

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:
DE-SE0001859

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: West Virginia Department of Economic Development

b. Employer/Taxpayer Identification Number (EIN/TIN):
550574804

c. UEI:
R9BKAALC8MQ7

d. Address:

Street 1: 1900 Kanawha Blvd., East
Street 2: Building 3, Suite 700
City: Charleston
County: KANAWHA County
State: WV
Province:
Country: U.S.A.
Zip / Postal Code: 253050000

e. Organizational Unit:

Department Name:
WV Department of Economic Development

Division Name:
Community Advancement and Development

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr First Name: Ben
Middle Name:
Last Name: Shannon
Suffix:

Title:

Organizational Affiliation: WV Community Advancement and Development Office

Telephone Number: 3043523967

Fax Number:

Email: benjamin.t.shannon@wv.gov

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance Program

12. Funding Opportunity Number:

DE-WAP-0002025

Title:

2025 Weatherization Assistance Program (WAP) Funding

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

State of West Virginia - All 55 counties

15. Descriptive Title of Applicant's Project:

PY 2025 - 2026 State of West Virginia Weatherization Assistance Program Grant

APPLICATION FOR FEDERAL ASSISTANCE SF-424

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16. Congressional District Of:

a. Applicant: West Virginia Congressional District 02

b. Program/Project: WV-Statewide

Attach an additional list of Program/Project Congressional Districts if needed:

17. Proposed Project:

a. Start Date: 07/01/2025

b. End Date: 06/30/2026

18. Estimated Funding (\$):

a. Federal	4,735,577.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	4,735,577.00

19. Is Application subject to Review By State Under Executive Order 12372 Process?:

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372

20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)

No

21. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to

☒ I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency

Authorized Representative:

Prefix: Mr First Name: Ben

Middle Name:

Last Name: Shannon

Suffix:

Title:

Telephone Number: 3043523967

Fax Number:

Email: benjamin.t.shannon@wv.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 07/23/2025

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: West Virginia Department of Economic Development
Award number: SE0001859

Budget period: 07/01/2025 - 06/30/2026

1. **PERSONNEL** - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B.
Line 6.f. Contracts and Sub-Grants).

Positions to be supported under the proposed award and brief description of the duties of professionals:

Position	Description of Duties of Professionals
WAP Manager / GRANTEE ADMIN	Description: Oversees WV WAP including supervision of programmatic staff (Estimated percentage of annual salary)
WAP Compliance Specialist / GRANTEE ADMIN	Description: Completes processing of monthly subgrantee invoices, statistical reporting, and budget analysis. Splits time between Grantee Admin and Grantee TTA for all funding sources. (Estimated percentage of annual salary)
WAP Support Specialist / GRANTEE ADMIN	Description: Provides general support to WAP Manager, and is responsible for historic preservation reviews and tracking training and technical assistance activities. (Estimated percentage of annual salary)
Sustainability Unit Manager / GRANTEE ADMIN	Description: Oversees unit administering CSBG, ESG, HOPWA, LIHEAP-ERRP, WAP, Utility Partnerships, and state Tax Credit program. Supervises WAP Manager. (Estimated percentage of annual salary)
WVCAD Director / GRANTEE ADMIN	Description: Responsible for the oversight of the Community Advancement and Development division of the WV Department of Economic Development. (Estimated percentage of annual salary)
Financial Manager / GRANTEE ADMIN	Description: Manages CAD fiscal operations including supervision of accounting technicians, and processing of all WAP billing and payments. Oversees financial reporting in PAGE, and to the State of WV. (Estimated percentage of annual salary)
Accountant / GRANTEE ADMIN	Description: Performs accounting duties including review and processing of invoices and assists with financial reporting. (Estimated percentage of annual salary)
Accountant / GRANTEE ADMIN	Description: Performs accounting duties including review and processing of invoices and assists with financial reporting. (Estimated percentage of annual salary)
Accountant / GRANTEE ADMIN	Description: Performs accounting duties including review and processing of invoices and assists with financial reporting. (Estimated percentage of annual salary)
WAP Compliance Specialist / GRANTEE TTA	Description: Performs training and technical assistance, and programmatic/fiscal monitoring of subgrantees. (Estimated percentage of annual salary)
WAP Compliance Specialist / GRANTEE TTA	Description: Performs training and technical assistance, and programmatic/fiscal monitoring of subgrantees. (Estimated percentage of annual salary)
WAP Compliance Specialist / GRANTEE TTA	Description: Performs training and technical assistance, and technical monitoring of subgrantees. (Estimated percentage of annual salary)
WAP Compliance Specialist /GRANTEE TTA	Description: Performs training and technical assistance, and technical monitoring of subgrantees. (Estimated percentage of annual salary)
WAP Compliance Specialist /GRANTEE TTA	Description: Performs training and technical assistance, and technical monitoring of subgrantees. (Estimated percentage of annual salary)

Information Specialist / GRANTEE TTA

Description: System administrator for the state WAP data management system. Performs training and technical assistance to subgrantees on the use and maintenance of data management system. Assists with reporting as needed. (Estimated percentage of annual salary)

Admin Assistant / GRANTEE ADMIN

Description: Provides office support to WAP Manager including clerical support and managing all travel arrangements, fleet management, equipment maintenance, and supply orders.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
WAP Manager / GRANTEE ADMIN	\$60,900.00	40.0000 % FT	\$24,360.00
WAP Compliance Specialist / GRANTEE ADMIN	\$60,173.00	5.0000 % FT	\$3,008.65
WAP Support Specialist / GRANTEE ADMIN	\$45,000.00	40.0000 % FT	\$18,000.00
Sustainability Unit Manager / GRANTEE ADMIN	\$77,000.16	10.0000 % FT	\$7,700.02
WVCAD Director / GRANTEE ADMIN	\$96,850.00	2.0000 % FT	\$1,937.00
Financial Manager / GRANTEE ADMIN	\$64,900.00	7.0000 % FT	\$4,543.00
Accountant / GRANTEE ADMIN	\$55,200.14	7.0000 % FT	\$3,864.01
Accountant / GRANTEE ADMIN	\$45,000.00	4.0000 % FT	\$1,800.00
Accountant / GRANTEE ADMIN	\$45,000.00	7.0000 % FT	\$3,150.00
WAP Compliance Specialist / GRANTEE TTA	\$60,173.22	30.0000 % FT	\$18,051.97
WAP Compliance Specialist / GRANTEE TTA	\$45,000.00	30.0000 % FT	\$13,500.00
WAP Compliance Specialist / GRANTEE TTA	\$47,900.18	30.0000 % FT	\$14,370.05
WAP Compliance Specialist /GRANTEE TTA	\$48,200.00	30.0000 % FT	\$14,460.00
WAP Compliance Specialist /GRANTEE TTA	\$48,750.06	30.0000 % FT	\$14,625.02
Information Specialist / GRANTEE TTA	\$45,000.00	7.0000 % FT	\$3,150.00
Admin Assistant / GRANTEE ADMIN	\$51,900.00	2.0000 % FT	\$1,038.00
Direct Pay Total			\$147,557.72

2. FRINGE BENEFITS

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.
- b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

Calculation of fringe benefits

The basis for computation of rates for fringe benefits of State employees includes Federal and State regulations, personnel policies, and past experience. Fringe benefits to be paid from this grant include:

- ? Social Security match - 7.65% of the gross salary as per federal regulation
- ? Workers' Compensation — calculated at .64% of gross salary
- ? Unemployment Compensation — paid on reimbursement basis (approx. 3.5%)
- ? Health Insurance — Carrier Rate -Depends on salary, type coverage (single or family), optional life, and choice of plan, as per personnel policies and state options (approx. 14.21%)
- ? Retirement Fund — calculated at 9.10% of gross salary

The Fringe Rate (%) included in the table below is based on an annual estimate per position.

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
WAP Manager / GRANTEE ADMIN	\$24,360.00	32.2897 %	\$7,865.77
WAP Compliance Specialist / GRANTEE ADMIN	\$3,008.65	32.2980 %	\$971.73
WAP Support Specialist / GRANTEE ADMIN	\$18,000.00	32.5333 %	\$5,855.99
Sustainability Unit Manager / GRANTEE ADMIN	\$7,700.02	32.1455 %	\$2,475.21
WVCAD Director / GRANTEE ADMIN	\$1,937.00	32.0337 %	\$620.49
Financial Manager / GRANTEE ADMIN	\$4,543.00	32.2471 %	\$1,464.99
Accountant / GRANTEE ADMIN	\$3,864.01	32.3609 %	\$1,250.43
Accountant / GRANTEE ADMIN	\$1,800.00	32.5333 %	\$585.60
Accountant / GRANTEE ADMIN	\$3,150.00	32.5333 %	\$1,024.80
WAP Compliance Specialist / GRANTEE TTA	\$18,051.97	32.2980 %	\$5,830.43
WAP Compliance Specialist / GRANTEE TTA	\$13,500.00	32.5333 %	\$4,392.00
WAP Compliance Specialist / GRANTEE TTA	\$14,370.05	32.4768 %	\$4,666.93
WAP Compliance Specialist /GRANTEE TTA	\$14,460.00	32.4714 %	\$4,695.36
WAP Compliance Specialist /GRANTEE TTA	\$14,625.02	32.4615 %	\$4,747.50
Information Specialist / GRANTEE TTA	\$3,150.00	32.5333 %	\$1,024.80
Admin Assistant / GRANTEE ADMIN	\$1,038.00	32.4092 %	\$336.41
Fringe Benefits Total			\$47,808.44

3. TRAVEL

- a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
GRANTEE ADMIN and TTA Travel: WAP staff attendance to Energy Out West Conferences. Cost allocated between WAP PY25, LIHEAP, WAP-BIL funding.	3	\$2,000.00	\$6,000.00
GRANTEE ADMIN and TTA Travel: WAP Staff attend WV WAP Trainings and Meetings held regionally throughout the state as well as periodic on-site technical assistance visits with subrecipients. Cost allocated between WAP PY25, LIHEAP, WAP-BIL funding.	25	\$240.00	\$6,000.00
GRANTEE ADMIN and TTA Travel: WAP Program and Technical Monitoring: 6 WAP Staff make 10 visits per year (60 total trips). Cost allocated between WAP PY25, LIHEAP, WAP-BIL funding.	60	\$200.00	\$12,000.00
GRANTEE ADMIN and TTA Travel: WAP staff attendance to National Home performance Conference & Trade Show. Cost allocated between WAP PY25, LIHEAP, WAP-BIL funding.	3	\$2,000.00	\$6,000.00
GRANTEE ADMIN and TTA Travel: WAP staff attendance to 2 annual NASCSP Conferences. Cost allocated between WAP PY25, LIHEAP, and WAP-BIL funding.	8	\$500.00	\$4,000.00
Travel Total			\$34,000.00

- b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

Most travel estimates are based on State Travel Policy (per West Virginia Code §12-3-11 effective 7/1/23 <https://www.state.wv.us/admin/purchase/travel/policy.html>) and past trips of a similar nature.

4. EQUIPMENT - Equipment is generally defined as an item with an acquisition cost greater than \$10,000 and a useful life expectancy of more than one year.

- a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

Equipment	Unit Cost	Number	Total Cost	Justification of Need
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- b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.

5. SUPPLIES - Supplies are generally defined as an item with an acquisition cost of \$10,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance.

