



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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September 8, 2010

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Ms. Phyllis Cook
Executive Director
Panhandle Community Services
P.O. Box 32150
Amarillo, Texas 79120-2150

Re: DOE Weatherization Assistance Program Contract # 56090000468
LIHEAP Weatherization Assistance Program Contract #81090000501
DOE/ARRA Weatherization Assistance Program Contract #16090000670
DOE/ARRA Weatherization Assistance Program Contract #16090000701

Dear Ms. Cook:

Enclosed is a report that details the unit inspection review of Panhandle Community Services (PCS) Weatherization Assistance Program contracts with the Texas Department of Housing and Community Affairs (the Department). This information is provided to ensure that compliance with the contracts is maintained and that services to the poor, elderly, and disabled are offered in the most expeditious and economical manner.

The report includes two (2) findings. Please submit a response to this report to this office within forty-five (45) days of the date of this letter.

If we can be of any assistance, please feel free to contact Stephen Jung, Project Manager, at (512) 475-0166. The assistance provided to the Project Manager by the agency is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to be "SG", followed by a horizontal line.

Sharon Gamble
Program Manager
Energy Assistance Section

Cc: Honorable Ronnie Gordon, PCS Board Chair

**WEATHERIZATION ASSISTANCE PROGRAM (WAP)
CORRECTIVE ACTION REQUIRED AND RECOMMENDED IMPROVEMENTS**

Dates of Review: August 9-11, 2010

FOCUS OF REVIEW

CONTRACT NAME	CONTRACT NUMBER	CONTRACT AMOUNT	CONTRACT DATES
DOE	56090000468	\$1,019,169.00	4/1/2009 to 3/31/2010
LIHEAP	81090000501	\$1,283,986.00	4/1/2009 to 3/31/2010
DOE/ARRA	16090000670	\$3,093,124.00	9/1/2009 to 8/31/2011
DOE/ARRA	16090000701	\$850,383.00	9/1/2009 to 8/31/2011

PROGRAM EVALUATION

The evaluation of the program consisted of twenty five (25) client file reviews, twenty five(25) on-site inspections, interviews with clients, and analysis of both quality of subcontractor workmanship and final inspection techniques.

The following was noted during the review:

- Subcontractor workmanship deficiencies on one (1) client unit inspected.
- Missing signatures on client file forms.

Client File Review

Finding #1: A review of PCS client files revealed a lack of required client file documentation. Of the twenty five (25) client files reviewed, twenty two (22) contained incomplete Blower Door forms. PCS assessors did not sign and date when the initial blower door reading was performed.

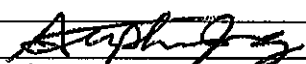
**2009 WAP UNIT INSPECTION REPORT
PANHANDLE COMMUNITY SERVICES**

Action Required: The Department reminds PCS that all WAP client files must adhere to the minimum record keeping requirements as defined by the DOE, LIHEAP and ARRA contracts. In order to maintain compliance with WAP regulations, PCS should implement procedures to ensure all required forms are completed. These procedures should entail, at a minimum, the necessary steps taken by PCS to ensure the record keeping requirements are adhered to. **Reference: DOE Contract Section 10, LIHEAP Contract Section 10, ARRA Contract Section 13**

Performance Review

Finding #2: On-site home inspection of weatherized units revealed that one (1) of the twenty five (25) units inspected would require a return to address deficiencies in subcontractor workmanship. Deficiencies include blocking off heat sources from attic insulation installed in the attic.

Action Required: PCS must return to the client unit listed in Attachment A, and address the deficiencies noted on the unit. PCS must also assure the Department in its response to this report that proactive measures will be taken to prevent future instances of poor workmanship from its subcontractors. Those measures at a minimum should include periodic visits to client units while work is in progress, to ensure that the quality of work that is being performed meets PCS requirements, and the Department's expectations. **Reference: 10 CFR Part 440; §440.16 (g)**

Signature:			9/8/10
	Stephen Jung, Project Manager of Monitoring		Date

2009 WAP UNIT INSPECTION REPORT
PANHANDLE COMMUNITY SERVICES

ATTACHMENT A – PAGE 2 OF 2

Units Inspected	Fund Source	Return	Comments
[REDACTED]	ARRA	No	No returns necessary
[REDACTED]	ARRA/LIHEAP	No	No returns necessary
[REDACTED] N	ARRA	Yes	Return to block off heat sources in the attic.

Panhandle Community Services must return and address the unit as indicated and include in its response to this report a summary of all actions and measures taken to address the units indicated above.



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September 8, 2010

Mr. William Lilly
Director
Community and Human Development
City of El Paso
2 Civic Center, 8th Floor
El Paso Texas 79901-1196

Re: Monitoring Report for Weatherization Contract
DOE ARRA WAP Contract #16090000704

Dear Mr. Lilly:

Enclosed is a report that details the unit inspection review of the City of El Paso's Weatherization Assistance Program contract with the Texas Department of Housing and Community Affairs (The Department). This information is provided to ensure that compliance with the contracts is maintained and that services to the poor, elderly, and disabled are offered in the most expeditious and economical manner.

The monitoring report includes three (3) findings. Please submit a response to this report to this office within thirty (30) days of the date of this letter.

If we can be of any assistance, please feel free to contact Stephen Jung, Project Manager of Monitoring, at (512) 475-0166. The assistance provided to the Project Manager by the agency is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "SD Gamble".

Sharon D. Gamble
Program Manager
Energy Assistance Section

cc: Joyce Wilson, City Manager

**WEATHERIZATION ASSISTANCE PROGRAM (WAP)
CORRECTIVE ACTION REQUIRED AND RECOMMENDED IMPROVEMENTS**

Dates of Review: August 16-19, 2010

FOCUS OF REVIEW

CONTRACT NAME	CONTRACT NUMBER	CONTRACT AMOUNT	CONTRACT DATES
DOE/ARRA	16090000704	\$4,007,592.00	9/1/2009 to 8/31/2011

PROGRAM EVALUATION

The evaluation of the program consisted of fourteen (14) client file reviews, thirty (30) on-site inspections, interviews with clients, and analysis of both quality of subcontractor workmanship and final inspection techniques.

The following was noted during the review:

- Subcontractor workmanship deficiencies on twenty five (25) client units inspected.
- Installation of Solar Screens on the North side of one unit.
- Inadequate assessment for Carbon Monoxide and duct systems.
- Improper utilization of the Priority List.

Client File Review

Finding #1:

Inadequate Assessments

Review of City of El Paso client files revealed inadequate assessments for Carbon Monoxide (CO) and Duct Systems. City of El Paso is required to conduct CO assessments of all combustible appliances in the home. All potential health and safety issues must be alleviated before the home is completed. Also City of El Paso should implement a procedure for conducting an assessment on central system ducts. Duct systems are a major factor in energy loss and need to be addressed.

Action Required:

The Department reminds City of El Paso that all WAP client files must adhere to the minimum record keeping requirements as defined by the DOE ARRA contracts. In order to maintain compliance with WAP regulations, City of El Paso should implement procedures to ensure all required forms are completed. These procedures should entail, at a minimum, the necessary steps taken by City of El Paso to ensure the record keeping requirements and full house assessments are adhered to. **Reference: ARRA Contract Section 13**

Performance Review

Finding #2:

Inadequate Final Inspections

On-site home inspection of weatherized units revealed that twenty five (25) of the thirty (30) units inspected would require a return to address deficiencies in final inspections. Deficiencies include blocking off heat sources from attic insulation installed in the attic and additional air infiltration needing to addressed..

Action Required:

City of El Paso must return to the client units listed in Attachment A, and address the deficiencies noted on the unit. City of El Paso must also assure the Department in its response to this report that proactive measures will be taken to prevent future instances of inadequate final inspections from its inspectors. Those measures at a minimum should include periodic visits to client units while work is in progress, to ensure that the quality of work that is being performed meets City of El Paso requirements, and the Department's expectations. **Reference: 10 CFR Part 440; §440.16 (g)**

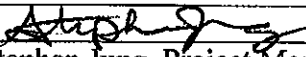
Finding #3:

Improper use of the Priority List

On-site home inspection of the unit at [REDACTED] revealed that Solar Screens were installed on the north side of the home. When using the Priority List Solar Screens cannot be installed on the north side of the home. Additionally, City of El Paso installed twenty six (26) gas furnaces, sixteen (16) gas water heaters, and twenty one (21) evaporative coolers utilizing the Priority List. These items are not included in the Priority List and therefore are not allowed unless a health and safety reason is documented. Review of the assessments provided did not indicate justification for replacement under the Health and Safety category. Total questioned cost of these appliances is \$52,200.00.

**2009 WAP UNIT INSPECTION REPORT
CITY OF EL PASO**

Action Required: City of El Paso must reimburse the Department \$260.00 for improper installation of Solar Screens on the north side of the home. City of El Paso must submit this reimbursement to the Department in its response to this report. The Department is requiring the City of El Paso to conduct NEAT audit on units in which gas furnaces, gas water heaters, and evaporative coolers were installed in order to justify the installation. All NEAT audits must obtain a Savings to Investment ration of 1 or better in order to justify replacement of these appliances. The NEAT audits must be submitted as part of the response to this report. Any audits not receiving a SIR of 1 or greater will be disallowed. **Reference: Priority List**

Signature:			9/8/10
	Stephen Jung, Project Manager of Monitoring		Date

ATTACHMENT A – PAGE 1 OF 2

ARRA UNITS INSPECTED 30

ARRA UNITS RETURNS 25

Units Inspected	Fund Source	Return	Comments
DC 5753	ARRA	No	No returns necessary
MC 7600	ARRA	Yes	Return to address air infiltration in water heart and furnace closets.
RH 8023	ARRA	No	No returns necessary
JWC 314 #1	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.

ATTACHMENT A – PAGE 2 OF 2

Units Inspected	Fund Source	Return	Comments
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.
[REDACTED]	ARRA	Yes	Return to block off heat sources in the attic.

City of El Paso must return and address the unit at [REDACTED] as indicated and include in its response to this report a summary of all actions and measures taken to address the units indicated above. City of El Paso has already returned and address at the time of monitoring the blocking off of the heat sources at the apartment units listed above.



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September 14, 2010

Ms. Tish Foyle-Johnson
Executive Director
Programs for Human Services, Inc.
3423 Martin Street
Orange, Texas 77630

Re: ARRA Weatherization Assistance Program Contract #16090000671
Unit Inspection Visit

Dear Ms. Foyle-Johnson:

Enclosed is a report that details the unit inspection review of your American Recovery and Reinvestment Act (ARRA) Weatherization Assistance Program (WAP) contract with the Texas Department of Housing and Community Affairs (the Department). This information is provided to ensure that compliance with the contract is maintained and that services to the poor, elderly, and disabled are offered in the most expeditious and economical manner.

The Department has identified **one (1) finding** requiring corrective action and **one (1) note** for the Weatherization Assistance Program. Please submit a response to this report to this office within thirty (30) days of the date of this letter.

If we can be of any assistance, please contact Kevin Glienke, Program Officer, at (512) 475-3852. The assistance provided to the Program Officer by the agency is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Sharon Gamble", followed by a horizontal line.

Sharon Gamble
Manager
Energy Assistance Section

PY09 ARRA WAP Unit Inspection Report
Programs for Human Services, Inc.

**AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
CORRECTIVE ACTION REQUIRED**

Dates of Review: August 30 – September 3, 2010

FOCUS OF REVIEW

CONTRACT NAME	CONTRACT NUMBER	CONTRACT AMOUNT	CONTRACT DATES
DOE/ARRA	16090000671	\$6,397,787.00	9/1/2009 to 8/31/2011

PROGRAM EVALUATION

The evaluation of the program consisted of fifty-five (55) client file reviews, fifty-five (55) on-site inspections (55 multifamily), interviews with clients, and analysis of both quality of subcontractor workmanship and final inspection techniques.

The following was noted during the review:

- One (1) unit inspected fell below the Building Tightness Limit (BTL).

PY09 ARRA WAP Unit Inspection Report
Programs for Human Services, Inc.

Performance Review

Finding #1: Health and Safety Issue

On-site inspection of weatherized units revealed that one (1) of the fifty-five (55) units inspected would require a return to address a health and safety issue. Blower door testing confirmed unit [REDACTED] contained a post-weatherization reading of 430 cfm @ 50.0 Pa. The Building Tightness Limit (BTL) of the unit was calculated to be 496 cfm. Without proper air circulation, the unit is in danger of not receiving the proper amount of fresh air circulation and potential poor indoor air quality.

Action Required: PHS must return to the client's unit listed in Attachment A, and address the issue noted. PHS must also assure the Department in its response to this report that proactive measures will be taken to prevent future instances of health and safety issues within a client's dwelling unit. Those measures at a minimum should include periodic visits to client units while work is in progress, to ensure that the quality of work that is being performed meets PHS's requirements, and the Department's expectations. **Reference: Texas Administrative Code §5.528 (b), §5.530**

Note: The Department commends PHS on its organization of documentation in order to comply with contractual agreements for record keeping requirements. By maintaining a well-organized file procedure and properly trained staff members, PHS has a very transparent process to ensure the monitoring process is complete and thorough.



Jason A. Seale
Program Officer, Energy Assistance

9/13/10
Date

PY09 ARRA WAP Unit Inspection Report
 Programs for Human Services, Inc.

ATTACHMENT A - PAGE 1 OF 2 (08/30 - 08/31/2010, BA4340)

ARRA UNITS INSPECTED - 40

ARRA UNIT RETURNS - 1

Units Inspected	Fund Source	Return	Comments
█	ARRA	Yes	Return to bring unit above BTL
█	ARRA	No	No returns necessary
█	ARRA	No	No returns necessary
█	ARRA	No	No returns necessary
█	ARRA	No	No returns necessary
█	ARRA	No	No returns necessary
█	ARRA	No	No returns necessary
█	ARRA	No	No returns necessary
█	ARRA	No	No returns necessary
█	ARRA	No	No returns necessary
█	ARRA	No	No returns necessary
█	ARRA	No	No returns necessary
█	ARRA	No	No returns necessary
█	ARRA	No	No returns necessary
█	ARRA	No	No returns necessary
█	ARRA	No	No returns necessary
█	ARRA	No	No returns necessary

PY09 ARRA WAP Unit Inspection Report
 Programs for Human Services, Inc.

ATTACHMENT B – PAGE 1 OF 1 (09/02/2010, TS4260)

ARRA UNITS INSPECTED – 15

ARRA UNIT RETURNS - 0

Units Inspected	Fund Source	Return	Comments
█	ARRA/LIHEAP	No	No returns necessary
█	ARRA/LIHEAP	No	No returns necessary
█	ARRA/LIHEAP	No	No returns necessary
█	ARRA/LIHEAP	No	No returns necessary
█	ARRA/LIHEAP	No	No returns necessary
█	ARRA/LIHEAP	No	No returns necessary
█	ARRA/LIHEAP	No	No returns necessary
█	ARRA/LIHEAP	No	No returns necessary
█	ARRA/LIHEAP	No	No returns necessary
█	ARRA/LIHEAP	No	No returns necessary
█	ARRA/LIHEAP	No	No returns necessary
█	ARRA/LIHEAP	No	No returns necessary
█	ARRA/LIHEAP	No	No returns necessary
█	ARRA/LIHEAP	No	No returns necessary
█	ARRA/LIHEAP	No	No returns necessary
█	ARRA/LIHEAP	No	No returns necessary

Programs for Human Services, Inc. must return and address the unit indicated and include in its response to this report a summary of all actions and measures taken.



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September 14, 2010

Mr. David Ojeda, Jr.
Executive Director
Community Services Agency of
South Texas
P.O. Box 488
Carrizo Springs, TX 78834-6488

Re: DOE/ARRA Weatherization Assistance Program Contract #16090000769

Dear Mr. Ojeda:

Enclosed is a report that details the unit inspection review of Community Services Agency of South Texas' Weatherization Assistance Program contracts with the Texas Department of Housing and Community Affairs (The Department). This information is provided to ensure that compliance with the contracts is maintained and that services to the poor, elderly, and disabled are offered in the most expeditious and economical manner.

