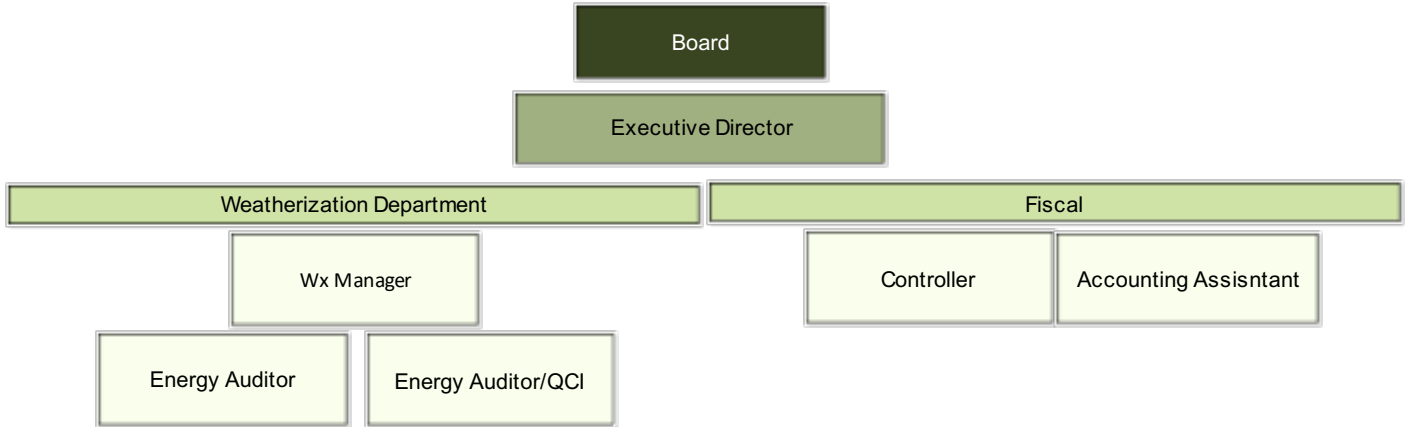


2023-2024 DOE MONITORING REPORT

Subgrantee Information:		Review Information:	
Sub-Grantee:		Report Written by:	Colleen Hutson
Address:		Monitor:	Colleen Hutson
City:			4chutson@gmail.com
State:			Hutson Homes LLC

SUBGRANTEE ORGANIZATIONAL CHART



INTERVIEWS							
Entrance Date:		Location:	Zoom	Exit Date:		Location:	Zoom
Attendees	Title	E-mail		Attendees	Title	E-mail	
Colleen Hutson	Monitor	4chutson@gmail.com		Colleen Hutson	Monitor	4chutson@gmail.co	
	Weatherization Manager				Weatherization Manager		
					Energy Auditor/QCI		
					Energy Auditor/QCI		

COMMENDATIONS

PROGRAM									
Information Provided by:	0								
Contractor/Crew based	0								
Contractors report to:	0								
Agency uses the QCI/Auditor combo:	0								
Pre-inspections done:	0								
Is the manager a QCI?	0								
Does the agency provide outside QCI/audits for other entities?	0								
The manager performs QC inspections?	0								
What counties do you serve?									
County Served									
Percent Served									
Incomplete									

POLICY	
4.5 RENTAL PROCEDURES	
9.6 CONTRACTOR PROCUREMENT AND PRICE LISTS	
5.8 ADMINISTRATION OF FUNDS	
4.1 CLIENT PRIORITIES	
Incomplete	

BUDGET						
Current Information as of:	1/0/00	DOE	BIL	Readiness	LIHEAP 2023-2024	
		2023-2024	2023-2024		CAP	MECH
Average days to complete						
Average cost per home		#DIV/0!	#DIV/0!	\$ -	#DIV/0!	#DIV/0!
Number of completions		0	0			
Completions needed per month to fulfill contract		0.00			0.00	
Total monthly completions needed		0.00				
Total jobs in production						
Total completions reported		0.00				
Completion times of job reviewed		0	Days Average			
		0	Days Longest			
		0	Days Shortage			
Incomplete						

