

State of West Virginia

Department of Economic Development

U.S. Department of Energy
Program Year: 2023 - 2024
State Plan Master File

V. MASTER FILE

V.1. Eligibility

Dwellings in all fifty-five (55) counties of West Virginia are eligible for weatherization services and are intended to be served by the WV WAP. Any West Virginia resident who meets client eligibility requirements and whose dwelling meets building eligibility requirements would be eligible to receive weatherization services. WV WAP maintains a waitlist for applicants that have met the eligibility requirements. As per DOE requirements and 10 CFR 440.16(b), households on the waitlist are prioritized in accordance with the procedures outlined in section V.3 of this plan.

Every dwelling weatherized in the State of West Virginia must meet both the client eligibility **and the** building eligibility requirements as detailed below:

V.1.1 Determining Client Eligibility

The WV WAP will determine eligibility of an applicant based on receipt of a complete application and if the household income meets the criteria established in this plan. Subrecipients must use 200% of the federal poverty guidelines and definition of poverty as stated in DOE [WPN 23-3](#) Poverty Income Guidelines and Definition of Income, dated February 3, 2023, and published in the Federal Register January 19, 2023, as updated by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2), effective February 3, 2023.

Definition of Income for the Purpose of Determining Eligibility:

Income means Cash Receipts earned and/or received by the applicant before taxes during applicable tax year(s) but not the Income Exclusions listed below. Gross Income is to be used, not Net Income.

CASH RECEIPTS: Cash Receipts include the following:

1. Money, wages and salaries before any deductions;
2. Net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses);

3. Regular payments from social security, railroad retirement, unemployment compensation, strike benefits from union funds, worker's compensation, veteran's payments, training stipends, alimony, and military family allotments;
4. Private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments;
5. Dividends and/or interest;
6. Net rental income and net royalties;
7. Periodic receipts from estates or trusts; and
8. Net gambling or lottery winnings.

INCOME EXCLUSIONS: The following Cash Receipts are not considered sources of Income for the purposes of determining applicant eligibility:

1. Capital gains;
2. Any assets drawn down as withdrawals from a bank;
3. Money received from the sale of a property, house, or car;
4. One-time payments from a welfare agency to a family or person who is in temporary financial difficulty;
5. Tax refunds;
6. Gifts, loans, or lump-sum inheritances;
7. College scholarships;
8. One-time insurance payments, or compensation for injury;
9. Non-cash benefits, such as the employer-paid or union-paid portion of health insurance;
10. Employee fringe benefits, food or housing received in lieu of wages;
11. The value of food and fuel produced and consumed on farms;
12. The imputed value of rent from owner-occupied non-farm or farm housing;
13. Depreciation for farm or business assets;
14. Federal non-cash benefit programs such as Medicare, Medicaid, Food Stamps, school lunches, and housing assistance;
15. Combat zone pay to the military;
16. Child support;
17. Reverse mortgages; and
18. Payments for care of Foster Children.

Income Verification Procedures:

Proof of income eligibility must be clearly identified in the client file which is maintained in the WV WAP data management system. All eligibility documentation is to be reviewed and verified in the WV WAP data management system by the subrecipient prior to approving and moving an applicant to the WV WAP weatherization waitlist.

1. **Availability of Supporting Documentation:** For purposes of review and audit, each client file must contain an application from the client that contains the required demographics and income for the entire family living in the residence. Earned income or unemployment compensation for minors under the age of 18 (or full-time

high school students) at the time of the application is not included in the household's total income for purposes of determining eligibility with WAP. The client file must also contain evidence provided by the subrecipient that the client is eligible to receive Weatherization Assistance Program (WAP) services. This evidence may include, but is not limited to, a memorandum from a third-party certification office stipulating the income levels of the family or source documentation for each income source listed on the application. These documents must be stored electronically in the WV WAP data management system.

2. **Self-Certification:** After all other avenues of documenting income eligibility are exhausted, self-certification is allowable. However, evidence of the various attempts at proving eligibility must be contained in the client file, including a notarized Zero Income Affidavit signed by the potential applicant indicating that the applicant has no other proof of income.
3. **Annualization of Income:** The WV WAP data management system calculates a twelve (12) month income period needed to create an annualized income equivalent for comparison to the poverty guidelines. Annualized income may be calculated using less than twelve (12) months of income information. At least one (1) month of recent income is necessary for the data management system to calculate the annualized income for eligibility determination. 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.
4. **Re-certification of Eligibility:** If one (1) year or more has lapsed between the date of application and the date weatherization services are scheduled to begin on a particular job, the income of that client must be re-verified as per WV WAP and DOE requirements. WVDED provides a secondary review of eligibility documentation and process by selecting a sample of weatherization dwellings during the monitoring process. WVDED will update the Poverty Income Guidelines and Definition of Income as revised by DOE each program year.

Client Application Procedures:

WV WAP applicants must submit a complete application online through the LITT Customer Portal at <https://mylitt.com>, or contact their local WAP provider to apply in person or by mail. The WV WAP partners with the WV Community Action Partnership to support and utilize the same software as WV's Community Services Block Grant eligible entities. As WV WAP is administered by WV Community Action Agencies, this promotes seamless communication and collaboration among the network of providers and provides more beneficial case management for WV Weatherization program participants.

Each applicant must provide all the items outlined as "mandatory data fields" in the application. A complete application includes; household demographic and residence specific information including whether the applicant rents or owns his/her home, among other information. All applicants are required to sign their application and certify to the validity of the information provided. Falsification of an application is subject to ineligibility.

The WV WAP Program Guide provides specific and detailed guidance on how the subrecipients are to utilize the various functions of the data management system. This ensures there is consistency among the WV WAP Network on how a client proceeds through the various stages of the weatherization process, including the intake process.

Qualified Aliens Eligibility for Benefits:

An eligible household member is any individual who is a U.S. citizen or “qualified alien” and is a member of a household that meets the eligibility requirements specified above. A “qualified alien” is defined at 8 U.S.C. § 1641(b). For more information and guidance on ensuring DOE weatherization services shall only be provided to eligible populations, subrecipients are directed to review the [LIHEAP IM HHS Guidance on the Use of Social Security Numbers \(SSNs\) and Citizenship Status Verification](#).

V.1.2 Determining Building Eligibility

V.1.2(1) Procedures to determine that units weatherized have eligibility documentation:

As stated above in V.1.1, the WV WAP will determine client eligibility based on receipt of a complete application and if the household income meets the criteria established in this plan. In addition to determining client eligibility, applicants must also demonstrate that the dwelling structure is eligible for weatherization. Building/structure/home eligibility is based on documentation of ownership, additional income documentation for renters, proof that the building has not been weatherized in the last 15 years, and other factors described in this section.

Documentation of Ownership:

Documentation is required to prove home ownership. Examples to meet this requirement include, but are not limited to, deeds/titles, property tax records with street address, municipal websites, mortgage documents, or insurance documents. These documents must be stored in the client file in the WV WAP data management system.

Income Documentation for Renters:

Pursuant to 10 CFR Part 440.22(b)(1), a subrecipient may weatherize a building containing rental dwelling units for an applicant who meets the client eligibility requirements under this plan at V.1.1, where:

1. The subrecipient has obtained written permission from the property owner or agent before any work is done on a building containing rental units; and
2. Not less than 50 percent (for duplexes and up to four-unit buildings) of the dwelling units in the building:
 - Are eligible dwelling units, or

- Will become eligible dwelling units within 180 days under a Federal, State, or local government program for rehabilitating the building or making similar improvements to the building; and

V.1.2(2) Reweathering:

Dwelling units weatherized (including dwelling units partially weatherized) under this part, or under other Federal programs (in this paragraph referred to as 'previous weatherization'), may not receive further financial assistance for weatherization under this part until the date that is 15 years after the date such previous weatherization was completed. This paragraph does not preclude dwelling units that have received previous weatherization from receiving assistance and services (including the provision of information and education to assist with energy management and evaluation of the effectiveness of installed weatherization materials) other than weatherization under this part or under other Federal programs, or from receiving non-Federal assistance for weatherization.

The inclusion of "other Federal programs" includes all Federal funds including Low-Income Home Energy Assistance Program (LIHEAP, Housing and Urban Development (HUD), and United States Department of Agriculture (USDA) "weatherization" activities. By allowing reweatherization of those homes weatherized at least 15 years ago, this allows the flexibility to revisit those homes that may not have received the full complement of Weatherization services, including the use of an advanced energy audit or addressing health and safety concerns.

The WV WAP has extensive procedures in place to comply with DOE regulations regarding Reweathering. Prior to weatherizing a dwelling, a unit must be evaluated to determine whether previous weatherization services were provided less than 15 years from the date of a new application. If weatherization services have been provided *within 15 years of this date* of application, the unit is not eligible for additional weatherization services with DOE funds.

The following actions must be taken on each unit prior to weatherization services to ensure the homes that have received weatherization services during the 15-year period are not reweatherized:

1. Each client's address must be looked up in the WV WAP data management system to identify whether the client's home has been weatherized during or after 2008 (length of WV WAP historical records with searchable addresses).
2. If the client's address is found in the data management system as having had weatherization services, the subrecipient will verify with the client if they are living at the same address as when they received weatherization services in the past. If the client verifies that this is the same address, then the dwelling is ineligible for weatherization services.
3. In addition to checking addresses in the WV WAP data management system, due to 911 address changes, a visual inspection of each home is completed by the energy auditor to identify whether previous weatherization measures have been performed.

For all weatherized dwellings completed after September 15, 2011, subrecipients are required to place standardized tags on specified areas of dwellings after completing the weatherization process. (Procedures for tagging are outlined in this section below)

4. If there is no documented, verbal, visual, or physical evidence of previous weatherization services, the subrecipient may proceed with weatherization services on the dwelling.

Subrecipients may provide services to a dwelling unit previously weatherized ***prior to the 15-year rolling date/date of application.***

Cooperation With Disaster Planning and Relief:

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

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

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

- Debris removal from a dwelling unit that is not to be weatherized would not be an allowable cost.
- Weatherization personnel can be paid from DOE funds to perform functions related to protecting the DOE investment. Such activities include: securing weatherization materials, tools, equipment, and weatherization vehicles, or protection of local subrecipient weatherization files, records and the like during the initial phase of the disaster response.
- Using DOE funds to pay for weatherization personnel to perform relief work in the community as a result of a disaster is not allowable.
- Local agencies may use weatherization vehicles and/or equipment to help assist in disaster relief provided the WAP is reimbursed according to the *DOE Financial Assistance Regulations*, 10 CFR Part 600 and 2 CFR 200.

