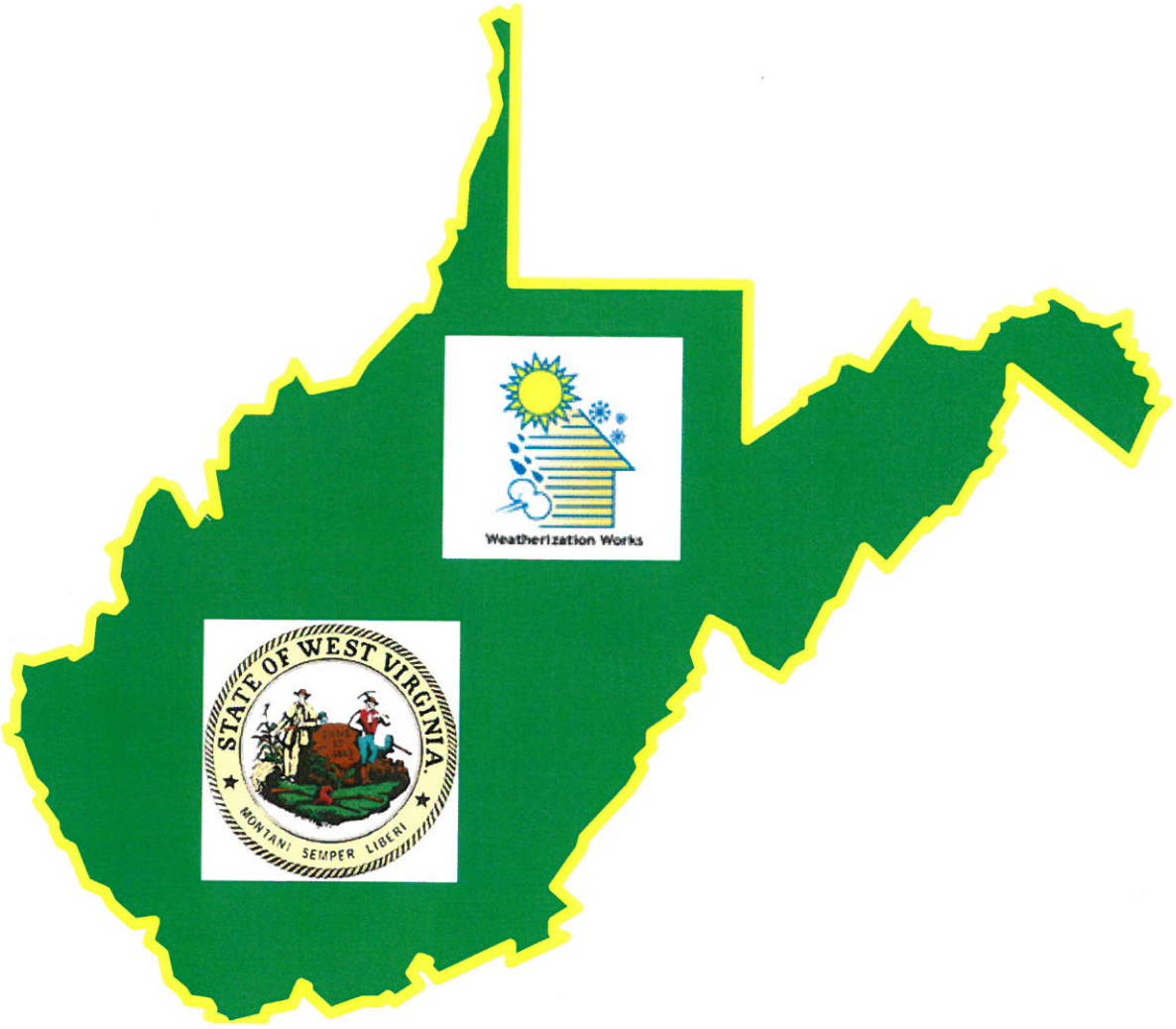
WEST VIRGINIA WEATHERIZATION ASSISTANCE PROGRAM



DOE STATE PLAN

July 1, 2014 — June 30, 2015

State of West Virginia
Office of Economic Opportunity
700 Washington Street East, 4th Floor
Charleston, WV 25301
(304) 558-8860

OMB Number: 4040-004
Expiration Date: 03/31/2012

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

2. Type of Application:
- [ ] New
- [x] Continuation
- [ ] Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received

4. Applicant Identifier:

5a. Fed Entity Identifier:

5b. Federal Award Identifier:
DE-EE0006192

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: West Virginia, State of

b. Employer/Taxpayer Identification Number (EIN/TIN):
556000780

c. Organizational DUNS:
011647729

d. Address:

Street 1: 700 Washington Street East
Street 2: 4th Floor
City: Charleston
County: KANAWHA County
State: WV
Province:
Country: U.S.A.
Zip / Postal Code: 25301

e. Organizational Unit:

Department Name:
Department of Commerce

Division Name:
Office of Economic Opportunity

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Miss
First Name: Lyn
Middle Name: M.
Last Name: Bartges
Suffix:

Title: Weatherization Administrator

Organizational Affiliation: Office of Economic Opportunity

Telephone Number: 3045588860
Fax Number: 3045584210

Email: Lyn.M.Bartges@wv.gov

OMB Number: 4040-004
Expiration Date: 03/31/2012

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance Program

12. Funding Opportunity Number:

DE-WAP-0002014

Title:

2014 Weatherization Assitance Fundin g Opportunity

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

State of West Virginia - all 55 Counties

15. Descriptive Title of Applicant's Project:

PY2014 DOE Annual Weatherization Assistance Program Grant

OMB Number: 4040-004
Expiration Date: 03/31/2012

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16.Congressional District Of:

a. Applicant: West Virginia Congressional District 01

b. Program/Project: WV-Statewide

Attach an additional list of Program/Project Congressional Districts if needed:

17. Proposed Project:

a. Start Date: 07/01/2014

b. End Date: 06/30/2015

18. Estimated Funding ($):

a. Federal	2,557,149.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	2,557,149.00

19. Is Application subject to Review By State Under Executive Order 12372 Process?:

[X] a. This application was made available to the State under the Executive Order 12372 Process for review on: 05/15/2014

[ ] b. Program is subject to E.O. 12372 but has not been selected by the State for review.

[ ] c. Program is not covered by E.O. 12372

20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)

No

21. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code Title 218, Section 1001)**

[X] I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Miss

First Name: Lyn

Middle Name: M.

Last Name: Bartges

Suffix:

Title: Weatherization Administrator

Telephone Number: 3045588860

Fax Number: 3045584210

Email: Lyn.M.Bartges@wv.gov

Signature of Authorized Representative: Signed Electronically

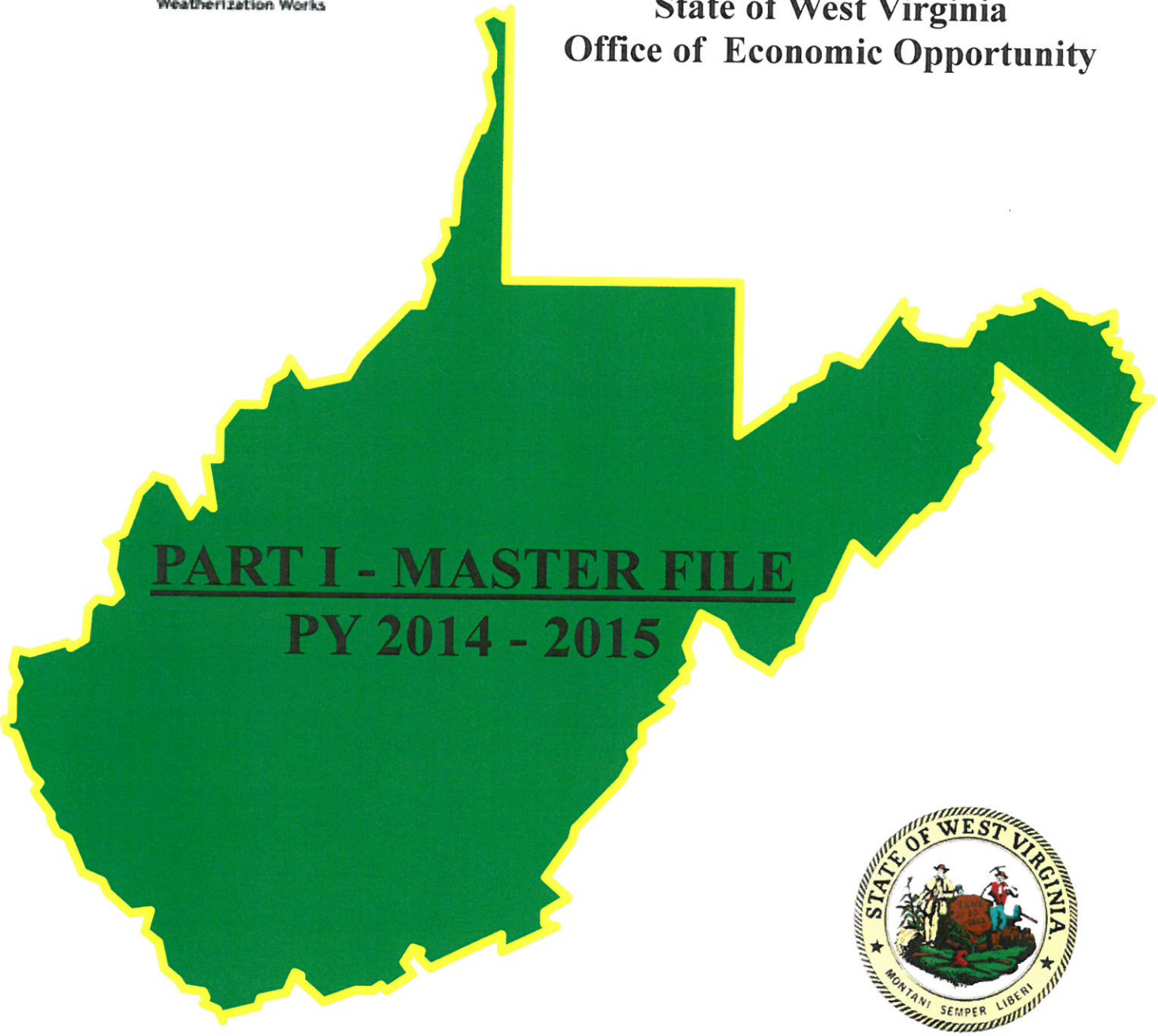
Date Signed: 05/15/2014

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

West Virginia Weatherization Assistance Program

State of West Virginia
Office of Economic Opportunity



PART I - MASTER FILE
PY 2014 - 2015

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State of West Virginia
Office of Economic Opportunity

U.S. Department of Energy
Program Year: 2014-2015
State Plan Master File

V. MASTER FILE

V.1. Eligibility

The West Virginia Weatherization Assistance Program (WV WAP) will ensure that every dwelling weatherized meets both client eligibility and building eligibility requirements as detailed in *Sections V.1.1* and *V.1.2.*

V.1.1 Approach to Determining Client Eligibility

Definition of Income Used to Determine Eligibility:

The WV WAP will determine eligibility of a dwelling unit based on the amount of household income and the conformity of that income to criteria established by the Low-Income Home Energy Assistance Act of 1981, 42 U.S.C. 8621. All Sub-grantees in the WV WAP will use 200% of the Office of Management and Budget (OMB) poverty guidelines for determining income eligibility. The WV WAP data management system calculates a twelve month income period needed to create an annualized income equivalent for comparison to the Poverty Income Guidelines. In addition, family units that have received cash assistance payments under Title IV or XVI of the Social Security Act, or applicable State or local law paid during the twelve-month period preceding application, will be eligible for weatherization pursuant to 10 CFR Part 440.22.

Eligibility Procedures:

The State of West Virginia Office of Economic Opportunity (OEO) has established an extensive intake/application process involving obtaining information from prospective program participants before a decision can be made on their eligibility for weatherization assistance. Each applicant must provide all of the items outlined as "mandatory data fields" in the application process/form. All prospective applicants will be required to identify and provide verification of the amount and source of all their income for their household. Additional data fields included in the state data management system require the collection and reporting of

household demographic and residence specific information including but not limited to whether the applicant rents or owns his/her home. All applicants will be required to sign their application and certify to the validity of the information provided. Falsification of an application is subject to prosecution.

OEO has developed specific and detailed guidance in a policy *(WAP Application and Review Queue Management Policy)* on how the Sub-grantees are to utilize the various functions of the database management system to ensure there is consistency among the WV WAP Network on how a client proceeds through the various stages of the weatherization process. This policy will be in effect for PY 2014 – 2015.

Income Verification Procedures:

The eligibility documentation is maintained in the database management system and may be supplemented with a physical client file. All eligibility documentation in physical client files and/or eligibility documentation entered in the database management system is to be reviewed for compliance by the Sub-grantee prior to weatherization services being provided. In the event that six (6) months or more has lapsed between the date of application and the date weatherization services is scheduled to begin on a particular job, the income of that client must be re-verified as per WV WAP requirements. OEO provides a secondary review of eligibility documentation and process selecting a sample of weatherization dwellings during the monitoring process. OEO issued an *Income Eligibility Policy* on November 19, 2013 to provide updated uniform guidelines on the definition of income and determining income eligibility.

All 55 counties of West Virginia are eligible for weatherization services and will be served by the WV WAP. Any West Virginia resident who meets client eligibility requirements and whose dwelling meets building eligibility requirements would be eligible to receive weatherization services. As per DOE requirements and 10 CFR 440.16(b), priorities are given to certain portions of the eligible population. These priorities and the process followed are described in *Section V.3 Priorities.*

Qualified Aliens Eligibility for Benefits:

The steps in the application/intake process detailed in the previous *Eligibility Procedures Section* ensure Department of Energy (DOE) weatherization services shall only be provided to eligible populations.

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V.1.2 Approach to Determining Building Eligibility

Reweatherization:

The WV WAP has procedures in place to comply with DOE regulations and 10 CFR 440.18(e)(2)(iii) regarding reweatherization. Prior to any weatherization activity, a unit must be evaluated to determine whether previous weatherization services were provided after ***September 30, 1994***. If services have been provided *after this date* with DOE funds, the unit is not eligible for additional weatherization services with DOE funds.
The following actions must be taken on each unit prior to weatherization services to ensure the homes that have received weatherization services after September 30, 1994 are not reweatherized:

1. Each client's address must be entered into the data management system to identify whether the client's home has been weatherized during or after 2007 (length of WV WAP historical records with searchable addresses);

2. Each client's name must be entered into the data management system's "Old Weatherization Data" module, to check if the client has previously been reported as a completion during 1996 to 2007 (length of WV WAP historical records with client names only). If the client's name is found in the data management system as having had weatherization services, the Sub-grantee will verify with the client if they are living at the same address as when they received weatherization services in the past. If the client verifies that this is the same address, then the dwelling is ineligible for weatherization services.

3. A secondary verification occurs as each client must be asked whether their home has been weatherized after September 30, 1994.

4. If a dwelling passes the first two verification steps, a third verification step is performed as a visual inspection of each home must be completed by an auditor to identify whether previous weatherization measures have been performed. If the home was completed after September 15, 2011, Sub-grantees are required to place standardized tags on specified areas of dwellings after completing the Weatherization process. This procedure is outlined in the *WAP Weatherized Unit Tagging Procedure as Amended February 9, 2012*.

5. If there are no documented, verbal, visual, or physical evidence of previous weatherization services, the Sub-grantee may proceed with weatherization services on the dwelling.

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6. Sub-grantees may provide services to a dwelling unit previously weatherized ***prior to September 30, 1994***, as noted in the American Reinvestment and Recovery Act of 2009 and *DOE WPN 14-1, Application Instructions Section V.1.2*. A reweatherized unit falls into the category of time indicated above and described under 10 CFR 440.18(e)(2)(iii). DOE gives Sub-grantees the flexibility to revisit those homes weatherized prior to September 30, 1994 that may not have received the full complement of Weatherization services, including the use of an advanced energy audit or addressing health and safety concerns.

7. The DOE-issued *Weatherization Program Notice 12-7 Disaster Planning and Relief* allows additional work to be done on homes due to natural disasters. In the event of a declared Federal or State disaster, allowable expenditures under WAP include:

    - The cost of incidental repairs to an eligible dwelling unit if such repairs are necessary to make the installation of weatherization materials effective.
    - The cost of eliminating health and safety hazards, elimination of which is necessary before the installation of weatherization materials (10 CFR 440.18(d)(9); 10 CFR 440.18(d)(15).
    - To the extent that the services are in support of eligible weatherization (or permissible reweatherization) work, such expenditure would be allowable.

    In the event of a declared Federal or State disaster, weatherization crews may return to a unit reported as a completion to DOE that has been "damaged by fire, or act of God to be reweatherized, without regard to date of weatherization" as per 10 CFR 440.18(f)(2)(ii). Local authorities must deem the dwelling unit(s) salvageable as well as habitable and if the damage to the materials is not covered by insurance or other form of compensation.

    - Debris removal from a dwelling unit that is not to be weatherized would not be an allowable cost.
    - Weatherization personnel can be paid from DOE funds to perform functions related to protecting the DOE investment. Such activities include: securing weatherization materials, tools, equipment, and weatherization vehicles, or protection of local Sub-grantee weatherization files, records and the like during the initial phase of the disaster response.
    - Using DOE funds to pay for weatherization personnel to perform relief work in the community as a result of a disaster is not allowable.
    - Local agencies may use weatherization vehicles and/or equipment to help assist in disaster relief provided by WAP is reimbursed according to the *DOE Financial Assistance Regulations* 10 CFR Part 600.

WAP rules require that priority be given to identifying and providing weatherization assistance to elderly persons, persons with disabilities, families with children, high residential energy users, and households with high energy burdens as per 10 CFR 440.16(b). However, it would be permissible to consider in households located in the disaster area, as a priority as long as the households are eligible and meet one of the priorities established in regulation and are free and clear of any insurance claim or other form of compensation resulting from damage incurred from the disaster.

As referenced in #4 above, OEO developed and implemented a *Weatherized Unit Tagging Procedure* policy on September 15, 2011 (amended on February 9, 2012) to identify dwellings as "Weatherization Completions" and maintain compliance with DOE's *Reweatherization Policy*. WV WAP's *Weatherized Unit Tagging Procedure* requires the placement of a permanent and standardized tag on each completed dwelling unit including the following information:

a. Sub-grantee Name

b. WV Weatherization Assistance Program

c. Sequential Number

d. "DO NOT REMOVE" indication

e. Initials of Sub-grantee Quality Control Inspector and date of Quality Control Inspection (indicated in permanent marker)

There are specific locations in the dwelling outlined in the policy where the Sub-grantees are to attach the tags in an effort to make them as permanent as possible. The Sub-grantee is to attach two tags in different locations in each dwelling in the case that one would become detached. The Sub-grantee must also maintain a picture of the tag and its location in the dwelling unit as a Portable Document Format (PDF) in the data management system and may also keep such in the physical client file. Failure to adhere to the policy could result in the dwelling unit not being deemed as a "Completion" and in turn all associated costs could be disallowed. The procedure implemented also maintains sufficient accountability of the Sub-grantee (and specific Quality Control Inspector) providing the weatherization services on a particular dwelling.

Eligible Structures:

Sub-grantees shall ensure that weatherization services are being provided to low-income persons that live in standard types of housing (i.e. single family, rentals, manufactured housing, and multi-family buildings). Sub-grantees will exercise caution when approaching non-traditional type dwelling units including but not limited to shelters and apartments over businesses. OEO will seek guidance from the WV DOE Project Officer as necessary if the WV

WAP approaches a non-traditional dwelling. Weatherization of non-stationary campers and trailers that do not have a mailing address associated with the eligible applicant will not be allowed, even if utilizing a post office box. For procedures regarding structures that require deferral of services due to the structure being deemed at least temporarily ineligible, refer to the *Deferral Process* a following segment of this section.

Rental Units:

The WV WAP may provide weatherization to rental units, including multiple dwelling units. The WV WAP has procedures that address the protection of renters' rights as per 10 CFR 440.22(b)(3) and 440.22(c)-(e). No rented dwelling unit can be weatherized without first obtaining the written permission of the owner (or his/her agent) of the dwelling unit. Completion of the "Owner Agreement of Rental Homes" form will be mandatory for rental units.

