

**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0009918, State: NM, Program Year: 2022)**

**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
Central NM Housing Corporation (Albuquerque)	\$1,194,314.00 101
ICAST ( International Center for Appropriate and Sustainable Technology (Lakewood)	\$416,250.00 35
Southwest Regional Housing Community Development Corporation (Deming)	\$544,812.00 40
<b>Total:</b>	<b>\$2,155,376.00</b> <b>176</b>

**SERC Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
ICAST (International Center for Appropriate and Sustainable Technology (Lakewood)	\$1,900,000.00 200
<b>Total:</b>	<b>\$1,900,000.00</b> <b>200</b>

**IV.2 WAP Production Schedule**

Weatherization Plans		Units
Total Units (excluding reweatherized)		176
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		
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$135,000.00
B	Total Units Weatherized	176
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	176
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$767.05
<b>AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
F	Total Funds for Program Operations	\$947,169.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	176
H	Average Program Operations Costs per Unit (F divided by G)	\$5,381.64
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$767.05
J	Total Average Cost per Dwelling (H plus I)	\$6,148.69
SERC Average Unit Costs, Units subject to DOE Project Rules		
<b>AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
A	Total Funds for Program Operations	\$1,700,000.00
B	Total Funds for Health and Safety	\$0.00
C	Total Funds for Program Operations and Health and Safety (A + B)	\$1,700,000.00

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D	Total Dwelling Units to be Weatherized	200
E	Average Program Operations and Health and Safety Costs per Unit (C divided by D)	\$8,500.00

**IV.3 Energy Savings**

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

	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	176	29.3	5157
Prior Year Estimate	342	29.3	10021
Prior Year Actual	493	29.3	14445

**Method used to calculate savings description:**

New Mexico uses the DOE WAP algorithm to estimate energy savings. For program year 2022-2023 we estimate 5,157 MBTUs will be saved in 176 homes.

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

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 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 Activities**

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.

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 eligible health and safety measures must be installed.

For PY 2022-2023, MFA is requesting leveraging funding in the amount of \$9,000. The NM EnergySmart Program Managers will spend a substantial amount of time on leveraging funding sources ensuring that MFA complies with all contractual requirements, reporting and monitoring. Our leveraging funding sources are approximately \$6,313,319. The program's efforts for leveraging funding sources are 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 very 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.

For the 2021/2022 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 \$2,500,000. This program year, we intend to continue leveraging LIHEAP funds with DOE funds.

Pending PRC approval, we will be entering into a \$432,693.92 contract with El Paso Electric Co-op which ends on December 31, 2022 and resumes January 1, 2023 in the amount of \$543,805.03.

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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.

In February of 2022, 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.

The New Mexico Gas Company (NMGC) funding remains at \$1,300,000. This utility funding will be used to achieve therm saving measures in homes being weatherized with other NM Energy\$mart funding. Subrecipients will be reimbursed based on the lifetime savings of the measure at .40 cents per therm.

MFA received \$1,000,000 in State funds from the 2020 legislature and will continue using a portion of that funding to increase units and follow DOE regulations. 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 under the Act. We have budget administration for this portion of the funding.

MFA received \$15M from ARPA and will be using \$4M for emergency home repair needs. All homes that receive this service will also receive full weatherization, but not all homes using this funding will be leveraged with DOE funds.

**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: <a href="mailto:chazzard@centralnmhousing.org">chazzard@centralnmhousing.org</a>
Ferdinand Garcia	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: (575)374-6207 Email: <a href="mailto:fgarcia.gs@plateautel.net">fgarcia.gs@plateautel.net</a>
Isaac Perez	Type of organization: Indian Tribe Contact Name: Phone: (505)771-9291 Email: <a href="mailto:iperez@sfpha.org">iperez@sfpha.org</a>
Jack MacGillivray, CPM	Type of organization: For-profit or Corporate (not a financial institution or utility) Contact Name: Phone: (505)681-7778 Email: <a href="mailto:jmacg@monarchnm.com">jmacg@monarchnm.com</a>
Jaime Apodaca	Type of organization: Utility Contact Name: Phone: 5052414420 Email: <a href="mailto:jaime.apodaca@pnm.com">jaime.apodaca@pnm.com</a>
Marilyn Newton-Wright	Type of organization: Unit of State Government Contact Name: Marilyn Newton-Wright Phone: 5058277266 Email: <a href="mailto:Marilyn.Wright@state.nm.us">Marilyn.Wright@state.nm.us</a>
Page Olice	Type of organization: For-profit or Corporate (not a financial institution or utility) Contact Name: Phone: 5059239607 Email: <a href="mailto:pollice@veshousing.org">pollice@veshousing.org</a>
Priscilla Lucero	Type of organization: Unit of Local Government Contact Name: Phone: (575)388-1509 Email: <a href="mailto:priscillalucero@gilanet.com">priscillalucero@gilanet.com</a>
Stan Ross	Type of organization: Unit of State Government Contact Name: Phone: 5054760412 Email: <a href="mailto:stan.ross@state.nm.us">stan.ross@state.nm.us</a>
	Type of organization: Utility

