

## **Multifamily Weatherization Program – REQUIRED READING**

### **Program Overview**

Welcome to the Energy Outreach Colorado (EOC) multifamily weatherization application process. The purpose of this program is to improve the comfort, safety and energy efficiency of Colorado's low-income housing. You have been invited to complete an application for the 2011-2012 funding cycle.

EOC will be accepting applications for ALL 5+ unit multifamily building types regardless of how the building is heated. EOC will accept applications from centrally heated and individually heated buildings.

EOC will be administering grant funding for a number of organizations and agencies including the Colorado Governor's Energy Office, energy utility programs and specific service districts.

This program overview is Required Reading and is intended to provide the information necessary to determine if submitting an application is right for your property. If you believe you have an eligible property in need of weatherization work, please continue reading and indicate that you understand the program rules and requirements when prompted. Access to the application will be granted after you have reviewed the overview information.

### **Program Benefits to Participants and their Tenants**

The goal of this program is to increase the energy efficiency of dwellings owned or occupied by low-income persons, reduce their total residential expenditures and to improve their health and safety.

Priority is given to those properties serving especially low-income persons who are particularly vulnerable such as the elderly, persons with disabilities, families with children, high residential energy users, households with high energy burden, and buildings where tenants pay utilities.

### **This is an Investment in your property**

Most multi-dwelling buildings have a huge potential for energy savings. Even buildings that were built in the 1970's typically demonstrate considerable savings from energy efficient upgrades. The equipment operating in your building is losing efficiency with each passing year and costing more to maintain. Your commitment of time and resources to participate in the program will be recovered through the capital improvements made, reduced utility and operation and maintenance costs, and increased tenant comfort, satisfaction and energy efficiency education.

## **Multifamily Weatherization Program – PROCESS**

### **SUBMIT ONLINE APPLICATION WITH ALL REQUIRED DOCUMENTATION**

- a. Once you create a login, you will be guided through a program overview and required reading pages which must be read and acknowledged before you will be able to begin a property application. You will be able to create application for multiple properties; these will all be assessable through the same login and password. We strongly encourage you to “save your work” frequently as you complete the application so no data is lost.
- b. In order to access the online application, you will need to acknowledge having read and understood the Required Reading of the weatherization program and agree to full participation and compliance if selected.
- c. All required documentation including organization financials, tenant eligibility and utility information, and health & safety documentation must be uploaded and included as part of your application.
- d. It is critical that all information provided in your application is complete and accurate. Inaccuracies, errors, or false information may disqualify your application. Once you submit your online application; an electronic copy as well as a confirmation of successful submission will be sent to the primary application contact. Please maintain a copy of all documents referenced and/or submitted with your application, as these will need to be examined for participation in this program.

**Incomplete applications will not be accepted.**

### **APPLICATION VERIFICATION, SCORING AND PRELIMINARY SELECTION**

- a. EOC will review all submitted applications for accuracy and eligibility. All applicants will be notified in writing of preliminary project selections.
- b. EOC will select and notify in writing projects chosen to participate in technical site visits. Projects that are not selected for initial site visits will remain in the application pool for the current funding cycle and project data will be stored in the event that additional funds become available or certain preliminary projects are determined to be eligible.

## **SITE VISITS and AUDIT COMMITTEE REVIEW**

- a. Site visits will be conducted at chosen properties to visually verify and document the building condition, potential health and safety concerns, energy saving potential, and any special considerations. Site visits will be scheduled based on the Funding completion requirements.
- b. Site Visits can only be conducted once all required documentation as described in the Required Reading have been signed and received by Energy Outreach Colorado.
- c. A Committee of industry professionals will review the site visit findings and provide a final approval of projects to be audited by an independent firm specializing in weatherization and energy conservation.

Projects not selected for audit will receive a letter explaining why they were not selected and will be given the opportunity to reapply for future funding cycles.

## **ENERGY AUDITS**

Previous audits completed through other programs are not valid for this program. EOC will provide funding for a Department of Energy approved full-scale energy audit that provides utility-approved audits and building modeling. These audits will produce a prioritized list of energy efficiency measures (EEM's) that may be funded through the program based on a database of cost estimates.