The "Owner Agreement of Rental Homes" form is designed to assure the following:

1. That the benefits of weatherization assistance shall reside primarily with the low income tenants;

2. For a reasonable amount of time, the rent shall not be raised because of the increased value of dwelling unit(s) due solely to weatherization assistance provided under this program;

    - Should a rental increase occur and the tenant perceive it to be due solely to the weatherization services provided, the tenant would notify the applicable Sub-grantee who would then contact OEO, or the tenant may contact OEO directly.
    - OEO will instruct the tenant to file a written complaint with OEO detailing the situation and the perceived reason for the rent increase.
    - OEO will make contact with the landlord and notify the landlord that a complaint has been filed, and provide the landlord with a copy of the complaint. The landlord will have the opportunity then to appeal the complaint.
    - OEO will obtain all of the pertinent information applicable to the dwelling and the weatherization services received and will review all of the information provided.
    - OEO will work to resolve the situation in a way agreeable to all parties. OEO encourages the use of alternative dispute resolution procedures including arbitration.

3. That no undue or excessive enhancement shall occur to the value of the dwelling unit; and

4. That the landlord understands the requirements set forth by the *Financial Participation Policy for Rental Units* that requires a landlord with income outside of the poverty guidelines of the WV WAP, to contribute a percentage of the costs of the various weatherization measures.

In the event that all possible negotiations with the landlord have been attempted yet the landlord refuses contribution, the dwelling may still be weatherized with proper documentation and approval from OEO.

All Multifamily units will follow the established client prioritization protocols as established in single-family weatherization, unless otherwise determined by OEO. Multiple dwelling units are defined as buildings containing 5 units or more and can be weatherized if 66% (50% for duplexes and quadraplexes) of the occupants qualify for weatherization assistance pursuant to Federal Regulation 10 CFR 440.22. Weatherization services provided to multifamily dwelling units will also be supported by OEO's *Multiple Dwelling Unit Policy and Guidance* implemented in February 25, 2011 detailing the process, procedures, and requirements including the "WV Multifamily Owner Agreement" which is similar to the owner agreement described above, but adapted for Multifamily units.

Deferral:

The WV WAP developed and implemented a WV WAP *Deferral Policy* on August 21, 2012 to assist in the decision to defer weatherization assistance on an eligible dwelling in attempt to standardize the procedure throughout West Virginia. As per the policy, a deferral does not mean that weatherization assistance will never be available, but that work must be postponed until the problems at the home can be resolved. Sub-grantee crews and contractors are expected to pursue all reasonable options on behalf of the client, within program guidelines. After an on-site visit has been conducted, if conditions warrant, and the Sub-grantee determines that the home meets one or more of the following deferral conditions, a letter must be sent to the client outlining the conditions present at the dwelling and the justification for deferral. The reason for deferral must be selected and documented in the database management system.

Possible deferral conditions include but may not be limited to the following:

a. Structurally unsound dwelling that is not suitable and adaptable to Weatherization, and the Weatherization Program does not have the resources to do necessary repairs.

b. Electrical or plumbing hazards that cannot be resolved prior to or as part of Weatherization services.

c. The presence of raw sewage around or in any part of the dwelling.

d. The presence of a dead animal, or animal feces, in an area where program staff must install weatherization measures.

e. Excessive debris and clutter around the dwelling that limits access to the dwelling.

f. Pets unchained or running loose that would be distracting or unsafe to program staff.

g. The client is uncooperative, abusive, or threatening to the crew, or there is an apparent threat of violence or abuse to any program worker, or any household member, during the weatherization process.

h. The presence or use of any controlled substance in the dwelling during the weatherization process.

i. Environmental hazards, such as serious moisture problem, known excessive radon, friable asbestos, excessive lead paint, or other environmental hazards that cannot be resolved prior to or as part of the weatherization services.

j. Evidence of substantial infestation of rodents, insects, bats, or other harmful/objectionable animals that are difficult to control.

k. Major remodeling is in progress, limiting the proper installation of weatherization measures.

l. Substantial standing water in or around the crawl space or basement area limiting the proper completion of Weatherization measures.

m. Dwelling resident has a medical condition that prohibits the installation of insulation and/or other weatherization measures.

n. No cost-effective or appropriate health and safety measures can be done to the house resulting in minimal energy savings.

o. Customer in arrears with utility vendor, gas service has been shut off, or electric service has been shut off.

p. Client refusal of primary energy conservation measure (SIR ≥ 2).

q. Client refusal of Health & Safety measure(s) necessary for client safety.

r. Income verification needed.

s. Updated utility information needed.

t. Other conditions not listed above that prohibit complete weatherization.

There are several steps detailed in the WV WAP *Deferral Policy* outlining the Sub-grantee and/or client's responsibilities after the aforementioned deferral letter is generated in order to possibly complete weatherization for a client that was originally deferred. These steps involve allowing the client to correct the identified issues or barriers to weatherization and providing the Sub-grantee with documentation that issues have been addressed. There is also a procedure in place in the event that issues are not addressed or no response is received from the client. All applicable steps must be followed and all required documentation retained.

V.1.3 Definition of Children

In terms of prioritizing households including children, the State of West Virginia has defined "children" as those 18 years old and under in compliance with 10 CFR 440.3.

V.1.4 Approach to Tribal Organizations

In accordance with federal rule, the State of West Virginia recommend that tribal organizations not be treated as local applicants eligible to submit an application to operate a Weatherization Assistance Program. In accordance with 10 CFR 440.16(f), low-income Native Americans will receive benefits equivalent to assistance provided to other low-income persons within the State as eligible individual applicants under program guidelines.

V.2 Selection of Areas to be Served

The method used to select each area to be served by a weatherization project will be as follows:

1. All 55 counties in West Virginia will be served by the WV WAP.

2. Selection of weatherization Sub-grantees or qualified entities is made pursuant to 10 CFR 440.15.

3. Sub-grantee's in the state operate the WAP in service areas designated by specific counties, barring any unforeseen circumstances necessitating service area alteration. Sub-grantees may contract with one another in efforts to more efficiently and effectively provide weatherization services to all counties within a Sub-grantee's service area.

4. In the event that OEO determines that a Sub-grantee fails to meet WV WAP grant agreement requirements, options include (but are not limited to) allocating the funds to other eligible Sub-grantees or qualified entities in the State.

V.3 Priorities

The WV WAP will give priority to identifying and providing weatherization assistance to elderly persons (60 years of age or older), persons with disabilities, and households with children (18 years of age or younger). Priority can also be given to households with a high energy burden defined by the WV WAP as 20 percent or more of the household income is utilized to pay for energy usage. Another factor considered when prioritizing clients is the time spent on the wait list. All priorities are weighted the same with regards to the points they receive.

During PY 2014-2015, the WV WAP will also incorporate identification and targeting of high energy users (i.e. energy usage is above average as a result of household composition and/or unusual needs for energy) as a priority group, in collaboration with WV WAP utility partners. OEO is in the process of identifying the parameters of this priority for the various fuel types, and OEO will then incorporate the parameters into a policy regarding the procedures of tracking energy usage data in the database management system.

OEO has developed a point system to rank clients using the aforementioned prioritization criteria in the data management system that tracks all clients, dwellings and weatherization work. The WV WAP Sub-grantees must adhere to this prioritization list and point system within the data management system unless otherwise directed or approved by OEO.

OEO may modify the prioritization system throughout the program year within the parameters of the program. The intent will be to conserve the maximum amount of energy possible while serving the needs of each community. Sub-grantees do not have the ability to manipulate or alter the prioritization system or criteria without written approval from OEO.

OEO is in the process of finalizing and implementing a new policy *(WAP Priorities for Service Delivery)* which will be in place for PY 2014 – 2015. OEO has requested a modification of the database management system to ensure clients are being prioritized properly and effectively. The database management system will only allow those clients highest on the priority list (based on the previously described point system) to be selected to be served by a particular Sub-grantee, unless otherwise approved by OEO. The system will allow for a reasonable "pool" of high priority clients a Sub-grantee has to select from so that there is flexibility built in to the system, while also ensuring all clients served are high priority clients. Due to the number of high priority clients that will be available to a Sub-grantee to select from, OEO does not anticipate any issue with all counties in WV being provided weatherization services in an

efficient and effective manner. However, this process will be monitored throughout the year by OEO and adjusted as necessary.

Sub-grantees shall ensure that weatherization services are being provided to low-income persons that live in standard types of housing (i.e. single family, rentals, manufactured housing, and multi-family buildings). Housing type is not a recognized priority. OEO will monitor the system to ensure eligible clients are not discriminated against due to housing type.

V.4 Climatic Conditions

West Virginia is the 41st largest of the 50 United States with a total area of 24,230 square miles. Within its boundaries, elevations reach as high as 4,863 above sea level (Spruce Knob in Pendleton County) and as low as 240 feet above sea level (Potomac River on the Virginia border).

The International Energy Conservation Code (IECC) has defined (2) distinct climate zones that cover West Virginia. These climate zones help approximate the performance of a building within each zone due to the effects of heating- cooling demand, precipitation, and relative humidity. A rough map of the IECC climate zones is included as an attachment with this application.

Due to the variations in climate throughout the state, each energy audit shall be adjusted to most accurately model the climactic conditions of the individual location. Likewise, each energy audit shall indicate the model climate used represented as locations included in the DOE approved auditing software (the Weatherization Assistant software as described in *V.5.2 Auditing Procedures*.) At the present time, Zone 1 is identified as Charleston, WV and Zone 2 is identified as Elkins, WV in the DOE approved auditing software.

Based on the cooling degree-days, the state has not approved specific cooling measures under health and safety. However, the WV WAP may pursue funds outside of standard federal weatherization funds to address cooling measures that compliment and supplement WV WAP

Heating Degree Day (HDD) and Cooling Degree Day (CDD) data may be found from the link below.

- National Climatic Data Center (using information from the NOAA) http://ggweather.com/normals/

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V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

The West Virginia Weatherization Field Standards (2009) outline procedures for common weatherization measures, and establishes standards for installation. The West Virginia Weatherization Field Guide (2009) is an in-field instructional reference guide for program supervisors and technicians. Together, the Field Standards and Field Guide create a logical and practical means of addressing the energy conservation needs of the state's dwelling units. Both documents are to be updated during incorporation of new DOE requirements discussed below.

The West Virginia Finance and Administrative Guide (2005) outline procedures and requirements for overall WV WAP program management. (To be updated)

OEO develops and distributes West Virginia Weatherization Program Notices (WV WPN) and West Virginia Weatherization Bulletins (WV WXBulletin) to provide additional guidance on specific requirements and major program updates and/or changes. These notices are in supplement to DOE Weatherization Program Notices.

All work is to be performed in accordance to the DOE approved energy audit procedures and 10 CFR 440 Appendix A.

In order to comply with the requirements of WPN 14-4, OEO will specify the work quality guidelines and standards with comprehensive Field Installation Standards and a Field Guide, or combination thereof by the end of PY 2014 – 2015, and will implement all new guidance and tools for the start of PY 2015 – 2016.

Standards:

OEO will review the Field Installation Standards to assure they are in compliance with the Standard Work Specifications for Home Energy Upgrades (SWS). All relevant SWS will be referenced in the Field Installation Standards. All requirements in the Standards will meet or exceed the minimum standards outlined in the SWS.

Field Guide:

OEO will develop a comprehensive Field Guide component that defines all applicable tasks to be performed on client homes. All procedures will be aligned with the SWS. The Field Guide will reference the appropriate SWS for the procedure being described and clearly state the required specifications for that procedure.

Prior to the start of PY 2015 – 2016, OEO will distribute Field Guides and Installation Standards to Sub-grantees and/or contractors to advise them of the expectations of work quality. At that time training will be provided on the use of the documents and requirements as defined in both. All recipients are required to confirm receipt. This aspect of compliance to DOE WPN 14-4 is described in greater detail in *Section V.8.4 Training and Technical Assistance*.

V.5.2 Energy Audit Procedures

Unit Types	Audit Procedures and Dates Most Recently Approved by DOE
Single-Family	NEAT, 2011
Multi-Family	Priority List/NEAT, 2011 - In Multifamily weatherization, until MulTEA is fully developed and implemented, WV WAP will continue to utilize a previously approved Priority List (2011) which only applies to dwellings that are 1-5 units that are individually heated or cooled; garden style apartments that are 3 stories or less. Buildings that do not meet this criterion must use the NEAT audit to determine appropriate, cost effective weatherization services. A minimum 25% audit sampling must be completed on apartments with different configurations and heat loss characteristics for each building to be weatherized.
Mobile Home	MHEA, 2011

WV WAP uses the Weatherization Assistant software as its energy audit tool. The Weatherization Assistant energy audit software was developed by Oak Ridge National Laboratory specifically for the use for the Weatherization Assistance Program. There are two components to the Weatherization Assistant software: the National Energy Audit Tool (NEAT) for single family houses and the Manufactured Home Energy Audit (MHEA) for mobile homes.

Each Sub-grantee must have at a minimum one certified energy auditor with a good working knowledge of NEAT and MHEA or an approved contract in effect with another Sub-grantee to perform energy audits.

V.5.3 Final Inspection

Certified Sub-grantee Quality Control Inspectors (QCI) are required to perform a final inspection of each dwelling unit before it can be reported as a completion. The final inspection must be performed by the certified QCI using the WV WAP mandated "QCI form" and certify that the work has been completed in a professional manner and is in accordance with the priority determined by the audit procedures required by 10 CFR 440.21. Currently, all QCIs are WV WAP certified. However, to be in compliance with DOE WPN 14-4, during PY 2014 – 2015, the WV WAP will seek national QCI certification. All Sub-grantees will demonstrate QCI competency by receiving certification as a Home Energy Professional (HEP) QCI. The credentials of each Sub-

grantee QCI are maintained in the database management system. OEO will review the system periodically to ensure QCI credentials remain up to date. OEO will be setting up all training and certifications of QCI staff (*as described in Section V.8.4 Training and Technical Assistance Activities)* thereby ensuring the validity of all credentials.

As of September 15, 2011, OEO implemented a "QCI/Quality Assurance" form and associated policy. (The form was updated and resubmitted to the Sub-grantee Network March 28, 2014). The standardized form was based off of DOE's example of a quality assurance document, modified to meet the needs of the WV WAP. The form and the associated policy provide uniform guidelines and practices for final inspections of units at the Sub-grantee level, to ensure such are performed correctly and thoroughly prior to being submitted as a completed unit. Signatures are required on the form certifying the unit had a final inspection and met all required standards. The Inspection includes and an assessment of the Weatherization Assistant audit performed and confirms that measures called for on the work order were appropriate signifying the proper Savings-to-Investment Ratio.

In regards to DOE WPN 14-4 compliance, once developed and implemented, OEO will ensure through the monitoring process described in *Section V.8.3 Monitoring Activities* that work performed by the Sub-grantee meets the criteria outlined in the SWS.

If during the monitoring process, it is discovered a Sub-grantee QCI is not inspecting units using the standards adopted by the State and consistent with the SWS, OEO will initiate a Quality Improvement Plan process with the Sub-grantee also described in *Section V.8.3 Monitoring Activities.* OEO will work with the Sub-grantee to identify the best course of action to address whatever deficiencies may exist in the Quality Control Inspection process including both internal steps a Sub-grantee can take as well as external training and technical assistance OEO can provide or obtain. Depending on the nature and severity of the issues found, OEO may take disciplinary or punitive actions including but not limited to disallowing of costs/completions and repayment of funds.

Due to staffing limitations of certain Sub-grantees, the WV WAP will have to institute a combination of the two DOE *Prescribed QCI Policies of Independent QCI and Independent Auditor/QCI*. Unfortunately not all Sub-grantees have the staff to have a separate Auditor and QCI. For such agencies, OEO will increase the monitoring efforts of completed dwelling units as per DOE WPN 14-4. For Sub-grantees that have an independent QCI, OEO will monitor at least 5% of completed dwelling units. For Sub-grantees that have an Auditor that also performs the functions of QCI, OEO will monitor at least 10% of completed dwelling units. This percentage will increase based on issues identified and/or capacity of OEO staff. OEO will work with the Sub-grantees and make all reasonable efforts with the funding available to train and certify enough staff to separate the Auditor and QCI duties at all Sub-grantees where it is possible to do so. Except for extremely extenuating circumstances, the Auditor and/or QCI will not have

performed any other work on the completed dwelling unit. OEO will utilize the monitoring process to ensure the integrity, impartiality, and quality of the inspection process.

V.6 Weatherization Analysis of Effectiveness

OEO performs a variety of analysis of the WV WAP of varying intensity, and on a range of levels at different intervals throughout a program year. Program production, goal attainment, and expenditure rates are tracked on a monthly basis for each Sub-grantee at the State level on a statistical analysis tool. These statistics are analyzed periodically, and the appropriate technical assistance is provided to those agencies not meeting goals or benchmarks. The Sub-grantees use the same statistical analysis tool for tracking their own production and expenditures to further ensure routine evaluation of local programs and reevaluation of goals when necessary. A monthly "Dashboard" outlining the status of the weatherization program statewide was developed by OEO and is submitted to the Network after all reports have been submitted, data reviewed, and funding requests approved. This spreadsheet displays a wide range of summary information including expenditure numbers, health and safety percentages, completion data, and average job cost.

OEO developed an accompanying supplemental analysis spreadsheet utilized for internal purposes. This document breaks down information in a more detailed manner. It provides a detailed line item breakdown of expenditures and average job cost. It also provides a comparison of actual activity verses estimated data the Sub-grantees submitted in a "Management Plan" for the Program Year. It also displays dwelling type served and fuel type served for evaluative purposes.

OEO will also establish production and expenditure benchmarks that will be included in the Sub-grantee Grant Agreements to increase accountability and ensure proper program management.

The WV WAP utilizes the database management system to track all weatherization work performed on any dwelling. The database management system coupled with the aforementioned statistical analysis tool and other statistical spreadsheets will facilitate a review/analysis process essential for program management and oversight. The review process will serve as a routine procedure to ensure compliance, as well as an initial monitoring process to confirm that measures are performed and tracked according to program standards, and that diagnostic and health and safety tests are performed and documented correctly. This process allows for the identification of trends that may convey a training or technical assistance need, or specific jobs that may need to be monitored due to documentation of measures.

As mentioned in the *State Plan Annual File*, the state is developing and implementing a system to estimate annual energy savings for all funding sources as per 440.14(c)(4). (Currently the system is only in place for one of the supplemental Utility Programs.) The process will entail

utilizing data from the "Weatherization Assistant Recommended Measures Output Report." The WV WAP will then have the capability to compare productivity and associated energy savings data from the individual Sub-grantees and even have the capability to break it down by measure. There will need to be additional development of the database management tool to be able to utilize the capabilities effectively. OEO performs a review of the Weatherization Audit Tool usage by each Sub-grantee during monitoring visits to ensure material and fuel costs are up to date in the "Setup Libraries" ensuring the system is performing accurate cost effectiveness evaluation. OEO performed a sampling cost evaluation when implementing the audit system to ensure materials/measures had accurate costs associated.

As stated in section *V.8.3 Monitoring Activities*, OEO also tracks the most significant deficiencies of Sub-grantees in a "Root Cause Analysis" spreadsheet to evaluate and analyze trends of the Sub-grantees' performance over a period of several years. This analysis is another contributing factor to the identification of training and technical assistance activities and priorities. The collection and analysis of the data keeps OEO on a path of continuous improvement with regards to support, guidance, and oversight which in turn will keep the Sub-grantees on the same path regarding the weatherization services provided and management of the program. During the monitoring process, OEO ensures that the Sub-grantee has and internal evaluative processes in place to facilitate improvement (ex. Quality Control Inspector) and ensure issues are addressed properly and in a timely manner. OEO ensures through the monitoring process that deficiencies are corrected through a Quality Improvement Plan process and follows up and verifies the correction through desk top and on-site follow-up visits as necessary.

V.7 Health And Safety

The *WV WAP Health and Safety Plan* is included as an attachment. A "Health and Safety/Incidental Repair Material Identification Chart" is also included as an attachment as part of the *WV WAP Health and Safety Plan*.

V.8 Program Management

V.8.1 Overview and Organization

The WV WAP is administered by the Office of Economic Opportunity (OEO). OEO is a division under the WV Department of Commerce. OEO WAP staff consists of an Administrator, an Assistant Administrator, and four monitoring staff, one of which is also a database systems specialist. The Program is also supported by a Program Development Manager, and a Program Support Coordinator as well as administrative staff. The WV WAP is overseen by the OEO Director with support from the Deputy Director. OEO also administers the Community Services Block Grant (CSBG), Emergency Solutions Grant and Housing Opportunities for Persons with

AIDS (HOPWA), Low-Income Home Energy Assistance Program (LIHEAP) and LIHEAP Application Intake. An organizational chart is provided as an attachment.

