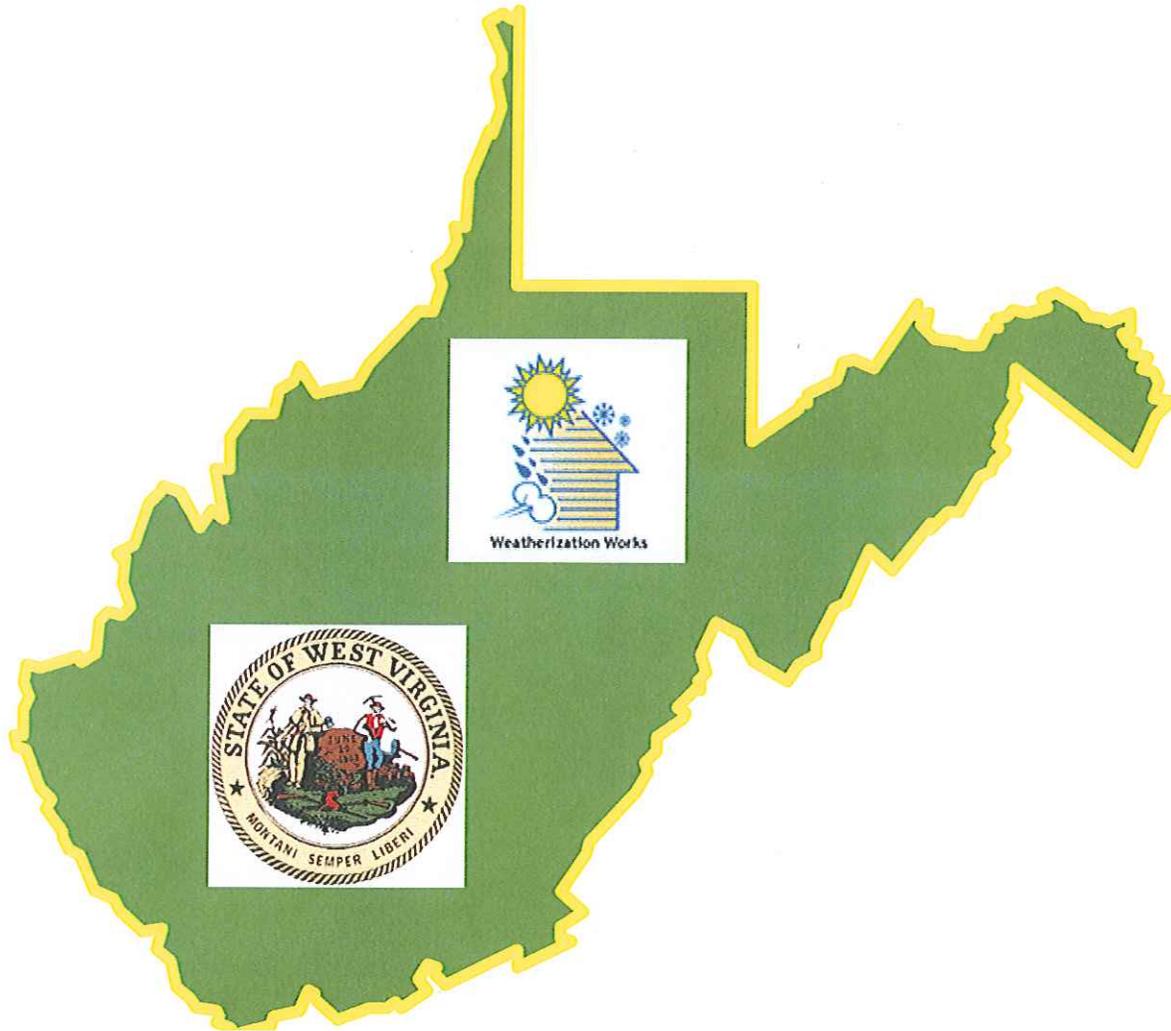


WEST VIRGINIA WEATHERIZATION ASSISTANCE PROGRAM



DRAFT DOE STATE PLAN

July 1, 2012 — June 30, 2013

State of West Virginia
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West Virginia Weatherization Assistance Program

State of West Virginia
Office of Economic Opportunity

PART I - MASTER FILE
PY 2012 - 2013



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State of West Virginia Office of Economic Opportunity

U.S. Department of Energy
Program Year: 2012-2013
State Plan Master File

III.1 ELIGIBLE POPULATION

Definition of Income Used to Determine Eligibility

The West Virginia Weatherization Assistance Program (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. 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.

To ensure compliance with the description above, two pieces of information are collected at the Sub-grantee level using State/Federal mandated forms per dwelling unit to determine eligibility:

1. Total annual income; and
2. Whether the applicant has received cash assistance payments under Title IV or XVI of the Social Security Act during the preceding twelve months

Procedures to Determine That Units Weatherized Have Eligibility Documentation

The State of West Virginia Office of Economic Opportunity (OEO) has established an 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 will 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.

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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.

Weatherization Services 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. Low-income Native Americans will receive assistance as eligible individual applicants under program guidelines.

III.1.2 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 Federal Regulation 440.15.
3. Sub-grantee’s in the State operate the Weatherization Assistance Program in service areas designated by specific counties, barring any unforeseen circumstances in which this service area would need to be altered.
4. In the event that OEO determines that a Sub-grantee fails to meet contractual requirements, options include, but are not limited to, allocating the funds to other eligible Sub-grantees or qualified entities in the state.

III.1.3 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 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.

The State is also exploring means of identifying and targeting high end 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.

The State 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.

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The 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 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.

III.2 CLIMATIC CONDITIONS

West Virginia climatic data is compiled from the record the National Oceanic & Atmospheric Administration (NOAA) from weather data collected from 103 sites in West Virginia.

