

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0010023		2. Program/Project Title Weatherization Assistance Program: Bipartisan Infrastructure Law	
3. Name and Address State of Washington 1011 Plum Street SE Olympia, WA 985042525		4. Program/Project Start Date 07/01/2022	5. Completion Date 06/30/2027

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 0.00		\$ 47,115,447.00		\$ 47,115,447.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 47,115,447.00	\$ 0.00	\$ 47,115,447.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) GRANTEE T&TA	(3) SUBGRANTEE ADMINISTRATI ON	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 1,123,464.00	\$ 2,929,680.00	\$ 0.00	\$ 0.00	\$ 4,053,144.00
b. Fringe Benefits	\$ 415,681.00	\$ 1,083,981.00	\$ 0.00	\$ 0.00	\$ 1,499,662.00
c. Travel	\$ 30,000.00	\$ 186,125.00	\$ 0.00	\$ 0.00	\$ 216,125.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 49,175.00	\$ 128,750.00	\$ 0.00	\$ 0.00	\$ 177,925.00
f. Contract	\$ 0.00	\$ 1,469,573.00	\$ 4,711,545.00	\$ 750,000.00	\$ 38,727,143.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 231,075.00	\$ 383,500.00	\$ 0.00	\$ 0.00	\$ 614,575.00
i. Total Direct Charges	\$ 1,849,395.00	\$ 6,181,609.00	\$ 4,711,545.00	\$ 750,000.00	\$ 45,288,574.00
j. Indirect Costs	\$ 506,378.00	\$ 1,320,495.00	\$ 0.00	\$ 0.00	\$ 1,826,873.00
k. Totals	\$ 2,355,773.00	\$ 7,502,104.00	\$ 4,711,545.00	\$ 750,000.00	\$ 47,115,447.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 47,115,447.00	\$ 0.00	\$ 47,115,447.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) LEVERAGING	(4)	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 4,053,144.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00		\$ 1,499,662.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 216,125.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00		\$ 177,925.00
f. Contract	\$ 26,415,194.00	\$ 4,546,133.00	\$ 834,698.00		\$ 38,727,143.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 614,575.00
i. Total Direct Charges	\$ 26,415,194.00	\$ 4,546,133.00	\$ 834,698.00		\$ 45,288,574.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 1,826,873.00
k. Totals	\$ 26,415,194.00	\$ 4,546,133.00	\$ 834,698.00		\$ 47,115,447.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00

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IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Benton-Franklin Community Action Council (Pasco)	\$1,193,234.00 104
Blue Mountain Action Council (Walla Walla)	\$371,919.00 30
Chelan-Douglas Community Action Council (Wenatchee)	\$510,273.00 44
City of Seattle, Office of Housing - HomeWise Program (Seattle)	\$2,701,802.00 247
Clark County Community Services Department (Vancouver)	\$1,515,318.00 146
Coastal Community Action Program (Aberdeen)	\$539,814.00 46
Community Action Center (Pullman)	\$433,186.00 40
Community Action Council of Lewis, Mason &.... (Lacey)	\$1,849,973.00 164
Community Action Partnership (Lewiston)	\$124,577.00 10
HopeSource (Ellensburg)	\$311,498.00 26
Housing Authority of Skagit County (Burlington)	\$518,555.00 46
King County Housing Authority (Tukwila)	\$3,909,607.00 355
Kitsap Community Resources (Bremerton)	\$847,769.00 74
Lower Columbia Community Action Council (Longview)	\$604,645.00 52
Metropolitan Development Council (Tacoma)	\$1,067,034.00 96
MF Program Agency TBD (Olympia)	\$7,301,514.00 700
Okanogan County Community Action Council (Okanogan)	\$310,448.00 26
Olympic Community Action Programs (Port Townsend)	\$515,611.00 46
Opportunities Industrialization Center of Washington (Yakima)	\$1,574,336.00 136
Opportunity Council (Bellingham)	\$1,380,060.00 123
Pierce County (Tacoma)	\$1,991,868.00 179
Rural Resources Community Action (Colville)	\$489,519.00 40
Snohomish County (Everett)	\$2,073,312.00 185
South Puget Intertribal Planning Agency (Shelton)	\$105,142.00 10

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Spokane Indian Housing Authority (Wellpinit)	\$359,234.00 34
Spokane Neighborhood Action Partners (Spokane)	\$2,592,343.00 231
Yakama Nation Housing Authority (Wapato)	\$411,805.00 40
Yakima Valley Farm Workers Clinic (Toppenish)	\$818,476.00 70
Total:	\$36,422,872.00 3,300

IV.2 WAP Production Schedule

Weatherization Plans		Units
Total Units (excluding reweatherized)		3,300
Reweatherized Units		0
Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	3,300
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	3,300
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$26,415,194.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	3,300
H	Average Program Operations Costs per Unit (F divided by G)	\$8,004.60
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,004.60

IV.3 Energy Savings

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)				
		Units	Savings Calculator (MBtus)	Energy Savings
	This Year Estimate	3300	29.3	96690
	Prior Year Estimate	714	29.3	20920
	Prior Year Actual	587	29.3	17199
Method used to calculate savings description:				

IV.4 DOE-Funded Leveraging Activities

DOE Funded Leveraging Activities
Commerce will apply \$834,698 of 2022-2027 DOE BIL Weatherization Assistance Program funds to a state leveraging partner.

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The Energy Project has served the entire Washington weatherization network and 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 \$11,645,531 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 through December of 2022. 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. With the transition of key staff at The Energy Project, Commerce will allow outside bidders to apply for continuation of leveraging action in Washington state.

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, the Washington State's Department of Commerce leveraging partner 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; and
- increasing the support of low-income energy efficiency by consumer-owned utility customers of the Bonneville Power Administration.

IV.5 Policy Advisory Council Members

Check if an existing state council or commission serves in this category and add name below

Avista (Washington Water Power)	Type of organization: Utility Contact Name: Renee Coelho Phone: 5094958607 Email: renee.coelho@avistacorp.com
CAC of Lewis, Mason, and Thurston Counties	Type of organization: Non-profit (not a financial institution) Contact Name: Dale Lewis Phone: 3604381100 Email: dalel@caclmt.org
Cascade Natural Gas	Type of organization: Contact Name: Noemi Ortiz Phone: 5099077594 Email: Noemi.Ortiz@cngc.com
City of Seattle	Type of organization: Unit of Local Government Contact Name: Bobby Lindsay, Weatherization Program Manager Phone: 2066840241 Email: bobby.lindsay@seattle.gov

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HopeSource	Type of organization: Non-profit (not a financial institution) Contact Name: Andrew Lyons, Wx/Energy Program Manager Phone: 3609251448 Email: alyons@hopesource.us
Northwest Energy Coalition	Type of organization: Other Contact Name: Charlee Thompson Phone: 6183157775 Email: charlee@nwenergy.org
Northwest Justice Project	Type of organization: Non-profit (not a financial institution) Contact Name: Meredith Bruch Phone: 5095744238 Email: meredithb@nwjustice.org
Opportunity Council	Type of organization: Non-profit (not a financial institution) Contact Name: Ross Quigley, Wx & Home Repair Manager (Abstaining PAC PY23) Phone: 3607345121103 Email: ross_quigley@oppco.org
PacifiCorp	Type of organization: Utility Contact Name: Charity Spires Phone: 5038135154 Email: charity.spires@pacificcorp.com
Puget Sound Energy	Type of organization: Utility Contact Name: Sandra Sieg Phone: 4254246607 Email: sandra.sieg@pse.com
Spokane Indian Housing Authority	Type of organization: Indian Tribe Contact Name: Jesse Ramos, Wx Program Manager Phone: 5092584523 Email: jesse@spokaneiha.com
The Opportunity Council-The Energy Project	Type of organization: Non-profit (not a financial institution) Contact Name: Ross Quigley (Abstaining PAC DOE PY23) Phone: 36073451211103 Email: ross_quigley@oppco.org
Washington State Community Action Partnership	Type of organization: Non-profit (not a financial institution) Contact Name: Jeff DeLuca, Executive Director (Abstaining PAC DOE PY23) Phone: 3608888033 Email: jeff@wapartnership.org
Washington State Department of Commerce	Type of organization: Unit of State Government Contact Name: Luke Howard Phone: 3607424386 Email: luke.howard@commerce.wa.gov
Washington State Executive Directors	Type of organization: Non-profit (not a financial institution) Contact Name: Jeff Guyett Phone: 5093349147 Email: jeffg@cacwhitman.org
Washington State Independent Living Council	Type of organization: Unit of State Government Contact Name: Kimberly Conner Phone: 3607253695 Email: connekb@dshs.wa.gov

IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)

Date Held	Newspapers that publicized the hearings and the dates the notice ran
09/20/2022	The Notice of Public Hearing was published in the Legal Notices Section of three major newspapers covering Washington State: The Seattle Times, Spokesman Review, and Yakima Herald the week of September 6th, 2022. The Washington State Department of Commerce (Commerce) will conduct a virtual public hearing to receive comments on the Draft 2022-2027 United States Department of Energy/Washington State Low-Income Weatherization Assistance Bipartisan Infrastructure Law Plan. All are welcome and encouraged to attend. The hearing will be held Tuesday, September 20th, 2022, 2:00 - 3:00pm Pacific Standard Time (PST). If you wish to attend, you can find our Zoom link 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.

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Additional comments can be emailed to Scotty Reed at scotty.reed@commerce.wa.gov . Comments must be received no later than September 23rd, 2022 at 5:00pm PST. Contact Information: Phone (360) 764-0182 Email scotty.reed@commerce.wa.gov
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IV.7 Miscellaneous

Davis Bacon Act (DBA) Compliance and Tracking:

- Any BIL funded weatherization work on multifamily buildings with no fewer than 5 units will be required to pay wages to all laborers and mechanics engaged in the construction, alteration, or repair of those multifamily buildings (whether employed by a contractor or subcontractor) wages “at rates not less than those prevailing on similar projects in the locality, as determined by the Secretary of Labor.” WACOM will use internal tracking systems to monitor Davis-Bacon related expenditures for multifamily units of 5 or more. Commerce will follow the Department of Energy’s DBA guidance upon release of this information.

Buy American, Build America Act (BABAA):

- WACOM will abide by BABAA regulation with regard to Public Housing and will ensure subgrantees are aware & in compliance. Washington is prepared to implement the Buy American Provisions per Department of Energy guidelines when they are made available, ensuring any supplies of iron, steel, manufactured goods, or construction materials are manufactured domestically where required per the regulation.

Monitoring Activities:

- Each agency is monitored at least once per year, with additional visits for agencies that need additional guidance or need a QCI waiver. WACOM has budgeted \$675 per monitoring visit, resulting in \$91,125 for visit costs with an additional \$25,000 for monitoring tools, diagnostic testing equipment, testing supplies, and safety equipment. There is also \$41,500 set aside for computer maintenance, upgrades, and software for field field staff.
 - Admin for monitoring services: \$0/0% admin budget
 - T&TA for monitoring services: \$157,625/1.9% of WACOM T&TA allocation

Miscellaneous Officer and Investigator:

Recipient Principal Investigator

Scotty Reed
Department of Commerce
Energy Division
Energy Programs in Communities
1011 Plum Street SE
PO Box 42525
Olympia, WA 98504-2525
Phone: (360) 764-0182
Fax: (360) 586-0489
scotty.reed@commerce.wa.gov

Recipient Business Officer

Sheri Davis

Department of Commerce
Energy Division
Energy Programs in Communities
1011 Plum Street SE
PO Box 42525
Olympia, WA 98504-2525
Phone: (360) 970-6888
Fax: (360) 586-0489
Sheri.Davis@commerce.wa.gov

Miscellaneous Personnel:

Any staff charging less than 100 percent of their time to COM’s Wx grant are paid with other funding sources like but not limited to: LIHEAP, BPA, state or

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utility funding sources.

Miscellaneous Policy Advisory Council (PAC):

Washington's PAC members advocate for and provide a broad representation of 'At-Risk' and 'Low-Income' populations such as but not limited to: Children, Elderly, Persons with Disabilities, and Native Americans to the extent possible and has representatives serving the 'At-Risk Community within the NW Energy coalition, which advocates for the clean and affordable energy future and NW justice Project who provides free legal services to address fundamental human needs such as housing, family safety, health care, and education.

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This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

Provide a description of the definition of income used to determine eligibility

Washington uses the most current version of DOE's WPN XX-3 "Federal Poverty Guidelines and Definitions of Income". WACOM will also use WPN 22-5, Expansion of Client Eligibility in the WAP.

Below is a reference to policies pertaining to the Washington State Department of Commerce's approach to determining Client Eligibility. At the time of this application, the latest Wx Manual may be referred to and found in the SF424 as an attachment.

[Effective Date: July 2016]

POLICY 1.1.1 Applying Income Eligibility Standards

[Effective Date: October 2021]

POLICY 1.1.2 DETERMINING INCOME ELIGIBLE CLIENTS

[Effective Date: July 2021]

POLICY 1.3.1 DOCUMENTING ELIGIBILITY

[Effective Date: July 2018]

POLICY 1.3.2 SETTING PERIOD OF ELIGIBILITY

Describe what household eligibility basis will be used in the Program

The Federal guidance for the Washington State Low-Income Weatherization Program Eligibility Guidelines is 200 percent of federally established poverty guidelines. It is acceptable to consider total household income at or below 200 percent Federal Poverty Level (FPL) or 60 percent State Median Income (SMI), whichever is greater. See also Policy 1.1.1 in V.1.1 - page 1.

Below is a reference to policies pertaining to the Washington State Department of Commerce's approach to determining Client Eligibility. At the time of this application, the latest Wx Manual may be referred to and found in the SF424 as an attachment.

[Effective Date: October 2021]

POLICY 1.1.2 DETERMINING INCOME ELIGIBLE CLIENTS

[Effective Date: July 2021]

POLICY 1.3.1 Documenting Eligibility (Income Verification)

[Effective Date: July 2018]

POLICY 1.3.2 SETTING PERIOD OF ELIGIBILITY

Describe the process for ensuring qualified aliens are eligible for weatherization benefits

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[Effective Date: July 2021]

POLICY 1.3.1 DOCUMENTING ELIGIBILITY

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

Below is a reference to policies pertaining to the Washington State Department of Commerce's approach to determining Client Eligibility. At the time of this application, the latest Wx Manual may be referred to and found in the SF424 as an attachment.

[Effective Date: July 2016]

POLICY 2.1.1-SF QUALIFYING SINGLE-FAMILY RESIDENCES

[Effective Date: March 2022]

POLICY 2.1.2-MF QUALIFYING MULTIFAMILY RESIDENCES

[Effective Date: July 2021]

POLICY 1.3.1 DOCUMENTING INCOME ELIGIBILITY

Describe Reweathering compliance

Below is a reference to policies pertaining to the Washington State Department of Commerce's approach to reweatherization. At the time of this application, the latest Wx Manual may be referred to and found in the SF424 as an attachment.

[Effective Date: July 2021]

POLICY 2.1.7 REWEATHERIZING

Describe what structures are eligible for weatherization

ATTACH PROGRAMMATIC SHPPA AGREEMENT

The following are considered eligible units (all relevant policies are listed below):

1. Qualified single-family residences - dwellings (site-built and mobile homes) owned or occupied by low-income persons (Policy 2.1.1)
2. Qualified multifamily residences (Policy 2.1.2)
3. Shelters (Policy 2.1.4)
4. Group homes (Policy 2.1.4)
5. Transitional facilities (Policy 2.1.4)

Below is a reference to policies pertaining to the Washington State Department of Commerce's approach to determining structure eligibility. At the time of this application, the latest Wx Manual may be referred to and found in the SF424 as an attachment.

