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ELIZABETH S. BISER

Secretary

JULIE WOOSLEY

Director



NORTH CAROLINA
Environmental Quality

July 12, 2023

Dr. Landon B. Mason, Sr.
Executive Director
Economic Improvement Council, Inc.
Post Office Box 549
Edenton, North Carolina 27932

Subject: Review of Economic Improvement Council's Application for the Weatherization Assistance Program's Five-Year Bipartisan Infrastructure Law Funding Opportunity

Dear Landon,

Congratulations on behalf of the North Carolina Department of Environmental Quality, State Energy Office. Your application submitted for the "*Weatherization Assistance Program's (WAP) Five-Year Bipartisan Infrastructure Law (BIL) Funding Opportunity*" has been conditionally approved in the amount of \$2,950,651 for "*Region 1*". As a condition of the subaward, the WAP will be required to conduct a public hearing in accordance with 10 CFR 440.14 and 10 CFR 440.15 to formally adopt your organization as the qualified provider for "*Region 1*" of the BIL program. In addition, to receive the full funding amount, at least 30% of housing units in North Carolina's BIL State Plan must be weatherized within the funding timeframe.

Please note that as a result of progress evaluations, WAP may, at its delegated discretion, authorize the following actions: (1) continue to fund the project, contingent upon the availability of funds appropriated by the United States Department of Energy for the purpose of this program and the availability of future-year budget authority; (2) place a hold on funding the project, pending further supporting data or funding; or (3) discontinue funding for the project because of insufficient progress, change in strategic direction, or lack of funding.

Before proceeding with next steps, Economic Improvement Council must sign the acknowledgement form concerning the following documents for the BIL program by July 21, 2023:

- Application Assessment Rubric
- Five-Year BIL State Plan
- Health and Safety Plan
- Standard Work Specifications
- Training and Technical Assistance Plan

A digital "*RightSignature*" package will separately provide the above documents to you within two business days. Thank you for your willingness to participate in the BIL program. Together, we will implement a robust program that best serves North Carolina's underserved and disadvantaged communities.

Sincerely,

A handwritten signature in black ink that reads "Matthew Davis".

Matthew F. Davis
State Energy Office
Weatherization Supervisor



North Carolina Department of Environmental Quality | State Energy Office
217 West Jones Street | 1613 Mail Service Center | Raleigh, North Carolina 27699-1613
919.707.8778

5 Yr. BIL Application Assessment Rubric
2023

Subgrantee Name: **Economic Improvement Council, Inc.**

Criteria	Low		Medium		High		Comment Box (Applicable to Low Scores)
	Description	Score	Description	Score	Description	Score	
1. SEO Pre-Review:							
a. Expenditures	Subgrantee expended less than 80% of its allocation during FFY2022-23.		Subgrantee expended 80% to 89% of its allocation during FFY2022-23.		Subgrantee expended 90% or more of its allocation during FFY2022-23 -OR- Not Applicable	High Ranking	
b. Deliverables	Subgrantee delivered less than 80% of its contractual obligations in FFY2022-23.		Subgrantee delivered 80% to 89% of its contractual obligations in FFY2022-23.		Subgrantee delivered 90% to 100% of contractual obligations in FFY2022-23 -OR- Not Applicable	High Ranking	
c. Responsiveness	Subgrantee was not responsive to calls or email inquiries.		Subgrantee was moderately responsive to calls or email inquiries.		Subgrantee was very responsive to calls or email inquiries -OR- Not Applicable	High Ranking	
2. SEO Pre-Review Financial Performance Assessment:							
a. Financial Reporting	Financial Status Reports were submitted late greater than 25% of the time during FFY2022-23.		Financial Status Reports were submitted late between 1% to 25% of the time during FFY2022-23.		All Financial Status Reports were submitted on time during FFY2022-23 -OR- Not Applicable	High Ranking	
3. Single Family Questions							
3.1. Agency Experience & Preparedness to implement Wx services and blending funding opportunities (5 pts)	Low - No experience - 2 years experience, staff needs to be ramped up No Experience Blending Funding		Moderate - 3-5 years experience in Wx, staff in place Moderate/Some Experience in Blending Funding		High - More than 10 yrs. & Wx staff in place, performing Wx Blending Funding is a standard practice within the agency	5	
3.2 Proposed Wx contractors or related partners (3 pts)	No list and/or limited list		Partial list and subgrantee recognizes the need to more partners		List of contractors in place and working in Wx	3	
3.3 How will subgrantee implement ee measures and clean energy upgrades to assist in a more resilient energy grid? (5 pts)	Minimum EE and clean energy measures		EE measures and some clean energy approach	3	EE Measures, clean energy and working with outside entities/resources		
3.4 Recruitment strategies to Wx DACs and Priority Populations. (5 pts)	Business as usual. No demonstration to collaborate with Focus Area 1.		Demonstrated willingness to target disadvantaged communities and priority populations, but are leveraging a limited number of new partnerships to maximize impacts. Moderate demonstration to collaborate with Focus Area 1.		Explore outreach opportunities including working with the agency who is accountable for Focus Area 1	5	
3.5 What demographics/metrics collected and how PII is safe? (5 pts)	All demographic populations are covered, Paper copies only, little to no mention of how documents are secured, shredded after electronic upload.	1	Have physical paper copies of client files and metrics; however, files are under lock/key of authorized personnel and are stored electronically in an encrypted database management system with authorization from key case workers.		Data is stored and transferred using an encrypted database management system. Uses access controls to limit access to authorized personnel. Paper copies are shredded after scanned / uploaded into the system.		The applicant did not address the methods to secure sensitive information and who has access to the files.
3.6 Strategies to minimize Wx deferrals and increase completed units? (7 pts)	Business as usual, primarily using DEQ funding, Wx Readiness and/or LIHEAP \$, going beyond could be difficult for the agency. There is no clear plan or strategy to minimize deferrals		Agency has a plan that incorporates blending/blending funds from relevant organizations.	4	Innovative ideas are well thought out, realistic, timely, and articulated, even though they haven't been implemented yet.		
3.7 How to retain modern workforce in Wx. For current employees, relevant training, career advancement. (5 pts)	Low emphasis on retaining and advancing a modern workforce in weatherization through various strategies and opportunities.		Emphasis on retaining and advancing a modern workforce in weatherization through various strategies and opportunities.	3	Strong emphasis on retaining and advancing a modern workforce in weatherization through various strategies and opportunities.		
3.8 How will this project support equitable job opportunities, increase diversity, aid in training/apprenticeship placement, and commit to jobs with living wages and benefits that align with Justice40 initiatives? (10 pts)	No clear plan in place to support equitable job opportunities, J40 is not addressed		An outline exists for taking on apprentices, living wages, and J40, but it is not detailed.		A detailed plan is created to support apprentices, living wages, and J40 initiatives.	10	
3.9 What procedures for ongoing reporting to SEO on project process, project setbacks? (7 pts)	Minimum strategy utilizing "Accountable Results for Community Action" (AR4CA) database and "Financial Status Report, 236"		Some details of project progress relayed beyond the minimum strategy.	4	Project process and project setbacks articulated, anticipated and outlined process on how to handle breakdowns of project setbacks.		
3.10 Identify at least one or more Go/NoGo milestones in project (3 pts)	Milestones not addressed.		At least one or more milestones identified, but the timeframes and progress reports are not detailed.	2	Complete milestone plan with detailed timeline and progress reports.		
4 Unit: Schedule and Workforce:							
a. Unit completion is outlined in budget and appears reasonable	Unit completions and costs are identified, but they appear unreasonable for each quarter.		Unit completions and costs are identified and reasonable, but they slightly exceed the maximum ACPU without a footnote.		Unit completions and costs are identified and reasonable. Overall, the ACPU is achieved.	High Ranking	
b. Workforce T&TA	Planning workbook does not adequately support the single/multifamily responses.				Planning workbook adequately supports the single/multifamily responses.	High Ranking	
						SEO Pre-Review Technical and Financial Score	High Ranking
						Key Operations and Personnel Experience Score	40
						Unit Schedule and Workforce	High Ranking
						Cumulative Application Score (Needs 40 to Pass):	40
						Level:	ACCEPT

