

Washington State Low-Income 2021 Weatherization Assistance Plan



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I. Introduction, Definitions and Program Updates

The Department of Energy (DOE) Weatherization Assistance Program (WAP) began in 1976 and supports households by reducing energy costs for low-income households and increasing the efficiency of their homes. The DOE awards funding to states and territories to carry out this work. The Washington State Department of Commerce (COM) is the entity that applies for, receives and grants out these funds to local agencies across Washington State to carry out the work of the WAP. The application process includes this document (the State Plan) and completing an online application and occurs on an annual basis. The State Plan highlights service provision plans, changes to the program and expected outcomes, it correlates with the online application with the Annual File and Master File section.

- The 2021 DOE Low-Income Weatherization Assistance Program Plan incorporates [DOE Weatherization Program Notice 2021-1](#).
- **PROGRAM PERIOD** - July 1, 2021 to June 30, 2022.
- **WASHINGTON STATE BUDGET** – 2021 DOE Low-Income Weatherization Assistance Program (WAP) allocation for Washington State is anticipated to be \$5,648,547. Of the \$5,648,547, DOE has designated \$983,652 for Training and Technical Assistance and \$4,664,895 for program costs.
- **FUNDS FOR ADMINISTRATIVE PURPOSES** – Per WAP memorandum 075, Commerce will allocate 10% of total DOE grant award to local agencies for administration and retains 5% for Commerce administration. DOE program rules allow local agencies receiving less than \$350,000 of new DOE funds to have an additional 5 percent of their program dollars go to administration.
- **TRIBAL WEATHERIZATION** – (4%) of program dollars will be reserved for the Tribal weatherization programs.
- **THE ENERGY PROJECT** – During PY2021, \$94,273 of DOE program funds will support the continuation of The Energy Project, a statewide energy conservation and leveraging project sponsored by the Washington State Community Action Partnership.
- **DOE WEATHERIZED UNIT** – A DOE weatherized unit is a dwelling unit on which a DOE-approved energy audit or priority list has been applied and weatherization work has been completed. The DOE measures installed on such a unit must have a Savings-to-Investment Ratio (SIR) of 1.0 or greater, but also may include any necessary energy-related health and safety measures. The use of DOE funds on a unit may include, but is not limited to, auditing, testing, measure installation, and inspection, use of DOE equipment and/or vehicles, or training and/or administrative funds.
- **AVERAGE COST PER UNIT** – The adjusted annual average expenditure limit for PY2021 is \$7,669. DOE using the annual Consumer Price Index (CPI) determine the adjusted annual average, or 3%, whichever is less. The Department of Energy requires grantees to target production accurately. Washington will use the DOE ACPU of \$7,669.
- **PRIORITY CLIENTS** – Commerce prioritizes services for the following client demographics: the elderly (over 60 years), persons with disabilities, children 19 years and under, high residential energy users, households with high energy burdens, Native Americans with particular emphasis on households residing on reservations.

- **ELIGIBILITY** – Clients are eligibilized through two methods. 1) Washington State Low Income Home Energy Assistance Program LIHEAP threshold is 150% of the federal Department Health and Human Services (HHS) poverty level. All clients that are eligible for LIHEAP are categorically eligible for WAP. 2) Clients not eligibilized through LIHEAP are subject to WAP specific thresholds: 200% Federal Poverty Level (FPL) or 60% of State Median Income (SMI) whichever is higher.
 - To reduce the Wx program administrative burden, save Program Operations costs, and increase the investment for energy saving technology in Weatherization (Wx) installations, Washington State will use a Client Income Eligibility Determination Process for Multifamily Housing. Department of Commerce (Commerce) will establish an annual system to review as a basis for potential projects, the Washington State Housing Finance Commission (HFC) and Housing Trust Fund (HTF) list of projects. Using the HFC and HTF verified rent rolls, we will assure Wx Program income eligibility requirements, target buildings of an age where Wx Services would be welcomed, release the qualified list to our Local Agencies, and update our Wx Multifamily Policy to reflect these allowances.
 - This process will comply with [Weatherization Program Notice \(WPN\) 17-4 Multifamily Housing – Procedure for Certifying Income-Eligible HUD Assisted Buildings](#), to determine the eligibility of residential multifamily buildings associated with the U.S. Department of Housing and Urban Development (HUD). We will also filter the list for any projects with U.S. Department of Agriculture (USDA) guaranteed loans or Low Income Housing Tax Credits (LIHTC), to verify owner's interest and assure income eligibility in the Wx Program. Grantees are allowed to used rent rolls verified by HFC and HTF to determine client eligibility.
- **COST OF CARBON** – For PY 2021, the Department of Commerce intends to account for the cost of carbon in our measure cost-effectiveness calculations. Per the 2020 American Energy Innovation Act, the cost of carbon will be included as a Health and Safety-non-energy benefit. The Clean Energy Transformation Act (CETA) commits the state of Washington to an electric supply free of greenhouse gas emissions by 2045. In part, CETA requires utilities to incorporate the social cost of carbon in their cost effectiveness tests. To benefit the Wx program with added utility funding, we must partner with utilities to meet the CETA requirements. Commerce will add a statewide cost adjustment to the regional utility rate used in our software modeling. This will be updated annually with interpolated values.
- **USE OF WEATHERIZATION FUNDS FOR RENEWABLE ENERGY** – The PY2021 adjusted average for renewable energy measures is \$3,762 with a SIR greater than 1. Note: The adjusted average for renewable energy measures is not a separate average, but a part of the overall adjusted average expenditure limit of \$7,669
- **USE OF WEATHERIZATION FUNDS FOR SOLAR PILOT PROGRAM** – WA intends to maintain the option of conducting a solar pilot program in PY2021 dependent on potential state and local utility leveraging opportunities.
- **ENERGY-RELATED HEALTH AND SAFETY** – Local agencies (LA's) may transfer up to 14.7% of program dollars to the Health and Safety category of the budget in their 2021 DOE contracts and charge that budget category in their monthly requests for reimbursements. Weatherization Program Notice (WPN) 17-7 regarding Health & Safety was released in August of 2017.
- **FINANCIAL AUDITS** – Section 440.23 of the program regulations permits a separate budget category for financial audits. If local agencies meet the threshold for an A-133 audit, Commerce allows these charges to come off the top of their DOE weatherization contract.