[Effective Date: July 2016]

POLICY 2.1.1-SF QUALIFYING SINGLE-FAMILY RESIDENCES

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[Effective Date: March 2022]

POLICY 2.1.2-MF QUALIFYING MULTIFAMILY RESIDENCES

[Effective Date: July 2016]

POLICY 2.1.4 SHELTERS, GROUP HOMES, AND TRANSITIONAL FACILITIES

[Effective Date: July 2021]

POLICY 2.1.3 INELIGIBLE RESIDENCES AND EXCEPTIONS

[Effective Date: July 2016]

POLICY 2.1.6 PRESERVING HISTORIC PROPERTIES

Describe how Rental Units/Multifamily Buildings will be addressed

Per Washington State Weatherization Manual, the following policies will be used to address rental units and multifamily buildings.

[Effective Date: September 2021]

POLICY 1.3.3 USING PROPERTY OWNER/AGENCY AGREEMENTS

[Effective Date: July 2018]

POLICY 1.4.1 ENSURING DIRECT BENEFITS

[Effective Date: March 2022]

POLICY 2.1.2-MF QUALIFYING MULTIFAMILY RESIDENCES

[Effective Date: July 2017]

POLICY 2.1.5 SUBSIDIZED HOUSING WEATHERIZATION

[Effective Date: July 2022]

POLICY 1.4.2 LEVERAGING OWNER CONTRIBUTIONS

Describe the deferral Process

Below is a reference to policies pertaining to the Washington State Department of Commerce's approach to the deferral process. At the time of this application, the latest Wx Manual may be referred to and found in the SF424 as an attachment.

[Effective Date: July 2018]

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POLICY 5.1.3 DEFERRAL STANDARDS

V.1.3 Definition of Children

Definition of children (below age): **19**

V.1.4 Approach to Tribal Organizations

Recommend tribal organization(s) be treated as local applicant?

If YES, Recommendation. If NO, Statement that assistance to low-income tribe members and other low-income persons is equal.

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 2013 Census, the proportion of Native Americans in Washington statewide low-income population is 2%. 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 2018 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

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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).

[Effective Date: July 2018]

POLICY 1.2.3 SERVING LOW-INCOME NATIVE AMERICANS

1. Prioritizing Native Americans for Weatherization Services

Local agencies must serve low-income Native Americans in their service area, with particular emphasis on households residing on reservations.

2. Serving Native Americans Proportionately

Local agencies must serve eligible low-income tribal members in proportion to the percentage of Native American population based on current census data for their service area.

3. Performing Native American Outreach:

Local agencies must develop a Native American Outreach Plan each year and submit to Commerce by December 31.

Local agencies may use a variety of outreach methods to recruit Native American clients as noted in **Policy 1.2.2, Searching for Eligible Weatherization Clients**. Special outreach efforts may be required to achieve desired service levels, such as speaking at tribal community events.

V.2 Selection of Areas to Be Served

Commerce subcontracts with 24 local agencies which cover all 39 counties in Washington and 3 Native American Tribes. Tribal grantees are selected based on tribal nation size and capacity for providing weatherization services.

V.3 Priorities

Applicants who are of a priority status are drawn first from waiting lists by the local agencies. Local agencies use oldest application certification date for positioning applicants with the same category. Applicants may also be selected to receive weatherization services based on timing to coordinate services with another funding source or to batch weatherization jobs.

[Effective Date: July 2017]

POLICY 1.2.1 PRIORITIZING ELIGIBLE WEATHERIZATION CLIENTS

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1. Providing Weatherization Services:

Local agencies will provide weatherization program services to eligible households in their service area and ensure that those who want to apply have an opportunity to do so. Commerce recognizes the extensive variations in the availability of eligible clients and relies on the discretion of local agencies to judge local situations. See **Policy 1.2.2, *Searching for Eligible Weatherization Clients***.

2. Prioritizing Clients:

Local agencies must give priority for weatherization services to:

- a. Elderly (60 years of age or older).
- b. Persons with disabilities.
- c. Children under the age of nineteen.
- d. [*High Residential Energy Users*](#)
- e. [*Households with High Energy Burden*](#)

3. Giving Preference to Clients:

Local agencies may give preference for weatherization services to households meeting two or more of the priority criteria listed (e.g. elderly + households with high energy burden).

[Effective Date: July 2016]

POLICY 1.2.2 SEARCHING FOR ELIGIBLE WEATHERIZATION CLIENTS

1. Finding Applicants:

Local agencies must identify eligible Weatherization households in their service area.

2. Submitting Applications:

Local agencies must ensure that every applicant who wants to submit an application has an equal opportunity to apply.

3. Performing Outreach:

Local agencies must advertise the Weatherization Program to find eligible households in their service area. Outreach methods, include, but are not limited to:

- a. Informing organizations or advocacy groups that have a special interest in, or regular contact with, persons listed above.
- b. Arranging for applications to be taken by, or at the site of, those organizations or advocacy groups.
- c. Placing multi-lingual posters and materials describing the program in public areas and buildings.
- d. Placing TV and radio ads to reach people who cannot read and those with limited English skills.
- e. Providing interpreters for non-English speaking applicants or applicants with communication challenges.
- f. Working with energy vendors to provide customers with program information.

V.4 Climatic Conditions

The climate of Washington is a predominantly marine-type west of the Cascade Mountains, while east of the Cascades, the climate possesses both continental and marine characteristics. Considering its northerly latitude, Washington's climate is mild. West of the Cascade Mountains, summers are cool and comparatively dry and winters are mild, wet and cloudy. The range in annual precipitation is from 20 inches in an area northeast of the Olympic Mountains to 150 inches along the southwestern ("rain forest") slopes of the Olympics.

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East of the Cascades, summers are warmer, winters are colder, and precipitation is less than in western Washington. Dry, continental air masses influence eastern Washington's climate. In the summer, this continental air results in low relative humidity and high temperatures, while in winter, clear, cold weather prevails. Annual precipitation ranges from seven inches near the confluence of the Snake and Columbia Rivers to 90 inches near the summit of the Cascade Mountains. In an average winter, frost in the soil can be expected to reach a depth of 10 to 20 inches.

From the Office of the Washington State Climatologist

[WRCC: Washington Climate \(dri.edu\)](http://www.wrcc.dri.edu)

CLIMATE OF WASHINGTON

TOPOGRAPHIC FEATURES – The location of the State of Washington on the windward coast in mid-latitudes is such that the climatic elements combine to produce a predominantly marine-type climate west of the Cascade Mountains, while east of the Cascades, the climate possesses both continental and marine characteristics. Considering its northerly latitude, 46° to 49°, Washington's climate is mild.

There are several climatic controls which have a definite influence on the climate, namely; (a) terrain, (b) Pacific Ocean, and (c) semi-permanent high and low pressure regions located over the North Pacific Ocean. The effect of these various controls combine to produce entirely different conditions within short distances.

Washington's western boundary is formed by the Pacific Ocean. The seasonal change in the temperature of the ocean is less than the seasonal change in the temperature of the land, thus the ocean is warmer in winter and cooler in summer than the adjoining land surfaces. The average temperature of the water along the coast and in the Strait of Juan de Fuca ranges from 45° in January to 53° F in July; however, during the summer, some of the shallow bays and protected coves are five to ten degrees warmer.

There are two ranges of mountains parallel to the coast and athwart to the prevailing direction of moist air moving inland from over the ocean. The first orographic lifting and major release of moisture occurs along the western slope of the Coastal Range. The second area of heavy orographic precipitation is along the windward slopes of the Cascade Range. The Cascade Mountains, 90 to 125 miles inland and 4,000 to 10,000 feet in elevation, are a topographic and climatic barrier separating the State into eastern and western Washington. The higher, wider and more rugged sections are in the northern part of the State. Some of the highest isolated volcanic peaks are Mt. Rainier (14,408 ft.), Mt Adams (12,307 ft.) and Mt. Baker (10,730 ft.). These and other high peaks are snowcapped throughout the year. The only break in the Cascade Range is the narrow and scenic Columbia River gorge.

CLIMATIC FEATURES – Warming and drying of air as it descends along the lee (eastern) slopes of the Cascade Range results in near desert conditions in the lowest section of the Columbia Basin. Another orographic lifting of the air occurs as it flows eastward from the lowest elevations of the Inland Basin toward the Rocky Mountains. This lifting of air results in a gradual increase in precipitation from the lowest section of the basin to the higher elevations along the eastern border of the State.

The location and intensity of the semi-permanent high and low-pressure areas over the North Pacific Ocean have a definite influence on the climate. Air circulates in a clockwise direction around the semi-permanent high-pressure cell and in a counter-clockwise direction around the semi-permanent low-pressure cell. During the spring and summer, the low-pressure cell becomes weak and moves north of the Aleutian Islands. At the same time, the high-pressure area spreads over most of the North Pacific Ocean. A circulation of air around the high-pressure center brings a prevailing westerly and northwesterly flow of comparatively dry, cool and stable air into the Pacific Northwest. As the air moves inland, it becomes warmer and drier which results in a dry season beginning in the late spring and reaching a peak in mid-summer.

In the fall and winter, the Aleutian low-pressure center intensifies and moves southward reaching a maximum intensity in midwinter. At the same time, the high-pressure area becomes weaker and moves southward. A circulation of air around these two pressure centers over the ocean brings a prevailing southwesterly and westerly flow of air into the Pacific Northwest. This air from over the ocean is moist and near the temperature of the water. Condensation occurs as the air moves inland over the cooler land and rises along the windward slopes of the mountains. This results in a wet season beginning in October, reaching a peak in winter, then gradually decreasing in the spring.

Although the Cascade Range divides the State into two major climatic regions, there are several district climatic areas within each of these regions:

WESTERN WASHINGTON – West of the Cascade Mountains, summers are cool and comparatively dry and winters are mild, wet and cloudy. The average number of clear or only partly cloudy days each month varies from four to eight in winter, eight to 15 in spring and fall, and 15 to 20 in summer. The percent of possible sunshine received each month ranges from approximately 25 percent in winter to 60 percent in summer. In the interior valleys, measurable rainfall is recorded on 150 days each year and on 190 days in the mountains and along the coast. Thunderstorms over the lower elevations occur on four to eight days each year and over the mountains on seven to 15 days. Damaging hailstorms rarely, if ever, occur in most localities of western Washington. During July and August, the driest months, it is not unusual for two to four weeks to pass with only a few showers; however, in December and January, the wettest months, precipitation is frequently recorded on 20 to 25 days or more each month. The range in annual precipitation is from approximately 20 inches in an area northeast of the Olympic Mountains to 150 inches along the southwestern slopes of these mountains. Snowfall is light in the lower elevations and heavy in the mountains.

During the wet season, rainfall is usually a light to moderate intensity and continuous over a period of time rather than heavy downpours for brief periods. Maximum rainfall intensities to expect in one out of ten years are: .6 to 1.0 inch in one hour; 1.0 to 2.5 inches in three hours; 1.5 to 5.0 inches in six hours; and 2.0 to 7.0 inches in 12 hours. The heavier intensities occur along the windward slopes of the mountains.

During the latter half of the summer and early fall, the lower valleys are sometimes filled with fog or low clouds until noon, while at the same time, the higher elevations are sunny. The strongest winds are generally from the south or southwest and occur during the late fall and winter. In the interior valleys, wind velocities can be expected to reach 40 to 50 m.p.h. each winter and 75 to 90 m.p.h. once in 50 years. The daily variation in relative humidity in January is from approximately 87 percent at 4 a.m. to 78 percent at 4 p.m., and in July from 85 percent at 4 a.m. to 47 percent at 4 p.m. During periods of easterly winds, the relative humidity occasionally drops to 25 percent or lower. The highest summer and lowest winter temperatures are usually recorded during periods of easterly winds. The total evaporation for the warm season, May through September, as measured by a National Weather Service evaporation pan at Seattle, is 25 Inches with an average of seven inches in July.

In order to describe the climate of western Washington in more detail, the area has been divided into five regions.

WEST OLYMPIC-COASTAL – This area includes the coastal plains and the western slope of the Coastal Range from the Columbia River to the Strait of Juan de Fuca. The Olympic Mountains, located on the northern section of the Olympic Peninsula, tower to nearly 8,000 feet in the dome-like structures, deeply carved by rivers. The Willapa Hills, elevation 1,000 to 3,000 feet, form a continuous ridge from the Chehalis River valley to the Columbia River. This area receives the full force of storms moving inland from over the ocean, thus

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heavy precipitation and winds of gale force occur frequently during the winter season. Wind velocities in the lower elevations can be expected to reach 90 to 100 m.p.h. once in 100 years. Wind data from a well exposed site on a ridge near the ocean, elevation 2,000 feet, indicates that wind velocities in excess of 100 m.p.h. occur in the higher elevations almost every winter.

The "rainforest" area along the southwestern and western slopes of the Olympic Mountains receives the heaviest precipitation in the continental United States. Annual precipitation ranges from 70 to 100 inches over the Coastal Plains to 150 inches or more along the windward slopes of the mountains. The greatest annual precipitation recorded in the "rainforest" area is 184 inches at Wynoochee Oxbow, elevation 600 feet. The heaviest rainfall during a single storm was 12 inches in 24 hours; 23.5 inches in 48 hours; 28.6 inches in 72 hours; and 35 inches in four days recorded at Quinault Ranger Station, January 21-24, 1935. On Blue Glacier, elevation 6,900 feet and near the summit of Mt. Olympus, 149 inches of precipitation were recorded between August 1957 and July 1958. The total snowfall for this period was 542 inches. During the same period, precipitation at lower elevation stations was approximately 15 percent below normal.

Winter season snowfall ranges from 10 to 30 inches in the lower elevations and between 250 to 500 inches in the higher mountains. In the lower elevations, snow melts rather quickly and depths seldom exceed six to 15 inches. In midwinter, the snowline in the Olympic Mountains and the Willapa Hills is between 1,500 and 3,000 feet above sea level. The higher ridges are covered with snow from November until June. The average maximum temperature in July is near 70° F along the coast and 75° F in the foothills, and minimum temperatures are near 50° F. In winter, the warmer areas are near the coast. In January, maximum temperatures range from 43° to 48° and minimum temperatures from 32° to 38° F.

NORTHEAST OLYMPIC-SAN JUAN – This area includes the lower elevations along the northeastern slope of the Olympic Mountains extending eastward along the Strait of Juan de Fuca from near Port Angeles to Whidbey Island and then northward into the San Juan Islands. The Olympic Mountains and the extension of the Coastal Range on Vancouver Island shield this area from winter storms moving inland from over the ocean. This belt in the "rain shadow" of the Olympic Mountains is the driest area in western Washington. The average annual precipitation ranges from about 18 inches near Sequim, Port Townsend and Coupeville to between 25 and 30 inches in the vicinity of Everett on the east, Port Angeles on the west and Olga in the San Juan Islands on the north. Measurable precipitation is recorded on three to five days each month in summer and on 17 to 22 days in winter.

Another factor which distinguishes this belt from other localities in the Puget Sound region is the rate of rainfall. This area frequently receives drizzle or light rain while other localities are experiencing light to moderate rainfall. Snowfall is light in the lower elevations adjacent to the water, increasing with distance from the water and rise in terrain.

This area is considered to receive slightly more sunshine and have less cloudiness than other localities in Puget Sound; however, the difference is not in proportion to the decrease in precipitation. During the latter half of the summer and early fall, fog banks from over the ocean and Strait of Juan de Fuca result in considerable fog and morning cloudiness in the lower elevations.

The average July maximum temperature ranges from 65° F near the water to 70° or 75° F inland, and the minimum temperature is near 50° F. Maximum temperatures seldom exceed 90° F. In January, maximum temperatures are in the 40's and minimums in the lower 30's. Minimum temperatures between -5° and -8° F have been recorded; however, the minimum temperature seldom drops below 15° to 20° F. The coldest weather is usually associated with an outbreak of cold air from the interior of Canada. The average date of the last freezing temperature in the spring ranges from the latter half of March near the water to the last of April in agricultural areas 100 to 300 feet above sea level and a few miles inland. The first freezing temperature in the fall is about the first of November.