The monitoring report includes **nine (9)** findings and **one (1)** recommended improvement. Please submit a response to this report to this office within thirty (30) days of the date of this letter.

If we can be of any assistance, please feel free to contact Doug Misenheimer, Program Officer, at (512) 475-3852. The cooperation provided to Mr. Misenheimer by the agency is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to be "SG", with a horizontal line extending to the right.

Sharon Gamble
Manager
Energy Assistance Section
Community Affairs Division

Cc: Mr. Roel Rodriguez, Jr., Board Chair

**AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
CORRECTIVE ACTION REQUIRED AND RECOMMENDED IMPROVEMENTS**

Dates of Review: July 14-16, 2010

Focus of Review

CONTRACT NAME	CONTRACT NUMBER	CONTRACT AMOUNT	CONTRACT DATES
DOE/ARRA	16090000769	\$3,685,430	9/1/2009 to 8/31/2011

Program Evaluation

The evaluation of the Community Services Agency of South Texas' (CSA) American Recovery Reinvestment Act Weatherization Assistance Program consisted of client file reviews, on-site inspections, interviews with clients, and analysis of both quality of subcontractor workmanship and final inspection techniques.

The following was noted during the review:

- Expenditures for Heat Pump Replacement exceed allowable costs under the Texas Priority List on twenty-two (22) client units inspected
- Secondary air leakage (weather-stripping) added un-necessarily
- The weatherization department is under staffed to handle the amount of additional work created by the American Recovery Reinvestment Act
- Improper refrigerator replacement procedures
- Inadequate invoicing procedures
- Outdated or missing income verification in four (4) of twenty-four (24) files
- Inadequate Texas Priority List Procedures
- Improper Building Tightness Limits Procedures
- Improper Blower Door Testing procedures
- Refrigerator assessment forms missing required information
- High expenditure costs for mastic work performed
- Outdated Lead notification forms being utilized

Client File Review

Finding #1:

Inadequate Invoicing Procedures

A review of CSA's client files revealed A&B Construction submits a "Contractor Labor Worksheet" upon completion of work. The agency then creates a "Contractor Request for Payment" based on this information. If the contractor wants to submit the worksheet as a check list that is permitted, however; they must submit an invoice as an official request for payment. Additionally the HVAC contractors must include a material/labor split on their invoices and list the material installed along with model numbers of any new equipment installed. **Reference: DOE/ARRA/WAP Contract Section 13 (B) # 5 and 6.**

Action Required:

CSA must have the contractors submit proper invoices for the work performed, and ensure these are placed into the appropriate client files. Additionally all future compensation to vendors and/or contractors must be adequately identified on invoices.

Finding #2:

Improper Refrigerator Replacement Procedures

New refrigerators were installed in nineteen (19) units. The refrigerators are owned by the complex. The files contain refrigerator release forms signed by the individual tenants stating they own the refrigerator. CSA must ensure that the owner or authorized agent signs the release form.

Action Required:

CSA must supplement the refrigerator release forms in the applicable files with forms signed by the owner or authorized agent. Failure to do so will result in disallowed costs for all the replacement refrigerators (\$10,925).

Finding #3:

Outdated Lead Notification procedures being utilized

In 2009 the Environmental Protection Agency (EPA) announced changes to the work procedures that may disturb lead paint in homes built prior to 1978. At that time a new Renovate Right brochure and notification form were made available to be utilized. The previous notification and "Protect Your Family from Lead in your Home" brochure was to be discontinued. CSA is still utilizing the old form and brochure.

Action Required:

CSA must begin distributing the most recent EPA brochure and notification procedures immediately and ensure all Lead Renovation, Repair and Painting Rules (RRP) are being adhered to when applicable.

Finding # 4: Inadequate Income Documentation
Four of the twenty four client files had either outdated, post-dated or missing income documentation.

Action Required: CSA must ensure that income verification is obtained for the previous thirty days for all applicants. If income verification cannot be obtained, a declaration of income sheet must be obtained and verified.

Performance Review

Finding #5: Inadequate Initial Inspection Techniques: \$1,800 Disallowed costs.
Onsite client file review and inspection of weatherized units revealed that twenty-three (23) of the units inspected called for weather-stripping of all exterior doors and in some cases caulking of exterior window and/or door frames. All units have a documented Blower Door Data sheet that reveals the units are below the Building Tightness Limits (BTL) and below the optional air sealing range on the Target Reduction Range. CSA staff must not include these measures on the work order when the Blower Door testing indicates that it is not needed.

Action Required: The ARRA funds used for all door weather-stripping on twenty-three units and caulking procedures on four (4) units is disallowed and must be reimbursed to TDHCA. As part of the response to this report, CSA must submit documentation of a journal entry showing the \$1,800 in disallowed cost removed from the ARRA grant and charged to other program funds. **Reference: Texas Administrative Code; Title 10; Part 1; Chapter 5; Subchapter E; Rule 5.530**

Finding #6: Inadequate Texas Priority List Procedures: \$9,550 Disallowed costs.
CSA replaced twenty-two (22) HVAC units that exceed the allowable maximum cost of \$2,600 in the International Energy Conservation Code (IECC) zone 2. CSA's service territory is located in the IECC zone 2.

Action Required: CSA must reimburse TDHCA \$9,550 of ARRA funding for these disallowed costs. As part of the response to this report, CSA must submit documentation of a journal entry showing the \$9,550 in disallowed cost removed from the ARRA grant and charged to other program funds. **Reference: Texas Priority List**

Finding #7: Improper Building Tightness Limit Procedures: \$354.06 Disallowed costs.
Floor registers were installed into fourteen (14) attic access hatches throughout the complex to bring those units above the BTL. This is not an acceptable weatherization measure. The attic hatch is located in a closet,

which is isolated from the main body of the home by the closet door and the connecting bedroom door. Ensuring that existing mechanical exhaust equipment is operating properly and is ventilated to the exterior is the most effective measure to controlling indoor air quality. In the absence of mechanical exhaust equipment, installing such devices is allowable under health and safety. CSA must provide consumer education on the proper use of the exhaust equipment. **Reference: Blower Door Data Sheet; Texas Weatherization Field Guide**

Action Required: CSA must reimburse TDHCA the ARRA funds used for the installation of floor registers in the fourteen (14) units that were retrofitted. As part of the response to this report, CSA must submit documentation of a journal entry showing the \$354.06 in disallowed cost removed from the ARRA grant and charged to other program funds.

Finding #8: **Mechanical Exhaust Equipment not properly vented:**
Each apartment is equipped with mechanical exhaust in the kitchens and bathrooms. The bathroom exhaust fans are vented into the attic spaces. In order to effectively control indoor air quality, these exhaust fans must be vented through the roof or through a soffit to daylight. **Reference: International Residential Code (IRC)**

Action Required: CSA must return and ensure all exhaust equipment is working properly and is vented to the exterior and not into the attic space.

Finding #9: While reviewing units at the apartment complex in Sabinal, TX a discussion was held between the monitor and CSA staff regarding the requirement of performing Blower Door testing on each unit within a multi-family complex. CSA staff stated that they had only performed Blower Door testing on a fraction of the units within the complex. However, each file contained a completed Blower Door data sheet. It is not clear whether or not a majority of these data sheets were generated to satisfy documentation purposes or which units actually received a complete Blower Door pre and post test.

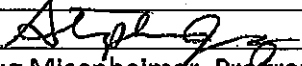
Action Required: CSA is reminded that current TDHCA rules require a pre and post Blower Door test on every completed unit. There are no exceptions to this. CSA must return to the complex in Sabinal and perform a final Blower Door test on every unit. As part of the response to this report, CSA must provide the Blower Door Data Sheet showing the final test results, and, if applicable, CSA must describe all actions and measures taken to address units where the BTL was exceeded.

2009 ARRA WAP UNIT INSPECTION REPORT
COMMUNITY SERVICES AGENCY OF SOUTH TEXAS

**Recommended
Improvement:**

During the monitoring review, the monitor observed that the agency's ARRA WAP is not sufficiently staffed to successfully and adequately administer the program at the current funding level. This recommendation is based on the monitor's observations and discussions with current staff. The agency should do an analysis of its staffing level and program needs and determine the number of additional staff needed to fulfill the obligations under the ARRA WAP through August of 2011.

Texas Department of Housing and Community Affairs representative, Doug Misenheimer, participated in a brief exit conference with Community Services Agency of South Texas representatives: Johnny Rosas and Rey Riojas.

Signature:		9/14/10
	Doug Misenheimer, Program Officer	Date

**2009 ARRA WAP UNIT INSPECTION REPORT
COMMUNITY SERVICES AGENCY OF SOUTH TEXAS**

ATTACHMENT A

DOE/ARRA Units Inspected – 24			DOE/ARRA Unit Returns – 24
Units Inspected	Fund Source	Return	Comments
10uvs034	ARRA	Yes	Vent bathroom exhaust to exterior (H&S)
10uvt031	ARRA	Yes	Vent bathroom exhaust to exterior (H&S) Seal register in attic hatch, ensure attic hatch is fully insulated, and perform client education on utilizing the existing mechanical exhaust equipment in the kitchen and bathroom
10uvb017	ARRA	Yes	Vent bathroom exhaust to exterior (H&S) Seal register in attic hatch, ensure attic hatch is fully insulated, and perform client education on properly utilizing the existing mechanical exhaust equipment in the kitchen and bathroom.
10uvs039	ARRA	Yes	Vent bathroom exhaust to exterior (H&S)
10uvk018	ARRA	Yes	Vent bathroom exhaust to exterior (H&S) Seal register in attic hatch, ensure attic hatch is fully insulated, and perform client education on utilizing the existing mechanical exhaust equipment in the kitchen and bathroom.
10uvt032	ARRA	Yes	Vent bathroom exhaust to exterior (H&S) Seal register in attic hatch, ensure attic hatch is fully insulated, and perform client education on utilizing the existing mechanical exhaust equipment in the kitchen and bathroom.
10uvm033	ARRA	Yes	Vent bathroom exhaust to exterior (H&S) Seal register in attic hatch, ensure attic hatch is fully insulated, and perform client education on utilizing the existing mechanical exhaust equipment in the kitchen and bathroom.
10uvx025	ARRA	Yes	Vent bathroom exhaust to exterior (H&S) Seal register in attic hatch, ensure attic hatch is fully insulated, and perform client education on utilizing the existing mechanical exhaust

**2009 ARRA WAP UNIT INSPECTION REPORT
COMMUNITY SERVICES AGENCY OF SOUTH TEXAS**

			equipment in the kitchen and bathroom.
10uvx026	ARRA	Yes	Vent bathroom exhaust to exterior (H&S) Seal register in attic hatch, ensure attic hatch is fully insulated, and perform client education on utilizing the existing mechanical exhaust equipment in the kitchen and bathroom
10uvs019	ARRA	Yes	Vent bathroom exhaust to exterior (H&S)
10uvm028	ARRA	Yes	Vent bathroom exhaust to exterior (H&S)
10uvr023	ARRA	Yes	Vent bathroom exhaust to exterior (H&S)
10uvr020	ARRA	Yes	Vent bathroom exhaust to exterior (H&S) Seal register in attic hatch, ensure attic hatch is fully insulated, and perform client education on utilizing the existing mechanical exhaust equipment in the kitchen and bathroom
10uvp027	ARRA	Yes	Vent bathroom exhaust to exterior (H&S) Seal register in attic hatch, ensure attic hatch is fully insulated, and perform client education on utilizing the existing mechanical exhaust equipment in the kitchen and bathroom
10uvr024	ARRA	Yes	Vent bathroom exhaust to exterior (H&S) Seal register in attic hatch, ensure attic hatch is fully insulated, and perform client education on utilizing the existing mechanical exhaust equipment in the kitchen and bathroom
10uvr021	ARRA	Yes	Vent bathroom exhaust to exterior (H&S) Seal register in attic hatch, ensure attic hatch is fully insulated, and perform client education on utilizing the existing mechanical exhaust equipment in the kitchen and bathroom
10uvr035	ARRA	Yes	Vent bathroom exhaust to exterior (H&S)
10uvm036	ARRA	Yes	Vent bathroom exhaust to exterior (H&S) Seal register in attic hatch, ensure attic hatch is fully insulated, and perform client education on utilizing the existing mechanical exhaust equipment in the kitchen and bathroom
10uvf029	ARRA	Yes	Vent bathroom exhaust to exterior (H&S)
10uvb030	ARRA	Yes	Vent bathroom exhaust to exterior (H&S)
10uvg038	ARRA	Yes	Vent bathroom exhaust to exterior (H&S)

**2009 ARRA WAP UNIT INSPECTION REPORT
COMMUNITY SERVICES AGENCY OF SOUTH TEXAS**

10uvm040	ARRA	Yes	Vent bathroom exhaust to exterior (H&S) Seal register in attic hatch, ensure attic hatch is fully insulated, and perform client education on utilizing the existing mechanical exhaust equipment in the kitchen and bathroom
10uvv037	ARRA	Yes	Vent bathroom exhaust to exterior (H&S)
10uvg022	ARRA	Yes	Vent bathroom exhaust to exterior (H&S) Seal register in attic hatch, ensure attic hatch is fully insulated, and perform client education on utilizing the existing mechanical exhaust equipment in the kitchen and bathroom

Community Services Agency of South Texas must return and address all units as indicated and include in its response to this response to this report a summary of all actions and measures taken to address the units indicated above.



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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September 20, 2010

Mr. Forest R. "Bob" Christy, Jr.
Interim Director, General Services Department
City of Houston
P.O. Box 61189
Houston, Texas 77208-1189

Re: ARRA Weatherization Assistance Program Contract #16090000689

Dear Mr. Christy:

Enclosed is a report that details the monitoring review of your Weatherization Assistance Program contract with the Texas Department of Housing and Community Affairs. This information is provided to ensure that compliance with the contract(s) is maintained and that services to the poor, elderly, and disabled are offered in the most expeditious and economical manner.

The Department has identified **six (6) findings** for the American Recovery and Reinvestment Act of 2009 (ARRA) Weatherization Assistance Program (WAP). Please submit a response to this report to this office within thirty (30) days of the date of this letter.

If we can be of any assistance, please contact David Escamilla, Program Officer, at (512) 463-0172. The assistance provided to the Program Officer by City of Houston is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to be "SG", with a horizontal line extending to the right.

Sharon Gamble
Manager
Energy Assistance Section

Cc: Honorable Annise D. Parker, City of Houston
Cc: Mr. Gavin Dillingham, General Services Department

PY09 ARRA WAP UNIT INSPECTION REPORT
CITY OF HOUSTON

Dates of Review: August 16, 2010 – August 20, 2010

Focus of Review

CONTRACT NAME	CONTRACT NUMBER	CONTRACT AMOUNT	CONTRACT DATES
ARRA	16090000707	\$11,783,198.00	9/1/2009 to 8/31/2011

Program Evaluation

The evaluation of the City of Houston (COH) program consisted of client file reviews, on-site inspection, interviews with clients, and analysis of both quality of subcontractor workmanship and final inspection techniques.

The following was noted during the review:

- Whole House Assessments
- Lack of Client File Documentation
- On-Site Unit Inspection Returns

PY09 ARRA WAP UNIT INSPECTION REPORT
CITY OF HOUSTON

Client File Review

Finding #1:

Incomplete Forms

Upon review of client files City of Houston did not have three of the required signatures on client files 10730-10, 10735-10, and 10875-10 on the DIS forms. The application in file #11033-10 was incomplete. The building weatherization reports for files 10730-10, 10735-10, 10875-10, 11449-10, 11272-10, 11074-10, 10743-10 and 10771-10 were missing the work end dates. The blower door sheet was missing the final CFM reading on file #10271-09.

Action Required:

City of Houston must review the above noted client files and complete the required forms. A Department approved Declaration of Income Statement with all three signatures must be implemented. City of Houston must complete the application for file #11033-10. City of Houston must provide a copy of the completed forms to the Department with the response to this report. Failure to provide a copy will result in disallowed costs of \$4,687.24. **Reference: TAC 10 RULE §5.20 (d) ARRA Contract Section 13 Part B**

Finding #2:

Missing Invoices in files

At the time of the review all of the client files that were reviewed were missing the invoices for contractors that were performing the weatherization measures excluding the HVAC, appliance and screen vendors.