- **LIABILITY INSURANCE** – Local agencies can allocate some of their funding under Other Program Operations for General Liability Insurance and Pollution Occurrence Insurance (POI). These costs should not be included as part of their Average Cost per Unit total.
- **QUALITY WORK PLAN** – In 2013 DOE Weatherization Assistance Program instituted a Quality Work Plan (QWP) to establish benchmarks for energy efficiency retrofits in the Program. The QWP defines specification for work quality, workforce training, and the qualifications required for individuals performing inspections of weatherization work.

Requirement 1

Specifications and Field Guides:

All measures and incidental repairs performed on client homes must meet the specifications, objectives, and desired outcomes outlined in the Standard Work Specifications (SWS) for Home Energy Upgrades.

Met requirement by:

A comprehensive single-family field guide outlining Washington State Weatherization Program's expectations of work scope and quality is provided annually to all weatherization grantees prior to the beginning of new DOE Weatherization contracts. A training on how to use the field guide was developed and provided by the Building Performance Center (BPC) before implementation.

Requirement 2

Inspections:

Every DOE funded weatherized home must receive a final inspection ensuring that all work meets the minimum specifications outlined in the SWS.

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

Met requirement by:

As of July 1, 2015 Local Agencies are required to ensure all homes receive an independent final inspection by a certified QCI. In FY17, recognizing independent inspections was creating a burden for some agencies, Commerce instituted a waiver process. If approved, Local Agencies who cannot have separation between the weatherization Auditor and the QCI, are monitored at the higher rate of 10% of their production rather than the standard 5% as required by DOE. A person performing weatherization work is prohibited from inspecting that same work.

Inspectors must be certified as a Home Energy Professional Quality Control Inspector (QCI). To perform multifamily building final inspections, in addition to the QCI certification, multifamily inspectors must also receive the supplemental multifamily training and pass the test.

II. Annual File

A. Grant Application – Standard Form 424

OMB Number: 4040-004
Expiration Date: 10/31/2019

APPLICATION FOR FEDERAL ASSISTANCE SF-424	Version 02
9. Type of Applicant: A State Government	
10. Name of Federal Agency: U. S. Department of Energy	
11. Catalog of Federal Domestic Assistance Number: 81.042 CFDA Title: Weatherization Assistance Program	
12. Funding Opportunity Number: DE-WAP-0002021 Title: 2021 Weatherization Assistance Program	
13. Competition Identification Number: Title:	
14. Areas Affected by Project (Cities, Counties, States, etc.): All Washington cities and counties.	
15. Descriptive Title of Applicant's Project: 2021 Weatherization Assistance Program for Low-Income Persons	

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APPLICATION FOR FEDERAL ASSISTANCE SF-424		Version 02
16. Congressional District Of:		
a. Applicant: Washington Congressional District 10	b. Program/Project: WA-Statewide	
Attach an additional list of Program/Project Congressional Districts if needed:		
17. Proposed Project:		
a. Start Date: 07/01/2021	b. End Date: 06/30/2022	
18. Estimated Funding (\$):		
a. Federal	5,648,547.00	
b. Applicant	0.00	
c. State	0.00	
d. Local	0.00	
e. Other	0.00	
f. Program Income	0.00	
g. TOTAL	5,648,547.00	
19. Is Application subject to Review By State Under Executive Order 12372 Process?:		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372		
20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)		
No		
21. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to		
<input checked="" type="checkbox"/> I AGREE		
<small>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency</small>		
Authorized Representative:		
Prefix:	First Name:	Seth
Middle Name:		
Last Name:	Kolodziejski	
Suffix:		
Title:	Policy and Contracts Supervisor	
Telephone Number:	3606888189	Fax Number:
Email:	seth.kolo@commerce.wa.gov	
Signature of Authorized Representative: Signed Electronically		Date Signed:
<small>Authorized for Local Reproduction</small>		<small>Standard Form 424 (Revised 10/2005) Prescribed by OMB Circular A-102</small>

B. Program Budget

	Grantee Administration	Sub -grantee Administration	Grantee T & TA	Sub-grantee T & TA	Program Operations	Leveraging	Health and Safety	Total
Personal	\$ 137,331		\$ 307,655					\$ 444,986
Fringe Benefits	\$ 50,813		\$ 113,832					\$ 164,645
Travel	\$ 4,800		\$ 19,125					\$ 23,925
Equipment								
Supplies	\$ 4,163		\$ 12,350					\$ 16,513
Contract		\$ 547,325	\$ 193,211	\$ 150,000	\$ 3,234,035	\$ 94,273	\$ 506,835	\$ 4,725,679
Construction								
Other Direct Costs	\$ 21,351		\$ 44,173					\$ 65,524
Total Direct Costs	\$ 218,458	\$ 547,325	\$ 690,346	\$ 150,000	\$ 3,234,035	\$ 94,273	\$ 506,835	\$ 5,441,272
Indirect Costs	\$ 63,969		\$ 143,306					\$ 207,275
Object Class Total	\$ 282,427	\$ 547,325	\$ 833,652	\$ 150,000	\$ 3,234,035	\$ 94,273	\$ 506,835	\$ 5,648,547