The 1971 – 2000 Climatology of the United States No. 81, Monthly Normals of Temperature, Precipitation, and Heating and Cooling Degree Days reports the following averages from 80 stations around the state of West Virginia:

Cooling Degree-days (CDD)	656.7
Heating Degree-days (HDD)	5635.2

The National Oceanic and Atmospheric Administration's account of climatic conditions indicated the national medians were 5,429.9 heating degree-days and 867.3 cooling degree-days. 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.

III.3 WEATHERIZATION WORK

III.3.1 Type of Work to Be Done

The WV WAP will serve site built dwellings, manufactured housing, and multi-unit dwellings of 25 units or less. WV WAP was approved in July, 2011 to utilize priority lists to determine measures performed on each dwelling type. However, WV WAP will be transitioning to utilizing the DOE approved NEAT and MHEA audit tools to determine weatherization measures to be performed by completing "whole home" energy audits. There will be a transition period as the Sub-grantees adjust from utilizing the priority list system to utilizing NEAT and MHEA on every dwelling unit.

Weatherization measures installed must show a Saving-To-Investment Ratio (SIR) equal to or greater than 1. Sub-grantees must demonstrate good judgment in determining the appropriateness of some measures that show an SIR of 1 or above, assuring they manage average cost per unit staying in compliance with state guidelines, and appropriately balancing the amount of services provided to each client.

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The measures performed will ensure maximum energy savings while maintaining cost effectiveness at the forefront of the process. The foundation of the WV WAP process will include (but is not necessarily limited to) the four pillar components of weatherization: health and safety, insulation, air sealing, and HVAC with a focus on safety and efficiency. There will also be baseload measures performed additionally as identified and/or needed. The WV WAP will also contain elements of appliance replacement including refrigerators with DOE funds as well as other appliances utilizing grants and utility funds.

The Sub-grantees will be utilizing state of the art diagnostic and installation equipment and materials. All weatherization materials must meet the latest standards for weatherization as published in 10 CFR 440.21, revised Appendix A or subsequent ASTM, ANSI or FS-approved standards which superseded an individual standard. Energy Education will be provided to all clients regarding all measures performed.

The West Virginia Weatherization Field Standards outline procedures for common weatherization measures, and establishes standards for installation. The West Virginia Weatherization Field Guide 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.

The impetus of the program is toward providing the greatest reduction in energy usage for the dollars invested. This might mean spending a relatively small amount of funds on some houses, if other measures will not be cost beneficial. This reinforces the idea of each dwelling being a unique unit with its own particular energy saving needs.

III.3.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

The WV WAP has received DOE's (5) year audit approval and it is valid through 2016.

<u>Unit Types</u>	<u>Audit Procedures and Dates Most Recently Approved by DOE</u>
Single-Family	NEAT, 2011
Multi-Family	NEAT, 2011 In Multi-family weatherization the Priority List 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 evaluate cost effectiveness. 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

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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.

WV WAP will be transitioning to utilizing the DOE approved NEAT and MHEA audit tools to determine weatherization measures to be performed. There will be a transition period as the Sub-grantees adjust from utilizing the DOE approved priority list system to utilizing NEAT and MHEA on every dwelling unit.

NEAT and MHEA should also be used to analyze refrigerator replacements and to perform heating system replacement sizing calculations. OEO will ensure each Sub-grantee has at a minimum, an energy auditor with a good working knowledge of NEAT and MHEA.

III.3.3 Final Inspection

Sub-grantees 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 a certified Post Work Inspector using the State mandated Post Work Inspection Form. Unless authorized by the Office of Economic Opportunity, the Post Work Inspector will not have worked on the dwelling unit.

As of September 15, 2011, OEO implemented a post work inspection/quality assurance form and associated policy. 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.

III.3.4 Assessment of Effectiveness

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. 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 state is developing a system to track and compare projected energy savings with actual energy savings as per 440.14(c)(4). This process will entail collecting energy usage data before

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and after the completion of a weatherization job and comparing data with the Department of Energy Algorithm Projection Calculation.

The WV WAP also 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 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 need, or specific jobs that may need to be monitored due to documentation of measures.

III.4 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 insure that program measures do not cause or exacerbate health and safety problems for workers or clients. Repairs are limited to those related to energy efficiency and conservation, for example, alleviation of carbon monoxide being produced in a furnace as opposed to repairing porch steps.

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.

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 evaluations.

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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 15% of the total job cost on a per job basis.

Health and Safety Expenditure Limits

For the 2012 – 2013 Program Year, West Virginia would request to utilize up to 15% of our 2012 award for Health and Safety. This will be a continuation of the Health and Safety percentage limit that was approved for the WV WAP for PY 2011 – 2012. During PY 2011-2012, the average Health and Safety cost per job was \$977.44, or 13.9%. These costs must be recorded and tracked separately at the Sub-grantee level for accounting purposes, as well as on the Residential Audit Form and reported as a separate line item on the Monthly Report.

Deferral Policy

A deferral may be necessary if health and safety issues cannot be adequately addressed through this guidance. The decision to defer work in a dwelling is difficult but necessary in some cases. This does not mean that assistance will never be available, but that work must be postponed until the problems can be resolved or alternative sources of help are found. In the judgment of the Sub-grantees, which include crews and contractors, any conditions that exist, which may endanger the health and/or safety of the workers or occupants, should be deferred until the conditions are corrected.

Documentation will be developed for guidelines and standardized forms for such situations. Disclaimer notices are currently in place for lead paint, mold and high carbon monoxide, found in homes when needed. The form will include the client's name and address, dates of the audit/assessment and when the client was informed, a clear description of the problem, conditions under which weatherization could continue, the responsibility of all parties involved, and the client(s) signature(s) indicating that they understand and have been informed of their rights and options.