All EEM's must meet a cost-benefit ratio, meaning that the measure will recoup their installation cost through energy savings within the life of the measure. The prioritized list produced by the audit will determine, in order, which energy saving improvement should be installed based upon energy costs, installation costs and savings over the life of that measure.

EOC will review the results of the audits with the Housing Provider and discuss preliminary project budgets and potential cost-sharing requirements, and provide bid specifications for all EEM's on the prioritized list.

Energy audit data and cost-benefit ratios will determine what measures will be funded. EOC has no control or influence on the energy audit data or cost-benefit ratio outcomes.

## **PROCUREMENT**

EOC will follow federal policy guidelines to procure weatherization contractors for federal weatherization services. EOC staff will work with Housing Providers to procure all necessary weatherization services.

## **CONTRACTS**

Housing Providers will enter into contract with EOC based on the following: 1. agreement and approval from the funder; 2. receipt of all required documentation and; 3. final determination of scope and budget,.

## **MANAGEMENT OF EEM INSTALLATIONS**

- a. **Lead Safe Weatherization** – Compliance with EPA Lead-Safe Renovation, Repair and Painting rules are required for all project buildings constructed pre-1978. A Certified renovator must be utilized for any work that may disturb lead paint.
- b. **Health & Safety** – The cost of some H&S issues may be covered by the program; others may be covered at only 50% of cost. Dangerous conditions or conditions outside the scope of the program may trigger a “walk-away” situation. Any H&S repairs, whether funded by the program or not, must be addressed prior to weatherization work beginning.

## **COMPLETION, INSPECTION, PAYMENT**

Upon completion and successfully passing local code inspection (when applicable) of an individual EEM installation, EOC staff will perform a quality control inspection.

The State and /or Department of Energy also have the right to request access to units or building to conduct random quality and compliance inspections.

## **EDUCATION**

There are 3 components of energy education required as part of the program

- Tenant education
- Housing Provider staff education
- Vendor/Subcontractor education

EOC contracts with outside agencies to develop and administer educational programs and materials for each of these audiences. Participation in these programs is required, and may include attending workshops and/or webinars, on-site training, distribution of materials, etc.

## **Multifamily Weatherization Program – REQUIRED DOCUMENTS**

### **ORGANIZATION AUDITED FINANCIAL INFORMATION**

In order to best develop a budget for necessary work at individual properties, we must take into consideration the overall financial picture of the organization that is applying for weatherization grant funding. You will be required to upload each of the following with your application: 1. Profit & Loss Statements and 2. Income Statements and Balance Sheets for the most recent fiscal year within your organization.

### **COPY OF STANDARD TENANT LEASE**

Federal guidelines state that this weatherization program is for low-income multi-family buildings. As such, a copy of your current lease must be included with your application documents.

### **LETTER OF SUPPORT FROM PROPERTY OWNER**

EOC requires a letter of support from the building owner if that entity is not the applicant. The letter of support must acknowledge and approve participation the weatherization program.

### **HUD PROPERTY IDENTIFICATION**

On January 25, 2010, the Department of Energy (DOE) implemented a new rule 71-CFR-3847 for its Weatherization Assistance Program (WAP). Under the new rule, if a public housing, assisted multi-family or Low Income Housing Tax Credit (LIHTC) building is identified by the U.S. Department of Housing and Urban Development (HUD) and included on a list published by DOE, that building meets certain income eligibility and may meet other WAP requirements without the need for further evaluation or verification.

Please use this link to determine if your property is 1) a HUD property and 2) which of the 3 lists outlined below does your property fall under and 3) what the property identification number is.

[http://www1.eere.energy.gov/wip/multifamily\\_guidance.html](http://www1.eere.energy.gov/wip/multifamily_guidance.html)

#### **List 1: Eligible Multifamily Buildings 10-CFR-440.22(b)(4)(i)**

HUD list of multifamily housing units eligible for weatherization that have three or more years remaining on HUD housing contracts. July 1, 2011.

