

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: EE0009918, State: NM, Program Year: 2024
Recipient: State of New Mexico-NMMFA

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Central NM Housing Corporation (Albuquerque)	\$1,096,941.00 98
ICAST (International Center for Appropriate and Sustainable Technology (Lakewood)	\$431,655.00 36
Red Feather Development Group (Flagstaff)	\$127,078.00 7
Southwest Regional Housing Community Development Corporation (Deming)	\$555,666.00 40
Total:	\$2,211,340.00 181

SERC Subgrantees

Subgrantee (City)	Planned Funds/Units
ICAST (International Center for Appropriate and Sustainable Technology (Lakewood)	\$1,721,017.00 200
Total:	\$1,721,017.00 200

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	181
Reweatherized Units	0
Planned SERC Units *	200
* Planned SERC units is the calculated total units for all SERC Subgrantees.	
Average Unit Costs, Units subject to DOE Project Rules	
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)	
A Total Vehicles & Equipment (\$5,000 or more) Budget	\$291,000.00
B Total Units Weatherized	181
C Total Units Reweatherized	0
D Total Dwelling Units to be Weatherized and Reweatherized (B + C)	181
E Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$1,607.73
AVERAGE COST PER DWELLING UNIT (DOE RULES)	
F Total Funds for Program Operations	\$904,391.00
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	181
H Average Program Operations Costs per Unit (F divided by G)	\$4,996.64
I Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$1,607.73
J Total Average Cost per Dwelling (H plus I)	\$6,604.37

IV.3 Energy Savings

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

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	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	181	29.3	5303
Prior Year Estimate	178	29.3	5215
Prior Year Actual	141	29.3	4131

Method used to calculate savings description:

New Mexico uses the DOE WAP algorithm to estimate energy savings. For program year 2023-2024 we estimate 5,304

MBTUs will be saved in 181 homes.

With SERC funds, NM estimates an additional 3,412 MBTU with 200 units.

SERC

MFA and ICAST will utilize TREAT (Targeted Residential Energy Analysis Tools) software to model the energy savings for the the portion of projects that are leveraged with DOE formula grant . TREAT is a U.S. Dept. of Energy-approved for multifamily and an approved tool for multifamily in the New Mexico State WAP Plan. This software enables MFA and ICAST to compare the energy usage of existing equipment to the efficient equipment while normalizing for weather and actual utility usage data. Efficiency data for the upgrades are gathered from sources including manufacturer data compiled by the Air Conditioning, Heating, and Refrigeration Institute (AHRI), nameplates (e.g., for lighting and water measures), and Energy Guides (for appliances)

Other modeling tools will be utilized for measures whose savings cannot be modeled by TREAT. For solar and storage, NM will utilize Aurora Solar, and Energy Toolbase. Aurora Solar can leverage utility data and other project details (e.g., building height as well as sunlight and shading) to simulate the size of the solar array, the total annual production and monthly production, and the energy usage offset. Energy Toolbase models charging and discharging of batteries on a regular basis (daily), to calculate energy savings.

IV.4 DOE-Funded Leveraging Activities

Leveraging Structure

DOE's annual funding helps only a portion of New Mexico's low-income homes in need of weatherization. MFA recognizes that increasing the number of weatherized homes requires additional funding and pursues other funding sources accordingly. Leveraging funds from other local partners has become crucial to maintaining the service level in New Mexico. We use these funds to defray costs from DOE by utilizing multiple funding sources in each home when applicable which frees up funding from DOE so that more homes can be weatherized across the state.

For PY 2024-2025, MFA is requesting leveraging funding in the amount of \$9,000. The NM EnergySmart Program Managers spend time on leveraging funding sources ensuring that MFA complies with all contractual requirements, reporting and monitoring. Our leveraging funding sources are approximately \$9,700,000. The program's efforts for leveraging funding sources continue to be fruitful and have created a strong weatherization program for New Mexico. Our current subrecipients are structured in a way that they can increase staff levels by using available T and TA funding without jeopardizing their programs. We work closely with our agencies to ensure that not only is our leverage funding expended but that the additional weatherization services provided are done in the most efficient manner possible.