C. Subgrantees

1. Weatherization Providers, Service Area and Congressional Districts

401 Benton Franklin Community Action Council 720 West Court Street Pasco, Washington 99301-4178 509/545-4042 ext 215 - Fax 509/545-1449 (Benton & Franklin Counties) CD 4	409 Community Action Center 350 SE Fairmont Road Pullman, Washington 99163-5500 509/338-4242 - Fax 509/334-9105 (Whitman County) CD 5	419 Rural Resources Community Action 956 South Main, Suite A Colville, Washington 99114 509/684-8421 ext 6055 - Fax 509/685-0108 (Ferry, Lincoln, Pend Oreille, & Stevens Co.s) CD 5
402 Blue Mountain Action Council 1520 Kelly Place #140 Walla Walla, Washington 99362 509/529-4980 ext 110 - Fax 509/529-4985 (Columbia, Garfield, & Walla Walla Counties) CD 5	410 Community Action Council of Lewis, Mason, and Thurston Counties 3020 Willamette Dr. NE Lacey, Washington 98512 360/438-1100 ext 1120 - Fax 360/491-7729 (Lewis, Mason, Thurston, Klickitat, Skamania Counties) CD 3, 6, 9, 10	420 Okanogan County Community Action Council PO Box 1067 Okanogan, Washington 98840-1067 509/422-4041 - Fax 509/826-7339 (Okanogan County) CD 4
403 Chelan-Douglas Community Action Council 620 Lewis Street Wenatchee, Washington 98801-3435 509/662-6156 ext 247 - Fax 509/662-1737 (Chelan & Douglas Counties) CD 4, 8	412 Housing Authority of Skagit County 1650 Port Drive Burlington, Washington 98233 360/757-6509 - Fax 360/757-7913 (Skagit County) CD 1, 2	421 Pierce County Community Connections 3602 Pacific Avenue, Suite 200 Tacoma, Washington 98418-7920 253/798-3835 - Fax 253/798-3999 (All Pierce Co. except City of Tacoma) CD 6, 8, 9
404 City of Seattle Office of Housing – HomeWise Program PO Box 94725 Seattle, Washington 98124-4725 206/684-0354 - Fax 206/233-7117 (City of Seattle only) CD 1, 7	413 King County Housing Authority 700 Andover Park West Tukwila, Washington 98188-2534 206/214-1240 - Fax 206/357-2446 (All King County except City of Seattle) CD 1, 7, 8, 9	422 Snohomish County Human Services Dept 3000 Rockefeller Avenue – MS 305 Everett, Washington 98201-3511 425/388-7202 – Fax 425/388-7311 (Snohomish County) CD 1, 2
405 Olympic Community Action Programs 228 West First Street, Suite J Port Angeles, Washington 98362 360/452-4726 ext 6253 - Fax 360/457-4331 (Clallam & Jefferson Counties) CD 6	414 Kitsap Community Resources 1201 Park Avenue Bremerton, Washington 98337-1760 360/473-2150- Fax 360/792-8708 (Kitsap County) CD 6	423 Spokane Neighborhood Action Partners 3102 W. Whistalks Way Spokane, Washington 99224 509/456-7627 ext 208 - Fax 509/744-3374 (Spokane County) CD 5
406 Clark County Community Development PO Box 9810 Vancouver, Washington 98666-9810 360/397-2375 ext 4540 - Fax 360/397-2011 (Clark County) CD 3 1300 Franklin, Vancouver WA 98661	415 HopeSource 700 East Mountain View Ave., Suite 501 Ellensburg, Washington 98926 509/925-1448 ext 240 - Fax 509/925-1204 (Kittitas County) CD 8	424 Opportunity Council 1111 Cornwall Ave. Bellingham, Washington 98225 360/734-5121 ext 103 - Fax 360/671-2753 (Island, San Juan, & Whatcom Counties) CD 1, 2
407 Coastal Community Action Program 117 East Third Aberdeen, Washington 98520-0304 360/533-5100 ext 112 - Fax 360/532-4623 (Grays Harbor & Pacific Counties) CD 3,6	417 Lower Columbia Community Action Council 1526 Commerce Avenue Longview, Washington 98632-0173 360/425-3430 ext 226 - Fax 360/425-6657 (Cowlitz and Wahkiakum Counties) CD 3	425 Yakima Valley Farm Workers Clinic (Northwest Community Action Center) Post Office Box 831 Toppenish, Washington 98948-0831 509/865-7630 ext 2743 - Fax 509/865-5116 (Yakima County South of Union Gap) CD 4
408 Community Action Partnership 124 New 6th Street Lewiston, Idaho 83501 208/746-3551 - Fax 208/798-4218 (Asotin County) CD 5	418 Metropolitan Development Council 721 Fawcett Avenue South, Suite # 201 Tacoma, Washington 98402-5503 253/284-7809 - Fax 253/597-6700 (City of Tacoma only) CD 6	426 Opportunities Industrialization Center of Washington 815 Fruitvale Boulevard Yakima, Washington 98902-1467 509/853-2275 ext 208 - Fax 509/452-2826 (Adams, Grant, Yakima County N.Union Gap) CD 4
Tribes and Tribal Organizations		
Yakama Nation Housing Authority PO Box 156 611 S Camas Ave Wapato, WA 98951 509/877-6171	South Puget Intertribal Planning Agency 3104 SE Old Olympia Hwy Shelton, WA 98584 360/426.3990	Spokane Indian Housing Authority PO Box 100 6403 Sherwood Addition Wellpinit, WA 99040 509/877-6171 ext 1101

2. Allocation and Production Schedule*

Agency	Estimated Units	Budget
401 - Benton-Franklin Community Action Committee	16	\$161,033
402 - Blue Mountain Action Council	6	\$62,346
403 - Chelan-Douglas Community Action Council	7	\$71,986
404 - City of Seattle Office of Housing-HomeWise	50	\$451,904
405 - Olympic Community Action Programs	8	\$78,049
406 - Clark County Dept. of Community Services	23	\$218,563
407 - Coastal Community Action Program	8	\$80,983
408 - Community Action Partnership - Idaho	2	\$17,754
409 - Community Action Center of Whitman County	8	\$73,075
410 - Community Action Council of Lewis, Mason & Thurston Co's.	26	\$252,387
412 - Housing Authority of Skagit County	8	\$77,824
413 - King County Housing Authority	65	\$585,775
414 - Kitsap Community Resources	14	\$130,762
415 - HopeSource	5	\$55,665
416- CACLMT (formerly WAGAP	3	\$28,681
417 - Lower Columbia Community Action Council	9	\$91,221
418 - Metropolitan Development Council	17	\$164,386
419 - Rural Resources Community Action	7	\$75,126
420 - Okanogan County Community Action Council	5	\$49,052
421 - Pierce County Community Action Programs	31	\$291,114
422 - Snohomish County Human Services Department	33	\$311,430
423 – Spokane Neighborhood Action Partners - SNAP	43	\$401,218
424 - Opportunity Council	23	\$219,222
425 - Yakima Valley Farm Workers Clinic – NCCAC	11	\$110,774
426 - OIC of Washington	21	\$202,567
TRIBAL WEATHERIZATION ALLOCATION	20	\$175,299
TOTALS	469	\$4,438,194