Assessment Completed by:

Matthew Davis

Type Name

Matthew Davis

Signature

Weatherization Supervisor

Type Title

7/6/2023

Date

Overall, the application is sufficient for participating in the 5-year BIL program. There are a few sections of the application that could be strengthened for items such as (1) training and development of crew, (2) methods of securing PII, (3) leveraging clean energy resources such as community solar; and (4) expanding beyond typical business practices for deferrals. NC WAP will work with EIC to build these initiatives throughout the program. As such, NC WAP recommends approval of the 5-year BIL application for EIC.

Overall Impressions

North Carolina Department of Environmental Quality

Weatherization Assistance Program BIL Weatherization Provider Application

FORWARD

Funding Opportunity: This application is to receive funds for weatherization services under the Bipartisan Infrastructure Law (BIL). BIL was enacted on November 15, 2021, with the U.S. Department of Energy (DOE) releasing specific guidance for Weatherization Assistance Program (WAP) agencies under Weatherization Program Notice BIL 22-1 on March 30, 2022. Financial stimulus from the BIL will build on the historic strength of WAP by elevating funding for the next five years.

Application Timeline:

Application Activity	Time and Date
Application Sent by	3:00 pm Friday, June 16, 2023
Written Questions Due by	5:00 pm Thursday, June 23, 2023
Application Due by	5:00 pm Friday, June 30, 2023
Selected Service Providers Notified by	5:00 pm Friday, July 14, 2023

Statement of Need: The State Energy Office (SEO) at the North Carolina Department of Environmental Quality (NC DEQ) is committed to ensuring affordable, just, and equitable access to energy. The state recognizes that low-income North Carolinians are faced with many multifaceted challenges including inflation, high energy and housing costs, and continued market impacts from the COVID-19 pandemic. Thus, the WAP aims to reduce these stressors by improving home energy efficiency, thereby fostering a healthier and more affordable life for North Carolina residents. Based on these initiatives, WAP has played a key role in not only decreasing energy costs for low-income persons, but also in reducing carbon emissions as well as providing and promoting jobs in clean energy.

The purpose of weatherization services is to install energy conservation measures in the homes of income-eligible persons, especially homes occupied by the elderly, persons with disabilities, and children. Funds are applied to the most cost-effective conservation measures, which are determined by conducting an on-site energy audit of the dwelling. Energy conservation measures funded through the program may range from air sealing and insulating single-family homes to replacing heating systems, windows, and doors. WAP assistance is eligible in all types of housing units, including both single and multifamily housing, manufactured housing, and group homes. To achieve a successful WAP program, SEO plans to build a more sustainable WAP workforce, improve and innovate the existing WAP program, and surge the number of weatherized homes.

The SEO is in search of weatherization agencies for both single-family and multifamily units that will participate in a cooperative home repair approach.¹ The state has been divided into different

¹ SEO will follow 10 CFR 440.14 and 15 for the selection of weatherization service providers and corresponding regions.

regions that will be served by one collaborative (i.e. a Weatherization Hub) based on the geographic jurisdictions of NC’s weatherization service providers (**Figure 1**). Participating agencies will receive free training in the collaborative home repair model to better serve low-income homeowners—this will include training of a unified intake process, collaborative case management process, and uniform program assessment strategies for services such as accessibility modifications, weatherization, home repair programs, and electrification assistance as needed.

