

2. Multifamily Monitoring

The multifamily sections of the weatherization policies are being developed. Specifications are being incorporated into the 2017 Weatherization Manual that includes revised multifamily auditing procedures, blower door testing, and a low-rise DOE approved multifamily priority list that has been implemented statewide. 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 Manual. The manual contains weatherization protocols, step-by-step processes and three monitoring sections.

The manual is designed to increase the effectiveness of desk monitoring, provide a guide for comprehensive on-site review, and promote consistent follow-up of issues or concerns. The manual covers specific monitoring areas including program, fiscal, and technical.

4. Fiscal Monitoring

Fiscal monitoring is part of every programmatic and administrative monitoring visit. The financial monitor visits agencies at least once every three years, on a rotating basis, unless desk or comprehensive monitoring identifies questions or concerns requiring visits that are more frequent. The Commerce financial monitor also provides training and technical assistance regarding proper use of funds in accordance with federal rules, sound accounting practices, and administrative requirements, such as subcontracting and agency policies and procedures. . If the financial monitor is not scheduled to visit during the year, the weatherization lead monitors conduct limited monitoring in fiscal areas including procurement, billing, and invoices. Commerce coordinates visits to local agencies from the fiscal monitor and weatherization program monitors, when practicable.

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. Working with local weatherization agencies, Commerce will continue making upgrades to both the database and the user interface during the PY2017.

C. DOE Funded Leveraging Activities

Commerce will apply \$74,096 of 2017 DOE Weatherization Assistance Program funds to co-sponsor The Energy Project with the Washington State Community Action Partnership.

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). Over the twenty-three years of its operation, the Energy Project's activities have resulted in approximately \$188,000,000 of additional funding for low-income households.

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 affected 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 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’s 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. General rate cases will include Avista and Puget Sound Energy.
- Increasing the support of low-income energy efficiency by consumer-owned utility customers of the Bonneville Power Administration.

D. Policy Advisory Council

The Weatherization Policy Advisory Council (WxPAC) is appointed by Commerce and serves in a statewide advisory role in coordination with the Weatherization Advisory Committee, to address matters related to the development, implementation, and on-going operation of the weatherization programs. The WxPAC met to review the 2017 DOE Weatherization Plan on March 22, 2017.

Organization

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