Action Required:

City of Houston must obtain the invoices for all the client files that are on Attachment A. City of Houston must provide a copy of the invoices to the Department with the response to this report. Failure to provide a copy will result in disallowed costs. **Reference: ARRA Contract Section 13 Part B (5, 6)**

Finding #3:

Missing Justification for replacement

At the time of the monitoring, files 11074-10, 10875-10 and 10740-10 were missing justification for the replacement of the refrigerators. The assessment forms were lacking the information for justification for replacement.

Action Required:

City of Houston must review the above noted client files. Justification must be provided to the Department with the response to this report. Failure to provide a copy will result in disallowed costs.

PY09 ARRA WAP UNIT INSPECTION REPORT
CITY OF HOUSTON

Onsite Unit Inspection

Finding #4:

High CO Levels

Onsite unit inspection revealed multiple instances where cook stove CO testing results were above the maximum allowable levels. The levels on the top burners exceeded the 25 ppm maximum allowed by the contract.

Action Required:

The Department requires CO Houston to return to identified units and perform service measure to bring cook stove into compliance or to install a replacement cook stove within thirty (30) days of receipt of this report. **Reference: Texas Administrative Code, Title 10, Part 1, Chapter 5, Subchapter E, Rule § 5.528; ARRA Contract, Section 13 B (F)**

Finding #5:

Building Tightness Limit

Onsite unit inspection revealed a violation of the Building Tightness Limit (BTL) for unit 09EA922. A review of the Blower Door Data Sheet (BDS) provided by CO Houston indicated a BTL of 1636 CFM. The BDS indicated an intermediate reading of 1572 CFM and a final reading of 1635 CFM. Mechanical ventilation should have been added before final assessment, as the intermediate reading was below the BTL (the Program Officer instructed CO Houston staff to install mechanical ventilation on August 20, 2010, the day of the onsite inspection).

Action Required:

The Department requires CO Houston to provide documentation of installed ventilation measures as part of the response to this report. **Reference: Texas Administrative Code, Title 10, Part 1, Chapter 5, Subchapter E, Rule § 5.530**

Finding #6:

Allowable Weatherization Measures not Addressed

Onsite inspection revealed multiple units in which allowable weatherization measures were not installed. Clients may not have received services that could have helped in energy cost reduction. The allowable measures not being addressed include:

- Air Infiltration
 - Window Sealing
 - Door Sweep Installation
 - Envelope Sealing
 - Attic Hatch Installation/Sealing
- Heating and Cooling and Ventilation
 - Duct Sealing
 - Furnace Service Measures

Whole House Assessment and Weatherization Process

Onsite unit inspection evidenced that the required whole house assessment process is inadequate, the onsite unit inspection further revealed multiple

PY09 ARRA WAP UNIT INSPECTION REPORT
CITY OF HOUSTON

instances where installed weatherization measures were not at an acceptable level. Inadequate areas include the following:

- Assessments that did not address all available measures or were inadequate;
 - Overall the assessments did not contain adequate data to support or omit allowable weatherization measures. The provided assessment forms on the whole contained very minimal information, making it difficult to determine if numerous available measures were adequately assessed. Of particular concern were the following areas:
 - Cooling
 - Heating
 - Air Infiltration
 - Windows
 - Doors
 - Refrigerator
 - Domestic Water Heater
 - Duct System
- Missing insulation blocking;
- Air register sealing inadequate;
- Inconsistent blower door testing (final assessors utilizing fan sizing rings, unable to determine if assessors are using fan sizing rings);

Attachment A includes specific details of inadequate measures per unit.

Action Required:

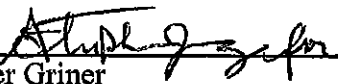
City of Houston must conduct a whole house assessment on all eligible units. All allowable weatherization measures needed must be entered into the Energy Audit or Priority List. Measures will be performed in order of highest SIR to lowest depending on funds available. The City of Houston must return to these units and address the measures that were missed. The Department requires CO Houston to develop a written plan of action detailing actions to be taken that will address the whole house assessment and weatherization process within thirty (30) days of receipt of this report.

Reference: Texas Administrative Code, Title 10, Part 1, Chapter 5, Subchapter E, Rule § 5.529; ARRA Contract, Section 13 B (F) 10 Code of Federal Regulations § 440.16; and § 440.21

PY09 ARRA WAP UNIT INSPECTION REPORT
CITY OF HOUSTON


Program Officers Walter Griner and Matt Embry conducted an exit interview with the following:

Mr. Gavin Dillingham, General Services Department
Ms. Olga Ramirez, General Services Department
Mr. Warren Campbell, General Services Department
Mr. Jordi Bou, General Services Department
Mr. Alvin White, General Services Department



Walter Griner
Energy Assistance Program Officer

9/20/10
Date



Matt Embry
Energy Assistance Program Officer

9/20/2010
Date

PY09 ARRA WAP UNIT INSPECTION REPORT
CITY OF HOUSTON

ATTACHMENT A

ARRA Units Inspected - 60

ARRA Unit Returns -- 36

Units Inspected	Fund Source	Return	Comments
11242-10	DOE ARRA	Yes	Return to move the smoke detector and CO detector further away from the kitchen. Install attic ventilation and repair soffit vents on the side. Adjust door latch to close tight against the weatherstrip.
11338-10	DOE ARRA	Yes	Return to place the smoke and CO detectors further away from the kitchen. Seal the exterior holes in the brick that were used to insulate the walls.
11454-10	DOE ARRA	Yes	Return to install the smoke and CO detectors further away from the kitchen. Install combustion air in the furnace closet and replace the flex gas line with a solid pipe going into the furnace.
10988-10	DOE ARRA	Yes	Return to install combustion air in the furnace closet. (Client stated that Sheltering Arms had previously weatherized the house) Question cost \$4,194.20
10992-10	DOE ARRA	Yes	Return to remove the wall space heater in the bathroom and cap the gas line. Apply tape and float in the dining room. Install interior door trim on the dining room door. Broken glass pane in the bathroom. Window in bedroom missing sash lock. Replace the soffit vents around the house to protect the existing insulation in the attic. Remove the screens and install correctly.
10981-10	DOE ARRA	Yes	Return to address additional air infiltration in the bathroom. Assess ducting for air infiltration.
11123-10	DOE ARRA	Yes	Return to install the smoke and CO detector further away from the kitchen. Repair the ducting in the attic for air infiltration.

**PY09 ARRA WAP UNIT INSPECTION REPORT
CITY OF HOUSTON**

11411-10	DOE ARRA	No	No return necessary.
10977-10	DOE ARRA	Yes	Return to block around the heat source in the attic. Assess the ducting in the attic.
11142-10	DOE ARRA	Yes	Return to remove the wall space heater in the bathroom. Address additional air infiltration by installing door trim around the interior door at the front by the living room. Repair the siding areas that are in poor condition or non-existing and install insulation. Patch holes throughout the house. Assess the furnace for repair/replace. Install a discharge pipe on the water heater and vent out through the roof. Replace the poor register and seal the others. Seal the central system plenum. (Agency was invoiced for removing/re-installing the burglar bars and only 3 were removed/re-installed. Repair the wood around the front bedroom window where insulation was installed.
11048	DOE ARRA	Yes	Return to address additional air infiltration by sealing the central system closet and installing a weatherstrip and door knob. Adjust the back door so that it will latch.
11229-10	DOE ARRA	Yes	Return to address additional air infiltration by repairing the water heater closet. Repair the back bedroom floor by the baseboard and a/c register in the same room.
10740	DOE ARRA	Yes	Return to adjust the door sweep.
10633-10	DOE ARRA	Yes	Return to repair a hole in the water heater closet. Remove 2 wall space heaters.
10481-10	DOE ARRA	Yes	Return to install a weather strip on the door by the kitchen in the back room. Assess the ducts in the attic. Address additional air infiltration. Install 2 attic vents in the attic. (Three screens disallowed)
11042-10	DOE ARRA	Yes	Return to remove the wall space heater in the bathroom. Address additional air infiltration under the kitchen sink

**PY09 ARRA WAP UNIT INSPECTION REPORT
CITY OF HOUSTON**

			and caulk the pipe penetrations. Insulate the attic to the required r-value. Assess the primary heat source for repair/replace. Assess the window units.
10990-10	DOE ARRA	No	No return necessary
10508-10	DOE ARRA	Yes	Return to adjust the back door to close tightly against the weather strip. Glaze the window panes that are loose throughout the house. Missing 3 screens on the East side of the house.
11372-10	DOE ARRA	No	No return necessary.
10759-10	DOE ARRA	No	No return necessary.
10595-10	DOE ARRA	Yes	Return to install the smoke and CO detectors further away from the kitchen. Return to install the water heater pressure valve correctly. Return to seal the registers.
11033-10	DOE ARRA	Yes	Return to extend the stove vent through the roof. Replace 2 glass panes that are cracked. Adjust the door to close tightly against weatherstrip.
11272-10	DOE ARRA	No	No return necessary.
14-729-10	DOE ARRA	Yes	Return to address additional air infiltration by installing lumber around the window in the back bedroom. Install foam board around window a/c in back bedroom. Patch hole in the main bedroom. Caulk around the pipe penetrations. Block the heat sources in the attic.
10824-10	DOE ARRA	No	No return necessary.
10771-10	DOE ARRA	No	No return necessary
10730-10	DOE ARRA	No	No return necessary

**PY09 ARRA WAP UNIT INSPECTION REPORT
CITY OF HOUSTON**

10735-10	DOE ARRA	No	No return necessary.
10785-10	DOE ARRA	No	No return necessary

Units Inspected	Fund Source	Return	Comments
09BO400	ARRA	No	No return necessary
09TO107	ARRA	No	No return necessary
09LE119	ARRA	No	No return necessary
09SA600	ARRA	No	No return necessary
09GO501	ARRA	No	No return necessary
09WA114	ARRA	No	No return necessary
09PE521	ARRA	No	No return necessary
09JO104	ARRA	Yes	<ol style="list-style-type: none"> 1. Register sealing inadequate, need to pull register cover, mastic connections inside drop 2. Condensation leak in front bedroom, two ducts touching in attic above room
09GU116	ARRA	Yes	<ol style="list-style-type: none"> 1. Did not insulate over addition
09TO630	ARRA	Yes	<ol style="list-style-type: none"> 1. Register sealing inadequate, need to pull register cover, mastic connections inside drop 2. Return sealing inadequate, should be sealed
09WH105	ARRA	Yes	<ol style="list-style-type: none"> 1. Cook Stove 25-60 (fluctuating) CO LF; oven 250 CO; return installed Cook Stove 2. Add attic hatch
09DE770	ARRA	Yes	<ol style="list-style-type: none"> 1. Register sealing inadequate, need to pull register cover, mastic connections inside drop

PY09 ARRA WAP UNIT INSPECTION REPORT
CITY OF HOUSTON

09MA771	ARRA	Yes	1. Window unit indicated to be replaced on assessment; return to install window unit
09DY541	ARRA	Yes	1. Air handler is freezing up; charged for HVAC tune-up; return to service air handler 2. Register sealing inadequate, need to pull register cover, mastic connections inside drop 3. Air handler closet open to attic
09LY991	ARRA	Yes	1. Installed vented heater would not ignite for CO testing; return to evaluate heater functionality; 2. Significant leakage around air handler, return to seal leakage
09GU390 Questioned Costs	ARRA	Yes	1. Register sealing inadequate, need to pull register cover, mastic connections inside drop
09SA581 Questioned Costs	ARRA	Yes	1. Assessment indicated caulking needed at kitchen window, paneling, bath under sink, shower, one tube of caulk used, return to address all areas, visual inspection revealed minimal caulking
09WA744 Questioned Costs	ARRA	Yes	1. Return to insulate knee wall in attic; 2. Register sealing inadequate, need to pull register cover, mastic connections inside drop 3. Return to service left front burner on countertop stove
09JO112 Questioned Costs	ARRA	Yes	1. Cook Stove RR 35 CO- LF 60 CO- RF 75 CO; return to address cook stove 2. Return to install attic hatch 3. Register sealing inadequate, need to pull register cover, mastic connections inside drop 4. HVAC compressor leaking significantly; HVAC tune-up charged; return to address compressor leakage
09GA771 Questioned Costs	ARRA	No	No return necessary
09GO113 Questioned Costs	ARRA	No	No return necessary

**PY09 ARRA WAP UNIT INSPECTION REPORT
CITY OF HOUSTON**

09CH123 Questioned Costs	ARRA	No	No return necessary
09WE763 Questioned Costs	ARRA	No	No return necessary
09CH733	ARRA	Yes	<ol style="list-style-type: none"> 1. Cook Stove RR 45 CO; return to address cook stove 2. Register sealing inadequate, need to pull register cover, mastic connections inside drop
09JA751	ARRA	Yes	<ol style="list-style-type: none"> 1. Attic hatch deteriorated significantly, significant leakage, return to install new attic hatch 2. Hole in floor in front room, return and seal hole 3. Two broken window panes on north side of house, return and replace panes 4. Flue from air handler to roof not attached, return to attach and seal flue 5. Significant sheet rock damage on ceiling in front bedroom, return and replace damaged sheet rock and tape and float 6. Register sealing inadequate, need to pull register cover, mastic connections inside drop 7. Return covered in dirt, filter restricting system, return to clean return, install new filter and perform client education 8. Return to install CO detector in kitchen
09AB6731	ARRA	Yes	<ol style="list-style-type: none"> 1. Register sealing inadequate, need to pull register cover, mastic connections inside drop 2. Cook stove RR 125 CO, LR 45 CO; return to address cook stove 3. Significant leakage around air handler, return to seal entire air handler with mastic 4. Leakage at attic hatch, return to install new attic hatch 5. Significant leakage in Domestic Water Heater (DWH) closet, return and perform air infiltration measures on DWH closet 6. Significant leakage on kitchen wall, visible hole, return and perform air infiltration measures on kitchen wall 7. Sheet rock damage on ceiling in hall way, return and perform air infiltration measures on ceiling

**PY09 ARRA WAP UNIT INSPECTION REPORT
CITY OF HOUSTON**

09EA922	ARRA	Yes	<ol style="list-style-type: none"> 1. Register sealing inadequate, need to pull register cover, mastic connection inside drop 2. Blower door testing at intermediate, post and onsite inspection below Building Tightness Limit, return to install mechanical ventilation 3. Nail damage present through sheet rock in front room, return to perform air infiltration measures
09MA540	ARRA	Yes	<ol style="list-style-type: none"> 1. Register sealing inadequate, need to pull register cover, mastic connections inside drop 2. Duct work has significant condensation due to duct work touching, improper installation and falling insulation; return to address entire duct work system, including eliminating unnecessary turns, touching duct and routing 3. Significant condensation covering half of air handler; return and perform full HVAC assessment, service or install replacement as determined by assessment 4. Existing attic insulation not to indicated level of R-27, return and install adequate insulation to bring level to R-30
09ST106	ARRA		Client failed to keep appointment, arrived at approximately 11:30 AM, contacted client, client stated they would not return home until that afternoon. Conducted visual inspection of exterior of unit, verified solar screen installation.
09AB6735	ARRA		Client failed to keep appointment, arrived at approximately 12:15 PM, contacted client, client stated they would not return home until that afternoon. Conducted visual inspection of exterior of unit, verified solar screen installation.
Unit Inspection 6/23/10- 24/10			
5407	ARRA	No	No return necessary
10520-10	ARRA	No	No return necessary
10125-09	ARRA	No	No return necessary
10084-09	ARRA	No	No return necessary
10173-09	ARRA	No	No return necessary
11172-10	ARRA	No	No return necessary
10272-09	ARRA	No	No return necessary
10445-10	ARRA	No	No return necessary

Action Required: Return and address. Upon completion, verification of returns must be submitted to the Department within thirty (30) days of this report.



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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Tom H. Gann
Lowell A. Keig
Juan S. Muñoz, Ph.D.