List 1 consists of three sub-lists:

Public Housing – 100% of buildings in the identified properties meet the necessary qualifications

Public Housing – Only specified buildings in the identified properties meet the necessary qualifications qualify

Assisted Multifamily — Properties meet the necessary qualifications, in part, by having 3 or more years remaining on affordability agreements

**List 2: Eligible Multifamily Buildings 10-CFR-440.22(b)(4)(ii)**

HUD list of multifamily housing units eligible for weatherization that have less than three years remaining on HUD housing contracts.

List 2 consists of Assisted Multifamily – Fewer than 3 years remaining on affordability agreements

**List 3: USDA List of Multifamily Housing Units**

The U.S. Department of Agriculture supplied this list of multifamily housing units that is organized by postal address for use by weatherization service providers.

HUD provides more detail on its lists of eligible properties, criteria for state prioritization, and additional DOE requirements; March 5, 2010. More information about these data can be found on the HUD Recovery Act Web page <http://portal.hud.gov/portal/page/portal/RECOVERY>. You can direct questions about the list via email to HUD Energy Action (<mailto:energyaction@hud.gov>).

A minimum requirement for inclusion on these lists is that at least two-thirds of the residents of the building (50% for 2–4 unit buildings) must meet DOE's income eligibility requirement, which is currently set at 200% of the federal poverty level.

Note that a public housing, assisted housing, and LIHTC building that does not appear on the list using HUD records may still qualify for the WAP. Income eligibility can be made on an individual basis by the local WAP service provider that implements the Program based on information supplied by property owners and the families.

**State Discretion and Authority**

The rule expressly indicates that income qualified public housing, assisted housing, and LIHTC properties may be eligible recipients of WAP funds. The rule does not, however, *require states* or local WAP service providers to set aside WAP funds for these properties. The state and/or the local service provider retain the authority to set priorities for the use of WAP funds in their service areas.

[http://www.waptac.org/data/files/website\\_docs/government/guidance/2010/wpn%2010-15%20revised.pdf](http://www.waptac.org/data/files/website_docs/government/guidance/2010/wpn%2010-15%20revised.pdf)

**MULTI FAMILY UNIT INFORMATION TABLE**

This document is a table contained within the online application that details information such as how many units are currently occupied in your building and what priority population your building serves such as elderly, or disabled. This document is also used to verify tenant income eligibility based on the current federal poverty level guidelines. You can access additional information in regard to FPL at the following website.

[http://www.coverageforall.org/pdf/FHCE\\_FedPovertyLevel.pdf](http://www.coverageforall.org/pdf/FHCE_FedPovertyLevel.pdf)

### **APPLICANT SIGNED AFFIDAVIT OF INCOME**

This document is used to verify tenant income eligibility based on the current federal poverty level guidelines. It certifies that the property owner has submitted true and accurate income data for each

### **RESIDENT SIGNED AFFIDAVIT OF INCOME AND HOUSEHOLD MEMBERS**

This document is required when no other form of income documentation, such as paystubs, W-2's, tax returns or letter of verification from income source are not available. The tenant must complete this form and sign it before a notary.

### **12 MONTHS OF UTILITY BILLS**

EOC must evaluate your property's energy consumption as compared to other multifamily buildings with similar building systems, energy rate structures, and fuel sources. Each project will be categorized by these three criteria and will be evaluated on a \$/square foot ratio to determine the properties with the largest need for weatherization. Within the application you will also find a Utility Data Table. This table will ask you to input 12 months of master meter bills and 12 months of representative samples for each unit type on the property, i.e. efficiency, 1 bdrm, 2 bdrm etc. You may find it helpful to gather and photocopy 12 months of utility bills prior to beginning your application.

### **UTILITY CONFIDENTIALITY AGREEMENT**

In addition to copies of your utility bills, EOC and GEO require a Utility Confidentiality Waiver to be signed. This document allows us to contact your utility provider upon completion of EEM's to confirm and record the average annual energy saving pre and post weatherization services.