Deferral conditions may include:

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- The client has known health conditions that prohibit the installation of insulation and/or other weatherization materials that could have an adverse effect on the client.
- The building structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that failure is imminent and the conditions cannot be resolved cost-effectively.
- The dwelling has sewage or other insanitary issues that would further endanger the client and weatherization crews if weatherization work were performed.
- The dwelling has been condemned or electrical, heating, plumbing, or other equipment have been “red tagged” by local or state building officials or utilities and cannot be remedied by weatherization funds.
- Moisture problems have developed signs of mold.
- High carbon monoxide levels in combustion appliances exist and have created dangerous conditions that cannot be resolved under existing health and safety measures.
- The client is uncooperative, abusive, or threatening to the crew, subcontractors, auditors, inspectors, or others who must work on or visit the house.
- The extent and condition of lead-based paint in the dwelling would potentially create further health and safety hazards.
- If, in the judgment of the energy auditor any condition exists which may endanger the health and/or safety of the work crew or subcontractor, the work should not proceed until the condition is corrected.
- The utilities to the property have been disconnected by the utility company and there is no option available for testing.

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

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- 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

The WV WAP anticipates the incorporation of elements of the Healthy Homes and Weatherization Plus Health initiatives to help West Virginia's most vulnerable families and make their homes energy efficient, safe, and healthy. The WV WAP aims to develop a comprehensive, holistic approach coupled with Weatherization to help combat disease and injury in the home linking substandard housing and poor health. This method will allow the WV WAP to possibly address a wide array of health and safety issues, including lead poisoning, asthma (exacerbated by moisture, mold, and pests), exposure to radon and other toxic chemicals, and injury caused by old or dilapidated housing, among a myriad of others. The WV WAP plans to fund these efforts utilizing all available funding streams, collaborating with both federal and nonfederal partners. It is a goal of OEO to develop Healthy Homes guidance and policy for the WV WAP Sub-grantees to provide detailed information regarding proper practices, allowable measures, documentation, and the appropriate funding sources to utilize.

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.

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All homes will be inspected for previous and existing moisture problems using the OEO 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 and Heating Systems** - Air conditioning system replacement, repair, or installation is not an allowed health and safety cost. Replacement or repair must be justified as an energy conservation measure.

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. 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

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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 Solid Fuel Appliance Checklist 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

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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 and 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.

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- **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.

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- 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 will be developing further guidance and policy including standardized forms to distribute to the Sub-grantees during PY 2012-2013, to supplement information available currently. Such will provide additional information on LSW, proper practices, and documentation.

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Lead-Safe Weatherization (LSW) includes weatherization worker protection, general LSW work practice standards, and lead dust containment standards. Please refer to the latest weatherization program standard for details additional to those listed below.

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.

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- 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 F⁰. Note that the use of a drill, reciprocating saw, or other power tool is considered a “machine” for removing paint. As examples: Cutting an attic 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,

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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

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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. 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. The client will be informed of observed compliance issues.
12. **Pests** - In dwellings where 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 ASHREA 62.2 minimum ventilation standards will be completed by July 1, 2012. During this review stage OEO will be evaluating the most cost effective method of full compliance to ASHREA 62.2. Sub-grantees key personnel received training at a West Virginia Community and Technical College in January and February 2012.

Until the full implementation is in effect, weatherization trained personnel will calculate the building tightness limits for each home per ASHRAE 62-1989 to ensure air sealing measures do not tighten the home beyond acceptable limits. If homes are at or below the tightness limit then installation of continually operating exhaust fans will be installed.

Implementing ASHRAE 62.2 is not required where acceptable indoor air quality already exists. Existing fans and blower systems will not be updated if found to be adequate.

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 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.

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16. ***Occupational Safety and Health Administration (OSHA) and Crew Safety -*** Weatherization personnel must follow 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 one year from the date of hire.
4. OSHA 30 training is required for all crew leaders, either hired-in or promoted, within one year of hire or promotion.

III.5 RENTAL PROCEDURES

The WV WAP will provide weatherization to rental units including multiple dwelling units. Multiple dwelling units can be weatherized if 66% (50% for duplexes and quadraplexes) of the occupants qualify for weatherization assistance pursuant to Federal Regulation 440.22; however, no rented dwelling unit can be weatherized without first obtaining the written permission of the owner of the dwelling unit or agent. 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. That rent shall not be raised because of the increased value of dwelling unit(s) due solely to weatherization assistance provided under this program;
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 program contributes a percentage of the costs of the various weatherization measures.

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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 the OEO.

III.6 PROGRAM MANAGEMENT

III.6.1 Overview

The WV WAP is administered by the Office of Economic Opportunity (OEO). The OEO also administers the Community Services Block Grant (CSBG), Emergency Solutions Grant, Housing Opportunities for Persons with AIDS (HOPWA), and Low-Income Home Energy Assistance Program (LIHEAP) (Application Intake).

III.6.2 Administrative Expenditure Limits

The PY 2011 - 2012 DOE funds that are being carried over still retain the percentage that was agreed upon in the Sub-grantee Grant Agreements for PY 2011 – 2012; Sub-grantees were awarded 6% of the statutory 10% for administration purposes while OEO retained 4%. Any Sub-grantee that received **less than** \$350,000 in funds was eligible to receive an additional 2% for administrative purposes, from their sub-grant.

For PY 2012 – 2013, the statutory 10% of administrative funds were divided equally 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 WPN 12-01.

As per DOE WPN 12-01: "A Grantee may provide for Sub-grantees who receive less than \$350,000 of new DOE appropriated funds with permission, to use up to an additional 5 percent of their sub-grants for administration if the Grantee has determined that such Sub-grantee requires the additional amount to effectively implement the administrative requirements of the Program."

OEO is in the process developing criteria to be used when allowing the Sub-grantees to use up to an additional 5 percent of their sub-grants for administrative purposes. The Sub-grantees must submit to OEO justification for additional administrative percentage with their PY 2012 – 2013 Management Plan and Budget.

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. The 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. These costs will be actual costs of the weatherization portion of the audit.