The WV WAP is administered utilizing all applicable federal rules and regulations including but not limited to 10-CFR-440, 10-CFR-600; all applicable provisions of the Office of Management and Budget Circulars A-87, A-110, A-122, and A-133 (combined in 2CFR 200); all applicable provisions of Treasury Circular Number 1075, and State of West Virginia Executive Order 12372 (Intergovernmental Review Procedure); and all other state rules and regulations that apply including WV Purchasing Procedures. The WV WAP also follows all DOE specific guidance as provided through DOE WPNs. The WV WAP incorporates these requirements into Sub-grantee Grant Agreements and any Memorandums of Understanding as well as into any operations manuals or guidance created.

V.8.2 Administration Expenditure Limits

For PY 2014 – 2015, the statutory 10% of administrative funds will be divided evenly between the Sub-grantees and OEO. The State will retain 5% of the grant for their administrative costs and 5% will be made available to program Sub-grantees, as per DOE guidance in DOE WPN 14-01.

A separate budget category is permitted by DOE for financial audits. The cost of these audits was previously charged to the already over-burdened administrative cost category and sometimes resulted in financial audits of less than adequate quality. OEO is providing some relief to the Sub-grantees by allowing these charges to come off the top of the grant, if the Sub-grantees meet the threshold contained in A-133 (and 2CFR 200 as of 12/26/14). These costs will be actual costs of the weatherization portion of the audit.

V.8.3 Monitoring Activities

Introduction

Monitoring is one of the most significant and intricate procedures undertaken by OEO. OEO must adhere to multiple funding bodies' guidelines as well as construct and adhere to state-specific guidelines and protocols structured in a way to facilitate successful and functional program management throughout the state of West Virginia. Monitoring is one of the many tools utilized by OEO in an effort to continually improve the capabilities and effectiveness of the various Sub-grantees. Monitoring is a systematic process of gathering and evaluating information, as well the physical visitation of sites, in order to support and assess the Sub-grantees and their programs in terms of performance, capacity, and compliance. As a pass through entity of federal dollars, OEO ensures that grant funds are expended in accordance with applicable law, including regulations contained in 10 CFR part 440; DOE Financial

Assistance Rule (10 CFR part 600); WPNs, and other policies and procedures that DOE may issue. The WV WAP Monitoring Plan will include the following areas:

Approach

OEO will conduct a monitoring of each Sub-grantee at least once a year, provide a written report to the Sub-grantee, and maintain both electronic and physical files related to monitoring which are accessible to DOE during its monitoring visits. The monitoring tools utilized by OEO are based off of tools and templates provided by DOE through *WPN 12-5 Updated Weatherization Assistance Program Monitoring Guidance* and *WPN 12-4 Weatherization Assistance Program Financial Management Training Toolkit.* OEO will also conduct periodic off-site desk-monitoring utilizing the database management system used to track all weatherization work, at times coupled with the statistical management tool and related analytical spreadsheets used to track production, expenditures, and other performance indicators. This process will serve as a pre-monitoring activity as well as routine review and oversight as needed. The desk-monitoring activity is utilized to confirm that measures are performed and tracked according to program standards, and that diagnostic and health and safety tests are performed and documented correctly. It is also used to ensure all documentation for a client and dwelling are maintained and completed properly and accurately. This process allows for the identification of trends that may convey a training need, or specific jobs that may need to be monitored due to documentation of measures. In PY 2013-2014, OEO increased its desktop monitoring capabilities to increase efficiency and effectiveness as well as to reduce expenses. OEO will continue to use these enhanced capabilities for the current PY.

The monitoring performed by OEO will be broken down into three components which may be performed at different times if necessary and may have differing frequency depending on quality of Sub-grantee performance in each focus area. The monitoring will include the following focus areas and details:

Programmatic and Management Monitoring

- Sub-grantee Production Analysis and Review (ensuring benchmark and yearly goal completion)
- Financial/Administrative Components
- Inventory (Equipment and Materials)
- Warehouse
- Rolling Stock
- Eligibility processes and compliance
- Reweatherization compliance
- Database management system usage and reporting
- Rental unit/Multifamily documentation and process compliance

- Reporting and funding requests
- Client Files and related documentation
- Energy Audit documentation
- Health & Safety Components (Respirator tests/Safety meetings/LSW documentation/Warehouse & Vehicle Safety/Health and Safety percentage)
- Compliance with all OEO mandated forms, processes, and policies (ex. QCI form)
- Energy Education
- Training & Technical Assistance
- Procurement Practices
- Client Prioritization methods
- Utility (leveraged) fund usage, documentation, and reporting
- Insurance coverage
- Sub-grantee personnel qualifications/certifications and associated work performed
- Sub-grantee internal corrective action procedures (for reduction of deficiencies)

Field Monitoring

- Program Overview (Client File Review, Work Orders, documentation of measures etc.)
- Energy Audits (Process and Documentation - Weatherization Assistant Libraries, inputs/usage, adherence to guidance etc.)
- Weatherization of Units (all work performed on dwellings – heating systems, shell measures, baseload measures etc.)
- Health & Safety (HVAC, LSW compliance, mold/moisture, electrical etc.)
- Final Inspections/Quality Control process and documentation
- Client interaction

Field monitoring incorporates all new DOE mandated regulations including ASHRAE 62.2-2013 (and any applicable updates when implemented), Zonal Pressure Diagnostic standards, and Combustion Appliance Zone testing compliance.

Fiscal Monitoring

- Financial Policies and Procedures
- Cash Management
- Procurement policies and practices
- Financial management of Material Inventory
- Financial management of Property and Equipment
- Contracts/Sub-awards
- Payables/Receivables/Expenses Management
- Invoicing and Reporting accuracy

- Review of Funding Requests and specific line items/expenses for accuracy and proper documentation
- Bank records and reconciliation
- Financial Statements
- Lines of Credit
- Financial Management of utility (leveraged) funds
- Audits (See below)

  - **A-133 Financial Audits**

    Sub-grantee A-133 audits are due to OEO within 9 months of the end of the Sub-grantee's fiscal year. If the deadline is not met, OEO sends the Sub-grantee a reminder notice via email using the "Audit Extension Request Language for Email" and the "Audit Extension Request Form." Once a Sub-grantee submits an extension request using the "Audit Extension Request Form", OEO will review for approval or disapproval. This form will be signed by an OEO authorized employee and emailed to the Sub-grantee Executive Director.

    OEO will verify when the audit was submitted to the Federal Clearinghouse, and note this on the "Annual Audit Chart", maintained by the Fiscal Division of OEO.

    The Fiscal Division will review all audits using the "OEO Grantee Audit Review Checklist." A "Grantee Audit Review Summary" is completed for the audit, and maintained on OEO's shared drive. Depending on the results of the review, OEO forwards to the Sub-grantee either (1) a letter indicating no findings or (2) a letter requesting a Corrective Action Plan (CAP). The Sub-grantee has 6 weeks to submit a CAP if applicable.

    If a Sub-grantee has not submitted the CAP within the deadline, the CAP "Reminder Email" will be forwarded to the Executive Director. Upon receipt of the CAP, OEO will review and forward to the Sub-grantee either the (1) "CAP Acceptance Email" or (2) another correspondence requesting modification to the CAP.

Monitoring Staff

Monitoring will be performed by several OEO staff members with differing credentials and areas of expertise to effectively monitor all of the various components of the WV WAP as outlined above. Monitoring staff members may monitor more than one component. The current OEO monitors are as follows:

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Programmatic and Management Monitors (Administrative Monitors):

- 1 Weatherization Administrator
- 1 Weatherization Assistant Administrator
- 1 Weatherization Systems Specialist
- 1 Weatherization Specialist (Program/Field)
- 1 Program Development Manager

Qualifications: The qualifications of the Programmatic and Management Monitors (Administrative Monitors) include extensive experience with the weatherization program (both at the Grantee level and Sub-grantee level) as well as certifications and education that benefit the monitoring team as they oversee and evaluate the Sub-grantee management of the weatherization program. The staff members have experience in management and finance/accounting. The certifications range from Building Performance Institute (BPI) certifications, Results Oriented Management and Accountability (ROMA) certification, Masters of Business Administration (MBA), and multiple WV WAP specific certifications (e.g. WV WAP Quality Control Inspector Certification, WV WAP HVAC Systems Inspection Certification, Weatherization Assistant Training Certificate) as well as attendance at regional and national energy conferences.

Field Monitors (Technical Monitors):

- 2 Weatherization Specialists (Field)
- 1 Weatherization Specialist (Program/Field)

Qualifications: The qualifications of the Field Monitors (Technical Monitors) include extensive experience with the weatherization program as well as extensive building science knowledge. The Field/Technical monitors have several BPI certifications, Weatherization Assistant Training Certificate, as well as multiple WV WAP specific certifications (Energy Auditor, Quality Control Inspector, multiple HVAC certifications) as well as attendance to regional and national energy conferences as well as participation in the conducting of workshops.

Fiscal/Financial Monitors:

- 1 Weatherization Assistant Administrator
- 1 Program Development Manager
- 1 Program Support Coordinator

Qualifications: The qualifications of the Fiscal/Financial Monitors include education (bachelor's and master's level) and experience in the accounting, finance, and management fields, as well as knowledge of federal financial requirements. Some of the monitoring staff experience is specifically with the Weatherization Assistance Program both on the Grantee and Sub-grantee level. The Fiscal/Financial monitors will also utilize OEO's CFO and experienced accounting staff as additional resources during the monitoring activities as needed.

OEO will pursue additional certifications as identified and/or needed as the Program Year progresses.

Monitoring Expenditures:

The Monitoring staff members will be paid out of the T&TA budget category. The estimated percentage of T&TA funds directed toward monitoring is 51%. OEO has budgeted $11,795 out of DOE funds for travel expenses related to monitoring activities. These funds will be supplemented by LIHEAP funds.

Monitoring Schedule:

The monitoring schedule will follow a basic plan of one programmatic, field, and fiscal monitoring performed each month for the 12 Sub-grantees. This plan is only tentative as visits to a Sub-grantee could increase if there are serious deficiencies identified. The scheduling of the Sub-grantees will depend in part of when their last visit occurred as well as reasonably taking into consideration geographic location and time of the year. Also, any Sub-grantees that had major deficiencies identified from the PY 2013-2014 monitoring process and have not had a follow-up visit (due to deficiencies being identified toward the end of PY 2013-2014); these Sub-grantees will be first priority in PY 2014-2015, with additional reviews scheduled as necessary until deficiencies are corrected.

Visit

The staffing and credential make up of a Sub-grantee will determine the number of completed dwelling units needing to be visited by OEO as per DOE WPN 14-4. For Sub-grantees that have an independent QCI, OEO will monitor at least 5% of completed dwelling units. For Sub-grantees that have an Auditor that also performs the functions of QCI, OEO will monitor at least 10% of completed dwelling units. This percentage will increase based on issues identified and/or capacity of OEO staff. OEO will also review units "in progress" beyond the 5 or 10 percent completed units respectively, in order to assess: quality and compliance; appropriate and allowable materials; appropriateness and accuracy of energy audits; final inspections; safe work practices, such as lead safe weatherization protocols; and other factors that are relevant to on-site work.

An important continued focus of WV WAP Sub-grantee monitoring for the PY 2014-2015, will be the supplemental components to the Weatherization Program, including but not limited to the utility partnership programs, and LIHEAP components including the Energy Crisis Intervention Program, the Electrical Upgrade Component, and the Weatherization Related Home Repair Component. These projects provide additional funding for the WV WAP, enable additional work to be done on a large percentage of weatherized homes, and make possible the

weatherization of some homes that may have had to be deferred because of necessary repairs that are outside the scope of the DOE WAP. OEO will also monitor any other components that are developed and approved as additional appropriate LIHEAP measures including but not limited to Healthy Homes Pilot Projects. Monitoring of the supplemental components will be part of the standard monitoring process (unless determined necessary to do otherwise) focusing on the correct utilization, tracking, and accountability of the supplemental component funds.

Upon the completion of each monitoring visit of any of the three components, an exit conference is held between the members of the Sub-grantee (as selected by the Sub-grantee management) and the monitoring team to discuss strengths, weaknesses, findings, trends for concern, and monitor recommendations. As per DOE WPN 12-5, within 30 days after each visit, OEO will prepare a written report for the Sub-grantee that describes the current monitoring assessment (identify any findings, concerns, recommendations, commendations, and best practices) and any corrective actions as part of a Quality Improvement Plan, if applicable. A Sub-grantee typically has 30 days to respond with a Quality Improvement Plan unless the nature and severity of findings deem a more expedient response. If the Sub-grantee does not respond within the required time limit, the Sub-grantee is notified and disciplinary or punitive actions may be taken.

Process of Corrective Action, Discipline and/or Removal of a Sub-grantee from the Program

OEO has a system in place to review each Quality Improvement Plan provided by the Sub-grantees either approving of the plans made or requiring additional information or actions. Regardless of monitoring focus, OEO follows up with each Sub-grantee to ensure that the corrective actions outlined in the plan have been implemented either through a subsequent monitoring visit and/or desk-top review, or requiring the submission of documentation confirming the corrections.

OEO increases visits (both the number of units reviewed and the frequency of monitoring visits) to the Sub-grantee until it can be assured deficiencies are resolved. If Health and Safety issues that present imminent danger to people in the house are found during a visit, OEO requires the Sub-grantee to immediately resolve the issues. Sub-grantee noncompliance or repeated unresolved findings (based on a minimum of 2 monitoring visits at a Sub-grantee) will be reported to the DOE Project Officer. Sensitive or significant noncompliance findings, such as waste, fraud, or abuse must be reported to DOE immediately, by OEO.

Once the deficiencies are corrected and procedures are put in place to prevent reoccurrence, OEO will resume the original percentage sampling of that particular Sub-grantee's work in subsequent monitoring visits.

Depending on the issues and the severity of the finding(s) OEO will:

- Continue to monitor and review the progress of the Sub-grantee on the specific issues;
- Provide training and technical assistance as needed; and
- Assist the Sub-grantee in any way possible to resolve these issues.

If repeated monitoring and training do not correct the issue, OEO will begin the process of disciplinary action and/or the removal of the program from the Sub-grantee. Depending on the type of issue, and whether programmatic, fiscal, or field, disciplinary action may include but is not necessarily limited to:

- Withholding disbursement of grant funds until non-compliance issues are corrected;
- Disallowing questioned costs;
- Reimbursement of questioned costs to Grantee;
- Disallowing completions that do not meet DOE program standards;
- Placing the Sub-grantee on an "At Risk" status;
- The Sub-grantee voluntarily relinquishes the program; and
- Removing part or all of the program from the Sub-grantee.

Tracking & Analysis

The Sub-grantee monitoring process from notification to final approval and confirmation of corrective actions is tracked by OEO to final resolution in a "Monitoring Log." OEO also tracks the most significant deficiencies in a "Root Cause Analysis" spread sheet to evaluate and analyze trends of the Sub-grantees' performance. This process allows for the identification of training and technical assistance needs and is an evaluative tool used to keep both OEO and the Sub-grantees on a path of continuous improvement.

V.8.4 Training and Technical Assistance Approach and Activities

The state's Training and Technical Assistance (T&TA) funding is used to pay salary, travel, and operational costs for OEO staff to provide monitoring/T&TA to Sub-grantees. Sub-grantee expenses for participation in T&TA activities (including special conference attendance) will be funded from DOE T&TA and/or other funds. T&TA activities are intended to maintain or increase the efficiency, quality, and effectiveness of the Weatherization Program at all levels and are designed to maximize energy savings, minimize production costs, improve program management and field "quality of work," and/or reduce the potential for waste, fraud, abuse, and mismanagement.

The state assesses training needs regularly as part a constant process as the Program Year progresses. This process and the related training plan are flexible and OEO incorporates

information from the process into the training plan as needed. OEO assesses T&TA needs of its Sub-grantees through:

- Grantee Monitoring efforts
- Internal Trend analysis
- Biannual Training Needs Assessment Surveys
- Communication with national experts regarding new technologies and/or standards/practices
- Communications with DOE Project Officer
- Guidance as provided by the Department of Energy (DOE) including industry-wide initiatives and future program requirements (certifications, health and safety implementation etc.)
- Monitoring visits from the DOE Project Officer, DOE contracted representatives, or the Office of Inspector General

Training

The WV WAP has made an important transition with regards to trainings provided to the Sub-grantee network over the last Program Year. Trainings and certifications have and will continue to be provided by Interstate Renewable Energy Council (IREC) accredited and certified Weatherization Training Centers within close proximity to WV. OEO and New River Community and Technical College is currently pursuing the possibility of becoming an IREC/Building Performance Institute (BPI) accredited test site where IREC accredited trainers and proctors would be contracted to train and certify Home Energy Professionals in all four major categories which is currently offered by BPI.

The first major training priority will be to ensure that all program personnel (Grantee and Sub-grantee) performing inspections on completed dwelling units are HEP QCI Certified. The second major training priority is to ensure that Sub-grantee personnel that perform energy audits are HEP Energy Auditor (EA) Certified. Sub-grantee personnel that participated in the DOE/National Renewable Energy Laboratory (NREL)/BPI Pilot Exam Program during the PY 2012 – 2013 and have to retake the written, field or both exams are scheduled to have completed those requirements resulting in certification by June 30, 2014. HEP QCI and EA training and certification for additional personnel (Grantee and Sub-grantee) will be provided to ensure that the Grantee and Sub-grantees have qualified personnel in those positions as per DOE WPN 14-4. Training and certification for HEP Certifications for Crew Leader and Retrofit Installer Technician will be provided after other training priorities have been accomplished and as funding allows.

Trainings planned this program year will be primarily Tier 1 Trainings focused on occupation specific training, all of which will provided by IREC accredited Weatherization Training Centers. Tier 2 Training will also be provided as determined by the assessment methods previously

mentioned. Attendance for all Tier 1 and 2 trainings is mandatory for the appropriate program personnel unless otherwise approved by OEO due to extenuating circumstances.

Training will be presented in various venues and settings including traditional classroom settings, on-site/hands-on opportunities, and online/web based sessions.

Training Time Line for the PY 2014 – 2015

First Quarter - July 1 through September 30, 2014

During the first quarter of the PY, a combination of funding will be utilized for T&TA. DOE funding will be used. However, LIHEAP funding will also be used for training costs, as approved by the WV Department of Health and Human Resources (DHHR), the LIHEAP Grantee. The LIHEAP funding will support the following trainings:

- Weatherization Assistant 8.9 Roundtable #4 (Tier 2)
- Lead Renovator Refresher Recertification (Tier 1)
- Heating Unit Inspection (Tier 1)
- HEP Quality Control Inspector (Tier 1)
- HEP Energy Auditor (Tier 1)

Second Quarter & Third Quarter - October 1 through December 31, 2014 & January 1 through March 30, 2015*

- Heating Technician/Installer (Tier 1)
- Energy Educator (Tier 1)
- Initial Lead Renovator Certification (Tier 1)
- ASHRAE 62.2 2013 Updates and Refresher (Tier2)
- *Optional if needed*: Weatherization Assistant 8.9 Roundtable #5 (Tier 2)

*An assessment of the success of Quarter 1 training, regarding scheduling and implementation efforts will determine the objectives for Quarters 2 & 3, which is why the Quarters are combined at this time. OEO is working with the WV Division of Purchasing for many of the trainings this year due to WV Purchasing Requirements which can lengthen and possibly complicate the process.

Fourth Quarter – April 1 through June 30, 2015

The Final Quarter activities will be devoted to the implementation of the final form of Minimum Standard Work Specifications (SWS), and the State Weatherization Standards and Field Guide. The final product will be distributed by the Grantee at a statewide meeting with the Sub-grantee Weatherization Network. Training will be provided by the authors of the final product

on what it contains and how it is to be utilized. The Grantee will document the verification of receipt of the final product by the Sub-grantee as required by DOE WPN 14-4.

Credentials/Certifications

OEO places great emphasis on maintaining workforce credentials for both Grantee and Sub-grantee staff and build upon such credentials. Credentials, certifications, and certificates are all tracked for Grantee and Sub-grantee staff in the database management system. Credentials, certifications, and certificates are reviewed and training, continuing education, re-testing etc. is planned and performed as necessary to ensure Grantee and Sub-grantee staffs maintain all necessary credentials.

