

# West Virginia Weatherization Assistance Program (WAP) Plan

Fiscal Year 2016 – 2017

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 2016-17 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 12 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

Rev. 05-15-2017

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

05-15-2017

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 - A lot of 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.

**Department of Health and Human Resources**  
**Weatherization Related Home Repair Component**

05-15-2017

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.

## DOE, DHHR, Utilities (as applicable)

v.10.2014

Energy Conservation Measure (ECM)	Direct material for Energy Conservation Measure	Ancillary Items (Cost must be included in SIR for associated individual ECM)	Incidental Repair Measure (IRM) (Cost must be included in SIR for whole unit package of ECM)	Health & Safety Measure (Separate cost justification, not included in SIR)
<b>Heating</b>	heating system clean/tune	black pipe	drywall	barometric damper
	heating system repair	black pipe fittings	lumber	black pipe
	heating system replacement	barometric damper	paneling	black pipe fittings
	heat pump replacement	breaker	plywood	blower motor
		coil cleaner		breaker
		condensate pump		b-vent & accessories
		cottage stands		coil cleaner
		drywall		condensate pump
		filter grills		contactor
		floor register		electric heat strip
		furnace filter		electrical disconnect
		metal flex tape		fan switch
		mounting brackets		filter grills
		mounting pad		flexible gas line
		oil filter		floor registers
		pvc pipe		fuel filter canister
		sheet metal one sheet or less		furnace filters
		strapping		heat chamber
		thermostat		heat shield
		wire		heat shield insulators
				heat tape (condensate line)
				heating system repair
				heating system replacement
				knob & tube wiring (minor repair)
				louvered door
				limit
			oil filters	
			oil nozzles	
			pipe insulation (condensate line)	
			pvc pipe	
			stove pipe & accessories	
			thermocouple	
			thermostat	
			transfer grille	
			transformer	
			wire	
<b>Air Conditioning</b>	cooling system replacement	freon	drywall	a-coil
		furnace filter	lumber	air filters
		line set	plywood	blower motor
		metal duct tape		breaker
		mounting pad		contactors
		sheet metal		diffusers
		straps		electrical disconnect
		thermostat		filter grill
		thermostat wire		freon
		zip ties		heating element
				line set
				thermostat
				thermostat wire
			transformer	
			wire	

<b>Energy Conservation Measure</b>	<b>Direct material for Energy Conservation Measure</b>	<b>Ancillary Items (Cost must be included in SIR for associated individual ECM)</b>	<b>Incidental Repair Measure (IRM) (Cost must be included in SIR for whole unit package of ECM)</b>	<b>Health &amp; Safety Measure (Separate cost justification, not included in SIR)</b>
<b>Duct Sealing</b>	2-part foam	mesh tape	s-strap	2-part foam
	flex duct	metal duct tape		flex duct
	mastic	silicone caulk		mastic
	sheet metal	zip ties		sheet metal
<b>Duct Insulation</b>	2-part foam	mesh tape		
	flex duct	metal duct tape		
	foil faced duct wrap	staples		
	vinyl duct wrap	vinyl duct tape zip ties		
<b>Attic Insulation</b>	attic hatch (ONLY when insulation is required)	ceiling plugs	attic vents (ONLY when insulation is installed)	minor roof repair of leaking roof that may create moisture/mold issue in attic insulation
	cellulose	dam materials	caulking (MH guttering ONLY when insulation is installed side lift method)	
	fiberglass	drywall (can lights)	flashing	knob & tube wiring (minor repair)
		roof coating	MH guttering (ONLY when insulation is installed side life method)	
		hinges	roll roofing	
		latches	roof coating (ONLY when insulation is required)	
		insulation		
		flashing		
		high-temp silicone sealant		
	insul-shield			
<b>Dense Pack</b>	cellulose	chair railing	primer/sealer	knob & tube wiring
		dry wall compound	roof coating (ONLY when insulation is required)	minor roof repair of leaking roof that may create moisture/mold issue in new wall insulation
		plywood (<1 sheet)		
		sealing high/low openings in balloon framing		
		sheet rock (<1 sheet)		
	wall plugs			
<b>Non-Dense Pack</b>	fiberglass	4" inspection port	flashing	
		wall plugs	MH guttering (ONLY when insulation is installed side life method)	
			primer/sealer	
			roof coating (ONLY when insulation is required)	
<b>Floor Treatment</b>	fiberglass (batt)	adhesive spray	belly repair (when insulation is required)	knob & tube wiring (minor repair)
	fiberglass (blown)	belly repair of insulation access holes (including belly patch, board, tape)	vapor barrier (when floor is insulated)	plumbing leak repair
	rigid foam board		vapor barrier ballast (when floor is insulated)	
	2 part foam	insulation support rods	vapor barrier seam tape (when floor is insulated)	
	dense pack cellulose	netting		
	pipe wrap (only when floor insulated)			