WAP rules require that priority be given to identifying and providing weatherization assistance to elderly persons, persons with disabilities, families with children, high residential energy users, and households with high energy burdens as per 10 CFR 440.16(b). However, it would be permissible to consider households located in the disaster area as a priority as long as the households are eligible and meet one (1) of the priorities established in regulation and are free and clear of any insurance claim or other form of compensation resulting from damage incurred from the disaster.

In the event of a Federal or State implemented work stoppage which suspends on-site work, the WVDED will follow all guidance provided by DOE or the Governor's Office and effectively relay this information to all subrecipients. On-site WAP work will resume only when any work stoppage or stay at home mandates are lifted, and the subrecipient can follow safe return to work practices and procedures.

Weatherized Unit Tagging Procedures:

WV WAP's *Weatherized Unit Tagging Procedure* requires the placement of a permanent and standardized tag on each completed dwelling unit including the following information:

1. Subrecipient Name
2. West Virginia Weatherization Assistance Program
3. Sequential Number
4. "DO NOT REMOVE" indication
5. Initials of subrecipient Quality Control Inspector and date of Quality Control Inspection

There are specific locations in the dwelling outlined in the policy where the subrecipients are to attach the tags in an effort to make it as permanent as possible. The subrecipient is to attach two tags in different locations in each dwelling in case one would become detached or removed. The subrecipient must also maintain photo documentation of the tag and its location in the dwelling unit in the client file. Failure to adhere to the policy could result in the dwelling unit not being accepted as a "Completion" and in turn all associated costs could be disallowed. The procedure implemented also maintains sufficient accountability of the subrecipient (and specific Quality Control Inspector) providing the weatherization services on a particular dwelling.

V.1.2(3) Eligible Structures:

Subrecipients shall ensure that weatherization services are being provided to low-income persons that live in standard types of housing, i.e., site-build (single-family), modular home, duplex, 3-4 unit rental manufactured housing, and multifamily buildings. Subrecipients will exercise caution when approaching non-traditional type dwelling units including, but not limited to, shelters and apartments over businesses WVDED will seek guidance from the WV DOE Project Officers as necessary if the WV WAP approaches a non-traditional dwelling. Weatherization of non-stationary campers and trailers that do not have a mailing address associated with the eligible applicant will not be allowed, even if utilizing a post office box.

For procedures regarding structures that require deferral of services due to the structure being deemed at least temporarily ineligible, refer to the *Deferral Process* in the following segment of this section.

Tiny Homes/Auxiliary Dwelling Units:

The WV WAP may provide weatherization to Tiny Homes and Auxiliary Dwelling Units (ADUs). *If the dwelling/unit is under 550 square feet (51.1 m²) it must be submitted to WVDED for approval to the Weatherization Manager or designated reviewer.* The dwelling must have a living space of no less than 220 square feet (20.4 m²) of conditioned floor area. An additional 100 square feet (9.3 m²) of conditioned floor area for each occupant of such dwelling in excess of two (2) must be added. The dwelling's minimum square footage calculations shall be determined as per ANSI Standard Z765-2003.

In addition to ANSI Z765-2003:

1. Living space (finished areas/rooms) must have a conditioned floor area minimum of 70 square feet (6.5 m²). *Exception: Kitchens*
2. The dwelling must have a separate bathroom containing a fully functioning sink, toilet, and a bathtub or shower.
3. If the unit/dwelling's floor, frame, or foundation is prefabricated, a Manufactured Home Energy Audit (MHEA) must be used.
4. If the unit/dwelling is on slab, block, or is free of any typical manufactured housing supports a National Energy Audit Tool (NEAT) must be used.
5. If the unit/dwelling has affixed wheels, axels, or is made to be towable, the unit is considered a Recreational Vehicle (RV) and cannot be weatherized.

Historic Preservation:

On May 14, 2020, DOE, WVDED, and the WV Department of Arts, Culture, and History (WVSHPO) entered into a Programmatic Agreement (PA) to fulfill requirements of Section 106 of the National Historic Preservation Act for certain DOE undertakings in WV. As noted in DOE Weatherization Program Notice 10-12, DOE in coordination with the Advisory Council on Historic Preservation (ACHP) and the National Conference of State Historic Preservation Officers (NCSHPO), developed a Prototype Programmatic Agreement (PA) to address historic preservation requirements for the WAP. The WV WAP is evaluating all National Historic Preservation Act (NHPA) Section 106 reviews utilizing guidelines set forth in the current PA, which was amended on November 20, 2020 to extend the PA to December 31, 2030. All measures that fall outside the WAP, exempt from NHPA Section 106 review, are approved by West Virginia SHPO (WVSHPO). WVDED will have at least one staff member trained to perform Historic Preservation reviews, approvals, and to provide guidance to WV WAP subrecipients at all times. Trained staff must complete Section 106 Essentials.

V.1.2(4) Rental Units:

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

The "Weatherization Rental Release and Agreement" form is designed to assure the following:

1. That the benefits of weatherization assistance shall reside primarily with the low-income tenants;
2. Tenant would notify the applicable subrecipient who would then contact WVDED, or the tenant may contact WVDED directly.
3. That no undue or excessive enhancement shall occur to the value of the dwelling unit;
4. That no landlord contributions are allowed for single-family housing;
5. That if an owner of the dwelling unit qualifies for WV WAP, no landlord contribution is expected; and
6. For multifamily buildings, that a landlord outside the poverty guidelines of the WV WAP understands the requirements set forth by the "Weatherization Landlord Owner Investment" form which mandates a landlord contribution of twenty-five percent (25%) of the total cost of the various weatherization measures to the subrecipient performing the work. 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 WVDED.
7. For a period of two (2) years from the date of signature on the "Weatherization Rental Release and Agreement" form, the rent shall not be raised because of the increased value of dwelling unit(s) due solely to weatherization assistance provided under this program; Should a rental increase occur and the tenant perceives it to be due solely to the weatherization services provided, the following steps are to be followed;
 - a. WVDED will instruct the tenant to file a written complaint with WVDED detailing the situation and the perceived reason for the rent increase.
 - b. WVDED will work with the subrecipient and make contact with the landlord and notify that a complaint has been filed and provide the landlord with a copy of the complaint. The landlord will have the opportunity then to appeal the complaint.
 - c. WVDED will obtain all pertinent information applicable to the dwelling and the weatherization services received and will review all of the information provided, seeking guidance from DOE and/or legal counsel as needed.
 - d. WVDED will work to resolve the situation in a way agreeable to all parties. WVDED encourages the use of alternative dispute resolution procedures including arbitration.

All multifamily units will follow the established client prioritization protocols as established in single-family weatherization, unless otherwise determined by WVDED. Multiple dwelling units are defined as buildings containing five (5) units or more and can be weatherized if sixty-six percent (66 %), (fifty percent (50%) for duplexes and quadruplexes) of the occupants qualify for weatherization assistance pursuant to Federal Regulation 10 CFR 440.22. Weatherization services provided to multifamily dwelling units will adhere to DOE [WPN 22-12](#) Multifamily Weatherization and WPN 22-13 Weatherization of Rental Units. The “West Virginia Multifamily Owner Agreement” which is similar to the owner agreement described above, but is adapted for multifamily units, which adheres to DOE WPN 22-12.

V.1.2(5) Deferral:

The WV WAP has a well-defined *Deferral Policy* to assist in the decision to defer weatherization assistance on an eligible dwelling in an attempt to standardize the procedure throughout West Virginia. As per the policy, a deferral does not mean that weatherization assistance will never be available, but that work must be postponed until the problems at the home can be resolved. Subrecipient crews and contractors are expected to pursue all reasonable options on behalf of the client, within program guidelines. After an on-site visit has been conducted, if conditions warrant and the subrecipient determines that the home meets one (1) or more of the following deferral conditions, a letter must be sent to the client outlining the conditions present at the dwelling and the justification for deferral. The reason for deferral must be selected and documented in the database management system and the database management system automatically generates the deferral letter with the proper justification to be submitted to the client.

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

1. Structurally unsound dwelling that is not suitable and adaptable to weatherization services, and the WAP does not have the resources to do necessary repairs;
2. Electrical or plumbing hazards that cannot be resolved prior to or as part of weatherization services;
3. The presence of raw sewage around or in any part of the dwelling;
4. The presence of a dead animal, or animal feces, in an area where program staff must install weatherization measures;
5. Excessive debris and clutter in and around the dwelling that limits access to the dwelling and areas within the dwelling:
 - a. Clutter Image Rating: Living Room – Dwelling deferred with rating of ≥ 4
 - b. Clutter Image Rating: Bedroom – Dwelling deferred with rating of ≥ 4
 - c. Clutter Image Rating: Kitchen – Dwelling deferred with rating of ≥ 4
6. Pets unchained or running on the loose that would be distracting or unsafe to program staff;
7. The client is uncooperative, abusive, or threatening to the crew, or there is an apparent threat of violence or abuse to any program worker, or any household member during the weatherization process;

8. The presence or use of any controlled substance in the dwelling during the weatherization process;
9. Environmental hazards, such as serious moisture problem, known excessive radon, friable asbestos, excessive lead paint, or other environmental hazards that cannot be resolved prior to or as part of the weatherization services;
10. Evidence of substantial infestation of rodents, insects, bats, or other harmful/objectionable animals that are difficult to control;
11. Major remodeling is in progress, limiting the proper installation of weatherization measures;
12. Substantial standing water in or around the crawl space or basement area limiting the proper completion of weatherization measures;
13. Dwelling resident has a medical condition that prohibits the installation of insulation and/or other weatherization measures;
14. No cost-effective or appropriate health and safety measures can be done to the house resulting in minimal energy savings;
15. Customer in arrears with utility vendor, gas service has been shut off, or electric service has been shut off;
16. Client refusal of primary energy conservation measure ($SIR \geq 1$);
17. Client refusal of health and safety measure(s) necessary for client safety;
18. Client cannot be reached by available means of communication within 90 days;
19. Income verification needed;
20. Updated utility information needed; and
21. Other conditions not listed above that prohibit complete weatherization.