OEO has implemented an internal *WV WAP Training Documentation Policies and Procedures Policy* to establish uniform procedures for documentation and tracking of certifications, licenses, training, technical assistance and workshops within the WV WAP, as well as the funding or reimbursement process for said trainings as applicable. OEO has also provided guidance and procedures to Sub-grantees regarding expectations of documentation and funding/reimbursement.

OEO Weatherization Specialists must maintain proficiency on new methods and techniques pertinent to the Weatherization Program. OEO Weatherization Specialist staff must maintain levels of knowledge aligned with the Weatherization Industry as well as State and National Standards, and are also furnished with all State and Federal regulations as they are updated and released. At this time, two OEO Weatherization field Specialists are BPI Certified with Building Analyst and Envelope Professional certifications. One field specialist has an additional BPI Manufactured Housing Certification. OEO Weatherization Field Specialists will be trained and certified as HEP QCIs by the end of the First Quarter of PY 2014 -2015.

The WV WAP understands the direction that the DOE WAP is moving with regards to the requiring of national certifications. The WV WAP participated in the NREL/BPI Pilot program that was implemented in partnership with WAP and DOE. The WV WAP had workers tested on EA Certifications as well as QCI Certifications. As funding allows, the WV WAP will continue to pursue HEP Certifications for our Sub-grantee workers as the incorporation of DOE WAP curricula, certifications, and standards has been incorporated into HEP Certifications. OEO feels the partnership between DOE/WAP and NREL/BPI is a great step toward standardization of the weatherization and energy efficiency industries.

Due to funding and time constraints, OEO understands that it will not be possible to get all Sub-grantee staff HEP certified for each position in this Program Year. However, as outlined above, WV WAP will incorporate the EA and QCI into WV WAP requirements and will add additional HEP certifications in subsequent years. In order to be certified at a particular position in the WV WAP, the person must attend the IREC accredited certification training and be able to pass the

written test and field test as applicable. The following are the current defined WV WAP certifications:

1. HEP EA Certification
2. HEP QCI Certification
3. Energy (Client) Educator Certification
4. Environmental Protection Agency (EPA) Accredited Lead Renovator Certification (and Recertification as applicable)
5. HVAC Technician Certification

The following certifications will be required in the near future for the respective weatherization staff positions in addition to the certifications listed above:

1. HEP Retrofit Installer Technician Certification
2. HEP Crew Leader Certification

In addition to the HEP level certifications and other required certifications, the WV WAP will periodically offer licensing testing through the State Fire Marshal's Office as well as EPA certification testing venues for the following:

1. WV HVAC Electrician License
2. WV Single Family Dwelling Electrician License
3. EPA Section 608 Refrigerant Transition Technician Certification

Special projects are constantly being undertaken to ensure that the WV WAP keeps up with state-of-the-art energy conservation and management techniques. The following are other additional trainings that will be offered throughout the year as needed, especially with regards to the implementation of the *WV WAP Health and Safety Plan*:

1. ASHRAE 62.2 -2013
2. Combustion Appliance Zone (CAZ) training
3. Lead Safe Work Practices Training
4. Healthy Homes Pilot Training
5. Weatherization Assistant Training
6. Duct Blaster
7. Infrared Camera Training
8. Database Management Training
9. Utility Program Training
10. Administrative/Programmatic/Financial Training
11. WV WAP Policy and Procedure Training

There are certain trainings (Tier 1 and 2) that are mandatory in order to be in compliance with rules and regulations in performance of the WAP. Each Sub-grantee must have a certified EA and QCI in order to perform those functions. If a Sub-grantee does not have such due to losing an employee or another circumstance, then attending one of those trainings would be mandatory or the functions must be contracted out to a Sub-grantee with certified staff. There is also a requirement that each Sub-grantee has a certified EPA Lead Renovator on staff as well as staff that have attended periodic mandatory trainings regarding new requirements with health and safety related measures (ASHRAE/CAZ etc.) Also, HVAC work should not be performed by Sub-grantee staff that does not have the proper HVAC certification.

Non-compliance with regards to any mandatory training without the written approval from OEO due to extenuating circumstances could result in a Sub-grantee not able to perform certain functions with their staff until the requirements are met.

There are no certification requirements imposed by OEO of Sub-grantee staff prior to hire. However, all weatherization technicians must have OSHA 10 certification and all Crew Supervisor's and Coordinators must have OSHA 30 certification. These trainings must be obtained by the Sub-grantee within six months from the date of hire. OEO currently has an agreement with an OSHA accredited provider that is being utilized so Sub-grantee personnel can become certified online as needed depending on staffing changes, upon approval from OEO. OEO can also utilize this provider for certification purposes for Grantee staff. If a new hire is to perform any functions that require a certification previously mentioned, (QCI, EA HVAC etc.) then the certification must be obtained before any related work is performed.

Client Education

Energy Education is one of the most important weatherization processes to ensure the maximum effectiveness of the weatherization measures. Each Sub-grantee has identified at least one Energy Educator, who attends Tier 1 training and certification, provided by an IREC accredited WTC. Such training utilizes role-playing, participation, and discussions to acquire the adult education skills to establish an effective means of communication between the Energy Educator and the client. After passing a certification test, the Energy Educator will work with clients to affect change in poor energy conservation habits. OEO is looking into an online certification process from an accredited WTC for flexibility if a smaller number of personnel need certified.

The Energy Educator utilizes a tabletop easel with energy saving tips and maintenance tips for weatherization measures. The process is intended to be interactive between the Energy Educator and client. A key element of the process is a "contract" called the Energy Savers Partnership Plan, where the client agrees to do certain actions to conserve energy in their home. WV WAP has also received materials and guidance from utilities partners to improve the client energy education process.

Technical Assistance

The WV WAP will continue to utilize the traditional approaches of on-site program, administrative, fiscal, and in-field technical assistance based on monitoring findings and/or needs of particular Sub-grantees.

Technical assistance will continue at this time to be provided by State Weatherization Specialists. The Weatherization Specialists also perform Sub-grantee monitoring, so their familiarity with each Sub-grantees operations enables focused attention to specific technical assistance needs of particular Sub-grantees. The combination of monitoring report findings, discussions at staff meetings, peer exchanges, Sub-grantee feedback, and research of state-of-the-art energy conservation techniques all help determine the focus of the technical assistance.

Energy Savings:

As mentioned in the *State Plan Annual File*, the state is developing and implementing a system to estimate annual energy savings for all funding sources as per 440.14(c)(4). (Currently the system is only in place for one of the supplemental Utility Programs.) The process will entail utilizing data from the "Weatherization Assistant Recommended Measures Output Report." The WV WAP will then have the capability to compare productivity and associated energy savings data from the individual Sub-grantees and even have the capability to break it down by measure. There will need to be additional development of the database management tool to be able to utilize the capabilities effectively. This data will contribute to identifying areas of training or technical assistance needed for the work being performed in the field.

Grantee Assessment:

Training needs have been identified and are continuously evaluated. The first priority is providing trainings to be in compliance with any new DOE regulations or guidance. After that is met, then trainings are scheduled by the greatest need; i.e. the number of Sub-grantees that need a particular training. At the same time, OEO will evaluate how many HEP certifications have been obtained to be in compliance, and how many more could be obtained with available funding. OEO will assess on a quarterly basis both the needs of the Sub-grantees as well as funds that are available to meet those needs and will plan accordingly.

V.9 Energy Crisis and Disaster Response Plan

V.9.1 Energy Crisis

The WV WAP utilizes LIHEAP WAP funds to operate the Energy Crisis Intervention Program (ECIP). The intent of ECIP is to provide emergency heat during the winter heating season. The

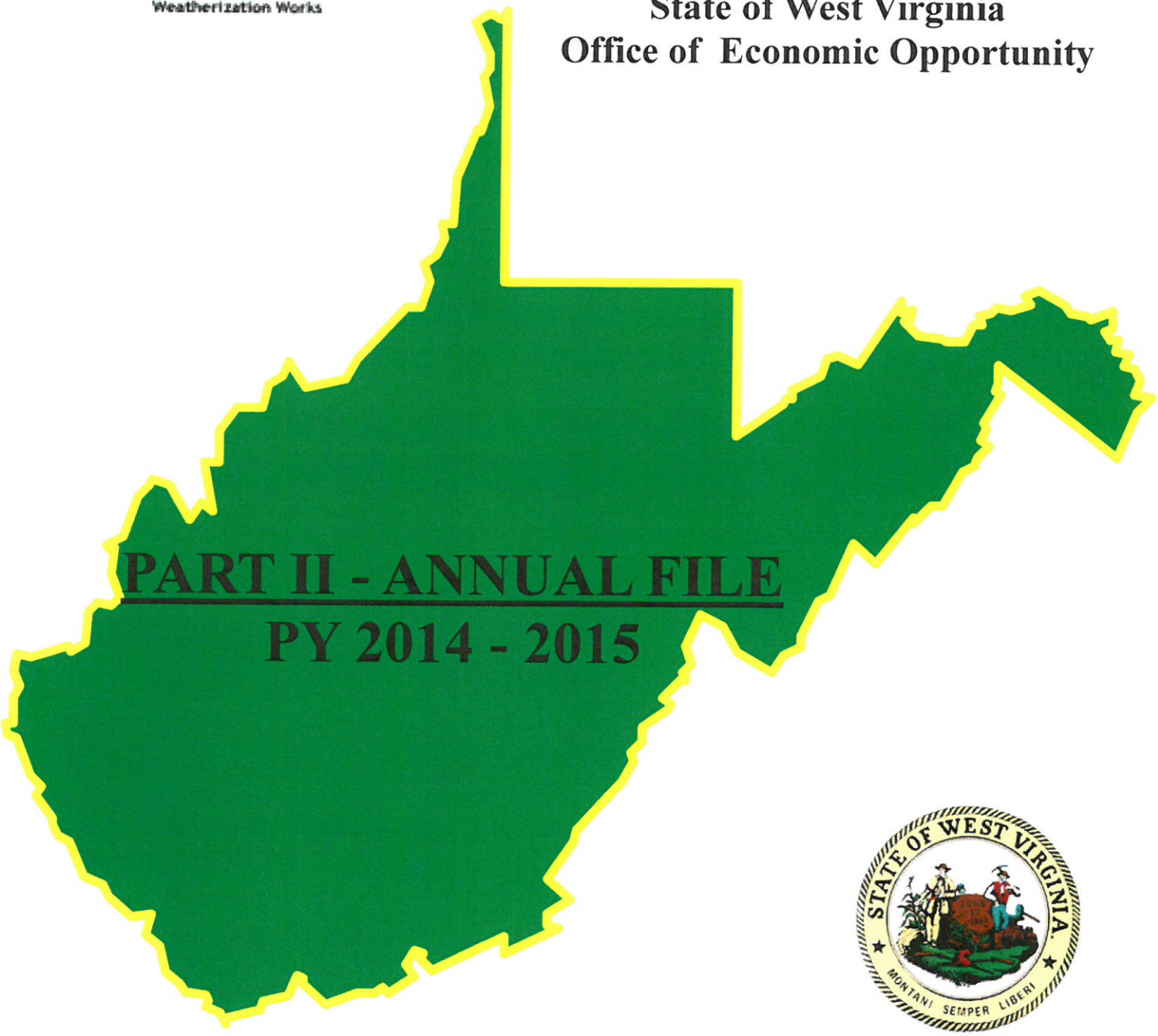
program addresses non-operable or severely malfunctioning and unsafe heating systems. Any household that is eligible for WAP is eligible for ECIP services. Any household that receives the emergency heating system repairs or replacements from ECIP must apply for regular WAP services. ECIP provides emergency assistance within 72 hours to insure the household will have heat. Weatherization services will be provided by the end of the program year, unless conditions exist that deems the dwelling ineligible for weatherization services at that time. On February 2, 2014, updated *ECIP Guidance* was distributed to the WV WAP Network.

V.9.2 Disaster Response Plan

The WV WAP Disaster Response Plan is addressed in *Section V.1.2 Approach to Determining Building Eligibility (#7)* and is in accordance with DOE WPN 12-7 *Disaster Planning and Relief* and all applicable federal regulations.

West Virginia Weatherization Assistance Program

State of West Virginia
Office of Economic Opportunity



PART II - ANNUAL FILE
PY 2014 - 2015

State of West Virginia
Office of Economic Opportunity

U.S. Department of Energy
Program Year: 2014 - 2015
State Plan Annual File

IV.1 SUB-GRANTEES

Due to the amount of information needed, this section is provided as an attachment.

IV.2 WAP Production Schedule:

Average Unit Costs, including Re-weatherization, Subject to DOE Program Rules	
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)	
A. Total Vehicles & Equipment ($5,000 or more) Budget	$0
B. Total Units Weatherized	226
C. Total Units Re-weatherized	0
D Total Dwelling Units to be Weatherized and Re-weatherized (B+C)	226
E. Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	$0
AVERAGE COST PER DWELLING UNIT (DOE RULES)	
F. Total Funds for program Operations	$1,467,217
G. Total Dwelling Units to be Weatherized and Re-weatherized (from line D)	226
H. Average Program Operations Costs per Unit (F divided by G)	$6,492
I. Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	$0
J. Total Average Cost per Dwelling (H plus I)	$6,492

Total Units (excluding re-weatherized): **226**

Re-weatherized Units: **0**

IV.3 ENERGY SAVINGS

The West Virginia Weatherization Assistance Program (WV WAP) will utilize the WAP algorithm to calculate projected energy savings for the purpose of this application. The estimated energy savings for PY 2014-2015 is 6,893 MBtu.

The State is developing and implementing a system to estimate annual energy savings for all funding sources as per 440.14(c)(4). (Currently the system is only in place for one of the supplemental Utility Programs.) The process will entail utilizing data from the "Weatherization Assistant Recommended Measures Output Report." The WV WAP will then have the capability to compare productivity and associated energy savings data from the individual Sub-grantees and even have the capability to break it down by measure. There will need to be additional development of the database management tool to be able to utilize the capabilities effectively.

Energy Savings		
DOE Program	**Amount**	**Line**
Total DOE State Weatherization Allocation	$2,516,949	(a)
Total Cost associated with Administration, T&TA, Financial Audits, and Insurance	$1,049,732	(b)
Subtract the amount entered in line (b) from line (a), for a total Federal (DOE) funds available to weatherize homes	$1,467,217	(c)
State Average Cost per Home	$6,492	(d)
Divide the amount entered on line (c) by the amount entered on line (d), for Total Estimated Homes to be Weatherized	226	(e)
Multiply (e) by 30.5 MBTU for Total Annual Estimated Energy Savings resulting from DOE appropriated funds	6,893	(f)

The PY 2014 – 2015 energy saving calculations uses the most recent Metaevaluation of the National Weatherization Assistance Program (ORNL/CON-493).

IV.4 DOE-Funded Leveraging Activities:

WV WAP plans to continue to actively pursue non-Federal resources to supplement the Program, especially with post-ARRA funding reductions, through the development of leveraging projects and partnerships. The WV WAP expects at least a dollar return for every dollar invested in leveraging project activity. Weatherization leveraging activities in WV WAP since 2002 have consistently and successfully produced a greater number of dollars leveraged than expended every year on leveraging activities.

OEO will have a staff member that will continue to participate in leveraging activities. For PY 2014 - 2015, OEO plans to utilize **0.36% ($9,168)** of the annual formula DOE allocation for leveraging activities.

Planned activities will include the following objectives to increase the scope of weatherization services to low-income West Virginia households:

- Continued facilitation in the development of utility/WAP projects and partnerships, including representation as needed with activities in the West Virginia Public Service Commission. OEO staff will continue to be involved in technical assistance, planning, and rules development of any negotiated projects or partnerships. Expansion or altering of certain weatherization-utility partnership activity may be negotiated between the utility companies and the local weatherization providers, with OEO made fully aware of any changes made in this manner.

- Continued facilitation of the expansion of potential Sub-grantee leveraging activities by:
    - Assisting Sub-grantees and West Virginia Community Action Partnership (WVCAP) through the negotiation of partnerships, agreements, and other arrangements;
    - Presentation of arguments and associated activities before state or local agencies, as contained under Section 142 of the Energy Policy Act of 1992 (amended in 2005) and providing training and technical assistance support to WVCAP and Sub-grantees as part of their active participation in utility rate proceedings and process in West Virginia; and
    - Continued contact with both the utility industry and the private energy service company network

- Continue to provide support and leadership to Sub-grantees and WVCAP offering tools and resources to assist in weatherization outreach, possibly including fall Energy Awareness activities. Such potential activities may involve:
    - Support in holding leveraging-related meetings;
    - Preparation of statewide weatherization statistical documents;
    - Preparation of public information/energy efficiency data; and
    - Technical assistance in the organization of weatherization site demonstrations at the local sub-grantee level to illustrate program technology for policymakers and other partners.

It is anticipated that continued leveraging activities will enable the WV WAP to enhance and expand comprehensive low-income weatherization services and be viewed as a leader in energy conservation technology and a viable partner in conservation projects.

Listed below are the identified funding sources outside of DOE funding for the WV WAP at this time. However, it is a goal of the WV WAP to continue to pursue all funding possible to support

and build upon the weatherization program in the state of West Virginia. This pursuit may include but not be limited to grants, foundation funds, and other non-federal partnerships.

Current non-DOE Funding Supporting WV WAP

Low-Income Home Energy Assistance Program (LIHEAP): The WV WAP will continue to utilize Low-Income Home Energy Assistance Program (LIHEAP) funds in the operation of the program. OEO has plans to work with the Department of Health and Human Resources (DHHR), the LIHEAP Grantee, to identify additional allowable measures and costs that could be supported by LIHEAP funding outside of DOE regulations and requirements. As per LIHEAP IM 1999-11, Weatherization Grantees "may use some, all or none of the statutory and regulatory provisions that apply to the Department of Energy's Low Income Weatherization Assistance Program when spending LIHEAP funds on weatherization activities, provided the grantee administers both programs." Therefore, OEO plans to revise the current LIHEAP agreement to provide more flexibility within the program and the ability to address issues that may not be able to be addressed with DOE funding due to certain restrictions.

Currently, the most notable exceptions of LIHEAP funding are the three Supplemental Components: Electrical Upgrade, Weatherization Related Home Repair, and the Energy Crisis Intervention Program (ECIP) which historically have been approved measures of the Grant Agreement OEO has with DHHR.

During PY 2013 – 2014, OEO also pursued and was granted an amount of LIHEAP funds for Healthy Homes/Weatherization Plus Health Pilot Projects. There are three projects currently being undertaken by WV WAP Sub-grantees differing in scope and objectives. Depending on the success and outcomes of these projects, OEO may pursue additional LIHEAP funds for Healthy Homes/Weatherization Plus Health for PY 2014 – 2015.

Utility Programs

Through participation of rate-case energy advocacy intervention activity at the Public Service Commission of West Virginia, the WVCAP continues to work and advocate for utility-weatherization leveraging partnership initiatives such as the following:

Dominion Hope Gas: In spring of 2009, WVCAP had intervened in a Dominion Hope Gas Company rate increase case in northern West Virginia. This case became complicated as the Company was also put up for sale in an acquisition case, in which negotiations became very complex. Although a new low-income weatherization program was agreed to in negotiations, the sale of the Company fell through and all proceedings were tabled. However, communication was reestablished with Dominion Hope and the Company provided $300,000 for a low-income weatherization partnership for the Company's low-income rate payers. During 2013, provided and additional $100,000 and will continue to provide $100,000 per year until the Company's next rate case.

AEP dba Appalachian Power Company and Wheeling Power Company: In early 2009, WVCAP had intervened in an Appalachian Power Company/Wheeling Power Company filing at the Public Service Commission of West Virginia, in a rate increase request. Through various meetings and proceedings over a period of 18 months, in the fall of 2010 the PSC of WV ruled that the Companies would offer various Demand Side Management (DSM) programs for a two year period of time. A Low-Income Weatherization DSM Program was approved, for gross costs of $367,050 in year one, and $489,400 in year two. There were lengthy contract negotiations and development that occurred between AEP and OEO. A contract was finalized, implementing the DSM program in April of 2012. PY 2013 – 2014 was the second year of the contract. The contract and program scope have recently been revised for improvement. The contract and scope have been agreed upon by both OEO and AEP and the contract and program have now been extended through March 24, 2015. For calendar year 2014, AEP will provide $500,000 for the program, with anticipated additional funding for 2015.