<b>Energy Conservation Measure</b>	<b>Direct material for Energy Conservation Measure</b>	<b>Ancillary Items (Cost must be included in SIR for associated individual ECM)</b>	<b>Incidental Repair Measure (IRM) (Cost must be included in SIR for whole unit package of ECM)</b>	<b>Health &amp; Safety Measure (Separate cost justification, not included in SIR)</b>
<b>Window Replacement</b>	window replacement	caulk	lumber	
		drywall	j channel	
		fasteners	coil stock	
		paneling		
		rope caulk		
		shims		
		trim		
	stops			
<b>Door Replacement</b>	door replacement	caulk	lumber	
		drywall		
		fasteners		
		hinges		
		knobs		
		paneling		
		primer/sealer		
		stops		
	trim			
<b>General Air Infiltration</b>	2 part foam (canister)	caulk	lumber-framing	
	attic hatch	ac cover	door hinges	
	belly repair (when no insulation is required)	drywall	door latches	
	caulk	hinges	lumber-trim	
	chimney draft stopper	insulation	plywood (more than one piece for air sealing)	
	door replacement	latches	primer/sealer	
	door sweeps	locks	sheetrock (more than one piece for air sealing)	
	door weatherstrips	mastic	window stop	
	duct sealing	mesh tape		
	foam (cans)	metal duct tape		
	foam sealant (cans)	rope caulk		
	foam sheets	window stop		
	glass			
	mastic			
	plywood (one piece)			
	sheetrock (one piece)			
	thresholds			
	vent termination cap			
window replacement				
window weatherstrips				

<b>Energy Conservation Measure</b>	<b>Direct material for Energy Conservation Measure</b>	<b>Ancillary Items (Cost must be included in SIR for associated individual ECM)</b>	<b>Incidental Repair Measure (IRM) (Cost must be included in SIR for whole unit package of ECM)</b>	<b>Health &amp; Safety Measure (Separate cost justification, not included in SIR)</b>
<b>Energy Improvement</b>	cfl bulb-flood/recessed	water heater straps	light fixture	replace hazardous light fixture or socket
	cfl bulb-specialty	water heater tape	light socket	water heater discharge pipe
	cfl bulb-standard			water leak repair
	cool roof coating			water heater replacement
	door replacement			
	faucet aerator-bathroom			
	faucet aerator-kitchen			
	faucet aerator-other			
	low-flow showerhead			
	low-flow showerhead-handheld			
	refrigerator replacement			
	water distribution pipe insulation-boilers			
	water heater jacket			
	water heater pw (1st 6ft only, h&c at wh)			
	water heater replacement			
water heater top				
window replacement				
<b>Other Health &amp; Safety</b>				4 mil plastic (clear)
				6 mil plastic
				blue painters tape
				breakers
				b-vent & accessories
				caz resolution materials
				co detector
				co/smoke detector
				dehumidifier
				dryer vent kit
				duct tape
				electrical panel box
				exhaust vents/fans
				fan controller
				guttering and accessories
				kitchen range hood kit
				make-up air fan
				lead check swabs
				roof coating
				smoke detectors
			sump pump	
			tack mats	
			vapor barrier	
			vapor barrier ballast	
			vapor barrier seam tape	
			venting	
			water heater discharge pipe	
			water heater replacement	
			wire	

## Miscellaneous Materials

corrugated fasteners

duct mastic tape

duct tape

electrical tape

glue

high temperature caulk

insulation hangers

joint compound

junction box markers

linseed oil

masking tape

metal strapping

mortar mix

nails-all types

paint

pipe dope

plastic window shims

push points

rivets

roof tar

screws-all types

sidewall and ceiling plugs

staples

tie wire

turn locks

window snap fasteners

wirenuts

wood preservative