWAP clients, clients that have received HWAP services previously are eligible for furnace repair and replacement.
  - **Electrical Repair and Replacement** – Grantees may complete electrical repair or replacement as needed in order to install energy conservation measures. This could include replacing knob and tube wiring in homes that were deferred because it was not cost effective to weatherize the home. The intent is not to replace all of the wiring in the home, but to replace the wiring needed to install meaningful weatherization measures.
  - **Ventilation Measures** – Ventilation measures, including ASHRAE systems, must be budgeted in this category.
  - **Minor Roof Repair** – Minor roof repairs may be performed if a home has been deferred or would be deferred because it needs a minor roof repair. A roof replacement with only enhancement funds (Federal LIHEAP funds) is not allowable. Minor roof repair will not be considered a capital expenditure as long as meaningful weatherization measures will be installed as a result of the minor repair.

# Deferral Questions?

# Break!

# Multi-family Policy

Carlas Bogue



Indiana Housing & Community Development Authority

# SEE NEW MULTI-FAMILY POLICY DOCUMENT

# Q & A and General Discussion

# Thank you for attending the Fall 2019 SAMM!

Happy Weatherization!