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Steve Casey	Contact Name: Phone: 5056973568 Email: <a href="mailto:SLCASEY@TECOENERGY.COM">SLCASEY@TECOENERGY.COM</a>
Veronika Molina	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: (575)546-4181 Email: <a href="mailto:veronika@swnm.org">veronika@swnm.org</a>

**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
03/31/2022	March 6, 2022 - Rio Rancho Observer, Farmington Daily Times, Roswell Daily Record, Carlsbad Current Argus, Hobbs News Sun, Las Cruces Sun News, Alamogordo Daily News, Albuquerque Journal March 9, 2022– Clayton Union County Leader, Las Vegas Optic, Deming Headlight, Silver City Sun News, Santa Fe New Mexican, Gallup Independent, Eastern New Mexico News. March 10, 2022 – Lovington Leader, Valencia County News-Bulletin
10/31/2022	October 7, 2022 - Rio Rancho Observer, Farmington Daily Times, Roswell Daily Record, Carlsbad Current Argus, Hobbs News Sun, Las Cruces Sun News, Alamogordo Daily News, Albuquerque Journal March 9, 2022– Clayton Union County Leader, Las Vegas Optic, Deming Headlight, Silver City Sun News, Santa Fe New Mexican, Gallup Independent, Eastern New Mexico News. October 10, 2022 – Lovington Leader, Valencia County News-Bulletin

**IV.7 Miscellaneous**

Business Recipient Business Officer

Donna Maestas-DeVries  
dmaestas-devries@housingnm.org  
344 4th Street SW  
Albuquerque, NM 87102  
(505) 767-2225

Recipient Principal Investigator

Troy Cucchiara  
[tcucchiara@housingnm.org](mailto:tcucchiara@housingnm.org)  
344 4th Street SW  
Albuquerque, NM 87102  
(505) 767-2256

**Composition of WAP PAC**

Stan Ross- 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

Michelle DenBleyker, 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.

**Weatherization Readiness Fund (WRF)**

WRF will be used to prevent deferral of units when the work needed before a home can receive services is beyond the scope of weatherization. This falls one or more of four categories:

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- 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 previously listed as incidental repair because of high cost or other reasons

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.

Restrictions

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

- All units must receive approval from MFA prior to commencement of work
- Must only be used for homes that will receive full weatherization with the 2022-2023 DOE grant.
- Roof replacements will not be allowed with this funding

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

Agencies must keep the ACPU for this category at or below \$19,000. This is kept separate from the weatherization and H&S ACPU's.

Tracking and Reporting

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

- Location
- Client Ranking
- House type
- Year built
- Specific nature of repairs
- Per unit average
- Other funds used

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 manager a scope of work, photos, and estimated costs of the unit.
- If request is reasonable, MFA issues an approval and the agency schedules the work.
- 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 WRF 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 will be 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 is 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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**SERC**

**WAP Production Schedule:**

Project Milestones and Responsible Party		
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
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
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. We will 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. 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 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.

**Program Outcomes include:**

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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	10	11	12
<b>Task 1.0: Project Management</b>												
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												
<b>Task 2.0: GEB Pilot Project Identification</b>												
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												
<b>Task 3.0: GEB Pilot Project Development</b>												
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												
<b>Task 4.0 GEB Pilot Project Execution</b>												
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												
<b>Task 5.0 Development of Resource Guide</b>												
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												
<b>Task 6.0 Dissemination of Project Results</b>												
Subtask 6.1: Create dissemination plan												
Subtask 6.2: Disseminate Resource Guide to National Stakeholder Groups												
<b>Project Milestones</b>												
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.

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- Clarification that measures will be interior or on building and not breaking ground.

**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%)
<b>TOTAL</b>	<b>1,6558</b>

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):



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- **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**

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 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 solutions. 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 10% 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 this 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**

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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.