When leveraged funds are combined with DOE funds in any given house, all the rules of the program must be followed. All energy saving measures must rank with the approved energy audit, incidental repairs must be within the scope and cost of the program, and all required health and safety measures must be installed.

LIHEAP

For the 2023/2024 program year MFA received \$2.5M from the New Mexico Income Support Division, LIHEAP. For this year, the amount that will be received from LIHEAP will be the same amount of \$2.5M. The Model Plan that has been written for LIHEAP states that DOE rules will be followed with some exceptions. MFA and the subrecipients work with these exceptions to provide the highest benefit possible to each household. NM allows LIHEAP and DOE funds to fund the same unit, and are in discussions about funding the same energy efficiency measure. If this is allowed, it will be closely watched to prevent double payment.

Utility Funding

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

PNM

In January of 2024, MFA signed a renewal contract with the Public Service Company of New Mexico in the amount of \$600,000. Reimbursements are provided to the subrecipients based on actual kWh savings determined by a calibrated energy audit and deemed savings.

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NM Gas

The New Mexico Gas Company (NMGC) funding has increased the amount to \$1,600,000. This utility funding will

not only be used to achieve therm saving measures in homes being weatherized, but has been used for whole house weatherization for all measures with the exception of electric based measures. NM hopes to continue this method for PY 2024.

El Paso Electric

On February 4, 2024, MFA has entered into a contract with El Paso Electric in the amount of \$543,805. These funds will be used to pay for any measure that yields a kWh savings and are reimbursed based on a lifetime savings basis. This reimbursement is similar to the pay structure that is used by NM Gas and PNM.

State Funding

Staff will continue to pursue State agencies and the State legislature for additional funding, while remaining with the proposals submitted by other public utility companies to the PRC in order to receive more funding.

Severance Tax Bonds(STB)

NM EnergySmart received \$500,000 in STB funds from the 2023 legislature for weatherization and will continue using a portion of that funding to increase the amount of leverage and for agencies to provide the items each home needs. The EnergySmart program is expecting to use \$5M of this funding for PY 2024 as leverage with other grants, to weatherize more homes, install solar, and complete more measures per home.

CSLRF

MFA received \$15M of Coronavirus State and Local Fiscal Recovery Funds (CSLRF) through the State of NM, and has started using \$3.75M of those funds for emergency home repair needs. The balance of these funds is estimated to be \$2M. All homes that receive this service will also receive full weatherization between all funding sources. Only some homes using this funding will be leveraged with DOE funds.

Disabled Veterans Rehabilitation

For PY 2023-2024, MFA used state and general funds in the amount of \$259,655 to rehabilitate and weatherize homes for disabled veterans. The weatherization team hopes to continue to receive this funding for PY 2024-2025.

Otero Electric/Tri-State

MFA is currently negotiating with the electric utility to make \$1.6M available to weatherize and perform propane to electric fuel switches for over 125 homes within the Mescalero Apache reservation.

IV.5 Policy Advisory Council Members

Check if an existing state council or commission serves in this category and add name below

Cyndi Hazzard	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 5053454949 Email: chazzard@centralnmhousing.org
Ferdinand Garcia	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: (575)374-6207 Email: fgarcia.gs@plateautel.net
Isaac Perez	Type of organization: Indian Tribe Contact Name: Phone: (505)771-9291 Email: iperez@sfpha.org
Jack MacGillivray, CPM	Type of organization: For-profit or Corporate (not a financial institution or utility) Contact Name: Phone: (505)681-7778 Email: jmacg@monarchnm.com Type of organization: Utility