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III.6.3 Monitoring Approach

Monitoring Procedures Overview

Introduction

Monitoring is one of the most significant and intricate procedures undertaken by OEO and its contracted staff. 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 and capacity. As a facilitator of federal dollars, OEO ensures that grant funds are expended in accordance with applicable law, including regulations contained in 10 CFR part 440; applicable OMB circulars; 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 a file related to monitoring which is accessible by DOE during its monitoring visits. OEO will also conduct periodic desk-monitoring utilizing the database management system used to track all weatherization work, at times coupled with the statistical management system used for production and expenditure tracking. This process will serve as a pre-monitoring activity as well as a process facilitating routine review and proper 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. 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.

The monitoring performed by OEO will be broken down into three components which may be performed at different times and may have differing frequency depending on quality of agency 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)

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- Financial/Administrative Components
- Inventory (Equipment and Materials)
- Warehouse
- Rolling Stock
- Eligibility processes and compliance
- Rental unit documentation and process compliance
- Reporting and funding requests
- Client Files and related documentation
- Energy Audit documentation
- Health & Safety (Respirator tests/Safety meetings/LSW documentation/Warehouse & Vehicle Safety/Health and Safety percentage)
- Compliance with all OEO mandated forms, processes, and policies (Audit form, PWI form, etc.)
- Energy Education
- Training & Technical Assistance
- Procurement Practices
- Prioritization methods
- Insurance
- Agency personnel qualifications/certifications and associated work performed
- Internal corrective action procedures (for reduction of deficiencies)

Field Monitoring

- Program Overview (Client File Review, Work Orders, documentation of measures etc.)
- Energy Audits
- Weatherization of Units (all work performed on dwellings)
- Health & Safety (HVAC, LSW compliance, mold/moisture, electrical etc.)
- Final Inspections
- Client interaction

Field monitoring will incorporate all new DOE mandated regulations including ASHRAE 62.2, new Zonal Pressure Diagnostic standards, and Combustion Appliance Zone testing compliance.

Fiscal Monitoring

- Financial Management/Accounting Systems and Operations
- Audits
- Payroll/Personnel
- Procurement
- Sub-awards/Sub-grantee Monitoring

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- Invoicing
- Records Retention
- Bank records and reconciliation
- Financial Policies
- Financial Statements
- Lines of Credit

Visit

OEO will complete a review of at least 5 percent of each Sub-grantee's completed DOE weatherized units. OEO will also review units "in progress" beyond the 5 percent completed units, 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 2012-2013, will be the supplemental components to the Weatherization Program, including but not limited to the utility partnership programs, 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. 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. OEO will provide a written final report to the Sub-grantee requiring a Corrective Action Plan if necessary.

OEO has a system in place to review each Corrective Action 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 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

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reported to the DOE Project Officer. Sensitive or significant noncompliance findings, such as waste, fraud, or abuse must be reported to DOE immediately.

Once the deficiencies are corrected and procedures are put in place to prevent reoccurrence, the OEO will resume the 5 percent sampling of the Sub-grantee's work in subsequent monitoring visits. A letter from OEO confirming the lowering of the monitoring sample will be provided to the Sub-grantee.

Tracking & Analysis

The Sub-grantee monitoring process from notification to final approval and confirmation of corrective actions are tracked by OEO to final resolution in a Monitoring Log. OEO also tracks the most significant deficiencies (findings and trends for concern) in a Root Cause Analysis spread sheet to evaluate and analyze trends of the Sub-grantees' performance.

III.6.4 Training and Technical Assistance Approach

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.

Training

The WV WAP has made an important transition with regards to trainings provided to the Sub-grantee network. All trainings and certifications will be provided by the West Virginia Community and Technical College System (WV CTC). After a thorough evaluation of the training process and results by both internal and external parties, the decision was made to alter the approach of the State. This transition standardized and formalized the training process, strengthening the WV WAP, both on the Grantee and Sub-grantee level.

Training will be presented in various venues and settings including traditional classroom settings, on-site/hands-on opportunities, and online/web based sessions. Topics will not only be driven by monitoring findings, but also by program developments, changes and agency needs.

Certifications

Program Specialists must maintain proficiency on new methods and techniques pertinent to the Weatherization Program. The OEO Program Specialist field staff must maintain levels of knowledge aligned with the Weatherization Standardized Curricula as developed by the WV CTC and are also furnished with all State and Federal regulations as they are released. At this time, OEO Program Specialist field staff are BPI Building Analyst Certified.

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There are defined certification processes through the WV CTC system, developed in conjunction with OEO, for Sub-grantee staff specific to their position. In order to be certified at a particular position, the person must attend the certification training and be able to pass the written test and field test. The following are the current defined certifications:

1. Energy Auditor Certification
2. Quality Control Inspector (PWI) Certification
3. Energy (Client) Educator Certification
4. Lead Renovator Certification
5. HVAC Technician Certification

When the WV WAP Standardized Curricula is fully implemented and available through the WV CTC system and the West Virginia Weatherization Training Center (WV WTC), the following certifications will be required for the respective weatherization staff positions in addition to the certifications listed above:

1. Technician I Certification (OSHA 10 Certification included)
2. Technician II Certification (OSHA 10 Certification included)
3. Crew Leader (Chief/Supervisor) Certification (OSHA 30 Certification included)

In Addition to the WV WAP Standardized Curricula level certifications, the WV WAP/WV CTC system will periodically offer licensing testing through the State Fire Marshal's Office and EPA certifications testing for the following:

1. HVAC Electrician License
2. Single Family Dwelling Electrician License
3. EPA Section 608 Refrigerant Technician Certification
4. EPA Lead Renovator 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.

Client Education

Energy Education is one of the most important post-weatherization processes to ensure the maximum effectiveness of the weatherization measures. Each Sub-grantee has identified at least one Energy Educator, who attends training and certification, provided by the WV CTC system. 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.

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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 Program Specialists. The Program Specialists also perform Sub-grantee monitoring, so their familiarity with each Sub-grantee's operations enables focused attention to specific technical assistance needs of each agency. OEO is continually evaluating the technical assistance provided to the WV WAP and takes into account other methods of providing such, based on successful models of other states.