FirstEnergy Corporation dba Mon Power Company and Potomac Edison Company: As of February 25, 2011, Allegheny Energy and its subsidiaries, merged and became part of the FirstEnergy family of companies headquartered in Akron, Ohio. In West Virginia, FirstEnergy will continue to utilize Potomac Edison Company for the service area in the eastern panhandle, and the Mon Power Company in the north-central service area of the state. From this point forward, the former Allegheny Power programs will be FirstEnergy programs.

- **FirstEnergy EEP:** In a rate case settlement with Allegheny Energy in the summer of 2010, the Company agreed to continue funding an Electric Efficiency Partnership (EEP), with the same program design as the previous EEP, which ran from July 2007 thru June 2010, for $250,000 per year. FirstEnergy has sustained this commitment after the merger with Allegheny Energy. Thus currently through the OEO and WVCAP weatherization delivery network, FirstEnergy will continue to provide $250,000 per year to the WV WAP for the continuation of an energy efficiency program.

- **TrAILCo EEP+:** As a result of a negotiated settlement in 2009 for a new 500 kV transmission line that would be run through part of West Virginia, OEO, in partnership with Allegheny Energy, agreed to a new "TrAILCo" (Trans-Allegheny Interstate Line Company) Electric Efficiency Partnership 'Plus' program. The TrAILCo EEP+ was designed to enhance the existing low-income Weatherization Assistance Program and what was known at the time as the Allegheny Energy EEP by expanding comprehensive energy efficiency services to low-income Allegheny Energy customers in the six county area that the TrAILCo transmission corridor passes through; North Central West Virginia Community Action Association serves Monongalia, Preston, and Tucker counties and Eastern West Virginia Community Action Agency serves Grant, Hardy, and Hampshire counties. TrAILCo EEP+ participation was restricted to those low-income customers who qualified for DOE Weatherization and are customers of FirstEnergy in the six county high transmission line corridor. The PY 2014-2015 will be the fifth year of an agreed upon five-year settlement of $500,000 per year.

- **LICUAP:** FirstEnergy Corporation has also developed and had approved a Low-Income Check-Up Audit Program (LICUAP) allowing the WV WAP Sub-grantees to perform "walk-thru" audits for low-income customers and address some basic baseload needs, as a complement to the WV WAP. This program was implemented in May 2012. This program will continue through PY 2014-2015. This program will differ than the others as the funds will not be administered by OEO; it is a contract between the utility company, its contracted entities, and the Sub-grantees. The program has been approved for five years, for a total of $2,785,919. According to the *Monongahela Power and The Potomac Edison Company Phase I Energy Efficiency and Conservation Plan* the funding amount made available by FirstEnergy Corporation for year three of the program is $535,264.

IV.5 Policy Advisory Council:

The Policy Advisory Council (PAC) historically met once a year with periodic updates sent to members. The last meeting took place on May 1, 2014.

Policy Advisory Council Members:

NAME	*ORGANIZATION*	*CONTACT INFORMATION*	*REPRESENTING*
Vacant Position	Representative from the WV Weatherization Coordinators	N/A	Weatherization Program Coordinators
Gaylene Miller	Senior State Director, AARP	GMiller@aarp.org	Elderly
Mary Chipps	Executive Director, WV Community Action Partnership	mchipps@suddenlinkmail.com	Community Action Agencies
Jacqueline Roberts	Public Service Commission; Consumer Advocate Division	jroberts@cad.state.wv.us	Consumers in West Virginia
Rachael Coffman	Dollar Energy - Utility Assistance Fund	rcoffman@dollarenergy.org	Low-Income

The WV WAP PAC was reorganized in 2011 and has had recent adjustments in PY 2013 - 2014. There is a vacant position for representation of the Sub-grantee WV WAP Coordinators that will be filled prior to the start of PY 2014 - 2015. The PAC works to advise state weatherization staff on issues, challenges, and future direction of the program. The council is composed of members of associations and organizations serving the citizens of West Virginia. PAC members, by their leadership roles in the larger community, bring added value from an outside perspective to the program. The committee can also be an advocate for the general public about the Weatherization Assistance Program, low-income energy needs, and energy efficiency. The PAC will advise WAP staff on policy, based on their knowledge, perspective, and sensitivity to their particular constituency.

OEO anticipates increasing PAC meetings to a quarterly or biannual basis (or more as needed) to discuss pertinent issues and recommend broad policy implementation to insure an effective program.

IV.6 State Plan Hearings:

During the recent PAC meeting mentioned in *Section IV.5*, a demonstration of the data management system and review of the current year's progress took place. Members also had a chance to provide input for the PY2014 – 2015 State Plan. The minutes of the meeting have been made an attachment to this application.

An announcement of the Public Hearing was posted for three (3) consecutive days, ten (10) days prior to the Public Hearing in eight (8) major newspapers throughout the state:

- Bluefield Daily Telegraph
- Charleston Newspapers
- Dominion Post (Morgantown)
- Herald-Dispatch (Huntington)
- Parkersburg News
- Register-Herald (Beckley)
- The Journal (Martinsburg)
- Wheeling Newspaper, Inc.

The "Public Hearing Notice" that appeared in the newspapers is also included as an attachment and was approved prior to notice OEO's DOE Projector Officer on April 14, 2014.

The Public Hearing for the PY2014 - 2015 DOE State Plan will be held May 22, 2014, 11:00 am, at OEO Office, 700 Washington Street, East, 2nd Floor Conference Room.

A court reporter has been retained to provide a transcript of the Public Hearing. Once OEO has received a written transcript, it will be made an attachment as well.

IV.7 Miscellaneous:

Historic Preservation

As noted in DOE Weatherization Program Notice 10-012, DOE in coordination with the Advisory Council on Historic Preservation (ACHP) and the National Conference of State Historic Preservation Officers (NCSHPO), has developed a Prototype Programmatic Agreement to address historic preservation requirements for the WAP. Our program is evaluating all section 106 reviews utilizing guidelines set forth in a Letter of Understanding with the WV Division of

Culture and History State Historic Preservation Office (SHPO). All measures that fall outside the Weatherization Assistance Program exempt from weatherization Section 106 review are being approved by WV SHPO.

Our intention is to work very closely with our State SHPO office and to utilize the Prototype Programmatic Agreement (PA) to overcome the challenges before us while still meeting all guidelines of the Act as outline by NHPA. This will not only build a strong partnership that will prove advantageous to our respective organizations but also to the West Virginia families that we strive to serve.

West Virginia's State Energy Program (SEP) Office has not been able to negotiate a SHPO PA and consequently our state does not have an official DOE Historic Preservation PA. As a result, beginning in PY2010, our state Weatherization Program Office worked with WV SHPO to negotiate, draft and agree to a one year Letter of Understanding for Historic Preservation Section 106 review compliance for 2011 weatherization activities. This year, we continue a two year Letter of Understanding with WV SHPO, through December 10, 2014. After that time, we will seek a renewed letter to continue compliance.

Renewable Energy Systems:

Assistance under the WAP may be provided for renewable energy systems. Any renewable energy system measures implemented by a Sub-grantee must have OEO written approval prior to work being performed.

10 CFR §440.18 (Allowable Expenditures) incorporates the renewable energy system provisions and specifies a ceiling of $3000 per dwelling for labor, weatherization materials, and related matters, subject to annual adjustments. As per DOE WPN 14-1 Section 3.1.1, "the percentage increase in the Consumer Price Index (CPI) – the determining factor - for the previous 12month period (September 2012 – September 2013) of 1.2% was applied to the PY 2013 adjusted average at $3,445. The PY 2014 adjusted average for renewable energy measures is **$3,486 with a SIR greater than 1.**"

The adjusted average for renewable energy measures is not a separate average, but part of the overall adjusted average expenditure limit of $6,987.

Because the total average cost per unit exceeds the renewable measures allowance, the major effects of the regulation are to provide criteria and a procedure for integrating renewables into the WAP, and to establish a process for evaluating petitions to use new or innovative renewable energy systems in the WAP.

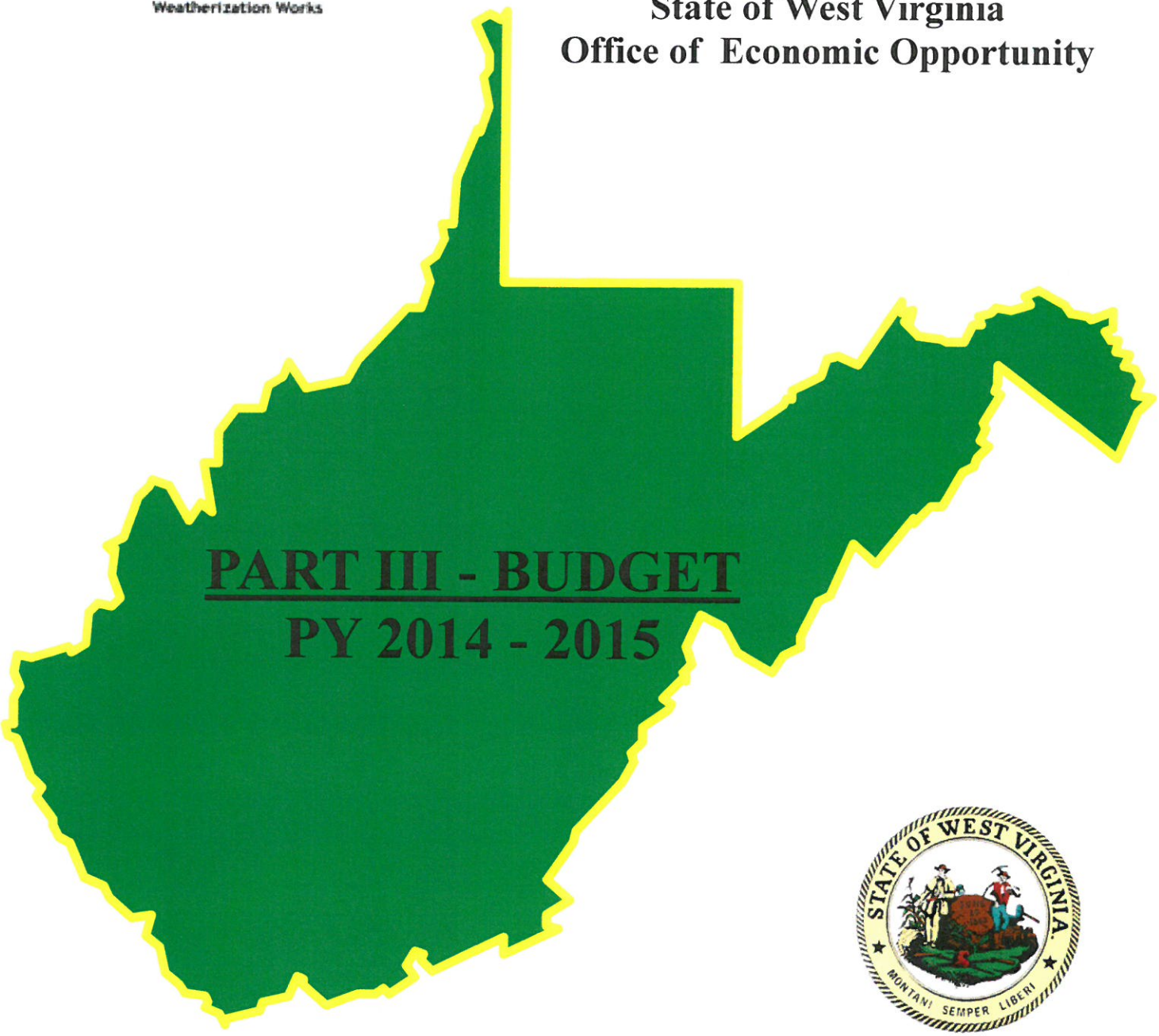
Section 440.21(c)(1) specifies performance and quality standards criteria for renewable energy systems. Paragraph (c)(2) establishes a procedure for submission and action on

petitions by manufacturers requesting the Secretary of Energy to certify a new technology or system as an eligible renewable energy system.

Approved renewable energy systems will be listed in Appendix A of Part 440, Standards for Weatherization Materials.

West Virginia Weatherization Assistance Program

State of West Virginia
Office of Economic Opportunity



PART III - BUDGET
PY 2014 - 2015

OMB Approval No. 0348-0044

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0006192	2. Program/Project Title Weatherization Assistance Program	
3. Name and Address	West Virginia, State of 700 Washington Street East Charleston, WV 25301	4. Program/Project Start Date 07/01/2014 5. Completion Date 06/30/2015

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. PY2014-15 DOE Annual Grant	81.042	$ 0.00		$ 2,557,149.00		$ 2,557,149.00
2.						
3.						
4.						
5. TOTAL		$ 0.00	$ 0.00	$ 2,557,149.00	$ 0.00	$ 2,557,149.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATION	(2) SUBGRANTEE ADMINISTR	(3) GRANTEE T&TA	(4) PROGRAM OPERATIONS	
a. Personnel	$ 67,622.00	$ 0.00	$ 177,487.00	$ 0.00	$ 249,872.00
b. Benefits	$ 27,049.00	$ 0.00	$ 70,995.00	$ 0.00	$ 99,949.00
c. Travel	$ 2,000.00	$ 0.00	$ 29,065.00	$ 0.00	$ 31,065.00
d. Equipment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
e. Supplies	$ 1,200.00	$ 0.00	$ 1,200.00	$ 0.00	$ 2,400.00
f. Contract	$ 11,850.00	$ 125,848.00	$ 67,200.00	$ 1,467,217.00	$ 2,010,433.00
g. Construction	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
h. Other	$ 25,726.00	$ 0.00	$ 137,704.00	$ 0.00	$ 163,430.00
i. Total Direct Charges	$ 135,447.00	$ 125,848.00	$ 483,651.00	$ 1,467,217.00	$ 2,557,149.00
j. Indirect	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
k. Totals	$ 135,447.00	$ 125,848.00	$ 483,651.00	$ 1,467,217.00	$ 2,557,149.00
7. Program Income	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

OMB Approval No. 0348-0044

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No.	2. Program/Project Title
EE0006192	Weatherization Assistance Program

3. Name and Address		4. Program/Project Start Date	07/01/2014
	West Virginia, State of 700 Washington Street East Charleston, WV 25301	5. Completion Date	06/30/2015

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		$ 0.00	$ 0.00	$ 2,557,149.00	$ 0.00	$ 2,557,149.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) HEALTH AND SAFETY	(2) LIABILITY INSURANCE	(3) FINANCIAL AUDITS	(4) LEVERAGING	
a. Personnel	$ 0.00	$ 0.00	$ 0.00	$ 4,763.00	$ 249,872.00
b. Benefits	$ 0.00	$ 0.00	$ 0.00	$ 1,905.00	$ 99,949.00
c. Travel	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 31,065.00
d. Equipment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
e. Supplies	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 2,400.00
f. Contract	$ 220,084.00	$ 77,156.00	$ 38,578.00	$ 2,500.00	$ 2,010,433.00
g. Construction	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
h. Other	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 163,430.00
i. Total Direct Charges	$ 220,084.00	$ 77,156.00	$ 38,578.00	$ 9,168.00	$ 2,557,149.00
j. Indirect	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
k. Totals	$ 220,084.00	$ 77,156.00	$ 38,578.00	$ 9,168.00	$ 2,557,149.00
7. Program Income	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

U.S. DEPARTMENT OF ENERGY

BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: West Virginia, State of
Award number: EE0006192

Budget period: 07/01/2014 - 06/30/2015

1. **PERSONNEL** - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B. Line 6.f. Contracts and Sub-Grants).

Positions to be supported under the proposed award and brief description of the duties of professionals:

Position	Description of Duties of Professionals
Weatherization Administrator	Administer, manage, and coordinate WV Weatherization Assistance Program
OEO Accounting Tech-VACANT	Support for accounting staff
Program Specialist	Monitoring and T&TA
Program Development Manager	Work with Utility Compaines to leverage funds for WAP
Weatherization Assistant Adminstrator	Assist in management and administration of WAP, includes some monitoring
OEO Deputy Director	Assist in management of OEO
OEO Director	Direct and manage Office of Economic Opportunity
Program Specialist/Training	Monitoring and T&TA
OEO Chief Financial Officer	Oversee fiscal operations at OEO
Program Support Coordinator	Assist all OEO Programs
OEO Administrative Secretary	General secretarial duties for agency/management
Program Specialist/Monitoring	Monitoring and T&TA
WAP Systems Specialist	Develop and maintain data management system, train CAA staff
Weatherization Secretary	General secretarial duties
Fiscal Monitor	monitor OEO Programs Fiscal requirements for compliance
OEO Accountant	Payment and tracking of agency funding request and other bills

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Weatherization Administrator	$51,600.00	50.0000 % FT	$25,800.00
OEO Accounting Tech-VACANT	$19,056.00	27.0000 % FT	$5,145.12
Program Specialist	$40,512.00	50.0000 % FT	$20,256.00
Program Development Manager	$47,628.00	40.0000 % FT	$19,051.20
Weatherization Assistant Adminstrator	$45,576.00	50.0000 % FT	$22,788.00
OEO Deputy Director	$55,596.00	27.0000 % FT	$15,010.92
OEO Director	$67,944.00	20.0000 % FT	$13,588.80
Program Specialist/Training	$50,796.00	50.0000 % FT	$25,398.00
OEO Chief Financial Officer	$54,504.00	27.0000 % FT	$14,716.08
Program Support Coordinator	$39,512.00	27.0000 % FT	$10,668.24
OEO Administrative Secretary	$30,456.00	27.0000 % FT	$8,223.12
Program Specialist/Monitoring	$44,388.00	50.0000 % FT	$22,194.00
WAP Systems Specialist	$41,616.00	40.0000 % FT	$16,646.40
Weatherization Secretary	$31,224.00	27.0000 % FT	$8,430.48
Fiscal Monitor	$40,812.00	27.0000 % FT	$11,019.24
OEO Accountant	$40,512.00	27.0000 % FT	$10,938.24
		Direct Pay Total	$249,873.84

2. FRINGE BENEFITS

a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.

b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

The basis for computation of rates for fringe benefits of State employees includes federal and state regulations, personnel policies, and past experience. Fringe benefits to be paid from this grant include:Social Security match - FICA @ 7.65% of the gross salary as per federal regulation
Workers compensation - calculated at .64% of gross salaryUnemployment compensation - paid on reimbursement basisHealth insurance - depends on salary, type of coverage (single or family), optional life, and choice of plan, as per personnel policies and state optionsState Retirement fund - calclated at 14.5% of gross salaryWe are using 40% for budgeting purposes in this grant year, based on average fringe benefit costs from the previous grant year.

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Weatherization Administrator	$25,800.00	40.0000 %	$10,320.00
OEO Accounting Tech-VACANT	$5,145.12	40.0000 %	$2,058.05
Program Specialist	$20,256.00	40.0000 %	$8,102.40
Program Development Manager	$19,051.20	40.0000 %	$7,620.48
Weatherization Assistant Adminstrator	$22,788.00	40.0000 %	$9,115.20
OEO Deputy Director	$15,010.92	40.0000 %	$6,004.37
OEO Director	$13,588.80	40.0000 %	$5,435.52
Program Specialist/Training	$25,398.00	40.0000 %	$10,159.20
OEO Chief Financial Officer	$14,716.08	40.0000 %	$5,886.43
Program Support Coordinator	$10,668.24	40.0000 %	$4,267.30
OEO Administrative Secretary	$8,223.12	40.0000 %	$3,289.25
Program Specialist/Monitoring	$22,194.00	40.0000 %	$8,877.60
WAP Systems Specialist	$16,646.40	40.0000 %	$6,658.56
Weatherization Secretary	$8,430.48	40.0000 %	$3,372.19
Fiscal Monitor	$11,019.24	40.0000 %	$4,407.70
OEO Accountant	$10,938.24	40.0000 %	$4,375.30
		Fringe Benefits Total	$99,949.55

3. TRAVEL

a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
OEO Staff - Weatherization Assistant Roundtable Travel Total cost $1686 for 2 meetings DOE 50% = 843 All TTA	2	$421.50	$843.00
NASCSP Webinars 6 X $60=$360 X 50%=180	6	$30.00	$180.00
WAP Field Monitoring Total Cost: $13050 (450 per trip) DOE cost 50% = 6525	29	$225.00	$6,525.00
WAP Fiscal Monitoring Total Cost: 3720 DOE cost 50% = 1860	12	$155.00	$1,860.00
CAPLAW Conference 4 x $2,200= $8,800x 50% = $4,400	4	$1,100.00	$4,400.00

Fall & Mid-Winter NASCSP Conference Total Cost $12,600 TTA Total Cost: 1080 DOE TTA Cost 50% = 5400 Total Admin cost: 1800 DOE Admin cost 50% = $900	7	$900.00	$6,300.00
Statewide Training Meeting with Subgrantees - OEO Staff Total Cost: 2000 DOE cost 50% = 1000	1	$1,000.00	$1,000.00
OEO staff Travel for Training for Certifications Total Cost 2182 QCI: 3ppl x $629 = 1887 ASHRAE: 1 person x $295 = 295 DOE cost 50% = 1091	4	$272.75	$1,091.00
Conference TBD 2 X $1800=$3600 X 50%=$1800	2	$900.00	$1,800.00
Statewide Standards/SWS Training Meeting - OEO Staff Total Cost: 2212 DOe cost 50% = 1106	1	$1,106.00	$1,106.00
WAP Program Monitoring Total Cost 3720 DOE 50% = 1860	12	$155.00	$1,860.00
National Healthy Homes Conference 3 X $1,700=$5,100 X 50%=$2,550	3	$850.00	$2,550.00
Return Field Monitoring Trips for Follow Up compliance Total Cost: 3100 DOE Cost 50% = 1550	10	$155.00	$1,550.00
		Travel Total	$31,065.00

b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

Most travel estimates are based on State Travel Policy and past trips of a similar nature.