There are several steps detailed in the WV WAP *Deferral Policy* outlining the subrecipient and/or client's responsibilities after the aforementioned deferral letter is generated in order to possibly complete weatherization for a client that was originally deferred. These steps involve allowing the client to correct the identified issues or barriers to weatherization and providing the subrecipient with documentation that issues have been addressed. There is also a procedure in place in the event that issues are not addressed, or no response is received from the client. Once reasons for deferral are resolved, the application is reactivated within the data management system. Depending on the timing of the correction of deferral issues, eligibility criteria including income verification and prioritization status may need to be renewed. The WV WAP Deferral Policy outlines the timing parameters in more detail. All applicable steps must be followed and all required documentation retained. Reasons for deferral are tracked in the WV WAP data management system and reviewed by the grantee periodically. The results will be provided to the subrecipients during monthly Wx Coordinator meetings, and the Quarterly ED/CEO meetings. Each Agency reserves the right to deny services to applicants if they determine imminent threat of the health and/or safety of their crews.

In Program Year 2023, the WVDED will continue to provide referral information on the U.S. Department of Agriculture (USDA) 504 Loan and Grant Programs to client inquiries at WV

WAP where details provided by the client fall outside the scope of DOE weatherization, e.g., new roofs, windows, home repair beyond the LIHEAP DHHR Home Repair component, etc.

Weatherization Readiness Funds (WRF)

In accordance with DOE WPN_23-4: Weatherization Readiness Funds Expansion of Scope; funding has been set aside which is specifically targeted to reduce the frequency of deferred homes that require services outside the scope of weatherization before the weatherization services can commence. Units receiving WRF must result in a DOE completion defined as: “A dwelling on which a DOE-approved energy audit or priority list has been applied and weatherization work has been completed.”

West Virginia WAP will follow DOE requirements on the use of WRF funds. For details on WV WAP’s policies on WFR, see section IV.7 Miscellaneous of the Annual File.

V.1.3 Definition of Children

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

V1.4 Approach to Tribal Organizations

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

V.2 Selection of Areas to be Served

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

1. All fifty-five (55) counties in West Virginia will be served by the WV WAP.
2. Selection of weatherization subrecipients or qualified entities is made pursuant to 10 CFR 440.15.
3. Subrecipients in the State operate the WAP in service areas designated by specific regions. Service areas may be modified by the discretion of the State in accordance with the Annual File State Plan. Subrecipients may contract with one another in efforts to more efficiently and effectively provide weatherization services to all counties within a subrecipient’s service area.
4. In the event that WVDED determines that a subrecipient fails to meet WV WAP Grant Agreement requirements, options include (but are not limited to) allocating the funds to other eligible subrecipients or qualified entities in the State.

Redistribution Provision: As necessary through the administration and management of this award, WVDED may move funds between cost categories, functions, and activities to fully disburse the monies during the budget period, which could include moving funds between subrecipients or allowing other subrecipients to perform weatherization in those areas. All budget alterations or revisions will be in accordance with 2 CFR 200.308(e) and all other applicable Federal rules and regulations. Parameters and criteria outlining situations in which a subrecipient would have an allocation reduced, receive an additional allocation, or need to move funds within their own budget are laid out in the subrecipient WV WAP Grant Agreements, following all applicable Federal rules and regulations.

V.3 Priorities

The WV WAP will prioritize clients on the weatherization waitlist by assigning points for households with high energy burden and/or high energy use; points will also be assigned for households where at least one individual with the following characteristics reside; elderly (those 60 years of age or older), disabled, and/or children (18 years of age or younger).

Clients can be considered a high energy burden if:

- a. Twenty percent (20%) or more of the household income is utilized to pay for energy usage; and/or
- b. Clients are eligible for the Energy Crisis Intervention Program (ECIP), an emergency heat services component of the LIHEAP funding the WV WAP receives from the West Virginia Department of Health and Human Resources (DHHR).

Priority can also be given to clients considered high energy users. Clients will be considered high energy users if \$2,100 or more is expended by the client on residential energy annually. High energy burden users are users who spend 20% or more of their annual income on residential energy annually.

The WV WAP has also incorporated priority features to enhance the DOE required priority eligible population categories and allow for reasonable, efficient, and effective implementation of the WAP. Such prioritization features allow for consideration of timing of services provided by other funding sources. Applicants which receive assistance through the LIHEAP- Emergency Crisis Intervention Program, or Emergency Repair and Replacement Program can receive additional points in order to allow for comprehensive weatherization services to be provided within a reasonable amount of time from when the client received emergency heat services, increasing the efficiency and cohesiveness between the programs as well as cost savings.

Additionally, there could be instances in which clients are given priority as part of a multifamily project completion. Clients in an identified eligible multifamily dwelling may not all be at the top of the prioritization list, and therefore additional priority could be given to the clients in order for the project to be completed. However, WVDED requires advance planning from subrecipients for the completion of multifamily dwellings and ensures that multifamily projects

do not supplant services provided to single-family dwellings, which are the large majority of completions for the WV WAP.

WVDED has developed a point system within the WV WAP data management system to prioritize clients eligible for weatherization work:

- 10 points for high energy users
- 10 points for high energy burden clients
- 5 points for elderly clients (60 years or older)
- 5 points for clients with disabilities
- 5 points for households with children under 18 years old

Households that qualify for the max 35 points will be weatherized ahead of households with lesser points. When multiple households have the same amount of points, households which have been on the waitlist the longest should be served first.

The WV WAP subrecipients must adhere to this prioritization list and point system within the data management system unless otherwise directed or approved by WVDED. WVDED may modify the prioritization system throughout the Program Year within the parameters of the program in instances including, but not limited to, adjusted rules and regulations or additional funding sources identified. The intent of the prioritization system will always remain consistent on serving low-income clients as efficiently and effectively as possible, working to reduce energy costs, as well as to expending all funding sources within the proper timeframes and in compliance to all applicable rules and regulations. Subrecipients may not manipulate or alter the prioritization system or criteria without written approval from WVDED.

The data management system only allows those clients highest on the priority list (based on the previously described point system) to be selected for service by a particular subrecipient, unless otherwise approved by WVDED. The system allows for a reasonable “pool” of high priority clients a subrecipient must select from so that there is flexibility built into the system, while also ensuring all clients served are high priority clients. Due to the number of high priority clients that will be available for a subrecipient to select from, WVDED does not anticipate any issue with all counties in West Virginia being provided weatherization services in an efficient and effective manner throughout the year. However, this process will be monitored throughout the year by WVDED and adjusted if necessary.

Subrecipients 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 multifamily buildings. Housing type is not a recognized priority and is not factored into the WV WAP prioritization process. WVDED will monitor the system through completion and deferral review to ensure eligible clients are not discriminated against due to housing type.

V.4 Climatic Conditions

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

The International Energy Conservation Code (IECC) has defined two (2) distinct climate zones that cover West Virginia. These climate zones help approximate the performance of a building within each zone due to the effects of heating- cooling demand, precipitation, and relative humidity.

Due to the variations in climate throughout the state, each energy audit shall be adjusted to most accurately model the climate conditions of the individual location. Likewise, each energy audit shall indicate the model climate used represented as locations included in the DOE approved auditing software (the Weatherization Assistant software as described in *V.5.2 Auditing Procedures*). At the present time, Zone 1 is identified as Charleston, WV, and Zone 2 is identified as Elkins, WV, in the DOE approved auditing software. These two (2) zones are utilized by all WV WAP subrecipients, with one (1) exception; the subrecipient that covers the four (4) counties in the northern panhandle of West Virginia (Brooke, Hancock, Ohio, Marshall) uses Zone 3 identified as Pittsburgh, PA, as that location more closely fits the subrecipient’s local climate profile.

A rough map of the IECC climate zones and the additional zone is included as an attachment with this application.

Cooling Degree Days (CDD) and Heating Degree Days (HDD) data is submitted as an attachment to the application. A summary of the data for all three (3) zones is as follows:

Zone 1 – Charleston, WV: CDD – 1011 HDD - 4718	Zone 2 – Elkins, WV: CDD – 307 HDD – 6438	Zone 3 – Pittsburgh, PA: CDD – 740 HDD – 5637
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Based on the cooling degree days and dual climate zones, the WV WAP has included specific cooling measures under certain circumstances as detailed under *Section V.7 Health and Safety*.

The HDD and CDD data used for analysis was obtained from the link below.

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

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

All measures and incidental repairs performed on client homes will meet the specifications, objectives and desired outcomes outlined in the Standard Work Specifications (SWS) for Home Energy Upgrades. To adhere to DOE WAP Memorandum 070, Standard Work Specification 2020 Update, Field Guide Renewal Dates and Changes, and Variance Requests, for PY 2021 – 2022, WVDED hired the Community Housing Partners Energy Solutions Training Center (CHP) to update the WV Single Family and Manufactured Field Guide Instruction Manuals.

Until final approval from DOE, WVDED and WV WAP subrecipients will continue to work under the current WV WAP SWS for Single Family Site Built and Manufactured Housing.

A link to both documents is provided:

<https://www.dropbox.com/s/0ehankm1lbdjvm0/Copy%20of%202017%20Master%20Key.xlsx?dl=0>

WVDED develops and distributes West Virginia Weatherization Program Notices (WV WPN) and West Virginia Weatherization Bulletins (WV WxBulletin) to provide additional guidance on specific requirements and major program updates and/or changes. These notices are in supplement to DOE Weatherization Program Notices and are the basis of the WVDED Field and Administration Guide (F&A Guide) which continues to be updated when new WV WAP Policies are distributed and/or new DOE guidelines mandate programmatic or field/technical changes; such as, weatherization policy, field/technical, monitoring, and training topics that are relevant and important to the day-to-day operations at the subrecipient level.

The specifications for work to be inspected are referenced in the subrecipient DOE WAP Grant Agreement. Contractors hired by the subrecipient must have agreements that include the same technical requirements referenced above. The work of the contractor must be consistent with all WV WAP standards and requirements.

Additional training as necessary on WV WAP SWS is provided to subrecipients as detailed in *Section V.8.4 Training and Technical Assistance* to ensure consistent compliance throughout the network.

All weatherization work is being performed in accordance with the DOE-approved energy audit procedures and 10 CFR 440 Appendix A.

<u>Table 2 - Special Materials/Audit Procedures Approvals</u>	
Items	Comments
Light Emitting Diode (LED) Lighting	Approved by DOE 6/13/21

Refrigerators	Approved by DOE 6/13/21
Domestic Water Heaters (DWH)	Approved by DOE 6/13/21

Subcontracts

- a. The subrecipient shall ensure all subcontracts are in compliance with **2 CFR 200**, as well as any applicable rules and regulations of **2 CFR 910**, and **45 CFR 75**. As per **2 CFR 200.326**, the subrecipient contracts must contain the applicable provisions described in **Appendix II to Part 200 - "Contract Provisions for non-Federal Entity Contracts Under Federal Awards"** as well as applicable provisions as per **2 CFR 200.101**. Subrecipient subcontracts will be reviewed as part of the WAP monitoring process or upon request of the Pass-through entity.