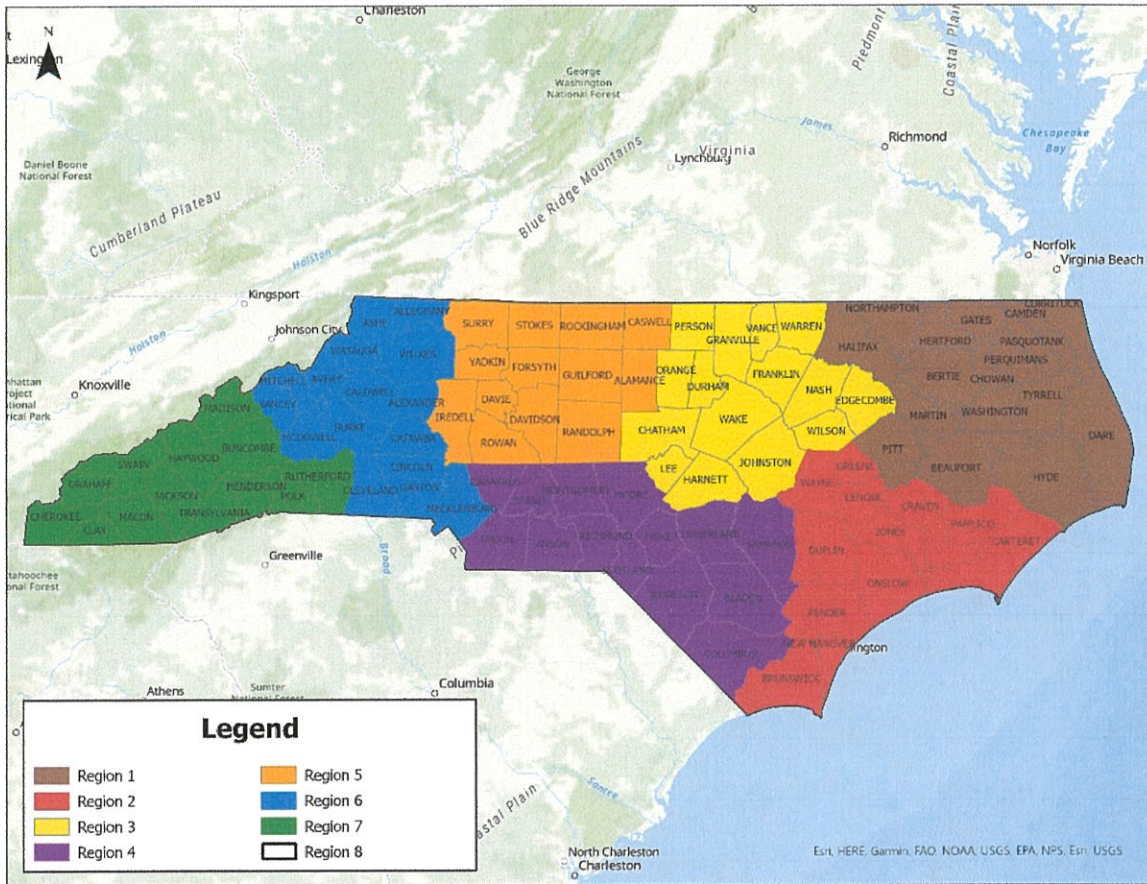


Figure 1. Map of North Carolina color coded by single family weatherization regions. Each region will house a collaborative hub that oversees weatherization and home upgrade services for eligible NC residents. Region 8 encompasses the entire state and is specifically for weatherization of multifamily homes.

The North Carolina SEO WAP will distribute \$89,776,045 of BIL funds for the purpose of enhancing energy efficiency in the homes of low-income families, particularly those in disadvantaged communities (DACs), in all 100 counties of North Carolina. The WAP energy upgrades provide homeowners relief through energy savings and home improvements that support equitable health and safety for North Carolinians. The NC SEO anticipates that the ~\$89.7M BIL stimulus will aid over 6,000 households across the state. \$69.783M has been reserved for direct weatherization services (**Table 1**).

Table 1. Total 5-year Funding Distribution for Direct Weatherization Services by NC Region²

Region	Program Operations	Admin	Health & Safety	Total 5-year Allocation	Anticipated Number of Weatherized Units
1	\$2,132,760	\$284,700	\$533,190	\$2,950,651	266
2	\$3,655,809	\$488,010	\$913,952	\$5,057,771	456
3	\$7,739,504	\$1,033,139	\$1,934,876	\$10,707,519	966
4	\$3,913,039	\$522,348	\$978,260	\$5,413,647	489
5	\$11,161,893	\$1,489,991	\$2,790,473	\$15,442,357	1,394
6	\$7,722,417	\$1,030,858	\$1,930,604	\$10,683,880	964
7	\$3,522,266	\$470,184	\$880,567	\$4,873,017	440
8	\$10,592,424	\$1,413,973	\$2,648,106	\$14,654,502	1,323
Total	\$50,440,112	\$6,733,203	\$12,610,028	\$69,783,343	6,298

BIL Reporting Requirements: Contingent on use of BIL funding, any selected entities will be mandated to follow the most up-to-date U.S. DOE and NC WAP program and reporting requirements. All grant awards made under this Program shall comply with applicable law and regulations including, but not limited to, the WAP regulations contained in the Code of Federal Regulations (CFR) at 10 CFR 440, DOE Financial Assistance Rules at 2 CFR 200, and the Bipartisan Infrastructure Law (Infrastructure Investment and Jobs Act), Public Law 117-58.

BIL Eligibility: To be eligible for BIL funds, the following qualifications of weatherization service providers must be met for implementation of contract activities:

1. Service Provider(s) must be a Community Action Agency or other public or nonprofit entity.
2. Service Providers(s) shall have detailed knowledge of, and experience in, weatherization services, including performance of energy efficiency retrofits.
3. Service Providers(s) shall be familiar with the North Carolina WAP and have relations with weatherization related agencies in the state.
4. Service Providers(s) should be familiar with methods for blending Federal, State, local funding opportunities in weatherization.
5. Service Provider(s) shall have the ability to complete projects equitably within the service area(s) (single-family) and/or throughout the state of North Carolina (multifamily).

² The funding allocations were calculated using [U.S. DOE's Allocation Formula](#) that incorporates factors such as [heating/cooling degree days](#), low-income population based on [U.S. Census data](#) (S1702), and residential energy burden based on [U.S. DOE's LEAD tool](#). This methodology may be found in 10 CFR 440.10(3) and (4).

North Carolina Department of Environmental Quality

Weatherization Assistance Program—
BIL Weatherization Provider Application

I. Applicant Details

Applicant Name: Economic Improvement Council, Inc.
Mailing Address: PO Box 549; Edenton, NC 27932
Street Address: 712 Virginia Road; Edenton, NC 27932
Agency Website: www.eicca.org
Telephone Number: 252-482-4495

Board Chair

Name: Dr. William Sawyer
Email: [REDACTED]
Direct Phone: [REDACTED]

Executive Contact

Name: Dr. Landon B. Mason, Sr.
Email: [REDACTED]
Direct Phone: [REDACTED]

Program Contact

Name: Mr. Jason Barnes
Email: [REDACTED]
Direct Phone: [REDACTED]

Fiscal Contact

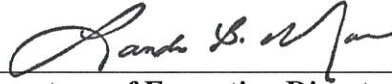
Name: Ms. Jose Taylor
Email: [REDACTED]
Direct Phone: [REDACTED]

II. Certification

THIS IS TO CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT PRIOR TO SUBMISSION TO NC SEO.