FINANCIAL	
Claims match invoice amounts	
Claim requested at least every 30 days per the DOE and LIHEAP agreements with	
Average amount of days contractors are paid from files reviewed	0
All expenses reviewed are allowed	
Does the agency provide incentives for Wx workers?	0
Incomplete	

GENERAL	
MULTI-FAMILY	
RE-WEATHERIZATION	0
COMPLETIONS	0
PPE	0
SDS SHEETS	0
DOES THE AGENCY HAVE POLLUTION	0
IF SO, DOES IT EXCLUDE LEAD?	0
Incomplete	

CERTIFICATIONS	
All certifications are current?	
All workers are listed on certs tab?	
All workers are CEU compliant?	Email from Chris about last year's CEUs
Incomplete	

PROCUREMENT					
UTILIZES A PRICE LIST					
CONTRACTOR PROCUREMENT	1/0/00				
CONTRACTS CURRENT	No	CURRENT INSURANCE	No	NOT DISBARRED	No
INVENTORY EQUIPMENT	No				
INVENTORY SUPPLIES	No				
INVENTORY MATERIALS	No				
Incomplete	Go to tab				

DEFERRALS	
Number of Deferrals	0 Since April 1
Main reason	
Readiness Used	
State LIHEAP can't be used	
Proper documentation done	0
Total Jobs inspected	0
Current Deferral rate	#DIV/0! All jobs deferred from Pre-inspection
Incomplete	

LEAD COMPLIANCE	
Homes built prior to 1978	
Homes with LEAD	
We care about LEAD used	
Lead Firm for sub-grantee	1/0/00
Manager is aware of "We care about	
Incomplete	

NEAT/MHEA REVIEW	
Findings	NONE
Concerns:	NONE
Comments:	NONE
Incomplete	

FILE REVIEW		
Average Blower door reduction	0.00	CFM
Average Spent on ECM	\$ -	
Average Spent on H&S	\$ -	
Average spent on AS	\$ -	

<u>1</u>	Audit	1/0/00	Completion	1/0/00	Days to complete	0
	Pre BD	0	Post BD	0	Reduction	0
	AS Cost	\$0.00	Per CFM	#DIV/0!		
	ECM Cost	\$0.00	H&S Cost	\$0.00		
FINDING 1	0					
FINDING 2	0					
FINDING 3	0					
CONCERN 1	0					
CONCERN 2	0					
CONCERN 3	0					
COMMENT 1	0					
COMMENT 2	0					
COMMENT 3	0					

Incomplete	
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<u>2</u>	Audit	1/0/00	Completion	1/0/00	Days to complete	0
	Pre BD	0	Post BD	0	Reduction	0
	AS Cost	\$0.00	Per CFM	#DIV/0!		
	ECM Cost	\$0.00	H&S Cost	\$0.00		
FINDING 1	0					
FINDING 2	0					
FINDING 3	0					
CONCERN 1	0					
CONCERN 2	0					
CONCERN 3	0					
COMMENT 1	0					
COMMENT 2	0					
COMMENT 3	0					
Incomplete						

<u>3</u>	Audit	1/0/00	Completion	1/0/00	Days to complete	0
	Pre BD	0	Post BD	0	Reduction	0
	AS Cost	\$0.00	Per CFM	#DIV/0!		
	ECM Cost	\$0.00	H&S Cost	\$0.00		
FINDING 1	0					
FINDING 2	0					
FINDING 3	0					
CONCERN 1	0					
CONCERN 2	0					
CONCERN 3	0					
COMMENT 1	0					
COMMENT 2	0					
COMMENT 3	0					
Incomplete						