- a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

General Category	Cost	Justification of Need
General Office Supplies, DOE Share	\$3,700.00	Total Cost: \$3,699.98 Office supplies for daily use in operating program - paper, ink, pens, clips, binders, tape, etc. Admin \$1,400 TTA: \$2,300
Materials and Supplies Total	\$3,700.00	

- b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

Cost are based on previous year's cost and estimating additional costs with new field monitor added.

6. CONTRACTS AND SUBGRANTS - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e. weatherization subgrants, Annual File section IV.1).

Name of Proposed Sub	Total Cost	Basis of Cost*
SUBGRANTEE: Weatherization Readiness Funds	\$417,610.00	Funding set aside for the purpose of minimizing the number of deferrals currently occurring within the WAP network. SUBGRANTEE WRF PY25:
GRANTEE TTA: State Training Activities	\$50,000.00	Estimated budget for 2026 Annual State Association WAP training sessions and other WAP training workshops.
GRANTEE TTA CONTRACT: West Virginia Community Action Partnership	\$50,000.00	Subgrant to State Association for WAPLink Data Management System.
SUBGRANTEE: Weatherization Providers	\$3,969,101.00	To provide funds to ten (10) Community Action Agencies to operate WAP throughout the fifty-five (55) counties in West Virginia. Includes the following: SUBGRANTEE ADMIN: SUBGRANTEE TTA: SUBGRANTEE HEALTH & SAFETY: SUBGRANTEE LIABILITY INSURANCE: SUBGRANTEE FIN. AUDITS: SUBGRANTEE TOTAL:

Contracts and Subgrants Total \$4,486,711.00

*For example, Competitive, Historical, Quote, Catalog

7. OTHER DIRECT COSTS - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

a. Please provide a General Description, Cost and Justification of Need.

General Description	Cost	Justification of Need
Advertising / Public Hearing	\$2,000.00	Cost for court reporters, public hearing ads, and program promotion. GRANTEE ADMIN: \$2,000
Vehicle Maintenance/Repairs	\$750.00	Costs for maintenance and repairs of vehicles used for monitoring of subgrantees. GRANTEE ADMIN: \$750
Miscellaneous	\$6,000.00	Cost for hospitality expenses, single audit, parking, and other. GRANTEE ADMIN: \$6,000
Professional Fees/Dues/Subscriptions	\$3,000.00	Cost for membership organizations such as the National Association for the State Community Services Programs (NASCS), etc. GRANTEE ADMIN: \$10,000
Vehicle Fuel	\$750.00	Estimated costs for vehicle fuel associated with grantee travel: GRANTEE ADMIN: \$250 GRANTEE TTA: \$500
Office Space	\$3,300.00	Office space is allocated based on percentage of use and paid per square foot. GRANTEE ADMIN: \$1,800 GRANTEE TTA: \$1,500
Other Direct Costs Total	<u>\$15,800.00</u>	

b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

Office rent and dues costs are based on recent rent allocations and current agreements. Other costs are estimates based on prior similar expenditures or recent estimates.

All costs included in Other Direct Costs are cost allocated and tacked separately from other funding sources contributing.

All costs proposed are only being used in support of the WAP Programs.

8. INDIRECT COSTS

a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.

b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name:

Phone Number:

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001859		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address West Virginia Department of Economic Development 1900 Kanawha Blvd., East Charleston, WV 253050000		4. Program/Project Start Date 07/01/2025	5. Completion Date 06/30/2026

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		\$ 4,735,577.00		\$ 4,735,577.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 4,735,577.00	\$ 0.00	\$ 4,735,577.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) SUBGRANTEE ADMINISTRATI ON	(3) GRANTEE T&TA	(4) PROGRAM OPERATIONS	
a. Personnel	\$ 69,401.00	\$ 0.00	\$ 78,157.00	\$ 0.00	\$ 147,558.00
b. Fringe Benefits	\$ 22,451.00	\$ 0.00	\$ 25,357.00	\$ 0.00	\$ 47,808.00
c. Travel	\$ 8,000.00	\$ 0.00	\$ 26,000.00	\$ 0.00	\$ 34,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 1,400.00	\$ 0.00	\$ 2,300.00	\$ 0.00	\$ 3,700.00
f. Contract	\$ 0.00	\$ 597,035.00	\$ 100,000.00	\$ 2,418,955.00	\$ 4,486,711.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 12,050.00	\$ 0.00	\$ 3,750.00	\$ 0.00	\$ 15,800.00
i. Total Direct Charges	\$ 113,302.00	\$ 597,035.00	\$ 235,564.00	\$ 2,418,955.00	\$ 4,735,577.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 113,302.00	\$ 597,035.00	\$ 235,564.00	\$ 2,418,955.00	\$ 4,735,577.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001859		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address West Virginia Department of Economic Development 1900 Kanawha Blvd., East Charleston, WV 253050000		4. Program/Project Start Date 07/01/2025	5. Completion Date 06/30/2026

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	\$ 4,735,577.00	\$ 0.00	\$ 4,735,577.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity				Total	
	(1) HEALTH AND SAFETY	(2) LIABILITY INSURANCE	(3) FINANCIAL AUDITS	(4) WEATHERIZATI ON READINESS	(5)	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 147,558.00	
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 47,808.00	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 34,000.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,700.00	
f. Contract	\$ 362,843.00	\$ 39,691.00	\$ 19,846.00	\$ 417,610.00	\$ 4,486,711.00	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,800.00	
i. Total Direct Charges	\$ 362,843.00	\$ 39,691.00	\$ 19,846.00	\$ 417,610.00	\$ 4,735,577.00	
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
k. Totals	\$ 362,843.00	\$ 39,691.00	\$ 19,846.00	\$ 417,610.00	\$ 4,735,577.00	
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001859		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address West Virginia Department of Economic Development 1900 Kanawha Blvd., East Charleston, WV 253050000		4. Program/Project Start Date 07/01/2025	5. Completion Date 06/30/2026

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	\$ 4,735,577.00	\$ 0.00	\$ 4,735,577.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total
	(1) SUBGRANTEE T&TA	(2)	(3)	(4)	(5)
a. Personnel	\$ 0.00				\$ 147,558.00
b. Fringe Benefits	\$ 0.00				\$ 47,808.00
c. Travel	\$ 0.00				\$ 34,000.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 3,700.00
f. Contract	\$ 530,731.00				\$ 4,486,711.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 15,800.00
i. Total Direct Charges	\$ 530,731.00				\$ 4,735,577.00
j. Indirect Costs	\$ 0.00				\$ 0.00
k. Totals	\$ 530,731.00				\$ 4,735,577.00
7. Program Income	\$ 0.00				\$ 0.00

U.S. Department of Energy
Weatherization Assistance Program (WAP)
BUDGET INFORMATION REMARKS
Grant Number: SE0001859, **State:** WV
Recipient: West Virginia Department of Economic Development

Remarks

WRF funds are not included in the Subgrant amounts in the Annual File because they are not allocated by formula. They will be released as requested and approved on a case-by-case basis.

In accordance with 2 CFR 200.425(a)(2), only those Subgrantees expending more than \$1,000,000 will receive Financial Audits funding identified in the Grantee's SF-424a Budget.

WVDED will be utilizing non-DOE resources to assist in the meeting of DOE WAP requirements. Primarily, these funds will be LIHEAP funds allocated to the WV WAP by the WV Department of Human Services. WVDED has budgeted an even 50/50 split on the majority of expenses (unless otherwise noted in the specific Object Class Categories of the Budget Justification) between the DOE WAP and LIHEAP funds. WVDED will also utilize utility program administrative funds for the management of utility programs that run parallel to the DOE WAP.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: WV Grant Number: SE0001859 Program Year: 2025

Name:	CHANGE, Incorporated	Contact:	Douglas Schilling, Weatherization Coordinator
		UEI:	THESL9JV23N1
		DUNS:	131200057
Address:	3136 West Street	Phone:	(304) 797-7733
	Weirton, WV 26062-4637	Fax:	(304) 797-7740
		Email:	dschilling@changeinc.org
Counties served:	BROOKE County HANCOCK County MARSHALL County OHIO County	Tentative allocation:	\$ 219,908.00
		Planned units:	16
		Type of organization:	Local agency
		Source of labor:	Agency
		Congressional districts served:	CD WV-02

Name:	Coalfield CAP	Contact:	Kevin Mahoney, Weatherization Coordinator
		UEI:	NRM3R1JHABB6
		DUNS:	003845596
Address:	P.O. Box 1406	Phone:	(304) 965-2400
	Williamson, WV 25661-3215	Fax:	(304) 935-2062
		Email:	kmahoney@coalfieldcap.org
Counties served:	MINGO County KANAWHA County BOONE County CLAY County	Tentative allocation:	\$ 547,698.00
		Planned units:	39
		Type of organization:	Local agency
		Source of labor:	Agency
		Congressional districts served:	CD WV-01

Name:	Community Action of South Eastern West Virginia	Contact:	Kimberly Bourne, Weatherization Coordinator
		UEI:	HLW8M7W6NTD3
		DUNS:	627389364
Address:	355 Bluefield Avenue	Phone:	(304) 324-0450
	Bluefield, WV 24701-3044	Fax:	(304) 372-8822
		Email:	kbourne@casewv.org
Counties served:	RALEIGH County SUMMERS County MERCER County MONROE County	Tentative allocation:	\$ 365,070.00
		Planned units:	26
		Type of organization:	Local agency
		Source of labor:	Agency
		Congressional districts served:	CD WV-01

Name:	Community Resources, Incorporated	Contact:	Vicki Randolph, Weatherization Director
		UEI:	FP3LNKEPD7H9
		DUNS:	784204240
Address:	1037 Market Street	Phone:	(304) 485-9238
	Parkersburg, WV 26101-0000	Fax:	(304) 485-5526
		Email:	vrandolph@cricap.org

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Counties served:	JACKSON County CALHOUN County DODDRIDGE County GILMER County RITCHIE County ROANE County PLEASANTS County TYLER County WETZEL County WIRT County WOOD County	Tentative allocation: \$ 484,900.00 Planned units: 35 Type of organization: Local agency	Congressional districts served:	<u>CD</u> WV-01 WV-02
Source of labor: Agency				

Name:	Eastern West Virginia Community Action Agency		Contact:	Dalton Longbon, Weatherization Coordinator	
			UEI:	PKTSTFG2T852	
			DUNS:	804530087	
Address:	101 Alt Ave.		Phone:	(304) 538-7711	
	Petersburg, WV 26836-0000		Fax:	(304) 538-7478	
			Email:	dllongbon@easternaction.org	
Counties served:	BERKELEY County GRANT County HAMPSHIRE County HARDY County JEFFERSON County MORGAN County PENDLETON County MINERAL County TUCKER County PRESTON County	Tentative allocation: \$ 560,664.00 Planned units: 40 Type of organization: Local agency	Congressional districts served:	<u>CD</u> WV-01	
Source of labor: Agency					

Name:	MountainHeart Community Services		Contact:	Gerald Brown, Weatherization Coordinator	
			UEI:	GA6CKDH3AJC1	
			DUNS:	155399363	
Address:	P.O. Box 1509		Phone:	(304) 682-8271	
	Oceana, WV 24870-1519		Fax:	(304) 682-8274	
			Email:	gbrown@mountainheartwv.org	
Counties served:	FAYETTE County WYOMING County	Tentative allocation: \$ 176,902.00 Planned units: 13 Type of organization: Local agency	Congressional districts served:	<u>CD</u> WV-01	
Source of labor: Agency					