PUGET SOUND-LOWLANDS – This area includes a narrow strip of land along the west side of Puget Sound southward from the Strait of Juan de Fuca to the vicinity of Centralia and Chehalis and a somewhat wider strip along the east side of the Sound extending northward to the Canadian Border. Variations in the temperature, length of the growing season, fog, rainfall and snowfall are due to such factors as distance from the Sound, the rolling terrain and air from over the ocean reaching this area through the Strait of Juan de Fuca and the Chehalis River valley. Occasionally in the winter season, cold air from the interior of Canada flows southward through the Fraser River canyon and over the northern Puget Sound lowlands.

The prevailing directions of the wind is south or southwest during the wet season and northwest in summer. The average wind velocity is less than 10 m.p.h. Although this is the most densely populated and industrialized area in the State, there is sufficient wind most of the year to disperse air pollutants released into the atmosphere. Air pollution is usually most noticeable in the late fall and winter season, under conditions of clear skies, light wind and a sharp temperature inversion. These conditions only prevail a few days before a weather system moves through removing the pollution by wind and rain.

Annual precipitation ranges from 32 to 35 inches from the Canadian Border to Seattle, then gradually increases to 45 inches in the vicinity of Centralia. The winter season snowfall ranges from 10 to 20 inches. Both rainfall and snowfall increase with a slight increase in elevation and distance from the Sound. Snow generally melts rather quickly and depths seldom exceed six to 15 inches. The greatest snow depth recorded in Seattle is 29 inches. Most of this area is near the eastern edge of the "rain shadow" of the Olympic Mountains.

The average January maximum temperature ranges from 41° to 45° F and minimum temperatures from 28° to 32° F. With an increase in distance from the Sound, winter temperatures decrease and summer temperatures increase. Minimum temperatures ranging from 0° to -10° F have been recorded; however, temperatures seldom drop lower than 10° to 15° F. During July, the average maximum temperature ranges from 73° F near the Canadian Border to 78° F in the vicinity of Olympia, and the minimum temperature is near 50° F. Maximum temperatures have reached 100° F; however, in an average summer, 90° or higher is only recorded on three to five days. The growing season is from the latter half of April until the middle of October.

EAST OLYMPIC-CASCADE FOOTHILLS – This area includes foothills along the eastern slope of the Coastal Range, foothills along the western slope of the Cascade Mountains and the valley separating these ridges from the vicinity of Chehalis to the Columbia River. The easterly movement of moist air from over the ocean produces down slope winds in foothills along the eastern slope of the Coastal Range and upslope winds in the foothills along the western slope of the Cascade Mountains. Precipitation is heavier along the windward slopes than in the valley or along the lee slopes. The average annual precipitation ranges from 40 inches in the lower valleys near the Columbia River to 90 inches at stations 800 to 1,000 feet above sea level and along the western slope of the Cascade Range. Annual snowfall increases from less than 10 inches in the lower valleys to 50 inches in elevations 500 to 800 feet.

The Columbia River gorge permits an exchange of air between eastern and western Washington. The direction and speed of air movement through the gorge is determined primarily by the pressure gradient between the eastern and western slopes of the mountains. In summer, the flow of air is usually from west to east, and in winter from east to west. During the winter season, easterly winds in the gorge sometimes reach gale force. Rather severe ice storms or "silver thaws," as they are frequently called, occur in a narrow area westward from the gorge to the vicinity of Vancouver. The "silver thaws" are the result of rain falling through a layer of cold air flowing westward through the gorge.

In January the average maximum temperature ranges from 38° to 45° F, and the minimum from 25° to 32° F. Minimum temperatures have dropped to between 0° and -15° F; however, minimum temperatures lower than 5° to 10° F occur infrequently. In July the average maximum temperature ranges from 75° to 80° F and the minimum is near 50° F. Maximum temperatures have reached 100° to 105° F; however, it is unusual for afternoon temperatures to exceed 90° on more than eight to 15 days in the summer season. The hottest weather occurs during periods of dry easterly winds. The average date of the last freezing temperature in the spring ranges from the middle of April in the warmer valleys to the middle of

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May in the colder localities. In the fall freezing temperatures can be expected after the middle of October.

CASCADE MOUNTAINS-WEST – This area includes the western slope of the Cascade Range from an elevation of approximately 1,000 feet to the summit and extending from the Columbia River to the Canadian Border. Daily temperatures and precipitation reporting stations have been limited to elevations below 5,500 feet. Snow course measurements consisting of snow depth and water content of the snow pack are available for some of the higher elevations. Orographic lifting of the moisture-laden southwesterly and westerly winds results in heavy precipitation in this area. The annual precipitation ranges from 60 to 100 inches or more. Indications are that the heaviest precipitation probably occurs along the slopes of east-west mountain valleys which become more narrow as the elevation increases along the windward slopes of the Cascades. Annual precipitation in some of the wetter areas has reached 140 inches in one out of ten years.

The average winter season snowfall ranges from 50 to 75 inches in the lower elevations, gradually increasing with elevation to between 400 and 600 inches at 4,000 to 5,500 feet. Some of the greatest seasonal snowfalls and snow depths in the United States have been recorded on the slopes of Mt. Rainer and Mt. Baker. The greatest seasonal snowfall recorded at Mt. Rainer-Paradise Ranger Station (elevation 5,500 ft) was 1,000 inches in 1955-56. These and other high peaks above 7,000 or 8,000 feet remain snowcapped throughout the summer. Snowfall usually begins in the higher elevations in September, gradually working down to 3,000 feet by the last of October. The snowline in midwinter varies from 1,500 to 2,000 feet above sea level. Although snowfall continues until late spring, the maximum depth is usually reached during the first half of march. At this season of the year, snow depths above 3,000 feet range from 10 to 25 feet. The density of the snow pack increases from approximately 30 percent water the first of December to 45 percent water in March. In elevation above 5,000 feet, snow remains on the ground until the last of June or first of July.

The average January maximum temperature ranges from 40° F in the lower elevations to 30° F at the 5,500-foot elevation. Minimum temperatures range from 30° F in the lower elevations to 20° F in the higher elevations. Minimum temperatures from 0° to -17° F have been recorded in the higher elevations to the lower 60's in the higher elevations. The minimum temperature is in the 40's. Above 4,000 feet minimum temperatures occasionally drop below freezing in midsummer. In general, the temperature decreases approximately 3° F with each 1,000 feet increase in elevation.

EASTERN WASHINGTON – This section of the State is part of the large inland basin between the Cascade and Rocky Mountains. In an easterly and northerly direction, the Rocky Mountains shield the inland basin from the winter season's cold air masses traveling southward across Canada. In a westerly direction, the Cascade Range forms a barrier to the easterly movement of moist and comparatively mild air in winter and cool air in summer. Some of the air from each of these source regions reaches this section of the State and produces a climate which has some of the characteristics of both continental and marine types. Most of the air masses and weather systems crossing eastern Washington are traveling under the influence of the prevailing westerly winds. Infrequently, dry continental air masses enter the inland basin from the north or east. In the summer season this air from over the continent results in low relative humidity and high temperatures, while in winter clear, cold weather prevails. Extremes in both summer and winter temperatures generally occur when the inland basin is under the influence of air from over the continent.

East of the Cascades, summers are warmer, winters are colder and precipitation is less than in western Washington.

The average number of clear or only partly cloudy days each month varies from five to 10 in winter, 12 to 18 in spring and fall, and 20 to 28 in summer. The percent of possible sunshine received each month is from 20 to 30 percent in winter, 50 to 60 percent in spring and fall and 80 to 85 percent in summer. The number of hours of sunshine possible on a clear day ranges from approximately eight in December to 16 in June. In the driest areas, rainfall is recorded on 70 days each year and on 120 days or more in the higher elevations near the eastern border and along the eastern slope of the Cascades.

Annual precipitation ranges from seven to nine inches near the confluence of the Snake and Columbia Rivers, 15 to 30 inches along the eastern border and 75 to 90 inches near the summit of the Cascade Mountains. During July and August, it is not unusual for four to eight weeks to pass with only a few scattered showers. Thunderstorms can be expected on one to three days each month from April through September. Most thunderstorms in the warmest months occur as isolated cells covering only a few square miles. A few damaging hailstorms are reported each summer. Maximum rainfall intensities to expect in one out of ten years are .6 of an inch in one hour; 1.0 inch in three hours; 1.0 to 1.5 inches in six hours; and 1.2 to 2.0 inches in 12 hours.

During the coldest months, a loss of heat by radiation at night and moist air crossing the Cascades and mixing with the colder air in the inland basin results in cloudiness, for and occasional freezing drizzle. A "chinook" wind which produces a rapid rise in temperature occurs a few times each winter. Frost penetration in the soil depends to some extent on the vegetative cover, snow cover and the duration of low temperatures. In an average winter, frost in the soil can be expected to reach a depth of 10 to 20 inches. During a few of the colder winters with little or now snow cover, frost has reached a depth of 25 to 35 inches.

During most of the year, the prevailing direction of the wind is from the southwest or west. The frequency of northeasterly winds is greatest in the fall and winter. Wind velocities ranging from four to 12 m.p.h. can be expected 60 to 70 percent of the time; 13 to 24 m.p.h., 15 to 24 percent of the time; and 25 m.p.h or higher, one to two percent of the time. The highest wind velocities are from the southwest or west and are frequently associated with rapidly moving weather systems. Extreme wind velocities at 30 feet above the ground can be expected to reach 50 m.p.h. at least once in two years; 60 to 70 m.p.h. once in 50 years and 80 m.p.h. once in 100 years.

During the growing season, April through September, the average evaporation from a Class A evaporation pan is from 35 to 52 inches. Monthly evaporation in midsummer ranges from nine to 12 inches. Annual evaporation from lakes and reservoirs is estimated at 26 inches in the mountains and 34 to 42 inches in other localities. The average relative humidity in January is approximately 85 percent at 4 a.m. and 75 percent humidity at 4 p.m. and in July, 65 percent at 4 a.m. and 27 percent at 4 p.m.

In order to describe the climate in more detail, eastern Washington has been divided into five sections:

EAST SLOPE-CASCADES – This area extends from the summit of the Cascades eastward for distances varying from 25 to 75 miles and from the Canadian Border to the Columbia River. In an easterly direction, the elevation decreases from the summit of the Cascade Range to approximately 2,000 feet above sea level. One of the outstanding features of the climate is the decrease in precipitation along the eastern slope of the mountains as the distance from the summit increases and the elevation decreases. For example, within a distance of 20 miles, the average annual precipitation decreases from 92 inches at Stampede pass (elevation 3,958 ft.) to 22 inches at Cle Elum (elevation 1,920 ft.).

The average winter season snowfall decreases from approximately 400 inches near the summit of the mountains to about 75 inches at 2,000 feet above sea level. In elevations above 3,000 feet snow can be expected in October; however, it generally does not accumulate on the ground until after the first of November. In the lower elevations snow reaches a depth of two to five feet in January or February and in the higher elevations, 10 to 20 feet by the first of march. The density of the snow pack increases from approximately 30 percent water at the beginning of the winter season to 45 percent water by mid-march. In the higher elevations, snow remains on the ground until June or July. Several large irrigation reservoirs are located in valleys along the eastern slope of the Cascades. Melting of the snow provides irrigation water for orchards and other agricultural areas in the Okanogan, Wenatchee, Methow, Yakima and Columbia River valleys.

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The average January maximum temperature varies from 25° to 35° F and the minimum temperature from 15° to 25° F. Minimum temperatures ranging from 0° to -15° F are recorded almost every winter and minimum temperatures have dropped to -30° F in the colder valleys. In July the average maximum temperature ranges from 70° to 85° F and the minimum temperature from 45° to 50° F. In the lower elevations, maximum temperatures exceed 90° F on 15 to 20 days each summer, and 80° F or higher is usually recorded in the higher elevations. In elevations below 3,000 feet, maximum temperatures have reached 100° to 105° F. A cool mountain breeze in the late afternoon results in rapid cooling after sunset.

OKANOGAN-BIG BEND – This area includes fruit producing valleys along the Okanogan, Methow and Columbia Rivers, grazing land along the southern Okanogan highlands, the Waterville Plateau and part of the channeled scablands. The elevation varies from approximately 1,000 feet in the lower river valleys to 3,000 feet over the Waterville Plateau and Okanogan highlands. North-south ranges of mountains extending into southern British Columbia reach elevations of 4,000 to 5,000 feet within a few miles of the Okanogan River. The annual precipitation increases from 11 inches in the valley to 16 inches over some of the Plateau. Winter season snowfall varies from 30 to 70 inches. Both rainfall and snowfall increase in the higher elevations. Snow can be expected after the first of November and to remain on the ground from the first of December until March or April. Snow accumulates to a depth of 10 to 20 inches in the valleys and over the Waterville Plateau, increasing to 40 inches in the higher grazing areas.

The average January maximum temperature is between 28° to 32° F and the minimum temperature varies from 15° to 20° F. Minimum temperatures from 0° to -15° F are recorded on a few nights each winter and -30° has been recorded in the colder localities. Occasional outbreaks of cold air from Canada moving southward through the valleys result in a late spring or early fall freeze. In July the average maximum temperature is between 85° to 90° F, and the minimum is in the lower 50's. Maximum temperatures reach 100° F or higher on a few afternoons each summer, and 105° to 113° F have been recorded. Thunderstorms occur on 10 to 15 days each summer, and a few damaging hailstorms are reported in the fruit-producing valleys.

The average date of the last freezing temperature in the spring is the latter half of April in the warmer fruit-producing valleys along the Columbia and Okanogan Rivers, the middle of May in the colder valleys along the Wenatchee and Methow Rivers and the last of May over the Waterville Plateau and the higher rangelands. The first freezing temperature in the fall usually occurs in the latter half of September on the Waterville Plateau and by the middle of October in the warmer fruit-producing valleys.

CENTRAL BASIN – The Central Basin includes the Ellensburg valley, the central plains area in the Columbia basin south from the Waterville Plateau to the Oregon border and east to near the Palouse River. The elevation increases from approximately 400 feet at the confluence of the Snake and Columbia Rivers to 1,300 feet near the Waterville Plateau and 1,800 feet along the eastern edge of the area. This is the lowest and driest section in eastern Washington. Annual precipitation ranges from seven inches in the drier localities along the southern slopes of the Saddle Mountains, Frenchman Hills and east of Rattlesnake Mountains, to 15 inches in the vicinity of the Blue Mountains. Summer precipitation is usually associated with thunderstorms. During July and August, it is not unusual for four to six weeks to pass without measurable rainfall.

The winter season snowfall is from 10 to 35 inches. Snow can be expected after the first of December and to remain on the ground for periods varying from a few days to two months between mid-December and the last of February. Other than in the Ellensburg valley, snow depths seldom exceed eight to 15 inches. The Central Basin is subject to "chinook" winds which produce a rapid rise in temperature. A few damaging hailstorms are reported in the agricultural areas each summer.

The average January maximum temperature is near 30° F in the colder localities in the Columbia Basin and 40° F in the lower Yakima valley, and minimum temperatures are between 15° to 25° F. Minimum temperatures between 0° to -10° F are recorded almost every winter and temperatures from -15° F to -30° F have been recorded.