<u>4</u>	Audit	1/0/00	Completion	1/0/00	Days to complete	0
	Pre BD	0	Post BD	0	Reduction	0
	AS Cost	\$0.00	Per CFM	#DIV/0!		
	ECM Cost	\$0.00	H&S Cost	\$0.00		
FINDING 1	0					
FINDING 2	0					
FINDING 3	0					
CONCERN 1	0					
CONCERN 2	0					
CONCERN 3	0					
COMMENT 1	0					
COMMENT 2	0					
COMMENT 3	0					
Incomplete						

<u>5</u>	Audit	1/0/00	Completion	1/0/00	Days to complete	0
	Pre BD	0	Post BD	0	Reduction	0
	AS Cost	\$0.00	Per CFM	#DIV/0!		
	ECM Cost	\$0.00	H&S Cost	\$0.00		
FINDING 1	0					
FINDING 2	0					

FINDING 3	0
CONCERN 1	0
CONCERN 2	0
CONCERN 3	0
COMMENT 1	0
COMMENT 2	0
COMMENT 3	0
Incomplete	

<u>6</u>	Audit	1/0/00	Completion	1/0/00	Days to complete	0
	Pre BD	0	Post BD	0	Reduction	0
	AS Cost	\$0.00	Per CFM	#DIV/0!		
	ECM Cost	\$0.00	H&S Cost	\$0.00		
FINDING 1	0					
FINDING 2	0					
FINDING 3	0					
CONCERN 1	0					
CONCERN 2	0					
CONCERN 3	0					
COMMENT 1	0					
COMMENT 2	0					
COMMENT 3	0					
Incomplete						

<u>7</u>	Audit	1/0/00	Completion	1/0/00	Days to complete	0
	Pre BD	0	Post BD	0	Reduction	0
	AS Cost	\$0.00	Per CFM	#DIV/0!		
	ECM Cost	\$0.00	H&S Cost	\$0.00		
FINDING 1	0					
FINDING 2	0					
FINDING 3	0					
CONCERN 1	0					
CONCERN 2	0					
CONCERN 3	0					
COMMENT 1	0					
COMMENT 2	0					
COMMENT 3	0					
Incomplete						

<u>8</u>	Audit	1/0/00	Completion	1/0/00	Days to complete	0
	Pre BD	0	Post BD	0	Reduction	0
	AS Cost	\$0.00	Per CFM	#DIV/0!		
	ECM Cost	\$0.00	H&S Cost	\$0.00		
FINDING 1	0					
FINDING 2	0					
FINDING 3	0					
CONCERN 1	0					
CONCERN 2	0					
CONCERN 3	0					
COMMENT 1	0					
COMMENT 2	0					
COMMENT 3	0					
Incomplete						

T&TA	
Based on field observations, the following training is recommended:	
Technical Training	
Program Management Training	
Procurement Training	
Inventory Management Training	
Health and Safety	
Incomplete	

AGENCY REQUIRED WRITTEN POLICY

Indiana Housing and Community Development Authority, Community Programs Weatherization Policy and Procedures Manual
Updated March 2023

	In Compliance	Appears to abide by policy
2.2 Rental Eligibility		
Sub-grantees are required to have and abide by their written policies detailing the terms of the landlord/tenant agreement and any landlord contribution policy the sub-grantee has adopted. Subgrantees are required to develop a written appeals process for dealing with rental units. The process should be		

9.6 Contractor Procurement, Price Lists, Responsible Contractors		
Whether the sub-grantee chooses to bid out each job or work off of an established price list, subgrantees must establish in their written procedures whether their process for accepting contractors is open year round, once per year or multiple times per year. If each home is individually bid, copies of all bid packets must be included in the client file.		

5.8 ADMINISTRATION OF FUNDS		
Sub-grantees must maintain and implement written procedures to minimize the time elapsing between the transfer of funds to the sub-grantee and the sub-grantee’s issuance of payment to subcontractors for program purposes. Sub-grantees will have a total of forty-five (45) days from the receipt of subcontractor invoice to check issuance for DOE and HHS funded grants.		