All such subcontracts shall contain provisions specifying:

1. That the work performed by the subcontractor must be in accordance with the terms of the Program Year 2023 DOE State Plan and the 2023 Grant Agreement between the WVDED and the subrecipient;
2. That nothing contained in such subcontract agreement shall impair the rights of the WVDED;
3. That nothing contained herein, or under the Grant Agreement will create any contractual relation between the subcontractor and the WVDED;
4. That the subcontractor specifically agrees to be bound by the confidentiality provision found in **Section XI.B (4) Personally Identifiable Information** set forth in the PY 2023 Grant Agreement;
5. That the subrecipient will be responsible for ensuring all subcontracted work is performed per Federal and State regulations and policies in order to be eligible for reimbursement of the approved work;
6. That the subrecipient will ensure that all Federal flow down provisions are included in the subcontract agreement per Federal guidelines; and
7. The subrecipient, by signing the PY 2023 WVDED/Subrecipient Grant Agreement, agrees to follow all provisions of the State Plan, including but not limited to, production, facilitation, operations, health and safety, and administrative requirements/regulations. Grant Agreements are submitted electronically for signature and are returned electronically. A handwritten or electronic signature is allowable. WVDED conducts an Annual State Plan meeting held in July of the new Program Year to review the new State Plan and Grant Agreements. Attendees of this meeting include Executive Directors/Chief Executive Officers, Weatherization Coordinators, and Financial staff.

Other Renewable Energy Systems:

Assistance under the WAP may be provided for renewable energy systems. Any renewable energy system measures implemented by a subrecipient must have WVDED written approval prior to work being performed. A site-specific Weatherization Assistant energy audit must be included as part of the client file which will be reviewed by WVDED as part of the approval process. Because the total average cost per unit exceeds the renewable measures allowance, the major effects of the regulation are to provide criteria and a procedure for integrating renewables into the WAP, and to establish a process for evaluating petitions to use new or innovative renewable energy systems in the WAP.

10 CFR 440.21(c)(1)(i-iv) specifies performance and quality standards criteria for renewable energy systems. Paragraph (c)(2) establishes a procedure for submission and action on petitions by manufacturers requesting the Secretary of Energy to certify a new technology or system as an eligible renewable energy system.

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

V.5.2 Energy Audit Procedures

<u>Unit Types</u>	<u>Audit Procedures and Dates Most Recently Approved by DOE</u>
Single-Family	National Energy Audit Tool (NEAT) 1-4 Units (individually heated/cooled, garden style apts- NEAT audit with 3 or less stories Approved by DOE: 07/13/2021
Mobile Home	Manufactured Home Energy Audit Tool (MHEA) Approved by DOE: 07/13/2021
Multi-family	MDUs with more than 5 units, individually heated/cooled - NEAT Audit Sampling* DOE PO Approval required

**Audit Sampling:* To ensure a true representation of the building, an audit(s) must be completed on apartments with different configurations and heat loss characteristics (ex: 1 bed. bottom floor, 1 bed. middle floor, 1 bed. top floor, 2 beds. bottom floor). An audit of at least twenty-five percent (25%) of the total number of units in each building must be conducted. Each audit must include photo documentation of existing conditions (ex: insulation levels, venting, etc.).

WV WAP uses the Weatherization Assistant (WA) 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 (2) 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 currently uses A version 8.9 of the Weatherization Assistant

Software. WV WAP intends to transition to WA version 10 by July 1, 2023 utilizing API functionality provided by ORNL.

WV WAP has worked with EIS (formally DBA Technologies) to develop an auditing tool (WAPLINK) that assists in the collection of data for energy audits. This tool currently utilizes WA version 8.9, which is the latest version provided by ORNL. WV will utilize the most current version of WA that is provided by ORNL.

For multifamily units, until MulTEA is implemented and subrecipient auditors can acquire accredited training, WVDED has a procedure in place, *Multiple Dwelling Unit Policy and Guidance*. As mentioned in *Section V1.2.*, WVDED's *Multiple Dwelling Unit Policy and Guidance* has been revised as guided by DOE WPN 16-5 Multifamily Weatherization and WPN 16-6 Weatherization of Rental Units. WVDED will continue to seek input and guidance from the DOE Project Officer on the *Multiple Dwelling Unit Policy and Guidance* on an "as needed" basis.

Multifamily units are defined as buildings containing five (5) units or more and can be weatherized if sixty-six percent (66%), (fifty percent (50%) for duplexes and quadruplexes) of the occupants qualify for weatherization assistance pursuant to Federal Regulation 10 CFR 440.22. The majority of eligible units in West Virginia are considered to be primarily garden style apartments, with less than twenty-five (25) units per structure, three (3) stories or less where the units are individually heated and/or cooled and have exterior access. Hence, these dwellings will be the focus of the WV WAP's multifamily weatherization efforts. Each multifamily unit (including those that have less than five (5) units) must meet the previously mentioned audit procedures and all other procedure and documentation requirements set forth in the WV WAP *Multiple Dwelling Unit Policy and Guidance*. Prior to commencing weatherization of the building, WVDED must review and approve of the project. A minimum twenty-five percent (25%) audit sampling must be completed on apartments with different configurations and heat loss characteristics for each building to be weatherized.

Due to increased and more complicated requirements and procedures, any multifamily project *greater* than five (5) units would have to be submitted for review and approval to the DOE Project Officer prior to commencing weatherization.

V.5.3 Final Inspection

Quality Control Inspectors (QCIs) working for, or contracted by the WV WAP must possess the knowledge, skills, and abilities in the National Renewable Energy Laboratory (NREL) Job Task Analysis (JTA) for Quality Control Inspectors. This applies to all individuals who perform an evaluation and sign off on work performed in homes, including subrecipient final inspectors and WVDED monitoring staff.

Certified subrecipient QCI's are required to perform a final inspection of each dwelling unit before it can be reported as a completion. The final inspection must be performed by the certified QCI using the WV WAP mandated "QCI form" (attachment to application) and certify that the work has been completed in a professional manner and is in accordance with the priority determined by the audit procedures required by 10 CFR 440.21. To be in compliance with DOE WPN 22-4, during PY 2023 – 2024, only those who possess the Home Energy Professional (HEP) QCI certification may perform inspections and sign off on work performed in homes. All subrecipients have demonstrated QCI competency by receiving certification as a HEP QCI.

The credentials of each subrecipient QCI are maintained in the database management system. WVDED will review the system periodically to ensure QCI credentials remain up-to-date as well as during the annual monitoring process. WVDED has set up or reviewed/approved all training and certifications of QCI staff (as described in *Section V.8.4 Training and Technical Assistance Activities*) thereby ensuring the validity of all credentials. WVDED will continue to either set up any additional certifications for the Weatherization Network, or review and approve that the proper certification is sought and obtained and all procedures followed prior to reimbursement for any training/certification expenses.

WVDED revised the standardized QCI form in 2018, which was based on 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 subrecipient level to ensure such are performed correctly and thoroughly prior to being submitted as a completed unit. Signatures are required on the form certifying the unit had a final inspection and met all required standards. The inspection includes an assessment of the Weatherization Assistant audit performed and confirms that measures called for on the Work Order were appropriate signifying the proper SIR.

In regards to DOE WPN 22-4 compliance, WVDED ensures through the monitoring process described in *Section V.8.3 Monitoring Activities* that work performed by the subrecipient meets the criteria outlined in the WV WAP SWS.

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

Due to staffing limitations of certain subrecipients, the WV WAP instituted a combination of the two (2) DOE Prescribed QCI Policies of Independent QCI and Independent Auditor/QCI. At this time, not all subrecipients have the staff to have a separate Auditor and QCI. For such subrecipients, WVDED will increase the monitoring efforts of completed dwelling units as per DOE WPN 22-4. For subrecipients that have an independent QCI, WVDED will monitor at least five percent (5%) of completed dwelling units. For subrecipients that have an Auditor that also performs the functions of QCI, WVDED will monitor at least ten percent (10%) of completed dwelling units. This percentage will increase based on issues identified and/or capacity of WVDED staff.

WVDED will work with the subrecipients and make all reasonable efforts with the funding available to train and certify enough staff to separate the Auditor and QCI duties at the subrecipient level where it is possible to do so. As stated in *Section V.8.4 Training and Technical Assistance Activities*, WVDED will continue to offer additional QCI training and certifications as funding allows throughout the PY. Except for extremely extenuating circumstances, the QCI will not have performed any other work on the completed dwelling unit. WVDED will utilize the monitoring process to ensure the integrity, impartiality, and quality of the inspection process.

WVDED will disallow partial weatherization of a dwelling if turned in as a completion. A dwelling will only be deemed a completion if all measures called for from the audit have been completed, the unit has been reviewed and signed off on by a certified Quality Control Inspector, and all required documents are uploaded into the database management system. The Quality Control Inspector signature date will constitute the date of completion with no further work allowed on the dwelling. All required documents must be uploaded into the database management system on or prior to the Quality Control Inspection form date.

If in very rare and extreme circumstances, a client does not allow a subrecipient to complete the Quality Control Inspection in order to deem the dwelling as a completion, or the crew must halt weatherization for unforeseen circumstances with the client/dwelling (crew safety concern, death of a client, dwelling is vacated and/or sold, etc.), the subrecipient must notify WVDED. In cases where weatherization work was started but cannot be completed, signed and dated documentation must be entered into the client file as to why the weatherization work was stopped. Allowable expenses can be submitted, but the dwelling will not be counted as a completion. This option will be extremely rare in occurrence and only approved if all reasonable options to complete weatherization work including the final Quality Control Inspection have been attempted. WVDED will also pursue all other possible remedies including non-DOE funding sources for work performed, if allowable.

V.6 Weatherization Analysis of Effectiveness

WVDED performs a variety of analysis of the WV WAP (statewide, subrecipient specific, objective/measure/process specific, etc.) at different times throughout a program year. Some

data collection and analysis is performed on a routine basis for general oversight purposes; however, WVDED also investigates specific issues as they arise using different tools and database reports. Program production, goal attainment, and expenditure rates are tracked on a monthly basis for each subrecipient at the State level on a statistical analysis tool. These statistics are analyzed periodically, and the appropriate feedback and technical assistance is provided to those subrecipients not meeting goals, benchmarks, or compliance expectations. The subrecipients use the same statistical analysis tool for tracking their own production and expenditures to further ensure routine evaluation of local programs and reevaluation of goals when necessary.

