

WEATHERIZATION ASSISTANCE

Program Guidelines | April 2017



Table of Contents

Section I	Statement of Purpose	1
Section II	Background	1
Section III	Eligibility for WAP Grant Funds	1
Section IV	Program Services	2
Section V	General Program Requirements	2
A.	Weatherization Measures	2
B.	Income Guidelines & Criteria	2
C.	Household Prioritization	2
D.	Client Complaints & Appeals	2
E.	Procurement, Bidding & Subcontracting Procedures	3
F.	Training & Technical Assistance	3
G.	Allowable Expenditures	3
H.	Reporting Requirements	3
I.	Other Requirements	4
Section VI	Application Process	4
A.	Application Procedures	4
B.	Application Evaluation	4
C.	Procedures for Accessing Funds	5
Section VII	Program Inquiries	5

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Section I – Statement of Purpose

The Weatherization Assistance Program (WAP), authorized by the Energy Conservation in Existing Buildings Act of 1976, Title IV of the Energy Conservation and Production Act, was established to help low-income families reduce energy costs by increasing the energy efficiency of their homes, while ensuring their health and safety. The program is intended to reduce national energy consumption and reduce the impact of higher fuel costs on low-income families.

Section II – Background

The Pennsylvania WAP was initiated in 1977 and is funded by the U.S. Department of Energy (DOE). It is administered through the Pennsylvania Department of Community and Economic Development (DCED), Center for Community Services. Direct weatherization services are provided through a network of public and non-profit agencies operating either single or multi-county areas serving all 67 counties within the commonwealth. Weatherization services primarily involve diagnostic assessment of air leakage, health and safety repairs, electric baseload measures and client energy education.

Additional program funding is received from the U.S. Department of Health and Human Services (HHS) through the PA Department of Human Services (DHS) as part of their Low-Income Home Energy Assistance Program (LIHEAP). These funds support the Crisis Interface Program, which provides emergency services such as the repair or replacement of heating systems or fuel lines, broken window repair or replacement and pipe-thawing.

Since the WAP is funded with federal funds, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule, 2 CFR Chapter I, Chapter II, Part 200, et al., must be adhered to for all program and fiscal related activities.

Section III – Eligibility for WAP Grant Funds

A. Agencies

Non-profit agencies such as Community Action Agencies, local government and redevelopment authorities are eligible. All subgrantees must have experience in dealing with, the identification of, and service to, low-income families in their respective areas of the commonwealth. Subgrantees are selected on the basis of public hearings conducted by DCED. Only agencies that have been approved by DCED and DOE may apply for funding.

B. Individuals

Individuals seeking WAP services must apply through their local weatherization service provider agency. The list of these local agencies can be found online at dced.pa.gov.

Section IV – Program Services

The WAP program offers two programs for weatherizing homes of low income families.

1. The Standard Weatherization Service provides home weatherization to eligible low-income families, as determined by DCED. Services include a site-specific energy audit utilizing state-of-the-art diagnostic equipment to assess such conditions as air leakage and heating system operation and to identify cost-effective energy saving measures for each dwelling.
2. The Low-Income Home Energy Assistance Program (LIHEAP) Crisis Interface provides heating assistance to low-income families that have no heat or who are in imminent danger of not having heat and have been determined to be eligible for LIHEAP services by DHS.

Section V – General Program Requirements

A. Weatherization Measures

Subgrantees' Certified Auditors must conduct a standardized energy audit namely the Hancock Energy Software (HES) "HEAT" tool, to determine the weatherization measures needed for specific dwelling. These energy conservation measures include air-sealing, insulation, heating system modification or replacement, minor repairs and health and safety repairs, electric baseload measures and consumer energy education. All Standard Weatherization work must meet the standard work specifications (SWS) which are nationally approved for use in the home energy professional field. Quality home energy work is further emphasized with a quality control inspection requirement for all completed dwellings. The quality control inspections must be conducted by a certified Quality Control Inspector.

B. Income Guidelines and Criteria

Subgrantees must qualify each dwelling unit in accordance with DCED Directives, DOE Program Guidelines and Regulations and the Federal Poverty Income Guidelines (FPIGs). Subgrantees must maintain records for each client served which may be inspected by DCED and DOE at anytime.

C. Household Prioritization

The WAP prioritizes qualified low-income families using a point and ranking system using multiple factors. Subgrantees will use a pre-determined priority ranking matrix by using the HES system to arrive at a priority ranking of the household considering such factors as household size, ages of occupants and energy use.

D. Client Complaints and Appeals

Subgrantees must provide forms to clients outlining the complaint and appeal processes at the time of application. The forms must capture client information, the nature of the complaint, the subgrantee personnel assigned to resolve the complaint and any resolution steps.