D. Energy Savings – 2019

DOE Program	Amount	Line
Total DOE State Weatherization Allocation	\$5,648,547	(a)
Total Cost associated with Administration, T&TA, Financial and Energy Audits or 15% of allocation: Commerce Admin, Agency Admin, Leveraging, DOE determined T&TA, and Health and Safety	\$2,200,690	(b)
Subtract the amount entered in line (b) from line (a), for a total Federal (DOE) funds available to weatherize homes	\$3,447,857	(c)
State Average Cost per Home or National WAP Program Year Average Cost per Home (i.e. PY2020 \$7,669)	\$7,669	(d)
Divide the amount entered on line (c) by the amount entered on line (d), for Total Estimated Homes to be Weatherized Note - Rounded for consistency and accuracy with state application numbers	469	(e)
Multiply (e) by 29.3 MBTU* for Total Annual Estimated Energy Savings resulting from DOE appropriated funds	13,741	(f)

All Funding Sources		
Total funds (e.g., DOE WAP, State, Leveraged, LIHEAP, and other non-Federal sources of funds) used by the State to weatherize homes	\$30,419,696	(g)
Total cost associated with the administration of Weatherization funds or 15% of total funds available to weatherize homes	\$4,562,954	(h)
Subtract the amount entered in line (h) from line (g), for total funds available to weatherize homes	\$25,856,742	(i)
State Average Cost per Home or National WAP Program Year Average Cost per Home (i.e., PY2015 \$7,105)	\$7,669	(j)
Divide the amount entered on line (i) by the amount entered on line (j), for Total Estimated Homes to be Weatherized	3,371	(k)
Multiply (k) by 29.3 MBTU* for Total Annual Estimated Energy Savings resulting from all funding sources	98,788	(j)

III. Master File

A. Technical Assistance and Training

1. Allocation of Funding

The total 2021 T&TA budget (\$983,652) will be allocated as follows:

- \$833,652 will be retained by Commerce to support:
 - Commerce for compliance monitoring and technical assistance to local agencies.
 - The Building Performance Center for training and technical assistance to the weatherization network.
 - Washington State University Energy Extension Office for program evaluation assistance.
- \$150,000 will be allocated to local agencies. Of that amount \$30,000 will be provided to each agency as a base amount of \$1,200. The remaining \$120,000 will be allocated to agencies based on the number of weatherization FTEs reported in the most recent General Weatherization Workplan.

2. Overview of Activities

Washington State's weatherization training and technical assistance program incorporates:

- Energy and resource conservation
- Energy efficiency improvements
- Weatherization-related repairs
- Indoor air quality improvements
- Health and safety improvements
- Weatherization program management
- Consumer conservation education

All training and technical assistance supports the goal of sound fiscal and program management, efficient, cost-effective services with emphasis on quality. We continue targeting training and technical assistance to improve the quality of work performed by crews and contractors in the field. Training and technical assistance promotes energy efficiency, housing safety, building durability and maximum production of weatherized units within the federal guidelines.

3. Description of Activities

a) Training and Technical Assistance (T& TA) Needs Assessment

Commerce staff assesses and identifies training needs in the following ways:

- The Weatherization Advisory Committee (WxAC), composed of local agency and Commerce representatives, is the principal weatherization program planning body. The WxAC provides input to Commerce on policies and procedures as well as arranging for local agency representation on Disappearing Task Forces for specific weatherization program issues.

- The seven-member Technical Development Committee (TDC) includes selected weatherization technical experts from local agencies and Commerce, and meets three times a year. One regular agenda item for this committee is assess the network's training needs.
- The Building Performance Center (BPC) conducts a survey of local agencies every year, and solicits further input on training needs at the at the mandatory weatherization managers and inspectors workshop to help prioritize and determine training needs. BPC then produces an annual training schedule. The BPC and Commerce work together to incorporate new DOE requirements each year.
- The General Weatherization Work Plan, completed by each agency annually, includes a section titled Weatherization Staff Training Needs Assessment and Planning where local agencies describe classes, conferences, or other trainings planned for staff assigned to the Weatherization Programs.
- The monitoring visits to local agencies include a follow up of the agency assessment and additional training recommendations.
- Survey Quality Control Inspectors to develop better understanding of areas of improvement and most common areas of deficiency during inspections.

b) Planned Delivery of Weatherization Training and Technical Assistance-The Building Performance Center

The primary training provider for the state of Washington's weatherization network is the BPC, an IREC accredited training organization. In addition to their staff trainers, the BPC subcontracts with the Snell Group for Infrared Thermography for Weatherization and Energy Audits, and with IREC certified training providers for Tier 1 training for Multi-Family Quality Control Inspector.

Following Washington state procurement procedures, the BPC has been providing weatherization training to Washington's weatherization network since 1999. The BPC website is <http://www.buildingperformancecenter.org> and provides course descriptions, on-line training registration, and a schedule of planned trainings.

Building Performance Institute (BPI) and the National Renewable Energy Lab have developed certification schemes for each of the four Home Energy Professional job classifications. The BPC is an approved BPI test center and is approved to proctor BPI Energy Auditor and HEP Quality Control certification exams.. Currently the Building Analyst certification is required of all local agencies' auditors and Quality Control Inspection certification is required for all inspectors. Washington State has implemented mandatory QCI inspections on all weatherized homes and requires complete auditor/inspector separation. Local Agencies that are unable to meet this requirement for any reason including, but not limited to, staff losses or changes, must contact Commerce within 10 business days. Local Agencies may apply for a waiver from the Auditor/Inspector separation requirement. This waiver requires prior written Commerce approval. (See Weatherization Manual Policy 7.1 Local Agency Inspection of Weatherization Work)

In 2020 the cost of a training day ranged from \$1000-\$3000/day depending on the number of trainers required, travel, and materials necessary to deliver the training. Training costs will be in the same range for PY2021. The BPC is planning to deliver approximately 100 training days in PY2021 covering both Tier 1 and Tier 2 categories.