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Jaime Apodaca	Contact Name: Phone: 5052414420 Email: jaime.apodaca@pnm.com
Latoya Ferguson	Type of organization: Utility Contact Name: Phone: 5052414420 Email: latoya.ferguson@pnmresources.com
Marilyn Newton-Wright	Type of organization: Unit of State Government Contact Name: Marilyn Newton-Wright Phone: 5058277266 Email: Marilyn.Wright@state.nm.us
Nadine Flores	Type of organization: Unit of State Government Contact Name: Phone: 5054707885 Email: Nadine.Flores@gcd.nm.gov
Page Olice	Type of organization: For-profit or Corporate (not a financial institution or utility) Contact Name: Phone: 5059239607 Email: pollice@yeshousing.org
Priscilla Lucero	Type of organization: Unit of Local Government Contact Name: Phone: (575)388-1509 Email: priscillalucero@gilanet.com
Steve Casey	Type of organization: Utility Contact Name: Phone: 5056973568 Email: SLCASEY@TECOENERGY.COM
Veronika Molina	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: (575)546-4181 Email: veronika@swnm.org

IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)

Date Held	Newspapers that publicized the hearings and the dates the notice ran
03/27/2024	Draft of the State Plan has been posted on MFA's website on March 25, 2024. The notice was run with the following publications: February 20, 2024 -Rio Rancho Observer, Lovington Daily Leader, Las Vegas Optic, Santa Fe New Mexican, Silver City Daily Press and Independent, Gallup Independent, Albuquerque Journal, Carlsbad Current Argus, Eastern New Mexico News, Farmington Daily Times, Hobbs News-Sun, Las Cruces Sun News, Roswell Daily Record, The Daily Times, Union County Leader, Alamogordo Daily, Valencia County News, Clovis News Journal, Deming Headlight, and Clayton Union County Leader.

IV.7 Miscellaneous

<p>Business Recipient Business Officer</p> <p>Donna Maestas-DeVries dmaestas-devries@housingnm.org 344 4th Street SW Albuquerque, NM 87102 (505) 767-2225</p> <p>Recipient Principal Investigator</p> <p>Troy Cucchiara tcucchiara@housingnm.org 344 4th Street SW Albuquerque, NM 87102 (505) 767-2256</p>
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Composition of WAP PAC

Nadine Flores- Disabled (Employed by the State of NM)
Isaac Perez - Native American Representation (Employed and Member of the San Felipe Pueblo)
Jack MacGillvary - Multi-Family Property Management Company for low income properties

Page Olice, Ferdinand Garcia, Priscilla Lucero, Veronika Molina and Cyndi Hazzard are all employed by Housing Agencies that provide services directed to low income families which include children, elderly and disabled members.

Steve Casey, Jaime Apodaca and Marilyn Wright-Newton are all representative of our leverage funders. MFA works closely with these entities to ensure present and future funding in order to provide services through our subrecipients that are directed to low income families which include children, elderly and disabled members.

Solar

MFA is requesting approval to include solar PV in the list of measures for qualifying households. MFA understands the solar PV projects might require a NEPA review, especially if they are ground mounted and disturb the ground. The energy audit report will include solar as a measure and will demonstrate the SIR for the solar PV install, for it to be integrated into the approved package of measures for the project. MFA believes that with the current installed costs of solar PV, it is a financially viable solution that can help our lowincome families reduce their energy burden through WAP. Due to our ability to leverage numerous sources, there is no anticipation that the addition of solar PV will have an impact on our ACPU or budgeted funds.

Weatherization Readiness Fund (WRF)

By the end of PY 2023-2024, NM will have completed 2 multi-family projects and 45 single family units for WRF, well above the intended goal of 14 units per year. All of these units would have resulted in deferral if it were not for this funding category. For PY 2024, NM intends on continuing with the same proven method as previous years to complete a minimum of an additional 15 units.

Our simple rule of thumb is that WRF is only to be used to **prevent deferral of units**. This is when the work needed before a home can receive services is beyond the scope of weatherization and falls in one or more of four categories:

- Health and Safety measures that exceed the threshold;
- Health and Safety measures that are not eligible costs under current guidance;
- Incidental Repairs that if included in the SIR calculations, would cause a unit to not be cost effective;
- Repairs not eligible under current guidance that are needed before weatherization can take place.