September 20, 2010

Mr. Robert E. Phillips
Executive Director
Sheltering Arms Senior Services, Inc.
3838 Aberdeen Way
Houston, Texas 77025

Re: ARRA Weatherization Assistance Program Contract #16090000673

Dear Mr. Phillips:

Enclosed is a report that details the monitoring review of your Weatherization Assistance Program contract with the Texas Department of Housing and Community Affairs. This information is provided to ensure that compliance with the contract(s) is maintained and that services to the poor, elderly, and disabled are offered in the most expeditious and economical manner.

The Department has identified **two (2) findings** for the American Recovery and Reinvestment Act of 2009 (ARRA) Weatherization Assistance Program (WAP). Please submit a response to this report to this office within thirty (30) days of the date of this letter.

If we can be of any assistance, please contact Walter Griner, Program Officer, at (512) 475-3864. The assistance provided to the Program Officer by Sheltering Arms is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to be "SG", with a horizontal line extending to the right.

Sharon Gamble
Manager
Energy Assistance Section

Cc: Mr. Keith Rowden, SASS Board Chair

PY09 ARRA WAP UNIT INSPECTION REPORT
FOR
SHELTERING ARMS SENIOR SERVICES

Dates of Review: August 9, 2010 – August 13, 2010

Focus of Review

CONTRACT NAME	CONTRACT NUMBER	CONTRACT AMOUNT	CONTRACT DATES
ARRA	16090000673	\$11,176,032.00	9/1/2009 to 8/31/2011

Program Evaluation

The evaluation of the Sheltering Arms Senior Services, Inc. (SASS) program consisted of client file reviews, on-site inspection, interviews with clients, and analysis of both quality of subcontractor workmanship and final inspection techniques.

The following was noted during the review:

- Lack of Client File Documentation
- On-Site Unit Inspection Returns

PY09 ARRA WAP UNIT INSPECTION REPORT
FOR
SHELTERING ARMS SENIOR SERVICES

Section X. Client File Review

Finding #1:

Incomplete DIS Forms /Lack of Client File Documentation

- Upon review of client files Sheltering Arms Senior Services (SASS) did not have three of the required signatures on the Declaration of Income statement (DIS). File #B0404 indicated that the Declaration of Income Statement form was not signed by the Director. A total of 120 client files were reviewed during the monitoring and six (6) client files did not have the full documentation which is 10% of the aggregate reviewed. The Department requires that DIS forms signatures from the Client, Case Worker, and Weatherization manager or Director. Client files 09DOEAPTD0208, 09DOEAPTD0207, 09DOEAPTB0107, 09DOEAPTB0106, 09DOEAPTB0810, and 9DOEAPTB0808 were missing one of the three signatures on the DIS forms. Client files D003, D0504, D0505, D0506, D0610, D0611, D0707, D0801, and D0812 indicated that the refrigerators ranked for replacement but there was no documentation stating that they were replaced by the Weatherization program or another program.
- All the files were missing the Lead pamphlets but it was noted that this issue has been previously addressed by prior visits to Sheltering Arms and the agency has already implemented the procedure.
- Files D003, D0705, and D0706 had income documentation that was not for the previous 30 days from the date of the application date. Files D0301, and D1004 were not calculated with the previous 30 days.
- Files D0301, D0302, D0504, D0505, D0506, D0507, D0508, D0607, D0608, D0609, D0610, D0611, D0705, D0706, D0707, D0708, D0801, D0808, D0809, D0821, D0811, D0812, D1101, D1102, D1103, D01104, D01105, D0902, D0903, D0904, D0905, D0906, D1003, D1004, D1005, D1006, D1007 indicated that the attic forms were incomplete.
- File #D0610 indicated that the monthly contribution was not accounted for at the time of the intake.
- Files D0611, D0808, D0809, D0810, D0811 and D0812 indicated that weatherization measures were installed even though they did not rank in the audit. It was noted that this issue has already been addressed in previous monitoring reports. File 6631 indicated that attic insulation was installed but did not rank in the audit. The question cost for this file is \$1,023.

PY09 ARRA WAP UNIT INSPECTION REPORT
FOR

SHELTERING ARMS SENIOR SERVICES

- At the time of the review SASS client file 09DOEAPT0113 did not contain the assessment which provides adequate documentation for replacement of appliances, meter refrigerators, and combustion appliances.

**Action
Required:**

SASS must implement into their policy and procedures If proof of income is unavailable, the applicant must complete and sign a Department approved Declaration of Income Statement. Sheltering Arms Senior Services must review the files above and provide 30 days of previous income documentation for files D003, D0705 and D0706 to the Department with the response to this report. In addition, the Declaration of Income Statement (DIS) for file B0404 must be signed by the Director and submitted to the Department. Failure to provide the documents to the Department will result in disallowed costs. SASS must transfer funds in the amount of \$1,023 to unrestricted funds or reimburse the Department. A plan of action must also be submitted to the Department to ensure that all contractual record keeping requirements will be adhered to for the remainder of the contract period. SASS must conduct a whole house assessment on all eligible units. All allowable weatherization measures needed must be entered into the Energy Audit. Measures will be performed in order of highest SIR to lowest depending on funds available. **Reference: ARRA Contract Section 13 (B)(4), Section (B)(3), Section (B)(2) TAC 10 RULE §5.20 (d) Reference: TAC 10 RULE §5.20 (d)**

Performance Review

Finding 2:

Onsite review revealed that the Sheltering Arms Senior Services (SASS) final inspections of units weatherized needed improvement. The units require a return to out 28 of the 120 units inspected for additional work to assure compliance with current program requirements. SASS has improved greatly in regards to assessments and final inspections. The Department expects this ratio to improve with the additions of Quality Assurance and Program monitoring staff.

Action Required:

In order to insure program compliance, SASS must return and address the units as indicated in Attachment A of this report. As part of the response to this report, SASS must submit a written plan that outlines how final inspections will be more thorough and comprehensive.

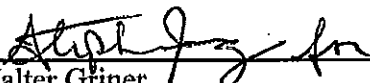
Reference: Weatherization Field Guide

Reference: 10 CFR Part 440; §440.16 (g)

PY09 ARRA WAP UNIT INSPECTION REPORT
FOR
SHELTERING ARMS SENIOR SERVICES

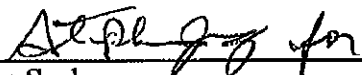
Program Officer Walter Griner conducted an exit interview with the following:

Ms. Barbara Schetter, Weatherization Coordinator




Walter Griner
Energy Assistance Program Officer

9/20/10
Date



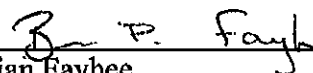
Jason Seale
Energy Assistance Program Officer

9/20/10
Date



Rosy Falcon
Energy Assistance Program Officer

9/20/10
Date



Brian Fayhee
Energy Assistance Program Officer

9/20/10
Date

PY09 ARRA WAP UNIT INSPECTION REPORT
FOR
SHELTERING ARMS SENIOR SERVICES

ATTACHMENT A

ARRA Units Inspected - 120

ARRA Unit Returns - 28

ARRA LIHEAP Units Inspected-4

ARRA LIHEAP Unit Returns-2

Units Inspected	Fund Source	Return	Comments
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA	Yes	Return to install insulation in the wall cavities that are empty or

PY09 ARRA WAP UNIT INSPECTION REPORT
FOR
SHELTERING ARMS SENIOR SERVICES

			have very small amounts.
█	DOE ARRA	Yes	Return to block around the heat source in the attic. Install a mechanical vent in the bathroom to prevent moisture buildup.
█	DOE ARRA	No	No returns necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA/LIHEAP	Yes	Return to address additional air infiltration upstairs by ceiling, downstairs in back living room by the fan and by the exterior double doors. Zone off three doors, two by the front living room and one by the utility room.
█	DOE ARRA	Yes	Return to repair the water heater flue pipe.
█	DOE ARRA	Yes	Return to address additional air infiltration at the front closet, at floor by kitchen sink, behind the dryer and in the bathroom. Must remove the wall heater in the bathroom and cap the line. Must replace the stove which had a CO reading of 60 ppm on the right front burner, 80 on the left back burner and 27 on the right back side burner.
█	DOE ARRA/LIHEAP	No	The house is over the \$6,500.00 for DOE ARRA and must transfer the difference to the LIHEAP funds. (\$290.84)
█	DOE ARRA/LIHEAP	Yes	Return to add more insulation to the wall cavities to the required r-value
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	Return to install lumber correctly in the kitchen on the ceiling. Install outlet wall plate in the kitchen behind the washer. Cut and trim the insulation foam where there is excessive amounts of foam
█	DOE ARRA	No	No return necessary
█	DOE ARRA	Yes	Return to address additional air infiltration under the kitchen sink cabinet, the bathroom baseboards and gaps throughout the house
█	DOE ARRA	Yes	Return to block the heat source in the attic. Repair the water

PY09 ARRA WAP UNIT INSPECTION REPORT
FOR
SHELTERING ARMS SENIOR SERVICES

			heater flue pipe.
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA DOE ARRA	No No	No return necessary No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA	No	No return necessary
█	DOE ARRA	Yes	No assessment in File. Return to conduct an assessment on the unit and provide Assessment to TDHCA.
█	DOE ARRA	Yes	Return to patch bathroom light fixture. Significant air loss coming from the area around the bathroom light.
█	DOE ARRA	Yes	Unit below the BTL by 221 CFM. BTL is 797 and CFM reading on 8/10/10 was 740
█	DOE ARRA	Yes	Unit below the BTL by 120 CFM. BTL is 797 and CFM reading on 8/10/10 was 677
█	DOE ARRA	Yes	Unit below the BTL by 136 CFM. BTL is 797 and CFM reading on 8/10/10 was 661
█	DOE ARRA	Yes	Unit below the BTL by 221 CFM. BTL is 797 and CFM reading on 8/10/10 was 576
█	DOE ARRA	No	No return necessary
█	DOE ARRA	Yes	Add R-11 insulation to the attic. Batt insulation was existing but removed in some areas
█	DOE ARRA	Yes	35,000 BTU Heater added to back bedroom. Must move to the living room for Health and Safety

PY09 ARRA WAP UNIT INSPECTION REPORT
FOR
SHELTERING ARMS SENIOR SERVICES

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	DOE ARRA	N	No return to unit
	DOE ARRA	N	No return to unit
	DOE ARRA	N	No return to unit
	DOE ARRA	N	No return to unit
	DOE ARRA	N	No return to unit
	DOE ARRA	N	No return to unit
	DOE ARRA	N	No return to unit
	DOE ARRA	N	No return to unit
	DOE ARRA	N	No return to unit
	DOE ARRA	N	No return to unit
	DOE ARRA	Y	No assessment in File. Return to conduct an assessment on the unit and provide Assessment to TDHCA.
	DOE ARRA	Y	Return to patch bathroom light fixture. Significant air loss coming from the area around the bathroom light.
	DOE ARRA	Y	Unit below the BTL by 221 CFM. BTL is 797 and CFM reading on 8/10/10 was 740
	DOE ARRA	Y	Unit below the BTL by 120 CFM. BTL is 797 and CFM reading on 8/10/10 was 677
	DOE ARRA	Y	Unit below the BTL by 136 CFM. BTL is 797 and CFM reading on 8/10/10 was 661
	DOE ARRA	Y	Unit below the BTL by 221 CFM. BTL is 797 and CFM reading on 8/10/10 was 576
	DOE ARRA	Y	Higher CFM then initial assessment. Behind the refrigerator is a hole. Light needs caulking in kitchen
	DOE ARRA	Y	Return to reconnect the vent to the stove exhaust. Electric stove so it's not a Health and Safety concern
	DOE ARRA	Y	Return to patch under the sink. Bathroom vent goes into ceiling holes.
	DOE ARRA	No	No return to unit
	DOE ARRA	No	No return to unit
	DOE ARRA	No	No return to unit
	DOE ARRA	No	No return to unit
	DOE ARRA	No	No return to unit
	DOE ARRA	No	No return to unit

PY09 ARRA WAP UNIT INSPECTION REPORT
FOR
SHELTERING ARMS SENIOR SERVICES

[REDACTED]	DOE ARRA	No	No return to unit
[REDACTED]	DOE ARRA	No	No return to unit
[REDACTED]	DOE ARRA	No	No return to unit
[REDACTED]	DOE ARRA	No	No return to unit
[REDACTED]	DOE ARRA	No	No return to unit
[REDACTED]	DOE ARRA	No	No return to unit
[REDACTED]	DOE ARRA	No	No return to unit
[REDACTED]	DOE ARRA	No	Furnace had air leaks, but was worked on after weatherization work. Maintenance repaired the unit.
[REDACTED]	DOE ARRA	No	No return to unit
[REDACTED]	DOE ARRA	No	No return to unit
[REDACTED]	DOE ARRA	No	No return to unit
[REDACTED]	DOE ARRA	No	No return to unit
[REDACTED]	DOE ARRA	No	No return to unit
[REDACTED]	DOE ARRA	No	No return to unit
[REDACTED]	DOE ARRA	No	No return to unit
[REDACTED]	DOE ARRA	No	No return to unit

[REDACTED]	DOE ARRA	No	
[REDACTED]	DOE ARRA	Yes	Add R-11 insulation to the attic. Batt insulation was existing but removed in some areas
[REDACTED]	DOE ARRA	Yes	35,000 BTU Heater added to back bedroom. Must move to the living room for Health and Safety
[REDACTED]	DOE ARRA	Yes	Back door of kitchen had a peephole missing. Weatherstrip the attic hatch. 24" interior door invoiced but not added to the BWR. Total questioned cost is \$200.00
[REDACTED]	DOE ARRA	Yes	Refrigerator and Window unit ranked but was not replaced. Return and add these in LIHEAP
[REDACTED]	DOE ARRA	No	
[REDACTED]	DOE ARRA	No	Refrigerator was metered for 60 minutes but replaced under ARRA. Move to LIHEAP

PY09 ARRA WAP UNIT INSPECTION REPORT
FOR
SHELTERING ARMS SENIOR SERVICES

[REDACTED]	DOE ARRA	No	No return to unit
[REDACTED]	DOE ARRA	No	No return to unit



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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Lowell A. Keig
Juan S. Muñoz, Ph.D.

September 28, 2010

Mr. Karl R. Rábago
VP for Distributed Energy Services
Austin Energy
721 Barton Springs Rd.
Austin, Texas 78704

Re: DOE/ARRA Weatherization Assistance Program Contract #16090000753

Dear Mr. Rábago:

Enclosed is a report that details the monitoring review of City of Austin (COA) Weatherization Assistance Program contract with the Texas Department of Housing and Community Affairs (The Department). This information is provided to ensure that compliance with the contracts is maintained and that services to the poor, elderly, and disabled are offered in the most expeditious and economical manner.

The monitoring report includes two (2) findings. Please submit a response to this report to this office within thirty (30) days of the date of this letter.

If we can be of any assistance, please feel free to contact Celedonio (J.R.) Mendoza, Jr., Sr. Program Officer, at (512) 936-7811. The assistance provided to the Program Officer by the agency is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to be "S.D. Gamble", with a horizontal line extending to the right.

Sharon D. Gamble
Manager
Energy Assistance Section

cc: Mr. Marc A. Ott, City Manager

**2009 WEATHERIZATION UNIT INSPECTION REPORT
CITY OF AUSTIN**

Dates of Review: August 16-17, 2010

FOCUS OF REVIEW

CONTRACT NAME	CONTRACT NUMBER	CONTRACT AMOUNT	CONTRACT DATES
DOE/ARRA	16090000753	\$5,964,892.00	9/1/2009 to 8/31/2011

PROGRAM EVALUATION

The evaluation of the program consisted of client file reviews, on-site inspections, interviews with clients, and analysis of both quality of subcontractor workmanship and final inspection techniques.

The following was noted during the review:

- Low expenditure rates, and low production.
- Subcontractor workmanship deficiencies on seven (7) client units inspected.

