

# WEATHERIZATION ASSISTANCE

Program Guidelines | February 2022



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## **Section I – Statement of Purpose**

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The **Weatherization Assistance Program (WAP)**, originally authorized by the Energy Conservation in Existing Buildings Act of 1976, Title IV of the Energy Conservation and Production Act and reauthorized by Title 42, Chapter 81, Subchapter III, Part A of the Energy Conservation and Resource Renewal and the Consolidated Appropriations Act, 2021 Section 1011, 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**

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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, and provision of auxiliary heat and pipe-thawing. LIHEAP funds not used to provide emergency services are used to support weatherization services, the Deferral Program and programs that support the purpose of the federal funds.

All grant awards made under this Program shall comply with applicable law and regulations including, but not limited to, the WAP regulations contained in the Code of Federal Regulations (CFR) at 10 CFR 440 and DOE Financial Assistance Rules at 2 CFR 200.

## **Section III – Eligibility for WAP Grant Funds**

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### **A. Subgrantees**

PA WAP serves the entire state of Pennsylvania. There are subgrantees who are each assigned service areas, which includes all counties, cities and areas of the state.

1. As required by the Federal Register, Section 440.15, all current subgrantees have experience in dealing with, identification of, and service to, the low income population of their service areas.
2. All current Weatherization Program subgrantees have been presented in the plan and announced by DCED at the public hearing for public comment.
3. Any future new Weatherization Program subgrantees will be presented in the plan and announced by DCED at the public hearing for public comment.
4. Criteria used in the selection of new subgrantees include, but are not limited to:
  - a. The subgrantee's experience and performance in weatherization type activities or housing renovation activities
  - b. The grantee's experience in assisting low income persons in the areas to be served
  - c. The sub grantee's capacity to undertake a timely and effective program
5. Types of Subgrantees:
  - a. Community Action Agencies
  - b. City Government Agencies
  - c. County Government Agencies
  - d. Local Housing Authorities
  - e. Local Redevelopment Authorities
  - f. Other Public or Nonprofit entity
6. 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](https://dced.pa.gov).

## **Section IV – Program Services**

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The WAP program offers at least two programs for homes of low-income families.

1. The Standard Weatherization Service under Low-Income Home Energy Assistance Program (LIHEAP) and DOE funding 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 LIHEAP Crisis Interface funded by LIHEAP 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.
3. Other programs that support the purpose of the federal funds such as the LIHEAP Deferral, and the LIHEAP Clean and Tune Programs.

## **Section V – General Program Requirements**

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### **A. Weatherization Measures**

Subgrantees' trained Auditors must conduct a standardized energy audit 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 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 any time.

### **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 Hancock or WAP Application software system to arrive at a priority ranking of the household considering such factors as 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](http://Energy.gov) website and WAP Technical Assistance Center at [www.nascsp.org/wap/waptac/](http://www.nascsp.org/wap/waptac/).

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, 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/clean-energy](http://www.pct.edu/business/clean-energy), the website for the Clean Energy Center at Pennsylvania College of Technology.

## G. Allowable Expenditures

Allowable Costs include (but not limited to):

1. Administrative costs
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/PA DHS
4. Health and Safety
5. Liability Insurance

## H. Reporting Requirements

Subgrantees must:

1. Enter production and cost data in the DCED/software computer tracking and reporting system on a weekly basis
2. Submit monthly -Financial Status Reports (FSRs)
3. Provide a WAP year end reconciliation report at the end of the expenditure 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.

### 5. **Performance Standards**

Subgrantee Performance Standards and program metrics utilized in annual Risk Assessment can be found in the DCED Program Directives.

## Section VI – Application Process

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### A. Application Procedures

Only agencies who have been approved by DCED and DOE may apply. Agencies must apply electronically through the [Electronic Single Application for Assistance](#) system located at [www.esa.dced.state.pa.us](http://www.esa.dced.state.pa.us). Applications must be submitted by the due date.

### B. Application Evaluation

Applications for the grant Master Agreement are reviewed for the completion of basic information. The subsequent Funding Release includes a general project work plan, a subgrantee's proposed budget and production schedule which are based on an assigned allocation. The DOE 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, resident energy burden and each subgrantee's historical funding. The LIHEAP allocation formula is based on the highest expenditure LIHEAP season due to the nature of the Crisis Interface Program which handles heating emergencies.

### C. Procedures for Accessing Funds

Following acceptance of the application, a grant Master Agreement will be sent to the applicant for execution. Upon finalization, DCED will prepare a Funding Release which will indicate the source of funding and the approved award amount.

Subgrantees will invoice the department on at least a monthly basis on the official Weatherization Assistance Program Invoice with the required Financial Status Report

## Section VII – Program Inquiries

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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  
Email: [ra-wxmail@pa.gov](mailto:ra-wxmail@pa.gov)