

September 14, 2010

Energy Council Meeting
10:30 AM

Attendees: Val Martinez (RCAA), Kathy Kifaya (CAPOC), Chuck Belk(CSD), Ed Ocampo (Maravilla), Leslie Campenella (CSD), Cliff Allensby (CSD), Dennis Osmer (CCES), Shelly Hance, Linda McQueen (NCES), Jason Wimbley (CSD), Tim Reese (CAL/NEVA), Godwin Aimua (CAPRiverside), Chris Johnson (CCES), Louise Perez (CRP), Kathy Ely (Andry) (CSD)

Also in attendance: Melissa Martin (ACCES/SCF), Pamela Gorsuch (RHA), Dorcas Fernandez (CSD)

Call-In:

I. Roll Call-Introductions

II. Approval of Minutes

III. Affordable Housing Partnership Workshops

- i. Louise Perez – Community Resource Project (CRP)
- ii. Wayne W. Waite – HUD (Not in Attendance)
- iii. Matt Schwartz or Narisha Bonakdar – California Housing Partnership Corporation (CHPC) (Not in Attendance)
- iv. Jason Wimbley
 - LADWP focusing on single family homes
 - CHPC is focusing on LIEE, LIHEAP and DOE ARRA

IV. Director's Report – Cliff Allenby

- Discussion on the OIG Program Reviews
 - Lessons learned; take-aways
 - Discussion about CUI
 - The State auditor will be looking at the number of jobs created and what BSA and State OIG want to make sure the reporting of job creation and retention is being done correctly. CSD is going to be sending out a survey to ask agencies to describe methodology of how they account for jobs. So CSD knows the agencies have a correct understanding of how they are reporting jobs.
 - CRP just had exit interview with the auditors. They were there for five weeks; they are in their sixth week and should be wrapping up. Putting together issues that have been raised with both compliance and the scope of the audit.
 - The audit has been more forensic than what the audits have been. They were very detailed oriented and picky

into what they were looking at. What it comes down to is the ability to defend the processes the agency has in place. CRP using QuickBooks and a purchased program to help do the certified payroll for DB but in the program it rounds up pennies given certain calculations. CRP goes back to double checks calculations in which CRP caught the errors and made corrections and so did the auditors, that is how specific they were in terms in finding potential errors and DB is the biggest issue.

- Training is a huge area they are also looking at- and some of the biggest barriers were the language issues as crew members who have worked 15 years were unable to pass exam due to language barriers.
- CRP also undercounted some jobs. CRP is hoping this goes as need for improvement but not as a finding.
- Many of the questions were on contracts, when we received them when they were implemented. Why were the contracts set out this way etc.... Let all parties be extremely informed on the program especially the ED if they are not hands on with this program, they do not want to provide a wrong answer, and they don't give the agency much chance to defend anything.
- Cost allocation plan will come under scrutiny especially if managing other programs
- They spend a lot of time trying to understand the program so they can interpret the contract correctly.

V. DOE ARRA Program Update/Discussion - CSD Staff

- Production Update-
 - through august CA has WX 14,038 units statewide and above 12,900 minimum goal.
 - Chuck passed around green production report for August
- Impacts of state budget
 - CSD does not have authority to release second half of grant. CSD will send out a survey to ask agencies to identify the full expenditures of the first half of the grant. If some agencies spent out by Sept 30 and if a budget does not pass the programs will be idle. Ask each agency to do a level of internal assessment. CSD will try to come up with creative thinking of utilizing and moving funding, but to tell law makers the impact of a non-passing budget is creating. CSD will do its best to see if they can make available dollars throughout the organization.
- Release of the second half of the ARRA funds
 - Webinar was held last week.
 - It comes down to performance and those agencies in the green will be getting their full allocation no questions asked.
 - Agencies not green will have impacts on the amount of funds they are allocated.