Dr. Landon B. Mason

Name of Executive Director/CEO



Signature of Executive Director/CEO

6/30/2023

Date of Certification

Application Directions: Please fill out all applicable questions using concise and clear language in the boxes below. **You may extend your answers beyond the length of the boxes provided.**

Please mark yes or no questions in boxes with an "X". Point values have been assigned to all questions for evaluation. Entities applying for single-family weatherization must score 40 pts or higher to be selected for BIL funding. Entities applying for multifamily only or both multifamily and single-family must score 52 pts or higher to be selected for BIL funding.

Applications shall be in sent in PDF format with the subject of: "Weatherization Assistance Program—BIL Funding Application, [Your Agency Name]". Please submit the application by 5:00 pm **Friday, June 30, 2023** via email to Matthew Davis at matthew.davis@deq.nc.gov AND Helen Hossley at Helen.Hossley@deq.nc.gov.

The SEO will not respond to verbal questions. All written questions received by 5:00 p.m. Eastern Standard Time, on **Thursday, June 22, 2023** will be answered in writing.

Confidentiality: If an applicant deems that certain information required by this application is confidential, the applicant must label such information as CONFIDENTIAL prior to submission. For each subsection marked as CONFIDENTIAL, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the Freedom of Information Act. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt.

III. Weatherization Services

3.1 Please describe your agency's experience and preparedness to implement weatherization services and blending funding opportunities within your service area. (5 pts)

The Economic Improvement Council, Inc. has been providing weatherization services to a ten-county area in eastern North Carolina since the Agency's beginning over 50 years ago. We cover the largest land area in the NC WAP network. We are also outfitted with vehicles and equipment to fill two in-house retrofit installation crews to provide these services. We also take pride in being a crew-based agency where our certified employees take pride in their work and complete it with a spirit of excellence.

We participated in the ARRA program that required us to become diligent in the blending of funding opportunities. We also currently partner with Dominion Energy and leverage these funds in conjunction with our yearly funding allocation from the NC SEO in order to provide the most services possible to our clients.

3.2 Please provide a list of proposed weatherization contractors or related partners. (3 pts)

Chowan Heating and Cooling
Nixon Plumbing
Copeland Electric
Rascoe Refrigeration

3.3 How will you and partners implement (1) energy efficient and (2) clean energy upgrades that assist in a more resilient energy grid? (5 pts)

The Weatherization Assistance Program is centered around energy efficiency and ultimately clean energy. Energy efficient homes not only save homeowners money, but they also make for a cleaner environment. This will be achieved by performing measures such as air sealing, installing energy efficient LED lighting, adding insulation, and replacing dated appliances such as refrigerators, with Energy Star rated units. Installing or repairing electric heat pumps helps in both energy efficiency and clean energy. When electricity can be used for heating rather than fossil fuels, it provides for a cleaner environment helping elderly populations who often suffer from breathing issues. Energy efficient homes also help to keep less power on the grid at one time. This ultimately results in a more resilient energy grid and aids in power recovery in the event of a power disruption.

3.4 Please provide a description of the recruitment strategies that will be utilized to find units to weatherize throughout the state. Specifically, how are units within disadvantaged communities and households with elderly, disabled, young children, high energy burden, and high energy users recruited. (5 pts)

Recruitment strategies are inherently necessary to make mass programs such as the BIL a success. To reach the elderly population who survives on a fixed income, EIC will schedule speaking engagements at Senior Centers across the coverage area as well as area churches that host programs specifically for the senior population to educate these persons on the value of the program.

Units that house disabled persons are high on the priority list as well. We will reach out and partner with respective Social Service Agencies and Home Health Care Agencies where we will first educate the staff of these entities and then utilize their professional opinions on clients that they deem to be eligible for this program.

We will seek out households with young children by reaching out to Head Start Centers across the coverage area. Here at EIC, we educate the employees of our Head Start facilities, especially in the Family Advocate positions, so that our program information can be distributed to homes that exhibit a need.

Potential high energy burden and high energy user candidates will be recruited through contact with the primary electric providers in the coverage area. This will provide us with information on homes where the energy usage is particularly high.

With the proper contacts made, these strategies will prove beneficial in identifying populations within disadvantaged communities.

3.5 What demographics and metrics will be collected for persons in units to be weatherized? How does your agency keep the private and personal information of clients safe? (5 pts)

We will use the application for weatherization services that is currently used in our regular yearly program. Within this, we collect generalized contact information (name, address, phone, etc.), age of all household members, ethnicity, parental status if applicable, employment status or source of income, i.e., disability, etc. We also collect supporting documentation for proof of income for household members over the age of 18, proof of home ownership or rental information, and the last 12 months of their energy bills indicating the amount of the bill and the kWh used during each month. The application also collects certain information about the structure so that our energy auditors know something about the home when they arrive.

Once approved, our agency builds a six-tab file for each case where client information is attached and then stored in a locked file room once the job is complete. All information is also entered into the AR4CA database reporting system where only registered users have access.

3.6 What strategies and methods will your agency use to reduce weatherization deferrals and increase completed units? (7 pts)

The auditing process will be examined when deferral issues arise to see if there is any way that the perspective deferral issues can be either allowably resolved using program funds, or if the homeowner has explored all avenues including sources of other private funds to resolve the issue. Following this, we will reach out to other possible funding sources such as churches and civic groups in efforts to aid in getting the issue resolved so that the unit may be weatherized in a timely manner.

Another possible strategy for resolving deferrals is the use of DOE readiness funds present in our regular yearly DOE funding allocation to alleviate these issues. If this can be done in a timely manner, this will increase completed units.