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Name: Nicholas Community Action Partnership		Contact: Cindy Foster, Weatherization Coordinator	
		UEI: JYQFS22GJMY1	
		DUNS: 169582368	
Address: 1205 Broad Street		Phone: (304) 872-1162	
Summersville, WV 26651-1205		Fax: (304) 872-5796	
		Email: cfoster@ncapwv.org	
Counties served: NICHOLAS County	Tentative allocation: \$ 105,857.00	Congressional districts served:	<u>CD</u>
BRAXTON County	Planned units: 8		WV-01
	Type of organization: Local agency		
	Source of labor: Agency		
<hr/>			
Name: North Central West Virginia Community Action Assoc., Inc.		Contact: Brian Hollen, Weatherization Coordinator	
		UEI: XAHKHQ9MTSM1	
		DUNS: 108900317	
Address: 146 Terrace Manor		Phone: (304) 457-3420	
Fairmont, WV 26554-1345		Fax: (304) 457-1367	
		Email: bhollen@ncwvcaa.org	
Counties served: BARBOUR County	Tentative allocation: \$ 697,701.00	Congressional districts served:	<u>CD</u>
HARRISON County	Planned units: 50		WV-01
LEWIS County	Type of organization: Local agency		
MARION County			
MONONGALIA County			
RANDOLPH County			
TAYLOR County			
UPSHUR County			
	Source of labor: Agency		
<hr/>			
Name: PRIDE Community Services		Contact: Steve Gilman, Weatherization Coordinator	
		UEI: G9LTEEUUE6N8	
		DUNS: 085529840	
Address: PO Box 1346		Phone: (304) 752-6868	
Logan, WV 25601-0000		Fax: (304) 752-1047	
		Email: Steve.Gilman@loganpride.com	
Counties served: POCAHONTAS County	Tentative allocation: \$ 342,129.00	Congressional districts served:	<u>CD</u>
WEBSTER County	Planned units: 25		WV-01
GREENBRIER County	Type of organization: Local agency		
LOGAN County			
MCDOWELL County			
	Source of labor: Agency		

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Name: **Southwestern Community Action Council**

Contact: Connie Sherrill-Drake, Weatherization Coordi

UEI: SKWJFJDX6BP3

DUNS: 063472088

Address: 540 Fifth Avenue

Phone: (304) 525-5151

Huntington, WV 25701-1908

Fax: (304) 525-5162

Email: connie.sherrill-drake@scacwv.org

Counties served: MASON County
LINCOLN County
CABELL County
PUTNAM County
WAYNE County

Tentative allocation: \$ 468,273.00

Planned units: 34

Type of organization: Local agency

Congressional CD
districts served: WV-01

Source of labor: Agency

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IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
CHANGE, Incorporated (Weirton)	\$219,908.00 16
Coalfield CAP (Williamson)	\$547,698.00 39
Community Action of South Eastern West Virginia (Bluefield)	\$365,070.00 26
Community Resources, Incorporated (Parkersburg)	\$484,900.00 35
Eastern West Virginia Community Action Agency (Petersburg)	\$560,664.00 40
MountainHeart Community Services (Oceana)	\$176,902.00 13
Nicholas Community Action Partnership (Summersville)	\$105,857.00 8
North Central West Virginia Community Action Assoc., Inc. (Fairmont)	\$697,701.00 50
PRIDE Community Services (Logan)	\$342,129.00 25
Southwestern Community Action Council (Huntington)	\$468,273.00 34
Total:	\$3,969,102.00 286

IV.2 WAP Production Schedule

Weatherization Plans		Units
Total Units (excluding reweatherized)		286
Rewaterized 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	286
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	286
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	\$2,418,955.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	286
H	Average Program Operations Costs per Unit (F divided by G)	\$8,457.88
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,457.88

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IV.3 Energy Savings

Method used to calculate savings: ☒ WAP algorithm ☐ Other (describe below)

	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	286	29.3	8380
Prior Year Estimate	260	29.3	7618
Prior Year Actual	361	29.3	10577

Method used to calculate savings description:

The West Virginia Weatherization Assistance Program (WV WAP) will utilize the WAP algorithm to calculate projected energy savings for the purpose of this application. The estimated energy savings for PY 2025 - 2026 is 10,958 MBtu.

The West Virginia Department of Economic Development (WVDED) has implemented a system to estimate annual energy savings for all funding sources as per 440.14(c)(4). The process entails utilizing data from the "Weatherization Assistant Recommended Measures Output Report." In PY 2024 - 2025, the WV WAP was able to collect data to compare/report energy savings data. For PY 2024 - 2025, WVDED calculated Average Job Costs per Unit closer to reported actual totals.

Energy Savings

DOE Program

Total DOE State Weatherization Allocation

Amount Line

\$4,052,080 (a)

Total Cost associated with Administration, T&TA, Financial Audits, and Insurance AND H&S (Separate Line)

\$1,728,979 (b)

Subtract the amount entered in line (b) from line (a), for a total Federal (DOE) funds available to weatherize homes

\$2,323,104 (c)

State Average Cost per Home (based on WV's PY23 ACPU)

\$7,676 (d)

Divide the amount entered on line (c) by the amount entered on line (d), for Total Estimated Homes to be Weatherized

302 (e)

Multiply (e) by 29.3 MBTU for Total Annual Estimated Energy Savings resulting from DOE appropriated funds

\$8,848.60 (f)

IV.4 DOE-Funded Leveraging Activities

WV does not intend to use DOE funds for leveraging activities.

IV.5 Policy Advisory Council Members

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

Bryan Mabe - WV Office of Energy	Type of organization: Unit of State Government Contact Name: Phone: 3045582234 Email: bryan.k.mabe@wv.gov
Emmett Pepper (Policy Director) - Energy Efficient West Virginia	Type of organization: Other Contact Name: Phone: 9176178208 Email: emmett@eewv.org
Jerry Boyko - WV Statewide Independent Living Council	Type of organization: Other Contact Name: Phone: 3047664624 Email: jerry.boyko@wvsilc.org
Kent Nowviskie (Deputy Commissioner for Policy & Programs) - Bureau for Family Assistance	Type of organization: Contact Name: Phone: 3043524486 Email: kent.r.nowviskie@wv.gov
Mary Chipps (Executive Director) - WV Community Action Partnership, Inc.	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 3043472277 Email: mchipps@wvcap.org
	Type of organization: Other

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Rich Miller - AARP West Virginia	Contact Name: Phone: 3048812595 Email: ram3361@aol.com
Steve Gilman - PRIDE Community Services	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 3047526868 Email: steve.gilman@loganpride.com
Tammy Stafford (EE & Consumer Programs Mgr.) - Appalachian Power	Type of organization: Utility Contact Name: Phone: 3043484182 Email: tcstafford@aep.com

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
04/30/2025	The Virtual Public Hearing was held on Friday, April 30, 2025 at 10:00 AM. One March 18th, 2025 the Public Hearing Notice and PY 2025 Draft of the State Plan was made available on the West Virginia Community & Development (WVCAD) website for public review. A court reporter was retained to provide a transcript of the Virtual Public Hearing and WVDED will provide the written transcript in the attachments

IV.7 Miscellaneous

“Recipient Business Officer”

Name: Jennifer Ferrell – Director, WV Community Advancement and Development

Email: Jennifer.L.Ferrell@wv.gov

Phone: 304 – 558 – 2234

“Recipient Principal Investigator”

Name: Ben Shannon – Weatherization Program Manager

Email: Benjamin.T.Shannon@wv.gov

Phone: 304 - 352 - 3967

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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

V.1.1 Approach to Determining Client Eligibility

1. **The WV WAP will determine eligibility of an applicant based on receipt of a complete application and if the household income meets the criteria established in this plan. Subrecipients must use 200% of the federal poverty guidelines and definition of poverty as stated in DOE WPN 24-3 Poverty Income Guidelines and Definition of Income, dated January 17, 2024, and published in the Federal Register January 19, 2023, as updated by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2), effective January 17, 2024.**
2. **Definition of Income for the Purpose of Determining Eligibility: Income means Cash Receipts earned and/or received by the applicant before taxes during applicable tax year(s) but not the Income Exclusions listed below. Gross Income is to be used, not Net Income.**
3. **CASH RECEIPTS:**
 1. **Cash Receipts include the following:**
 1. **Money, wages and salaries before any deductions;**
 2. **Net receipts from nonfarm or farm self employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses);**
 3. **Regular payments from social security, railroad retirement, unemployment compensation, strike benefits from union funds, worker's compensation, veteran's payments, training stipends, alimony, and military family allotments;**
 4. **Private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments;**
 5. **Dividends and/or interest;**
 6. **Net rental income and net royalties;**
 7. **Periodic receipts from estates or trusts; and**
 8. **Net gambling or lottery winnings.**
4. **INCOME EXCLUSIONS:**
 1. **The following Cash Receipts are not considered sources of Income for the purposes of determining applicant eligibility:**
 1. **Capital gains;**
 2. **Any assets drawn down as withdrawals from a bank;**
 3. **Money received from the sale of a property, house, or car;**
 4. **Onetime payments from a welfare agency to a family or person who is in temporary financial difficulty;**
 5. **Tax refunds;**
 6. **Gifts, loans, or lump sum inheritances;**
 7. **College scholarships;**

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8. One time insurance payments, or compensation for injury;
9. Noncash benefits, such as the employer paid or union paid portion of health insurance;
10. Employee fringe benefits, food or housing received in lieu of wages;
11. The value of food and fuel produced and consumed on farms;
12. The imputed value of rent from owner occupied nonfarm or farm housing;
13. Depreciation for farm or business assets;
14. Federal non cash benefit programs such as Medicare, Medicaid, Food Stamps, school lunches, and housing assistance;
15. Combat zone pay to the military;
16. Child support;
17. Reverse mortgages; and
18. Payments for care of Foster Children.

5. Income Verification Procedures:

1. **Proof of income eligibility must be clearly identified in the client file which is maintained in the WV WAP data management system. All eligibility documentation is to be reviewed and verified in the WV WAP data management system by the subrecipient prior to approving and moving an applicant to the WV WAP weatherization waitlist.**
2. **Availability of Supporting Documentation:**
 1. **For review and audit, each client file must include a completed application with required demographics and household income, excluding earnings or unemployment compensation for minors under 18 or full-time high school students. The file must also contain proof of WAP eligibility, such as third-party certification or source documentation for listed income. All documents must be stored electronically in the WV WAP data management system.**
3. **Self-Certification:**
 1. **Only allowed after all other income documentation attempts fail. The client file must include evidence of these attempts and a notarized Zero Income Affidavit stating that all household members over the age of 18 have no proof of income.**
4. **Annualization of Income:**
 1. **The WV WAP data system calculates annualized income for eligibility using at least one month of recent income. Less than 12 months of data may be used. Families receiving cash assistance under Title IV or XVI of the Social Security Act or applicable state/local law in the past 12 months qualify for weatherization per 10 CFR Part 440.22.**
5. **Recertification of Eligibility:**
 1. **If over a year passes between application and weatherization service, client income must be reverified per WV WAP and DOE rules. WVDED reviews eligibility during monitoring and updates Poverty Income Guidelines annually per DOE revisions.**

Describe what household eligibility basis will be used in the Program

1. Household Eligibility:

1. **WVDED requires all subrecipients ensure client eligibility during which services are delivered. All prospective applicants will be required to identify and provide documentation of the amount and source of all income for the household and client ownership.**

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As defined in 10 CFR 440.3, low income means that income in relation to family size which:

1. Eligibility is set at or below 200% of the poverty level per the Director of the Office of Management and Budget (OMB) criteria. A higher threshold may be established if deemed necessary by the Secretary, in consultation with the Secretary of the United States Department of Agriculture (USDA) and the Secretary of Health and Human Services (HHS), to align with Weatherization Program requirements under Section 222(a)(12) of the Economic Opportunity Act of 1964.
 2. Is the basis on which cash assistance payments have been paid during the preceding twelvemonth period under Titles IV and XVI of the Social Security Act or applicable State or local law; or
 3. If a Grantee elects, it is the basis for eligibility for assistance under the Low Income Home Energy Assistance Act of 1981, provided that such basis is at least 200 percent (200%) of the poverty level determined in accordance with criteria established by the Director of the OMB. WVDED will utilize this option for PY 2025.
2. Availability of Supporting Documentation:
1. Each Client File must include the client's application with required demographics and household income. It must also contain proof of WAP eligibility, such as a third-party income certification or source documentation for listed income.
3. Self-Certification:
1. Self-certification is allowed only after all other income verification methods are exhausted. The Client File must include proof of these attempts and a notarized Zero Income Affidavit signed by the applicant.