- For agencies orange/yellow these agencies have demonstrated capacity but the question is what capacity do they have to spend the existing funds and any new funds they have coming their way.
- Once CSD completes analysis they will have bottom line figures to supplement capacity in existing areas. When this point is reached the first will be going within the network but after that process they are going to have to look elsewhere to fulfill those needs
- If need be CSD will have to look at shifting funds out of a service area to other areas
- First Within network, than outside of network but if those two fail to recognize a provider than dollars will be moved because they have to be spent
- Update on RFI for securing new providers for areas without a DOE ARRA Provider or in need of increased production
 - Third or fourth week of October for release of this.
- DOE Energy Audit Update
 - Pam Gorsuch from RHA – The audit tool has many agencies concerned, and has received many calls from the WX hotline.
 - Many agencies were involved in providing the data of 60 homes and working with the Dept. of Energy in creating new priority list measures.
 - The audit tool that was studied to be best for CA climate zones was found to be REM design and Treat Audit. The way this will be laid out, REM design will be for Single family and MUDS 25 units or less, and mobile homes. Treat can be used for all multi-family but Treat will work best for Multi-family four floors or higher and more than 25units.
 - Under development now RHA will provide recommendations as who will be the auditors so it will be a higher level person than current assessor. RHA will provide the job description and training will be 21/2 days-how to use tool and how to do appropriate assessment, Tom Barrett from RHA is working on it but will not be providing the training. It is unknown if it will be at the training center or at the local providers.
 - Auditor and assessor can be independent- the audit tool is not simple and the person will have to be computer savvy. In anticipation of this RHA will like to use some of the T&TA to send someone out in the field with an agency to do on site mentoring.
 - With the Audit tool they have ran thousand simulations with each of priority measures and something that came out- move cooling as a H7S measure especially in those climates of central valley, Windows-in order to do windows if you can find window manufacturers willing to warranty product for 30years than can keep these,
 - Final priority list will be determined by: pre 1950, post 1950, mobile home and MUDS, and by CEC climate zone. For costal climate zones there are measures that will be harder to qualify. Waiting for final DOE letter which can be up to two

- weeks and once that letter is in place CA and DOE will be able to move forward to implement
 - Asked for a copy of the sample letter
 - Multi-family level of assessment that will be done was a big question asked at the workshops- another issue to address is how this will affect the affordable housing property owners.
- SHPO Update
 - Two track path. CSD working with Dept. of General services to contract a consultant to do Comprehensive reviews. They will utilize this firm initially and are in a process of doing an RFP to identify more consultants.
 - CSD is working on automated solution to the official SHPO reviews to be done online, and would get a response immediately if they weren't doing measures that would impact the historical integrity of the home.
 - Handout passed out of screen shot of the automated system.
 - CSD will host FTP site so the upload of documents will be sent directly to CSD.
 - This will allow generation o monthly reports on SHPO
 - The hopes are a 1-2day turnaround maybe more on more complicated housing stock.
 - A-approval, D-denied, CA-conditional approval
 - There are four different levels of approval –
 - CSD is going to use a more modified form than the parks and rec. form used in the Lead program.
 - This is required for all programs – once user id is setup if programs are separated it should not be a problem
- DATA Requests from OIG
 - OIG is requesting a detailed level of information on agencies.
 - Chris is working on a extract tool from servtraq systems in which the information can be transported for aggregation. This is a time sensitive request and is just a request for information.
 - Direct labor attached to field activities is the information wanted from the request – want to know the highest cost measures as this will help with the monitoring
 - CSD wants to present this data correctly and easily interpreted because of the ways agencies leverage there can be a duplication units, want to make sure OIG understands it correctly.
- Training Survey
 - CSD has not received a 100% response and Leslie and her team are still reviewing the responses they did receive
 - Tomorrow at LSP meeting Leslie will request survey response.

VI. DOE ARRA Training & Technical Assistance Strategies

- Jason Wimbley- there are merging issues everyday to provide levels of T&TA to certain providers that is outside of CSDs areas of

expertise. CSD had a discussion with the EC, ACCES, and CAL/NEVA to provide funding to associations to help coordinate T&TA to agencies. CSD hands are tied because they can't issue new contract till the budget is passed. The parties involved went back to see what existing funds these groups have had to provide the trainings.

- Discussions have taken place and don't know if it has been resolved to deliver the training. Best way to approach the ARRA issues, there are fundamental issues of training that are deeper down the line more in terms of general management and leadership, and we as a network has not had a lot of opportunity to engage in.
- Phase one- ACCES has been proactive in trying to identify issues and the best way to do that is through round tables at EC as there is a large representation of providers – because of that diversity have a way of looking at issues – define it- and act upon it- through guidance by CSD. This has worked well but there is need for PHASE II in trying to put energy model together and explain what energy and WX is especially with new agencies who may be brought on board.
- Where should the T&TA dollars be expended? There is a sense of reality that not all agencies may be able to move out of red. Those agencies who decide to take on additional activities will have the need of additional training and training dollars.
- CAL/NEVA has offered the peer to peer process on the CSBG side for unique individual one on one and CAL/NEVA supports Louise concept of broad training
- VAL thanks everyone working on this, in terms of funding, VAL feels the only finding available is the individual agencies T&TA pot, At a time to formalize energy peer exchange- Louise asked OWECA(?) to share curriculum they have available and once Val has that she will forward on. Do have agencies we have to get to right now- and direct funds from their pot of money and get the job done. Focus on organizations key to CA success and get the training to them right away.
- Most important is to identify needs of what agencies need in all aspects of the WX program. As a proactive measure the experiences being gained through the OIG inspections and provide regional workshops to other agencies. Know that the agencies who are underperforming guide them to a centralized place and provide the training to them and pass on to the other agency who is willing to help.
- CSD wants to compensate agencies who step up and want to provide training to agencies in need.
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VII. Weatherization Monitoring

- Discussion on the need for set monitoring protocols and transparent methodologies
 - Important that CSD lay out very clearly- that when CSD monitors and goes out they stay to the book and stay on track and including things in monitoring visit are not common in

monitoring visit. Practice standard protocols and Policy and Procedures and hope there is training to the monitors before going out.