Distribution of Funds

Funds will be distributed to each agency using the same agency ratios as program funding. The agencies will prioritize deferred households using our ranking system described in Section V.3 of the Master File for each county. Homes that have been **previously deferred and currently meet eligibility requirements**, will receive WRF services before other homes in the same county. If one agency is unable to use the funds in a timely manner, the funds will be transferred to the other agencies that can use the funding for the intended purpose. Under no circumstances will WRF be used for other categories.

Restrictions

The following restrictions will apply to the use of WRF funding:

- All units must receive approval from MFA prior to commencement of work through our online system;
- Must only be used for homes that will receive full weatherization with the 2022-2025 DOE grant cycle;
- All other measures that are eligible under DOE rules are NOT eligible under WRF, unless those measures include incidental repairs that put the home below the cumulative SIR of 1. The funding is only to be used to prevent deferrals.

Monitoring

MFA will monitor the use of this funding in accordance with the regular monitoring routine. This includes desk monitoring before an invoice is paid, and QCI when a unit is selected for inspection. Agencies will include the weatherization readiness scope of work in their final QCI inspection.

Maximum ACPU

Subrecipients must keep the ACPU for this category at or below \$19,000. This is kept separate from all other categorical ACPUs. There is no cap or maximum amount if the average is kept at or below \$19,000.

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Tracking and Reporting

The following items are currently tracked and will continue to be tracked:

- Year built;
- Housing type;
- Location;
- Client Ranking;
- Specific nature of repairs;
 - Roof repair and replacement;
 - Structure repair (wall, floor, ceiling, foundation);
 - Plumbing;
 - Electrical;
 - Multiple repairs;
- Per unit average;
- Federal funding source used for weatherization (DOE or BIL)
- Other funds used for leverage.

Process

- Homes that have been previously deferred that are still eligible will be the first to receive services. For all other WRF needs, the agencies must follow the same priority and ranking used for weatherization.
- When it is identified by the agency that a home is in need of WRF, the agency must send MFA's program managers a scope of work, photos, and estimated costs of the unit uploaded through our online system.
- If request is reasonable, MFA issues an approval and the agency schedules the work.
- Agencies are expected to follow procurement requirements consistent with federal (2 CFR 200), and their own policies.
- All state and local codes must be followed with required permits pulled, and final code enforcement inspections must be scheduled.
- Weatherization work is expected to occur as close to completion of WRF work as possible.
- Final QCI for the weatherization work includes final inspection of the WFR work. If deficiencies are present, a punch list for the contractor is generated and the contracting party does not receive final payment until the work is satisfactory.
 - Both the client and final inspector must sign off on the scope of work for both WRF and weatherization (two signatures are required).
- Completed units are reported to MFA during invoicing. WRF is treated as a separate billing category in the agency's invoice.
- Units that received WRF are tracked separate with their own ACPU.
- MFA will include a sample of units that received WRF as part of the minimum 5% QCI.
- Units that need work that are beyond what WRF, other funding sources, and weatherization can provide will be deferred following the regular deferral policy (Section V.1.2 Master File) and tracked.

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o The use of other funding sources is encouraged as much as possible to prevent the above situations.

- Upon monthly invoicing, MFA will run a deferral report and question agencies about deferrals that are due to scope of work, and why WRF was not used.

SERC

WAP Production Schedule:

Project Milestones and Responsible Party		
Year 1		
0 Total Units Complete	ICAST	Quarter 1
0 Total Units Complete	ICAST	Quarter 2
0 Total Units Complete	ICAST	Quarter 3
0 Total Units Complete	ICAST	Quarter 4
Year 2		
0 Total Units Complete	ICAST	Quarter 5
50 Total Units Complete	ICAST	Quarter 6
100 Total Units Complete	ICAST	Quarter 7
150 Total Units Complete	ICAST	Quarter 8
Year 3		
200 Total Units Complete	ICAST	Quarter 9
200 Total Units Complete	ICAST	Quarter 10
200 Total Units Complete	ICAST	Quarter 11
200 Total Units Complete	ICAST	Quarter 12

No re-weatherized units are planned for this SERC project

Project Overview and Goals

MFA has partnered with International Center for Appropriate and Sustainable Technology (ICAST), its current statewide multifamily WAP service provider to conduct full retrofits on at least 200 low-income units in a range of communities across New Mexico, leveraging innovative approaches funded through SERC with traditional energy efficiency and WAP funds. MFA proposes to implement grid-interactive efficient buildings (GEBs) in multifamily affordable housing properties to increase housing affordability and enhance low-income residents' overall quality of life and health, while improving grid resilience and performance in urban, suburban, rural, and tribal lands. SERC funds will be expended in disadvantaged and environmental justice communities including Opportunity Zones.