A monthly “Dashboard” outlining the status of the weatherization program statewide was developed by WVDED and is submitted to the Weatherization Network after all reports have been submitted, data reviewed, and funding requests approved. This spreadsheet displays a wide range of summary information including expenditure numbers, health and safety percentages, completion data, and average job cost. WVDED developed supplemental spreadsheets to the “dashboard” which breaks down information in a more detailed manner. It provides a detailed line item breakdown of expenditures per funding source and average job cost. It also displays dwelling type served and fuel type served.

WVDED works to establish production and expenditure benchmarks and includes as necessary and feasible in the subrecipient WAP Grant Agreements to increase accountability and ensure proper program management.

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

The process entails utilizing data from the “Weatherization Assistant Recommended Measures Output Report.” The WV WAP has the capability to compare productivity and associated energy savings data from the individual subrecipients and has the capability to analyze by measure. In PY 2023 – 2024, the WV WAP will continue to collect program year data and WVDED will pursue any additional development needed of the database management tool reporting capabilities to be able to utilize the data effectively in the future. WVDED performs a review of the Weatherization Audit Tool usage by each subrecipient during monitoring visits to ensure material and fuel costs are up to date in the “Setup Libraries” ensuring the system is performing accurate cost effectiveness evaluation.

As stated in section *V.8.3 Monitoring Activities*, WVDED also tracks the most significant deficiencies of subrecipients in a “Root Cause Analysis” spreadsheet that displays trends of the subrecipients’ performance over a period of several years. This analysis is another contributing factor to the identification of training and technical assistance activities and priorities. The collection and analysis of the data, and the improvement of tools and processes each year keeps WVDED on a path of continuous improvement with regards to support, guidance, and oversight which in turn will keep the subrecipients on the same path regarding the weatherization services provided and management of the program.

During the monitoring process, WVDED confirms the subrecipient has internal evaluative processes in place to facilitate improvement as needed (ex: Quality Control Inspector) to identify issues internally at the subrecipient level. This subrecipient process can assist WVDED in identification of training and technical assistance needs. Also, as discussed in *V.8.3 Monitoring Activities*, WVDED also ensures through the monitoring process that identified deficiencies are corrected through a Quality Improvement Plan (QIP) and WVDED follows up and verifies the correction through desk-top monitoring or on-site follow-up visits as necessary.

V.7 Health and Safety

The *WV WAP Health and Safety Plan* is included as an attachment. A “Material Identification Chart” is also included as an attachment as part of the *WV WAP Health and Safety Plan* which assists in identification of health and safety, incidental repair, and ancillary materials/measures.

V.8 Program Management

V.8.1 Overview and Organization

The division of WVDED in which the WV WAP – in addition to the other programs listed in the paragraph below operates is the West Virginia Community Advancement and Development (WVCAD). WVDED is an agency under the West Virginia Department of Commerce.

The WV WAP is overseen by the WVCAD Director. The WVCAD division’s programs and functions are subdivided among four (4) units/groups – *Sustainability, Infrastructure, Compliance, and Resiliency*. The *Compliance Unit* provides the monitoring functions of several programs contained in the other three (3) units, including the monitoring functions of the WV WAP. An organizational chart of WVCAD is provided as an attachment.

The WV WAP is not responsible for the State Energy Program, which is administered by the West Virginia Division of Energy (WVDEDE). WVDEDE is also a division under the West Virginia Department of Commerce.

V.8.2 Administration Expenditure Limits

Sec. 1011(g) of the Energy Act of 2020 (Division Z of P.L. 116-260) includes language that will amend 42 U.S. Code § 6865(a)(1) language on administrative funds. Previously, the administrative cost category was limited to 10 percent (10%) of the grant and will now be increased to 15 percent (15%).

Not more than an amount equal to 15 percent (15%) of any grant made by the Secretary under this part may be used for administrative purposes in carrying out duties under this part, except that not more than one-half of such amount may be used by any State for such purposes, and a State may provide in the plan adopted pursuant to subsection (b) for recipients of grants of less than \$350,000 to use up to an additional 5 percent (5%) of such grant for administration if the State has determined that such recipient requires such additional amount to implement effectively the administrative requirements established by the Secretary pursuant to this part.

WVDED will budget no more than 7.5 percent (7.5%) for Administration. Subrecipients will receive no less than 7.5 percent (7.5%) percent for Administration. Any administrative funds not used by the WVDED will be moved to the subrecipients.

The State Plan includes a redistribution provision to enable the Grantee to actively manage the grant and move funds as necessary to fully expand the monies during the budget period which could include moving funds between subrecipients. All budget alterations or revisions will be in accordance with all other applicable Federal rules and regulations.

A separate budget category is permitted by DOE for financial audits. The cost of these audits was previously charged to the already overburdened administrative cost category and sometimes resulted in financial audits of less than adequate quality. WVDED is providing relief to the subrecipients by allowing these charges to be covered by a separate category, if the subrecipients meet the threshold contained in 2 CFR 200. These costs will be actual costs of the weatherization portion of the audit.

V.8.3 Monitoring Activities

Introduction

Monitoring is a systematic process of gathering and evaluating information, as well the physical visitation of sites, in order to support and assess the subrecipients and their programs in terms of performance, capacity, and compliance. WVDED monitors in accordance with applicable law, including regulations contained in 10 CFR part 440 specifically 10 CFR 440.23(a); 2 CFR 200 specifically 2 CFR 200.331, 2 CFR 910 and 45 CFR Part 75; DOE WPNs including DOE WPN 22-4, and WPN 20-4, and other policies and procedures that DOE may issue. The WV WAP Monitoring Plan will include the following areas:

Approach

WVDED will conduct a monitoring of each subrecipient at least once a year, provide a written report to the subrecipient, and maintain both electronic and physical files related to monitoring which are accessible to DOE during its monitoring visits. The monitoring tools utilized by WVDED are based on tools and templates provided by DOE through *WPN 20-4 Updated Weatherization Assistance Program Monitoring Guidance* and *WAP Memorandum 015 - Weatherization Financial Toolkit – 2 CFR 200 Regulations and Procurement Procedures*. WVDED has revised monitoring tools and forms to reflect the updated guidance as well as WV WAP SWS references. WVDED has also developed a monitoring module of the database management system to be used for formation of monitoring reports, QIPs, and other monitoring process aspects.

WVDED will also conduct periodic off-site, desktop monitoring utilizing the data management system used to track all weatherization work, at times coupled with the statistical management tool and related analytical spreadsheets used to track production, expenditures, and other performance indicators. This process will serve as a pre-monitoring activity as well as routine review and oversight as needed.

The monitoring performed by WVDED will be broken down into three (3) components which may be performed at different times if necessary and may have differing frequency depending on quality of subrecipient performance in each focus area. The monitoring will include the following focus areas and details:

Programmatic and Management Monitoring

- Subrecipient Production Analysis and Review (ensuring benchmark and yearly goal completion)
- Financial/Administrative Components
- Inventory (Equipment and Materials)
- Warehouse
- Rolling Stock
- Eligibility processes and compliance
- “Reweathering” compliance
- Compliance with all WVDED mandated forms, processes, and policies
- Database management system usage and reporting
- Reporting and funding requests
- Client Files and related documentation
- Health & Safety Components (Safety meetings/Lead Safe Work [LSW] Practices, documentation/Warehouse & Vehicle Safety/Health and Safety percentage)
- Energy Education
- Training & Technical Assistance
- Procurement Practices
- Client Prioritization methods
- Utility (leveraged) fund usage, documentation, and reporting
- Insurance coverage
- Subrecipient personnel qualifications/certifications and associated work performed

- Subrecipient internal corrective action procedures (for reduction of findings)

Field/Technical Monitoring

- Program Overview (Client File Review, Work Orders, Documentation of measures, etc.)
- Compliance with all WVDED mandated field/technical forms, processes, and policies (ex: Quality Control Inspection form and process)
- Rental unit/Multifamily documentation and process compliance
- Energy Audits (Process and Documentation - Weatherization Assistant Audit Program Libraries, inputs/usage, adherence to guidance, etc.)
- Weatherization of Units (all work performed on dwellings – HVAC, shell measures including insulation and air sealing, baseload measures, etc.)
- Zonal and Pressure Diagnostics on all dwelling types
- Health & Safety (HVAC, LSW compliance, ASHRAE 62.2 2016 ventilation requirements, mold/moisture, electrical, etc.)
- Final Inspections/Quality Control process and documentation
- Client interaction and client education process

Field monitors will utilize DBA FACSPRO as the monitoring tool. DBA FACSPRO is programmed to randomly pull clients to increase transparency for monitoring visits through the Monitoring/Training Module.

Fiscal Monitoring

- Financial Policies and Procedures
- Cash Management
- Procurement policies and practices
- Financial management of Material Inventory
- Financial management of Property and Equipment
- Contracts/Sub-awards
- Payables/Receivables/Expenses Management
- Invoicing and Reporting accuracy
- Review of Funding Requests and specific line items/expenses for accuracy and proper documentation
- Bank records and reconciliation
- Financial Statements
- Internal Controls
- Financial Management of utility (leveraged) funds
- Single Audits (See A-133 Financial Audits (2 CFR 200 Subpart F))

A-133 Financial Audits (2 CFR 200 Subpart F)

WVDED will verify when the audit was submitted to the Federal Clearinghouse (FAC), and note this on the “Annual Audit Chart,” maintained by the WVDED Fiscal Compliance

Monitor. If the subrecipient did not submit the audit to the FAC by the deadline as per Federal regulations, WVDED mails a reminder letter to the subrecipient.

The WVDED Fiscal Compliance Monitor will review all audits using the “WVDED Pass-through entity Audit Review Checklist.” An “Audit Review Summary” is completed for the audit, and maintained on WVDED’s shared drive. Depending on the results of the review, WVDED forwards to the subrecipient either (1) a letter indicating no findings, or (2) a letter requesting a Corrective Action Plan (CAP). The subrecipient has six (6) weeks to submit a CAP if applicable.