4.1 CLIENT PRIORITIES		
Once eligibility has been determined, the Subgrantee must follow its client priority policy. Each Subgrantee will develop written procedures by which it assigns priority eligible households. In accordance with 10 CFR 440.16, priority must be given in identifying and providing weatherization assistance to households where one or more of the following exist: 1. High energy usage 2. High energy burden 2. Elderly household member(s) (60 years or over) 3. Disabled household member(s) 4. Household member(s) under the age of 18		

LEAD COMPLIANCE

It is required the Lead Risk Assessor and/or Lead Inspector prepare a compliant report and that a copy of this report be placed in the client file. In the event a contractor is completing work in this home, the contractor must also be forwarded a copy of the Lead Inspector and/or Lead Risk Assessor report. In the event that weatherization professionals are working in the unit and they are required to disturb an area of the unit which has not been tested by the Lead Risk Assessor and/or Lead Inspector, a RRP Certified Lead Renovator may utilize an EPA approved lead test kit (<https://www.epa.gov/lead/lead-test-kits>) to determine if lead is present in the area to be disturbed. All Lead Inspectors, Lead Risk Assessors, and RRP Certified Lead Renovators must follow all regulations, guidelines, and laws set forth for their particular certification. At a minimum, IHDA requires the following information for a lead risk assessor/lead inspector report:

Lead Firm Expiration for Wx program	1/0/00	
Does the Agency have pollution occurrence insurance?		Review!G56
Does it include Lead and mold?		
How Many XRFs does the program have		Review!G49
Last resourse date		Review!G50
Last leak test date		

Sub-grantee to provide at least 1 positive lead sample of a unit lead test and client notification

Property Address:		On lead sheet in SP files
Year of Unit		
Lead Risk Assessor/Inspector		
License number		
Expiration date		
The instrument used for lead testing		
Serial number of the instrument		
Description of areas tested		
XRF report		
Contractor given the report		

NEAT/MHEA REVIEW

SETUP

Setup Library name:

Date of last Update:

Key Parameters set correctly	
Economics on default	<input type="checkbox"/>
Set Points	<input type="checkbox"/>
Insulation	<input type="checkbox"/>

Library Measures	
Is the Life time of the measures correct?	<input type="checkbox"/>
Does the library cost match the current price list?	<input type="checkbox"/>

Measures on	
Are the correct measures on	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>	Incidental Repair- Measure (IRM) <small>(Must be tied to an ECM)</small>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Infiltration reduction (Air Sealing)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Mandatory Measures	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Energy Conservation Measure (ECM)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Ancillary Items (are included in their respective ECM)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Health and Safety Measure	<input type="checkbox"/>

Fuel Cost	
Does the agency have fuel costs for Utilities in their service area?	<input type="checkbox"/>
How many fuel libraries does the agency have?	<input type="checkbox"/>
Last date it was updated?	<input type="checkbox"/>

NEAT Insulation	
Are there custom insulation types added?	<input type="checkbox"/>
Are the prices for the above, set up in the library measures?	<input type="checkbox"/>

Supply Library	
Does the agency have defined supplies?	<input type="checkbox"/>

DEFERRALS

At any point when a unit is deferred, the client must be provided with written notification of the deferral. The written notice must be in compliance with WPN 22-7 and IHCD State Plan. A copy of the written notification of deferral to the client must be placed in the client file. The client must also be given a copy of the signed and dated Moisture Assessment form. A copy of this form must also be in the client file. For each deferral issue within the home, there must be a meaningful corresponding photograph of the issue(s) in the client file. The deferral notification to the client must include the instructions for pursuing an appeal to the deferral. This appeal must follow established protocol outlined in the Appeals Procedure section of this manual.

