

West Virginia Weatherization Assistance Program (WAP) Plan Fiscal Year 2017 – 2018

DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Weatherization Assistance Program
Scope of Work

Introduction

The purpose of the Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance Program (WAP) is to increase the energy efficiency of dwellings occupied by low-income persons, targeting the elderly, people with disabilities, and families with children, while ensuring their health and safety.

Performance Objectives:

1. The WV WAP will weatherize low-income homes to make them energy efficient, thereby reducing the energy burden and fuel costs, while improving the health and safety of program recipients.
2. LIHEAP funds will follow all Department of Energy (DOE) rules with the exception of additional components as described in this section as per LIHEAP IM 1999-11 Optional Use of DOE Weatherization Rules for LIHEAP Funds Spent on Weatherization.
3. There will not be a Health & Safety limit, but the West Virginia Development Office (WVDO) will have constant oversight. The Supplemental Programs, i.e., the Electrical Upgrades and Weatherization Related Home Repair will be performed when necessary on low-income homes to enable regular weatherization program measures to be installed on homes that could not receive full weatherization services without those repairs. These weatherization related services are all aimed at providing maximum energy efficiency, conservation, and related health and safety services to low-income households.
4. Client eligibility is based on DOE WAP eligibility for clients, as allowed in LIHEAP IM 1999-11 Optional Use of DOE Weatherization Rules for LIHEAP Funds Spent on Weatherization.
5. With more advanced diagnostics and installation techniques utilized in the WV WAP, it is increasingly necessary to take steps to ensure that program measures do not cause or exacerbate health and safety problems for workers or clients. PY 2017-18 LIHEAP-WX Program Operation funds may be used for Health and Safety (H&S) Expenditures which is the cost of eliminating health and safety hazards; elimination of which is necessary before the installation of weatherization materials. WVDO will have constant oversight in regards to subrecipient spending for health and safety measures and expenses.

Activities:

Conduct the following activities during the grant period:

- Execute Subrecipient Grant Agreements with 11 West Virginia community action agencies to operate the Weatherization Assistance Program in all 55 counties of West Virginia;
- Operate the WV WAP within rules and regulations established by United States Department of Energy (DOE) rules and regulations with the exception of the items as described under Performance Objectives, as well as LIHEAP rules and regulations;
- Provide training and technical assistance to program subrecipients;
- Monitor program subrecipients and a sample of job sites to ensure quality control; and
- Ensure subrecipient agencies are accountable, in compliance with program rules and performance measures, and work is performed in accordance with the WV WAP Standard Work Specifications, and the LIHEAP-WX Grant Agreements.

Performance Measures:

1. Number of homes weatherized, including identified target groups
2. Number of homes receiving Emergency Crisis Intervention Program assistance
3. Copy of monitoring reports
4. Monthly reporting data as required including demographics as well as “Restoration and Prevention” data

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Department of Health and Human Resources
Weatherization Related Home Repair Component

09-07-2017

A stipulation of a dwelling receiving Weatherization Assistance Program (WAP) services is that the dwelling must be structurally capable to receive Weatherization Program measures. Since regulations intend WAP funds to be used for energy efficiency and conservation measures, only very limited dwelling repairs are allowed. As a result, sometimes higher priority measures cannot be installed and/or dwellings have to be determined as “beyond the scope of Weatherization” and services deferred. The Department of Health and Human Resources (DHHR) supplemental component may enable additional repairs so dwellings that could previously not receive weatherization services can now be given all needed cost effective energy efficient measures.

Only repairs that enable regular Weatherization Program services to be performed are allowable.

Identified repairs include:

- Roof repair to prevent moisture damage and enable attic insulation;
- Ceiling repair to correct thermal boundaries, reduce air infiltration or enable attic insulation;
- Interior and exterior wall repairs to stop air infiltration and enable installation of wall insulation;
- Floor repairs to enable a tight and continuous air and thermal boundary;
- Repairs to chimneys and flues for proper exhaust of combustion gases;
- Repairs to external gas and oil lines so service to primary heating equipment can be enabled; and
- Plumbing repairs to leaking pipes or fixtures to prevent moisture damage and costly waste of water.