Financial Review

Finding #1: As of the July-2010 Monthly Expenditure Report, the City of Austin had only expended 4.08% of total ARRA WAP contract funds. The July-2010 Monthly Expenditure Report also reported that only 34 units had been completed, and only 244 units were in-progress.

Action Required: City of Austin must submit with its response to this report a detailed action plan that will outline action steps that will be implemented to increase unit production and also increase contract expenditures. Failure to submit a plan to the Department may result in suspension of ARRA WAP contract funds. **Reference: ARRA Contract Section 4**

**2009 WEATHERIZATION UNIT INSPECTION REPORT
CITY OF AUSTIN**

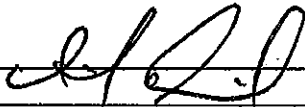
Performance Review

Finding #2: Onsite home inspection of weatherized units revealed that seven (7) of the units inspected would require a return to address deficiencies in subcontractor workmanship.

Action Required: City of Austin must return to the client units listed in Attachment A and address the deficiencies noted on each unit. City of Austin must also include in its response to this report, a summary of all actions taken to address the deficiencies noted in Attachment A. City of Austin must also assure the Department in its response to this report that proactive measures will be taken to prevent future instances of poor workmanship from its subcontractors. Those measures at a minimum should include both periodic visits to client units while work is in progress and ensure that final inspections will be conducted once all work is finished, to ensure that the quality of work that is being performed meets City of Austin's requirements, and the Department's expectations. **Reference: 10 CFR Part 440; §440.16 (g)**

**2009 WEATHERIZATION UNIT INSPECTION REPORT
CITY OF AUSTIN**

Texas Department of Housing and Community Affairs representative David Escamilla participated in an exit conference with City of Austin representatives; Mr. Steye Saenz, Mr. Joe Guerrero, and Mr. Jack Pittala.

Signature:			9/27/10
	David Escamilla, TDHCA Program Officer		Date:

**2009 WEATHERIZATION UNIT INSPECTION REPORT
CITY OF AUSTIN**

ATTACHMENT A

Total Number of Units Inspected	Fund Source of Units Inspected
12	ARRA

Units Requiring Return:

Client Unit	Fund Source	Comments
2010-COA-0054	ARRA	Address: Cook-stove (High CO).
2010-COA-0009	ARRA	Address: Cook-stove (High CO).
2010-COA-0036	ARRA	Address: Cook-stove (High CO).
2010-COA-0018	ARRA	Address: Insulation Certificate, and Weatherstrip Attic Hatch.
2010-COA-0044	ARRA	Address: Attic Insulation (Fan Area), Block Heat Source, and Install Vapor Barrier.
2010-COA-0034	ARRA	Address: Block Heat Source in Attic.
2010-COA-0051	ARRA	Address: Front Door Weatherstrip and Water Heater Closet Weatherstrip.



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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Lowell A. Keig
Juan S. Muñoz, Ph.D.

September 28, 2010

Ms. Emma Vasquez
Executive Director
Big Bend Community Action Committee, Inc.
PO Box 265
Marfa, TX 79843

Re: LIHEAP Weatherization Assistance Program Contract #81100000896
DOE/ARRA Weatherization Assistance Program Contract #16090000651

Dear Ms. Vasquez:

Enclosed is a report that details the unit inspection review of Big Bend Community Action Committee, Inc.'s Weatherization Assistance Program contracts with the Texas Department of Housing and Community Affairs (The Department). This information is provided to ensure that compliance with the contracts is maintained and that services to the poor, elderly, and disabled are offered in the most expeditious and economical manner.

The monitoring report includes five (5) findings. Please submit a response to this report to this office within thirty (30) days of the date of this letter.

If we can be of any assistance, please feel free to contact Kevin Glienke, Program Officer, at (512) 475-3852. The assistance provided to the Program Officers by the agency is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to be "SG", written over a horizontal line.

Sharon Gamble
Energy Assistance Manager
Community Affairs Division

Cc: Johnny Calderon, Board Chair
Ricardo Campos, Weatherization Coordinator

2010 UNIT INSPECTION REPORT
Big Bend Community Action Committee, Inc.

Dates of Review: September 13-16, 2010

FOCUS OF REVIEW

CONTRACT NAME	CONTRACT NUMBER	CONTRACT AMOUNT	CONTRACT DATES
DOE	56100000939	\$47,911.00	4/1/2010 to 3/31/2011
LIHEAP	81100000896	\$421,756.00	4/1/2010 to 3/31/2011
DOE/ARRA	16090000651	\$2,376,922.00	9/1/2009 to 8/31/2011

On-site review of Big Bend Community Action Committee, Inc.'s (Big Bend) implementation of the Department of Energy's and Low Income Home Energy Assistance Program's Weatherization Assistance Program (WAP).

PROGRAM EVALUATION

The evaluation of the program consisted of: interviews with the Big Bend personnel, review of client files, and on-site unit inspections.

The following was noted during the review:

- Inconsistencies in client file documentation.
- Inadequate Initial Whole House Assessments.
- Subcontractor workmanship deficiencies on ten (10) client units inspected.
- Questioned costs on units inspected during visit.
- Disallowed costs on unit **10MAL03**

Client File Review

Finding #1: **Inconsistent Client File Documentation:** A review of Big Bend's client files revealed inconsistencies in the required documentation for client files.

(A) Eight (8) of the ten (10) files reviewed had incomplete income documentation.

a. Of those eight (8) files:

i. Three (3) files (**10MCO01, 10AEM15, 10VAR1208**) lacked signatures from either the Executive Director or Program Coordinator on the Declaration of Income Statement.

**2010 WEATHERIZATION MONITORING REPORT
Big Bend Community Action Committee, Inc.**

- ii. Three (3) files (10MRD04, 10MCC06, 10LLAN112) included personal bank statements as income documentation; bank statements are not an acceptable form of income documentation.
 - iii. Two (2) files (10MLL07, 10MAL03) were missing income documentation for all the members in the household over the age of eighteen (18).
- (B) Three (3) of the ten (10) files reviewed had complete blower door data sheets but did not meet the blower door reduction percentage. An additional three (3) files had incomplete blower door data sheets in the files. One (1) file was missing a blower door data sheet.
- (C) Two (2) of the ten (10) files reviewed had incomplete attic inspection forms. Five (5) of the ten (10) files reviewed had incomplete wall inspection forms.
- (D) One (1) of the ten (10) files reviewed had an incomplete, unsigned and missing date, energy audit in the file.
- (E) There was evidence of Lead Safe Work Practices being followed in the files reviewed during the monitoring, but all required documentation was not present in files reviewed.

Action Required:

As part of the response to this report, Big Bend must:

- (A) Provide proper income documentation for the files listed in part (A) listed above or the money used for those homes be subject to disallowed costs. **Reference: Texas Administrative Code; Title 10; Part 1; Chapter 5; Subchapter A; Rule §5.19; Texas Administrative Code; Title 10; Part 1; Chapter 5; Subchapter E; Rule §5.507**
- (B) Ensure that all forms addressed in parts (B) – (D) are completed fully and any omissions are clearly explained and recorded in each file. **Reference: ARRA Contract Section 13; DOE and LIHEAP Contracts Section 10; 10 CFR Part 440; §440.24; Texas Administrative Code; Title 10; Part 1; Chapter 5; Subchapter E; Rule §5.526**
- (C) Big Bend must immediately update and implement a plan of action that will allow for Big Bend to be in compliance with all Lead Safety rules and procedures. **Reference: Weatherization Program Notice 09-6; EPA Final Rule**

Performance Review

Finding #2:

Inadequate Initial Whole House Assessments: Big Bend has not been conducting whole house assessments or completely documenting all the information that should be gathered during an initial assessment. After the client file review and onsite inspections it was evident that insufficient assessments and poor documentation of such assessments led to the improper use of the priority list and thus left Big Bend vulnerable to

2010 UNIT INSPECTION REPORT
Big Bend Community Action Committee, Inc.

enduring questioned and/or disallowed costs. Had Big Bend performed adequate assessments and followed proper documentation standards staff would have noticed they were exceeding air infiltration maximums, miscellaneous repairs maximums, and the installation of prohibited items (under the priority list) such as windows and doors.

Action Required: The Department requires that Big Bend develop and implement a whole house assessment process as well as to develop and implement assessment documentation standards. After such procedures are developed Big Bend is expected to train all relevant weatherization staff and provide to the Department an attendance sheet, agenda of the training provided, and written documentation of both the whole house assessment process and documentation standards processes as part of their response to this report. **Reference: 10 CFR 440, Texas Administrative Code §5.524, §5.526, §5.527, and §5.529, EPA RRP.**

Finding #3 **Inadequate Final Inspection Techniques:** Onsite home inspection of weatherized units revealed that all ten (10) units inspected would require returns to address deficiencies in subcontractor workmanship. Deficiencies included: insufficient insulation installation, lack of sealant on raw wood trim, lack of escutcheon plate around water heater exhaust pipe, and lack of air infiltration measures installed.

Action Required: Big Bend must return to the client units listed in Attachment A and address the deficiencies noted on each unit. Big Bend must also assure the Department in its response to this report that proactive measures will be taken to prevent future instances of poor workmanship from its subcontractors. Those measures at a minimum should include periodic visits to client units while work is in progress, to ensure that the quality of work that is being performed meets Big Bend's requirements, and the Department's expectations. **Reference: 10 CFR Part 440; §440.16 (g)**

Finding #4: **\$172.48 Disallowed Costs** on unit 10MAL03 for attic insulation. Big Bend was charged by contractor for installation of R-30 blown cellulose; upon inspection it was discovered that there was an existing R-11 batt insulation in the attic; contractor only needed to install R-19 value. The contractor should have only charged \$554.40 for installation of insulation; contractor charged \$726.88.

Action Required: Big Bend must submit to the Department, as part of the response to this report, sufficient financial documentation showing the reimbursement of the ARRA contract in the amount listed above. **Reference: OMB Circular A-110; Subpart A; Section 2 (k)**

**2010 WEATHERIZATION MONITORING REPORT
Big Bend Community Action Committee, Inc.**

Finding #5:

\$52,450.31 Questioned Costs on units inspected in Big Bend's service area. Review of client files and subsequent unit inspection visits revealed that while the priority list was utilized for nine (9) of the homes inspected, the pricing limitations outlined on the priority list were not followed. The limit for air infiltration in the region inspected is \$190; the limit for installation of sun screens is \$4.90 per square foot or less; the limit for miscellaneous repairs is \$400. Big Bend exceeded the air infiltration maximum in seven (7) of the homes reviewed; Big Bend exceeded from the pricing limit per square foot on sun screens, in five (5) of the homes reviewed, once the lumber cost was included; Big Bend exceeded the miscellaneous repair maximum in nine (9) houses reviewed. The expenses are explained in the following table.

Client File	Air Infiltration: Max \$190		Miscellaneous Repairs: Max \$400	
	Amount Spent	Questioned Amount (Amount Spent - 190)	Amount Spent	Questioned Amount (Amount Spent - 400)
10MCC06	\$266.20	\$76.20	\$6,883.90	\$6,483.90
	Amount spent on clear caulking.		Amount spent on Lexel, A/C installation, plexiglass, smart siding, 1X2s, 1X4s, 6 fresh air vents, entry combo, and door unit.	
10MIM05	\$338.80	\$148.80	\$10,097.85	\$9,697.85
	Amount spent on clear caulking.		Amount spent on sheetrock, windows, A/C installation, 3 fresh air gable vents, 3 door units, lock set, 2 peepholes, metal lath, hour charge for carpenter, 1X2s, 1X4s, 1X6s, 2X4s, and 2X6s.	
10MAL03	\$169.60	\$0.00	\$1,541.51	\$1,141.51
	Amount spent on clear caulking.		Amount spent on A/C evaporative cooler pads, door adjustment, 2 gable vents, and 2 door locks.	
10MLL07	\$193.60	\$3.60	\$2,599.50	\$2,199.50
	Amount spent on clear caulking.		Amount spent on 2 door units, 2 entry combos, 2 peepholes, 1X4s, and 1X2s.	
10MCO01	\$0.00	\$0.00	\$1,691.40	\$1,291.40
	No money spent on air infiltration.		Amount spent on door unit, entry combo, peephole, plexiglass, 6 fresh air vents, and 1X2s.	
10MRD04	\$280.20	\$90.20	\$11,536.00	\$11,136.00
	Amount spent on weather stripping and clear caulk.		Amount spent on lexel, 6 fresh air vents, window replacements, Q bond, door lock, metal lath, 1X2s, 1X6s, and 2X4s. *Also includes amount spent on electrical re-wiring of house even though it is listed under Health & Safety on BWR; documentation in file suggests it is a repair measure.	
10AEM15	\$193.60	\$3.60	\$3,114.75	\$2,714.75
	Amount spent on clear caulking.		Amount spent on pipe insulation, attic hatch measures, corrugated metal, 2X4s, 1X4s, A/C unit, Q-bond, metal lath, Freon unit, and water heater closet construction.	

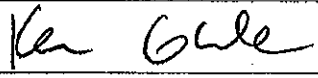
**2010 UNIT INSPECTION REPORT
Big Bend Community Action Committee, Inc.**

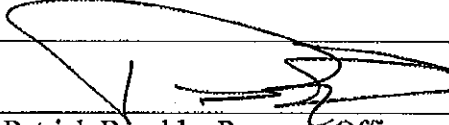
10LLAN112	\$193.60	\$3.60	\$9,684.50	\$9,284.50
	Amount spent on clear caulking.		Amount spent on 3.5T split system (unit assessment did not suggest it was a health & safety measure), door unit, entry combo, fresh air vents, kool seal, 1X4s, and 1X2s.	
10ROJO510	\$408.00	\$218.00	\$3,908.90	\$3,508.90
	Amount spent on clear caulking and weather stripping.		Amount spent on lexel, A/C unit, 1X2s, 1X4s, 1X6s, 2X4s, windows, sheetrock, door unit, door lock, threshold, and hourly charge for carpenter.	
10VARG1208	N/A	N/A	\$4,448.00	\$4,448.00
	**This file had EZ audit in file. No priority list pricing maximums apply.		Amount spent on A/C unit and 35K BTU vented space heater. These measures do not appear in audit.	
TOTAL	Excess Air Infiltration Total	\$544.00	Excess Miscellaneous Repair Total	\$51,906.31

Action Required: Big Bend must submit to the Department, as part of the response to this report, properly run energy audits supporting the expenditures for the homes inspected during this visit. The energy audits should accurately reflect the costs for the measures installed and must meet all the required energy audit standards. The measures installed in the homes need to be inputted in the audit to rank under the proper category of measures: weatherization measures, other/incidental repairs, or health & safety measures. The Department reminds Big Bend of the \$6,500 limit per home, excluding Health & Safety, with ARRA funds. **Reference: Texas Administrative Code; Title 10; Part 1; Chapter 5; Subchapter E; Rule & §§5.527 and §5.528; 10 CFR Part 440; §440.3**

2010 WEATHERIZATION MONITORING REPORT
Big Bend Community Action Committee, Inc.

Texas Department of Housing and Community Affairs representatives, Patrick Basaldu and Kevin Glienke, participated in an exit conference with Big Bend representatives Emma Vasquez, Ricardo Campos, and Frederico Ornelas.