- i) Training and technical assistance funds may be used to train contractors participating in the low-income weatherization program at the local agency level. For contractors under contract to Local

Agencies, training fees, contractor's time during training, travel, and per diem expenses are allowable expenses, if investment in the contractor is a benefit for the Wx Program. Commerce and weatherization agency staff may attend most BPC trainings at no cost.

Local agencies are advised to secure a retention agreement in exchange for the training that would stipulate that contractors will work in the Program, at a minimum, for a specific amount of time and should be in correlation to the cost of the training provided.

(1) Tier 1 Weatherization Assistance Program Training

Tier 1 training as defined in WPN15-4 as comprehensive, occupation specific training which follows a curriculum aligned with the Job, Task Analysis (JTA) for that occupation and delivered by an Interstate Renewable Energy Council (IREC) accredited provider.

In December of 2013 the BPC initially achieved IREC accreditation as a weatherization training provider. BPC now provides Tier 1 training in support of the QCI and Energy Auditor job designations and credentials. BPC is actively pursuing HEP CREW LEAD and Retrofit Installer accreditations through IREC, and will be offering a HEP Crew Lead pilot in Spring of 2021.

(a) Tier 1 Quality Control Inspector (QCI) Training

In January of 2014, the BPC began offering training in support of the QCI credential. Currently, the Building Performance Institute (BPI) website lists over 50 individuals in Washington that have successfully achieved the Home Energy Professional QCI credential. Due to this accomplishment it is anticipated there will be less need for QCI training and certification in PY2021. However, with normal attrition related to retirement or job change the QCI training will continue to be offered on an as-needed basis.

(b) Tier 1 Crew Lead Training and Technician Training

In PY2020 the BPC discontinued offering IREC accredited Crew Lead training to local agencies and contractors. There has been very little uptake for this training in the five years BPC has held this IREC accreditation. In 2021, under the direction from the Department of Commerce, the BPC is in the process of re-attaining these IREC accreditations for CL and RIT designations.

(c) Tier 1 Auditor Training

In 2019 the BPC was awarded IREC accreditation for Energy Auditor training, and will be offering this training in PY2021. We anticipate this training curriculum will be covered in 80 hours. Pre-requisites for this course include one year of experience in weatherization and BPI Building Analyst certification. BPC also offers Energy Auditor skills review training the breaks out aspects of the comprehensive 80 hour curriculum.

(2) Tier 2 Weatherization Assistance Program Training

Tier 2 training is defined by DOE as single issue, short-term training to address acute deficiencies in the field. BPC Tier 2 trainings include:

- Blower Door/Pressure Diagnostics/House as a System

- Shell Measures/Air Sealing/Dense Pack/Insulation
- Combustion Safety Testing
- Combustion Safety Daily Test Out
- Indoor Air Quality/Ventilation
- Auditor Training/BPI Certification Preparation
- Single Family TREAT Computerized Audit
- Multifamily TREAT Computerized Audit
- Heating Systems
- Mobile Home Weatherization Techniques and Best Practices
- ASHRAE 62.2 2013
- RRP Lead Safe Work Practices/Lead Safe Weatherization
- IR Thermography and Weatherization
- Consumer Education
- Multifamily Auditor/Quality Control Inspector
- Healthy Home Evaluator/Weatherization Plus Health
- Heating System Sizing/Manual J
- OSHA Confined Space

(3) Additional Weatherization Training for PY2021

Continued education and awareness of OSHA's requirements for confined space entry including attics and crawl spaces will be provided in PY2021. This training will be included as an online training offering.

The Department of Commerce in coordination with the Building Performance Center (BPC) hold a three-day Auditor Inspector Workshop every two years. The purpose of the workshop is to improve work quality and monitoring consistency throughout the network.

Commerce program management and compliance staff works closely with the BPC to develop the agenda. Topics include policy updates, technical demonstrations, and work specification interpretation and clarification. We choose technical topics based on monitoring trends and input from the contractors and crews.

The workshop emphasizes communication. We promote a clear understanding of weatherization program guidance, specifications and policy requirements needed to assure quality and program compliance. The Auditor Inspector Workshop is an invaluable opportunity to learn from peers and share best practices.

In 2012, Commerce and the BPC worked with local agencies to develop a two-day Weatherization Managers Training for both new and existing program managers. This training will be offered again in PY2021. This training is ideal for program management staff or someone who wants to learn more about the weatherization program and the challenges facing program managers. The training covers:

- OSHA Confined Space
- History of the weatherization program
- Overview of Policy and Procedure
- Determining priority of measures
- Managing client expectation

- Determining staffing levels
- Time allocation for field staff
- Budgeting
- Spending plans
- Direct cost allocation
- Managing subcontractors
- Quality assurance
- Audit/diagnostic testing requirements
- Lead/mold requirements

Additional training and training work includes the following:

- Weatherization Plus Health is a state and national initiative designed to improve the indoor environment of houses receiving weatherization services. The BPC, in partnership with the National Center for Healthy Homes, has developed training in support of this initiative. The training is available for intake and referral staff, in-home conservation education providers, program managers, auditors, and inspectors.
- The BPC provides an online 'Mold and Moisture' Train-the-Trainer training developed using the Montana State University Protocols. This training which is mandatory for all agencies in our network so that local agencies have the capacity to train their new staff on mold and moisture issues. Mold training is required for new staff within nine months from the date of hire. The BPC will also offer the Mold and Moisture Training regularly for new hires and as a refresher course. Compliance with this requirement is monitored by Commerce.
- The BPC offers a one-day training in support of a state form known as "Combustion Safety Daily Test Out". This form is required to be completed at the end of each work day on projects where a combustion appliance is present and the building envelope or systems have been altered. The crew or contractor lead completing this form is required to meet one of three criteria:
 - (i) Possess BPI certification (i.e. Building Analyst that requires competency in combustion safety).
 - (ii) Have proof of attending a BPC two-day combustion safety training in the past.
 - (iii) Satisfactorily complete the one-day training on the "Combustion Safety Daily Test Out" form and procedure.

(4) The Peer Circuit Rider (PCR) Program

The Peer Circuit Rider (PCR) Program administered by the BPC is an effective and proactive resource geared to meet the specific training needs of local agencies as identified by the local agencies or by Commerce. The BPC draws from the expertise throughout the field by subcontracting with weatherization providers specializing in the training topic requested. To most effectively demonstrate training principles and work within limited budgets of smaller agencies, the training is conducted at or near the location of the agency receiving the training. This ensures the broadest level of accessibility to necessitate trainings the BPC also organizes

statewide training, particularly the core and advanced courses required for a skilled weatherization workforce.