4. EQUIPMENT - Equipment is generally defined as an item with an acquisition cost greater than $5,000 and a useful life expectancy of more than one year. Further definitions can be found in 10 CFR 600.

a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

Equipment	Unit Cost	Number	Total Cost	Justification of Need

b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.

5. SUPPLIES - Supplies are generally defined as an item with an acquisition cost of $5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance. Further definitions can be found in 10 CFR 600.

a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

General Category	Cost	Justification of Need
General Office Supplies, DOE Share	$2,400.00	Office supplies for daily use in operating program-paper, ink, pens, clips, binders, tape, etc. Total 12 month cost: 4800 (DOE 50%) Admin: 2400 x 50% = 1200 TTA: 2400 x 50% = 1200
Materials and Supplies Total	$2,400.00	

b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

Costs are based on previous year's costs.

6. CONTRACTS AND SUBGRANTS - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e weatherization subgrants, Annual File section II.3).

Name of Proposed Sub	Total Cost	Basis of Cost*
Consultant Fees	$1,350.00	Consultant Fees: Organizational/Management Training Total Cost: $2100 DOE cost: $1350 ($600 is carryover funds) All admin
Training Centers/Trainers Costs for Subgrantees - All TBD	$59,457.00	All costs are estimates. All trainings in bidding process through WV Division of Purchasing Total 118914 Lead Renovator Recertification: 9800 Heating Unit Inspection: 13344 QCI: 21000 EA: 35940 Heating Tech/Installer 13900 Energy Edu 2100 Lead Renovator 4125 ASHRAE 18705 DOE pays 50% = 59457 All TTA
Southwestern CAC	$248,440.00	Operate local WAP
Nicholas CAP	$32,791.00	Operate local WAP
Community Action of South Eastern WV	$188,259.00	Operate local WAP
Eastern WV CAA, Inc.	$199,447.00	Operate local WAP
Council of the Southern Mountains	$39,928.00	Operate local WAP
CHANGE, Inc.	$111,104.00	Operate local WAP
State Audit	$1,500.00	Weatherization Share of cost
PRIDE Community Services	$45,522.00	Operate local WAP
Training Center TBD - Training Costs OEO staff	$3,943.00	Lead Renovator Recertification: 4ppl - Total cost 700 x 50% = 350 HEP Quality Control Inspector: 3 ppl - total cost: 5250 x 50% = 2,625 ASHRAE: 3 ppl - Total cost 1935 x 50% = 968 All TTA
Mountain CAP of WV, a CDC	$93,358.00	Operate local WAP
Coalfield CAP	$227,030.00	Operate local WAP
Community Resources, Inc.	$241,688.00	Operate local WAP
MountainHeart CS	$83,714.00	Operate local WAP
DBA FACSPro-System Upgrades	$6,300.00	System upgrades for WAP database management sys. Total WAP cost: $15,000 DOE TTA cost: $3800 Leveraging cost: $2500
North Central WV CAA, Inc.	$417,602.00	Operate local WAP
Training Provider TBD - Federal Rules/Regualtions Training for OEO	$9,000.00	Carry over funds for Training in bidding process with WV Division of Purchasing.
Contracts and Subgrants Total	$2,010,433.00	

*For example, Competitive, Historical, Quote, Catalog

7. OTHER DIRECT COSTS - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

a. Please provide a General Description, Cost and Justification of Need.

General Description	Cost	Justification of Need
Computer/Software Upgrades	$1,000.00	Upgrades for staff computers and software Total Cost 2000 x 50% = 1000 All Admin
Advertising and Transcript for Public Hearing	$600.00	total cost: $1200 50% = $600 all admin
Office Equipment Rental, Maintenance, and Repair	$1,410.00	Training Center Office Equip 2820 X 50% = $1410 All TTA
Telecommunications	$6,352.00	Desk phones, cell phones, and conference calls 16500 Total WX share: 12705 12705 x 50% = 6352 Admin: 1,588 TTA: 4,764

Associations and Professional Memberships	$2,513.00	Total cost $5025 50% = 2513 All TTA HEP QCI $3000 Lead Renovator $700 HVAC Electrical $200 Residental $200 HH Renewal & NEHA Membership $925
T&TA Support for Sub-grantee Travel for Trainings & Certifications	$57,393.00	Total:$114,785 All for travel costs unless otherwise indicated Lead Renovator Recertification: 5264 Weatherization Assistant Roundtables: 10824 Heating Unit Inspection: 15192 QCI: Travel 8676 Certification: 12000 EA: Travel: 16548 Certification: 12000 Heating Technician/Installer: 13580 Energy Educator: 5625 Lead Renovator: 3795 ASHRAE: 11281 114,785 x 50% = $57,393
Vehicle Fuel	$3,825.00	Total Cost: 8500 WX Cost: 7650 7650 x 50% = 3825 All TTA
Vehicle Maintenance/Repairs	$1,453.00	Total cost: 3500 WX share: 2905 2905 x 50%: 1453 All TTA
Computer Networking	$13,439.00	Computer Networking cost, IT costs, Website costs Costs based on actual expenses Admin 5913 TTA 7526
OEO Insurance	$4,200.00	total Insurance Cost: $12000 WX Share = 8400 8400 X 50% = 4200 Admin 1,722 TTA 2,478
Office Space	$33,989.00	Total Cost: $86,715 WX: $67,978 (OEO main office and Ghent Training Center Office) 67,978 x 50% = $33,989 Admin: 11,896 TTA: 22,093
NASCSP Yearly Membership Fees	$1,650.00	Association Dues Total Cost: 3650 DOE Cost: 1650 All admin
Upgrades to OEO staff Equipment	$471.00	Total Cost: 1000 DOE: $471
Fleet Management Fee	$434.00	Total Fleet cost: 1008 $867 = WX Share 867 x 50% = 434 All TTA
TTA Support for QCI/EA Retakes	$30,600.00	Carryover funds to support the costs of training and certification for retakes of EA and QCI tests from the NREL/BPI/DOE pilot program
Parking	$2,856.00	total cost: $8160 WX Share: $5712 5712 x 50% = 2856 Admin 857 TTA 1,999
Roundtable Confrence Room Fee- (Jul-Sep 2014) (Jan-Mar 2015)	$745.00	2 meetings Total cost 1490 x 50% = 745 All TTA
Commerce Marketing Fees	$500.00	Total cost: 1000 50% = $500 All Admin
Other Direct Costs Total	$163,430.00	

b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

Rental and dues costs are based on agreements. Other costs are estimates based on prior similar expenditures or recent estimates

8. INDIRECT COSTS

a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.

b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

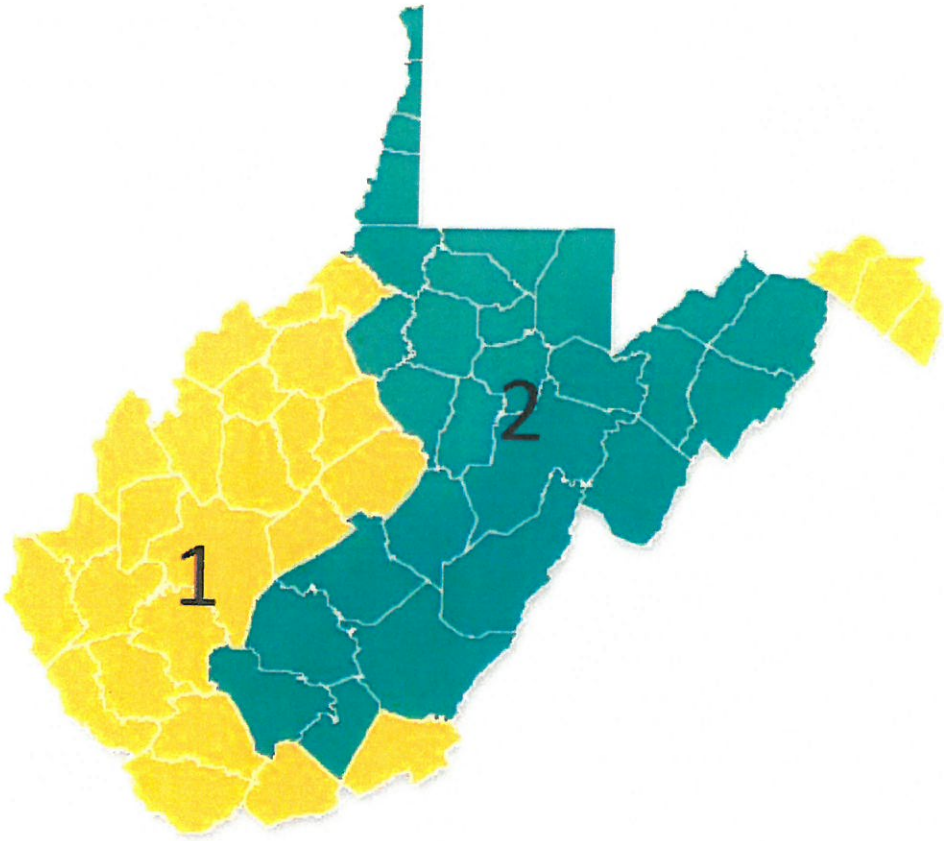
Name: Phone Number:

WV Weatherization Assistance Program

2014 – 2015 State Plan

ATTACHMENTS

West Virginia IECC 2009 Climate Zone Map



V.7 Health And Safety

Introduction

The primary goal for the WV WAP is to implement cost-effective weatherization procedures to conserve energy and to assess and correct related health and safety hazards for the well-being of clients, their dwellings, and weatherization personnel.

With more advanced diagnostics and installation techniques utilized in the WV WAP, it is increasingly necessary to take steps to ensure that program measures do not cause or exacerbate health and safety problems for workers or clients.

Each home weatherized must be individually assessed to determine the existence of potential hazards to weatherization personnel or clients. When conditions within the home are such that the health and safety of the client, crew, or subcontractor will be jeopardized prior to providing assistance, weatherization must not proceed until such problems are remedied. In some cases, mitigation of problems may be beyond the scope of the weatherization program. In these instances, the client must be notified in writing and referred to alternative resources for resolution of the problem.

In those instances where the existing conditions are perceived to pose a threat to the crew or contractor's health and safety, the WV WAP allows for deferral of weatherization work until the identified condition is made acceptable. The WV WAP Deferral Policy is described in *Section V.1.2 Approach to Determining Building Eligibility.*

Budgeting

The WV WAP will budget Health and Safety in a separate category and thereby exclude such costs from the average unit cost calculations. This separate category will also allow these costs to be isolated from energy efficiency costs in program evaluation.

Incidental Repairs

Incidental Repairs means those repairs necessary for the effective performance or preservation of weatherization materials. Such repairs include, but are not limited to, minor roof repair, framing or repairing windows and doors which could not otherwise be caulked or weather-stripped, and providing protective materials, such as paint, used to seal materials installed under this program. Incidental repairs will be capped at **$500** on a per job basis. If IRM's exceed $500 and the cumulative Savings-to-Investment Ratio is equal to or greater than 1, the Sub-grantee may request special approval from the Weatherization Administrator. The WV WAP has developed a spreadsheet identifying allowable measures to be installed under health and safety and allowable measures to be installed as incidental repairs.

Health and Safety Expenditure Limits

For the 2014 – 2015 Program Year, West Virginia would request to utilize up to **15%** of our 2014 Program Operation funds for Health and Safety Expenditures. WV WAP will use its data management system to implement a limit on Health and Safety costs charged to DOE on a per job basis. Any health and safety costs over 15% will be charged to LIHEAP funding, upon approval from the WV Department of Health and Human Resources (DHHR), the LIHEAP Grantee.

Health and Safety costs are recorded in the data management system and tracked separately at the Sub-grantee level for accounting purposes, as well as in the Weatherization Assistant auditing software and reported as a separate line item on the WV WAP "Monthly Progress Report." A list of materials that are allowable charges to Health and Safety has been developed and distributed. (See *Health and Safety Plan IRM-H&S Materials Chart Attachment*) Sub-grantees cannot add additional materials to this list. In this way, OEO can monitor the Health and Safety cost on each job. The Health and Safety costs reported on the WV WAP "Monthly Progress Report" are reviewed monthly and OEO works with the Sub-grantee to bring them into compliance. OEO also tracks the Health and Safety costs in the statistical analysis tool and other various spreadsheets as discussed in *Section V.6 Weatherization Analysis of Effectiveness.*

OEO has worked with the utility companies and scopes of work have been adjusted to that the WV WAP can use certain utility funding to cover particular Health and Safety costs (specified in the Scopes of Work/Program Designs of the utility program), to lessen the burden on the DOE funds. At this time, not all utility partnerships allow for Health and Safety costs in their programs, but OEO will continue to pursue this option in the future.

Procedure for Identifying Occupant Health Concerns

- When a person's health may be at risk and/or the work activities could constitute a health and safety hazard, the occupant at risk will be required to take appropriate action based on the severity of the risk.
- The at-risk occupant should reveal they have known or suspected health concerns during the initial application for weatherization services.
- The at-risk occupant should be provided with known risks of the weatherization process.
- Sub-grantee contact information should be provided to the occupant so that occupant can easily provide information about health issues or concerns.
- Failure or the inability to take appropriate actions must result in deferral of the weatherization work.

Documentation for identifying occupant health concerns will include:

- Client's name and address
- Dates of the audit/assessment and when the client was informed of a potential health and safety issue
- Clear description of the problem
- Statement indicating if, or when weatherization could continue
- Client(s) signature(s) indicating that they understand and have been informed of their rights and options.

Healthy Homes/Weatherization Plus Health

During PY 2013 – 2014, OEO pursued and was granted an amount of LIHEAP funds for Healthy Homes/Weatherization Plus Health Pilot Projects. These projects are to help West Virginia's most vulnerable families and make their homes energy efficient, safe, and healthy. The WV WAP projects offer a more comprehensive, holistic approach coupled with Weatherization to help combat disease and injury in the home linking substandard housing and poor health. This funding and the associated projects allow the participating WV WAP Sub-grantees to address issues that are outside of the scope of the typical parameters of the DOE Health and Safety funding capabilities. There are three projects currently being undertaken by WV WAP Sub-grantees differing in scope and objectives. Depending on the success and outcomes of these projects, OEO may pursue additional LIHEAP funds for Healthy Homes/Weatherization Plus Health for PY 2014 – 2015.

Potential Hazard Considerations

1. ***Biological and Unsanitary Conditions***

The detection and remediation of mold, odors, viruses, bacteria, unsanitary conditions, and rotting wood is often beyond the scope of the Weatherization Assistance Program, and may be a reason for deferral. Since workers often encounter these conditions, they try to remedy the situation if possible and take precaution to not exacerbate any potential problem. Factors such as cleaning agents, paints and turpentine, gasoline, sewage, animal waste, and excessive dust can sometimes be addressed to allow weatherization work to occur. Auditors will inform the client of observed conditions.

- **Mold and Moisture** - The Weatherization Assistance Program is not a mold remediation program. The use of DOE funds for the removal of mold and other related biological substances is not an allowable weatherization expense. Mold testing is not an allowable cost. If necessary, Weatherization Assistance Program services may need to be deferred until the existing mold problem can be corrected or referred to another program for funding of remedial action.

All homes will be inspected for previous and existing moisture problems using the WV WAP "Mold Procedure/Checklist Form" to document existing mold and moisture related problems in homes.

Moisture, mold, and mildew can seriously affect the health and safety of the client and crew. Steps must be taken to alleviate moisture problems. The WV WAP will ensure that regular weatherization work is performed in a manner that doesn't contribute to the increase of any mold problems, and when the work is performed properly, can alleviate many mold conditions.

- **Drainage** - Auditors will conduct a visual inspection. Major drainage issues are beyond the scope of the Weatherization Assistance Program. Homes with conditions that may create a serious health concern that require more than incidental repair should be deferred.

2. ***Combustion Appliances and Combustion Gases*** - Proper venting to the outside for combustion appliances, including gas dryers is required. Correction of venting is allowed when testing indicates a problem.

   Sub-grantees will conduct combustion safety testing and is required when combustion appliances are present.

   Sub-grantees will conduct inspection of venting of combustion appliances and confirm adequate clearances and test naturally drafting appliances for draft and spillage under worst case conditions before and after air tightening and inspect cooking burners for operability and flame quality.

   Sub-grantees will provide the client with combustion safety and hazards information, including the importance of using exhaust ventilation when cooking and the importance of keeping burners clean to limit the production of Carbon Monoxide (CO).

   - **Air Conditioning** - Air conditioning systems (central, window and wall mount) replacement, repair, or installation is not an allowed health and safety cost. Replacement must be justified as an energy conservation measure utilizing the Weatherization Assistant audit software. Repair and cleaning must be considered before replacement.

     New replacement units must be ENERGY STAR rated and have an efficiency rating of at least:
     - Central AC or Heat Pump Cooling Efficiency = 13 SEER
     - Heat Pump Heating Efficiency = 7.7 HSPF
     - Window and wall mount air conditioners = 10 EER

- **Heating Systems** - Heating system repair, replacement, or installation is allowed of red-tagged, inoperable, or nonexistent heating systems where climate conditions warrant. Repair and replacement of inoperable or unsafe combustion appliances is allowed, including the installation of direct vent-sealed combustion appliances. Direct vent-sealed combustion appliances may be installed to resolve Combustion Appliance Zone (CAZ) problems. Repair and cleaning must be considered before replacement. Correction of venting is allowed when testing indicates a problem.

- **Appliances and Water Heaters** - Poorly functioning water heaters that may pose a health concern may be replaced on a case-by-case basis. Installation of one water heater per dwelling is allowed. Documentation must be maintained to justify replacement of water heaters. Replacement and installation of other appliances for health and safety reasons is not allowed. Repair and cleaning for other appliances is allowed.

- **Smoke, Carbon Monoxide Detectors, and Fire Extinguishers** - If smoke alarms are inoperable or non-existent, at least one alarm must be installed in each weatherized dwelling on each floor. Follow the manufacturer's recommendations for locating and installing the alarm(s). Typically, alarms are installed where the clients spend the most time, such as near bedrooms. If an entire multi-family building is to receive weatherization services, a CO alarm should be installed in each unit of the complex. If existing hard-wired smoke alarms are inoperable or broken, they must be replaced with comparable units. Replacement of operative smoke alarms is not an allowable expense.

Providing fire extinguishers is allowable only when solid fuel is present. Sub- grantees will provide the client with verbal and written information on use of smoke/CO detectors and fire extinguishers where allowed.

3. *Other Heating Sources*

- **Solid Fuel Heating** - Maintenance, repair, and replacement of primary indoor heating units is allowed where occupant health and safety is a concern. Maintenance and repair of secondary heating units is allowed.

  The WV WAP utilizes a "Solid Fuel Appliance Checklist" which addresses safety issues, including fire hazards, from wood and coal stoves. Issues relating to the stove, stove pipe, and chimney are also addressed. The auditor is required to inspect the chimney and flue and combustion appliance zone depressurization.