Signature:		9/28/10
	Kevin Glienke, Program Officer	Date

Signature:		9/28/10
	Patrick Basaldu, Program Officer	Date

**2010 UNIT INSPECTION REPORT
Big Bend Community Action Committee, Inc.**

ATTACHMENT A

DOE WAP Units Inspected - 0 DOE ARRA Units Inspected - 10 LIHEAP Units Inspected - 3 TOTAL Units INSPECTED - 10			DOE WAP Units Returns - N/A DOE ARRA Units Returns - 10 LIHEAP Units Returns - 3 TOTAL Returns - 10
Units Inspected	Fund Source	Return	Comments
10MCC06	ARRA/LIHEAP	Yes	Return to seal panel behind fridge; apply sealant (primer or water sealer) to all raw wood trim around house.
10MIM05	ARRA/LIHEAP	Yes	Return to seal hole from old water heater vent pipe; install escutcheon plate around water heater vent pipe; install combustion air for water heater closet; apply sealant (primer or water sealer) to all raw wood trim around house; install insulation blocking around combustion appliance venting; install blocking around attic hatch; install and weather-strip properly-sized attic hatch
10MAL03	ARRA	Yes	Return to install remaining missing insulation to bring attic insulation up to R-30 value; install escutcheon plate around water heater vent pipe
10MLL07	ARRA	Yes	Return to apply sealant (primer or water sealer) to all raw wood trim around house; install escutcheon plate around water heater vent pipe; seal off broken central furnace and all floor registers from living space for additional air infiltration measures
10MCO01	ARRA	Yes	Return to apply sealant (primer or water sealer) to all raw wood trim around house; install adjustable blocking around window fan in bedroom; seal ducts; repair supply line to evaporative cooler to stop water leak
10MRD04	ARRA/LIHEAP	Yes	Return to apply sealant (primer or water sealer) to all raw wood trim around house; install additional insulation in attic to bring up to R-30 value; adjust right front door to allow weather-stripping to work properly; install escutcheon plate around water heater vent pipe; repair stucco holes around windows on south side of house
10AEM15	ARRA	Yes	Return for additional air infiltration measures to meet blower door reduction percentage; cover exposed wiring connections in attic; install additional insulation in attic to bring up to R-30 value; install temperature pressure relief valve on water heater

2010 WEATHERIZATION MONITORING REPORT
Big Bend Community Action Committee, Inc.

10LLAN112	ARRA	Yes	Return to apply sealant (primer or water sealer) to all raw wood trim around house; service new split system to provide proper cooling; move termination of A/C drain line to terminate outside the home; remove pipe from above return air filter and seal existing hole
10ROJO510	ARRA	Yes	Return to apply sealant (primer or water sealer) to all raw wood trim around house; install additional insulation in attic to bring up to R-30 value; install escutcheon plate around water heater vent pipe
10VARG1208	ARRA	Yes	Return to apply sealant (primer or water sealer) to all raw wood trim around house; replace wood trim that was no longer nailed to house

Big Bend must return and address all units as indicated and include in it's response to this report a summary of all actions and measures taken to address the units indicated above.



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

www.tdhca.state.tx.us

Rick Perry
GOVERNOR

Michael Gerber
EXECUTIVE DIRECTOR

October 7, 2010

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Gloria Ray, *Vice Chair*
Leslie Bingham Escarcio
Tom H. Gann
Lowell A. Keig
Juan S. Muñoz, Ph.D.

Mr. Daniel Gallegos
Community Development Administrator
City of Corpus Christi
1201 Leopard Street
Corpus Christi, Texas 78401

Re: DOE/ARRA Weatherization Assistance Program Contract #16090000747

Dear Mr. Gallegos:

Enclosed is a report that details the unit inspection review of City of Corpus Christi's Weatherization Assistance Program contracts with the Texas Department of Housing and Community Affairs (The Department). This information is provided to ensure that compliance with the contracts is maintained and that services to the poor, elderly, and disabled are offered in the most expeditious and economical manner.

The monitoring report includes **five (5) findings** and **two (2) recommended improvement**. Please submit a response to this report to this office within thirty (30) days of the date of this letter.

If we can be of any assistance, please feel free to contact Rosy Falcon, Program Officer, at (512) 936-7810. The assistance provided to the Program Officer by the agency is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to be "S. Gamble", followed by a horizontal line.

Sharon Gamble
Energy Assistance Manager
Community Affairs Division

CC: Mr. Angel Escobar, City Manager

Directory of Monitoring Sections

- Section I. Financial Review**
- Section II. Travel and Timesheets**
- Section III. General Liability and Pollution Occurrence Insurance**
- Section IV. Property Management**
- Section V. Procurement**
- Section VI. Audit**
- Section VII. Personnel Policies and Practices**
- Section VIII. Performance Review and Onsite Inspections**
- Section IX. Administrative**
- Section X. Client File Review Work Sheet and Multi-Family Review**
- Section XI. Denied Files**
- Section XII. Summary**

**2009 MONITORING REPORT
City of Corpus Christi**

Dates of Review: July 20th through 23rd, 2010 and August 23rd through 24th

FOCUS OF REVIEW

CONTRACT NAME	CONTRACT NUMBER	* CONTRACT AMOUNT	CONTRACT DATES
DOE ARRA	16090000703	\$3,163,472.00	9/1/2009 – 8/31/2011

* Latest contract amendments

On-site review of the City of Corpus Christi's implementation of the Department of Energy's Weatherization Assistance Program (WAP). Specific areas of review included Financial Reporting, Contract Agreements, Procurement, Personnel, and the Management of the Department of Energy and Low Income Home Energy Assistance Program contracts.

PROGRAM EVALUATION

The evaluation of the program consisted of: interviews with the City of Corpus personnel, analysis of the fiscal system, review of programmatic records, on-site inspections, client interviews, and inventory review.

The following was noted during the review:

- DOE ARRA Administrative expenditures are above the maximum allowed.
- Current program expenditures are insufficient to expend all contract funds.
- Deficiencies in the reporting of new procurement and job opportunities.
- Inadequate final inspections.
- Lack of written procedures for the use of the Declaration of Income Statement Form
- Multifamily Project Preparation Deficiencies
- Multifamily client file deficiencies

**2009 WEATHERIZATION MONITORING REPORT
City of Corpus Christi**

Section I. Financial Review

EXPENDITURES AS OF JUNE 2010

CONTRACT NAME	YEAR-TO-DATE EXPENDITURES	% OF ORIGINAL CONTRACT AMOUNT *	# UNITS COMPLETED	# UNITS IN PROGRESS
DOE ARRA	\$16,663.10	.53%	4	0

* At the time of monitoring

Recommended Improvement #1: As of May 2010 CO Corpus Christi's Administrative ratio is at 57.38% for DOE ARRA, well above the maximum allowed for each of these 4 grants. CO Corpus is reminded that the Administrative Ratio for DOE ARRA must be at or below 5% by the end of the contract term. Any cost above the maximum allowed ration is subject to disallowed costs. **Reference: DOE, LIHEAP, and DOE ARRA Contracts Attachment A.**

Finding #1: **Inadequate Production Levels:** CO Corpus Christi's current program expenditures are at 7.90% for DOE ARRA while 41.66% of their contract has expired. If production levels continue at this rate CO Corpus Christi may face de-obligation.

Action Required: In response a Notice of Possible Deobligation, the CO Corpus Christi has submitted a Mitigation Action Plan to the Department which describes actions the City will take to increase its production levels. To ensure that it achieves adequate expenditure levels, the CO Corpus Christi must continuously review and update the Plan as necessary in order to complete DOE ARRA weatherization activities within the contract time-frame. **Reference: OMB A-110, Texas Administrative Code §5.141, §5.902, and §5.903**

Section II. Travel and Timesheets

Note: A review of CO Corpus Christi's travel files indicated they are well equipped to substantiate expenditures, however the Department recommends CO Corpus Christi add the title of the training attended to their expense report.

Section V. Procurement

Finding #2: **Deficiencies in the Reporting of Procurement and Job Opportunities:** A review of the procurement and job postings revealed that CO Corpus Christi did not provide the Department with an electronic version of any notice of procurement opportunity to post on the Department's website or that they submitted their job opportunities to Workintexas.com.

**2009 MONITORING REPORT
City of Corpus Christi**

Action Required: CO Corpus Christi must develop and implement a plan of action to ensure compliance with their ARRA contract provisions regarding the notice of procurement and job opportunities as part of the response to this report.
Reference: ARRA Contract Sections 19 and 33.

Section VIII. Performance Review

Finding #3: **Inadequate Final Inspection Techniques:** Onsite home inspection of weatherized units revealed that eighteen (18) of the fifty-five (55) units inspected would require a return to address deficiencies in subcontractor workmanship. Deficiencies included: inability to keep blown insulation out of blocking around bath exhaust fans, leaving units under the Building Tightness Limit, inconsistent installation of water heater insulation blankets; and leaving homes without some of the weatherization measures needed. These deficiencies resulted in \$170.21 in questioned costs.

Action Required: CO Corpus Christi must return to the client units listed in Attachment A and address the deficiencies and questioned costs noted on each unit. CO Corpus Christi must also assure the Department in its response to this report that proactive measures will be taken to prevent future instances of poor workmanship from its subcontractors. Those measures at a minimum should include periodic visits to client units while work is in progress, to ensure that the quality of work that is being performed meets CO Corpus Christi's requirements, and the Department's expectations. CO Corpus Christi is reminded to always perform and document carbon monoxide tests on all combustion appliances at time of final inspection as well. Failure to address all deficiencies will lead to disallowed costs.
Reference: 10 CFR Part 440; §440.16 (g)

Section IX. Administration

Recommended Improvement #2: CO Corpus Christi does not have written policies or procedures on the proper use of the Declaration of Income Statement form. Written procedures should be in place in order to make certain that the form is not overused or used inappropriately.

Section X. Multifamily Review

Finding #4: **Multifamily Project Preparation Deficiencies:** CO Corpus Christi's current projects were two TDHCA Low Income Housing Tax Credit (LIHTC) multifamily properties and as such they should have requested an income distribution list prior to starting this project and completed the multifamily checklist fully; they did not complete various worksheets to determine fund distribution and they did not complete the landlord agreement packet. At time of monitoring they requested the needed income distribution list and completed the entire requirement under the multifamily checklist; they have since updated their records.

**2009 WEATHERIZATION MONITORING REPORT
City of Corpus Christi**

Action Required: CO Corpus Christi must develop and submit a plan of action detailing how the above mentioned requirements will be met in the future as part of their response to this report.

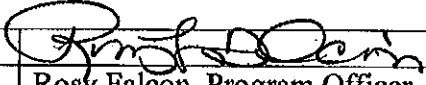
Finding #5: **Multifamily Client File Deficiencies:** A review of CO Corpus Christi's client files revealed various deficiencies in their client file documentation. CO Corpus Christi was using the Building Weatherization Report (BWR) incorrectly, leading to the inability to effectively track all expenditures and charge to the correct categories. All client files reviewed (55 in total) had BWRs with Health and Safety materials charged to regular weatherization measures or miscellaneous repairs; Health and Safety materials charged under regular weatherization measures; work start and end date was the same for most; 3 files were missing the signed certification page, and this page was included as part of the assessment and not the BWR.

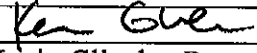
Further deficiencies were found in the use of the Blower Door Data Sheet (BDDS) and the assessments; the BDDS listed the final blower door reading as being under the BTL (listed in Attachment A), however it was left unaddressed; initial blower door readings in 3 units (32A, 37A, 156) indicated that no air sealing should have been done as it was at the BTL, nonetheless air infiltration measures were performed and the air infiltration maximum was exceeded. The assessments should have been analyzed better in order to avoid the overages CO Corpus Christi is now responsible for reimbursing, as well as the measures that should have not been installed given the blower door readings (gaskets). These deficiencies resulted in \$6,841.86 in disallowed costs.

Action Required: CO Corpus Christi must submit the invoices and BWRs for the fifty-five (55) units inspected and must develop and implement a plan of action detailing how they will prevent these deficiencies from happening in the future to the Department as part of the response to this report. The invoices and BWRs must reflect charges per unit and not per building, and the BWRs must clearly show the category they should belong to. CO Corpus Christi must reimburse the ARRA WAP \$6,841.86. Evidence of this reimbursement, in the form of a journal entry and/or general ledger transfer showing the costs removed from the ARRA WAP grant and charged to another funding source, must be submitted as part of the response to this report. **Reference: ARRA Contract Section 13, DOE and LIHEAP Contracts Sect 10, 10 CFR 600.121 (3) and 220, TDHCA LITC requirements, and BWR requirements.**

2009 MONITORING REPORT
City of Corpus Christi

Texas Department of Housing and Community Affairs representative, Kevin Glienke, participated in an exit conference with CO Corpus representatives David Flores, and Patrick Rackléy.

Signature:		10/5/10
	Rosy Falcon, Program Officer	Date

Signature:		10/5/10
	Kevin Glienke, Program Officer	Date

**2009 WEATHERIZATION MONITORING REPORT
City of Corpus Christi**

ATTACHMENT A

DOE WAP Units Inspected - 0 DOE ARRA Units Inspected - 55 LIHEAP Units Inspected - 0 TOTAL Units INSPECTED - 55		DOE WAP Units Returns - N/A DOE ARRA Units Returns - 18 LIHEAP Units Returns - N/A TOTAL Returns - 18	
Units Inspected	Fund Source	Return	Comments
LULAC West Park Apartments			
[REDACTED]	ARRA	Yes	Return to address sealing under sinks; Return to address missing shower head (Questioned Cost \$7.50)
[REDACTED]	ARRA	No	No Return Required
[REDACTED]	ARRA	Yes	Return to adjust and secure water heater insulation blanket; Return to address missing shower head (Questioned Cost \$12.82)
[REDACTED]	ARRA	No	No Return Required
[REDACTED]	ARRA	No	No Return Required
[REDACTED]	ARRA	Yes	Return to address mechanical ventilation (home is currently under the BTL by 90CFM)
[REDACTED]	ARRA	No	No Return Required
[REDACTED]	ARRA	No	No Return Required
[REDACTED]	ARRA	No	No Return Required
[REDACTED]	ARRA	No	No Return Required
[REDACTED]	ARRA	Yes	Return to address missing shower head (Questioned Cost \$12.82); Address mechanical ventilation (home is currently under the BTL by 119 CFM)
[REDACTED]	ARRA	Yes	Return to address mechanical ventilation, and to adjust the water heater blankets.
[REDACTED]	ARRA	No	No Return Required
[REDACTED]	ARRA	No	No Return Required
[REDACTED]	ARRA	No	No Return Required
[REDACTED]	ARRA	No	No Return Required
[REDACTED]	ARRA	Yes	Return to address missing shower head (Questioned Cost \$7.50)
[REDACTED]	ARRA	Yes	Return to address missing shower head (Questioned Cost \$7.50)
[REDACTED]	ARRA	No	No Return Required
[REDACTED]	ARRA	No	No Return Required
LULAC Village Apartments			
2010COCC0183	ARRA	No	No return required
2010COCC0184	ARRA	No	No return required
2010COCC0196	ARRA	No	No return required
2010COCC0206	ARRA	No	No return required
2010COCC0207	ARRA	No	No return required

**2009 MONITORING REPORT
City of Corpus Christi**

2010COCC0221	ARRA	No	No return required
2010COCC0222	ARRA	No	No return required
2010COCC0227	ARRA	Yes	Return to address moisture issues in air conditioning unit.
2010COCC0228	ARRA	No	No return required
2010COCC0238	ARRA	No	No return required
2010COCC0125	ARRA	No	No return required
2010COCC0126	ARRA	No	No return required
2010COCC0128	ARRA	Yes	Return to install missing solar screens
2010COCC0140	ARRA	No	No return required
2010COCC0137	ARRA	No	No return required
2010COCC0143	ARRA	Yes	Return to seal access panel
2010COCC0229	ARRA	No	No return required
2010COCC0232	ARRA	Yes	Return to address sheetrock repair
2010COCC0234	ARRA	Yes	Return to address moisture issues in bedroom closet
2010COCC0255	ARRA	No	No return required
2010COCC0270	ARRA	No	No return required
2010COCC0267	ARRA	No	No Return Required
2010COCC0256	ARRA	No	No Return Required
2010COCC0153	ARRA	No	No Return Required
2010COCC0163	ARRA	No	No Return Required
2010COCC0172	ARRA	Yes	Return to address mechanical ventilation (at time of final inspection home was below the BTL and at time of monitoring it was at the BTL)
2010COCC0164	ARRA	No	No Return Required
2010COCC0149	ARRA	Yes	Return to address mechanical ventilation. (At the time of monitoring the home was 100 CFM under the BTL)
2010COCC0152	ARRA	Yes	Return to address mechanical ventilation (at time of final inspection the home was below the BTL and at time of monitoring it was 149 CFM under the BTL; Address the missing shower head (Question cost \$12.82)
2010COCC0156	ARRA	Yes	Return to address mechanical ventilation (At the time of final inspection the home was under the BTL and at time of monitoring it was under the BTL as well)
2010COCC0255	ARRA	Yes	Return to address missing thermostat (Questioned Cost \$109.25)
2010COCC0272	ARRA	No	No Return Required
2010COCC0266	ARRA	Yes	Return to address the cleaning of the coils
2010COCC0271	ARRA	No	No Return Required
2010COCC0170	ARRA	No	No Return Required

CO Corpus must return and address all units as indicated and include in it's response to this report a summary of all actions and measures taken to address the units indicated above.