(5) Quality Control Inspector (QCI) Credentialing WPN 15-4 Section 3

Quality Control Inspectors (QCI) working for/or contracted by a local agency must possess the knowledge, skills and abilities identified by the National Renewable Energy Laboratory (NREL) Job Task Analysis for Quality Control Inspectors. Competency is demonstrated by certification as a Home Energy Professional Quality Control Inspector through the BPI. As the approved test center in Washington, the BPC will offer QCI credential exam dates on an as-needed basis.

B. Monitoring Activities

The overall goals of Weatherization monitoring are to verify that local agencies deliver high quality weatherization services, comply with applicable policies and regulations, and promote efficiency and effectiveness in program delivery. Monitoring is a continual, constructive process conducted in a professional manner comprised of desk monitoring, site inspections, and local agency visits. Commerce monitors provide technical assistance during all visits in addition to formal recommendations, training, and best practice discussions.

Commerce divides monitoring into three areas: program, fiscal, and technical. We schedule a minimum of two local agency visits each year. Monitors conduct one visit focused on technical inspections and performance and the other visit focused on programmatic and fiscal review.

Commerce inspects at least 5 percent and commonly 10 percent of each agency's production. Monitors adjust the number of monitoring visits, up or down, based on agency risk and performance. Commerce uses video conferencing with local agencies to conduct some or all of the programmatic monitoring. This reduced travel costs and increased efficiency for both the local agency and the monitoring staff.

1. Monitoring Scheduling, Visits, and Reporting

Planning for monitoring visits and local agency communication processes are two major elements for Commerce monitoring staff. Commerce schedules inspections and monitoring visits up to 6 months in advance. We schedule in collaboration with the local agencies and allow agencies time to prepare for each visit and enable all pertinent staff to be present for the annual monitoring, site visits, or both.

Prior to monitoring, local agencies are required to submit a weatherization work plan. Program Coordinators and Monitors review this plan and address any areas of concern with the local agency. Commerce uses the work plan to inform a level of risk and to develop the monitoring plan.

Commerce's post-visit reporting process is an important aspect of the monitoring protocol. Commerce is committed to getting all inspection reports out to local agencies within 10 days, and monitoring reports out in 30 days or less. Local agency response, if required, is due within 30 days. Monitors review and track local agency responses to verify completion of all action items. Local agencies are required to submit a report detailing the corrections made and include photographic documentation if applicable. At the next monitoring visit, Commerce staff may choose to perform an onsite inspection of corrective work to verify compliance with Commerce weatherization specifications.

2. Multifamily Monitoring

A multifamily disappearing task force is working on defining multifamily specific requirements. The 2017 Weatherization Manual includes revised multifamily auditing procedures and blower door testing. In 2017, we submitted revised multifamily audit procedures. DOE approved these procedures. Commerce will incorporate the Standard Work Specification for Multifamily weatherization into the program according to DOE timelines.

3. Weatherization Monitoring Manual

In continuing to improve consistency and comprehensive weatherization monitoring, Commerce developed the Weatherization Monitoring Guide. We also revised our weatherization monitoring and inspection protocols and put them into the Peabody style of systematic procedures.

The weatherization Monitors and Program Coordinators meet regularly to increase the effectiveness of desk monitoring, coordinate processes for comprehensive program review, and promote consistent follow-up of issues or concerns.

4. Fiscal Monitoring

Fiscal monitoring is part of every programmatic and administrative monitoring visit. Up until September of 2017, the Department of Commerce had a financial monitor position that served the entire agency. He provided support and assistance to the weatherization monitoring team part time. The weatherization lead monitors are currently responsible to conduct monitoring in fiscal areas including procurement, billing, and invoices. The monitors use Program Coordinators to assist. In 2019, the Housing Improvements and Preservation unit hired an additional staff person who is assisting in administrative and desk monitoring. Field monitors will provide assistance to local agencies and follow up on issues while onsite conducting programmatic monitoring.

5. Performance and Risk Assessment

Commerce developed a risk assessment instrument that assesses local agency's risk. Based on risk, Commerce adjusts the frequency of monitoring and inspection visits and the number of units inspected for each agency. In addition, Commerce conducts quarterly check-in calls with all agencies assessing spending and productions issues while addressing any concerns or challenges local agencies are experiencing.

6. Washington State's Weatherization Information Data System

Commerce implemented the Weatherization Information Data System (WIDS) in February 2011. This online database captures significant details on each home weatherized by a local agency. WIDS enables agencies to track the progress of all weatherization project progress, simultaneously keeping Commerce informed in real time. Alternatively, high volume agencies upload large quantities of data throughout the program year. WIDS also tracks inspection visits and corrections for each project monitored. This allows Commerce to identify trends through the reports generated from the database. We use this information to target training, identify potential issues, and conduct status checks.

Commerce utilizes WIDS for reporting, monitoring, and as a part of a larger performance evaluation tool. In PY 2021, working with local weatherization agencies and with the approval of DOE, Commerce intends to transition from WIDS to a new data system which will also function as our energy auditing tool.

C. DOE Funded Leveraging Activities

Commerce will apply \$94,273 of DOE Weatherization Assistance Program funds to co-sponsor The Energy Project.

The Energy Project serves the entire Washington weatherization network and has served as a model leveraging project for other states. The Opportunity Council in Bellingham serves as the administrative agent under an agreement with the Washington State Community Action Partnership (WSCAP). The Energy Project's activities have resulted in approximately 8 million of additional low-income weatherization funding for low-income households during the most recent 12-month reporting period.

The Energy Project will continue to work with current and potential allies to advocate for energy program funding and program designs that help low-income households afford their home energy services. This will include providing technical assistance to local agencies, negotiating programs with local utilities in coordination with the pertinent agencies, educating decision makers, evaluating and reporting progress, researching new approaches and best practices for providing service, consulting with national experts, and managing project resources in an effort to expand the resources available to and the effectiveness of program designs to improve the energy efficiency of low-income homes. The Energy Project director will maintain working relationships with key people in other states throughout the DOE network.