- **Space Heaters Stand Alone Electric** - Repair, replacement, or installation of stand-alone electric space heaters is not allowed. Adhere to the following procedures:

1. Check the electrical circuitry to ensure adequate power for existing space heaters.
2. Inform client of the hazards of use and have client sign a waiver if removal is not allowed by the client.
3. Removal is recommended. Stand-alone electric space heaters may be used as a temporary heat source during weatherization if the primary heating system is disabled.

- **Space Heaters, Unvented Combustion** - Removal is required, except as a secondary heat where the unit conforms to ANSI Z21.11.2. Units that do not meet ANSI Z21.11.2 must be removed prior to weatherization but may remain until a replacement heating system is in place. Testing for air-free carbon monoxide (CO) is allowed. Units must be checked for the ANSI Z21.11.2 label. Clients will be informed of the dangers of unvented space heaters. CO, moisture, and Nitrogen Dioxide (NO2) can be dangerous even if the CO alarm does not sound.

- **Space Heaters, Vented Combustion** - Vented space heaters will be treated as furnaces. Venting will be tested consistent with furnaces. Proper testing methods for safe operation (draft and CO) will be conducted and for steady state efficiency if possible.

4. ***Fire Hazards*** - Correction of fire hazards is allowed when necessary to safely perform weatherization. The auditor will visually inspect the dwelling during the audit and crews will inspect while performing weatherization.

5. ***Occupant Pre-existing or Potential Health Conditions*** - The WV WAP Sub-grantees are required to take all reasonable precautions against performing work on dwellings that will subject clients to health and safety risks. Before beginning work on the dwelling, the agency must take into consideration the health concerns of each occupant, the condition of the dwelling, and the possible effect of work to be performed on any particular health or medical condition of the occupants. When a person's health is fragile and/or the work activities would constitute a health or safety hazard, the occupants at risk will be required to leave the home during these work activities.

   When a person's health may be at risk and/or the work activities could constitute a health or safety hazard, the occupant at risk will be required to take appropriate action as previously identified, based on severity of risk. Temporary relocation of at-risk occupants may be allowed on a case by case basis. Failure or the inability to take appropriate actions must result in deferral.

6. *Indoor Air Quality*

a. Asbestos – General asbestos removal is not approved as a health and safety weatherization cost. Major asbestos problems will be referred to the appropriate state agency and/or Environmental Protection Agency (EPA).

- **In siding, walls, ceilings, etc.** - Removal of siding is allowed to perform energy conservation measures. All precautions must be taken not to damage siding. Asbestos siding should never be cut or drilled. It is recommended where possible to insulate through home interior. The client will be informed that suspected asbestos siding is present and how precautions will be taken.
- **In vermiculite** - When vermiculite insulation is found in an attic, unless testing proves otherwise, take precautionary measures as if the vermiculite contains asbestos. Encapsulation by an appropriately trained asbestos control professional is allowed. Removal is not permitted. Blower door testing should be done with pressurization rather than depressurization.

  Assess whether vermiculite is present. Asbestos Hazard Emergency Response Act of 1986 (AHERA) certified prescriptive sampling is allowed by a certified tester.

  Clients should be instructed not to disturb suspected asbestos containing material.

- **On pipes, furnaces, other small covered surfaces** - Sub-grantees will assume asbestos is present in covering materials. Encapsulation is allowed by an AHERA asbestos control professional and should be conducted prior to blower door testing. Removal may be allowed by an AHERA asbestos control professional on a case-by-case basis. AHERA testing is allowed by a certified tester. Clients should be instructed not to disturb suspected asbestos containing material.

b. Spray Polyurethane Foam (SPF) - Spray polyurethane foam is a widely used and highly-effective insulator and sealant; however, eye, skin, and inhalation exposures to its key ingredients can cause asthma, lung damage, other respiratory problems, skin and eye irritation, and other adverse health effects.

- When working within the thermal enclosure with spray urethane foam, follow the EPA guidelines or manufacturer's guidelines (available online at: http://www.epa.gov/dfe/pubs/projects/spf/spray_polyurethane_foam.html)
- When using spray urethane foam outdoors, isolate the area where the foam will be applied, take precautions to ensure the fumes will not be transferred to the indoor living area.
- Make sure all State and local fire codes are followed when spray polyurethane foam is used indoors.

- Sub-Grantees are required to have MSDS sheets in each weatherization vehicle with easy access to every employee.
- Auditors notify the client of the plans to use two-part foam and the precautions that may be necessary.

c. Radon - In homes where radon may be present:

- Provide the client with EPA's consumer guide to radon.
- Whenever conditions permit, exposed dirt must be covered with a vapor permeable ground cover.
- In dwellings where radon may be present, precautions should be taken to reduce the likeliness of making radon concentrations higher.
- Radon testing is an allowable DOE expense in locations with high radon potential.
- Radon abatement is not an allowable activity with DOE funds; major radon problems are deferred and referred to the appropriate local environmental agency.

d. Volatile Organic Compounds (VOCs) - Crew awareness of potential problems with formaldehyde and volatile organic compounds is important when addressing air sealing. Crews are instructed to remove any VOCs when possible and to give client education regarding the potential dangers. If removal cannot be performed or is not allowed by the client, the unit must be deferred.

7. *Lead Paint – Lead Safe Work*

Sub-Grantees or contractors will follow EPA's Lead; Renovation, Repair and Painting Program (RRP). In addition to RRP, weatherization requires all weatherization crews working in pre-1978 housing to be trained in Lead Safe Weatherization (LSW). Deferral is required when the extent and condition of lead-based paint in the house would potentially create further health and safety hazards.

Testing is allowed. Job site setup and cleaning verification is required by a Certified Renovator.

Each Sub-grantee or contractor must give notification to the occupants of homes to be weatherized regarding the potential hazards of lead paint and lead paint dust if the home was built prior to 1978. EPA's publication "Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools" must be given to an adult occupant of the affected home prior to beginning weatherization. For occupied homes, the weatherization staff, crew, or contractor must have an adult tenant or homeowner sign an acknowledgement after receiving the pamphlet. As an alternative to delivery in person, you may mail the lead hazard information pamphlet to the owner and/or

tenant. Pamphlet must be mailed at least seven days before renovation. Mailing must be documented by a certificate of mailing from the post office.

OEO has developed and implemented a *Lead Safe Work Policy* on July 27, 2012 including standardized forms and processes to supplement information available from DOE and the Environmental Protection Agency (EPA). (This policy was amended on August 16, 2013.) The policy provides additional information and guidance on LSW, proper practices, and documentation requirements.

LSW includes weatherization worker protection, general LSW work practice standards, and lead dust containment standards.

1. Level 1 Containment.

    a. Level 1 containment is required in pre-1978 homes when less than 6 ft2 of interior painted surface per room or 20 ft2 of exterior painted surface will be disturbed.
    b. Level 1 containment consists of methods that prevent dust generation and contains all debris generated during the work process. The containment establishes the work area which must be kept secure.
    c. Measures that may fall within this guideline include:
        i. Installing or replacing a thermostat.
        ii. Drilling and patching test holes.
        iii. Replacing HEPA filters and cleaning HEPA vacuums.
        iv. Changing furnace filter.
        v. Removing caulk or window putty (interior).
        vi. Removing caulk or window putty (exterior).
        vii. Removing weather-stripping.

2. Level 2 Containment.

    a. Level 2 containment is required when weatherization activities will disturb more than 6 ft2 of interior surface per room or 20 ft2 of exterior surfaces in homes built prior to 1978. Level 2 containment consists of methods that define a work area that will not allow any dust or debris from work area to spread. Level 2 containment requires the covering of all horizontal surfaces, constructing barrier walls, sealing doorways, covering HVAC registers with approved materials, and closing windows to prevent the spread of dust and debris.

    b. Measures requiring level 2 containment may include:
        i. Drilling holes in interior walls.
        ii. Drilling holes in exterior walls, removing painted siding.

iii. Cutting attic access into ceiling or knee walls.
iv. Plane a door in place.
v. Replacing door jambs and thresholds.
vi. Replacing windows or doors.
vii. Furnace replacements.

c. Additionally, Level 2 containment must ALWAYS be used where any of the following is conducted (even if the activities will disturb less than the hazard levels within the Level 1 category):
   i. Window replacement.
   ii. Demolition of painted surface areas.
   iii. Using any of the following: Open-flame burning or torching; machines to remove paint through high-speed operation without HEPA exhaust control; or operating a heat gun at temperatures at or above 1100 FO. Note that the use of a drill, reciprocating saw, or other power tool is considered a "machine" for removing paint. As examples: Cutting an hatch inside the dwelling or interior drilling of holes for the installation of insulation require level two containment.

3. There must be adequate documentation in the client file to demonstrate that lead safe weatherization measures were performed when necessary. Documentation should include photos of the site and containment set up, as well as a listing of materials used and measures taken. Post Work Inspector must also certify that LSW procedures were used and properly implemented.

4. WV WAP will adhere to EPA lead safe rules as written in the *Lead; Renovation, Repair, and Painting Program Final Rule* (LRRPP Final Rule), as directed by DOE.

5. Weatherization of HUD program housing stock, including HUD Section 8, is infrequent in West Virginia. These units will only be weatherized if the owner provides a "Certificate of Lead-Based Paint Compliance" (copy must be in client file) that documents abatement or control of any lead paint hazard has been addressed, and will agree that the local Sub-grantee will not be liable for any lead hazards, provided the safe work practices generally outlined above are employed.

6. In cases where the Sub-grantee cannot safely weatherize a home due to lead paint hazards, the Sub-grantee may defer the work. Such deferral will be considered by the state on a case-by-case basis. Sub-grantees may not weatherize dwellings where there are cases of documented or suspected lead poisoning. Additionally, they will not weatherize homes where there is an extraordinary lead paint hazard with no means to abate the hazard, including insufficient funds or insufficient training to properly address the hazard.

8. ***Building Structures and Roofing*** - WV WAP crews often encounter homes in poor structural condition. In some cases, Weatherization Assistance Program services have to be deferred until the dwelling is made safe and able to weatherize. When possible,

   Sub-grantees coordinate their efforts with other programs to enable and enhance services. Homes with conditions that require more than incidental repair should be deferred.

   The Auditor will perform a visual inspection to ensure that access to areas necessary for weatherization is safe for entry and performance of assessment, work, and inspection. The client will be notified of structurally compromised areas.

9. ***Electrical Issues***

   - **Electrical – other than Knob-and Tube Wiring** - Minor electrical repairs are allowed where health and safety of the occupant is at risk. Upgrades and repairs are allowed when necessary to perform specific weatherization measures.

     Auditors will perform a visual inspection. Voltage drop and voltage detection testing are allowed.

   - **Electrical – Knob-and Tube Wiring** - Minor upgrades and repairs necessary for weatherization measures and where the health or safety of the occupant is at risk are allowed.

     Where live knob-and-tube wiring exists, the following conditions must be met in order to install attic insulation:

     a. Wiring insulation must be intact and complete with no exposed areas and connections.
     b. S-type fuses that match the size of the wiring must be installed if they do not already exist. Any modification of the electrical panel must have prior written permission from the client. The Sub-grantee may wish to contract with a licensed electrician where questionable safety conditions exist.
     c. When installing cellulose or fiberglass, there must be a minimum of 1-inch clearance from the wiring. Precaution must be taken to prevent the possible drifting of the product, which could result in contact with the wiring.

     The presence of knob-and-tube wiring, overloaded circuits, live bare wires, asbestos siding, or untreatable moisture in the wall cavities will be allowable

reasons for not insulating exterior walls. If the problems can be corrected within reasonable means, the walls may be insulated.

10. ***Refrigerant Issues*** – Sub-grantees may reclaim refrigerant per the Clean Air Act of 1990, Section 608, as amended by 40 CFR 82, 5/14/1993. Qualified personnel use EPA testing protocols. Clients are instructed not to disturb refrigerants. Qualified personnel are trained on the EPA-approved section 608 type I or universal certification.

11. ***Code Compliance*** - The correction of preexisting code compliance issues is not an allowable cost other than where weatherization measures are being conducted. As per DOE WPN 11-06:

    "Correction of preexisting code compliance issues is not an allowable cost other than where weatherization measures are being conducted. State and local (or jurisdiction having authority) codes must be followed while installing weatherization measures. Condemned properties and properties where "red tagged" health and safety conditions exist that cannot be corrected under this guidance should be deferred." Testing required: "Visual inspection. Local code enforcement inspections" The Sub-grantee personnel should also "Inform client of observed code compliance issues" according to the guidance.

12. ***Pests*** - In dwellings were pests are detected:

    1. Pest removal is cause for deferral unless other funds are available or the cost is considered when running NEAT or MHEA. Screening of windows and points of access is allowed to prevent pest intrusion.
    2. Auditors will assess the presence and degree of infestation and risk to workers.
    3. Auditors will inform clients of the observed condition and associated risks.

13. ***Ventilation*** - A complete review of the ASHRAE 62.2-2013 minimum ventilation standards was completed during the last program year. During this review stage OEO evaluated the most effective methods for full compliance to ASHRAE 62.2-2013. Sub-grantees key personnel received training at the West Virginia Community and Technical College in August 2013.

    Weatherization trained personnel will calculate the ventilation requirements for each home utilizing a ASHRAE 62.2-2013 spreadsheet or Residential Energy Dynamics (RED) online tool to ensure adequate indoor air quality. Continuous and/or intermittent ventilation fans will be installed based upon spreadsheet calculations. The ASHRAE 62.2-2013 standard was implemented December 1, 2013 and is monitored by the OEO weatherization specialist field monitors.

For homes that require added ventilation, agencies must implement a ventilation strategy that meets the requirements of ASHRAE 62.2-2013. Agencies are required to evaluate any preexisting mold and moisture conditions, potential spot ventilation needs and pre and post fan flow rates. The agency Quality Control Inspector will verify that fan flow rates have been met based on design requirements.

Implementing ASHRAE 62.2-2013 will not be required where acceptable indoor air quality already exists. Existing ventilation systems will not be updated if found to be adequate and in good operating condition.

Sub-grantees will provide clients with information on function, use, and maintenance of ventilation system and components. Sub-grantees will provide a disclaimer that ASHRAE 62.2-2013 does not account for high polluting sources or guarantee indoor air quality.

14. ***Window and Door Replacement, Window Guards*** - Replacement, repair or installation of windows or doors is not an allowable health and safety cost, but may be allowed as an efficiency measure if justified by the NEAT or MHEA audit.

15. ***Injury Prevention of Occupants and Weatherization Workers*** - Minor repairs may be done when weatherizing a home in order to prevent injury to weatherization workers and to occupants. These repairs may only be done to the extent of ensuring safety.

16. ***Occupational Safety and Health Administration (OSHA) and Crew Safety*** - Weatherization personnel must follow applicable OSHA standards and Material Safety Data Sheets (MSDS) and take precautions to ensure the health and safety of themselves and other personnel. MSDS must be posted wherever workers may be exposed to hazardous materials.

    Sub-grantees must perform assessments to determine if crews are practicing and utilizing safe work practices.

    1. Sub-Grantees are also required to have bi-monthly safety meetings.
    2. All auditors, crews, and contractors must use and understand the importance of personal protection equipment (PPE).
    3. OSHA 10 training is required for all current weatherization personnel. OSHA training for new crew members or contractors must be completed no later than six months from the date of hire.
    4. OSHA 30 training is required for all crew leaders, either hired-in or promoted, within six months of hire or promotion.

DOE, DHHR, Utilities (as applicable) v. 11.6.2013

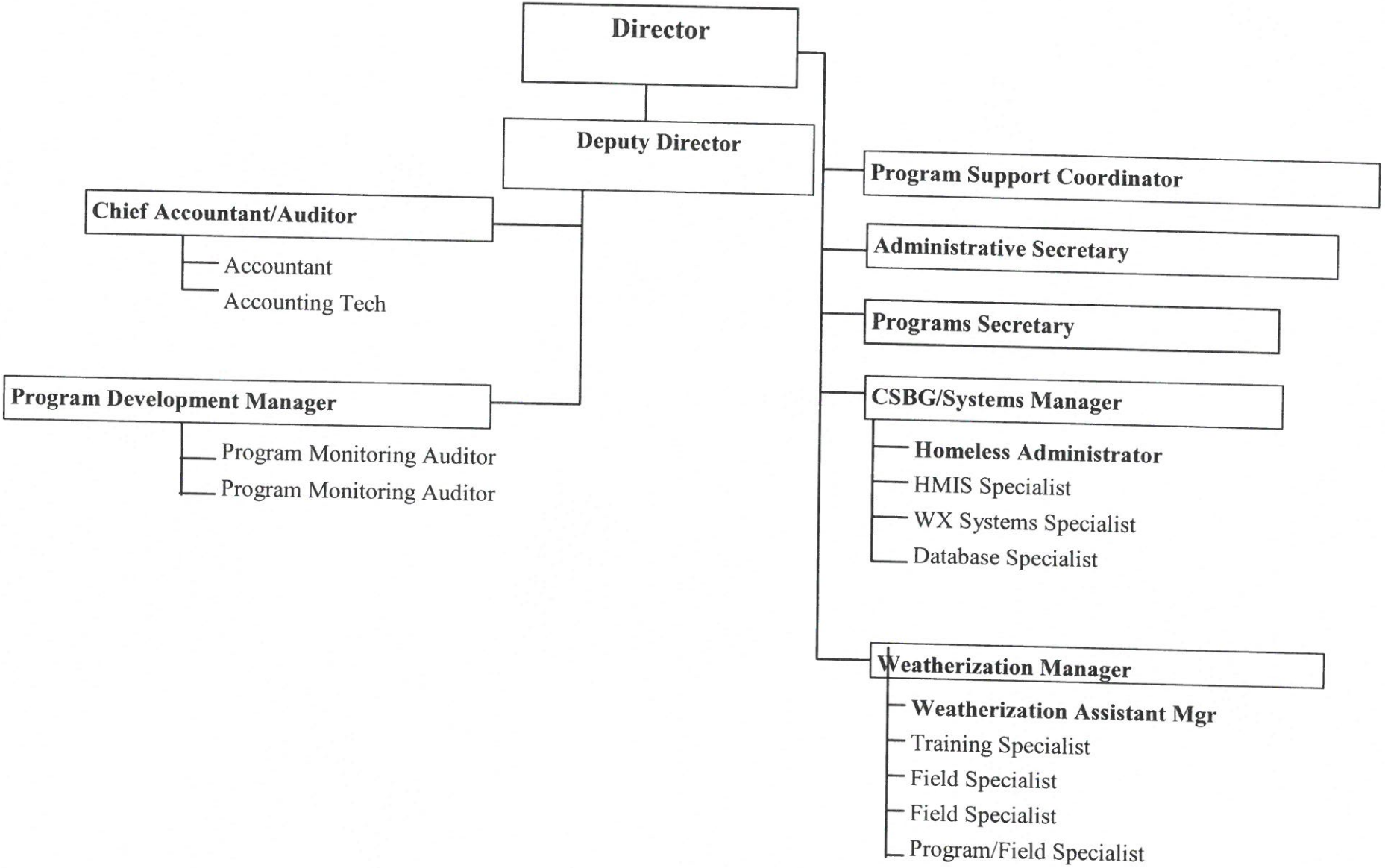
Energy Conservation Measure (ECM)	Direct material for Energy Conservation Measure	Ancillary Items (Cost must be included in SIR for associated individual ECM)	Incidental Repair Measure (IRM) (Cost must be included in SIR for whole unit package of ECM)	Health & Safety Measure (Separate cost justification, not included in SIR)
Heating	heating system repair	black pipe	drywall	barometric damper
	heating system replacement	barometric damper	lumber	black pipe
	heat pump replacement	breaker	paneling	blower motor
		condensate pump	plywood	breaker
		cottage stands		B-vent & Accessories
		drywall		condensate pump
		filter grills		contactor
		floor register		electric heat strip
		furnace filter		electrical disconnect
		metal flex tape		fan switch
		mounting brackets		filter grills
		mounting pad		flexible gas line
		oil filter		floor registers
		pvc pipe		fuel filter canister
		sheet metal one sheet or less		furnace filters
		strapping		heat chamber
		thermostat		heat shield
		wire		heat shield insulators
				heat tape (condensate line)
				heating system repair
				heating system replacement
				knob & tube wiring (minor repair)
				louvered door
				limit
				oil filters
				oil nozzles
				pipe insulation (condensate line)
				pvc pipe
				stove pipe & accessories
				thermocouple
				thermostat
				transfer grille
				transformer
				wire
Air Conditioning	cooling system replacement	freon	drywall	a-coil
		furnace filter	lumber	air filters
		line set	plywood	blower motor
		metal duct tape		breaker
		mounting pad		contactors
		sheet metal		diffusers
		straps		electrical disconnect
		thermostat		filter grill
		thermostat wire		freon
		zip ties		heating element
				line set
				thermostat
				thermostat wire
				transformer
				wire