**2009 WEATHERIZATION MONITORING REPORT
City of Corpus Christi**

ATTACHMENT B

LULAC West Park Apartments

Client	Air Infiltration Installed	Zone Allowance	Disallowed Cost	Total BWR
█	\$ 391.46	\$ 260.00	\$ 131.46	\$ 940.36
█	\$ 353.00	\$ 260.00	\$ 93.00	\$ 1,693.70
█	\$ 321.00	\$ 260.00	\$ 61.00	\$ 1,852.50
█	\$ 353.00	\$ 260.00	\$ 93.00	\$ 1,781.00
█	\$ 313.00	\$ 260.00	\$ 53.00	\$ 1,403.20
█	\$ 371.00	\$ 260.00	\$ 111.00	\$ 1,820.45
█	\$ 297.48	\$ 260.00	\$ 37.48	\$ 1,403.96
█	\$ 385.00	\$ 260.00	\$ 125.00	\$ 1,786.00
█	\$ 441.24	\$ 260.00	\$ 181.24	\$ 1,256.06
█	\$ 531.42	\$ 260.00	\$ 271.42	\$ 1,403.96
█	\$ 281.00	\$ 260.00	\$ 21.00	\$ 1,490.45
█	\$ 265.00	\$ 260.00	\$ 5.00	\$ 1,429.45
█	\$ 402.00	\$ 260.00	\$ 142.00	\$ 1,771.90
█	\$ 441.24	\$ 260.00	\$ 181.24	\$ 1,256.06
Totals	\$ 5,146.84		\$ 1,506.84	\$ 21,289.05

**2009 MONITORING REPORT
City of Corpus Christi**

LULAC Village Apartments

Client	Air Infiltration Installed	Zone Allowance	Disallowed Cost	TOTAL BWR
2010COCC0184	\$418.50	\$260.00	\$158.50	\$966.87
2010COCC0196	\$385.14	\$260.00	\$125.14	\$1,929.20
2010COCC0229	\$447.24	\$260.00	\$187.24	\$1,918.53
2010COCC0232	\$447.24	\$260.00	\$187.24	\$2,112.72
2010COCC0234	\$512.00	\$260.00	\$252.00	\$2,012.22
2010COCC0238	\$523.00	\$260.00	\$263.00	\$1,850.17
2010COCC0255	\$385.14	\$260.00	\$125.14	\$1,592.91
2010COCC0270	\$447.24	\$260.00	\$187.24	\$2,033.82
2010COCC0172	\$473.50	\$260.00	\$213.50	\$1,476.27
2010COCC0163	\$385.14	\$260.00	\$125.14	\$1,592.91
2010COCC0164	\$385.14	\$260.00	\$125.14	\$1,600.90
2010COCC0153	\$512.00	\$260.00	\$252.00	\$1,927.13
2010COCC0152	\$282.14	\$260.00	\$22.14	\$1,652.86
2010COCC0149	\$299.78	\$260.00	\$39.78	\$1,652.86
2010COCC0140	\$105.00	\$260.00	\$0.00	\$1,293.02
2010COCC0139	\$105.00	\$260.00	\$0.00	\$742.50
2010COCC0128	\$457.00	\$260.00	\$197.00	\$1,662.58
2010COCC0126	\$457.00	\$260.00	\$197.00	\$1,675.28
2010COCC0125	\$468.00	\$260.00	\$208.00	\$1,556.25
2010COCC0266	\$490.00	\$260.00	\$230.00	\$1,804.68
2010COCC0228	\$446.00	\$260.00	\$186.00	\$2,076.07
2010COCC0271	\$409.60	\$260.00	\$149.60	\$2,104.73
2010COCC0267	\$490.00	\$260.00	\$230.00	\$1,651.81
2010COCC0256	\$347.70	\$260.00	\$87.70	\$1,600.90
2010COCC0272	\$409.80	\$260.00	\$149.80	\$2,112.70
2010COCC0227	\$545.00	\$260.00	\$285.00	\$2,175.07
2010COCC0222	\$391.08	\$260.00	\$131.08	\$1,803.92
2010COCC0221	\$391.08	\$260.00	\$131.08	\$1,796.03
2010COCC0207	\$402.00	\$260.00	\$142.00	\$1,726.81
2010COCC0183	\$418.50	\$260.00	\$158.50	\$954.36
2010COCC0206	\$556.00	\$260.00	\$296.00	\$1,858.83
2010COCC0170	\$473.50	\$260.00	\$213.50	\$1,437.92
2010COCC0149	\$299.78	\$260.00	\$39.78	\$1,652.86
2010COCC0152	\$299.78	\$260.00	\$39.78	\$1,652.86
2010COCC0156	\$116.00	\$260.00	\$0.00	\$1,561.48
			\$5,335.02	\$59,220.03



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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Lowell A. Keig
Juan S. Muñoz, Ph.D.

October 7, 2010

Ms. Jane Tomchik
Executive Director
El Paso Community Action Program – Project Bravo
P.O. Box 3445
El Paso, Texas 79923

Re: Department of Energy ARRA Weatherization Assistance Program Contract #16090000663

Dear Ms. Tomchik:

Enclosed is a report that details the monitoring review of El Paso Community Action Program – Project Bravo (Project Bravo) Weatherization Assistance Program contract with the Texas Department of Housing and Community Affairs (The Department). This information is provided to ensure that compliance with the contracts is maintained and that services to the poor, elderly, and disabled are offered in the most expeditious and economical manner.

The monitoring report includes seven (7) findings. The Department is concerned with the quality of the final inspections that are being conducted by Project Bravo staff. The Department would like to remind Project Bravo that training is available and recommends that Project Bravo request training to ensure the program is administered and implemented in the most efficient and effective manner. Please submit a response to this report to this office within thirty (30) days of the date of this letter.

If we can be of any assistance, please feel free to contact Enrique H. Trejo, Program Officer, at (512) 475-2299. The assistance provided to the Program Officer by the agency is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to be "SG", with a horizontal line extending to the right.

Sharon Gamble
Program Manager
Energy Assistance Section

cc: Dr. Maria G. Arias, Board Chair

**WEATHERIZATION ASSISTANCE PROGRAM (WAP)
CORRECTIVE ACTION REQUIRED AND RECOMMENDED IMPROVEMENTS**

Dates of Review: August 16-19, 2010

FOCUS OF REVIEW

CONTRACT NAME	CONTRACT NUMBER	CONTRACT AMOUNT	CONTRACT DATES
DOE/ARRA	16090000663	\$2,626,732.00	9/1/2009 to 8/31/2011

PROGRAM EVALUATION

The evaluation of the program consisted of client file reviews, on-site inspections, interviews with clients, and analysis of both quality of subcontractor workmanship and final inspection techniques.

The following was noted during the review:

- Refrigerator assessments are not being performed
- BWR's are not completed properly
- Lack of thorough Assessments
- Lack of thorough Final Inspections
- Weatherization staff do not have adequate tools to perform thorough assessments and final inspections
- Inconsistent Blower Door Readings
- Units being completed and contractors paid prior to work permits being inspected

Client File Review

Finding 1: Refrigerator Assessments

A review of client files and unit inspections revealed Project Bravo did not meter refrigerators. In addition, unit inspections revealed two (2) refrigerators that were older than 1993 and not addressed. Project Bravo leverages DOE, DOE ARRA and LIHEAP with funds from El Paso Electric. These funds are used to replace inefficient refrigerators. However, at the time of the monitoring, Project Bravo did not have a contract in place to address refrigerators. Therefore, the refrigerators of existing weatherization clients have the potential to waste electricity, which defeats the intent of the weatherization program. Additionally, the current process to address refrigerators appears to be inefficient as a return to the unit results in a waste of program funds by paying for staff time and vehicle usage. Most importantly it poses an

**2009-11 WAP UNIT INSPECTION REPORT
EL PASO COMMUNITY ACTION, PROJECT BRAVO**

inconvenience to the client for having to participate in multiple visits for assessments when it could have occurred in the initial weatherization assessment.

Action Required: Project Bravo must address all allowable measures when administering the DOE, DOE ARRA and LIHEAP weatherization programs. As part of the response to this report, Project Bravo must assure the Department that during the initial weatherization assessment, all refrigerators will be assessed regardless of available funding sources. In addition, Project Bravo must readdress all weatherization units and assess each refrigerator for replacement under the ARRA grant. As part of the response to this report, Project Bravo must provide documentation of each assessed refrigerator, to include the time metered, the watt usage for the time metered and the measure taken. Failure to address all allowable weatherization measures will result in disallowed costs for the labor associated with the assessment, in disallowed costs for the use of weatherization vehicles and questioned costs for all expenditures associated with the weatherized unit.

**Reference: OMB Cir. A-110, Att.C_21 (b)(2)(3) (4)&OMB Cir.A-102(2)(b)1 T.A.C. § 5.141,
Texas Administrative Code (T.A.C.) Rule § 5.606**

Finding 2: Incorrect BWR's

A review of completed BWR's, revealed Project Bravo listing multiple material items that are not weatherization measures. These material items appear to be associated with the approved measures and should be consolidated with the total cost of the particular weatherization measure. The consolidated cost for the weatherization measure must then be listed on the BWR.

Action Required: Project Bravo must provide an assurance that future BWR's will only document approved weatherization measures, with an SIR of 1 or greater, on the "Weatherization Measures" portion of the BWR. In addition Project Bravo must ensure that all associated costs must be consolidated with the respective weatherization measure.

Reference: 10 CFR 600.121 (3) & 220, 10 CFR 440.21

Unit Inspections

Finding 3: Inadequate Assessments

Upon inspection of weatherized units, it was determined that initial assessors are not properly assessing all exterior walls for wall insulation. Client file assessment documentation did not always note if specific walls were not insulated; therefore the potential to insulate the walls was not addressed.

Action Required: Project Bravo must return to the units, noted in the attached Unit Inspection Review form, to address whether or not the walls can be insulated. As part of the response to this report, Project Bravo must document what measures were taken on the walls that were not assessed properly. In addition, Project Bravo must provide an assurance that all exterior walls will be assessed correctly and the need for wall insulation addressed when applicable.

Reference: T.A.C. §5.529

Finding 4: Inconsistent Blower Door Readings

Upon inspection of weatherized units, it was determined that Project Bravo's final CFM readings were not consistent to that of the inspection conducted with the Program Officer. Whereas, there is a potential of a small variance in the Blower Door reading, readings determined with the Program Officer were off by hundreds and even thousands of CFM's at 50 pascals (see Unit Inspection Review form). Project Bravo staff was unable to determine reasons for the variation in the difference from the final inspection to the inspection performed with the program officer.

Action Required: As part of the response to this report, Project Bravo must ensure that all assessors and final inspectors are properly trained in the usage of the Blower Door and that all blower doors have been calibrated within a year of purchase or within a year of the prior calibration. Should training be required, Project Bravo must request training on the Departments Website.

Reference: Texas Blower Door Standards, 10 T.A.C. § 5.530

Finding 5: Inadequate Final Inspections

Project Bravos staff failed to provide thorough final inspections. The lack of thorough final inspections revealed:

- A. final inspectors failing to address areas of major air infiltration. Failure to address these areas of air infiltration resulted in the units above the Blower Door target reduction level.
- B. payment of weatherization measures that were not installed. At the time of inspection, two weatherized units (Y2853, N4547) did not have walls completely insulated. Specific wall cavities were not insulated and complete walls were not insulated.
- C. windows that did not close/secure properly in nine (9) of twenty-four (24) multi-family units. It was determined that contractors replaced single hung windows with sliding glass windows. However, the sliders were not installed square, therefore the clients were not able to close and/or secure the lock properly.
- D. units below the Building Tightness Limit. Inspection of completed units revealed two units below the documented building tightness limit (unit ARRA 221, ARRA 158). In addition, Project Bravo failed to conduct final blower door readings on various apartments. Project Bravo staff stated that averages from other final readings were documented on the Blower Door Data Sheet.
- E. heat vented sources not blocked in the attic. An inspection of weatherized units consistently revealed that vented heat sources were not properly blocked. Final inspections failed to ensure that contractors blocked the vented heat sources and did not install insulation against the vented heat sources.

Action Required: As part of the response to this report, Project Bravo must provide an assurance that thorough final inspections will be performed on each weatherized unit. In addition,

- A. Project Bravo must provide an assurance that air infiltration measures will be properly addressed when the air infiltration reduction has not been met. Project Bravo must return to address the units listed on the Unit Inspection form and provide a response as to what actions were taken to bring the unit into compliance. **Reference: Texas Blower Door Standards, 10 T.A.C. § 5.530**

**2009-11 WAP UNIT INSPECTION REPORT
EL PASO COMMUNITY ACTION, PROJECT BRAVO**

- B.** Project Bravo must provide an assurance that final inspections will ensure that all materials invoiced are installed. Project Bravo must return to address the units listed on the Unit Inspection form and provide a response as to what actions were taken to bring the unit into compliance. **Reference: OMB Cir. A-110, Att.C_.21 (b)(2)(3) (4)&OMB Cir.A-102(2)(b)1**
- C.** Project Bravo must ensure that final inspectors will verify that all measures installed operate properly, when applicable. Project Bravo must return to address all weatherization apartment units not inspected by TDHCA and the units listed on the Unit Inspection form; to ensure the installed windows close and secure properly. Project Bravo must provide a response as to what actions were taken to bring the units into compliance. **Reference: OMB Cir. A-110, Att.C_.21 (b)(2)(3) (4)&OMB Cir.A-102(2)(b)1**
- D.** Project Bravo must ensure that final inspectors will not approve and will properly address weatherized units, when the Blower Door reading falls below the BTL. Project Bravo must return to address the units listed on the Unit Inspection form and provide a response as to what actions were taken to bring the unit into compliance. In addition, Project Bravo must ensure that all units will contain an initial and final blower door reading and that the data will be documented on the Blower Door Data Sheet. **Reference: Texas Blower Door Standards, 10 T.A.C. § 5.530**
- E.** Project Bravo must ensure that final inspectors will properly inspect attics to verify that all heat sources are properly blocked. Project Bravo must return to address the units listed on the Unit Inspection form and provide a response as to what actions were taken to bring the unit into compliance. **Reference: Texas Field Guide**

Finding 6: Lack of proper tools to conduct Assessments and Final Inspections

Interviews with staff and assessments of the available resources revealed Assessors and Final Inspectors failed to have the proper tools and equipment to ensure thorough final inspections can be performed. Project Bravo does have two (2) drills that have to be shared with at least six (6) weatherization assessors and final inspectors. At a minimum, the lack of tools prohibit staff members from adequately drilling into walls to check for wall insulation, from having a secure ladder to get into an attic or on a roof and from having decent flashlights to look into dark spaces of attics, closets or underneath homes. Existing contract funds allow for the ability to obtain proper equipment to ensure the work can be performed efficiently and in some cases safely. The Department strongly recommends that Project Bravo purchase and maintain an inventory of adequate tools and equipment to perform assessments and final inspections, for each assessor/final inspector or for each vehicle. At a minimum, the Department recommends "A" frame ladders, rechargeable drills, rechargeable flashlights, interchangeable drill bits and scopes.