All answers from April 1, 2023 to date		
How many Deferrals?		Review!G40
How many units are removed from Deferral and put back into production?		
How many jobs are currently in production?	0.00	
How many completions? reported	0.00	

10% of sub-grantee's deferral rate will be reviewed this year		
Number of deferrals reviewed	4	
Last Name of Client	Client #1	Client #2
Was written notification provided?		
Did the notice include the next step for client?		
Time Line?		
Was the letter given in 10 days?		
Reasons?		
Extra documents required as per 22-7?		
If 22-7 required , was it documented that it was given?		
Pictures in file or on computer?		
Moisture form signed, dated and given to client		
Local Review language in notice?		
State Review language included in notice?		
Proper docs above		

PROCUREMENT		
Information provided by:		
OMB Guidance §200.318 General procurement standards		
Does the sub-grantee utilize a price list?		
Explain process:		
Does the sub-grantee perform a cost analysis to determine prices?		
Explain process:		
How often does sub-grantee update the price list?	Annually	

9.6 CONTRACTOR PROCUREMENT, PRICE LISTS, RESPONSIBLE CONTRACTORS		
	Date of last procurement	In compliance
The following procedures must be included in Contractor Procurement and Establishment of a Price List:		
Publicly bid with advertising using newspapers, websites or hard copy and be available for at least three (3) business days. Fair and open competition must be provided.		
If bid packets will be mailed or emailed to existing contractors, a list must be kept of interested contractors.		
The solicitation must include a clear and accurate description of the service or material being procured.		
The process must take place annually. Unless it is written in Agency Policy.		
Deadlines must be established and adhered regarding responses to packets.		

CONTRACTOR COMPLIANCE									
Sub-Contractor	os://sam.gov/see	not disbarred	Lead Firm Expiration	Contract Dates		Flow Down	Liability insurance	Amount	Pollution Occurrence
				Start	End				
AGENCY									
All contractors have been checked for disbarment				No		Is all insurance current?		No	
Are all contracts current?				No					

How is work divided among Contractors?

Among HVAC contractors the work is typically divided equally unless there is specific equipment that the Energy Auditor is targeting that only one contractor carries. Among shell contractors work is divided up by contractor's capacity.

How are the costs or fixed prices determined for weatherization materials, services (audits, inspections, etc.)?

INVENTORY									
VEHICLES and EQUIPMENT					INVENTORY OF SUPPLIES				
		Acquisitions over \$5000.00 Since last Monitoring	In Compliance		Required info for each item		In Compliance	NOTES	
Acquisition Date		Bid Specifications			Description				
Description		Solicit Bids							
ID #		Bid Selection							
Funding Source		Request approval from IHEDA							
Award #		IHCDA Approval							
FAIN		Used Appropriately							
Cost									
Location									
Who holds the title									
Disposal Date									
Equipment:	No				Supplies:	No	Materials:	No	
Describe inventory process and who tracks:									

		Notes	Date
Is there documentation of the last inventory reconciliation?			
This should be done every two years			
How many weatherization vehicles does the agency have?			
Are the vehicles being used for other programs?			
Are any tools or equipment being used for other programs?			

Finding: NONE

Concern: NONE

SUB-GRANTEE COMPLIANCE

	Recognized Certifications
	BPI Quality Control Inspector
	IN Competent Energy Auditor
	Retrofit Installer Shell
	Crew Leader Shell
	Retrofit Installer Mechanical
	Mechanical Helper (not a certification)
	BPI's Building Analyst
	In Training

WX PROFESSIONALS CERTIFICATION AND LICENSE

Wx Professional	Employer	Hire date	Renovator	Certification Held	Expiration Date	OHSA	IN Lead and Mold	62.2	CMR	SMMM	SATT	# of CEU

FUNDING USED

Agency Link		Client: 1																			
Invoice Link	INVOICES	Received Date	Paid Date	Days Paid	Approved	Contractor	Labor	Material	Total	BIL BASE	BIL H&S	LIHEAP	Other	Other							
Page #	Workers Listed									BASE Labor	BASE Material	BASE Overhead	H&S Labor	H&S Material	H&S Overhead	LIHEAP Labor	LIHEAP Material	LIHEAP Overhead	Name	Name	
				0					-												
				0					-												
				0					-												
				0					-												
				0					-												
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				0					-												
				0					-												
				0					-												
				0					-												
				0					-												
Totals																					