3.7 How will your agency retain and advance a modern workforce in weatherization? For current employees, please include relevant training opportunities, career advancement opportunities, and any other relevant information. (5 pts)

EIC will recruit and hire only the best possible candidates to perform weatherization work. Once hired, they will be trained accordingly, first on the job, and then progress to more formal types of training. Training will begin with the fundamentals of retrofit installation in site-built homes and mobile homes as outlined in the training requirements manual. Once this phase is complete, the employees will have the option to move forward to understanding building science and the testing procedures that are required to properly weatherize a home.

Once certifications are achieved, the employee will have the opportunity for a higher level of compensation and the option to move up to higher positions in the department. On-going training will be will always be provided to make certain that they stay abreast of new methods and techniques.

3.8 How will this project support equitable job opportunities, increase the diversity of hired employees, aid in training/apprenticeship placement within the energy sector, and commit to jobs with living wages and benefits that align with Justice40 initiatives? (Please note that participating in the apprentice program and placing apprentices within their organization will likely be a requirement under BIL funding.) (10 pts)

Due to the length of the entire project and the amount of funding, this project will create job opportunities. At the beginning, the entry-level candidate will be hired from disadvantaged communities as well as women and minorities targeting those that may have lost employment due to the fold of environmental polluting manufacturing facilities. If the new employees commit to the opportunity, they are assured an equitable wage with a multitude of opportunities for advancement in the field. By accepting employment in this field, they will be trained in methods needed to install energy-saving retrofits, perform successful energy audits, and finally do quality control inspections all while being compensated for their time. The clean energy initiative is here to stay so job security within this energy conservation sector is almost guaranteed. Students that have already begun their training in the energy sector will also be hired and appropriately placed so as to continue their training by those who have experience in the field.

3.9 What procedures will be used for ongoing reporting to NC SEO on project progress and any project setbacks (with root cause analysis)³ encountered? These reporting strategies should go beyond the “Accountable Results for Community Action” database and Financial Status Report “286”. (7 pts)

Selected jobs will be entered in the AR4CA database for programmatic monitoring and the FSR 286 will be used to track fiscal spending. In addition to this, a report will be generated indicating such factors as the number of applications received, energy audits performed, projects initiated and completed. It will be delivered to NC SEO on a monthly, or at least quarterly, basis. In this report there will also be a section for any applicable project setbacks. If needed, this section will also provide the reasons for the setback, how it was or is being resolved, and what specific measures were put into place to keep the same setback from reoccurring. Calls, emails, and open communication between the subgrantee and the programmatic monitor will also be present

³ A “root cause analysis” is the process of discovering the underlying causes of problems in order to identify appropriate long-term solutions.

3.10 Identify at least one or more Go/No-Go milestones in the project. A Go/No-Go milestone is a major milestone in the project that if not completed on time may result in a cancellation of the subaward. Progress towards meeting the Go/No-Go milestones must be reported in the quarterly progress reports submitted to NC DEQ and U.S. DOE. At these Go/No-Go milestones, NC DEQ will evaluate project performance, schedule adherence, and contribution to the WAP goals and objectives. (3 pts)

One Go/No-Go milestone in the project would be completing the required number of production units correctly within the given time frame such as quarterly or yearly. This would include in-line spending and use of allocated funds during this production time. Along this same line would be submitting the required reports weather programmatic or fiscal to NC DEQ and US DOE on time so that progress can be monitored. An open line of communication between the subgrantee and the NC DEQ will also be present at all times.

IV. Single-Family Services

Are you applying for weatherization of single-family units? Yes No

If you answered yes to the question above, please answer question 4.1 below.

4.1 Based on Figure 1 (see page ii), please specify the service region(s) your agency will serve. Please note that more than one region may be selected.

Region 1 Region 2 Region 3 Region 4
 Region 5 Region 6 Region 7

V. Multifamily Services

Are you applying for weatherization of multifamily units? Yes No

By applying for multifamily weatherization services, my agency agrees to weatherize multifamily homes equitably throughout the state of North Carolina (Region 8).

Yes No

If you answered yes to both of the questions above (Section V), please answer the following questions (5.1–5.4). If no to multifamily services, please leave the questions below blank. Go to Section VI.

5.1 What methods will you use to certify weatherization eligibility multifamily households?
(5 pts)

5.2 Please provide a description of the recruitment strategies that will be utilized to find multifamily units to weatherize throughout the state. Specific methods to reduce weatherization deferrals in the state for multifamily units should be discussed. (10 pts)

5.3 Describe any additional training required to conduct multifamily weatherization. How will training in multifamily weatherization assist in creating a modern workforce in weatherization? (5 pts)

5.4 Any BIL-funded weatherization work on multifamily buildings with 5 or more units will be required to pay wages to all laborers and mechanics engaged in the construction, alteration, or repair of those multifamily buildings (whether employed by a contractor or subcontractor) wages “at rates not less than those prevailing on similar projects in the locality, as determined by the Secretary of Labor.” Please describe how you will abide by these Davis Bacon Act requirements. (7 pts)

VI. Required Application Attachments

- 6.1 Resume(s) of those who will manage the weatherization program. If applying for both single-family and multifamily weatherization services, please specify which manager will be responsible for each service type (if applicable).
- 6.2 Completed Budget Template in PDF format. Excel Budget Template provided.
- 6.3 Certificates of Insurance that document relevant coverage for weatherization services, the limits of liability and coverage dates of Service Provider(s) policies. All documents and coverage must be current and applicable to the requested service region(s).
- 6.4 Statement of Confidentiality (if applicable).
- 6.5 Please provide us with your most recent Financial Status Report “286” for FY 22-23.



Intact Insurance Specialty Solutions

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Homeland Insurance Company of New York
605 Highway 169 North, Suite 800
Plymouth, MN 55441

(800) 662-0156
A Stock Company

Common Policy Declarations

Named Insured and Mailing Address

ECONOMIC IMPROVEMENT COUNCIL, INC.
PO BOX 549
EDENTON, NC 27932-0549

Policy Number: [REDACTED]

In return for the payment of the premium, and subject to all terms of this policy, we agree with you to provide the insurance as stated in this policy.

Policy Period From: July 01, 2023 To: July 01, 2024
at 12:01 A.M. Standard Time at your mailing address shown above.