Action Required: As part of the response to this report, Project Bravo must document steps taken to ensure adequate tools and equipment are available to assist in performing adequate and thorough assessments and final inspections. **Reference: T.A.C. §5.16**

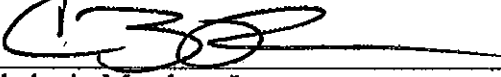
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EL PASO COMMUNITY ACTION, PROJECT BRAVO

Finding 7: Lack of Mechanical Permits

A review of client files in conjunction with unit inspections and an interview with a contractor revealed that Project Bravo is not ensuring that required mechanical work permits are being secured by the contractors prior to the commencement of work. In addition, Project Bravo is not ensuring the work permits are inspected and approved, by the appropriate authority, prior to finalizing the weatherized unit. In multiple cases, furnaces had not been inspected by the City code enforcement official prior to final inspection and prior to providing payment to specific contractor.

Action Required: As part of the response to this report, Project Bravo must devise, implement and provide a policy that ensures contractors secure required permits on all work requiring permits. In addition, Project Bravo must ensure the policy notes that units containing work permits are not approved as completed units until the appropriate agency approves the final work product. Additionally, Project Bravo must include that documentation of the approval will be maintained in the client file and that no payment will be made to any contractor on work that has not been approved by the respective authority. Failure to comply with the requirement will result in disallowed costs.
Reference: OMB Cir. A-110, Att.C_21 (b)(2)(3) (4)&OMB Cir.A-102(2)(b)1

Texas Department of Housing and Community Affairs representatives J.R. Mendoza, participated in an exit conference with Project Bravo representatives Mike Martinez, Maggie Rodriguez and weatherization staff members.

Signature:		10/7/10
	Celedonio Mendoza Jr.	Date

**2009-11 WAP UNIT INSPECTION REPORT
EL PASO COMMUNITY ACTION, PROJECT BRAVO**

ATTACHMENT A

ARRA UNITS INSPECTED 35 **ARRA UNITS RETURNS** 24

Units Inspected	Initial B/D @ 50p	Final B/D @ 50p	TDH CA B/D @ 50p	Comments
Y1311	6300	1410	5500	Return to assess refrigerator
Y2853	3950	3243	3400	Return to install insulation in walls. Block around vented heat sources in attic.
Y326	3950	6544	6500	Return to address window in bathroom. Address the living room windows that were not installed and sealed properly. Apply one additional coat of roof sealant in the area that the leak is.
Y3102	3250	3279	3320	Return to address whether or not wall can be insulated. Adjust door so that it closes properly.
Y455	5000	4765	4800	No Return
Y3152	3850	3650	3250	Return to block around vented heat sources. Refinish area behind furnace in the bathroom. Adjust the cover of the furnace to sit flush against the wall and seal any visible holes or cracks.
ARRA 220	2630	1900	*	No Return
ARRA 222	2610	No reading	1600	No Return
ARRA 219	2630	No reading	1640	Return to address sliding window in Living Room (LR)
ARRA 221	2720	No reading	1510	Return to address the unit being below the BTL
ARRA 243	2720	No reading	2500	Return to block around vented heat sources. Address sliding window in LR.
ARRA 225	4050	No reading	2720	Return to block around vented heat sources.
ARRA 223	3214	No reading	2300	Return to block around vented heat sources. Address sliding window in LR.
ARRA 224	4050	No reading	2360	Return to block around vented heat sources. Address sliding window in LR.
ARRA 225	2640	1660	1550	No Return
ARRA 254	3000	2640**	1763	Return to seal around sliding window.
ARRA 256	2874	2640**	1505	No Return
ARRA 261	3000	2640**	1600	No Return
ARRA 264	3415	3565	1483	No Return
ARRA 265	3218	2310	1600	Return to adjust front window in dining room.
Apt 1020	3310	2640**	1560	No Return
Apt. 1019	2730	2640**	1690	No Return
APT. 2043	2810	2460**	1600	Return to adjust sliding window in LR.
ARRA 330	1680	1710	1680	Return to block around vented heat sources.
ARRA 326	2610	2460**	1700	Return to adjust sliding window in LR.
ARRA 333	2610	1050	1716	Return to block around vented heat sources.
ARRA 325	1850	2460**	1900	No Return
Apt. 2037	2610	2460**	1539	No Return

**2009-11 WAP UNIT INSPECTION REPORT
EL PASO COMMUNITY ACTION, PROJECT BRAVO**

ARRA 322	1850	2460**	1700	Return to block around vented heat sources.
ARRA 321	2830	2025	1604	Return to adjust sliding window in LR.
N4534	3515	1450	2480	Return to meter refrigerator. Assess the cooling system.
N 4547	4200	3710	3400	Return to seal holes behind kitchen pictures. Address broken window panes in living room. Return to install insulation in wall cavities that were initially skipped.
N 1450	3534	2871	2674	Return to address refrigerator that was not metered. The refrigerator tag stated that the unit was built in 1992. Reimburse the program the cost of the material and labor for the attic hatch, which was not repaired.
Y 3152	1703	1618	1482	Return to insulate the back portion of the attic to the correct R-Value. Return to block and insulate around the attic hatch. Address walls for wall insulation. Address duct system to allow proper air flow. Address air measures so that the unit is not below the BTL .
ARRA 319	3228	2035	3203	Return to weatherstrip interior door at kitchen. Weatherstrip back door located in the bedroom and adjust front door. Seal areas around wall furnace and around the refrigerated window unit in the bedroom.

*Unable to obtain a blower door reading at time of monitoring

**Project Bravo input averages instead of obtaining final blower door readings.

Project Bravo must return and address all units as indicated and include in it's response to this report a summary of all actions and measures taken to address the units indicated above.



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

www.tdhca.state.tx.us

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October 13, 2010

Mr. Joe Martinez
Executive Director
Nueces County Community Action Agency
P.O. Box 61189
Corpus Christi, Texas 77208-1189

Re: ARRA Weatherization Assistance Program Contract #16090000669

Dear Mr. Martinez:

Enclosed is a report that details the monitoring review of your Weatherization Assistance Program contract with the Texas Department of Housing and Community Affairs. This information is provided to ensure that compliance with the contract(s) is maintained and that services to the poor, elderly, and disabled are offered in the most expeditious and economical manner.

The Department has identified **two (2) findings** for the American Recovery and Reinvestment Act of 2009 (ARRA) Weatherization Assistance Program (WAP). Please submit a response to this report to this office within thirty (30) days of the date of this letter.

If we can be of any assistance, please contact Brian Fayhee, Program Officer, at (512) 463-0172. The assistance provided to the Program Officer by Nueces County Community Action Agency is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to be "Sharon Gamble", with a horizontal line extending to the right.

Sharon Gamble
Manager
Energy Assistance Section

Cc: George Rosas, Board Chairperson
Cc: Alma Barrera, General Services Department

PY09 ARRA WAP UNIT INSPECTION REPORT
 NUECES COUNTY COMMUNITY ACTION AGENCY

Dates of Review: September 20, 2010 – September 23, 2010

Focus of Review

CONTRACT NAME	CONTRACT NUMBER	CONTRACT AMOUNT	CONTRACT DATES
ARRA	160900000669	\$1,584,581.00	9/1/2009 to 8/31/2011

Program Evaluation

The evaluation of the Nueces County Community Action Agency (NCCAA) program consisted of client file reviews, on-site inspection, interviews with clients, and analysis of both quality of subcontractor workmanship and final inspection techniques.

The following was noted during the review:

- Lack of Client File Documentation
- On-Site Unit Inspection Returns
- Inadequate Renovate, Repair & Paint documentation.

Financial Review

EXPENDITURES AS OF AUGUST 2010

CONTRACT NAME	YEAR-TO-DATE EXPENDITURES	% OF ORIGINAL CONTRACT AMOUNT *	# UNITS COMPLETED	# UNITS IN PROGRESS
DOE ARRA	\$1,473,024	46%	234	11

* At the time of monitoring

PY09 ARRA WAP UNIT INSPECTION REPORT
NUECES COUNTY COMMUNITY ACTION AGENCY

Client File Review

Note #1:

Lead Safe Practices

While there was evidence of the current Lead Safe pamphlet being handed out by NCCAA during the monitoring visit, more documentation is needed to be present in files. For example:

- Copies of Certified Firm and Certified Renovator certifications (must be kept on site).
- Lead-based paint testing results when an EPA recognized test kit is used.
- Proof of owner/occupant pre-renovation education. (Renovate Right pamphlet)
- Non-certified worker training documentation (must be kept on site).
- Pre-Renovation Form
- Renovation Recordkeeping Checklist
- Lead Safety for Remodeling, Repair and Painting
- Test Kit Documentation Form

Finding #1:

Incomplete Forms

- Upon review of client files Nueces County Community Action Agency failed to obtain 30 days of income prior to the application date for file 2010-NU-025.
- File 2010NU046 indicated that the agency was using the previous formulas to determine the income amount which is an outdated practice. The client was still eligible for services.
- The building weatherization reports for files 2010-NU-046, 2010-NU-NG-306, 2010-NU-NG-300, 2010-NU-NG-305, and 2010-NU-SU-267 were missing the work beginning and/or end dates.
- The building weatherization report for file 2010-NU-NG-265 did not equal the amount of the invoices. The BWR indicated an amount of \$6,638.01 and the total for the invoices was \$5,638.01 which is has a difference of \$1,000.00.
- File 2010NU050 did not meet blower door reduction percentage.
- File 2010-NU-NG-283 indicated that the central system assessment was done on 6/28/10 and the work start date on the BWR is 6/25/10 which is before the assessment date. The start date on the BWR should always be after any assessment is performed on a house.

Action Required:

Nueces County Community Action Agency must review the above noted client files and complete the required forms.

- Provide proper income documentation for the files listed above or the funds used for those homes may be subject to disallowed costs.

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NUECES COUNTY COMMUNITY ACTION AGENCY

Reference: Texas Administrative Code; Title 10; Part 1; Chapter 5; Subchapter A; Rule §5.19; Texas Administrative Code; Title 10; Part 1; Chapter 5; Subchapter E; Rule §5.507

- NCCAA must adhere to the contract in regards to calculating the income by multiplying the monthly amount by twelve (12) to annualize income.
Texas Administrative Code; Title 10 Part 1 Chapter 5; Subchapter A Rule 5.20
- As a response to this report NCCAA must provide the Department assurance that the assessors and inspectors are including beginning and end dates on the BWRs.
ARRA Contract Section 12 Part (4)
- NCCAA must transfer \$1,000.00 for file (2010-NU-NG-265) from unrestricted funds and submit supporting documentation or reimburse the Department for the disallowed cost.
Reference: 10 CFR 600.121 (3) & 220
- Subrecipients are required to attempt to reach the building tightness limit. As a response to this report NCCAA must provide an explanation why the percentage reduction was not reached.
Reference: 10 TAC 5.530 Blower Door Standards
- As a response to this report NCCAA must provide assurance to the Department that all assessments will be conducted prior to entering any measures into an audit and beginning any work on the houses.
Reference: 10 TAC Rule 5.529

Onsite Unit Inspection

Finding #2:

Deficiencies

The pressure relief valves in some of the multi-family units inspected were not addressed according to the IRC code. The lack of sealant on raw wood trim was evident in one apartment. NCCAA failed to seal furnace closets correctly in multiple units by installing latches and door sweeps. The weather strips on multiple doors were installed so close to the doors that when they were closed by the clients, the weather strips were coming apart from the rubber piece. The heat source was not blocked in one of the multi-family units and another apartment was tightened below the building tightness limit. NCCAA failed to address wall insulation correctly by not adding enough to reach the required r-value in one of the houses.

Action Required:

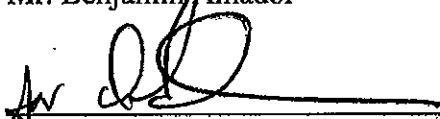
The Department requires Nueces County Community Action Agency to return to identified units in Attachment A and address all deficiencies. As

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NUECES COUNTY COMMUNITY ACTION AGENCY

a response to this report, NCCAA must submit documentation stating that all deficiencies have been addressed according to the contract, within thirty (30) days of receipt of this report. **Reference: Texas Administrative Code, Title 10, Part 1, Chapter 5, Subchapter E, Rule § 5.528; ARRA Contract, Section 13 B (F) Reference: Texas Administrative Code, Title 10, Part 1, Chapter 5, Subchapter E, Rule § 5.530 IRC Code Chapter 28 Water Heaters Section P2803 Relief Valves: Requirements for discharge pipe. Part 9 Texas Field Guide: Wall Insulation Pg. 62**

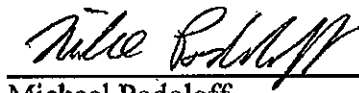
Program Officers Walter Griner, Michael Podoloff and Kevin Glienke conducted an exit interview with the following:

Mr. Joe Martinez, Executive Director
Ms. Alma Barrera
Ms. Christina Martinez
Mr. Benjamin Amador



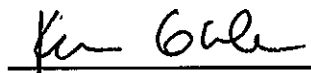
Walter Griner
Energy Assistance Program Officer

10-13-10
Date



Michael Podoloff
Energy Assistance Program Officer

10-13-10
Date



Kevin Glienke
Energy Assistance Program Officer

10-13-10
Date

PY09 ARRA WAP UNIT INSPECTION REPORT
 NUECES COUNTY COMMUNITY ACTION AGENCY

ATTACHMENT A

ARRA Units Inspected - 22

ARRA Unit Returns – 13

Units Inspected	Fund Source	Return	Comments
2010-NU-NG-300	DOE ARRA	Yes	Return to install a latch on the water heater closet door. Caulk around the light in the pantry of the kitchen. Install the carbon monoxer further away from the kitchen stove. Repair hole in the A/C closet above on the ceiling by the flue vent pipe. Repair the pressure relief valve according to IRC code straight down or across and then down.
2010-NU-NG-310	DOE ARRA	Yes	Return to seal the furnace closet doors by installing a latch, and door sweep. Repair the weather strip on the back door as well as the door sweep. Repair the pressure relief valve according to the IRC code by installing it straight down or across and then down.
2010-NU-NG-305	DOE ARRA	Yes	Return to repair the weather strip on the back door and adjust the striker plate on the front door. Repair the pressure relief valve according to the IRC code by installing it straight down or across and then down.
2010-NU-NG-306	DOE ARRA	Yes	Return to add additional ventilation because the unit is below the BTL. The back door striker plate was adjusted by the contractor during the inspection. Repair the pressure relief valve according to the IRC code by installing it straight down or across and then down.
2010-NU-NG-282	DOE ARRA	Yes	Return to seal the water heater closet and add mesh screen to the high flue. Repair the pressure relief valve according to the IRC code by installing it straight down or across and then down.
2010-NU-NG-283	DOE ARRA	Yes	Return to block the heat source in the attic. Repair the pressure relief valve according to the IRC code by installing it straight down or across and then down.
2010NUSV261	ARRA	No	No return required
2010NUSV265	ARRA	No	No return required
2010NUSV266	ARRA	Yes	Return to install TPRV line on replaced water heater to meet IRC requirements
2010NUSV267	ARRA	Yes	Return to install TPRV line on replaced water heater to

PY09 ARRA WAP UNIT INSPECTION REPORT
 NUECES COUNTY COMMUNITY ACTION AGENCY

			meet IRC requirements
2010NUSV278	ARRA	No	No return required
2010NUNG291	ARRA	Yes	Return to zone off hall closet with furnace and domestic water heater; adjust front door weather stripping for complete seal; seal vent cap of furnace at ceiling; install TPRV line on water heater to meet IRC requirements.
2010NUNG292	ARRA	No	No return required
2010NUNG297	ARRA	Yes	Return to remove insulation from combustion air pipes. **Deficiency addressed while still on monitoring visit Return to install TPRV line on water heater to meet IRC requirements.
2010NU004	ARRA	No	No return required
2010NU033	ARRA	Yes	Return to align domestic water heater draft diverter pipe for proper exhaust; seal raw wood around window air conditioner.
2010NU050	ARRA	No	No return required
2010NU046	ARRA	Yes	Return to address moisture issue evident on bedroom ceiling.
2010NU025	ARRA	Yes	Return to install insulation to the required 15 r-value. Return to move the CO Detector further away from the stove.
2010NU003	ARRA	No	No return required.
2010NU010	ARRA	No	No return required.
2010NU044	ARRA	No	No return required.

Action Required: Return and address. Upon completion, verification of returns must be submitted to the Department within thirty (30) days of this report.