Compilation 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.

West Virginia has traditionally provided technical assistance at Sub-grantee agencies on actual client job sites and due to the effectiveness of this approach will continue to do so. The idea behind this approach to training is:

- OEO has found that trainings are especially effective for certain subject matter when Sub-grantee staff participate and are able to learn in actual field settings rather than, or in addition to, classroom sites or learning;
- There is less loss of production time for crews as State Program Specialists and the crew work together on clients' homes.

Regional trainings will be utilized when the need arises. There are times when the timeliness of a training issue is critical. These trainings will be held in centralized regional locations which will allow for shorter travel distances for agencies and reducing travel expenses, but still allowing for the objectives to be accomplished.

When possible, statewide and/or regional conferences will be used to keep Sub-grantee program administrative and management personnel updated on weatherization program developments and leveraged programs as well as providing a forum for collective training on topics and issues.

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III.6.5 Energy Crisis Plan

The WV WAP utilizes LIHEAP WAP funds to operate the Energy Crisis Intervention Program (ECIP). The intent of ECIP is to provide emergency heat for no-heat (based on inoperable or malfunctioning equipment) households 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. WAP services will typically be provided within 6 months of ECIP service.



West Virginia Weatherization Assistance Program

State of West Virginia
Office of Economic Opportunity

PART II - ANNUAL FILE
PY 2012 - 2013



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State of West Virginia Office of Economic Opportunity

U.S. Department of Energy
Program Year: 2012-2013
State Plan Annual File

II.3 SUB-GRANTEES

Grantee	City	Tentative	
		Funding	Units
CHANGE, Incorporated	Weirton	\$248,840.00	31
Coalfield CAP	Williamson	\$560,381.00	71
Community Action of South Eastern West Virginia	Bluefield	\$405,916.00	51
Community Resources, Incorporated	Parkersburg	\$495,202.00	62
Council of the Southern Mountains	Welch	\$108,893.00	13
Eastern West Virginia Community Action Agency	Moorefield	\$414,402.00	53
Mountain CAP of West Virginia, Incorporated	Buckhannon	\$212,790.00	27
MountainHeart Community Services	Oceana	\$204,213.00	26
Nicholas Community Action Partnership	Summersville	\$75,622.00	9
North Central West Virginia Community Action Association, Incorporated	Fairmont	\$889,215.00	114
PRIDE Community Services	Logan	\$101,857.00	13
Southwestern Community Action Council	Huntington	\$527,715.00	67
TOTALS		\$4,245,046.00	537

II.4 WAP PRODUCTION SCHEDULE

Total Units (excluding reweatherized): **533**

Rewatherized Units: **4**

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Average Unit Costs, including Reweathering, Subject to DOE Program Rules	
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)	
A. Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B. Total Units Weatherized	533
C. Total Units Reweatherized	4
D. Total Dwelling Units to be Weatherized and Reweatherized (B+C)	537
E. Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)	
F. Total Funds for program Operations	\$3,170,244
G. Total Dwelling Units to be Weatherized and Reweatherized (from line D)	537
H. Average Program Operations Costs per Unit (F divided by G)	\$5,903.62
I. Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J. Total Average Cost per Dwelling (H plus I)	\$5,903.62

II.5. ENERGY SAVINGS

The West Virginia Weatherization Assistance Program (WV WAP) will utilize the WAP algorithm to calculate projected energy savings. The estimated energy savings for PY 2012-2013 is 15,634 MBtu. The state is developing a system to track and compare projected energy savings with actual energy savings as per 440.14(c)(4). This process will entail collecting energy usage data before and after the completion of a weatherization job and comparing data with the Department of Energy Algorithm Projection Calculation.

Energy Savings	Amount	Line
DOE Program		
Total DOE State Weatherization Allocation	\$4,813,729	(a)
Total Cost associated with Administration, T&TA, Financial Audits, and Insurance	\$1,174,288	(b)
Subtract the amount entered in line (b) from line (a), for a total Federal (DOE) funds available to weatherize homes	\$3,693,441	(c)
State Average Cost per Home	\$6,769	(d)
Divide the amount entered on line (c) by the amount entered on line (d), for Total Estimated Homes to be Weatherized	538	(e)
Multiply (e) by 31.7 MBTU for Total Annual Estimated Energy Savings resulting from DOE appropriated funds	17,044	(f)

The PY2012 energy saving calculations uses the most recent Metaevaluation of the National Weatherization Assistance Program (ORNL/CON-493).

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II.6 TRAINING, TECHNICAL ASSISTANCE AND MONITORING ACTIVITIES

Training and Technical Assistance:

Training and Technical Assistance (T&TA) activities are intended to maintain or increase the efficiency, quality and effectiveness of the WV WAP at all levels. The State assesses the training needs of its Sub-grantees through:

- Monitoring
- Trend analysis
- Communication with national experts regarding new technologies and/or standards/practices
- Guidance as provided by the Department of Energy (DOE).

Methods Used to Provide Training:

- Formal Classroom training by the Community and Technical College (WV CTC) System modeled after the DOE Standardized Weatherization Training Curricula to include WV WAP standards and best practices and procedures. As much as feasible, training will be made accessible to Sub-grantees on-line through web based learning, at the West Virginia Weatherization Training Center (WV WTC) and throughout the WV CTC network.
- On-site technical assistance as identified by the Sub-grantee or state office
- Technical assistance may be provided through written, telephone, and webinar communication
- Attendance to national and statewide conferences and seminars

Projected Training Opportunities

- WV WAP Standards Training
- Continued OSHA 10
- Continued OSHA 30
- Continued training on DOE Mandated Regulations including ASHRAE , new Zonal Pressure Diagnostic standards, and Combustion Appliance Zone testing compliance
- Ongoing database management system training
- Ongoing program management training
- NEAT/MHEA training
- Standard Weatherization Fundamentals as needed (insulation, air sealing, health and safety, technician and crew chief training)
- Specialized weatherization certifications (HVAC, PWI, Auditor, Electrical licensing, Lead Renovator)
- Ongoing Lead Safe Work Practices Training to maintain compliance with all EPA regulations and Department of Energy Guidance
- Client Education Certification as needed
- BPI certifications

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For the PY 2012-2013 through the Community and Technical College System, the WV WAP plans to fully implement a certification process utilizing a standardized curriculum modeled after the DOE training and curricula. It is the goal of WV WAP to have state, contract staff and Sub-grantees go through the certification process and all associated courses to ensure uniform procedures and methods are taught and implemented. The process will also ensure that all Sub-grantee certified staff have the proper skill level that meet the core competencies recommended for each position.