- Understanding standard monitor scope for monitors within filed.
- If CSD receives whistleblower complaints than the visit will be customized to those issues and outside of the standard practice
- CSD will make the agency aware when they are on site of those issues- as they may not have the luxury of advanced notice
- CSD is trying to get standard basic scope
- Two page standard scope hand out.
- Some of CSD challenges is new field staff on board and the monitoring of agencies and the lack of travel money
- CSD main monitoring is program as the staff is not experts in fiscal
- CSD is required with 24hrs of whistleblower complaint to notify state OIG and federal OIG, this is outside of CSDs control
- Agencies have been getting customer complaints back to them after the agency has referred them to the state complaint hotline and agency was told it was agencies call
- CSD ask if an agency refers a client to the state to email CSD for a heads up
- Currently if the 800 number gets a complaint from WX they send it to Kathy Ely and she will send it the appropriate person to handle the complaint
- CSD releases a draft report so if there is anything in the report that is inaccurate it provides the agency an opportunity to fix it
- Suggestion to include this scope within the monitoring letter
- Focus of monitoring is driven by federal funders and what is going to be monitored can change from year to year depending on what the federal funders want.
- CSD will post it on the web
- CSD is hoping that once all monitors are back on place they are going to refine tools and do a dialogue with the entire network so it's a clearer of what is included in the monitoring visit

VIII. LIHEAP Program Update/Discussion – CSD Staff

- Solar For All Update- not discussed
- Concept Discussion - Leveraging Solar Water Heating Rebates with LIHEAP Weatherization Funding to support the addition of Solar Water Heating systems as weatherization measure
 - Trying to introduce SWH as a measure for the program
 - Interest internally with CSD Jason spoke with Arleen
 - Key Issues
 - Leverage experiences under pilots to extent we can
 - Type of equipment
 - Training and expertise

- Pass this information to RHA to develop standards across the network for agencies not part of the original pilot
 - Service Equity- if going forward to make sure these opportunities are available in all IOU to buy down cost with the system so we can incorporate it under the measure of the LIHEAP program
 - Create a small working group to have measure ready to go for 2011 LIHEAP contract
 - Utility are negotiating upcoming contractors
 - Looking to get a set aside for CSD of this money to get support of LIOB and petition in a sincere way to get an allocation for CSD to do this
 - Develop a working group- Melissa will send out a email
- LIHEAP Production & Reporting
 - LIHEAP monitoring will be in January 2011 or as soon as the budget passes
 - Expended 30% for WX through August 31st statewide
 - WX 9200 homes
- ACCES Survey sent out to Agencies
 - Currently there is no reimbursement on SHPO
 - Curious to know how many waivers are CSD receiving
 - CAPOC is still waiting two months for a waiver
 - **Average wait time has been six weeks for waivers**
- Issuing Advances
 - BSA audit found that CSD is not issuing cash advances correctly.
 - The expenditure of funds were in question
 - CSD is looking at eliminating advances and doing an estimated payment. Each month a estimated payment concept of a 30% up front for a period of sixth months allow agencies to analyze expenditures and reimbursement
 - If agencies don't get two months of up front money, it is setting them up for failure – weekly payroll is creating a huge cash flow problem
 - Causes a problem with sub-contractors, they cant wait to be paid especially when they are small vendors, many items are paid as soon as they are delivered.
 - Would there be relief if frequency reimbursement- say the 15th and 30th and report.
 - The 30% each month would work if agencies can receive a quicker turn around.
 - Problem is CSD can't pay for units til completed includes post inspection,
 - If CSD gets timely reports they will continue to honor estimated payments-
 - This would be better than no advance –
 - Benefit of twice a month reporting
 - Local governments couldn't do it because they are already set

- Another difficulty will be to allocate between LIHEAP and DOE
- HERS Rater
 - Starting a pilot program with city of san Francisco – they outsource audits and have agreed to run the two audits and a comparative analysis to look at what the differences are- case to DOE to use energy pro

IX. Automation Update

- OIG Reporting

X. Topics for Upcoming Meetings & Announcements

XI. Adjournment 3:00pm