This project will design, install, and evaluate the following technologies and solutions:

ICAST will conduct full retrofits on at least 200 low-income units in a range of communities across New Mexico, leveraging innovative approaches funded through SERC with traditional energy efficiency and WAP funds. Grid-interactive Efficient Buildings (GEBs) will be implemented in multifamily affordable housing properties to increase housing affordability and enhance low-income residents' overall quality of life and health, while improving grid resilience and performance. MFA serves urban, suburban, rural, and tribal lands. SERC funds will be expended in disadvantaged and environmental justice communities including Opportunity Zones.

This project will design, install, and evaluate the following technologies and solutions:

1. Roof Mounted onsite renewable energy resources such as solar PV;
2. Battery energy storage systems;
3. Smart technology controls such as Smart Thermostats, Water Heater Controllers, Lighting controls, etc.;
4. Building energy management systems (hardware and software); and
5. Interior Infrastructure upgrades for Electrification (no energy savings).

The primary goal of our proposed project is to develop a scalable GEB strategy for existing, aging, multifamily affordable housing properties that reduces the energy-burden of low-income households and provides residents with safer, healthier, and more comfortable homes. The project will provide measurable benefits to its key stakeholders: low-income tenants, multifamily affordable housing property owners, and the local utilities. It is expected to improve the energy performance at pilot sites by at least 30% over baseline by utilizing SERC, DOE formula allocation, utility, and other leveraged funds energy efficiency funds to complete full building retrofits. Using solutions that are rarely available to low-income households will allow this team to support energy equity and improve environmental justice for at least 200 low-income families. GEB solutions at multiple multifamily affordable housing properties will be implemented with the following goals:

1. Demonstrate a replicable and scalable approach to transform aging properties into GEBs;
2. Demonstrate how WAP and other existing funding sources can be utilized to serve disadvantaged communities in alignment with the Justice40 Initiative;
3. Provide health and safety benefits to low-income tenants including better indoor air quality and thermal comfort;
4. Leverage SERC funding with other resources from federal, state, and private sources.

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Program Outcomes include:

1. Distributed Energy Resource (DER) solutions are installed in at least **200 low-income households**;
2. Significantly reduce low-income tenants' energy burden with combined lifetime utility cost savings of at least \$2,500,000;
3. Create GEBs in **2 buildings** to shift loads and reduce peak demands;
4. Achieve lifetime carbon emission reductions of **~15,000 tons**.

Program Timeline and Milestones:

Tasks to be Performed	Quarters								
	1	2	3	4	5	6	7	8	9
Task 1.0: Project Management									
Subtask 1.1: Coordinate Project Mgmt. Plan & Provide Mgmt. Oversight and Reporting									
Subtask 1.2: Coordinate Roles and Responsibilities with Entire Project Team based on PMP									
Task 2.0: GEB Pilot Project Identification									
Subtask 2.1 Develop Program Education and Outreach Materials and Outreach Plan									
Subtask 2.2: Research and Identify MFAH properties in Justice40 Disadvantaged Communities									
Subtask 2.3: Outreach to MFAH owners to determine potential pilot demonstration sites									
Subtask 2.4: Educate MFAH owners on DER technologies and benefits of GEBs									
Task 3.0: GEB Pilot Project Development									
Subtask 3.1 Conduct site assessment and energy audit									
Subtask 3.2: Coordinate with MFAH Owner to develop DER scope of work to develop GEBs for their properties									
Subtask 3.3: Identify additional funding sources to leverage SERC grant and WAP funds									
Subtask 3.4: Identify and Build Diverse Subcontractor Network capable of installing GEB technologies in MFAH properties									
Task 4.0 GEB Pilot Project Execution									
Subtask 4.1: Create project implementation schedule with property and contractors									
Subtask 4.2: Install GEB solutions with local contractors									
Subtask 4.3: Perform inspections and closeout projects, including project documentation and reporting to DOE									
Task 5.0 Development of Resource Guide									
Subtask 5.1: Collect feedback from MFAH Owners, contractors, Subject Matter Experts, and other stakeholders									
Subtask 5.2: Compile case studies, best practices, program design plans, and GEB Pilot Roadmap into a Resource Guide									
Task 6.0 Dissemination of Project Results									
Subtask 6.1: Create dissemination plan									
Subtask 6.2: Disseminate Resource Guide to National Stakeholder Groups									
Project Milestones									
PMP Finalized									
Education and Outreach Materials Finalized									
Outreach Plan Finalized									
First Pilot Project Identified									
Diverse Subcontractor Network Developed									
At least 50 pilot units completed									
At least 100 pilot units completed									
At least 150 pilot units completed									
All Pilot Sites Work Completed									
Dissemination Plan Finalized									
Resource Guide Finalized									
Resource Guide Disseminated									