Monitoring:

For PY 2012-2013 the WV WAP will maintain the standardized and formalized monitoring process established by the Office of Economic Opportunity (OEO). The monitoring will be performed by OEO and its contracted staff members. The purpose of monitoring is to assure all WAP programs are managed in accordance with applicable law, including regulations contained in 10 CFR part 440; applicable OMB circulars; DOE Financial Assistance Rule (10 CFR part 600); WPNs, and other policies and procedures that DOE may issue. The monitoring process and associated policy is organic in nature allowing for regular evaluation and alteration as needed; however, maintaining the same core elements and vision at its foundation as explained in the Master File, Section III.6.3.

OEO will schedule and conduct monitoring of each Sub-grantee at least once a year, provide a written report to the Sub-grantee, and maintain a file related to monitoring which is accessible by DOE during its monitoring visits. The monitoring will be broken down into three components (program, field, and fiscal) which may be performed at different times and may have differing frequency depending on quality of agency performance in each focus area.

Program management activities will also be monitored at the Sub-grantee agency site at least once per year, with additional reviews as necessary for agencies with more issues of concern or cited deficiencies. The monitoring will involve a review of the Sub-grantee programmatic and managerial processes for the weatherization program with a focus on documentation and proper program oversight, ensuring compliance with all applicable regulations and guidance.

Field inspections of completed dwellings will be monitored by OEO, with each Sub-grantee agency being visited at a minimum of one visit per year with more if determined necessary by the State. OEO will complete a review of at least 5 percent of each Sub-grantee's completed DOE weatherized units. OEO will also review units "in progress" beyond the 5 percent completed units, 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. For PY 2012-2013, OEO Field monitoring will incorporate all new DOE mandated regulations including ASHRAE 62.2, new Zonal Pressure Diagnostic standards, and Combustion Appliance Zone testing compliance.

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Fiscal monitoring of each Sub-grantee agency will also occur at least once per year. In addition to reviewing annual agency A-133 audits for program compliance, monthly expenditures and requests for reimbursement will be reviewed for appropriateness and compliance. The fiscal monitoring also involves review of financial policies and procedures, accounting practices, and financial statements to ensure proper fiscal oversight of the WAP funds.

Another continued focus of WV WAP Sub-grantee monitoring for the PY 2012-2013, will be the supplemental components to the Weatherization Program, including but not limited to the utility partnership programs, 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. 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, trends for concern, findings, and monitor recommendations. OEO will provide a written final report to the Sub-grantee requiring a Corrective Action Plan if necessary.

OEO has a system in place to review each Corrective Action 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 or requiring the submission of documentation confirming the corrections.

OEO will also conduct periodic desk-monitoring utilizing the database management system used to track all weatherization work, at times coupled with the statistical management system used for production and expenditure tracking. This process will serve as a pre-monitoring activity as well as a process facilitating routine review and proper oversight as needed. The desk-monitoring activity will be 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. 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.

For the PY 2012-2013, OEO will continue to strengthen the monitoring process through building upon sustained successful analytical and evaluative procedures. The enhancements will facilitate a greater level of accountability; thus elevating the level of quality and effectiveness of the work performed.

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II.7 DOE-FUNDED LEVERAGING ACTIVITIES

II.7.1 Other Funding Sources

The WV WAP will continue to utilize leveraged funding for the 2012-2013 Program Year. 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 aggressively 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.

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. LIHEAP funds are used in accordance with DOE rules with few exceptions, most notably the maximum average cost per unit rule. LIHEAP funds may be used for jobs costing above the DOE maximum, or to supplement DOE funds on specific jobs.

Upon approval of the Department of Health and Human Resources (DHHR)/LIHEAP Work Plan, LIHEAP funds will be utilized for weatherization related components including but not limited to: Electrical Upgrade, Weatherization Related Home Repair, and the Energy Crisis Intervention Program (ECIP). For the 2012-2013 PY, OEO plans to work with DHHR to expand upon the aforementioned components to allow for more versatility in the usage of the funds.

Through participation of rate-case energy advocacy intervention activity at the Public Service Commission of West Virginia, the West Virginia Community Action Partnership (WVCAP) continues to work and advocate for utility-weatherization leveraging partnership initiatives.

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 will provide \$100,000 for the PY 2012-2013 (with an additional \$100,000 for a second following year) for a low-income weatherization partnership for the Company's low-income rate payers.

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 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

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development that occurred between AEP and OEO. A contract was finalized, implementing the DSM program in April of 2012. The program will continue to run through the PY 2012-2013.

AEP Foundation: WVCAP applied for funds through the AEP Foundation in October 2010 to supplement the WV WAP for AEP customers in West Virginia. WVCAP was granted \$500,000 for the WV WAP for a timeline of July 1, 2011 to March 31, 2012. Implementation of the program and spending of the funds was delayed and the WV WAP was not able to able to expend all funds during the project timeline. WVCAP has requested an extension on these funds to be able to continue to utilize for PY 2012-2013. If the extension is granted, \$386,360 will be available.

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.

In a rate case settlement with Allegheny Energy in 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.

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 2012-2013 will be the third year of an agreed upon five-year settlement of \$500,000 per year.