### **The following forms will apply ONLY to projects that are SELECTED and notified for FUNDING**

#### **OTAA**

This form is a requirement of all properties not found on the HUD 1 list. It ensures that rents will not be raised, for a 12 month period following completion of weatherization services. This form must be signed by all tenants of the property applying for grant funding.

#### **LEAD BASED PAINT**

In the event your facility has had lead testing, please be sure to upload documentation of findings, removal or remediation. Compliance with EPA Lead-Safe Renovation, Repair and Painting rules are required for all project buildings constructed pre-1978. Below is a link to the EPA Lead Safe Guide to Renovate Right.

<http://www.epa.gov/lead/pubs/renovaterightbrochure.pdf>

## **ASBESTOS**

In the event your facility has had asbestos testing, please be sure to upload documentation of finding, removal or remediation.. If EOC runs into any projects with asbestos, EOC is not to handle or pay for the asbestos removal. Instead, the Housing Provider will need to work with a certified asbestos abatement contractor to remove the asbestos.

## **RADON**

EPA Recommends the Following Testing Steps:

Step 1. Take a short-term test. If your result is 4 pCi/L or higher, take a follow-up test (Step 2) to be sure.

Step 2. Follow up with either a long-term test or a second short-term test:

- For a better understanding of your year-round average radon level, take a long-term test.
- If you need results quickly, take a second short-term test.

The higher your initial short-term test result, the more certain you can be that you should take a short-term rather than a long-term follow up test. If your first short-term test result is more than twice EPA's 4 pCi/L action level, you should take a second short-term test immediately.

Step 3.

- If you followed up with a long-term test: Fix your home if your long-term test result is 4 pCi/L or more.
- If you followed up with a second short-term test: The higher your short-term results, the more certain you can be that you should fix your home. Consider fixing your home if the average of your first and second test is 4 pCi/L or higher

In the event your facility has had radon testing, please be sure to upload documentation of finding and verification of remediation. If EOC runs into any projects with radon, EOC is not to handle or pay for radon remediation.

## **CHEMICAL SENSITIVITY**

In the event that properties applying for grants are identified as having tenants with special chemical sensitivity needs, EOC will follow its own health and safety guidelines for notifying tenants about potentially harmful materials:

In the case that a hazard or potentially harmful material is found to exist, EOC must first inform the Housing Provider in a written form as well as a verbal form of communication.

Once the Housing Provider is informed of the potentially harmful materials, the Housing Provider and EOC should sit down together to determine how to inform the tenants.

Since the Housing Provider has a working relationship with the tenants and knows them on a more personal level, it will be the Housing Provider's responsibility to inform their tenants.

How the Housing Provider chooses to inform their tenants will be relayed to the subcontractors, so they to reiterate the hazards in the same way the Housing Provider has.

EOC will inform the Housing Provider in writing once the hazards have been removed.

### **WALK AWAY POLICY**

This policy discusses situations in which an Agency may choose to “walk away” from a property. GEO Wx partners must avoid situations that would put workers or clients’ health at risk, may cause undo liability to the Agency, or require expenditures that are beyond the cost-effective guidelines. GEO’s walk away policy details situations that are “beyond the scope” of weatherization and therefore give EOC cause to “walk-away”. This document must be signed by the housing provider prior to site visits or any potential weatherization work.

### **INVENTORY FORMS**

It is the policy of the Department of Energy to evaluate each existing refrigerator and air conditioning unit for replacement. EOC will use the make, model number, and manufactured year to determine the current energy usage of each appliance. We need the serial number to track the proper EPA disposal and recycling of any replaced appliance units. Finally, we need the existing cubic footage of refrigerators, the existing BTU/hour of the air conditioning units and the existing dimensions of the units and the occupied space to determine which new model appliance will be the appropriate size for your property.

**\*PLEASE NOTE – THIS INFORMATION HAS BEEN PROVIDED AS A GUIDE TO WHAT MAY BE REQUIRED AS PART OF THE MULTIFAMILY APPLICATION PROCESS – THESE REQUIREMENTS AS WELL AS ALL DOCUMENTATION ARE SUBJECT TO CHANGE AT EOC’S DISCRETION.**