Changes from initial submitted SERC Project Plan:

- *Removal of EV-Charger installations from planned measures;*
- *Addition of electrification infrastructure upgrades to planned measures;*
- *Clarification that measures will be interior or on building and not breaking ground.*

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Anticipated Measures

Measures will be installed in at least **200 low-income households** in **2 multifamily buildings**. Projects will vary greatly based on building type, number of units and existing technologies at the selected project sites. A rough estimate of measures is included below:

DER Measure	# of Units benefiting from measure
Standard WAP solutions such as building envelope, LED lighting, appliance, and health and safety improvements	200
Beneficial electrification via heat pump HVAC and heat pump water heater installs	120
Roof Mounted onsite renewable energy resources such as solar PV	150
Battery energy storage systems	80
Smart technology controls such as Smart Thermostats, Water Heater Controllers, Lighting controls, etc.	200
Building energy management systems (hardware and software)	200
Interior Infrastructure upgrades for Electrification	50

Changes from initial submitted SERC Project Plan:

- *Removal of EV-Charger installations from planned measures;*
- *Addition of electrification infrastructure upgrades to planned measures.*

Diversity, Equity, and Inclusion (DEI)

All beneficiaries of the proposed project will be low-income individuals living in multifamily affordable housing properties in disadvantaged communities that meet Justice40 Initiative criteria.

Multifamily affordable housing residents are often people of color, individuals with disabilities, and/or fixed income seniors, who typically pay an excessive amount of their income for housing, utility, and health care costs. This is especially true in New Mexico, a minority majority state where communities of color have historically been lower income and more heavily impacted by pollution and substandard housing. This project will provide eligible individuals and families with access to technologies typically limited to wealthier households or large commercial organizations—to provide them an opportunity for social and energy equity. The demographics of families served are expected to mirror MFA’s typical clients, whose demographics in turn mirror those of the state overall and are as follows:

Clients (last 30 months)	Number and Proportion
Native American	74 (4%)
Hispanic	1,079 (65%)
Black	50 (3%)
Disabled	523 (32%)
Elderly	907 (55%)
Households with children	322 (20%)
High energy burden	375 (23%)
TOTAL	3,327

The proposed project will help preserve and expand housing affordability, which is essential for building environmental justice and equity. Greening affordable housing not only benefits the environment by conserving energy, water, and other natural resources, it also helps reduce energy burdens and health inequities based on race and socioeconomic status. Healthy, affordable housing promotes a safe, healthy, stable, and sustainable environment in both physical and social surroundings.

ICAST will establish the following specific, measurable, achievable, relevant, and timely (SMART) milestones to ensure the proposed project is diverse, equitable, and inclusive (DEI):

- **Milestone 1:** A Community Metrics Report Template will be developed to ensure community demographics are accurately captured. The report template will be utilized on pilot sites to track metrics such as MFAH residents’ income, race, age, family status, number of members within the household, and expected energy and cost savings;
- **Milestone 2:** 100% of the pilot projects will be within underserved communities as defined by [Justice40](#);
- **Milestone 3:** Document ICAST’s community outreach process and practices in ICAST’s Resource Guide along with the necessary others to conduct community outreach that can help meet DEI goals.