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

1. An eligible household member is any individual who is a U.S. citizen or "qualified alien" and is a member of a household that meets the eligibility requirements specified above. A "qualified alien" is defined at 8 U.S.C. § 1641(b). For more information and guidance on ensuring DOE weatherization services shall only be provided to eligible populations, subrecipients are directed to review the [LIHEAP IM HHS Guidance on the Use of Social Security Numbers \(SSNs\) and Citizenship Status Verification](#).

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

1. Procedures to determine that units weatherized have eligibility documentation:
 1. As stated above in V.1.1, the WV WAP will determine client eligibility based on receipt of a complete application and if the household income meets the criteria established in this plan. In addition to determining client eligibility, applicants must also demonstrate that the dwelling structure is eligible for weatherization.

Building/structure/home eligibility is based on:
 - Documentation of ownership
 - Additional income documentation for renters
 - Proof that the building has not been weatherized in the last 15 years
 - Other factors described in this section.
2. An eligible household member is a U.S. citizen or "qualified alien" per 8 U.S.C. § 1641(b) in a household meeting eligibility requirements. The application process ensures DOE weatherization services are provided only to eligible populations and follows the same income eligibility criteria as West Virginia's LIHEAP Weatherization program.

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3. Documentation of Ownership:

1. **Documentation is required to prove home ownership. These documents must be stored in the client file in the WV WAP data management system.**
2. **Examples to meet this requirement include, but are not limited to:**
 1. **Deeds/titles**
 2. **Property tax record with street address**
 3. **Municipal websites**
 4. **Mortgage documents**
 5. **Insurance document**

Describe Reweathering compliance

1. Re-weatherization:

1. **Dwelling units weatherized under this or other Federal programs cannot receive additional weatherization funding until 15 years after the previous weatherization. However, they may still receive non-weatherization assistance, such as energy education and evaluation services.**
2. **This policy applies to all Federal funds, including LIHEAP, HUD, and USDA programs. Allowing re-weatherization for homes weatherized at least 15 years ago ensures those that previously received limited services can benefit from advanced energy audits and health and safety improvements.**
3. **The WV WAP follows DOE regulations to verify eligibility before weatherization. Each applicant's address is checked in the WV WAP database to confirm no weatherization services were provided within the past 15 years. If records show prior services, the subrecipient verifies with the client. Due to potential 911 address changes, an energy auditor also conducts a visual inspection. Since September 15, 2011, standardized tags have been placed in weatherized homes for easier identification.**
4. **If no evidence of prior weatherization exists, services may proceed. Homes weatherized before the 15-year threshold may be eligible for re-weatherization.**

Describe what structures are eligible for weatherization

2. Eligible Structures:

1. **Subrecipients must provide weatherization services to low-income residents in standard housing types, including single-family homes, modular homes, duplexes, small rental units, and multifamily buildings. Caution is advised for nontraditional dwellings like shelters and apartments over businesses, with WVDED consulting WV DOE as needed. Weatherization is not allowed for nonstationary campers or trailers without a mailing address. For structures requiring service deferral, see the Deferral Process section.**
 1. **Tiny Homes/Auxiliary Dwelling Units:**
 1. **WV WAP may weatherize Tiny Homes and ADUs. Units under 550 sq. ft. require WVDED approval. The dwelling must have at least 220 sq. ft. of conditioned space, plus 100 sq. ft. per occupant beyond two. Minimum square footage is determined per ANSI Standard Z765-2003. In addition to ANSI Z765-2003:**
 1. **Living space (finished areas/rooms) must have a conditioned floor area minimum of 70 square feet (6.5 m2). Exception: Kitchens**
 2. **The dwelling must have a separate bathroom containing a fully functioning sink, toilet, and a bathtub or shower.**

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3. If the unit/dwelling's floor, frame, or foundation is prefabricated, a Manufactured Home Energy Audit (MHEA) must be used.
4. If the unit/dwelling is on slab, block, or is free of any typical manufactured housing supports a National Energy Audit Tool (NEAT) must be used.
5. If the unit/dwelling has affixed wheels, axels, or is made to be towable, the unit is considered a Recreational Vehicle (RV) and cannot be weatherized.

2. Historic Preservation:

1. On May 14, 2020, DOE, WVDED, and WVSHPO entered a Programmatic Agreement (PA) to meet Section 106 requirements of the National Historic Preservation Act for DOE projects in WV. Following DOE Weatherization Program Notice 1012, WV WAP evaluates Section 106 reviews per the PA, amended on November 20, 2020, and extended to December 31, 2030. WVSHPO approves measures exempt from NHPA review. WVDED will maintain at least one staff member trained in Historic Preservation reviews, approvals, and guidance, with required completion of Section 106 Essentials.

Describe how Rental Units/Multifamily Buildings will be addressed

1. Rental Units:

1. The WV WAP may provide weatherization to rental units, including multiple dwelling units (MDUs). The WV WAP has procedures that address the protection of renters' rights as per 10 CFR 440.22(b)(3) and 440.22(c)(e). No rented dwelling unit can be weatherized without first obtaining the written permission of the owner (or his/her agent) of the dwelling unit. Completion of the "Weatherization Rental Release and Agreement" form is mandatory for rental units.
2. The "Weatherization Rental Release and Agreement" form is designed to assure the following:
 1. That the benefits of weatherization assistance shall reside primarily with the low income tenants;
 2. That no undue or excessive enhancement shall occur to the value of the dwelling unit;
 3. That no landlord contributions are required for single family housing;
 4. That if an owner of the dwelling unit qualifies for WV WAP, no landlord contribution is expected; and
3. For multifamily buildings, landlords outside WV WAP poverty guidelines must understand the Weatherization Landlord Owner Investment form, requiring a 25% contribution to weatherization costs. If negotiations fail and the landlord refuses to contribute, weatherization may proceed with proper documentation and WVDED approval.
4. For two (2) years from signing the Weatherization Rental Release and Agreement form, rent cannot increase due to weatherization improvements. If a tenant believes a rent increase is solely due to these services, the following steps must be followed:
 1. WVDED will instruct the tenant to file a written complaint with WVDED detailing the situation and the perceived reason for the rent increase.
 2. WVDED will work with the subrecipient and make contact with the landlord and notify that a complaint has been filed and provide the landlord with a copy of the complaint. The landlord will have the opportunity then to appeal the complaint.
 3. WVDED will obtain all pertinent information applicable to the dwelling and the weatherization services received and will review all of the information provided, seeking guidance from DOE and/or legal counsel as needed.
 4. WVDED will work to resolve the situation in a way agreeable to all parties. WVDED encourages the use of alternative dispute resolution procedures including arbitration.

2. Income Documentation for Renters

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1. Multifamily units follow the same client prioritization as single-family weatherization unless WVDED decides otherwise. Buildings with five or more units qualify if 66% of occupants meet eligibility (50% for duplexes and quadruplexes) per 10 CFR 440.22. Services follow DOE WPN 22-12 and WPN 22-13. The West Virginia Multifamily Owner Agreement, adapted for multifamily units, aligns with DOE WPN 22-12.
2. Pursuant to 10 CFR Part 440.22(b)(1), a subrecipient may weatherize a building containing rental dwelling units for an applicant who meets the client eligibility requirements under this plan at V.1.1, where:
 1. The subrecipient has obtained written permission from the property owner or agent before any work is done on a building containing rental units
 2. Not less than sixty six percent (66%), (fifty percent (50%) for duplexes and quadruplexes), of the occupants in the building:
 1. Are eligible dwelling units.
 2. Will become eligible dwelling units within 180 days under a Federal, State, or local government program for rehabilitating the building or making similar improvements to the building.

Describe the deferral Process

1. **Deferral Process**
2. The WV WAP Deferral Policy outlines steps for subrecipients and clients to address deferrals and potentially complete weatherization. Clients must resolve identified issues and provide documentation to the subrecipient. If issues remain unaddressed or the client does not respond, a separate procedure applies. Once deferral reasons are resolved, the application is reactivated, though eligibility criteria may need renewal based on timing. The policy specifies timing parameters, and all steps and documentation must be maintained. Deferral reasons are tracked and reviewed, with results shared in monthly and quarterly meetings. Agencies may deny services if crew safety is at risk, but clients can appeal in writing to the subrecipient, providing additional information if needed.
 1. **NOTE:** While the client is notified that they can appeal to the subrecipient, WVDED intends to make updates to the appeal process in PY25 that requires any appeals by an applicant to be sent to the state for review.
 2. In Program Year 2025, the WVDED will continue to provide referral information on the U.S. Department of Agriculture (USDA) 504 Loan and Grant Programs to client inquiries at WV WAP where details provided by the client fall outside the scope of DOE weatherization, e.g., new roofs, windows, home repair beyond the LIHEAP DoHS Home Repair component, etc.
3. Possible deferral conditions include but are not limited to:
 1. Structurally unsound dwelling that is not suitable and adaptable to weatherization services, and the WAP does not have the resources to do necessary repairs;
 2. Electrical or plumbing hazards that cannot be resolved prior to or as part of weatherization services.
 3. The presence of raw sewage around or in any part of the dwelling;
 4. The presence of a dead animal, or animal feces, in an area where program staff must install weatherization measures;
 5. Excessive debris and clutter in and around the dwelling that limits access to the dwelling and areas within the dwelling:
 1. Clutter Image Rating: Living Room – Dwelling deferred with rating of = 4
 2. Clutter Image Rating: Bedroom – Dwelling deferred with rating of = 4
 3. Clutter Image Rating: Kitchen – Dwelling deferred with rating of = 4
 6. Pets unchained or running on the loose that would be distracting or unsafe to program staff;

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7. The client is uncooperative, abusive, or threatening to the crew, or there is an apparent threat of violence or abuse to any program worker, or any household member during the weatherization process;
 8. The presence or use of any controlled substance in the dwelling during the weatherization process.
 9. Environmental hazards, such as serious moisture problems, known excessive radon, friable asbestos, excessive lead paint, or other environmental hazards that cannot be resolved prior to or as part of the weatherization services.
 10. Evidence of substantial infestation of rodents, insects, bats, or other harmful/objectionable animals that are difficult to control;
 11. Major remodeling is in progress, limiting the proper installation of weatherization measures;
 12. Substantial standing water in or around the crawl space or basement area limiting the proper completion of weatherization measures;
 13. Dwelling resident has a medical condition that prohibits the installation of insulation and/or other weatherization measures;
 14. No cost effective or appropriate health and safety measures can be done to the house resulting in minimal energy savings;
 15. Customer in arrears with utility vendor, gas service has been shut off, or electric service has been shut off;
 16. Client refusal of primary energy conservation measure (SIR = 1);
 17. Client refusal of health and safety measure(s) necessary for client safety;
 18. Client cannot be reached by available means of communication within 90 days;
 19. Income verification needed;
 20. Updated utility information needed; and
 21. Other conditions not listed above that prohibit complete weatherization.
4. The WV WAP has a Deferral Policy to standardize the process of postponing weatherization assistance when necessary. A deferral does not mean assistance is permanently denied but delayed until home issues are resolved. Subrecipient crews and contractors must explore all reasonable options within program guidelines. If an onsite visit confirms one (1) or more deferral conditions, the subrecipient must send a letter to the client detailing the reasons. The deferral reason must be documented in the database, which automatically generates the justification letter for the client.