Average Days 0

Total Completion Cost	
Total H&S	
Total DOE Cost	
Total LIHEAP Cost	

ECM JOB Cost	-
LIHEAP and H&S Cost	-
AS Cost Invoice	
AS NEAT/MHEA	

NEAT/ MATH	
Cumulative SIR	
Total cost of ECM	-
ECM cost on NEAT/MHEA	
Total IRM cost on NEAT	
Is it in consecutive order?	
Are all measures performed, on the audit?	
Is the Actual cost within reason of the audit cost?	

DOCUMENTING ELIGIBILITY	
IWAP#:	
Name:	1
Address:	
City:	
ZIP:	
County:	
Household Income:	0
Date of last Application/ Verification:	Julia to put logic all
Child support:	
Zero Income? (18 plus):	
Income Documentation:	
Dwelling Type:	
Own/Rent:	
Primary Heating Source:	
Members in Household:	
Date Final Inspection Passed:	1/0/00
Age of APP:	0

	FILE	IWAP
Year Built:		
Is the home built prior to 1978:		
Area of Living Space:		
Gas Utility:		
Electric Utility:		
Pre Blower Door:		
Post Blower Door:		
Blower Door Reduction:	0	0
Post Continuous Ventilation:		
Attic Pre:		
Attic Post:		
Wall Pre:		
Wall Post:		

	Result	XRF/SWAB
LEAD TEST		
Lead Safe Pictures:		
RRP Checklist:		
3 Calibrations Pre & Post Test:	Pre	Post
mg/cm2 calibration		
mg/cm2 calibration		
mg/cm2 calibration		
Average:		.8 - 1.2

WX WORKERS			
	Worker:	Not on list:	Dates:
Auditor:			
Mech 1:			
Mech 2:			
Helper:			
Interim Inspector:			
Crew Leader:			
Shell 1:			
Shell 2:			
Shell 3:			
QCI:			1/0/00
All workers are on the cert tab.			
Days in Production			0

Page #	REQUIRED FORMS 202	Present	Complete
	EAP/WAP Application:		
	Zero Income:		
	Child Support:		
	Client Consent:		
	Date Signed:		
	Mold Notification:		
	Lead Notification:		
	Citizen Guide to Radon Notif:		
	Smoke and CO Notification:		
	Radon Informed Consent:		
	How old is the home?	2023	
	Home older than 45 years?		
	SHPO, required if older than 45		
	Deferral letter:		
	Landlord/Rental Agreement:		
	Cover Sheet:		
	Work Order:		
	NEAT/MHEA RUN:		
	Heating System Type		
	Cooling load?		
	Final Inspection Form:	Link	
	Signature by QCI:		
	Date Passed:		
	Heating System Form:		
	Client Education:		
	Signature by Auditor:		
	Signature by QCI:		
	Furnace Sizing Form(Heating/Cooling Loads):		
	BTU Heat Loss:		
	New Gas Furnace Installation Inspection Form:		
	BTU of Installed Furnace:		
	TYPE:		
	WHY:		
	Moisture & Home Assessment:		
	Relative Humidity:		
	Agency Rep on Continued box:		
	Client Signature:		
	BT Signature document notes:		
	QCI Signature document notes:		
	62.2 Run Audit:		
	62.2 Run Final:		
	X Above Line?		
	Sufficient Combustion Air:		
	Gas Cook Stove:		
	Is the cook stove gas?		
	DSTO:		
	Signature by Crew Leader:		
	Certificate of Insulation:		
	Signature by Crew Leader:		
	Is there insulation on WO?		
	Health Screen:		
	Fuel Swap:		N/A