Energy Conservation Measure (ECM)	*Direct material for Energy Conservation Measure*	*Ancillary Items* (Cost must be included in SIR for associated individual ECM)	*Incidental Repair Measure (IRM)* (Cost must be included in SIR for whole unit package of ECM)	*Health & Safety Measure - Non Energy Saving (NES)* (Separate cost justification, not included in SIR)
Duct Sealing	2-part foam	mesh tape	s-strap	2-part foam
	flex duct	metal duct tape		flex duct
	mastic	metal duct tape		mastic
	sheet metal	silicone caulk		sheet metal
		zip ties		
Duct Insulation	2-part foam	mesh tape		
	flex duct	metal duct tape		
	foil faced duct wrap	staples		
	vinyl duct wrap	vinyl duct tape		
		zip ties		
Attic Insulation	attich hatch (ONLY when insulation is required)	dam materials	attic vents (ONLY when insulation is installed)	minor roof repair of leaking roof that may create moisture/mold issue in attic insulation
	cellulose	drywall (can lights)	roof coating (ONLY when isulation is required)	
			caulking (MH guttering - (when insulating side lift	
	fiberglass	roof coating	flashing	
	ancillary items	hinges	roll roofing	knob & tube wiring (minor repair)
		latches	MH guttering (when insulating side lift method)	
		insulation		
		flashing		
		high-temp silicone sealant		
		insul-shield		
Dense Pack	ancillary items	chair railing	primer/sealer	knob & tube wiring
	cellulose	dry wall compound	roof coating (ONLY when insulation is required)	minor roof repair of leaking roof that may create moisture/mold issue in new wall insulation
		plywood (<1 sheet)		
		framing		
		sheet rock (<1 sheet)		
		wall plugs		
Non-Dense Pack	fiberglass	4" inspection port	flashing	
		wall plugs	MH guttering (when insulating by side-lift method)	
			primer/sealer	
			roof coating (ONLY when insulation is required)	
Floor Treatment	ancillary items	adhesive spray	belly repair (when insulation is required)	knob & tube wiring (minor repair)
	fiberglass (batt)	belly repair of insulation access holes (including belly patch, board, tape)	vapor barrier (when floor is insulated)	plumbing leak repair
	fiberglass (blown)			
	rigid foam board	insulation support rods		
		netting		
		pipe wrap (only when floor insulated)		
Window Replacement	ancillary items	caulk	lumber	
	window replacement	drywall		
		fasteners		
		paneling		
		rope caulk		
		shims		
		trim		
		stops		
lacement	ancillary items	caulk	lumber	
	door replacement	drywall		
		fasteners		
		hinges		
		knobs		

Door Rep		paneling		
		primer/sealer		
		stops		
		trim		
General Air Infiltration	2 part foam (canister)	caulk	lumber-framing	
	ancillary items	drywall	door hinges	
	attic hatch	hinges	door latches	
	belly repair (when no insulation is required)	insulation	lumber-trim	
	caulk	latches	plywood (more than one piece for air sealing)	
	door replacement	locks	primer/sealer	
	door sweeps	rope caulk	sheetrock (more than one pice for air sealing)	
	door weatherstrips	window stop	window stop	
	duct sealing	AC COVERS (TERESA)		
	foam (cans)	mastic (teresa)		
	foam sealant (cans)	mesh tape		
	foam sheets	metal duct tape		
	glass			
	mastic			
	plywood (one piece)			
	sheetrock (one piece)			
	thresholds			
	window replacement			
	window weatherstrips			

Energy Conservation Measure (ECM)	Direct material for Energy Conservation Measure	Ancillary Items (Cost must be included in SIR for associated individual ECM)	Incidental Repair Measure (IRM) (Cost must be included in SIR for whole unit package of ECM)	Health & Safety Measure - Non Energy Saving (NES) (Separate cost justification, not included in SIR)
Energy Improvement	cfl bulb-flood/recessed	water heater staps	light fixture	replace hazardous light fixture or socket
	cfl bulb-specialty	water heater tape	light socket	water heater discharge pipe
	cfl bulb-standard			water leak repair
	cool roof coating			water heater replacement
	door replacement			
	faucet aerator-bathroom			
	faucet aerator-kitchen			
	faucet aerator-other			
	low-flow showerhead			
	low-flow showerhead-handheld			
	refrigerator replacement			
	water heater jacket			
	water heater pw (1st 6ft only, h&c at wh)			
	water heater replacement			
	water heater top			
	window replacement			
Other Health & Safety				4 mil plastic (clear)
				6 mil plastic
				blue painters tape
				breakers
				B-vent & accesseries
				co detector
				co/smoke detector
				dehumidifier
				dryer vent kit
				duct tape
				electrical panel box
				exhaust vents/fans
				guttering and accessories
				kitchen range hood kit
				make-up air fan
				lead check swabs
				roof coating
				smoke detectors
				tack mats
				vapor barrier
				venting
				water heater discharge pipe
				water heater replacement
				wire

Office of Economic Opportunity



Agency	Address	Type of Organization	Tentative Allocation	Dwellings Expected	Source(s) of Labor	Congressional District(s)	Counties Served
Change, Inc.	3136 West Street, Weirton, WV 26062	Community Action Agency	$111,104	13	In-House Crews	1	Brooke, Hancock, Marshall, Ohio
Coalfield Community Action Partnership, Inc.	PO Box 1406, Williamson, WV 25661	Community Action Agency	$227,030	27	In-House Crews	2 & 3	Boone, Clay, Kanawha, Mingo
Community Action of SE WV	307 Federal Street STE 323, Bluefield WV 24701	Community Action Agency	$188,259	22	In-House Crews	3	Mercer, Monroe, Raleigh, Summers
Community Resources, Inc	133 Rosemar RD STE 101, Parkersburg, WV 26104	Community Action Agency	$241,688	28	In-House Crews	1 & 2	Calhoun, Doddridge, Gilmer, Jackson, Pleasants, Ritchie, Roane, Tyler, Wetzel, Wirt, Wood
Council of the Southern Mountains, Inc.	148 McDowell Street, Welch, WV 24801	Community Action Agency	$39,928	5	In-House Crews	3	McDowell
Eastern WV Community Action Agency, Inc.	401 Maple Avenue, Moorefield, WV 26836	Community Action Agency	$199,447	23	In-House Crews	1&2	Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, Pendleton
Mountain CAP of WV, Inc.	26 N Kanawha Street STE 201, Buckhannon, WV 26201	Community Action Agency	$93,358	11	In-House Crews	2&3	Braxton, Lewis, Upshur, Webster
MountainHeart Community Services, Inc.	PO Box 1509, Oceana, WV 24870	Community Action Agency	$83,714	10	In-House Crews	3	Fayette, Wyoming
Nicholas CO Community Action Partnership, Inc.	1205 Broad Street, Summersville, WV 26651	Community Action Agency	$32,791	4	In-House Crews	3	Nicholas
North Central WV Comm Action Assoc	1304 Goose Run Road, Fairmont, WV 26554	Community Action Agency	$417,602	49	In-House Crews	1, 2, & 3	Barbour, Greenbrier, Harrison, Marion, Monongalia, Pocahontas, Preston, Randolph, Taylor, Tucker
PRIDE Community Services, Inc.	PO Box 1346, Logan, WV 25601	Community Action Agency	$45,522	5	In-House Crews	3	Logan
Southwestern Comm Action Council, Inc.	540 5th Avenue, Huntington, WV 25701	Community Action Agency	$248,440	29	In-House Crews	2&3	Cabell, Lincoln, Mason, Putnam, Wayne

West Virginia
Weatherization Assistance Program

POLICY ADVISORY COUNCIL

MINUTES

Thursday, May 1, 2014
4TH Floor Conference Room, Geary Plaza
700 Washington Street East, Charleston, WV

ATTENDANCE

- Gaylene Miller
  - State Director
    AARP
- Jackie Roberts
  - Director
    Consumer Advocate Division, Public Service Commission

MEMBERS ABSENT

- Rachael Coffman
  - Dollar Energy
- Mary Chipps
  - Executive Director
    WV Community Action Partnership

VACANCY

- WV Weatherization Coordinator Network seat

WELCOME

- Welcomed the newest member to the PAC, Jackie Roberts, Director of the Consumer Advocate Division, WV Public Service Commission
  - Ms. Roberts is filling the vacancy left by Byron Harris, who recently retired

DEMONSTRATION OF THE WEATHERIZATION DATA MANAGEMENT SYSTEM

- Teresa Longfellow, WX Systems Specialist, with OEO weatherization, conducted a demonstration of the weatherization data management system for the PAC
  - PAC members asked several questions on aspects of how the system works and how it calculates varies areas. Such as:
    - Income eligibility

        - What programs clients are eligible for
        - How the point system works
        - How agencies determine who gets worked on
        - What does deferral mean
        - How much can be spent on a home

REVIEW OF CURRENT GRANT YEAR

- DOE Monitoring Visit in November 2013
    - A copy of the response sent to Michael Peterson, DOE Project Officer, was reviewed. This was sent in response to his comments at the exit interview.
- Health and Safety Cost Average
    - A copy of the March 2014 Dashboard was included in the packet
        - The H&S cost average was explained
        - As they could see we are having problems keeping under the average. We increased the average from 15% to 17%, with approval from DOE this past year. We are exploring other ways to keep within the average.
- ASHRAE 62.2 2013
    - It was explained that this is a standard that is enforced across the building industry, dealing with indoor air quality and building tightness. The cost increase of installing mechanical ventilation to meet the requirements is one reason the H&S cost average is high.
- Building Performance Institute (BPI) Certifications
    - DOE, during the ARRA (Stimulus) funding time, realized that for the program to continue that standards needed to be established nationwide so that trained people would be qualified to work nationwide. There are four positions that DOE has designated: Auditor, Quality Control Inspector, Crew Supervisor, and Technician.
    - We participated in a Pilot Program one year ago to have at least one QCI at each agency. The crew members who failed are scheduled to re-take the test again before June 30.
- Healthy Homes Pilot Program
    - DHHR in January notified OEO that they had an additional $578,672 for weatherization to spend by September 30. OEO asked and was granted to use $150,000 of the funds to run a Healthy Homes Pilot Program. An Announcement of Funding Availability (AFA) was sent to all the CAAs. Three Sub-grantees responded with proposals: CHANGE in the northern panhandle, which serves Brook, Hancock, Ohio, and Marshall Counties; Council of the Southern Mountains, in Welch, which serves McDowell County; and MountainHeart, in Oceana, which serves Wyoming and Fayette Counties
        - CHANGE-is targeting identified clients from their Health Program to go into the home and assess it for health issues. Then depending on

what they find, will do client education, clean, remove carpet, give HEPA vacuums, give green cleaning supplies, and/or bed covers. They will also educate the client on how to make their home healthy.
    - Council-is developing an education and resource app and a website
    - MountainHeart-is going to do client education and also give out supplies for a Healthy Home. They are planning on having a couple of public meetings for education in addition to targeting specific clients.

PY2014 DOE STATE PLAN

- Major Changes/Additions from Last Year
  - Funding
    - In your packet this year's funding from DOE
    - Last year the amount was $2,520,169 total, and $250,170 for T&TA
    - This year $2,516,949, they increased T&TA from the usual 10% to 18% which is $453,051 for this year. This was increased to provide costs for training and certifications of our network
  - Quality Work Plan Requirement
    - This requirement from DOE defines what constitutes a quality installation of weatherization measures, outlines how those measures are inspected and validated, and defines acceptable training and credentialing of workers.
    - The quality work requirements are being implemented during the 2013, 2014 and 2015 Program Years
  - Standard Work Specifications
    - The SWS define the minimum requirements to ensure that the work performed during energy upgrades in single-family, multifamily, and manufactured homes is effective, durable, and safe. The SWS can be used as an industry guide for workers, training instructors, homeowners, and program administrators involved in the home performance industry.
    - Standards & Field Guide
      - We are working on updating our Standards and Field Guide to incorporate the SWS for the upcoming year.
- Public Hearing
  - The hearing is scheduled for May 22, 2014 at 11:00 am-at the OEO Offices. The Draft of the Plan will be available on the OEO website on May 12. The public has ten days to make comments.

REPLACEMENT FOR WEATHERIZATION COORDINATOR VACANCY

- Last year, the WV Weatherization Coordinators Network was dissolved so there is no longer anyone to sit on the PAC from the Coordinators.

- The members agreed that it was important to have a representative of the weatherization coordinators on the PAC. Since there is no longer a coordinators association, it was decided to have the coordinators pick a representative from their ranks and they can sit on the PAC for two years.

SET TENTATIVE MEETING DATES FOR PROGRAM YEAR

- It was decided to try and meet every quarter, if not face-to-face then at least a conference call. Lyn will send out tentative dates for the coming year.

OTHER BUSINESS

- There was a discussion on what the PAC could do to help the program.
    - Get the word out
    - Help with obtaining funds

PY 2014 – 2015 WV Weatherization Assistance Program
State Plan Public Hearing Notice

PUBLIC HEARING NOTICE: Availability of a federal grant plan for public review for the proposed use and distribution of funds. The purpose is to receive comment on the proposed use of funds for 2014. The grant reviewed will be the Department of Energy (US DOE) Weatherization Assistance Program. A public hearing will be held on Thursday, May 22, 2014, at 11:00 am, 700 Washington Street East, Second Floor, Charleston, WV 25301. All written comments must be received before 5:00 pm on May 22, 2014. Copies of the plan are available after May 12, 2014 by accessing the following website: www.oeo.wv.gov or by writing: WV Office of Economic Opportunity-Weatherization Plan Request, 700 Washington Street, East, Charleston, WV 25301. Limited copies will be available at the hearing. The public comment period will begin on May 12, 2014 and conclude on May 22, 2014. Anyone may submit written comments regarding the proposed use of these funds to Director, WV Office of Economic Opportunity, 700 Washington Street, East, Charleston, WV 25301.

West Virginia Office of Economic Opportunity
Cost Allocation Plan
May 2014

The West Virginia Office of Economic Opportunity (OEO) allocates all costs, including Administrative costs, as direct costs through the use of multiple codes in the West Virginia Financial Information Management System (WVFIMS). Generally that allocation is made at the time of payment, particularly if the expenditure was made for a direct program purpose. Costs that are clearly Administrative, and/or combined program and administrative, will be allocated at the time of payment whenever possible. Direct weatherization program costs are generally split between WAP and LIHEAP based on the program funding available from each source.

As of July 1, 2014, WVFIMS will cease operation and wvOASIS, a single system that will encompass FIMS, the payroll functions, banking, asset management, etc. will be in operation. On the accounts payable side, OASIS will provide additional categories to identify and track costs. Training on OASIS use will begin in early June.

Payroll

With the exception of funds passed through to sub-grantees, payroll cost (salaries and benefits) are OEO's greatest expenses. OEO's payroll is handled by the Department of Commerce, of which OEO is one division. Payroll costs are originally paid based on budgeted time, but are periodically adjusted to reflect actual, as worked, time for those staff who split work on multiple programs or whose time is shared between direct program and agency-wide tasks.

A majority of OEO staff work on a single program and are paid directly from that program funding. Four employees routinely divide their time between multiple programs, including Weatherization, and may also handle some administrative tasks. OEO also recognizes an Administrative Pool which includes the agency's director, deputy director, administrative secretary, chief financial officer, accountant and accounting tech. Ten-percent of the director's salary and benefits are paid from state sources, and not included in the Administrative Pool calculation, to allow some time for fundraising, litigation or other activities not allowable as a cost to federal grants.

All OEO staff complete a monthly timesheet for the Department of Commerce, which records time worked, leave earned and leave taken. The employees whose time is divided between multiple programs and/or direct and agency-wide tasks also complete a monthly time and effort report to record actual time worked on each program. This time and effort report is the basis for after-the-fact, "as worked," payroll adjustments.

In budgeting and initially paying the salaries for the Administrative Pool, each program's share of the cost would be based on that program's share of the full-time equivalent of direct-paid staff. The Weatherization Assistance Program (WAP) does not have sufficient administrative funding to bear that full administrative cost, even shared with the LIHEAP program, so OEO has chosen to use Community

Service Block Grant (CSBG) administrative funds to support the first 20% of administrative salaries and benefits, and apply each direct-program FTE staff percentage to the remaining 80%.

Travel Costs

In most cases, travel has a direct programmatic purpose and is allocated at the time of payment. Some administrative staff travel/training is for the benefit of the entire agency and will be allocated to multiple funding sources based on the administrative percentage described above.

Contracts

Contracted services are allocated to programs based on the benefit to the program. A primary annual contract is for the DBA FACS Pro database. The yearly maintenance is shared between weatherization and CSBG. Program changes and upgrades are paid by the program requesting the change/upgrade. The Homelessness programs do not use FACS Pro.

Other Costs (Direct and Administrative)

All costs are analyzed to determine if they are direct, administrative or a combination of both. Direct program costs, and the identifiably direct share of common costs, are allocated to the appropriate program. Administrative costs, and the administrative share of common costs, are generally allocated on the same basis as administrative payroll costs.

Rent

Rental costs are allocated based both on office size and who is using the space. At the Charleston office, square footage has been determined for each individual office to calculate the direct programmatic cost based on who occupies what space. Common space cost is allocated by the percentage of direct and administrative FTE's in the office. The cost of space used by administrative staff and their share of common space costs are allocated based on the percentage of direct program FTEs (similar to allocation of administrative payroll costs).

Rent for the offices and training space at the training center is Ghent is 100% weatherization.

Telecommunications

Basic office telephone costs are allocated as described under Other Costs. Conference calls are almost always identifiable to a particular program and are allocated directly. Cell phones costs are identified with the person using the phone and are allocated at direct or administrative, with the administrative costs allocated as above.

WV Office of Economic Opportunity
Award Number: EE0006192

Budget Column Heading	Total Prior Year and Current Active Year Carryover	Proposed Budget Carryover
Grantee Administration	$12,700.00	$9,600.00
Subgrantee Administration	$0.00	$0.00
Grantee T&TA	$19,000.00	$30,600.00
Program Operations	$0.00	$0.00
Health and Safety	$0.00	$0.00
Liability Insurance	$0.00	$0.00
Financial Audits	$0.00	$0.00
Leveraging	$8,500.00	$0.00
Totals	$40,200.00	$40,200.00

Reason for carryover amount:

Grantee T&TA: $19,000 budgeted in Other Direct costs for sub-grantee staff training for Home Energy Professional Quality Control Inspector (QCI) and Energy Auditor (EA) certifications was not fully expended when OEO realized that training contracts over a 12-month period would exceed the procurement thresholds set by WV Purchasing Guidelines. OEO is required to bid out these trainings using the state's formal process through the WV Division of Purchasing. This process is more time consuming and cumbersome than OEO's internal processes for trainings of lesser cost, but we anticipate that these trainings will be completed early in the next program year.

Grantee Administration: $9,000 in Travel costs for Weatherization share of OEO staff training in federal rules and regulations was delayed for the same requirements as above. $3,700 in Contracts budgeted for a series of OEO organizational management training was unspent because of delays in identifying the trainer and then scheduling the training.

Leveraging: $8,500 of the budgeted amount for payroll costs in leveraging was not spent. Other pressing issues reduced the hours available for leveraging activities and available Utility Program administrative funds covered part some leveraging activities.

Justification for carryover amount:

Grantee Administration: Funding for OEO staff training ($9,000) and $600 of the contract training funds will be retained in Grantee Administration to fund the delayed trainings. Funding will be moved to the Contract object line under Grantee Administration. The remaining $3,100 is moved to Grantee T&TA to support additional Subgrantee Training. Funding will now be in the Contract object line.

Grantee T&TA: Moved $19,000 in Grantee T&TA for subgrantee training to new budget to fund the delayed subgrantee training. Added to this will be $3,100 moved from Grantee Administration and $8,500 of unspent Leveraging funds, for a total of $30,600 carryover funds budgeted in Grantee T&TA for subgrantee training, including HEP QCI and EA certifications.