V.1.3 Definition of Children

Definition of children (below age): 18

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.

Per federal rule, West Virginia recommends that tribal organizations not be treated as local applicants for the Weatherization Assistance Program. However, per 10 CFR 440.16(f), low-income Native Americans will receive benefits equal to those provided to other eligible low-income individuals in the state.

V.2 Selection of Areas to Be Served

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1. The method used to select each area to be served by a weatherization project will be as follows:
 1. All fiftyfive (55) counties in West Virginia will be served by the WV WAP.
 2. Selection of weatherization subrecipients or qualified entities is made pursuant to 10 CFR 440.15.
 3. Subrecipients in the State operate the WAP in service areas designated by specific counties, barring any unforeseen circumstances necessitating service area alteration. Subrecipients may contract with one another in efforts to more efficiently and effectively provide weatherization services to all counties within a subrecipient's service area.
 4. In the event that WVDED determines that a subrecipient fails to meet WV WAP Grant Agreement requirements, options include (but are not limited to) allocating the funds to other eligible subrecipients or qualified entities in the State
2. Redistribution Provision:

WVDED may reallocate funds between cost categories, functions, activities, and subrecipients to fully utilize the award during the budget period. All budget changes will comply with 2 CFR 200.308(e) and other applicable federal regulations. Criteria for subrecipient allocation adjustments are outlined in WV WAP Grant Agreements, ensuring compliance with federal rules.

V.3 Priorities

1. WV WAP will prioritize weatherization waitlist clients by assigning points to households with high energy burden or use. Additional points will be given for households with elderly (60+), disabled individuals, or children (18 or younger).

Clients can be considered a high energy burden if:

1. Twenty percent (20%) or more of the household income is utilized to pay for energy usage; and/or
2. Clients are eligible for the Energy Crisis Intervention Program (ECIP), an emergency heat services component of the LIHEAP funding the WV WAP receives from the West Virginia Department of Human Sources (DoHS).

Clients can be considered high energy users if:

3. Clients will be considered high energy users if \$2,100 or more is expended by the client on residential energy annually. High energy burden users are users who spend 20% or more of their annual income on residential energy annually.
2. WV WAP has added priority features to enhance DOE-required categories and ensure efficient program implementation. Applicants receiving LIHEAP Emergency Crisis or Repair and Replacement assistance may be given Twenty (20) additional points by the agency, allowing for timely, comprehensive weatherization services and improving program efficiency and cost savings.
3. Clients in eligible multifamily projects may receive priority to ensure project completion, even if not at the top of the list. WVDED requires subrecipients to plan in advance and ensures multifamily projects do not replace services for single-family homes, which make up most WV WAP completions.
4. WVDED has developed a point system within the WV WAP data management system, WAPLink, to prioritize clients eligible for weatherization work:
 1. 10 points for high energy users
 2. 10 points for high energy burden clients
 3. 5 points for elderly clients (60 years or older)
 4. 5 points for clients with disabilities
 5. 5 points for households with children under 18 years old

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5. Households will be prioritized by the number of points, with a maximum of 55 points, followed by those with the longest wait times, in case of ties. Subrecipients must follow the prioritization system in the data management system unless directed otherwise by WVDED. WVDED may adjust the system during the Program Year to align with rule changes or new funding but will maintain the focus on efficiently serving low-income clients and reducing energy costs. Subrecipients may not alter the system without written WVDED approval.
6. The data management system ensures subrecipients select only high-priority clients for service, unless approved by WVDED. A flexible pool of high-priority clients allows for selection while maintaining service priority. WVDED expects all counties to receive efficient weatherization services and will monitor and adjust the process as needed.

V.4 Climatic Conditions

1. The International Energy Conservation Code (IECC) has defined three (3) distinct climate zones that cover West Virginia. These climate zones help approximate the performance of a building within each zone due to the effects of heating cooling demand, precipitation, and relative humidity.
2. Energy audits are adjusted to reflect local climate conditions and must specify the model climate used from DOE-approved auditing software (WAPLink Web v.10). WV WAP subrecipients use three zones: Zone 1 (Charleston, WV) and Zone 2 (Elkins, WV), and Zone 3 (Pittsburgh, PA).
3. Cooling Degree Days (CDD) and Heating Degree Days (HDD) data is submitted as an attachment to the application. A summary of the data for all three (3) zones is as follows:

Zone 1 – Charleston, WV: Zone 2 – Elkins, WV: Zone 3 – Pittsburgh, PA:

CDD – 1031	CDD – 346	CDD – 654
HDD - 4646	HDD – 6120	HDD – 5968

The HDD and CDD data used for analysis was obtained from: [ClimateZone.com](https://climatezone.com)

4. Based on the cooling degree days and dual climate zones, the WV WAP has included specific cooling measures under certain circumstances as detailed under Section V.7 Health and Safety.

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

V.5.1 Technical Guides and Materials

1. All measures and repairs on client homes will be performed in accordance to the DOE-approved energy audit procedures and 10 CFR 440 Appendix A. All Subgrantee agreements and vendor contracts will contain language which clearly documents the SWS for work quality outlined in DOE WPN 22-4, Section 1. WVDED hired Santa Fe Community College to update the WV Single Family and Manufactured Field Guide Instruction Manuals for PY 2022–2023. With DOE approval on 2/6/23, WVDED and WV WAP subrecipients will continue following the current SWS for Single Family Site-Built and Manufactured Housing.
2. Electronic copies of WV's current DOE-approved field guides are accessible to all subgrantees in the data management system
3. WVDED distributes West Virginia Weatherization Program Notices (WV WPN) and Weatherization Bulletins (WV WxBulletin) via email to provide guidance on program updates and changes. These notices supplement DOE Weatherization Program Notices and form the basis of the WVDED Field and Administration Guide (F&A Guide), which is updated as new WV WAP policies or DOE guidelines are issued. Specifications for work to be inspected are outlined in the subrecipient DOE WAP Grant Agreement, and contractors must adhere to the same technical requirements, ensuring all work meets WV WAP standards.

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4. **Additional training as necessary on WV WAP SWS is provided to subrecipients as detailed in Section V.8.4 Training and Technical Assistance to ensure consistent compliance throughout the network.**
5. **Example of Subgrant Agreement/Contract Language:**
1. **WAP Standards – The subrecipient shall perform weatherization services during the Program Year in accordance with the approved WV DOE WAP State Plan, the WV WAP Standard Work Specifications (WV WAP SWS) which functions as WV WAP Standards and Field Guide, and other WV WAP manuals or directives as applicable and any amendments thereto. The subrecipient’s signature on this Agreement signifies its responsibility to follow all work standards as outlined in the documents referenced in this paragraph, as well as the subrecipient’s responsibility to ensure weatherization staff and subcontractors receive and review these documents and use them to guide the weatherization work performed in client homes. The terms of these documents are incorporated in this Agreement and form the basis of decisions concerning weatherization field work and administrative requirements unless otherwise noted by the Pass-through entity**
 2. **Subcontracts - The subrecipient shall ensure all subcontracts are in compliance with 2 CFR 200, as well as any applicable rules and regulations of 2 CFR 910, and 45 CFR 75. As per 2 CFR 200.326, the subrecipient contracts must contain the applicable provisions described in Appendix II to Part 200 - “Contract Provisions for non-Federal Entity Contracts Under Federal Awards” as well as applicable provisions as per 2 CFR 200.101. Subrecipient subcontracts will be reviewed as part of the WAP monitoring process or upon request of the Pass-through entity.**
 3. **All such subcontracts shall contain provisions specifying:**
 1. **That the work performed by the subcontractor must be in accordance with the terms of the Program Year 2025 DOE State Plan and the 2025 Grant Agreement between the WVDED and the subrecipient;**
 2. **That nothing contained in such subcontract agreement shall impair the rights of the WVDED;**
 3. **That nothing contained herein, or under the Grant Agreement will create any contractual relation between the subcontractor and the WVDED;**
 4. **That the subcontractor specifically agrees to be bound by the confidentiality provision found in Section XI.B (4) Personally Identifiable Information set forth in the PY 2025 Grant Agreement;**
 5. **That the subrecipient will be responsible for ensuring all subcontracted work is performed per Federal and State regulations and policies in order to be eligible for reimbursement of the approved work;**
 6. **That the subrecipient will ensure that all Federal flow down provisions are included in the subcontract agreement per Federal guidelines; and**
 7. **The subrecipient, by signing the PY 2025 WVDED/Subrecipient Grant Agreement, agrees to follow all provisions of the State Plan, including but not limited to, production, facilitation, operations, health and safety, and administrative requirements/regulations. Grant Agreements are submitted electronically for signature and are returned electronically. A handwritten or electronic signature is allowable. WVDED conducts an Annual State Plan meeting held in July of the new Program Year to review the new State Plan and Grant Agreements. Attendees of this meeting include Executive Directors/Chief Executive Officers, Weatherization Coordinators, and Financial staff.**

Field guide types approval dates

Single-Family: 2/6/2023
Manufactured Housing: 2/6/2023
Multi-Family:

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family
Audit Name: NEAT

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Approval Date: 11/15/2021

Audit Procedure: Manufactured Housing

Audit Name: MHEA

Approval Date: 11/15/2021

Audit Procedure: Multi-Family

Audit Name: No Audit/Priority List for this building type

Approval Date:

Comments

WV WAP uses WAPLink Energy Audit (WAwab v10 API) software as its energy audit tool. The WAwab v.10 API energy audit software was developed by Oak Ridge National Laboratory specifically for the use for the Weatherization Assistance Program. There are two (2) components to the WAwab v.10 API software: The National Energy Audit Tool (NEAT) for single family houses and the Manufactured Home Energy Audit (MHEA) for mobile homes. WV WAP currently uses WAPLINK (WAwab API) and DOE Approved Region 3 Priority List.