In July the average maximum temperature is in the lower 90's, and the minimum temperature is in the upper 50's. The recorded high temperature for the State, 118° F, was recorded on July 24, 1928, at Wahluke, located along the southern slope of the Saddle Mountains and again on August 5, 1961, at Ice Harbor Dam on the Snake River. Maximum temperatures reach 100° to 105° on a few afternoons each summer. The last freezing temperature in the spring occurs during the latter half of April in the Yakima valley and the latter half of May in the colder localities of the Columbia Basin. The first freezing temperature in the fall is usually recorded between mid-September and mid-October.

NORTHEASTERN – The northeastern and higher elevations of the Okanogan highlands, the Selkirk Mountains, and the lower elevations southward to the vicinity of the Spokane River are included in the northeastern area. Ranges of mountains in this section of the State are separated by narrow north-south valleys. The elevation increases from 2,000 feet in the valleys to 6,000 feet along the higher ridges. Most of the temperature and precipitation records are from stations located in the valleys. The average annual precipitation increases in a northeasterly direction from 17 inches in the Spokane area to 28 inches in the northeastern corner of the State.

Winter season snowfall in the valleys varies from 40 to 80 inches. Both rainfall and snowfall increase along the slopes of the mountains. Snow can be expected in the higher elevations in October and in the lower valleys by the last of November. In the lower elevations, snow reaches a depth of 15 to 30 inches and remains on the ground most of the time from the first of December until March. The few snow survey reports available for elevation above 5,000 feet indicate six to eight feet of snow on the ground the first of April and four to five feet the first of May.

Cold continental air moving southward through Canada will occasionally cross the higher mountains and follow the north-south valleys into the Columbia Basin. On clear, calm winter nights, the loss of heat by radiation from over a snow cover produces ideal conditions for low temperatures. The lowest temperature in the State, -48° F, was recorded December 30, 1965, at Mazama and Winthrop. In January, the average maximum temperature is near 30° F and the minimum temperature is 15° F. Minimum temperatures from -10° to -20° F are recorded almost every winter and temperatures ranging from -25° to -42° F have been recorded in the colder valleys. In July, the average maximum temperature is 85° to 90° and the minimum temperature 45° to 50° F. Maximum temperatures reach 100° F on a few afternoons each summer and temperatures between 105° to 110° F have been recorded. The record high temperature of 118° F was recorded at Ice Harbor Dam on August 5, 1961. Temperatures in the mountains decrease three to five degrees Fahrenheit with each 1,000 feet increase in elevation. The average date of the last freezing temperatures can be expected in the colder valleys by the first of September and before mid-October in the warmer areas.

PALOUSE-BLUE MOUNTAINS – This area includes counties along the eastern border of the State south from Spokane to the Oregon border and west to near Walla Walla. The elevation increases from 1,000 feet in the vicinity of Walla Walla to 3,500 feet in the Palouse Hills and to 6,000 feet in the Blue Mountains. Precipitation increases as the elevation increases in an easterly direction across this area. Annual precipitation is between 10 to 20 inches over most of the agricultural section increasing to 40 inches or more in the higher elevations of the Blue Mountains. The average winter season snowfall varies from 20 to 40 inches. Snow can be expected in November and to remain on the ground from periods ranging from a few days to two months between the first of December and March. Snowfall and the depth on the ground increase along the slopes of the mountains.

The average January maximum temperature is near 34° F in the Palouse Hills and 38° in the Snake and Walla Walla River valleys. The average minimum temperature varies from 20° to 25° F. Minimum temperatures between 0° and -15° F are recorded on a few nights each winter and temperatures ranging from -25° to -35° F have been recorded. In July, the average maximum temperature is in the upper 80's and the minimum is in the mid -50's. Maximum temperatures usually reach 100° F on a few afternoons and temperatures from 105° to 112° F have been recorded.

The last freezing temperature in the spring is the last of April in the Walla Walla and Snake River valleys and the last of May in the Palouse Hills. The first freezing temperatures usually occur the last of September or first of October.

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RIVERS – The Columbia River, draining approximately 259,000 square miles in the Pacific Northwest and second only to the Mississippi River in volume flow, enters near the northeastern corner of the State and flows in a semi-circular pattern through eastern Washington. Before reaching the Pacific Ocean, it forms most of the boundary between Washington and Oregon, draining all of eastern Washington and the western slope of the Cascade Mountains between Mt. Rainier and the southern border. In addition to providing water for vast irrigation and hydroelectric projects, the Columbia River is a navigable stream for ocean vessels to ports at Vancouver and Portland and for river barges into eastern Washington. Principal tributaries of the Columbia in Washington include the Pend Oreille, Spokane, Snake and Cowlitz Rivers.

Although some overflow may be expected in Washington in most years, severe flooding occurs infrequently. In recent years, the most severe flooding in the Columbia River basin occurred in 1948 and 1950, while some of the other notable flood years have been 1894, 1897, 1913, 1916, 1928 and 1933.

In the Columbia River basin in eastern Washington, winter floods are rare. They may occur at times, however, especially in local areas as a result of a combination of moderate snow cover, warm southerly winds and heavy rains. Annual peak flows occur in the spring and early summer as the winter snow pack melts.

In western Washington, the Snoqualmie, Skagit, Stillagumish, Chehalis and other streams drain into Puget Sound, the Strait of Juan de Fuca and the Pacific Ocean. There are two periods of high flow in the streams of western Washington, especially in the Puget Sound region and in the Cowlitz River basin. One occurs during the winter months coinciding with the periods of maximum precipitation, and the other in the spring or early summer caused by the seasonal rise in temperature with the resultant melting of snow accumulations in the higher elevations augmented at times by rainfall. In western Washington, some of the most significant overflow occurred in 1909, 1917, 1921, 1932, 1933, 1934, 1951, and 1959.

FORESTRY AND AGRICULTURE – Land utilization is determined to a large extent by the terrain, soil and the climate. The mountainous areas over the entire State and a major portion of the lowlands west of the Cascades are in timber. Forest vegetation varies from the large Douglas fir, spruce, hemlock and cedar with a dense undergrowth of fern and moss in the rainforest on the Olympic Peninsula, to the open stands of Ponderosa pine in eastern Washington. Lumbering and forestry management are major activities in many areas.

West of the Cascades, agriculture is confined to the river valleys and well-drained areas in the Puget Sound lowlands. The climate is favorable for growing berry crops, cool season vegetable crops, flower bulbs, certified seed potatoes and grass. Dairying and poultry production are important sources of income to the Puget Sound area. Reservoirs on the windward slopes of the mountains provide an abundance of water for metropolitan areas, and hydroelectric projects have been developed along several rivers.

The major agricultural areas are in eastern Washington. Agriculture is highly specialized in some localities and diversified in others. The fruit producing areas are in irrigated valleys along the Okanogan, Columbia, Wenatchee and Yakima Rivers. The Okanogan highlands, northeastern valleys and channeled scablands are devoted to grazing. The major wheat producing areas include the Big Bend, Waterville Plateau, Palouse Hills and Horse Heaven Hills. Dry land farming practices are generally followed in the small grain section. In addition to the older irrigated sections of the Yakima and Walla Walla valleys, a major irrigation project has been developed in the Central Basin. The more important crops grown in the irrigated sections include sugar beets, potatoes, alfalfa, corn, onions, beans, peppermint, spearmint, hops and a variety of vegetable crops.

Ordinarily, drought is not a problem in Washington agriculture. The dry season begins at approximately the same time each summer and agricultural activities are planned accordingly.

RECREATION – Tourist business and recreational activities are rapidly becoming an important source of income. The climate, mountains, ocean beaches, lakes, rivers, national parks and forest areas permit a vast range of recreational activities. In the mountains the ski season begins in November and continues until late spring. The season for camping, hiking and fishing in the higher mountain lakes and streams begins as the snow melts and continues until early fall.

In the fall hunters flock to the mountains seeking their limit of deer, elk and other game, while those looking for birds scatter over the lowlands. In summer the numerous lakes and warm sunny days east of the Cascades are inviting to many, while to others the cooler marine air and ocean beaches in western Washington are a welcome relief from summer heat in other sections of the county.

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

Commerce released the 2022 version of the Policy Manual on October 1, 2022.

All DOE funded work will be performed in accordance to the DOE approved energy audit procedures and 10 CFR 440 Appendix A. On May 6, 2015 Washington State received Supplemental DOE Approval of LED lighting as an allowable weatherization materials.

As of July 1, 2015 the Specifications and Standards sections were removed and grantees were directed to utilize the DOE approved Single Family Washington Weatherization Field Guide.

Washington updated the field guide to include manufactured homes which went into effect as of 7/1/16. Washington added a field guide for Multi-family Homes which went into effect as of 6/25/19. Our most recent DOE approval for alignment with the SWS is dated 7/2/19 with a variance approval dated 8/1/19.

Grantees are provided access to the field guide via our Weatherization SharePoint site and website. SharePoint is a web application so grantees are able to access the most current version at all times. <http://www.commerce.wa.gov/growing-the-economy/energy/weatherization-and-energy-efficiency/weatherization-program-documents/>

The Building Performance Center (BPC) is leading the state's efforts in creating the Washington field guides and is lead on providing training for grantees. In May 2019, Commerce and the BPC hosted the annual Monitor Inspector Workshop where the BPC provided hands-on training for the single family field guide. Additional training will be provided through BPC to use the manufactured home field guide. The BPC also provides training via the Peer Circuit Rider Program in which staff can go on-site anywhere in Washington to provide one-on-one training for local agencies, tribes, and their subcontractors.

Agencies sign a Certification Form indicating they will adhere to WPN 22-4 when they sign their grant.

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Washington State Weatherization Application 2022 – 2023
Quality Work Plan Requirements from WPN 22-4

Requirement #1 – Field Standards for Sub-grantees

In 2014, Commerce thoroughly investigated the specific relationships between existing Washington Specifications and the Standard Work Specifications (SWS). From this effort Commerce identified three types of content: policy, equivalent content, and more stringent content. Commerce moved policy content to the Policy Manual and deleted equivalent content in the Washington Specifications and Standards. Commerce selected some of the more stringent content type for deletion and tagged the remainder for inclusion in the Washington State Weatherization Field Guide.

Also in 2014, Commerce worked with a team of volunteers from weatherization network throughout Washington to review the SWSs and identify which apply to the Washington weatherization program. A total of 27 variances were submitted and approved by DOE for the Washington state standards and field guide. The water heater pan variance was identified as a best practice by DOE and used as an example for the program nationally.

Only the SWSs allowed by DOE WAP rules and Commerce policy will apply to the program. Commerce has communicated this concept to those Local Agencies that are concerned about complying with all of the SWSs. On July, 1, 2015 Commerce implemented a revised Weatherization Manual and Field Guide and all Local Agencies are required to follow the guidance of these documents.

Requirement #2 – Field Guides

The Washington version of the completed single family field guide, Retrofitting Washington, was implemented on July 1, 2016 and is used by all Local Agencies.

In April, 2015 the Building Performance Center (BPC) provided an introduction to the field guide course and the mandatory Auditor/Inspector Workshop. The BPC provides training to all current Local Agencies including their available subcontractors to ensure compliance with the requirements of the SWS. Additional training on use of the field guide is offered via webinar and long distance learning video conference technology.

The field guides are provided to grantees via our SharePoint site. SharePoint is a web application so grantees will be able to access the most current version at all times.

Requirement #3 – Technical Requirements for Local Agencies and Contractors

The Department of Commerce has fully implemented the requirements of WPN 22-4, Technical Guides and Standards, as of July 1, 2015.

The 2017 Weatherization Manual includes policies, procedures and forms relevant to this implementation.

Furthermore, the following language is inserted in the Subgrantee and contractor agreements that indicates the signatory's responsibility to perform work to the specifications outlined in WPN 22-4 and any other grantee requirements:

10. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—PRIMARY AND LOWER TIER COVERED TRANSACTIONS

- A. Grantee, defined as the primary participant and its principals, certifies by signing these General Terms and Conditions that to the best of its knowledge and belief they:
1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
 2. Have not within a three-year period preceding this Grant, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of federal Executive Order 12549; and
 4. Have not within a three-year period preceding the signing of this Grant had one or more public transactions (Federal, State, or local) terminated for cause of default.
- B. Where the Grantee is unable to certify to any of the statements in this Grant, the Grantee shall attach an explanation to this Grantee.
- C. The Grantee agrees by signing this Grant that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by Commerce.
- D. The Grantee further agrees by signing this Grant that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," as follows, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

LOWER TIER COVERED TRANSACTIONS

- a) The lower tier contractor certifies, by signing this Contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b) Where the lower tier contractor is unable to certify to any of the statements in this Contract, such contractor shall attach an explanation to this Contract.

- E. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded**, as used in this section, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact Commerce for assistance in obtaining a copy of these regulations.

Requirement #4 – Receipt of Technical Requirements Documentation and Follow-up

To confirm Local Agencies' receipt of technical requirements, Commerce will include the below certification form.

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Certification Form

The Grantee, defined as the primary participant in accordance with 45 CFR Part 76, and its principals, certifies by signing this section that to the best of its knowledge and belief that the:

1. Agency WAP staff have received training on how to use and will stay current on the Field Guide requirements.
2. Agency WAP staff has reviewed the "Precedence Section" of the most current Weatherization Manual.
3. Agency WAP staff will provide Commerce a plan for meeting both the Auditor/Inspector separation and final inspections being completed by an independent QCI with this signed grant.
4. Agency WAP staff will develop and implement a plan for informing all weatherization subcontractors of the above SWS requirements and required use of the Washington State Weatherization Field Guide. Agency understands that Commerce will monitor this requirement.
5. Agency WAP staff will notify Commerce within 10 days of losing a QCI or the ability to separate Auditor and Inspector duties. If the agency cannot maintain compliance with Auditor/Inspector separation, Agency WAP will provide Commerce with a plan for having units' final inspection completed by an independent QCI or submit a waiver request to Commerce. This "separation waiver" requires grantees to be monitored at a rate of 10% instead of the standard 5% rate.

Executive Director Signature _____ Date _____

Program Manager Signature _____ Date _____

Where the Local Agency is unable to certify to any of the statements in this Grant, the Local Agency shall attach an explanation to this Grant. Commerce will review this explanation, deem its appropriateness, and take action as necessary.

Requirement #5 – Specifications Referenced in Subcontractors' Contracts

Local Agencies will be required to include language in subcontractors agreements and/or contracts that clearly documenting the specifications for the quality work requirement based on the SWSs and field guides.

Requirement #6 – Consistency of Work with Grantee Standards and Field Guides

Washington State requires all completed units, completed after July 1, 2015, inspected for compliance to the SWS, signed off by a BPI-certified Quality Control Inspector (QCI) and monitored by QCI certified staff.

Requirement #7 – QCI Standards

For several years Commerce required Building Analyst 1 certification for state monitors. Commerce has three QCI-certified Monitoring & Compliance (M&C) staff and one additional staff person in the process of completing QCI training and certification. Commerce has aligned current job descriptions for M&C staff to include QCI certification or the ability to achieve the certification during the probationary period.

Requirement #8 – Units Reported Meet Quality Guidelines

Commerce ensures that the work quality guidelines required to be followed by Quality Control Inspectors (QCI) are understood and implemented in their Local Agency inspections by:

- Verifying Local Agencies have a QCI on staff or a plan for QC inspections through Certification Form signed
- Verifying Local Agencies have inspection forms that 1) assess the measures installed were appropriate and in accordance with Commerce's audit procedures, and 2) all work met the required standards.
- Validate final inspection forms are signed by a certified QCI during monitoring visits.

Requirement #9 – Final Inspection and Monitor Certification in Client Files

For all projects monitored by Commerce, we require two inspection certification forms in client files: one signed by the certified Local Agency QCI (required for every project) and one signed by the Washington State M&C QCI certified staff who completed the unit inspection (required for projects monitored by Commerce only).