If a subrecipient has not submitted the CAP within the deadline, the CAP “Reminder Email” will be forwarded to the Executive Director. Upon receipt of the CAP, WVDED will review and forward to the subrecipient either the (1) “CAP Acceptance Email” or (2) another correspondence requesting modification to the CAP. As per 2 CFR 200, as a Pass-through entity, WVDED is required to follow-up/issue a management decision for Federal award findings related to the programs WVDED administers.

Currently, all WAP subrecipients expend more than \$750,000 in Federal funds in a fiscal year and thus are required to have a Single Audit.

Desk-Top Review Schedule

Desk-top review may be performed on a quarterly basis. Desk-top monitoring will be conducted through the WV WAP data management system Monitoring/Training Module. Field Monitors will choose a single item to review. Examples of desk-top review items include: Deferrals, QCI Form completion, Income verification, etc. Jobs will be chosen at random by the WV WAP data management system Monitoring Module and the reviewing monitor(s) will be on a rotating quarterly basis.

Subrecipients will receive email notification once the desk-top review has been completed. The notification will have instructions on how to respond to the monitoring. The individual issues will be addressed per subrecipient with required actions for compliance if applicable.

Monitoring Staff

Monitoring will be performed by several WVDED staff members with credentials and areas of expertise to effectively monitor all the various components of the WV WAP as outlined above. Monitoring staff members may monitor more than one (1) component. The monitoring process and the different components are managed and overseen by a Compliance Manager. The WV WAP Managers review and approve each report. The current WVDED monitors are as follows:

Programmatic and Management Monitors (Administrative Monitors):

- 1 Weatherization Assistance Program Manager
- 1 Weatherization Assistant Administrator

Qualifications: The qualifications of the Programmatic and Management Monitors (Administrative Monitors) include extensive experience with the weatherization program (both at the Pass-through entity level and subrecipient level) as well as certifications and education that benefit the monitoring team as they oversee and evaluate the subrecipient management of the weatherization program. The staff members have experience in management and finance/accounting.

Field Monitors (Technical Monitors):

- 2 Weatherization Specialists (Field/Technical)

Field Monitor Qualifications: The qualifications of the Field Monitors (Technical Monitors) include experience with the weatherization program as well as building science knowledge. The Field/Technical monitors have BPI certifications (including HEP QCI), Weatherization Assistant Training Certificate, as well as multiple WV WAP specific certifications that are now superseded by HEP or other state/national certification, but still provide a strong foundation of knowledge; (Energy Auditor, Quality Control Inspector, multiple HVAC certifications) as well as attendance to regional and national energy conferences.

Fiscal/Financial Monitors:

- 1 Weatherization Assistance Program Assistant Manager

Fiscal/ Financial Monitor Qualifications: The qualifications of the Fiscal/Financial Monitor include education (bachelor's and master's level) and experience in the accounting, finance, and management fields, as well as knowledge of Federal financial requirements. Some of the monitoring staff experience is specifically with the Weatherization Assistance Program both on the Pass-through entity and subrecipient levels. The Fiscal/Financial monitor will also utilize WVDED's Chief Financial Officer (CFO) and experienced accounting staff as additional resources during the monitoring activities as needed.

WVDED staff have received multiple 2 CFR 200 Uniform Guidance training over the past several years. In Program Year 2023 the Weatherization Program Manager and Weatherization Assistant Administrator will attend a refresher 2 CFR 200 OMB Uniform Guidance training. WVDED will continue to seek additional training on the new regulations if/when necessary. WVDED will pursue additional certifications as identified and/or needed as the Program Year progresses.

Monitoring Expenditures:

Monitoring staff members will be paid out of the Training and Technical Assistance (T&TA) budget category with the exception of the Fiscal Monitor and WAP Manager who will be paid out of the Administrative budget category given the nature of their work in relation to the organization and other programs they work within. A percentage of the Fiscal Monitor will be paid out of the T&TA budget category. WVDED has budgeted \$26,000 out of DOE

funds for travel expenses related to monitoring activities. These funds will be supplemented by LIHEAP funds.

Monitoring Schedule:

The monitoring schedule will follow a basic plan of one (1) or two (2) Programmatic, Field, and Fiscal monitoring visits performed per month for the eleven (11) subrecipients. This varies throughout the year due to when WVDED starts the monitoring process for the Program Year. In coordinating the monitoring schedule WVDED will also consider holidays, subrecipient leave time, etc.; therefore, some months have one (1) visit, and some have two (2).

WVDED will strive to set the monitoring schedule for the Program Year within the first quarter (July-September) of the DOE grant cycle. WVDED will disseminate a preliminary schedule to the Weatherization Network and ask subrecipients to confirm the proposed monitoring dates for their organization or ask for different dates if conflicts exist.

If conflicts arise after the final monitoring schedule is set for the Program Year, WVDED asks that subrecipients inform WVDED as soon as possible. At a minimum, subrecipients must notify WVDED within 48 hours of the receipt of the official monitoring notification.

WVDED avoids scheduling visits during back-to-back weeks when possible so that WVDED monitoring staff can work to finalize reports and adequately prepare for the next visit. This plan is only tentative as visits to a subrecipient could increase if there are serious deficiencies identified. The scheduling of the subrecipients will depend in part on when their last visit occurred as well as reasonably taking into consideration risk assessment criteria, geographic location and time of the year. Also, any subrecipients that had major or repeated findings identified from the PY 2022 – 2023 monitoring process and have not had a follow-up visit (due to findings being identified toward the end of PY 2022 – 2023) will be first priority in PY 2023 – 2024, with additional reviews scheduled as necessary until deficiencies are corrected.

Pre-Monitoring Procedures

WVDED will provide timely notification of monitoring to subrecipients and complete some parts of the monitoring prior to arriving onsite for monitoring. Those activities include:

- Distribution of official notifications of monitoring at least thirty (30) days prior to on-site monitoring by e-mail to Executive Director/CEO, CFO/Finance Director, and WAP Coordinator. Official notifications will direct the subrecipient how to prepare for the review and WVDED’s expectations. The subrecipient should confirm receipt of the notification and respond within 48 hours if the dates for monitoring need to be changed for any reason.
- During the week before the scheduled on-site visit, the WVDED monitoring team will confirm arrival times and arrange any necessary logistics.
- An assigned field/technical monitor will contact the subrecipient with a job monitoring pool to schedule jobs to be monitored at least one (1) week prior to on-site monitoring.

- Monitors will conduct desk-top reviews of relevant information to increase efficiency on-site.

Visit

A typical visit can be expected to require three (3) to five (5) days on-site. The on-site visit process will include the following:

- An entrance interview during which any concerns or questions about the review can be discussed between WVDED and subrecipient staff.
- Requests of documentation for review including, but not limited to, subrecipient policies and procedures, program documents, client files, and financial records.
- Conducting interviews with program staff regarding program operations and job functions.
- Conducting interviews with administrative and fiscal staff.
- Inspecting completed weatherized dwelling units.
- Inspecting Weatherization assets including but not limited to warehouse(s), material inventory, tools, equipment, and vehicles.
- Offering a daily update to the subrecipient regarding the progress of the review and issues that have already been found.

The staffing and credential make up of a subrecipient will determine the number of completed dwelling units needing to be visited by WVDED as per DOE WPN 22-4. For subrecipients that have an independent QCI, WVDED will monitor at least five percent (5%) of completed dwelling units. For subrecipients that have an Auditor that also performs the functions of QCI, WVDED will monitor at least ten percent (10%) of completed dwelling units. This percentage will increase based on issues identified and/or capacity of WVDED staff. WVDED will also review units “in progress” beyond the five (5) or ten (10) percent completed units respectively, in order to assess: quality and compliance; appropriate and allowable materials; appropriateness and accuracy of energy audits; final inspections; safe work practices, such as lead safe weatherization protocols; and other factors that are relevant to on-site work.

Upon the completion of each monitoring visit of any of the three (3) components, an Exit Conference is held between the members of the subrecipient (as selected by the subrecipient management) and the monitoring staff to discuss strengths, weaknesses, findings, call-backs, and monitor recommendations. As per DOE WPN 20-4, within thirty (30) days after each visit, WVDED will prepare a written report for the subrecipient that describes the current monitoring assessment (identification any findings, recommendations, commendations, and best practices) and any corrective actions as part of a QIP, if applicable. A subrecipient typically has thirty (30) days to respond with a QIP unless the nature and severity of findings deem a more expedient response. If the subrecipient does not respond within the required time limit, the subrecipient is notified and disciplinary or punitive actions may be taken if the subrecipient does not comply with the requirement to submit a QIP.

Process of Corrective Action, Discipline and/or Removal of a Subrecipient from the WAP

WVDED has a system in place to review each QIP provided by the subrecipients either approving of the plans made or requiring additional information or actions. Regardless of monitoring focus, WVDED follows up with each subrecipient to ensure that the corrective actions outlined in the plan have been implemented either through a subsequent monitoring visit and/or desk-top review, or requiring the submission of documentation confirming the corrections. WVDED will offer and provide training and technical assistance if requested and appropriate response to a QIP. If a subrecipient's response is to contest an identified deficiency, WVDED will either sustain or revise its initial finding and provide additional guidance or instructions.

WVDED increases visits (both the number of units reviewed and the frequency of monitoring visits) to the subrecipient until it can be assured findings are resolved. If necessary, WVDED has implemented a system of monitoring every potential job prior to submission as a completion for a subrecipient if sustained compliance cannot be demonstrated. If significant findings are discovered, such as health and safety violations, poor quality installation of materials, major measures missed, then the subrecipient must take appropriate corrective action(s) to resolve the outstanding issues in a timely manner. If health and safety issues are found that present an immediate danger to people in the home, the subrecipient must immediately resolve the issues.

If subrecipient noncompliance or repeated unresolved findings (based on a minimum of two (2) monitoring visits at a subrecipient) will be reported to the DOE Project Officer. Sensitive or significant noncompliance findings, such as waste, fraud, or abuse must be reported to DOE immediately by WVDED.

Once the findings are corrected and procedures are put in place to prevent reoccurrence, WVDED will resume the original percentage sampling of that particular subrecipient's work in subsequent monitoring visits.

If repeated monitoring and technical assistance do not correct identified noncompliance issues or if a subrecipient continuously fails to respond to an identified finding, WVDED will begin the process of disciplinary action which will include the imposition of additional requirements. Subrecipients will be informed of the nature of additional requirements, the reason why additional requirements are being imposed, the actions needed to remove the additional requirement, and the time allowed for completing the actions, if applicable.