Technical assistance will be provided to all agencies regarding developments that will affect them universally. In addition, those agencies directly involved in a utility strategy will be consulted and kept informed regarding developments with the utilities in whose service territory they operate. These include all three electric Investor Owned Utilities (Avista – six agencies; PacifiCorp – three agencies; Puget Sound Energy - ten agencies), Cascade Natural Gas (eight agencies, though some have very little gas activity), Northwest Natural [Gas] (primarily one agency), and BPA (twenty-four agencies). In addition to our efforts at the Utilities and Transportation Commission and the Bonneville Power Administration, the Energy Project will work with interested local agencies to create a funding relationship with their smaller consumer-owned utilities.

In addition to protecting existing leveraged funds for energy efficiency work and expanding that funding, Energy Project staff will continue to seek companion funding to support the repair and/or health and safety work that is critical to installing energy measures in low-income homes. It will also continue its broad public educational efforts and direct technical assistance to local agency personnel. Particular areas of attention will be:

- The evaluation, measurement and verification of low-income and other utility-funded energy efficiency programs.
- The application of cost tests to low-income energy efficiency programs;
- Implementing innovations such as decoupling or smart grid such that low-income households benefit, or at least are not harmed.
- Monitoring utility performance in response to the Washington' renewable energy and energy efficiency portfolio standards.
- Monitoring and participating in energy conservation program tariff filings.
- Working to establish stable, multi-year utility funding arrangements.
- Effective intervention in any utility rate cases filed with the Washington Utilities and Transportation Commission.

- Increasing the support of low-income energy efficiency by consumer-owned utility customers of the Bonneville Power Administration.

D. Policy Advisory Council

Organization	Representative
AVISTA	Renee Coelho
Cascade Natural Gas	Alyn Spector
Department of Commerce, Energy Office	Luke Howard
Community Action Council of Lewis, Mason, and Thurston Counties	Brian Sanda
City of Seattle, Office of Housing, Local Gov't. Rep.	Bobby Lindsay
Northwest Justice Project	Meredith Brunch
HopeSource	Andrew Lyons
PacifiCorp	Charity Spires
Puget Sound Energy	Sandra Sieg
The Building Performance Center	Ross Quigley
Spokane Indian Housing Authority	Stephen Tsoodle
The Energy Project	Shawn Collins
NorthWest Energy Coalition	Amy Wheelless
Washington State Independent Living Council	Kimberly Conner
Washington State Department of Commerce	Amanda Rains

E. Hearings and Transcripts

One public hearing will be held for the 2021 program year. The public hearing will be held regarding the 2021 US DOE Washington State Low-Income Weatherization Assistance Plan on Monday, April 5th, 2021. The Notice of Public Hearing will be published in the Legal Notices Section of the Seattle Times, Spokesman Review, and Yakima Herald, three major newspapers covering the state of Washington.

The Notice of Public Hearing will also be posted on the Department of Commerce website.

WASHINGTON STATE DEPARTMENT OF COMMERCE NOTICE OF PUBLIC HEARING

The Washington State Department of Commerce (Commerce) will conduct a virtual public hearing to receive comments on the Draft 2021 United States Department of Energy/Washington State Low-Income Weatherization Assistance Plan. All are welcome and encouraged to attend. The hearing will be held Monday, April 5th, 2021, 1:00 - 2:00pm Pacific Standard Time (PST). If you wish to attend or would like a copy of the Draft you can find it on our website at, <https://www.commerce.wa.gov/growing-the-economy/energy/weatherization-and-energy-efficiency/>

Commerce requests that persons presenting oral testimony provide a hard copy of their comments at the conclusion of their testimony. Additional comments can be emailed to Seth Kolodziejski at seth.kolo@commerce.wa.gov. Comments must be received no later than 5:00pm PST on April 5th, 2021.

Contact Information

- Phone: (360) 688-8189
- Email: seth.kolo@commerce.wa.gov

F. Adjustments to On-File Information

Commerce Weatherization Program staff has reviewed the 2021 DOE Weatherization Program Guidance and will incorporate required changes in the July 2021 revision of Washington's Weatherization Manual for Managing the Low-Income Weatherization Program. Commerce will include these changes into the on-file information after the changes are reviewed and approved by the Washington's Weatherization Network.

G. Miscellaneous

1. Weatherization Advisory Committee

The Weatherization Advisory Committee (WxAC) serves as the principal steering committee to the Department of Commerce in partnership with the Washington State Community Action Partnership, (WSCAP). The WxAC advises and participates in strategic planning, policy development, and best practice adoption and implementation for weatherization and housing improvement programs. The WxAC collaborates with Commerce to set priorities, build agendas, facilitates research and establishes temporary

work groups to resolve issues and develop recommendations to Commerce. Membership is comprised of the WSCAP Executive Director, a local weatherization agency fiscal director, an executive director, a Commerce representative, a local government weatherization program manager, and a rural weatherization program manager.

2. Service to Native Americans and Tribal Weatherization Project

Through the Tribal Liaison position, Commerce is committed to improving outreach and services to low-income Native Americans in Washington State. This position also seeks to motivate local agencies to increase the number of low-income Native American Homes weatherized, and encouraging local agencies to more accurately identify and report all Native American weatherization projects.

The goal is to increase the communication and interaction between the local agencies, tribes, and other service providers. The Tribal Liaison is responsible for developing state-to-tribal relationships, facilitating dialogue and projects between tribes and local weatherization agencies, and managing special project contracts with tribal nations or other entities.

According to the 2018 Census, the proportion of Native Americans in Washington statewide low-income population is 4%. Expectations are that local agencies will provide weatherization services to homes of eligible Native Americans in a proportion at least equal to the eligible low-income population in their service area and to submit accurate information on the number of Native American weatherized units in Weatherization Information Data System (WIDS).