Requirement #10 – Protocols for Grantee Monitoring Ensuring Work Quality

In order to ensure that the work performed by the WAP meets the criteria outlined under the Work Quality section of this guidance, Commerce has an audit review procedure included our current unit inspection workflow. In addition, Commerce has worked with the network and the Building Performance Center to establish guidelines for audit review for completeness and accuracy. During the monitoring visit, monitors will also verify contractor/subcontractor agreements contain language which clearly documents the specifications for the quality work requirement based on the SWSs and field guide.

Requirement #11 – Independent Auditor/QCI Grantee Inspection Responsibilities

It is Commerce's expectation that all Local Agencies comply with the separation of Auditor and QCI duties. Grantees must provide a plan to Commerce with their signed DOE grant indicating how they will comply with this requirement. Commerce recognizes small Local Agencies may not be able to have separation of duties between Auditors and QCIs. In specific circumstances, Commerce may allow these Local Agencies to not have separation of duties. If Commerce deems it appropriate for an agency to not have separation between the Auditor/Inspector roles, Commerce will increase the Local Agency's monitoring to a minimum of 10%. Local agencies granted this waiver are required to resubmit the request annually. The waiver may be revoked at any time by the Department of Commerce if work quality issues are discovered during monitoring. Currently two agencies have been granted a separation waiver.

Requirement #12 – Quality Assurance for Auditor/QCI Roles

As of July 1, 2015, Local Agencies were required to ensure all homes receive an independent final inspection by someone certified as a QCI. Local Agencies that are unable to have separation between Auditors and Quality Control Inspectors will have a minimum of 10% completed production inspected as required by DOE.

Requirement #13 – Quality Inspection Requirement for QCI

Whether Local Agencies have a staff QCI, hires for a 3rd party QCI, or is provided a QCI by a partnering agency, the Local Agency is ultimately responsible for ensuring all Quality Control

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Inspections meet the standard work qualifications outlined in the Washington State Field Guide. Local Agencies will be required to cover all unallowable costs due to substandard weatherization work. When Commerce identifies substandard work, they will use the opportunity to provide technical assistance to grantees. If the Inspector is part of a pooled QCI group (shared QCI staff among multiple Local Agencies), Commerce will connect with all Local Agencies to understand the circumstances. If Inspectors receive three inspection findings for substandard work, they will receive additional monitoring and provided targeted technical assistance.

Requirement #14 – Non-Standard QCI Inspection Policy Requirements

Commerce does not intend to create a Quality Control Inspection policy that differs from the standard options defined by DOE. Commerce plans to comply with the DOE requirements defined as Option 1-Independent QCI by requiring Local Agencies to have all homes receive independent QCI inspections. This can be done by staff QCI or a contracted QCI. While Commerce strive to have all homes receive an independent QCI inspections, grantees who are unable to have Auditor/Inspector separation will receive increased monitoring as described in Requirement #12. Local Agencies who lose their QCI staff/subcontractor must inform Commerce within 10 days and provide a plan for having units receive final inspections by an independent QCI. If there is a gap in the separation duties based on an emergent, exigent situation Commerce will increase monitoring to 10%.

Requirement #15 – Guarantee of Sufficient Certified Individuals

In the 2014 program year, the BPC offered training for the Quality Control Inspector credential one to two times a month. As of January, 2017 the Building Performance Institute indicates 64 people in Washington have the QCI credential. During PY2017 the BPC will continue to provide QCI training on a quarterly basis or when needed. Commerce will ensure Local Agencies have access to QCI training and will keep informed of network QCI capacity on an ongoing basis.

Requirement #16 – Comprehensive Training for All WAP Workers

Comprehensive Weatherization Assistance Program Training

Comprehensive training as defined in WPN 22-4 is: Comprehensive, occupation-specific training which follows a curriculum aligned with the NREL Job Task Analysis (JTA) for that occupation.

In December of 2013 the BPC achieved Interstate Renewable Energy Council (IREC) accreditation as a weatherization training provider. The BPC is IREC-accredited to provide comprehensive training in support of the Quality Control Inspector (QCI) and Crew Lead job designations and credentials.

Our third party training contractor, will provide comprehensive, occupation targeted training, which follows a curriculum aligned with the JTA (Job Task Analysis) for that occupation. These trainings will be administrated by, or in conjunction with, a training program accredited by a DOE-approved accreditation organization for the specific JTA being taught. Comprehensive training to include but not limited to:

- Energy auditor
- Quality Control Inspector
- Retrofit Installer

Specific Weatherization Assistance Program Training

Specific training as defined by DOE, is single-issue, short-term training to address acute deficiencies in the field. BPC specific 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 2016
- OSHA 10
- RRP Lead Safe Work Practices/Lead Safe Weatherization
- IR Thermography and Weatherization
- Consumer Education
- Multifamily Auditing
- Healthy Home Essentials/Weatherization Plus Health
- OSHA Confined Spaces
- Heat System Sizing/Manual J

Specific trainings will be offered throughout the year. Schedule will depend on Local Agencies' needs and Commerce's recommendations.

See below policies:

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(Grant Number: EE0010023, State: WA, Program Year: 2022)

[Effective Date: July 2016]

POLICY 5.5.9 RENEWABLE ENERGY SYSTEMS

[Effective Date: October 2021]

POLICY 7.1 LOCAL AGENCY INSPECTION OF WEATHERIZATION WORK

Field guide types approval dates

Single-Family: 7/18/2022
Manufactured Housing: 7/18/2022
Multi-Family: 7/18/2022

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family
Audit Name: Other (specify)
TREAT/ECOS/PL February 6th, 2023 - September 12th, 2027
Approval Date: 3/23/2020

Audit Procedure: Manufactured Housing
Audit Name: Other (specify)
TREAT/ECOS/PL February 6th, 2023 - September 12th, 2027
Approval Date: 3/23/2020

Audit Procedure: Multi-Family
Audit Name: Other (specify)
TREAT February 6th, 2023 - September 12th, 2027
Approval Date:

Comments

<p>TREAT is the current state approved computerized energy modeling tool for the Wx Program. Washington state is transitioning from TREAT to ECOS as the official state approved computerized energy modeling tool. DOE approved the use of ECOS on February 3rd, 2023. Until the transition has been complete and Commerce has sent out communication to allow agencies to use ECOS, Local Agencies shall use TREAT as the computerized energy modeling tool. All multifamily projects must receive DOE approval prior to the actual work commencing.</p> <p>Below is a reference to policies pertaining to the Washington State Department of Commerce's approach to determining Energy Audit Procedures. At the time of this application, the latest Wx Manual may be referred to and found in the SF424 as an attachment.</p> <p>[Effective Date: July, 2021]</p> <p>POLICY 5.2.1 ENERGY AUDITS</p> <p>[Effective Date: September, 2021]</p> <p>POLICY 5.2.2 ENERGY UDIT PRE-ASSESSMENT (PRE-AUDIT)</p> <p>[Effective Date: July, 2022]</p> <p>POLICY 5.2.3-SF DIAGNOSTIC TESTING</p>
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[Effective Date: July, 2021]

POLICY 5.2.5 TARGETED RETROFIT ENERGY ANALYSIS TOOL (TREAT)

DOE-Sponsored Priority List:

The Department of Energy (DOE) approved Commerce to begin using the Department of Energy Priority List (DOE-PL) on weatherization projects. Local agencies started immediately using the DOE-PL list on eligible projects audited on or after February 3rd, 2023.

The DOE-PL may be used on the following dwelling types:

1. Single-Family Site-Built (SFSB)
2. Manufactured Homes (MH)
3. Low Rise Multifamily (LRMF)

The purpose of the DOE-PL is to simplify the audit process and eliminate the need to demonstrate savings to investment ratios of 1 or less on weatherization projects. This should streamline the process for Local Agencies that historically struggled to spend DOE funds. All local agencies can choose the appropriate audit approach for each project (DOE Priority List, Deemed Measures Priority List (if not using DOE funds), or a site specific energy audit using). High rise multifamily projects using multifamily funds cannot use the DOE-PL.

Energy Community Online System (ECOS)

Commerce implemented the Weatherization Information Data System (WIDS) in February 2011. This online database captures significant details for each home weatherized by local agencies. WIDS enables agencies to track the progress of all weatherization projects, simultaneously keeping Commerce informed of production across the state.

The Washington State weatherization program has outgrown the usefulness of WIDS. In 2021 we conducted a procurement process and selected Energy Community Online System (ECOS) by JAI Software to replace WIDS. DOE approved ECOS in February of 2023 to be used for state-wide Weatherization projects.

ECOS is a cloud-based software platform for Weatherization Assistance and Utility Assistance Programs. ECOS integrates program administration, management, eligibility, energy auditing, service delivery, and reporting into a single solution. By combining all program administration, management, eligibility, and service delivery we hope to improve client services, strengthen program integrity, and reduce costs.

We anticipate going live across the state using ECOS in the summer of 2023. The program and monitoring teams, with the help of a systems analyst and change management support, are working closely with the ECOS developers to configure and modify ECOS for use in Washington State. 2023 will be the year of transition to the new system and we are working with a select group of early adopters in our network to ensure the system is working smoothly before expanding use across the network statewide.

V.5.3 Final Inspection

Commerce will follow current corrective action protocols if inadequate inspection practices are found during monitoring.

**Washington State Weatherization Application 2022-2023
Quality Work Plan Requirements from WPN 15-4**

Requirement #1 – Field Standards for Sub-grantees

In 2014, Commerce thoroughly investigated the specific relationships between existing Washington Specifications and the Standard Work Specifications (SWS). From this effort Commerce identified three types of content: policy, equivalent content, and more stringent content. Commerce moved policy content to the Policy Manual and deleted equivalent content in the Washington Specifications and Standards. Commerce selected some of the more stringent content type for deletion and tagged the remainder for inclusion in the Washington State Weatherization Field Guide.

Also in 2014, Commerce worked with a team of volunteers from weatherization network throughout Washington to review the SWSs and identify which apply to the Washington weatherization program. A total of 27 variances were submitted and approved by DOE for the Washington state standards and field guide. The water heater pan variance was identified as a best practice by DOE and used as an example for the program nationally.

Only the SWSs allowed by DOE WAP rules and Commerce policy will apply to the program. Commerce has communicated this concept to those Local Agencies that are concerned about complying

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with all of the SWSs. On July, 1, 2015 Commerce implemented a revised Weatherization Manual and Field Guide and all Local Agencies are required to follow the guidance of these documents.

Requirement #2 – Field Guides

The Washington version of the completed single family field guide, Retrofitting Washington, was implemented on July 1, 2015 and is use by all Local Agencies. Washington developed a field guide for manufactured homes and implemented its use by all Local Agencies in PY2016. Commerce is currently developing a Multifamily Field Guide with implementation target PY2018.

In April, 2015 the Building Performance Center (BPC) provided an introduction to the field guide course and the mandatory Auditor/Inspector Workshop. The BPC provides training to all current Local Agencies including their available subcontractors to ensure compliance with the requirements of the SWS. Additional training on use of the field guide is offered via webinar and long distance learning video conference technology.

The field guides are provided to grantees via our SharePoint site. SharePoint is a web application so grantees will be able to access the most current version at all times.

Requirement #3 – Technical Requirements for Local Agencies and Contractors

The Department of Commerce has fully implemented the requirements of WPN 15-4, Technical Guides and Standards, as of July 1, 2015.

The 2015 Weatherization Manual includes policies, procedures and forms relevant to this implementation.

Requirement #4 – Receipt of Technical Requirements Documentation and Follow-up

To confirm Local Agencies' receipt of technical requirements, Commerce included the following Certification Form to the PY2015 grant signed by the Executive Director and Program Manager. This certification form will also be included in the PY2017 grant:

Certification Form

The Grantee, defined as the primary participant in accordance with 45 CFR Part 76, and its principals, certifies by signing this section that to the best of its knowledge and belief that the:

1. Agency WAP staff have received training on how to use and will stay current on the Field Guide requirements.
2. Agency WAP staff has reviewed the "Precedence Section" of the 2016 Weatherization Manual.
3. Agency WAP staff will provide Commerce a plan for meeting both the Auditor/Inspector separation and final inspections being completed by an independent QCI with this signed grant.
4. Agency WAP staff will develop and implement a plan for informing all weatherization subcontractors of the above SWS requirements and required use of the Washington State Weatherization Field Guide. Agency understands that Commerce will monitor this requirement.
5. Agency WAP staff will notify Commerce within 10 days of losing a QCI or the ability to separate Auditor and Inspector duties. If the agency cannot maintain compliance with Auditor/Inspector separation, Agency WAP will provide Commerce with a plan for having units' final inspection completed by an independent QCI.

Executive Director Signature _____ Date _____

Program Manager Signature _____ Date _____

Where the Local Agency is unable to certify to any of the statements in this Grant, the Local Agency shall attach an explanation to this Grant. Commerce will review this explanation, deem its appropriateness, and take action as necessary.

Requirement #5 – Specifications Referenced in Subcontractors' Contracts

Local Agencies will be required to include language in subcontractors agreements and/or contracts that clearly documenting the specifications for the quality work requirement based on the SWSs and field guides.

Requirement #6 – Consistency of Work with Grantee Standards and Field Guides

Washington State requires all completed units, completed after July 1, 2015, inspected for compliance to the SWS, signed off by a BPI-certified Quality Control Inspector (QCI) and monitored by QCI certified staff.

Requirement #7 – QCI Standards

For several years Commerce required Building Analyst 1 certification for state monitors. Commerce has four QCI-certified Monitoring & Compliance (M&C) staff. Commerce has aligned current job descriptions for M&C staff to include QCI certification or the ability to achieve the certification during the probationary period.

Requirement #8 – Units Reported Meet Quality Guidelines

Commerce ensures that the work quality guidelines required to be followed by Quality Control Inspectors (QCI) are understood and implemented in their Local Agency inspections by:

- Verifying Local Agencies have a QCI on staff or a plan for QC inspections through Certification Form signed annually.
- Verifying Local Agencies have inspection forms that 1) assess the measures installed were appropriate and in accordance with Commerce's audit procedures, and 2) all work met the required standards. (Commerce has developed a statewide required QCI form which is in the pilot phase as this time. Full implementation of this form will take place as of 7/1/17)
- Validate final inspection forms are signed by a certified QCI during monitoring visits.

Requirement #9 – Final Inspection and Monitor Certification in Client Files

For all projects monitored by Commerce, we require two inspection certification forms in client files: one signed by the certified Local Agency QCI (required for every project) and one signed by the Washington State M&C QCI certified staff who completed the unit inspection (required for projects monitored by Commerce only).

Requirement #10 – Protocols for Grantee Monitoring Ensuring Work Quality

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In order to ensure that the work performed by the WAP meets the criteria outlined under the Work Quality section of this guidance, Commerce has an audit review procedure included our current unit inspection workflow. In addition, Commerce has worked with the network and the Building Performance Center to establish guidelines for audit review for completeness and accuracy. During the monitoring visit, monitors will also verify contractor/subcontractor agreements contain language which clearly documents the specifications for the quality work requirement based on the SWSs and field guide.

Requirement #11 – Independent Auditor/QCI Grantee Inspection Responsibilities

It is Commerce's expectation that all Local Agencies comply with the separation of Auditor and QCI duties. Grantees must provide a plan to Commerce with their signed DOE grant indicating how they will comply with this requirement. Commerce recognizes small Local Agencies may not be able to have separation of duties between Auditors and QCIs. In specific circumstances, Commerce may allow these Local Agencies to not have separation of duties. If Commerce deems it appropriate for an agency to not have separation between the Auditor/Inspector roles, Commerce will increase the Local Agency's monitoring to a minimum of 10%.

Requirement #12 – Quality Assurance for Auditor/QCI Roles

As of July 1, 2015, Local Agencies were required to ensure all homes receive an independent final inspection by someone certified as a QCI. Local Agencies that are unable to have separation between Auditors and Quality Control Inspectors will experience an increase in monitoring from the current 5% to 10% as required by DOE.