Depending on the type of noncompliance issues, actions and additional requirements may include but are not necessarily limited to:

- Withholding disbursement of grant funds until noncompliance issues are corrected
- Disallowing completions that do not meet program standards
- Placing the subrecipient on an "At Risk" status

- Suspending part or all of the program for the subrecipient
- Asking the subrecipient to voluntarily relinquish the program
- Removing part or all of the program from the subrecipient
- Requiring payments as reimbursement rather than advance payments
- Requiring all weatherized dwelling units to be inspected by a third party before being turned in for completions
- Requiring additional, more detailed reporting
- Establishing additional prior approvals

Once the noncompliance issue that caused WVDED to take disciplinary action and impose additional requirements is resolved, WVDED will promptly remove the additional requirements. The subrecipient will be notified of the removal in writing.

If a subrecipient wishes for WVDED to reconsider the imposition of additional requirements, the subrecipient must provide in writing within two (2) weeks of being informed of additional requirements the following:

- Detailed reason why WVDED should reconsider imposing additional requirements
- Evidence that the issue of noncompliance has been satisfactorily resolved
- A plan to prevent similar issues of noncompliance going forward

Within thirty (30) days of receiving the above information from a subrecipient, WVDED will either sustain or remove the additional conditions and disciplinary actions imposed.

WAP Grant Award Termination

If WVDED determines that all remedies for noncompliance and training and technical assistance opportunities have been exhausted in an effort to correct an issue of noncompliance, or definitive waste, fraud, or abuse were uncovered during the course of monitoring, the subrecipient's WAP grant awards will be terminated. WVDED will provide the subrecipient with written notification of termination and cause of termination.

If a subrecipient wishes to contest a termination action, they must provide WVDED with information and documentation showing that the cause of termination had been remedied or conditions as understood by WVDED that caused the termination were not accurate within one (1) week of being informed of the termination action. WVDED will respond in thirty (30) days either sustaining or reversing the termination action.

Tracking & Analysis

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

V.8.4 Training and Technical Assistance Approach and Activities

Training & Technical Assistance (T&TA) funding is used to pay salary, travel, and operational costs for WVDED staff to provide monitoring/T&TA to subrecipients. Subrecipient expenses for participation in T&TA activities (including special conference attendance) will be funded from DOE T&TA and/or other funds including LIHEAP. T&TA activities are intended to maintain or increase the efficiency, quality, and effectiveness of the WAP at all levels and are designed to maximize energy savings, minimize production costs, improve program management and field “quality of work,” and/or reduce the potential for waste, fraud, abuse, and mismanagement.

WVDED assesses training needs regularly as part of a constant process as the PY progresses. This process and the related training plan are flexible and WVDED incorporates information from the process into the training plan as needed. WVDED assesses T&TA needs of its subrecipients through these avenues:

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

Overview

The WV WAP supports subrecipients seeking appropriate training pursuant to achieving required certifications and to enhancing their credentials and skill in work practices associated with weatherization work. Training and certifications have and will continue to be provided by Interstate Renewable Energy Council (IREC) accredited and certified Weatherization Training Centers (WTCs) within close proximity to West Virginia. The WV WAP is prohibited from encouraging subrecipients to choose one (1) vendor among equivalent potential vendors. Therefore, the emphasis in helping subrecipients to plan trainings will be in providing timely notifications of training opportunities offered by a variety of relevant entities; asking subrecipients to choose the providers whom they deem will best meet their training needs; and then helping subrecipients to schedule trainings which meet them.

Subrecipients will submit a detailed Training Request Form for each desired training/certification/examination, etc. The submitted request is reviewed for accuracy, costs, training center accreditation, i.e., Interstate Renewable Energy Council (IREC) Weatherization Training Centers (WTCs). With no IREC accredited training centers in West Virginia, subrecipients typically go to the Community Housing Partners (CDP) in Christiansburg, VA, or the Corporation for Ohio Appalachian Development (COAD), in Athens, OH. Both training facilities are IREC accredited. Those Training Requests submitted with other training centers/providers listed (usually Online trainings) are researched by the training staff to ensure IREC accreditation before requests are approved. These requests are denied and returned with direction for the subrecipient to locate and use only accredited facilities.

Training and certification will continue to be offered to the Weatherization Network in PY 2023 – 2024 for recertifications as well as for additional staff. Training priorities have been identified in concert with subrecipients via several mechanisms as bulleted above. In particular, the WV WAP is paying attention to subrecipient needs for HEP Energy Auditor (EA) and Quality Control Inspector (QCI) certification and recertifications, and CEUs as the program enters PY 2023 – 2024.

Other major areas of focus this Program Year:

In addition to the effort at training, certifying and recertifying EAs and QCIs as described above, there are several other planned areas of focus for training and credentialing subrecipient staff. Four (4) other areas of first priority include: (1) Ensuring subrecipient Electrical Licenses remain current; (2) Providing continued guidance on the ASHRAE 62.2-2016; (3) Providing guidance on the revised WV WAP Standard Work Specifications (WV WAP SWS) functioning as the West Virginia Weatherization Standards/Field Guide, changes and updates; and (4) Keeping up Lead Renovator Certifications and Lead Renovator Refresher Certifications.

Descriptions:

HEP QCI/HEP EA: As of May 1, 2020, all program personnel (Pass-through entity and subrecipient) performing inspections on completed dwelling units were HEP QCI Certified. All eleven (11) subrecipient weatherization providers have at least one (1) HEP QCI Certified staff, and several had more than one (1).

WVDED continues to assist in the coordination and funding of the HEP EA certification given the and recertification provided in DOE WAP Memorandum 036 released May 16, 2018. WVDED will also fund opportunities during PY 2023 – 2024 for Pass-through entities and subrecipient staff to retain their current HEP certifications by obtaining Continuing Education Units (CEUs).

ASHRAE 62.2-2016: The WV WAP will seek appropriate resources for providing this training to subrecipients, as well as review monitoring reports to determine which subrecipients may need additional targeted assistance in implementing ASHRAE 62.2-2016 standards.

DOE has adopted ASHRAE 62.2-2016 as its ongoing standard, however, WVDED recognizes the standard has been updated to ASHRAE 62.2.-2016. If during the program year DOE mandates the newer standard be implemented, training will be provided to WVDED and subrecipient staff.

Lead Renovator and Lead Renovator Refresher Certifications: In order to become a certified lead renovator, subrecipient staff must complete training from an EPA-accredited training provider. These trainings were developed to educate professionals in home and other fields about the lead safe work standards contained in U.S.C. 2681 et seq., and 40 CFR 745.80 et. seq., and the EPA 2008 Lead-Based Paint Renovation, Repair and Painting (RRP) Rule (amended in 2010 and 2011).

Recertification is required every three (3) years online and every five (5) years in person. Currently, the WV WAP requires that each subrecipient have at least one EPA Lead Renovator certified staff person. All eleven (11) subrecipients have certified lead renovators on staff.

State Weatherization Standards: WVDED hired the Community Housing Partners Energy Solutions Training Center (CHP) to update the WV Single Family and Manufactured Field Guide Instruction Manuals. Once received and approved by DOE, WVDED will coordinate training with CHP to provide instruction to subrecipient WAP crews. These trainings will take place either in person or virtually.

Until final approval from DOE, WVDED and WV WAP subrecipients will continue to work under the current WV WAP SWS for Single Family Site Built and Manufactured Housing.

WVDED will document the verification of receipt and usage of the WV WAP SWS by the subrecipient as required by DOE WPN 22-4, using the subrecipient WAP Grant Agreements.

Electrician License: WVDED will approve the purchase of relevant study materials and online training courses for state mandated electrical licenses. Apprentice, Journeyman, Master and specialty licenses are required to perform certain weatherization tasks. The requirements for each of these levels vary and can be reviewed at <https://firemarshal.wv.gov/Divisions/Fire%20Services/Pages/Electrical-Licensing.aspx>.

HVAC Technician Certification Class 1: As of January 1, 2016, all individuals working on heating systems were required to have a HVAC Technician License from the West Virginia Commissioner of Labor. Individuals in West Virginia who engage in the business of installing, erecting, testing, repairing, servicing or altering heating, ventilating and air conditioning equipment or systems to heat, cool or ventilate residential structures, are required to have an HVAC Technician License when the project exceeds \$1,000.

Those individuals who do not have the required hours can register as an HVAC Technician in Training. Subrecipients must have a 1:1 ratio of Certified HVAC Technicians to Technicians in Training Class 2. Once a Technician in Training has the required hours, unless she/he is still within the opting out phase, the individual must pass the HVAC exam.

HVAC certifications are renewed every year through the West Virginia Commissioner of Labor. Since September 30, 2016, it is mandated that HVAC work cannot be performed by subrecipient staff who do not have the proper West Virginia HVAC Technician or Technician in Training certification.

Certification will continue throughout the PY 2023 – 2024 as new HVAC Technicians in Training Class 2 are hired, and current ones become eligible to apply for HVAC Technician Class 1.

Client Education: Each subrecipient has identified at least one (1) Energy Educator, several whose certifications have expired, however; various subrecipients have identified Client Education as a priority in PY 2023 – 2024. WVDED continues to work to recertify all Energy Educators through online training provided by an IREC-accredited WTC. This course is designed to assist the student in acquiring adult education skills to establish an effective means of communication between the Energy Educator and the client. The online Client Education course prepares students to develop a strategy for effective client education from pre-approval to quality assurance. Videos and documents are presented to use with clients to ensure that they get the information they need during the client education process. After each topic is presented, a short self-quiz follows each section and feedback is given. A final test consisting of a single multiple choice-true/false exam is given at the end of the course. For certification, the student must pass this final exam. After passing the certification test, the Energy Educator will work with clients to effect change in poor energy conservation habits.

Approach: In PY 2023 – 2024, WVDED continues the “as needed, per person” approach as subrecipients anticipate hiring new staff throughout the year; as current certifications and licenses expire at different times throughout the year; and as subrecipients demonstrate and express different specific deficiencies and needs for improvement.

WVDED will make available trainings to the Weatherization Network during the entire year. Subrecipients have requested more flexibility in scheduling training when needed in order to better accommodate production. Instead of a series of set classes, which sometimes takes crews away from production for longer periods that may burden an organization, subrecipients will have the ability to fit trainings into their respective schedules. WVDED will set time frames for completions of required certifications for subrecipients to continue operating the WV WAP and to ensure that subrecipients plan and meet expectations during the year.