FirstEnergy Corporation has also developed and had approved a Low-Income Check-Up Audit Program 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 will be implemented in May 2012 and will continue through PY 2012-2013. This

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program will differ than the others as the funds will not be administered by OEO or WVCAP; it is a contract between the utility company and its contracted entities, and the Sub-grantees. The program has been approved for five years, for a total of \$2,785,919. The fund amount provided by FirstEnergy for year one is \$439,197.

II.7.2 DOE-Funded Leveraging

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 it 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. OEO will have a staff member that will continue to oversee 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 Sub-grantee leveraging activities by:
 - Assisting Sub-grantees and 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 to provide tools and resources to assist in weatherization outreach, possibly including fall Energy Awareness activities. Such activities involve:
 - Support in holding leveraging-related meetings;
 - Preparation of statewide weatherization statistical documents;

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- 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 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.

II.8 POLICY ADVISORY COUNCIL

The Policy Advisory Council (PAC) typically meets once a year with periodic updates sent to members. The last meeting took place on October 18, 2011.

Policy Advisory Council Members:

<i>NAME</i>	<i>AGENCY</i>
David Ruhl	President, Weatherization Coordinators Association Network
Gaylene Miller	Senior State Director, AARP
Mary Chipps	Executive Director, WV Community Action Partnership
Byron Harris	Consumer Advocate, Consumer Advocate Division, PSC
Daneille Snidow	Dollar Energy - Utility Assistance Fund

The WV WAP PAC was reorganized in 2011 to assist by advising state weatherization staff on issues and future directions 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.

The PAC meets once a year or on an as needed basis to discuss pertinent issues and recommend broad policy implementation to insure an efficient program.

II.11 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

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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, for PY2011, 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. Again this year, we have a one year Letter of Understanding with WV SHPO, through December 10, 2012.

Healthy Homes/Weatherization Plus Health

The WV WAP anticipates the incorporation of elements of the Healthy Homes and Weatherization Plus Health initiatives to help West Virginia's most vulnerable families and make their homes energy efficient, safe, and healthy. The WV WAP aims to develop a comprehensive, holistic approach coupled with Weatherization to help combat disease and injury in the home linking substandard housing and poor health. This method will allow the WV WAP to possibly address a wide array of health and safety issues, including lead poisoning, asthma (exacerbated by moisture, mold, and pests), exposure to radon and other toxic chemicals, and injury caused by old or dilapidated housing, among a myriad of others. The WV WAP plans to fund these efforts utilizing all available funding streams, collaborating with both federal and nonfederal partners. It is a goal of OEO to develop Healthy Homes guidance and policy for the WV WAP Sub-grantees to provide detailed information about proper practices, allowable measures, documentation, and the appropriate funding sources to utilize.



West Virginia Weatherization Assistance Program

State of West Virginia
Office of Economic Opportunity

PART III - BUDGET
PY 2012 - 2013



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Budget Information
 West Virginia Office of Economic Opportunity
 Weatherization Assistance Program
 Funded by US Department of Energy
 Program Year: July 1, 2012 - June 30, 2013

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. DOE Annual Grant	81.042	\$3,685,970.00	\$1,127,759.00		\$4,813,729.00	
2. STATE			\$0.00	\$0.00	\$0.00	
3						
4						
5. TOTAL		\$3,685,970.00	\$0.00	\$1,127,759.00	\$0.00	\$4,813,729.00

SECTION B - BUDGET CATEGORIES								
6. Object Class Categories	Grant Program, Function or Activity							
	(1) GRANTEE ADMINISTRATION	(2) SUBGRANTEE ADMINISTRATION	(3) GRANTEE T&TA	(4) PROGRAM OPERATIONS	(5) LIABILITY INSURANCE	(6) HEALTH AND SAFETY	(7) FINANCIAL AUDITS	(8) TOTAL
a. Personnel	\$82,352.00	\$0.00	\$158,808.00	\$0.00	\$0.00	\$0.00	\$0.00	\$241,160.00
b. Benefits	\$27,176.00	\$0.00	\$52,407.00	\$0.00	\$0.00	\$0.00	\$0.00	\$79,583.00
c. Travel	\$6,545.00	\$0.00	\$0,886.00	\$0.00	\$0.00	\$0.00	\$0.00	\$57,431.00
d. Equipment	\$0.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,250.00
e. Supplies	\$1,005.00	\$0.00	\$10,416.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,421.00
f. Contract	\$1,000.00	\$350,904.00	\$65,000.00	\$3,170,244.00	\$169,801.00	\$469,195.00	\$84,903.00	\$4,311,047.00
g. Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
h. Other	\$12,085.00	\$0.00	\$99,752.00	\$0.00	\$0.00	\$0.00	\$0.00	\$111,837.00
i. Total	\$130,163.00	\$350,904.00	\$438,519.00	\$3,170,244.00	\$169,801.00	\$469,195.00	\$84,903.00	\$4,813,729.00
j. Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
k. Totals	\$130,163.00	\$350,904.00	\$438,519.00	\$3,170,244.00	\$169,801.00	\$469,195.00	\$84,903.00	\$4,813,729.00
7. Program Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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Budget Information
West Virginia Office of Economic Opportunity
Weatherization Assistance Program
Funded by US Department of Energy
Program Year: July 1, 2012 - June 30, 2013

Funding: New funding plus anticipated carryover

Personnel

Weatherization Administrator	Administer, manage and coordinate WV Weatherization Program
Weatherization Asst. Administrator	Assist in management and administration of WAP, includes some monitoring
Program Specialist	Monitoring & T&TA
Leveraging Specialist	Work with Utility companies for leveraged funds for CAAs
Information Specialist	Develop and maintain data management system, train CAA staff
Secretary	General secretarial duties
OEO Director	Direct and manage Office of Economic Opportunity
OEO Deputy Director	Assist in management of OEO
OEO Chief Accountant/Auditor	Oversee fiscal operations at OEO
OEO Accountant	Payment and tracking of agency funding request and other bills
OEO Administrative Secretary	General secretarial duties for agency/management