Requirement #13 – Quality Inspection Requirement for QCI

Whether Local Agencies have a staff QCI, hires for a 3rd party QCI, or is provided a QCI by a partnering agency, the Local Agency is ultimately responsible for ensuring all Quality Control Inspections meet the standard work qualifications outlined in the Washington State Field Guide. Local Agencies will be required to cover all unallowable costs due to substandard weatherization work. When Commerce identifies substandard work, they will use the opportunity to provide technical assistance to grantees. If the Inspector is part of a pooled QCI group (shared QCI staff among multiple Local Agencies), Commerce will connect with all Local Agencies to understand the circumstances. If Inspectors receive three inspection findings for substandard work, they will receive additional monitoring and provided targeted technical assistance.

Requirement #14 – Non-Standard QCI Inspection Policy Requirements

Commerce does not intend to create a Quality Control Inspection policy that differs from the standard options defined by DOE. Commerce plans to comply with the DOE requirements defined as Option 1-Independent QCI by requiring Local Agencies to have all homes receive independent QCI inspections. This can be done by staff QCI or a contracted QCI. While Commerce strive to have all homes receive an independent QCI inspections, grantees who are unable to have Auditor/Inspector separation will receive increased monitoring as described in Requirement #12. Local Agencies who lose their QCI staff/subcontractor must inform Commerce within 10 days and provide a plan for having units receive final inspections by an independent QCI. If there is a gap in the separation duties based on an emergent, exigent situation Commerce will increase monitoring to 10%.

Requirement #15 – Guarantee of Sufficient Certified Individuals

In the 2014 program year, the BPC offered training for the Quality Control Inspector credential one to two times a month. As of January, 2016 the Building Performance Institute indicates 64 people in Washington have the QCI credential. During PY2017 the BPC will continue to provide QCI training on a quarterly basis or when needed. Commerce will ensure Local Agencies have access to QCI training and will keep informed of network QCI capacity on an ongoing basis.

Requirement #16 – Comprehensive Training for All WAP Workers

Comprehensive Weatherization Assistance Program Training

Comprehensive training as defined in WPN 15-4 is: Comprehensive, occupation-specific training which follows a curriculum aligned with the NREL Job Task Analysis (JTA) for that occupation.

Our third party training contractor, will provide comprehensive, occupation targeted training, which follows a curriculum aligned with the JTA (Job Task Analysis) for that occupation. These training will be administrated by, or in conjunction with, a training program accredited by a DOE-approved accreditation organization for the specific JTA being taught. Comprehensive training to include but not limited to:

- Energy auditor
- Quality Control Inspector
- Retrofit Installer

Weatherization Assistance Program Training

Specific training as defined by DOE, is single-issue, short-term training to address acute deficiencies in the field. BPC specific 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 2016

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- OSHA 10
- RRP Lead Safe Work Practices/Lead Safe Weatherization
- IR Thermography and Weatherization
- Consumer Education
- Multifamily Auditing
- Healthy Home Essentials/Weatherization Plus Health
- OSHA Confined Spaces
- Heat System Sizing/Manual J

Specific trainings will be offered throughout the year. Schedule will depend on Local Agencies' needs and Commerce's recommendations.

Commerce's inspection form used during monitoring to ensure work is completed in accordance with the work quality requirements outlined in the WPN 15-4 is posted under the SF-424 as "QCI Form".

[Effective Date: October 2021]

POLICY 7.1 LOCAL AGENCY INSPECTION OF WEATHERIZATION WORK

1. **Written Internal Monitoring Procedures:** Local Agencies must define written internal monitoring procedures to perform regularly as a means for quality control, compliance assurance, and risk assessment. Such procedures must include written inspection procedures including the use of **Exhibit 7.1A, Quality Control Inspection (QCI) Form** to ensure comprehensive and consistent inspections of all units weatherized.
2. **Final Inspection Required Prior to Completed Unit Reporting:** No dwelling unit will be reported to Commerce as completed until the local agency has performed a final inspection and certified that appropriate work has been completed in a quality manner.
3. **Validating Work Prior to Payment:** Local Agencies must validate and document subcontractor's work performed prior to paying them, by confirming work is complete, verifying work is appropriate and allowable, and certifying work is performed in compliance with the Wx Field Guide and in a quality manner. Measures installed in the field require a final or an in-progress inspection
4. **Timing of Inspections:** Inspections must take place within 30 days of completion of work on the residence.
5. **Inspector Requirements:** A certified Quality Control Inspector (QCI), someone other than the auditor or the installer(s), must conduct final inspections

Exception: 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.

- a. Inspector must be certified as a Home Energy Professional Quality Control Inspector.

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

Wx Policy 7.1 Local Agency Inspection of Weatherization Work

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- b. The Peer Circuit Rider/Building Performance Center will provide training and testing.
 - c. Newly hired inspectors must have work reviewed by a certified QCI until they are certified.
6. **Eligibility for the Auditor/Inspector Separation Waiver:** Local Agencies may apply for an Auditor/Inspector Separation Waiver as part of their Quality Management Plan if the agency:
 - a. Has only one QCI certified staff member responsible to perform both audits and inspections,
 - b. Is transitioning between certified technical staff,
 - c. Experiences technical staff losses, or
 - d. Has another reason.
 7. **Applying for the Auditor/Inspector Separation Waiver:** To request the Auditor/Inspector Separation Waiver, Local Agencies must:
 - a. Submit the Auditor/Inspector Separation Waiver Request in writing.
 - b. Provide an outline of internal controls documenting how the agency will ensure compliance.

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- c. Provide the timeframe for use of the waiver.
- d. If waiver request is due to loss of staff, provide request within 10 days.

8. **Qualifying for the Auditor/Inspector Separation Waiver:** To initially qualify for the Auditor/Inspector Separation Waiver, Commerce will review and assess the following local agency information:

- a. Documentation provided in waiver request,
- b. Risk assessment score,
- c. Previous monitoring and inspection reports,
- d. Third party QCI inspection reports for the past year (if applicable),

9. **Using the Auditor/Inspector Separation Waiver:** To continue to use the Auditor/Inspector Separation Waiver, local agencies must:

- a. Attach in WIDS for every project, all of the following:

- 1. Scope of Work
- 2. Audit (*Standardized Audit Form*)

Wx Policy 7.1 Wx Policy 7.1 Local Agency Inspection of Weatherization Work

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- 3. Quality Control Inspection (QCI) Form (*Standardized QCI Form*)

- b. A minimum 10% of the total annual unit production must be inspected and monitored by Commerce, and
- c. If required by Commerce, Local Agencies must use the Peer Circuit Rider program or identify a peer agency for peer exchange to consult with for 3rd party perspective.

10. **In-Progress Inspector Exceptions:** In low volume, low dollar, and low risk project situations, an in-progress inspection may be completed by appropriate staff even if they do not have QCI certification.

- a. Since the QCI signs off on the completed project as a whole and all of the individual measures at the end, the responsibility remains with the QCI. Local Agencies are ultimately responsible and liable for their QCI staff or contractors' work. Local Agencies are expected to determine reasonable risk and reach agreement with their QCI on this process prior to final inspection. For example, a specialty contractor installs a fan and the project manager or crew lead inspects fan to determine if it works.
- b. In project situations other than low volume, low dollar, and low risk in-progress inspections require a QCI; e.g. attic insulation in multifamily weatherization represents a high dollar investment that needs an approved inspection by a QCI prior to payment.

11. **Documenting Inspections:** Local Agencies must:

- a. Use the required QCI Form: **Exhibit 7.1A, Quality Control Inspection Form**
- b. Document in the client file the signed and dated documentation (hard copy or electronic copy attached to WIDS project) of all inspections:

- 1. In-progress Inspections (if applicable): Requires appropriate staff approval and documentation.
- 2. Final Inspections: Requires QCI declaration if unit passes QC inspection (or not), QCI signature, QCI number, and expiration date. If the unit does not pass QC inspection, another Final Inspection is required.
- 3. Monitored Inspections: Requires a QCI approved final inspection and a Commerce signature.

12. **Avoiding Third Party QCI Conflict of Interest:** Any third party QCI is prohibited from inspecting their company's work due to conflict of interest.

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V.6 Weatherization Analysis of Effectiveness

EVALUATION OF WEATHERIZATION SERVICES

Commerce grants funds to the Washington State University to conduct evaluation and technical assistance to support the effective delivery of services, particularly for the Low Income Weatherization Program (Program). The WSU Extension staff has expertise and knowledge in the collection and analysis of energy information, engineering and scientific disciplines, and the practical delivery of energy programs, education and training, evaluation, applied research, and technology transfer.

Evaluation:

The Project will provide evaluation related work including data collection, analysis, and evaluation of Program performance. This supports Program accountability, management, and improvement. Depending on funding and support, the Project may perform the following tasks:

- Provide technical support for the Weatherization Information Data System (WIDS) so it is an effective tool for collecting information, identifying Program benefits (including energy savings), and for Program tracking and management
- Conduct periodic evaluations of the Program including analysis of data in WIDS, estimating costs and benefits, and making recommendations for improvement
- Assist HIP with developing performance metrics and on-going evaluation to track and report on Program performance, costs, and benefits, with a focus on making future evaluation work more systematic
- Present the results of evaluation work to the weatherization network and other stakeholders and respond to evaluation-related questions and requests

Technical Services:

The Project will provide technical services including assessments, research and other technical assistance. These services support Program delivery and improvement. Depending on funding and support, the Project may perform the following tasks:

- Conduct assessments that provide input and information for Program planning. Assessment topics might include things like the need for weatherization services and the application of Program policies and procedures
- Assist with developing formulas and analysis that support Program operation (e.g. the allocation formula)
- Support improvements to the effectiveness of weatherization audits and software. This may include continuing work to update the weatherization measure priority list, support for training and the application of TREAT or other energy audit software modeling tools, and opportunities to integrate and streamline existing processes to more effectively meet Program requirements
- Research work to clarify the non-energy benefits from weatherization.
- Provide technical review and support and participate in meetings where Project staff have technical expertise that contributes to Program needs
-

[Effective Date: July 2017]

POLICY 7.3 ASSESSING LOCAL AGENCY RISK

This policy applies to local agencies, which administer the Weatherization (Wx) Program and use Commerce administered funds.

1. **Risk Assessment:** Commerce completes an annual Weatherization Program Risk Assessment for each local agency.
2. **Monitoring Plan:** Risk assessment scores will drive the development of each Local agency's monitoring plan for the July 1-June 30 fiscal year.

[Effective Date: July 2017]

POLICY 7.4 WEATHERIZATION OUTCOMES

This policy applies to local agencies, which administer the Weatherization (Wx) Program and use Commerce administered funds.

1. Each fiscal year Commerce, in partnership with the Advisory Committee, will determine a set of outcome measures.
2. Data for the outcome measures will be pulled from WIDS and submitted invoices at the end of each quarter:
 - a. October for July-September (Quarter 1 – Summer)
 - b. January for October-December (Quarter 2 – Fall)
 - c. April for January-March (Quarter 3 – Winter)
 - d. July for April-June (Quarter 4 – Spring)
3. Commerce measures Weatherization Outcomes quarterly for each local agency.

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V.7 Health and Safety

See also 'V.6 Chapter 9 HS Policies' and '2022 HnS Plan' and page 3 of 'V.6 Client HS Packet' for Radon information.

Health and Safety represented 12% of direct labor and materials costs going into a weatherized unit (not all paid for by DOE). Last year our average Health and Safety cost per unit was \$820.

Commerce discusses deferrals with local agencies during their annual monitoring visit including how many homes were deferred and for what reasons. This year Commerce will continue to conduct regular data reviews in our online database (WIDS) to ensure homes that should be deferred are. We will continue to communicate expectations with the network.

Commerce will work with the Building Performance Center to continue to offer training on ASHRAE 62.2 as needed for Local Agencies and their Subcontractors.

At-Risk Occupant - A vulnerable occupant that is particularly sensitive to their environment such as elderly, young children, persons with medical conditions and therefore particularly susceptible to stimuli including but not limited to: temperature swings, chemicals, allergens, disruptions, construction by-products, and weatherization materials.

The Air Conditioning rules are in [Policy 5.5.1, Air Conditioning and Heating Systems \(July 2022\)](#).

If a home has an existing air conditioner in need of repair, repair is allowed. Replacement or installing a new air conditioner is allowed if existing system is beyond repair, if existing system can be repaired but only at greater cost than replacement, if there is the absence of an operable air conditioning system in the home of an *At-Risk Occupant*, if a SIR ≥ 1.0 or if there is a Health and Safety justification.

Policy 9.8, Lead Based Paint

Section 6

6. RRP Costs:

- a. The cost of RRP (labor, material, and related costs) is a health and safety cost (H&S).
- b. Equipment purchases used specifically for testing for lead or other health risks are a health and safety cost.

Policy 9.9, Asbestos

Section 8

8. Asbestos tape and covering materials on pipes, ducts, furnaces, and other small covered surfaces:

- a. Assume asbestos is present in covering materials.
- b. Encapsulation is allowed by a **Competent Person-Asbestos**. The Local Agency shall follow a Standard Operating Procedure (SOP).
- c. Removal may be allowed by a **Competent Person-Asbestos** on a case-by-case basis. The Local Agency shall receive Commerce prior written approval. The criteria Commerce will use to allow removal includes, but is not be limited to:
 1. Assess the hazard and potential danger of not removing.
 2. Determine if the area removed is limited and necessary.
 3. Weigh options for resolving issue, and
 4. Identify a funding source which allows removal.

- d. If asbestos tape is observed inside the duct, no diagnostic testing shall be performed prior to encapsulation.

Electrical Repair

Minor: Electrical repairs required for health and safety with small material costs including, but not limited to: open splices, non-conforming wiring, missing junction boxes (j-box), j-box covers, outlet/switch/blank cover plates, gfci, pigtailed, and replacing breaker.

Major: Electrical repairs required for health and safety with large material costs including, but not limited to: upgrading circuits, replacing electrical panel, increasing electrical service, and completely rewiring.

Weatherization-Related Repair (WRR) Measure - Incidental Repair Measure (IRM)

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Repairs necessary for the effective performance or preservation of weatherization materials. Such minor repairs include, but are not limited to: framing or repairing windows and doors which could not otherwise be caulked or weather-stripped, roof, floor, plumbing, and electrical repairs. The cost of WRR (incidental repairs) must be included in the cost of the package of measures installed in a dwelling.

V.8 Program Management

V.8.1 Overview and Organization

The Washington State Department of Commerce is the lead state agency charged with enhancing and promoting sustainable community and economic vitality in Washington. The agency is made up of four divisions: Community Services and Housing, Local Government and Infrastructure, Business Services and Energy. The state's Weatherization Program is administered by the Housing Improvements and Preservation Unit (HIP) which is in the Energy Division. The division is led by Michael Furze, the former Managing Director of the Housing Improvements and Preservation Unit who has several years experience working in the Weatherization Assistance Program. The weatherization program is now in a division with the Policy Development for Energy Strategy Program, Energy Emergency Preparedness, and the Energy Company Engagement Program.

The weatherization program works closely with the Community Services and Housing Division to continue a high level of engagement from all state programs to support local governments and nonprofits to develop and preserve affordable housing.

V.8.2 Administrative Expenditure Limits

Commerce plans to cover administrative expenditures for the Weatherization Program as follows:

- a) Commerce will retain 5 percent of the total DOE grant for administration; and
- b) All subgrantees will share 10 percent through the allocation formula.