The time frames are determined by the licensing/certifying agency, e.g., BPI, West Virginia Fire Marshall, etc. For Comprehensive trainings including Energy Auditor (EA) and Quality Control Inspector, WVDED requires recertification **every three (3) years**. Continuing Education Units (CEUs) are required and WVDED reviews and approves submitted Training Requests for EAs and QCIs to maintain their credentials. For other weatherization staff, including Crew Leaders and Retrofit Installers, WVDED requires a **five (5) year** cycle for retaking required courses. WVDED does allow for refresher courses to be taken, **IF** the subrecipient determines additional training is needed to address work/installation processes, work quality, or other issues that develop during the Program Year.

WVDED also tracks all required licenses needed by subrecipients to properly perform work within the WV WAP (West Virginia HVAC Electrician License, West Virginia Single Family Dwelling Electrician License, EPA Section 608 Refrigerant Transition Technician Certification, HVAC Contractor License, etc.) and WVDED will ensure that all subrecipients remain current with all WV WAP required licenses. Tracking for licenses, credentials, certifications, etc., is completed through desk top monitorings and during the annual onsite subrecipient staff. WVDED provides each subrecipient with a detailed Programmatic report, which includes a section (Qualifications and Training) that has the specific license/certification listed with the Expiration Date, e.g., Energy Auditor, Electrical License – Single Family, Electrical License – HVAC, West Virginia HVAC Technician License, EPA Section 608 Refrigerant, Quality Control Inspector, and Client Educator. The Environmental Protection Agency certification to complete Lead Safe Work is also reviewed and the Certification number is noted in the Report. Certified Lead renovators are listed by name, expiration date, and certification number.

Attendance for all trainings is mandatory for the appropriate program personnel unless extenuating circumstances exist, and approval is received from WVDED.

WVDED provides T&TA funds to each subrecipient in a separate DOE Subgrant Award and reimburses training expenses based upon an approved Training Request form. The Award amount is determined by subrecipient training need(s) provided in the DOE Grant Application, and past training performance, i.e., some subrecipients only use the minimum amount to maintain certifications and credentials, while others typically attend DOE approved National Training Conferences.

Throughout the Grant Year, WVDED has direct discussions between the WV WAP staff and subrecipient Weatherization Coordinators to assess training needs. Spending is tracked by monthly submitted Invoices and Monthly Expenditure Reports (MERs). All requests for training from subrecipients will be submitted utilizing the WVDED “Subrecipient Training Request Form.” The form is currently reviewed by the WVDED Weatherization Manager, and if approved assigned an Item ID number. This number is used on the Monthly Invoice to track approved and completed training.

As mentioned, subrecipients are required to submit a list designated by quarters of any anticipated WAP-related T&TA needed to meet standards as part of the 2023 – 2024 Grant Application process. This list will ensure at the beginning of the Program Year that an estimated needs list is captured for the subrecipient for proper planning throughout the year.

Training Timeline for PY 2023 – 2024

As has been the practice for several program years, WVDED will continue to pursue an “as needed, per person” approach as subrecipients anticipate hiring new staff throughout the year, and as current certifications and licenses expire at different times during the year.

WVDED will make available training to the weatherization network during the entire year, utilizing WTCs and other sources. These trainings/certification and renewals are:

- HEP BPI Quality Control Inspector
- HEP BPI Energy Auditor
- HEP BPI Retrofit Installer/Technician
- HEP BPI Crew Leader
- Initial Lead Renovator Certification
- Lead Renovator Refresher Recertification
- EPA section 608 Training
- ASHRAE 62.2-2016
- NREL/BPI and WV WAP SWS
- HEP CEUs
- Healthy Homes Specialist CEUs/Recertification
- WV WAP data management system App

Training is available throughout the PY, but there is still a need for benchmarks, assessment, and adjustments, to ensure that subrecipients are receiving the necessary training/certifications to operate a weatherization program. Records of training, certifications, and licenses are kept in the data management system and supplemented with the information from the *Training Event Status Tracking Log*. The WV WAP staff intend to make a concerted effort to engage in direct conversations with subrecipients to determine and adjust training needs throughout the Program Year.

During the First Quarter of the Program Year, a combination of funding will be utilized for T&TA. DOE funding will be used; however, LIHEAP funding will also be used for training costs, as approved by West Virginia DHHR, West Virginia’s LIHEAP Grantee. The combination of funding will support the trainings listed above and these additional trainings:

First Quarter – July 1 through September 30, 2023

- HEP BPI Quality Control Inspector Recertification
- HEP BPI QCI CEUs (CAZ, Duct testing)
- HEP BPI Energy Auditor Certification/ Recertification

- HEP EA CEUs (i.e., Building Analyst)
- WV WAP data management system App
- ASHRAE 62.2-2016
- Lead Renovator Certification
- Lead Renovator Refresher Recertification
- NREL/BPI and WV WAP SWS
- HVAC Technician Class 1
- HVAC Technician in Training Class 2
- WV WAP State Plan PY 2021 – 2022 Meeting
- Weatherization Assistant 8.9/10 software for NEAT/MHEA

Second Quarter & Third Quarter – October 1 through December 31, 2023 & January 1 through March 31, 2024*

- Energy Educator
- Continued training on WV WAP data management system App
- HEP BPI Energy Auditor Certification/ Recertification
- New Hire Requirements
- Retrofit Installer/Technician
- West Virginia HVAC Electrician License
- West Virginia Single Family Dwelling Electrician License
- West Virginia Journeyman’s Electrician License
- West Virginia Apprentice Electrician License
- Heating Unit Inspection
- Respirator Fit testing
- Healthy Homes Specialist CEUs/Recertification

*An assessment of the success of Quarter 1 training, regarding scheduling and implementation efforts will determine the objectives for Quarters 2 & 3.

Fourth Quarter – April 1 through June 30, 2024

The Final Quarter activities will continue with training and certifications on an as-needed, per person/subrecipient basis.

Credentials/Certifications/Licenses

WVDED Weatherization Specialists must maintain proficiency on new methods and techniques pertinent to the WAP. WVDED Weatherization Specialist staff must maintain levels of knowledge aligned with the Weatherization industry as well as State and National Standards and are also furnished with all State and Federal regulations as they are updated and released. At this time, two (2) WVDED Weatherization Field Specialists are currently certified as HEP QCIs and BPI Certified with Building Analyst and Envelope Professional certifications as well. The third WVDED Weatherization Field Specialist on staff is expected to have the necessary credentials to take the EA and QCI certification examinations during the 2023 – 2024 Program Year.

The following are the current defined WV WAP certifications:

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

The following certifications are under consideration as requirements in the future for the respective weatherization staff positions in addition to the certifications listed above:

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

In addition to the HEP-level certifications and other required certifications, the WV WAP will periodically coordinate licensing testing through the West Virginia Fire Marshal's Office, the West Virginia Contractors Licensing Board, as well as EPA certification testing venues for the following:

1. West Virginia HVAC Electrician License
2. West Virginia Single Family Dwelling Electrician License
3. West Virginia Journeyman's Electrician License
4. West Virginia Apprentice Electrician License
5. EPA Section 608 Refrigerant Transition Technician Certification
6. HVAC Technician License
7. HVAC Technician in Training License

All weatherization programs must also have a West Virginia Residential Contractors License at the subrecipient level, obtained through the West Virginia Contractors Licensing Board.

Special projects are constantly being undertaken to ensure that the WV WAP keeps up with state-of-the-art energy conservation and management techniques. The following are additional trainings that will be offered throughout the year as needed, several having already been discussed earlier as priorities for PY 2023 – 2024, especially with regards to the implementation of the *WV WAP Health and Safety Plan*:

1. ASHRAE 62.2 -2016
2. Combustion Appliance Zone (CAZ) Training
3. Lead Safe Work Practices Training
4. OSHA Confined Spaces in Construction Standard Course
5. Healthy Homes
6. Weatherization Assistant Training
7. Duct Blaster
8. Infrared Camera Training
9. Database Management Training
10. Utility Program Training

11. Administrative/Programmatic/Financial Training
12. WV WAP Policy and Procedure Training

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

Weatherization Assistant (WA v.10) Suite

In coordination with WV WAP's data management system vendor, WV is actively preparing to transition to WA v.10 utilizing a provided API connection to the NEAT and MHEA audit engines as promised by ORNL. Per DOE Memorandum 074, WVDED has begun Grantee and subrecipient training to transition to the API-based WA v.10 as soon as access to the API is provided. WVDED staff will work with DOE, IREC accredited training centers, and the Oak Ridge National Laboratory (ORNL) to coordinate meetings, training, and other opportunities for WVDED and subrecipient participation. The dates for these opportunities are to be determined (TBD).

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 subrecipients. T&TA activities are intended to maintain or increase the efficiency, quality and effectiveness of the WAP at all levels. Activities will be designed to maximize energy savings, minimize production costs, improve program management and crew/contractor "quality of work," and/or reduce the potential for waste, fraud, abuse and mismanagement.

Pass-through Entity Assessment:

Training needs have been identified and are continuously evaluated. Field Monitors will attend training and conferences at regional and national levels commensurate to the job duties. Current WV WAP staff have likewise received ongoing relevant training.

In addition to training new hires, another top priority is to attend training to keep in compliance with any new DOE regulations or guidance and to assist subrecipients to do the same. After that is met, then training is scheduled by the greatest need, i.e., the number of subrecipients that need a particular training. At the same time, WVDED will evaluate how many HEP certifications have been obtained to be in compliance, and how many more could be obtained with available funding. WVDED assesses periodically both the needs of the subrecipients as well as funds that are available to meet those needs and will plan accordingly. WVDED also makes assessments at the end of a grant cycle (DOE or LIHEAP), evaluating the amounts budgeted for training during the previous grant cycle relative to what was provided, and comparing to anticipated training needs and funding available for the new grant cycle.

V.9 Energy Crisis and Disaster Response Plan

V.9.1 Energy Crisis

The WV WAP utilizes LIHEAP WAP funds to operate the Energy Crisis Intervention Program (ECIP). The intent of ECIP is to provide emergency heat during the winter heating season. The program addresses non-operable or severely malfunctioning and unsafe heating systems. Any household that is eligible for WAP is eligible for ECIP services. Any household that receives the emergency heating system repairs or replacements from ECIP must apply for regular WAP services. ECIP provides emergency assistance within 48 hours to ensure the household will have heat. Weatherization services will be provided by the end of the program year, unless conditions exist that deems the dwelling ineligible for weatherization services at that time. During the LIHEAP Weatherization Application and Award process, the subrecipients are provided updated ECIP guidance.

V.9.2 Disaster Response Plan

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