Guidelines include:

- Only repairs that enable regular Weatherization Program measures to be performed will be allowable.
- This DHHR component is to be used for repairs that could not have been made with regular DOE/DHHR WAP funds and would have prevented high priority weatherization measures from being installed. If a repair measure is justified in the energy audit, then regular WAP funds can pay for the repair as part of the measure.
- If the repair measure is not justified with the energy audit, and the cost estimate of the repair/upgrade is \$10,000 or less **and** the repairs are all included in the identified repair measures listed above, the subrecipient can proceed as necessary.
- If the cost estimate of the upgrade is more than \$10,000 **or** any of the repairs are not one of the identified repair measures listed above, then an e-mail must be sent to the West Virginia Development Office (WVDO) including a thorough description of the work needed, justification as to how it will enable installation of weatherization measures, and the estimated cost. WVDO staff will evaluate the project and send approval or denial by e-mail to the subrecipient. Work should not start until approval is received.
- The subrecipient must have a contract in place with any contractor performing Home Repair work, with all required provisions, safeguarding the federal funds as well as ensuring the work is performed in compliance with all applicable federal and state WV WAP requirements.

Reporting

- The WX Related Home Repair Work Plan must be completed in the database management system.

Any Energy Crisis Intervention Program, Weatherization Related Home Repair, or Electrical Upgrade DHHR funds that are not used on these Supplemental Programs, must be reallocated to Program Operations and used for production by the end of the current approved DHHR Grant period.

**Department of Health and Human Resources - Supplemental Programs
Electrical Upgrade Component**

09-07-2017

The DHHR supplemental component will include an electrical upgrade component for electrical upgrades to enable agencies to hire licensed electricians to perform electrical work necessary so that regular weatherization measures can be performed.

Identified Upgrade Measures

- Service entrance upgrade and/or grounding upgrade - Many older homes, particularly mobile homes, have insufficient amperage in the service entrance and cannot have new electrical heating systems installed without service upgrades. Often these homes have inadequate grounding capacity. The Electrical Upgrade Component would increase electrical capacity in the home to meet demand and ensure proper grounding to National Electric Code standards.
- Panel box upgrade - Older homes still have old fuse boxes instead of breaker boxes and likewise have insufficient capacity to operate modern heating equipment. The Electrical Upgrade Component would install new 200 amp breaker boxes where needed to enable the installation of modern heating or cooling equipment.
- Knob and tube wiring - Some older homes have faulty wiring that make the installation of attic or wall insulation unsafe. Typically this older wiring is knob and tube wiring. National Electric code prohibits installing insulation that covers this wiring. The Electrical Upgrade Component would install new appropriate wiring in attics that could not be insulated because of faulty wiring and will consider upgrades when reasonable of knob and tube wiring in walls to enable sidewall insulation.

Rules for electrical upgrades include:

- All electrical upgrades must be performed by licensed electricians. The subrecipient must have a contract in place with the licensed electrician with all required provisions, safeguarding the federal funds as well as ensuring the licensed electrician performs the work according to electrical code, and in compliance with any additional federal, state, county, or city requirements. The agency should maintain a copy of the electrician's license in their records.
- If the cost estimate of the upgrade is \$3,000 or less **and** the upgrade is one of the three identified upgrade measures listed above, the subrecipient can proceed as necessary.
- If the cost estimate of the upgrade is more than \$3,000 **or** the upgrade is not one of the three identified upgrade measures listed above, then an e-mail must be sent to the West Virginia Development Office (WVDO) including a thorough description of electrical work needed, justification as to how it will enable installation of weatherization measures, and the estimated cost. WVDO staff will evaluate the project and send approval or denial by e-mail to the subrecipient. Work should not start until approval is received.

Reporting

- The Electrical Upgrade Work Plan must be completed in the database management system.

Any Energy Crisis Intervention Program, Weatherization Related Home Repair or Electrical Upgrade DHHR funds that are not used on these Supplemental Programs, must be reallocated to Program Operations and used for production by the end of the current approved DHHR Grant period.