In line with DOE authorization, all subgrantees receiving less than \$350,000 will be allowed the option of using up to an additional five percent of program funds for administration. In cases where subgrantees do not require additional administrative funds, or do not need the full five percent additional allowance, these funds will continue to be used for program services. Commerce will monitor the administrative costs of each subgrantee through the annual application review, monthly expenditure reports, and fiscal audits.

V.8.3 Monitoring Activities

See attached in SF-424 'V.7.3 Monitoring+Schedule'. Additional monitoring documents are listed in 'V.7.3 Monitoring+Documents'

COMMERCE will monitor Subgrantees in accordance with WPN 20-4.

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.

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Commerce divides monitoring into three areas: programmatic, fiscal, and technical. We visit all local agencies a minimum of once per year. We prefer to visit each agency twice per year, however we make adjustments based on need, performance, and capacity. Monitors conduct one visit focused on technical inspections and performance with the other visit focused on programmatic and fiscal review. For high performing low volume agencies, we may opt to substitute the second visit with desk review and remote monitoring.

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, file exchange, and database review with local agencies to conduct some or all of the programmatic monitoring. This reduces 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 coordinate scheduling 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 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 development committee was formed in 2020 to work on multifamily specific requirements. The 2021 Weatherization Manual includes updated multifamily auditing and blower door testing procedures. In 2022, we submitted updated multifamily audit procedures to DOE which are currently under review. Commerce requires all large multifamily projects using DOE funds to receive a comprehensive electronic audit using TREAT. We also require these types of projects to be calibrated and trued up using actual billing data. Commerce monitors are very experienced reviewing and monitoring multifamily projects in TREAT. Additionally, they provide project review and technical assistance to the network.

3. Weatherization Monitoring Manual

In continuing to improve consistency and comprehensive weatherization monitoring, Commerce developed the Weatherization Monitoring Guide. We review and revise our weatherization monitoring and inspection protocols annually to ensure they are aligned with the most current policies and 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. The weatherization lead monitors are currently responsible to conduct monitoring in fiscal areas including procurement, cost allocation, billing, and invoices. The monitors use Program Coordinators to assist. In 2019, the monitoring team added an additional staff person who is assisting in administrative and desk monitoring. This position also provides additional support to our Tribal weatherization partners. Field monitors provide assistance to local agencies and follow-up on issues while on site conducting programmatic monitoring. Washington reviews subgrantee/local agency fiscal audits annually.

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 production issues while addressing any concerns or challenges local agencies are experiencing.

6. Energy Community Online System (ECOS)

Commerce implemented the Weatherization Information Data System (WIDS) in February 2011. This online database captures significant details for each home weatherized by local agencies. WIDS enables agencies to track the progress of all weatherization projects, simultaneously keeping Commerce informed of

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production across the state.

The Washington State weatherization program has outgrown the usefulness of WIDS. In 2021 we conducted a procurement process and selected Energy Community Online System (ECOS) by JAI Software to replace WIDS.

ECOS is a cloud-based software platform for Weatherization Assistance and Utility Assistance Programs. ECOS integrates program administration, management, eligibility, energy auditing, service delivery, and reporting into a single solution. By combining all program administration, management, eligibility, and service delivery we hope to improve client services, strengthen program integrity, and reduce costs.

We anticipate going live across the state using ECOS in the summer of 2022. The program and monitoring teams, with the help of a systems analyst and change management support, are working closely with the ECOS developers to configure and modify ECOS for use in Washington State. 2022 will be the year of transition to the new system and we are working with a select group of early adopters in our network to ensure the system is working smoothly before expanding use across the network statewide.

[Effective Date: July 2015]

SECTION 7.2 COMMERCE PROGRAM MONITORING

A. Policy

1. Commerce conducts annual program monitoring in accordance with the Protocols section of the *Weatherization Monitoring Manual*.
2. Local Agencies will provide Commerce field representatives with all requested information and assistance in a professional, cooperative manner and by date requested.
 - a. Local Agencies will complete and submit to Commerce an annual General Weatherization Work Plan and Monitoring Questionnaire.
 - b. Questions may be addressed to the local agency during desk review prior to the monitoring visit. The local agency will respond to all Commerce questions in a timely fashion.
 - c. Local Agencies are expected to ensure that necessary diagnostic equipment and appropriate employees are available throughout the duration of the Commerce site visit, including employees who may have flexible work schedules.
 - d. Requests to change a monitoring visit must be received in writing 30 days prior to scheduled visit (emergencies excluded).
 - e. Executive directors are strongly encouraged to participate in monitoring exit conferences.
- f. Monitoring reports will be provided to subgrantees within 30 calendar days of monitoring visit.
- g. Local Agencies will within 30 days of receipt of the monitoring report make corrections to work quality issues and submit a written response to Commerce.
 - h. An immediate (24 hour) correction notice may be issued to a local agency for serious Health and Safety violations found during site inspections.
3. All Wx measures must be installed in compliance with Commerce requirements. Commerce is responsible to monitor and inspect [Blended Projects](#) and [Blended Measures](#). Commerce will not monitor, inspect, or issue discrepancies, corrections, or findings for [Utility-Funded Projects](#) or [Utility-Funded Measures](#).

Exception: If in the course of a Blended Project inspection a Health and Safety (H&S) hazard is discovered for a Utility-Funded Measure, Commerce will write a correction and expect the local agency to fix or remove the H&S hazard.

B. Procedure

See the *Weatherization Monitoring Manual* on Commerce's Weatherization Documents Web page.

Grant Language-General Terms and Conditions

Removal of a Subgrantee

1. TERMINATION FOR CAUSE

In the event Commerce determines the Grantee has failed to comply with the conditions of this Grant in a timely manner, Commerce has the right to suspend or terminate this Grant. Before suspending or terminating the Grant, Commerce shall notify the Grantee in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the Grant may be terminated or suspended.

In the event of termination or suspension, the Grantee shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original Grant and the replacement or cover Grant and all administrative costs directly related to the replacement Grant, e.g., cost of the competitive bidding, mailing, advertising and staff time.

Commerce reserves the right to suspend all or part of the Grant, withhold further payments, or prohibit the Grantee from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Grantee or a decision by Commerce to terminate the Grant. A termination shall be deemed a "Termination for Convenience" if it is determined

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that the Grantee: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of Commerce provided in this Grant are not exclusive and are, in addition to any other rights and remedies, provided by law.

1. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Grant, Commerce may, by ten (10) business days written notice, beginning on the second day after the mailing, terminate this Grant, in whole or in part. If this Grant is so terminated, the Commerce shall be liable only for payment required under the terms of this Grant for services rendered or goods delivered prior to the effective date of termination.

1. TERMINATION PROCEDURES

Upon termination of this Grant, Commerce, in addition to any other rights provided in this Grant, may require the Grantee to deliver to Commerce any property specifically produced or acquired for the performance of such part of this Grant as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

Commerce shall pay to Grantee the agreed upon price, if separately stated, for completed work and services accepted by Commerce, and the amount agreed upon by the Grantee and Commerce for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by Commerce, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of Commerce. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this Grant. Commerce may withhold from any amounts due the Grantee such sum as the Authorized Representative determines to be necessary to protect Commerce against potential loss or liability.

The rights and remedies of Commerce provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Grant.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Grantee shall:

1. Stop work under the Grant on the date, and to the extent specified, in the notice;
2. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Grant that is not terminated;
3. Assign to Commerce, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Grantee under the orders and subgrants/subcontracts so terminated, in which case Commerce has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subgrants/subcontracts;
4. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
5. Transfer title to Commerce and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the Grant had been completed, would have been required to be furnished to Commerce;
6. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
7. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this Grant, which is in the possession of the Grantee and in which Commerce has or may acquire an interest.

Weatherization Program High Risk Agency – Commerce Contract Management Approach

Background: The Housing Improvements and Preservation Unit (HIP), within the Energy Division at Commerce, administers the Low-Income Weatherization (Wx) Program in Washington State. Commerce contracts with a network of 28 agencies statewide to deliver services on behalf of the program, with both state and federal grant dollars. A number of agencies have experienced high staff turnover and contract performance issues. As a result Commerce placed some agencies on Watch or Probation.

The HIP unit created a risk assessment tool which is used to evaluate the contract performance and related risk of grantees. Indicators of agency risk include:

1. High staff turnover and/or lack of required training
2. Spend pace substantially ahead of production
3. Number of monitoring findings including fiscal, administrative and/or technical
4. Not maintaining required insurances
5. Timeliness and accuracy of reporting and grant closeout activities including:
 1. Data entered by the 15th of each month
 2. Grant closeout by 45 days after close of grant period
 3. Vouchers submitted by the 15th of the month
 4. Timely and complete responses to monitoring/inspection findings
 5. Timely and complete submission of Monitoring Questionnaire

Intent: HIP strives for early detection of performance issues, followed by timely, consistent and collaborative support to address areas of risk. HIP partners with high-risk agencies to develop the framework needed to rebuild back into a low risk and high performing program via a formal Watch Process. HIP provides basic guidance on the deliverables required during the Watch Process and relies on the agency to respond, develop systems, seek peer-to-peer support, and to deliver results.

Watch Process Stages: When two or more indicators of risk are present, HIP assigns a team to oversee the Watch Process, including a Program Manager, Program Coordinator and a Monitor. Wx Program Managers will first contact the agency to discuss the concern (via quarterly check-in meetings or scheduled phone call). Wx Program Managers will then notify the agencies in writing that two or more indicators or risk are present and that HIP will be conducting additional monitoring of the agency called the Watch Process until these indicators have been resolved.

When an agency is put on Watch, HIP launches a three phase process:

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1. Planning and Development - HIP supports a short period of reduced production in order for the agency to gain required training, perform planning, and to develop systems to rebuild. The length of this period and production expectations will be negotiated with the Program Manager. Agency and HIP check-in phone calls will take place weekly. Peer-to-peer support via the Building Performance Center Peer Circuit Rider contract is encouraged and referrals will be provided to the agency by HIP staff.

Specific deliverables that the agency shall produce and submit for HIP approval during this planning phase include:

1. Program development plan
 2. Workflow process outline
 3. Critical task list
 4. 12 month financial projections
2. Reduced Production - The agency then enters a 6 month period of reduced production goals defined by the agency and based on capacity. The production goals will be negotiated with the Program Manager. Agency and HIP check-in phone calls will take place monthly to review production and spending progress.
 3. Full Production - During the following 6 month period, the agency will be provided with reasonable production goals based on comparable production of peer agencies. The Program Manager will negotiate the production goals. Agency and HIP check-in phone calls will take place monthly to review production and spending progress.

Outcomes: HIP will make every effort to support the agency get back to full production and be removed from Watch status. If performance issues persist beyond the Watch process, a determination of program viability will be made, in consultation with the impacted agency and will result in either non-renewal of contracts or a conversion of contract structure to a 'performance based payment' structure.

V.8.4 Training and Technical Assistance Approach and Activities

WACOM is actively undergoing a fair and equitable procurement process to contract with a state training partner as of 5.15.2023. The T&TA plan cannot be worked out with potential any new training partner until after the procurement process has been complete. WACOM will provide a five year training plan, broken down by quarters, upon approved contract with said partner.

Technical Assistance and Training

1. Allocation of Funding

The total 2022 T&TA budget \$8,252,104 will be allocated as follows:

- 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.
- \$750,000 will be allocated to local agencies for the duration of the five-year grant. Of that amount \$144,000 will be provided to agencies as a base amount of \$6,000. The remaining \$606,000 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

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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 2021 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 PY2022. The BPC is planning to deliver approximately 100 training days in PY2022 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.

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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.

- a. In December of 2013 the BPC initially achieved IREC accreditation as a weatherization training provider. In recent years, BPC offered Tier 1 training in support of the Quality Control Inspector and Energy Auditor job designations and credentials. BPC applied for Home Energy Professional (HEP) Crew Lead and Retrofit Installer accreditations through IREC, and was awarded both accreditations in January of 2022. BPC now holds accreditation for all four HEP credentials. 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 PY2022. 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
- c. BPC was awarded IREC accreditation for Crew Lead and Retrofit Installer Technician in January of 2022. This allows the training center to resume offering comprehensive accredited training to workers in the state who install envelope measures for the Weatherization Assistance Program Tier 1 Auditor Training

In 2019 the BPC was awarded IREC accreditation for Energy Auditor training, and began offering this training, which we will continue in PY2022. 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 that 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:

- o Blower Door/Pressure Diagnostics/House as a System
- o Shell Measures/Air Sealing/Dense Pack/Insulation
- o Combustion Safety Testing
- o Combustion Safety Daily Test Out
- o Indoor Air Quality/Ventilation
- o Auditor Training/BPI Certification Preparation
- o Single Family TREAT Computerized Audit
- o Multifamily TREAT Computerized Audit
- o Heating Systems
- o Mobile Home Weatherization Techniques and Best Practices
- o ASHRAE 62.2 2016
- o RRP Lead Safe Work Practices/Lead Safe Weatherization
- o IR Thermography and Weatherization

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- Consumer Education
- Multifamily Auditor/Quality Control Inspector
- Healthy Home Evaluator/Weatherization Plus Health
- Heating System Sizing/Manual J
- OSHA Confined Space
- Additional Weatherization Training for PY2022

Continued education and awareness of OSHA's requirements for confined space entry including attics and crawl spaces will be provided in PY2022. 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 continue to be offered in PY2022. 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 topics such as:

- 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.

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- 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.
- 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.

[Effective Date: October 1, 2020]

POLICY 6.5 TRAINING AND TECHNICAL ASSISTANCE

1. Expenditure of contract funds awarded specifically for training and technical assistance (T&TA) purposes are subject to the following conditions:
 - a. Training must have direct application and benefit to local agency weatherization programs and assigned staff.

Local Agencies must document how other programs will share the training costs, if the training is not strictly for the benefit of the weatherization program staff.

- b. Priority is given to direct training opportunities for staff, crews, and subcontractors.
 - c. Staff salaries while attending training, providing training, traveling to and from training, and participating in on-the-job training is an allowable expense. Equipment and materials related to training may also be purchased with these funds, with appropriate written justification and prior approval from Commerce.
 - d. Subcontractors under contract to Local Agencies, training fee, subcontractor’s time during training, travel, and per diem expenses are allowable expenses, if investment in the subcontractor is a benefit for the Wx Program.
 - e. T&TA funds cannot be used for:
 1. Salaries not related to training activities;
 2. Vehicle or equipment purchases; or
 3. Program costs.
2. Local Agencies must complete the **Exhibit 6.5A, Training and Technical Assistance Expense Form**.
 - a. Local Agencies must include all names and titles of individuals attending training.
 - b. Local Agencies must keep Training and Technical Assistance Expense Forms on file for review by Commerce field representatives.

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3. Commerce may occasionally reimburse local agency costs for providing, or travel to receive, training and technical assistance through the Peer Exchange Program.
 - a. Prior Commerce approval is required for this reimbursement.
 - b. Local Agencies must submit the **Exhibit 6.5B, Peer Exchange Proposal Form** to Commerce.

[Effective Date: July 1, 2019]

POLICY 5.1.4 CLIENT EDUCATION

1. **Client Education:** Local Agency shall provide client(s) structured and consistent information on services provided: consumer conservation, repairs, and health and safety.
 - a. As outlined below, information provided as client education includes, but is not limited to:
 1. Energy efficiency;
 2. Function, use, maintenance, and warranties of equipment, systems, and components installed in their dwelling;
 3. Health and Safety (H&S) matters such as potential hazards and prevention;

 4. Information to enable client to make informed decisions and provide Local Agency with their Informed Consent. **Exhibit 5.1.4A, Client Health and Safety Packet – Part (1) Client Informed Consent** form is intended to meet the requirement.