V.5.3 Final Inspection

1. Certified Quality Control Inspectors (QCIs) must perform a final inspection of each dwelling unit before it is considered complete. The inspection, using the WV WAP "QCI form," certifies that the work meets audit priorities outlined in 10 CFR 440.21. Only Home Energy Professional (HEP) certified QCIs may conduct inspections during PY 2025-2026, and all subrecipients have demonstrated competency through HEP QCI certification.
 1. The Certified Quality Control Inspector must not be a part of the crew that installed the weatherization measures on the dwelling being inspected.
2. QCI credentials are maintained in the database system and reviewed by WVDED periodically and during annual monitoring. WVDED ensures all QCI staff certifications are valid and approves training and certification before reimbursing expenses.
3. In 2023, WVDED revised the standardized QCI form to align with DOE's quality assurance guidelines, ensuring uniform final inspections at the subrecipient level. The inspection confirms that work follows the Weatherization Assistant audit and meets required standards, with signatures certifying compliance. WVDED also ensures compliance with DOE WPN 22-4 through its monitoring process, verifying that work meets WV WAP SWS criteria.
4. Disciplinary Actions:
 - a. If a subrecipient QCI is found not to be following state-adopted standards during monitoring, WVDED will initiate a Quality Improvement Plan (QIP) as outlined in Section V.8.3. Monitoring Activities, and consider potential disciplinary actions as per the BPI HEP QCI Certification Scheme Handbook. WVDED will collaborate with the subrecipient to determine the best course of action, including internal corrective steps and external training or technical assistance.
 - b. Depending on the nature and severity of the issues found, per BPI HEP QCI Certification Scheme Handbook, Appendix A Code of Conduct, WVDED may take disciplinary or punitive actions including but not limited to:
 - i. Denial or suspension of eligibility
 - ii. Denial of certification
 - iii. Revocation of certification
 - iv. Nonrenewal of certification
 - v. Suspension of certification
 - vi. Reprimand
 - vii. Other corrective action.
5. Staffing limitation:
 - a. WV WAP combines the DOE's Independent QCI and Independent Auditor/QCI policies. All subrecipients must have separate Energy Auditors and QCIs. WVDED will follow monitoring guidelines for completed units as per DOE WPN 22-4. Subgrantees cannot have the same QCI perform **both** the energy audit and final inspection for the same unit. If a subgrantee cannot meet this requirement, they must submit a written request with justification to WVDED for approval to use the same Energy Auditor and QCI for the same unit during the program year.
 - b. WVDED will work with subrecipients to train and certify enough staff to separate Auditor and QCI duties where possible. As outlined in Section V.8.4, additional QCI training and certifications will be offered as funding allows. Monitoring efforts will ensure the integrity, impartiality, and quality of inspections.
 - c. WVDED will not accept partial weatherization as a completed dwelling. A unit is only considered complete if all audit measures are done, reviewed, signed off by a certified QCI, and all required documents are uploaded into the data management system. The QCI signature date will be the completion date, with no further work allowed on the unit.
 - d. In rare cases where a client does not allow a QCI inspection or if work is halted for unforeseen reasons (e.g., safety concerns, death, dwelling

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vacated), the subrecipient must notify WVDED. If work is stopped, documentation must be entered into the client file, and allowable expenses can be submitted, but the dwelling will not count as completed. This exception is rare and only approved if all reasonable attempts to complete the work, including the final inspection, have been made. WVDED will also explore other funding sources if applicable.

V.6 Weatherization Analysis of Effectiveness

1. WVDED conducts various analyses of the WV WAP throughout the program year, focusing on state-level, subrecipient-specific, and process-related data. Routine data collection supports general oversight, while targeted investigations address specific issues using different tools and database reports. Program production, goal attainment, and expenditure rates are tracked monthly for each subrecipient using a statistical analysis tool. Periodically, these statistics are reviewed, and feedback or technical assistance is provided to subrecipients who fail to meet goals, benchmarks, or compliance expectations. Subrecipients also use this tool to track their own production and expenditures, enabling local program evaluations and goal adjustments as needed.
2. A monthly “Dashboard” summarizes the statewide weatherization program’s status, including expenditure data, health and safety percentages, completion rates, and average job cost. WVDED also developed supplemental spreadsheets for more detailed breakdowns, including expenditures per funding source, average job costs, dwelling types served, and fuel types addressed.
3. WVDED establishes production and expenditure benchmarks in subrecipient WAP Grant Agreements to enhance accountability and ensure proper program management. The WV WAP uses a database management system to track all weatherization work, supported by statistical tools and spreadsheets that facilitate program oversight. The review process, including desktop reviews, ensures compliance and verifies that measures and health and safety tests are performed and documented correctly. This review also helps identify trends, training needs, or specific jobs requiring monitoring.
4. The “Weatherization Assistant Recommended Measures Output Report” data allows WVDED to analyze productivity and energy savings by subrecipient and measure. In PY 2025-2026, WVDED will continue collecting data and enhance reporting capabilities to optimize future analysis. WVDED also reviews Weatherization Audit Tool usage during monitoring visits to ensure up-to-date material and fuel costs in the system, ensuring accurate cost-effectiveness evaluations.
5. As outlined in Section V.8.3, WVDED tracks subrecipient deficiencies using a “Root Cause Analysis” spreadsheet, identifying performance trends over time. This analysis helps prioritize training and technical assistance activities. Continuous data collection, analysis, and process improvements keep WVDED on a path of ongoing support and oversight, helping subrecipients deliver effective weatherization services.
6. During monitoring, WVDED ensures subrecipients have internal evaluative processes (e.g., Quality Control Inspector) to identify issues early. This helps WVDED identify training needs and ensures deficiencies are addressed through Quality Improvement Plans (QIP). WVDED follows up on QIP progress through desktop monitoring or onsite visits as necessary.

V.7 Health and Safety

1. The WV WAP Health and Safety Plan is included as an attachment. A “Material Identification Chart” is also included as an attachment as part of the WV WAP Health and Safety Plan which assists in identification of health and safety, incidental repair, and ancillary materials/measures.

V.8 Program Management

V.8.1 Overview and Organization

1. The division of WVDED in which the WV WAP – in addition to the other programs listed in the paragraph below operates is the West Virginia Community Advancement and Development (WVCAD).
2. The WV WAP is overseen by the WVCAD Director. The WVCAD division’s programs and functions are divided into two(2) units/groups:
 - a. Sustainability
 - b. Infrastructure
3. The WV WAP is not responsible for the State Energy Program, which is administered by the West Virginia Division of Energy (WVDE).

V.8.2 Administrative Expenditure Limits

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1. In accordance with 10 CFR 440.18(e), no more than 7.5% of the new program year (PY) allocation will be used by the state for administrative purposes, and no less than 7.5% will be made available to subrecipients. In total, no more than 15% of the allocation can be used for administrative duties. The state will not provide an additional 5% to subgrantees with grants under \$350,000 from the new PY allocation funds. Any unused administrative funds by WVDED will be redistributed to subrecipients before the end of the grant period.
2. The State Plan includes a redistribution provision, allowing the grantee to manage the grant actively and move funds as necessary to fully allocate the budget. This may include transferring funds between subrecipients, and all budget adjustments will comply with applicable federal rules and regulations.
3. DOE permits a separate budget category for financial audits. Previously, these audit costs were charged to the administrative cost category, which often led to inadequate audits. To address this, WVDED allows subrecipients meeting the 2 CFR 200 threshold to cover these costs from a separate category. These charges will only include the weatherization portion of the audit costs.

V.8.3 Monitoring Activities

1. **Introduction:** Monitoring is a systematic process that involves gathering and evaluating information, as well as physically visiting sites, to support and assess subrecipients and their programs in terms of performance, capacity, and compliance. WVDED conducts monitoring in accordance with applicable laws, including regulations in 10 CFR Part 440 (specifically 10 CFR 440.23(a)), 2 CFR 200 (specifically 2 CFR 200.33, 2 CFR 910, and 45 CFR Part 75. Monitoring is also conducted in alignment with DOE Weatherization Program Notices (WPNs), including DOE WPN 22-4 and WPN 20-4, along with other policies and procedures issued by the DOE.
2. **Approach**
 - a. WVDED will conduct monitoring of each subrecipient at least once a year, providing a written report to the subrecipient and maintaining both electronic and physical files related to the monitoring process. These files will be accessible to DOE during its monitoring visits. For subrecipients with an independent QCI, WVDED will monitor at least 5% of completed dwelling units. This percentage may increase based on identified issues or the capacity of WVDED staff.
 1. An assessment of the energy audit will be conducted to confirm the accuracy of the field site data collection, energy audit software inputs, and the measures called for on the work order were appropriate and in accordance with the WVDED energy audit procedures and protocols approved by DOE.
 2. Grantee technical monitoring of Subgrantee dwelling units shall not be completed by the same QCI certified individual that had completed the Subgrantee's energy audit or Final Inspection of the same dwelling unit.
 - b. The monitoring tools used by WVDED are based on those provided by DOE through WPN 20-4 (Updated Weatherization Assistance Program Monitoring Guidance) and WAP Memorandum 015 (Weatherization Financial Toolkit – 2 CFR 200 Regulations and Procurement Procedures). WVDED has revised these monitoring tools and forms to reflect the updated guidance as well as WV WAP SWS references. Additionally, WVDED has developed a monitoring module within the database management system to support the formation of monitoring reports, Quality Improvement Plans (QIPs), and other aspects of the monitoring process.
 - c. WVDED will also perform periodic off-site, desktop monitoring using the WAPLink data management system to track all weatherization work, often in conjunction with statistical management tools and related analytical spreadsheets to track production, expenditures, and other performance indicators. This process will serve as both a pre-monitoring activity and routine oversight as necessary.
 - d. The monitoring process conducted by WVDED will be divided into three components, which may be performed at different times and may vary in frequency depending on the quality of subrecipient performance in each focus area. These focus areas and their details will be outlined as part of the monitoring strategy:
 1. **Programmatic/Management Monitoring:**
 - a. Subrecipient Production Analysis and Review (ensuring benchmark and yearly goal completion)
 - b. Financial/Administrative Components
 - c. Inventory
 - d. Warehouse
 - e. Rolling Stock
 - f. Eligibility Processes & Compliance
 - g. "Re-weatherization" Compliance
 - h. Compliance with all WVDED mandated forms, processes, & policies
 - a. Database management system usage and reporting
 - j. H&S Components
 - k. Energy Education
 - ax. T&TA
 - all. Procurement Practices
 - n. Client Prioritization Methods
 - o. Utility Fund Usage, Documentation, & Reporting
 - p. Insurance Coverage