The Named Insured is a(n): Corporation
Business Description: Non-environmental Contractors

Producer
BURNS & WILCOX, LTD.
7807 E. PEAKVIEW AVENUE
400 BURNS & WILCOX CENTER
CENTENNIAL, CO 80111

Total Premium
At inception: \$1,488

Forms applicable to this Policy:
See ASC 00 11 01 98, Schedule 1

The insurance company with which this coverage has been placed is not licensed by the State of North Carolina and is not subject to its supervision. In the event of the insolvency of the insurance company, losses under this policy will not be paid by any State insurance guaranty or solvency fund. Burns & Wilcox Ltd – 30833 Northwestern Highway, 220 Kaufman Financial Center, Farmington Hills, MI 48334 - License #1000006506.

In witness whereof, we have issued this policy, signed by the President and Secretary, but it shall not be valid unless countersigned by our duly authorized representative.



Secretary

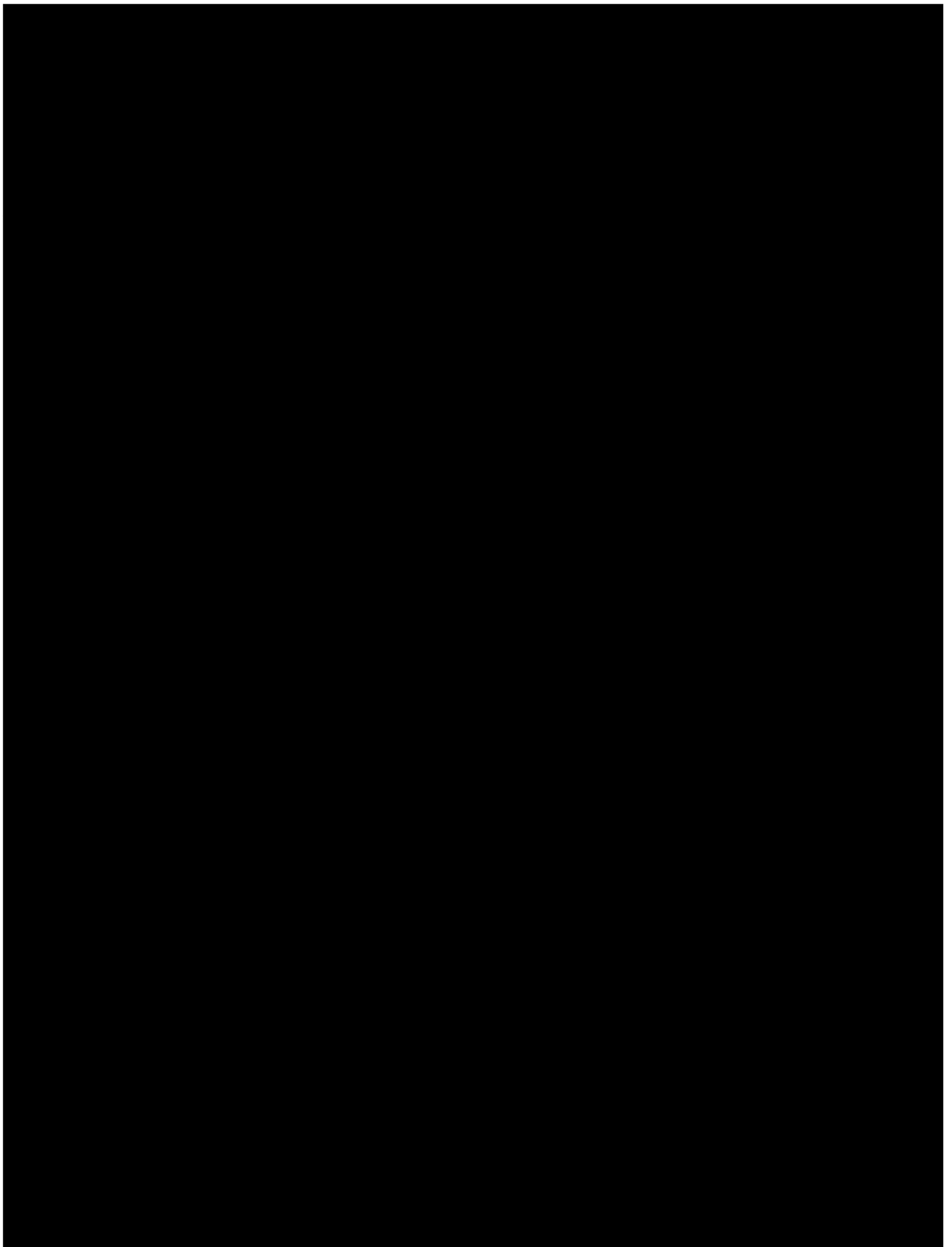


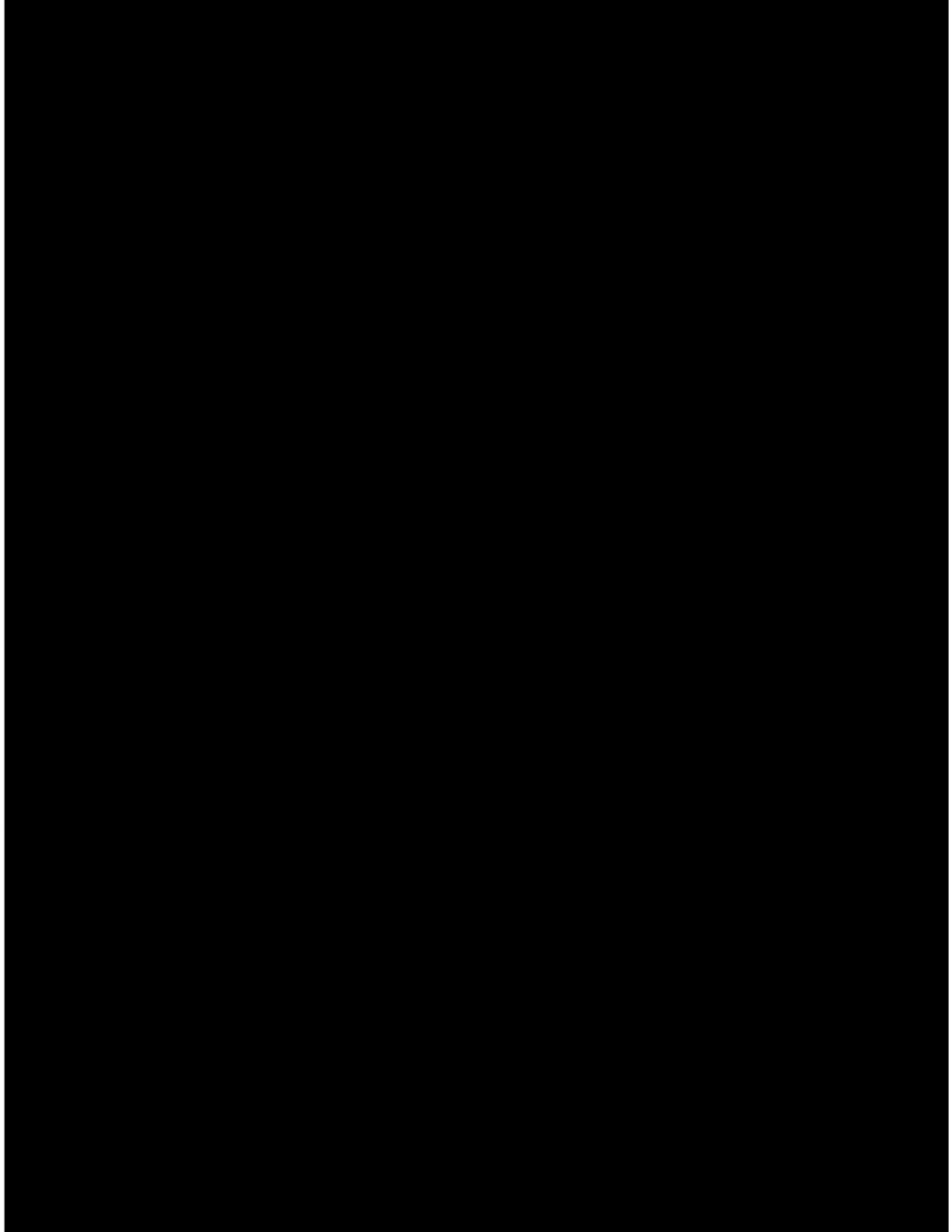
President

Countersigned _____

Authorized Representative

Date





BUDGET AND PRODUCTION PLANNING	
Region Allocation	\$ 2,950,651
Total Administration	\$ 284,700
Program Operations	\$ 2,132,761
Health and Safety	\$ 533,190
Total Budget Check	\$ 2,950,651
ACPU Operations	\$ 8,017.90
ACPU Total	\$ 8,017.90

←---- The BIL ACPU is \$8,009 for all years.

Quarterly Performance Period	PRODUCTION	
	Number of Planned Units	
Q1 (tentative start October 1, 2023)	12	2023
Q2	13	
Q3	13	
Q4	13	
Year 1 Subtotal	51	
Q1	14	2024
Q2	14	
Q3	14	
Q4	13	
Year 2 Subtotal	55	
Q1	14	2025
Q2	14	
Q3	14	
Q4	12	
Year 3 Subtotal	54	
Q1	13	2026
Q2	14	
Q3	14	
Q4	12	
Year 4 Subtotal	53	
Q1	12	2027
Q2	14	
Q3	14	
Q4	13	
Year 5 Subtotal	53	
TOTAL	266	

Q2 - Q4 (Program could be extended, but it is not a guarantee)

WORKFORCE PLANNING

Subgrantee Workforce	CURRENT:		PLANNED:	
	Staff	Contractors	Staff	Contractors
RITs and Crew Leads/Architectural Contractors	3	0	8	0
Energy Auditors/QCI	2	0	2	0
Trade Professionals (HVAC, electric, etc.)	0	4	0	6
Program Managers/Directors	1	0	1	0
WAP Support/Admin	1	0	2	0
Other -				
Other -				
Total	7	4	13	6

planned totals including current and additional staff needed

Please provide responses to the following:	Response:
1) What is your current average timeframe for hiring and onboarding new staff?	Once hired, the onboarding process takes an average of one week. The hiring portion depends on location of individuals and job interest.
2) What are your primary challenges in the hiring and onboarding process?	Our primary challenge in hiring and onboarding is simply finding individuals in our area who want to work and put in the dedication to a profession that will not only provide them a sustainable wage, but also opportunity for advancement.
3) Do you anticipate receiving support from other program staff at the Subgrantee level? If yes, what role will shared staff fill?	Yes, we will receive support from administrative professionals from other programs. They will assist in the intake/admin portion of the program.