MFA will work to ensure ICAST’s DEI goals are implemented as part of the project during the monitoring described below.

Grantee Monitoring

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MFA will use its NM EnergySmart Online System (System) to capture monthly unit production and energy savings data which will show the projected energy savings by individual measure, with the following measures being tracked. This is described in section of the V.8 Master File.

ICAST, will be responsible for recruiting and working directly with multifamily affordable housing pilot sites as well as installing recommended DERs and integrating GEB strategies. It will confer with MFA to ensure Distributed Energy Resource (DER) solutions and sites converted to GEB meet DOE and MFA eligibility criteria. Additionally, ICAST's integrated software system will provide MFA immediate access to status and site data. ICAST team members coordinate and manage work assignments through cloud-based software tools such as Microsoft, Sage Intacct (enterprise resource planning system), Smartsheet (project management software), Salesforce (customer relationship management tool) and ICAST's internal database: Impact Assessment Tool. ICAST uses Smartsheet to integrate all of the software processes. These software tools offer a streamlined process to coordinate and communicate across the internal team and program stakeholders. During the retrofit process, ICAST staff will work with contractors to inspect on-site progress, collect required project data, and report to MFA, along with documentation of all retrofit actions and inspections. Upon receipt of inspection data, ICAST engineers will perform a desk review, evaluating and analyzing the inspection report to ensure it meets requirements for completeness, accuracy, and program qualifications. These desk reviews are made readily available to MFA upon request.

All issues are resolved between ICAST, property owner/resident, and the contractor before final inspection data is submitted to MFA for processing. Through these systems MFA will easily and effectively be able to monitor materials not typically covered by existing processes. Each project utilizing SERC funding will be reviewed through a modified inspection process which includes all SERC eligible upgrades and materials and project information. This will ensure quality assurance on the pilot projects.

Inspections

All SERC activities will receive inspections that will cover scope of work, functionality, client satisfaction, and installed items compared to proposed items. Contractor invoices will be reviewed and compared to the completed measures. This may be completed in conjunction with the 5% required QCI, if timing and scheduling allows.

Fiscal

ICAST's fiscal operations that utilize SERC will be monitored with the regular scheduled monitoring of their program. All applicable areas such as expense sampling, cost allocation, segregation of duties, and internal controls will be reviewed for activities that occur during the period of performance. The Single Audit that ICAST receives will be monitored for proper schedule of expenses.

Production

ICAST and MFA will be in constant communication about the progress of these projects and compared to the proposed goals of production. Any changes from these proposed goals will be noted on the monitoring report.

SERC T&TA

ICAST and MFA will leverage their existing T&TA partnership with Santa Fe Community College to provide training required for the SERC Projects. The project team will ensure staff receives training developed through the nationally recognized Energy Smart Academy and ensure minimum existing credentials for SERC projects.

The project team's Green Initiatives Managers are responsible for the technical aspects of the program include training and technical assistance as well as health and safety issues and program compliance with all DOE technical requirements.

Only existing WAP T&TA funding will be utilized for these credentials; no SERC funding will be utilized.

SERC Analysis and Effectiveness

MFA has robust financial and quality assurance measures in place to support program staff and partners, as well as to ensure compliance with state and federal rules and regulations. Quality control review of units and files consists of reviewing details of the activities as a desk review prior to project visits.

For this SERC project annual analysis of effectiveness of the projects will be performed starting in budget performance period. The initial pilots are not anticipated to be complete until month 18. Analysis will be performed at month 24 and 36 of project performance period. At this point, actual energy usage will be compared with the prior, and modeled usage using available utility bills from before and after the retrofits.

Income Eligibility

This SERC project does not propose undertaking a different eligibility procedure than that of the existing approved state plan.

Health and Safety:

This SERC project will not make any changes to the existing health and safety plan.