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- q. Subrecipient Personal Qualifications
- r. Subrecipient Internal Corrective Action Procedures
- 2. **Field/Technical Monitoring:**
 - a. Program Overview (Client File Review, Work Orders, Documentation of measures, etc.)
 - b. Compliance with all WVDED mandated field/technical forms, processes, and policies (ex: Quality Control Inspection form and process)
 - c. Rental unit/Multifamily documentation and process compliance
 - d. Energy Audits (Process and Documentation Weatherization Assistant Audit Program Libraries, inputs/usage, adherence to guidance, etc.)
 - e. Weatherization of Units (all work performed on dwellings – HVAC, shell measures including insulation and air sealing, baseload measures, etc.)
 - f. Zonal and Pressure Diagnostics on all dwelling types
 - g. Health & Safety (HVAC, LSW compliance, ASHRAE 62.2 2022 ventilation requirements, mold/moisture, electrical, etc.)
 - h. Final Inspections/Quality Control process and documentation
 - a. Client interaction and client education process
- 3. **Fiscal Monitoring:**
 - a. Financial Policies and Procedures
 - b. Cash Management
 - c. Procurement policies and practices
 - d. Financial management of Material Inventory
 - e. Financial management of Property and Equipment
 - f. Contracts/Subawards
 - g. Payables/Receivables/Expenses Management
 - h. Invoicing and Reporting accuracy
 - a. Review of Funding Requests and specific line items/expenses for accuracy and proper documentation
 - j. Bank records and reconciliation
 - k. Financial Statements
 - ax. Internal Controls
 - all. Financial Management of utility (leveraged) funds
 - n. Single Audits (See A133 Financial Audits (2 CFR 200 Subpart
- a. **Single Audits (2 CFR 200 Subpart F)**
 - i. WVDED will verify when the audit was submitted to the Federal Clearinghouse (FAC) and record this information on the “Annual Audit Chart,” which is maintained by the WVDED Fiscal Compliance Monitor. If the subrecipient fails to submit the audit to the FAC by the deadline as per federal regulations, WVDED will send a reminder letter to the subrecipient.
 - ii. The WVDED Fiscal Compliance Monitor will review all audits using the “WVDED Passthrough Entity Audit Review Checklist.” An “Audit Review Summary” will be completed for each audit and stored on WVDED’s shared drive. Based on the review results, WVDED will send the subrecipient one of two letters: (1) a letter indicating no findings or (2) a letter requesting a Corrective Action Plan (CAP). The subrecipient must submit the CAP within six (6) weeks if applicable.
 - iii. If the subrecipient fails to submit the CAP by the deadline, a “CAP Reminder Email” will be forwarded to the Executive Director. Upon receipt of the CAP, WVDED will review it and send the subrecipient either (1) a “CAP Acceptance Email” or (2) further correspondence requesting modifications to the CAP. As a passthrough entity, WVDED is required to follow up and issue a management decision for federal award findings related to the programs it administers, in compliance with 2 CFR 200.
 - iv. Currently, all WAP subrecipients expend more than \$750,000 in federal funds each fiscal year and are therefore required to undergo a Single Audit.
- b. **Pre-Monitoring Procedures**
 - i. WVDED will provide timely notification of monitoring to subrecipients and complete some parts of the monitoring prior to arriving onsite for monitoring. Those activities include:
 - 1. Distribution of official notifications of monitoring at least thirty (30) days prior to on-site monitoring by email to Executive Director/CEO, CFO/Finance Director, and WAP Coordinator. Official notifications will direct the subrecipient how to prepare for the review and WVDED’s expectations. The subrecipient should confirm receipt of the notification and respond within 48 hours if the dates for monitoring need to be changed for any reason.
 - 2. During the week before the scheduled on-site visit, the WVDED monitoring team will confirm arrival times and arrange any necessary logistics.
 - 3. An assigned field/technical monitor will contact the subrecipient with a job monitoring pool to schedule jobs to be monitored at least one (1) week prior to on-site monitoring.
 - 4. Monitors will conduct desktop reviews of relevant information to increase efficiency on-site.
 - a. Trends identified, will prompt monitors to conduct onsite retrofit and/or crew leader training.

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c. Desktop Review Schedule

- i. Desktop reviews may be conducted on a quarterly basis through the WV WAP data management system's Monitoring/Training Module. Field Monitors will select a specific item to review, such as deferrals, QCI form completion, income verification, etc. Jobs will be randomly chosen by the system, and the reviewing monitor(s) will rotate quarterly.
- ii. Once the desktop review is complete, subrecipients will receive an email notification. The notification will include instructions on how to respond to the monitoring, and any identified issues will be addressed with the subrecipient. If necessary, required actions for compliance will be outlined.

d. Monitoring Expenditures

- i. Monitoring staff will be paid from the Training and Technical Assistance (T&TA) budget, except for the Fiscal Monitor and WAP Manager, who will be paid from the Administrative budget due to their broader roles. 30% of the Fiscal Monitor and three Weatherization Compliance Specialists (performing technical, fiscal, and programmatic monitoring) will be paid from DOE T&TA funds. WVDED has budgeted \$26,000 from DOE funds for monitoring travel expenses, supplemented by LIHEAP funds.

e. Monitoring Schedule

- i. The monitoring schedule typically includes one or two visits per month with some variation based on the program year's start and factors like holidays or leave. WVDED will finalize the schedule within the first quarter of the DOE grant cycle (July-September) and will share a preliminary schedule for confirmation or adjustment by subrecipients. The monitoring schedule will be determined based on risk assessment factors and subrecipient production.
- ii. If conflicts arise after the final schedule is set, subrecipients must notify WVDED as soon as possible. WVDED will avoid back-to-back visits to allow staff time for report preparation. Visits may increase if significant deficiencies are found, with priority given to subrecipients with unresolved issues from the previous program year. The schedule will also consider risk assessment, location, and time of year.

f. Monitoring Visit

- i. A typical visit can be expected to require three (3) to five (5) days on-site. The onsite visit process will include the following:
 1. An entrance interview during which any concerns or questions about the review can be discussed between WVDED and subrecipient staff.
 2. Requests of documentation for review including, but not limited to, subrecipient policies, procedures, program documents, client files, and financial records.
 3. Conducting interviews with program staff regarding program operations and job functions.
 4. Conducting interviews with administrative and fiscal staff.
 5. Inspecting completed weatherized dwelling units.
 6. Inspecting Weatherization assets including but not limited to warehouse(s), material inventory, tools, equipment, and vehicles.
 7. Offering a daily update to the subrecipient regarding the progress of the review and issues that have already been found.
 8. Working with crews on "in-progress" homes to ensure retrofit measures are being properly implemented as well as crew leaders providing guidance to technicians.
- ii. The staffing and credentials of a subrecipient determine the number of completed dwelling units WVDED must inspect, per DOE WPN 22-4. For subrecipients with an independent QCI, WVDED will monitor at least 5% of completed units. If the Auditor also serves as the QCI, WVDED will monitor at least 10%. These percentages may increase based on identified issues or staff capacity. Additionally, WVDED will review units "in progress" beyond these thresholds to assess quality, compliance, materials, energy audits, final inspections, safe work practices, and other relevant factors.
- iii. Monitoring inspections include a review of WAPLink audit and verification that work order measures were appropriate based on the SIR. All inspections and data are documented in WAPLink.
- iv. After each monitoring visit, an Exit Conference is held with subrecipient representatives to discuss strengths, weaknesses, findings, call-backs, recommendations, and training needs. Required actions may include staff training or technical assistance.
- v. Per DOE WPN 20-4, WVDED will provide a written report within 30 days, outlining findings, recommendations, commendations, and any required corrective actions (QIP). Subrecipients typically have 30 days to respond unless severity requires a faster response. Failure to respond may result in disciplinary action.

g. Corrective Action, Discipline and/or Removal of a Subrecipient from the WAP

- i. WVDED reviews each subrecipient's QIP, either approving the corrective actions or requesting further information or adjustments. Follow-ups ensure that corrective actions are implemented through subsequent monitoring visits, desktop reviews, or required documentation. WVDED provides training and technical assistance as needed. If a subrecipient contests a deficiency, WVDED will either uphold or revise the finding and offer further guidance.
- ii. WVDED may increase monitoring visits and unit reviews until compliance is assured. If sustained compliance cannot be demonstrated, every potential job may be reviewed before approval. Significant findings—such as health and safety violations, poor installations, or missed measures—require timely corrective action. Immediate dangers must be addressed by the subrecipient without delay.
- iii. WVDED will report subrecipient noncompliance or repeated unresolved findings (after at least two monitoring visits) to the DOE Project Officer. Serious issues, such as waste, fraud, or abuse, must be reported immediately.
- iv. Once findings are resolved and preventative measures are in place, WVDED will resume standard sampling rates for that subrecipient.
- v. If repeated monitoring and technical assistance fail to resolve issues or a subrecipient does not respond, WVDED will initiate disciplinary actions, including imposing additional requirements. Subrecipients will be informed of the nature, reasons, necessary corrective actions, and

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deadlines for compliance.

- vi. Depending on the type of noncompliance issue and/or action, additional requirements may include but are not limited to:
 - 1. Withholding disbursement of grant funds until noncompliance issues are corrected
 - 2. Disallowing completions that do not meet program standards
 - 3. Placing the subrecipient on an "At Risk" status
 - 4. Suspending part or all of the program for the subrecipient
 - 5. Asking the subrecipient to voluntarily relinquish the program
 - 6. Removing part or all of the program from the subrecipient
 - 7. Requiring payments as reimbursement rather than advance payments
 - 8. Requiring all weatherized dwelling units to be inspected by a third party before being turned in for completions
 - 9. Requiring additional, more detailed reporting
 - 10. Termination of the Weatherization Subgrant Agreement
- vii. Once the noncompliance issue is resolved, WVDED will promptly remove the additional requirements and notify the subrecipient in writing.
- viii. A Subrecipient wishes WVDED to reconsider the imposed requirements, they must submit a written request within two weeks of notification, including the following:
 - 1. Detailed reason why WVDED should reconsider imposing additional requirements
 - 2. Evidence that the issue of noncompliance has been satisfactorily resolved
 - 3. A plan to prevent similar issues of noncompliance going forward
 - 4. Within thirty (30) days of receiving the above information from a subrecipient, WVDED will either sustain or remove the additional conditions and disciplinary actions imposed.
- h. **WAP Grant Award Termination**
 - i. If WVDED determines that all remedies for noncompliance have been exhausted or uncovers definitive waste, fraud, or abuse, the subrecipient's WAP grant will be terminated. WVDED will provide written notification stating the cause of termination.
 - ii. To contest the termination, the subrecipient must submit evidence within one week proving the issue has been resolved or that WVDED's determination was inaccurate. WVDED will respond within 30 days, either upholding or reversing the termination.
- i. **Tracking & Analysis**
 - i. WVDED tracks the entire subrecipient monitoring process—from notification to final resolution—using a "Monitoring Log." Significant deficiencies are recorded in a "Root Cause Analysis" spreadsheet to identify trends and assess subrecipient performance. This process helps determine training and technical assistance needs, supporting continuous improvement for both WVDED and subrecipients.

V.8.4 Training and Technical Assistance Approach and Activities

- 1. Approach:
 - a. WVDED will continue its "as needed, per person" training approach, allowing flexibility as subrecipients hire new staff, certifications expire, and specific training needs arise. Training opportunities will be available year-round to accommodate subrecipients' production schedules. Instead of rigid class schedules that may disrupt operations, subrecipients can integrate training into their workflow while ensuring timely completion of required certifications.
 - b. Certification timeframes are determined by licensing bodies such as BPI and the West Virginia Fire Marshal. WVDED requires recertification every five (5) years for Energy Auditors (EAs) and Quality Control Inspectors (QCI), with CEUs approved through Training Requests. Crew Leaders and Retrofit Installers follow a five-year recertification cycle, with optional refresher courses available as needed.
 - c. WVDED tracks all required licenses—including HVAC and electrician licenses, EPA Section 608 Refrigerant Certification, and Lead Safe Work certification—through desktop monitoring and annual onsite reviews. Each subrecipient receives a detailed Programmatic Report listing certifications, expiration dates, and compliance status. Subrecipients are responsible for monitoring new hires through on-the-job training, shadowing, and review of audit data to ensure competency before working independently.
 - d. Training attendance is mandatory unless WVDED grants an exemption. Training expenses are reimbursed based on approved Training Requests, with awards determined by subrecipient needs, DOE grant applications, and past training participation. WVDED tracks spending through monthly invoices and expenditure reports, ensuring accountability.
 - e. Subrecipients must submit a quarterly list of anticipated WAP-related training needs as part of the grant application process. This proactive planning ensures compliance with federal, state, and program training requirements, preventing uncertified staff from working unsupervised.
- 2. T&TA funding covers WVDED staff salaries, travel, and operational costs for monitoring and providing technical assistance to subrecipients. Subrecipient participation in T&TA activities, including conferences, is funded through DOE T&TA and other sources like LIHEAP. These activities aim to enhance WAP efficiency, quality, and effectiveness by maximizing energy savings, minimizing costs, improving program management and work quality, and reducing waste, fraud, and mismanagement.
- 3. WVDED assesses training needs regularly as part of a constant process as the program year progresses. This process and the related training plan are flexible and WVDED incorporates information from the process into the training plan as needed. WVDED assesses T&TA needs of its subrecipients through these avenues:

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- a. WVDED monitoring efforts
- b. Internal trend analysis
- c. Training Needs Assessment Surveys
- d. Prompts in subrecipient grant applications
- e. Communication with national experts regarding new technologies and/or standards/practices
- f. Communications with DOE Project Officer
- g. Guidance as provided by the Department of Energy (DOE) including industry wide initiatives and future program requirements (certifications, health and safety implementation, etc.)
- h. Monitoring visits from the DOE Project Officer, DOE contracted representatives, or the Office of Inspector General
- a. Internal State Audits

4. Overview

- a. WV WAP supports subrecipients in obtaining required certifications and improving weatherization skills. Training is provided by IREC-accredited Weatherization Training Centers (WTCs) near West Virginia, such as CHP (VA) and COAD (OH). WV WAP does not favor specific vendors but informs subrecipients of available training options and assists in scheduling.
- b. Subrecipients must submit a Training Request Form, which is reviewed for accuracy, cost, and accreditation. Only IREC-accredited providers are approved. Uncertified staff must be supervised to ensure work quality, and subrecipients should implement structured training for new energy auditors, including oversight and file reviews.
- c. In PY 2025 – 2026, WV WAP will continue offering training for certifications and recertifications, prioritizing HEP Energy Auditor (EA) and Quality Control Inspector (QCI) certifications and CEUs based on subrecipient needs.