 - b. Department of Energy defines the level of required written and verbal client education the Local Agency shall provide to clients. **Exhibit 5.1.4A, Client Health and Safety Packet – Part (2) Health and Safety Observed Conditions** form, including a link to the **Exhibit 5.1.4B, Client Education Guide**, is intended to meet the written client education requirements. See **Weatherization Program Notice (WPN) 22-7** for more information.
2. **Informing Clients of Deferral:** See **Policy 5.1.3, Deferral Standards** for more information. If the project is deferred, the Local Agency shall use a deferral form to:
 - a. Inform clients of deferral in writing. If the property is a rental, property owners shall also receive a copy.
 - b. Document observed conditions requiring deferral of the Weatherization project.

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- c. Define actions and results required, before Weatherization can commence.
 - d. Local Agency shall inform client to contact Local Agency, once actions are complete, results are realized, and conditions are resolved so site visit can be scheduled to determine if the weatherization project can commence.
3. **Timing of Client Education:**
 - a. Prior to Weatherization Project:
 1. **Client Interview:** Local Agency shall conduct interviews with occupants and owners (owner's agent) to help assess the property.
 2. **Scope of Work:** Local Agency shall review scope of work with the client, including Proposed Measures and Work Schedule. See **Policy 5.2.1, Energy Audits** for more information.

Exception: Multifamily dwellings five (5) units and greater, the owner (owner's agent) may take responsibility to notify the tenants regarding Scope of Work.

 3. **Informed Consent Signatures:** Local Agency shall secure client signature (occupant), or in multifamily dwellings five (5) units and greater, the owner signature (owner's agent) as applicable to confirm Informed Consent. See **Exhibit 5.1.4A, Client Health and Safety Packet – Part (1) Client Informed Consent** form. Also see **Policy 5.1.2, Weatherization Project Documentation** for more information on documentation requirements.

The informed consent signatures are required prior to the Weatherization (Wx) project start on the *Client Informed Consent* form. This includes the Local Agency Representative (Auditor or Client Educator provider) signature confirmation. The *Client Informed Consent* form addresses the following topics:

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- a. Mold
 - b. Asbestos
 - c. Lead
 - d. Radon
- b. After Weatherization Project is Completed:
- 1. Review of Work Completed, including but not limited to:
 - a. Insulation type and levels installed.
 - b. Operation and Maintenance (O&M) of installed equipment.
 - c. Recommended fan operation for adequate ventilation and moisture control.

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- 2. General Post Wx Project information, including but not limited to:
 - a. Importance of keeping dryer filter and termination clear of lint.
 - b. Importance of cleaning grease buildup from kitchen range exhaust filter.
 - c. Importance of cleaning heating and cooling system filter.
 - 3. Signatures:
 - a. Client signature confirming Wx project completion and receipt of information
 - b. Local Agency (Quality Control Inspector) signature confirmation
4. **Presenting Wx Information in Useable Format:** Local Agency shall provide client education verbally and in writing, as appropriate. The Environmental Protection Agency (EPA) has made non-English versions of their pamphlets available. If a pamphlet in the client's native language is not available, the English version shall be presented. The **Exhibit 5.1.4A, Client Health and Safety Packet – Part (2) Client Health and Safety Observed Conditions** form provides links to online information and the official booklets to meet the requirement to provide clients information in writing.

Exception: Local Agency shall provide physical written booklets, in addition to the links, to any client:

- a. Without a computer,
 - b. For which the internet is not readily accessible, or
 - c. At the client's request, as indicated on the *Client Informed Consent* form.
5. **Recipients of Client Education:**
- a. **Single-Family Owner-Occupied Properties:** Local Agency shall provide client education to the Low-income Clients: Owners/Occupants.
 - b. **Single-Family Rentals:** Local Agency shall provide client education to the property owners and tenants.
 - c. **Multifamily Properties:** Local Agency shall provide client education to the following people including, but not limited to the: Low-income Clients: Tenants and Occupants; Owners; Owner-Agents; Building Managers; Facilities Personnel; Maintenance Staff; and Maintenance Designee.

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- 5.
6. **Rental Property Owner/Agency Agreement Information:** In single-family rentals and multifamily properties, Local Agency shall provide Wx agreement marketing information to owners (owner's agent) and Wx tenant's rights information to clients (tenants) during the course of the weatherization work. See **Policy 1.3.3, Using Owner/Agency Agreements** for more information.
- a. Local Agency shall provide Wx information to property owners to help market the agreements: See example: **Exhibit 1.3.3C, Owner-Agency Agreement InfoSheet.**
 - b. Local Agency shall provide Wx information to tenants to inform them of their rights following weatherization of their dwelling units. See example: **Exhibit 1.3.3D, Tenant Wx Rights InfoSheet.**
7. **Providing Client Education:** Local Agencies shall provide clients with a copy of **Exhibit 5.1.4A, Client Health and Safety Packet – Part (2) Client Health and Safety Observed Conditions** form. Upon request, Local Agencies will also provide clients with *Part (1) Client Informed Consent* form. **Exhibit 5.1.4B, Client Education Guide** is also available to help meet general client education information requirements. Local Agencies shall

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provide clients with the following Wx related information:

- a. **Warranties:** The Local Agency and all Subcontractors shall provide warranties in writing against any defect in the material, manufacture, design or installation of all materials, equipment, or products that is found within one (1) year from the date of completion of installation. Any defects found within the warranty period shall be remedied without charge and within a reasonable period of time. The warranty information shall be given to the occupant and a copy placed in the client file. See **Policy 5.1.1, General Requirements** for more information.
- b. **Air Conditioning and Heating Systems:** Local Agency shall provide air conditioning and heating system information, appropriate use, maintenance of units and the importance of regular maintenance to all clients. Provide all paperwork and manuals for any installed equipment. See **Policy 5.5.1, Air Conditioning and Heating Systems** for more information.
 - 1. **Forced-air Systems:** Inform clients with forced-air systems of the importance of replacing or cleaning air filters monthly during the heating or cooling season.
 - 2. **DHPs:** Inform clients with ductless heat pumps of the importance of equipment maintenance.
 - 3. **Space-Heaters:** Inform clients with space-heaters of dangers of unvented space-heaters. CO, moisture, and NO₂, can be dangerous even if CO alarm does not sound. Also, provide client education on safety hazards and the proper operation of equipment, including the operation, testing, and battery replacement of smoke and CO detectors.
- c. **Lighting Information:** See **Policy 5.7.4, Energy-Efficient Lighting** for more information. Local Agency shall provide residents with information on the following:

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- 1. LED and CFL features
 - 2. Potential savings
 - 3. Proper use and care
 - 4. Use and replacement limitations
 - 5. Where to purchase replacement bulbs
- d. **Indoor Air Quality:** Local Agency shall provide client with information on function, use, and maintenance (including location of service switch and cleaning instructions) of ventilation system and components. Provide client with equipment manuals for installed equipment. Include disclaimer that **ASHRAE Standard 62.2** (and **Standard 62.1**, when applicable) does not account for high polluting sources or guarantee indoor air quality. See **Policy 9.3, Indoor Air Quality – Mechanical Ventilation** for more information.
- e. **Combustion Safety:** Local Agency shall provide client with combustion safety and hazards information. See **Policy 9.4, Combustion Safety Testing** for more information. If Local Agency is unable to meet CAZ Depressurization Limits or standards, they shall provide client education for safe operation.
- f. **Smoke Detector:** See **Policy 9.5, Smoke Detectors, Carbon Monoxide (CO) Detectors, and Fire Extinguishers** for more information. Local Agency shall provide the occupant(s) of the dwelling unit with verbal and written information on use of devices installed, including:
 - 1. The operation of the smoke detector(s), testing, and battery replacement.
 - 2. Manufacturer's instructions: The manufacturer's instructions including the owner's manual, warranty, and the expected lifetime of the unit information shall be left with the occupant of the dwelling unit.
- g. **CO Detector:** See **Policy 9.5, Smoke Detectors, Carbon Monoxide (CO) Detectors, and Fire Extinguishers** for more information. Local Agency shall provide the occupant(s) of the dwelling unit with verbal and written information on use of devices installed, including:
 - 1. Dangers of CO.
 - 2. How to operate and reset the CO detector.
 - 3. How to read the CO detector.
 - 4. How to respond to CO levels above 10 ppm.
 - 5. How to change the batteries.
 - 6. **Manufacturer's instructions:** The manufacturer's instructions including the owner's manual, warranty, and the expected lifetime of the unit information shall be left with the occupant of the dwelling unit.

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- h. **Mold & Moisture:** Prior to the Weatherization Project start, Local Agency shall provide client (owner, tenant, or both, as applicable) written notification and disclaimer on mold and moisture awareness. See **Policy 9.6 Biologicals and Unsanitary Conditions, Including Mold and Moisture** for more information. Pre-work Client Notification and Informed Consent shall include:
 - 1. **Mold Scope of Work and Schedule:** Local Agency shall provide to the owner and occupant(s) of the dwelling unit written description of

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the proposed work to be performed and schedule, which includes notification that the work to be performed is expected to alleviate the mold and moisture creating conditions.

2. **Mold Conditions:** A copy of the mold assessment documenting the mold conditions. See **Exhibit 5.1.4A, Client Health and Safety Packet – Part (1) Client Informed Consent Form- Mold Assessment and Release Section** for more information.
 3. **EPA booklet, A Brief Guide to Mold, Moisture, and Your Home:** The Local Agency shall give the dwelling's occupant(s) a copy of the EPA booklet or link: <https://www.epa.gov/sites/production/files/2016-10/documents/moldguide12.pdf> before the start of any work. Written confirmation the client received information is required.
 4. **Drainage Systems:** The importance of cleaning and maintaining drainage systems.
 5. **Landscape:** The proper landscape design and how this impacts site drainage and moisture control.
- i. **Pollutants Awareness:** Local Agency shall provide biologicals, chemicals, pollutants, and unsanitary conditions information to all clients. See **Policy 9.6, Biologicals and Unsanitary Conditions, Including Mold and Moisture** for more information.

1. **Pollution Source Survey:** Inform client in writing of observed conditions, observed hazardous conditions, and associated risks. See **Exhibit 5.1.4A, Client Health and Safety Packet – Part (2) Client Health and Safety Observed Conditions and Part (3) Pollution Source Survey.**
2. **Plus Health:** Provide information on how to maintain a sanitary home. See **Policy 9.2.1, Weatherization Plus Health** for more information.
3. **Safety and Disposal:** Provide client written materials on safety issues and proper disposal of household pollutants.

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- j. **Disposing Hazardous Materials** (Refrigerant, Asbestos, Lead, Mercury, including CFLs/Fluorescents):
1. Local Agency shall inform client in writing of hazards associated with hazardous waste materials being generated/handled in the home.
 2. Local Agency shall provide clients with proper disposal site information for household pollutants requiring removal.
- a. **Proper Disposal of CFLs (Mercury):** If the client has existing CFLs or if the Local Agency provides CFLs, the Local Agency shall give to the occupant(s) information on the proper disposal of CFLs in their area.
- CFLs contain about 4 milligrams of mercury sealed in the glass tubing of the bulb. They shall be disposed of as Household Hazardous Waste (HHW) at an approved site. See **Policy 5.7.4, Energy-Efficient Lighting** for more information.
- b. **Proper Disposal of Thermostats (Mercury):** Local Agency shall give to the occupant(s) information on the proper disposal of mercury in their area. See **Policy 5.5.8, Thermostats** for more information.
- k. **Lead Awareness:** Prior to the Weatherization Project start, Local Agency shall provide lead information to all clients. See **Policy 9.8, Lead-Based Paint** for more information. See **Exhibit 5.1.4A, Client Health and Safety Packet – Part (1) Client Informed Consent Form – Lead Pre-Renovation Section.** Pre-work Client Notification and Informed Consent shall include:
1. **Lead Scope of Work and Schedule:** Local Agency shall provide written notification of the scope, location, and expected starting and completion dates of proposed work shall be provided to owners and tenants of homes and multifamily housing built prior to 1978.

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- a. **No-Lead Determination:** If a determination is made in accordance with applicable EPA rules that lead-based paint is not present in the areas affected by the proposed work, a copy of the determination must be included with the notice.
- b. **Notification:** Notification by certified mail must be provided no more than 60 days and no fewer than seven (7) days before renovation activities begin. The notification requirement applies even if only common areas, and not individual dwelling units, will have worked performed.

(2) **Lead Conditions:** Local Agencies shall document observed lead conditions in **Exhibit 5.1.4A, Client Health and Safety Packet – Part (2) Client Health & Safety Observed Conditions** and **Part (3) Pollution Source Survey**.

3. **EPA booklet: *The Lead-Safe Certified Guide to Renovate Right*** or link:
https://www.epa.gov/sites/production/files/documents/rr_english_color_book.pdf
4. Written confirmation the client received information is required.

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l. **Asbestos:** See **Policy 9.9, Asbestos** for more information. Prior to the Weatherization Project start, Local Agency shall provide asbestos safety information to all clients. See **Exhibit 5.1.4A, Client Health and Safety Packet – Part (1) Client Informed Consent Form - Asbestos Section**.

1. **Instructions to Clients:** Instruct clients in writing not to disturb suspected Asbestos Containing Materials (ACM).
 2. **ACMs Present:** Inform client in writing that suspected ACMs are present and what precautions will be taken to ensure the occupants' and workers' safety during Wx.
 3. **Asbestos Testing:** If a Local Agency tests for ACM, test results shall be provided to the client in formal written client notification.
 4. **EPA Information:** Environmental Protection Agency has more Asbestos information available at <https://www.epa.gov/asbestos>.
- m. **Radon:** Prior to the Weatherization Project start, Local Agency shall provide radon information to all clients. See **Policy 9.10, Radon** and see **Exhibit 5.1.4A, Client Health and Safety Packet – Part (1) Client Informed Consent Form - Radon Section** for more information. Pre-work Client Notification and Informed Consent shall include:

1. **Indoor Air Quality:** Information from the results of the IAQ study that there is a small risk of increasing radon levels when building tightness is improved.
 2. **Weatherization Precautionary Measures:** Wx installs precautionary measures based on EPA Healthy Indoor Environment Protocols, including but not limited to mechanical ventilation.
 3. **Weatherization Benefits:** Wx benefits include energy savings, energy cost savings, improved home comfort, and increased safety.
 4. **EPA's booklet: *A Citizen's Guide to Radon*** or link to inform clients of radon related risks
<https://nepis.epa.gov/Exe/ZyPDF.cgi/P100F7ZO.PDF?Dockey=P100F7ZO.PDF>. Written confirmation the client received information and radon related risks were discussed is required.
- n. **Pests:** Local Agency shall inform the client in writing of observed pest conditions and associated risks. See **Policy 9.11, Pests** for more information.

[Effective Date: October 2021]

POLICY 7.1 LOCAL AGENCY INSPECTION OF WEATHERIZATION WORK

[Effective Date: July 2018]

POLICY 9.1 WORKER HEALTH AND SAFETY

[Effective Date: October 1, 2020]

POLICY 9.1.1 FIELD SAFETY TRAINING

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[Effective Date: July 1, 2016]

POLICY 9.1.2 SAFETY MEETINGS

[Effective Date: July 1, 2016]

POLICY 9.1.3 INSPECTING ON-SITE HEALTH AND SAFETY WORK PRACTICES

[Effective Date: October 1, 2020]

POLICY 9.1.4 CONFINED SPACES

[Effective Date: July 2022]

POLICY 9.9 ASBESTOS

Percent of overall trainings

Comprehensive Trainings:	29.7
Specific Trainings:	70.3

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	15.0
Percent of budget allocated to Crew/Installer trainings:	65.0
Percent of budget allocated to Management/Financial trainings:	20.0

V.9 Energy Crisis and Disaster 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 Governorial 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.

- Any home damaged by disaster such as flooding can be reweatherized without regard to date of weatherization if the damage to materials is not covered by insurance or other forms of compensation.
- 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.