E. Procurement, Bidding and Subcontracting Procedures

All procurement of goods and services with Weatherization Assistance Program (WAP) funds will be made in accordance with Subtitle A, Chapter II, Part 200, 2 CFR Subpart D and as directed by DCED, with the understanding that more stringent local purchasing policies may apply provided they are consistent with DCED Directive Procurement, Bidding and Subcontracting Procedures, applicable federal statutes, regulations, rules and directives. The federal statutes, regulations, rules and directives are available online through the Energy.gov website and WAP Technical Assistance Center at www.waptac.org.

Subgrantees must procure competitive proposals from an adequate number of sources. Requests for proposals must be publicized (exceptions may apply) and include all necessary information for a contractor to adequately analyze and respond with a reasonable offer.

All subgrantees must establish and maintain written procurement procedures that comply with DCED directives and all federal, state and local laws, rules and regulations.

F. Training and Technical Assistance

Pennsylvania requires that all weatherization workers (auditors, crew chiefs and crew members), regardless of whether the individual is an employee of the subgrantee, or a contractor or subcontractor operating on behalf of the subgrantee, obtain the appropriate Pennsylvania weatherization certifications to perform all weatherization work. Additional trainings such as Occupational Safety and Health Administration certification, DOE Lead and Environmental Protection Agency Lead certifications are also required. In addition, per a PA and DOE requirement, Quality Control Inspector certification is required to perform all quality control inspections. To find out more about the weatherization training process, go to www.pct.edu/business/nssc, the website for National Sustainable Structure Center at Pennsylvania College of Technology.

G. Allowable Expenditures

Allowable Costs include (but not limited to):

1. Administrative costs up to 5% of allocation (unless otherwise stated in the application)
2. Financial Audit
3. Direct Services including:
 - a. Program Support
 - b. Direct and Subcontract labor
 - c. Materials
 - d. Purchase of Vehicles and Major Equipment with prior approval by DCED and DOE
 - e. Limited repairs to non-energy conservation measures where the health and/or safety of the occupants is at risk.
4. Liability Insurance
5. Training & Technical Assistance

H. Reporting Requirements

Subgrantees must:

1. Enter production and cost data in the DCED/HES computer tracking and reporting system on a weekly basis
2. Submit monthly Fiscal Status Reports (FSRs)

3. Provide a WAP year end reconciliation report at the end of the spending period
4. Provide interim reports as required by DCED
5. Provide annual property and equipment inventory.

I. Other Requirements

1. Conflict of Interest Provision

An officer, director, member or employee of an applicant who is a party to or has a private interest in a project shall disclose the nature and extent of the interest to the governing body of the applicant, and may not vote on action of the applicant concerning the project, nor participate in the deliberations of the applicant concerning the project. Additionally, the applicant's board members and directors must complete an annual financial disclosure statement.

2. Non-discrimination

No assistance is awarded to an applicant under this program unless the applicant certifies to DCED that they shall not discriminate against any employee or against any person seeking employment by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act, which prohibits discrimination on the basis of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, or in violation of any applicable federal laws. All contracts for work to be paid with program assistance must contain the commonwealth's official nondiscrimination clause.

3. Program Records

The applicant must maintain full and accurate records with respect to the project and must ensure adequate control over related parties in the project. DCED requires access to such records, as well as the ability to inspect all work, invoices, materials, and other relevant records at reasonable times and places. Upon request of DCED, the applicant must furnish all data, reports, contracts, documents, and other information relevant to the project.

4. Financial Audit

For subgrantees with expending federal funds, a single audit may be required. Title 2 CFR Subtitle A, Chapter II, Part 200, Subpart F - Audit Requirements should be reviewed to determine if a single audit is required.

Section VI – Application Process

A. Application Procedures

Only agencies who have been approved by DCED and DOE may apply. Agencies must apply electronically through the Single Application for Assistance system located at dced.pa.gov. Applications must be submitted by the due date.

B. Application Evaluation

The allocation of funding distributed to each subgrantee is formula based and takes into consideration the subgrantee's service area percentage of low-income population to the state's total low-income population, service area's heating degree days to the state total and each subgrantee's current funding.

C. Procedures for Accessing Funds

Following acceptance of the application, a grant agreement will be sent to the applicant for execution.

Subgrantees will invoice the department on a monthly reimbursement basis only on the official Weatherization Assistance Program Invoice.

Section VII – Program Inquiries

Program inquiries should be directed to:

PA Department of Community and Economic Development
Center for Community Services
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Phone: 717-425-7643
Fax: 717-214-5399
Email: ra-wxmail@pa.gov

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