Direct Personnel Compensation	Salary rate	Time	Direct Pay
Position			
Weatherization Administrator	55,414.00	40.0000%	22,165.60
Weatherization Asst. Administrator	49,381.00	40.0000%	19,752.40
Program Specialist	44,893.00	40.0000%	17,957.20
Program Specialist	47,678.00	40.0000%	19,071.20
Program Specialist	54,529.00	40.0000%	21,811.60
Program Specialist	43,349.00	40.0000%	17,339.60
Leveraging Specialist	48,756.00	40.0000%	19,502.40
Information Specialist	44,893.00	30.9400%	13,889.89
Secretary	33,264.00	22.0000%	7,318.08
OEO Director	73,920.00	29.0000%	21,436.80
OEO Deputy Director	59,545.00	29.0000%	17,268.05
OEO Chief Accountant/Auditor	52,589.00	29.0000%	15,250.81
OEO Accountant	49,487.00	29.0000%	14,351.23
OEO Administrative Secretary	48,431.00	29.0000%	14,044.99
		Direct Pay Total	241,159.85

Fringe Benefit Calculation	Direct Pay	Rate	Benefits
Position			
Weatherization Administrator	22,165.60	33.0000%	7314.65
Weatherization Asst. Administrator	19,752.40	33.0000%	6518.29
Program Specialist	17,957.20	33.0000%	5925.88
Program Specialist	19,071.20	33.0000%	6293.50
Program Specialist	21,811.60	33.0000%	7197.83
Program Specialist	17,339.60	33.0000%	5722.07
Leveraging Specialist	19,502.40	33.0000%	6435.79
Information Specialist	13,889.89	33.0000%	4583.67

Budget Information					
West Virginia Office of Economic Opportunity					
Weatherization Assistance Program					
Funded by US Department of Energy					
Program Year: July 1, 2012 - June 30, 2013					
Secretary			7,318.08	33.0000%	2414.97
OEO Director			21,436.80	33.0000%	7074.14
OEO Deputy Director			17,268.05	33.0000%	5698.46
OEO Chief Accountant/Auditor			15,250.81	33.0000%	5032.77
OEO Accountant			14,351.23	33.0000%	4735.91
OEO Administrative Secretary			14,044.99	33.0000%	4634.85
				Fringe Benefits Total	79,582.75
Travel					
Purpose of Trip			# of trips	Cost per trip	Total
WAP Field Monitoring			14	484.00	6,776.00
WAP Program Monitoring			14	312.50	4,375.00
WAP Fiscal Monitoring			14	312.50	4,375.00
NCAF Conference			1	2,500.00	2,500.00
DOE National Conference			8	2,800.00	22,400.00
Fall NASCSP Conference			4	2,500.00	10,000.00
WVCAP Educational Conference			7	280.00	1,960.00
CAPLAW Conference			1	2,500.00	2,500.00
One-day WAP Coordinators Meeting			1	1,000.00	1,000.00
OEO other administrative travel			3	515.00	1,545.00
				Travel Total	57,431.00
Equipment					
			Number	Cost	Total Cost
Upgrades to existing equipment			1	1,250.00	1,250.00
				Equipment Total	1,250.00
Materials and Supplies					
				Cost	Total Cost
General Office Supplies, DOE Share				11,421.00	11,421.00
				Materials & Supplies Total	11,421.00
Contracts and Subgrants					
				Cost	Basis of Cost
CHANGE, Inc				248,840.00	Operate local WAP
Coalfield CAP				560,381.00	Operate local WAP
Community Action of South Eastern WV				405,916.00	Operate local WAP
Community Resources, Inc.				495,202.00	Operate local WAP
Council of Southern Mountains				108,893.00	Operate local WAP
Eastern WV CAA, Inc.				414,402.00	Operate local WAP
Mountain CAP				212,790.00	Operate local WAP
MountainHeart CS				204,213.00	Operate local WAP
Nicholas CAP				75,622.00	Operate local WAP
North Central CAA				889,215.00	Operate local WAP
PRIDE in Logan				101,857.00	Operate local WAP
Southwestern CAC				527,715.00	Operate local WAP
DBA FACS PRO -- Yearly maint. Fee				40,000.00	WX share of state wide system
DBA FACS PRO -- System upgrades				25,000.00	System upgrades for WAP
Consultant fees				1,000.00	Legal/consultant fees
			Contracts/Subgrants Total	4,311,046.00	
Other Direct Costs					
				Cost	Justification

Budget Information					
West Virginia Office of Economic Opportunity					
Weatherization Assistance Program					
Funded by US Department of Energy					
Program Year: July 1, 2012 - June 30, 2013					
Office Space				21,582.00	Rent/utilities and OEO & Ghent
Telecommunications				10,106.00	Desk & cell phones, conf calls
Office of Technology charges for services				14,000.00	Maint. & service for OEO network
Vehicle Maintenance/Repairs				2,050.00	Service for fleet vehicles
Vehicle Fuel				6,000.00	DOE share of vehicle use
Fleet Management Fee				1,000.00	DOE share of state fees
Equipment rental, maint., repair				2,200.00	DOE share of agency costs
Computer upgrades				2,500.00	Upgrades for staff computers
OEO Insurance				1,500.00	Share of agency costs
Operating Costs, other				6,000.00	DOE share of misc costs
FIMS Charges				250.00	Share of agency costs
Parking				1,750.00	Share of agency costs
Postage				750.00	DOE share of postage
Associations and Professional Memberships				800.00	Share of agency costs
T&TA support for WAP staff training				40,000.00	Training for local agency staff
Advertising for Public Hearing				1,000.00	Newspaper notices
Public Hearing transcript				350.00	Transcript of hearing
			Other Direct Cost Total	111,838.00	
			Total Budget	4,813,729	