Commerce will continue the following three approaches through the Tribal Weatherization Project in the 2021 program year.

a) Tribal Weatherization Set-Aside

In an effort to improve, the delivery of weatherization services to Native American families Commerce will reserve approximately four percent of the DOE budget to be awarded to tribal organizations and other entities that will increase weatherization service to reservation households. Over the past three years, Commerce has identified tribal nations whose nation size, capacity, and geographic location justify direct contracts for weatherization service. In addition, Commerce will consider solicited and non-solicited proposals, subject to available funds, from organizations identifying specific outreach goals and cooperative partnerships with local agencies, local area tribes, and tribal entities to maximize weatherization services to eligible low-income Native American families.

b) Training Opportunities for Tribes and Local Agencies

Tribes – As an incentive to increase technical and program knowledge of weatherization and conservation techniques, tribal housing authority staff or tribal members involved in weatherization activities may attend any BPC trainings at no cost.

Commerce coordinates with BPC to develop a core weatherization training curriculum for tribes. Commerce will work with tribal organizations to let them know about a variety of weatherization training opportunities. Commerce will also consider training scholarships when there is long-term benefit to the program and Native American households.

Local Agencies – To increase awareness of Native American culture, operation, and history as well as the Native American awareness of weatherization and conservation programs available to tribes and

tribal entities, local agencies will be encouraged to attend Government-to-Government training provided by the Washington Governor's Office of Indian Affairs. Training and technical assistance funding will be available to local agencies participating in this training. Other training for local agencies working with tribes will be offered at conferences.

c) Networking, Outreach and Coordination

Commerce will organize and help facilitate local or regional meetings between local agencies and tribal nations to increase the number of low-income Native American families receiving weatherization services through the weatherization programs available and to increase the weatherization technical and program capacity for tribes.

Commerce will continue to participate in groups such as Northwest Indian Housing Association (NWIHA), Tribal Housing Assistance Team (THAT) and other collaborations to provide information about the weatherization program, and to develop partnerships for collaborative outreach efforts to tribes. Commerce will support appropriate state and regional tribal meetings and conferences dealing with energy conservation, weatherization, and associated training.

Tribal grantees will also be encouraged to participate in the Weatherization and Health Enhanced Program, as funding becomes available. The Weatherization plus Health Enhanced Program is a pilot that is made available to eligible clients with chronic respiratory issues. One local tribal grantee submitted an application and received Washington State Capital MatchMaker funding to enact Weatherization Plus Health Enhanced and found success by serving families with a combination of standard weatherization measures and additional measures to ensure that the indoor air quality was greatly improved. It is hoped that this program will be able to expand to all grantees in the future.

Commerce welcomes tribal weatherization sub-grantees to take part in the regularly scheduled Network Meetings and the Technical Development Committee meetings to take part in the discussions and share the unique challenges that come with serving Native Americans on the reservations.

Commerce will also work to ensure coordination of the DOE Weatherization Assistance Program, the Bonneville Power Administration Weatherization Program, and the LIHEAP Weatherization Programs regarding tribal weatherization projects and activities.

Commerce requires that all sub-grantees create a tribal outreach plan to outline their individual efforts to reach the Native Americans in their service area. These plans are reviewed and approved. The plans are discussed during the annual monitoring and verified in the State's Weatherization Information Database System (WIDS).

3. Weatherization Plus Health (Wx+H)

In 2015, the Washington State Legislature expanded the weatherization statute to include healthy home activities and charged the Washington State Department of Commerce with overseeing these activities. The Housing Improvement and Preservation (HIP) Unit within Commerce administers the Weatherization Program and developed a Wx+H pilot program for the 2015 -2017 Washington State Biennium. This pilot was designed to provide additional measures in weatherized homes for households with members experiencing asthma or other respiratory issues.

In April of 2019, the legislature approved the Washington State Capital budget for the 2019 – 2020 Biennium. State weatherization funding was approved at \$15 million, up from \$12.5 million, which is a 20%

increase from the 17-19 biennium. Starting July 1, 2020 HIP is updating the Wx+H program to make Wx+H available to all WA weatherizing agencies through their state weatherization allocation. This update incorporates lessons learned from the pilot and weatherizing agency feedback.

Although DOE cannot provide funding for healthy home activities, these new activities can be combined with DOE supported activities to increase the health and safety of Washington's homes.

4. Washington State Disaster Relief Plan

The purpose of the Washington State DOE Weatherization Assistance Program Disaster Relief Plan is to provide emergency services to qualified households affected by a disaster as determined by a Presidential or Gubernatorial order declaring either a Federal or State Emergency. The disaster generally involves three phases: the crisis itself, the cleanup, and the repair or rebuilding of the area. It is not uncommon for weatherization work to be suspended during the crisis and early clean-up period until community services such as electricity, water, and other infrastructure can be returned to normal. The plan may be in effect for a minimum of six months but could be extended depending upon the anticipated recovery period.

Disaster relief services are only available to qualified low-income households directly affected by the declared disaster. Local agencies may re-prioritize service requests from these households so that timely weatherization and reweatherization services can be provided. Dwellings may only be provided repairs or weatherization services that are not paid for by insurance or other forms of compensation. The burden of proof of what is and is not covered by insurance or other forms of compensation is put on the policyholder.

For qualified households, the unit allowance will be increased to the maximum reimbursement for a state of emergency as permitted in the DOE Weatherization Assistance Program contract. The maximum is calculated at approximately 15 percent higher than the most current average per weatherized dwelling unit as established by DOE.

Relief services shall be conducted in accordance with the WA State Weatherization Manual and Weatherization Program Notice (WPN) 12-07. Of interest may be, but are not exhaustive are:

- Debris removal at a dwelling unit so that the unit can be weatherized.
- Paying for hoteling of clients while work is being performed
- Any home damaged by disaster such as flooding can be reweatherized without regard to date of weatherization if insurance or other forms of compensation do not cover the damage to materials.
- Commerce may take funds out of local agency grants to provide leveraging opportunities at the state and local levels. These funds can be used in innovative ways to increase the energy-related assistance that can be made available to people facing repair or rebuilding after a disaster.
- Prior to initiating disaster relief services, local agencies will be required to submit a written plan to Commerce outlining the services to be provided and to report activities, expenditures, and demographics as required by the weatherization program.

5. Assurances and Certifications

The following certifications will be submitted with the final Washington State Low-Income Weatherization Assistance Plan:

- 1) Nondiscrimination in Federally Assisted Programs, DOE F 1600.5 (06-94)
- 2) Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Requirements