4) If you plan to add contractors at the Subgrantee level, what is your goal for executing contract(s)? Please provide dates.	We plan to hire more subcontractors in the various trade areas (HVAC, Electrical, etc.) Our current goal is to add at least one new subcontractor in each trade area before October 1, 2023.
5) Do you anticipate your agency shifting from crew-based to contractor-based models, or vice-versa? Please explain.	No. EIC will remain crew-based. EIC has been very successful in providing quality weatherization services by employing persons who believe in what they do everyday and care about the people to which they provide services. The crew-based model works for us.
6) Provide any additional comments on your plans for ramping up workforce.	We plan to begin immediately meeting with our local ESC and describing our specific need. We also plan to voice the details of our need to local churches and other community meeting places so that our need for employees is known in as many places as possible.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/11/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ISU BALLANTYNE INSURANCE GROUP PO BOX 49068 CHARLOTTE, NC 28277	CONTACT NAME JULIE MUNNERLYN	PHONE (A/C, No, Ext)	FAX (A/C, No)
	E-MAIL ADDRESS		
INSURED ECONOMIC IMPROVEMENT COUNCIL INC PO BOX 549 EDENTON, NC 27932	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A	SELECTIVE INS CO OF AMERICA	
	INSURER B	ACCIDENT FUND NATIONAL	
	INSURER C	HOMELAND INSURANCE CO	
	INSURER D		
	INSURER E		
	INSURER F		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE L MIT APPL ES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:				07/01/2023	07/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Coll \$1000 <input checked="" type="checkbox"/> Comp \$1000				07/01/2023	07/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$				07/01/2023	07/01/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCR PTION OF OPERATIONS below		N/A		07/01/2023	07/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACC DENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability				07/01/2023	07/01/2024	Occurrence 1,000,000
	Abuse and Molestation Liability						Aggregate 3,000,000
C	Pollution Liability				07/01/2023	07/01/2024	Occurrence 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Proof of coverage only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Policy Number: [REDACTED]

**COMMON POLICY DECLARATIONS
PREMIUM STATEMENT**

Named Insured:
ECONOMIC IMPROVEMENT COUNCIL, INC.
PO BOX 549
EDENTON, NC 27932-0549

Producer:
BURNS & WILCOX, LTD.
7807 E. PEAKVIEW AVENUE
400 BURNS & WILCOX CENTER
CENTENNIAL, CO 80111

Premium Statement for the period from July 01, 2023 to July 01, 2024

This policy consists of the following coverage parts for which a premium is indicated. This premium may be subject to adjustment.

COVERAGE SECTION	PREMIUM		
	At Inception	1st Anniversary	2nd Anniversary
Liability Coverage	\$1,488		
Total Advanced Premium	\$1,488		

Minimum Earned Premium

This policy is subject to a Minimum Earned Premium which is 25% (\$372) of the Total Policy Premium shown in the Declarations. The Minimum Earned Premium is the least amount of premium we shall retain as earned premium, regardless of the policy term.

Premium Basis

[REDACTED]

Rate

Flat/Not Auditable

North Carolina Weatherization Assistance Program BUDGET TO ACTUAL VARIANCE REPORT

Invoice Date May 2023	Invoice Number EIC May23DOEWX	PO Numbers [REDACTED]	Federal Tax ID Number [REDACTED]
1. Name of Subgrantee and Complete Address: Economic Improvement Council, Inc. 712 Virginia Road Edenton, North Carolina 27932		2. WAP/LIHEAP/HARRP CONTRACT NUMBERS: [REDACTED]	3. GRANT PERIOD: From: July 1, 2022 To: June 30, 2023
6. DATE REPORT SUBMITTED: <i>June 7, 2023</i>	4. FINAL REPORT: X No Yes		5. ACCOUNTING BASIS: CASH ACCUAL X Indirect Cost Rate [REDACTED]
7. REPORTING Month:	May 1, 2023 - May 31, 2023		

Category	8. Approved To Spend			9. Payments Received To Date			10. Available Balance (DEQ)		
	DOE WAP	LI WAP	HARRP	DOE WAP	LI WAP	HARRP	DOE WAP	LI WAP	HARRP
Training & Tech Assistance	\$ 17,194			\$ 13,394			\$ 3,800		
Administration	\$ 25,536	\$ 19,157	\$ 10,145	\$ 12,135	\$ 13,223	\$ 1,251	\$ 13,401	\$ 5,934	\$ 8,894
Program Operations	\$ 117,363	\$ 188,641	\$ 150,403	\$ 117,363	\$ 137,807	\$ 66,104	\$ -	\$ 50,834	\$ 84,299
Health and Safety	\$ 13,596	\$ 23,500		\$ 13,252	\$ 15,627		\$ 344	\$ 7,873	
Readiness Fund	\$ 4,920			\$ -			\$ 4,920		
Total:	\$ 178,609	\$ 231,298	\$ 160,548	\$ 156,144	\$ 166,657	\$ 67,355	\$ 22,465	\$ 64,641	\$ 93,193

DOE WAP	LI WAP	HARRP
\$ 3,800		
\$ 13,401	\$ 3,255	\$ 8,715
\$ -	\$ 21,795	\$ 79,435
\$ 344	\$ 7,865	
\$ 4,920		
\$ 22,465	\$ 32,915	\$ 88,150

Category	11. Total Expenditures Previous Report			12. Current Period Expenditures			13. Total Expenditures To Date		
	DOE WAP	LI WAP	HARRP	DOE WAP	LI WAP	HARRP	DOE WAP	LI WAP	HARRP
Training & Tech Assistance	\$ 13,394			\$ -			\$ 13,394		
Administration	\$ 12,135	\$ 13,223	\$ 1,251	\$ -	\$ 2,679	\$ 179	\$ 12,135	\$ 15,902	\$ 1,430
Program Operations	\$ 117,363	\$ 137,807	\$ 66,104	\$ -	\$ 29,039	\$ 4,864	\$ 117,363	\$ 166,846	\$ 70,968
Health and Safety	\$ 13,252	\$ 15,627		\$ -	\$ 8		\$ 13,252	\$ 15,635	
Readiness Fund	\$ -			\$ -			\$ -		
Total:	\$ 156,144	\$ 166,657	\$ 67,355	\$ -	\$ 31,726	\$ 5,043	\$ 156,144	\$ 198,383	\$ 72,398

Advance	Recouped	Remain Bal
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -

Total Contract Units	12	14	19	Attach copies of the DOE, LIHEAP and HARRP Completed Units Reports	DOE Advance \ Solar Advance	\$ -	\$ -	N/A
Completed To Date	11	14	12		A. Cash Received, Grant to Date (as of submission date)	\$ 156,144	\$ 166,657	\$ 67,355
Units Completed this Month	0	0	2		D. Cumulative Landlord or Other Contributions	\$ -	\$ -	\$ -
Average Cost Per Unit	\$ 10,669	\$ 11,917	\$ 5,913		B. CASH Balance	\$ -	\$ (31,726)	\$ (5,043)
Energy Audits Completed this Month	0	0	N/A	C. Cash Requested	\$ -	\$ 31,726	\$ 5,043	
Final Inspections Completed this Month	0	0		Reporting Month Activity Reflect numbers from AR4CA				
Units in Progress	0	0		Clients on Waitlist	Initial Applicants	Applicants Denied	Applicants Approved	Units Deferred
Percent of Units Completed ★	92%	100%	63%	48	6	4	4	0
Percent of H&S expended	97%	67%	N/A					
Percent of Total Expended	87%	86%	45%	Name of Preparer:		Name of Prog Coordinator:		
Remaining Units to Complete	1	0	7	Jose Taylor		Jason Barnes		

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false

Name of Certifying Official, Title (Signature and Date)	Dr. Landon B. Mason, Executive Director
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