5. Other Areas of Focus

- a. In addition to training and certifying EAs and QCIs, WV WAP will prioritize four key areas for subrecipient staff training and credentialing:
 - i. Ensuring subrecipient Electrical Licenses remain current.
 - ii. Providing ongoing guidance on ASHRAE 62.2-2016.
 - iii. Training on updates to the WV WAP Standard Work Specifications (WV WAP SWS), which serve as the state's Weatherization Standards/Field Guide.
 - iv. Maintaining Lead Renovator Certifications and Lead Renovator Refresher Certifications.

6. Certification Descriptions

a. HEP QCI/HEP EA:

- i. As of May 1, 2020, all program personnel, including pass-through entities and subrecipients, conducting inspections on completed dwelling units were HEP QCI certified. All ten (10) subrecipient weatherization providers had at least one HEP QCI-certified staff member, with several having more than one. The WVDED continues to support the coordination and funding of HEP EA certification and recertification, as outlined in DOE WAP Memorandum 036, released on May 16, 2018. Additionally, during Program Year (PY) 2025–2026, WVDED will provide funding opportunities for pass-through entities and subrecipient staff to maintain their HEP certifications by obtaining Continuing Education Units (CEUs).

b. Lead Renovator and Lead Renovator Refresher Certifications:

- i. To become a certified lead renovator, subrecipient staff must complete training through an EPA-accredited provider. These trainings are designed to educate professionals in home renovation and related fields on lead-safe work practices, as outlined in U.S.C. 2681 et seq., 40 CFR 745.80 et seq., and the EPA's 2008 Lead-Based Paint Renovation, Repair, and Painting (RRP) Rule, which was amended in 2010 and 2011.

- ii. Recertification is required every three (3) years for online courses and every five (5) years for in-person training. Currently, the WV WAP mandates that each subrecipient have at least one EPA-certified Lead Renovator on staff. All ten (10) subrecipients meet this requirement.

c. Electrician License:

- i. WVDED will approve the purchase of relevant study materials and online training courses for state mandated electrical licenses. Apprentice, Journeyman, Master and specialty licenses are required to perform certain weatherization tasks. The requirements for each of these levels vary and can be reviewed at

<https://firemarshal.wv.gov/Divisions/Fire%20Services/Pages/Electrical-Licensing.aspx>.

d. HVAC Technician Certification Class 1:

- i. As of January 1, 2016, all individuals working on heating systems in West Virginia must hold an HVAC Technician License from the West Virginia Commissioner of Labor. Anyone installing, repairing, servicing, or altering HVAC systems for residential structures must be licensed if the project exceeds \$1,000.

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- ii. Individuals without the required hours can register as an HVAC Technician in Training (Class 2). Subrecipients must maintain a 1:1 ratio of certified HVAC Technicians to Technicians in Training. Once a Technician in Training meets the required hours—unless still within the opting-out phase—they must pass the HVAC exam to obtain full certification (Class 1).
- iii. HVAC certifications must be renewed annually through the West Virginia Commissioner of Labor. Since September 30, 2016, only properly certified staff may perform HVAC work under WV WAP.
- iv. Certification efforts will continue through PY 2025–2026, ensuring new hires obtain Technician in Training status and eligible trainees advance to full HVAC Technician certification.
- e. **Client Education:**
 - i. Each subrecipient has identified at least one (1) Energy Educator, though several certifications have expired. Recognizing Client Education as a priority for PY 2025–2026, WVDED is working to recertify Energy Educators through an IREC-accredited WTC online training program.
 - ii. This course equips participants with adult education skills to enhance communication between Energy Educators and clients. It covers strategies for effective client education, from pre-approval to quality assurance, and provides instructional videos and documents for client engagement. Each topic includes a self-quiz with feedback, followed by a final multiple-choice/true-false exam. Certification is granted upon passing the final exam.
 - iii. Certified Energy Educators will then work directly with clients to improve energy conservation habits.
- f. **ASHRAE 62.2.2022:**
 - i. The WV WAP will seek appropriate resources for providing this training to subrecipients, as well as review monitoring reports to determine which subrecipients may need additional targeted assistance in implementing ASHRAE 62.2.2022 standards.
 - ii. DOE has adopted ASHRAE 62.2.2022 as its ongoing standard, however, WVDED recognizes the standard has been updated to ASHRAE 62.2.2022. If during the program year DOE mandates the newer standard be implemented, training will be provided to WVDED and subrecipient staff.
- g. **Training Timeline for PY 2025-2026**
 - i. WVDED will provide training funds through T&TA to the weatherization network during the entire year, utilizing WTCs and other sources. These trainings/certification and renewals are:
 - 1. HEP BPI Quality Control Inspector
 - 2. HEP BPI Energy Auditor
 - 3. HEP BPI Retrofit Installer/Technician
 - 4. HEP BPI Crew Leader
 - 5. Initial Lead Renovator Certification
 - 6. Lead Renovator Refresher Recertification
 - 7. EPA section 608 Training
 - 8. ASHRAE 62.22016
 - 9. NREL/BPI and WV WAP SWS
 - 10. HEP CEUs
 - 11. Healthy Homes Specialist CEUs/Recertification
 - 12. WV WAP data management system App
 - ii. Training is available year-round, but benchmarks, assessments, and adjustments are necessary to ensure subrecipients receive required certifications. Training records are maintained in the data management system and supplemented by the Training Event Status Tracking Log. WV WAP staff will actively engage with subrecipients to assess and adjust training needs throughout the year.
 - iii. DOE and LIHEAP funds (approved by West Virginia DoHS) will support T&TA costs, covering required and additional trainings Quarterly:
 - 1. First Quarter:
 - a. HEP BPI Quality Control Inspector Recertification
 - b. HEP BPI QCI CEUs (CAZ, Duct testing)
 - c. HEP BPI Energy Auditor Certification/ Recertification
 - d. HEP EA CEUs (i.e., Building Analyst)
 - e. WV WAP data management system App
 - f. ASHRAE 62.22016
 - g. Lead Renovator Certification
 - h. Lead Renovator Refresher Recertification
 - a. NREL/BPI and WV WAP SWS
 - j. HVAC Technician Class 1
 - k. HVAC Technician in Training Class 2
 - ax. WV WAP WAPLink Training
 - 2. Second & Third Quarters:
 - a. Energy Educator
 - b. Continued training on WV WAP WAPLink Training
 - c. HEP BPI Energy Auditor Certification/ Recertification

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- d. New Hire Requirements
 - e. Retrofit Installer/Technician
 - f. West Virginia HVAC Electrician License
 - g. West Virginia Single Family Dwelling Electrician License
 - h. West Virginia Journeyman's Electrician License
 - a. West Virginia Apprentice Electrician License
 - j. Heating Unit Inspection
 - k. Healthy Homes Specialist CEUs/Recertification
- 3. Forth Quarter
 - a. Will continue with training and certifications on an as needed, per person/subrecipient basis.
- h. **Credentials/Certifications/Licenses**
 - i. WVDED Weatherization Specialists must stay proficient in new methods and techniques relevant to WAP while maintaining knowledge of state, national, and industry standards. They receive updates on all state and federal regulations as they are released.
 - ii. Currently, two (2) WVDED Weatherization Field Specialists hold HEP QCI and BPI certifications, including Building Analyst and Envelope Professional. A third specialist is expected to obtain the necessary credentials to take the EA and QCI certification exams during the 2025–2026 Program Year.
 - iii. Required Certifications:
 - 1. HEP EA Certification
 - 2. HEP QCI Certification
 - 3. Energy (Client) Educator Certification
 - 4. Environmental Protection Agency (EPA) Accredited Lead Renovator Certification (and Recertification as applicable)
 - 5. HVAC Technician Certification
 - iv. All weatherization programs must also have a West Virginia Residential Contractors License at the subrecipient level, obtained through the West Virginia Contractors Licensing Board.
 - v. The following are additional trainings that each subrecipient should consider throughout the year as needed, several having already been discussed earlier as priorities for PY 2025 – 2026:
 - 1. ASHRAE 62.2 2022
 - 2. Combustion Appliance Zone (CAZ) Training
 - 3. Lead Safe Work Practices Training
 - 4. OSHA Confined Spaces in Construction Standard Course
 - 5. Healthy Homes
 - 6. WAPLink Training
 - 7. Duct Blaster
 - 8. Infrared Camera Training
 - 9. Database Management Training
 - 10. Utility Program Training
 - 11. Administrative/Programmatic/Financial Training
 - 12. WV WAP Policy and Procedure Training
 - vi. Non-compliance with regards to any mandatory training(s) without the written approval from WVDED due to extenuating circumstances could result in a subrecipient not able to perform certain functions with their staff until the requirements are met.
- i. **Weatherization Assistant (WA v.10) Suite**
 - i. WV, in coordination with its data management system vendor, is preparing to transition to WA v.10 using an API connection (WAPLink) to the NEAT and MHEA audit engines, as promised by ORNL.
 - ii. Per DOE Memorandum 074, WVDED has begun training for Grantees and subrecipients to facilitate this transition once API access is available. WVDED will collaborate with DOE, IREC-accredited training centers, and ORNL to coordinate meetings, training, and participation opportunities.
- j. **Training Assistance**
 - i. The WV WAP will continue to utilize the traditional approaches of on site program, administrative, fiscal, and in field technical assistance based on monitoring findings and/or needs of the subrecipients. T&TA activities are intended to maintain or increase the efficiency, quality and effectiveness of the WAP at all levels. Activities will be designed to maximize energy savings, minimize production costs, improve program management and crew/contractor “quality of work,” and/or reduce the potential for waste, fraud, abuse and mismanagement.
- k. **Passthrough Entity Assessment**
 - i. Training needs are continually assessed, with Field Monitors attending regional and national training events as required. WV WAP staff also

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receive ongoing training relevant to their roles.

- ii. Priorities include training new hires and ensuring compliance with new DOE regulations and guidance. Training is then scheduled based on the greatest need, considering the number of subrecipients requiring specific instruction. WVDED also evaluates HEP certifications, determining compliance levels and the potential for additional certifications within available funding.

At the end of each DOE or LIHEAP grant cycle, WVDED reviews budgeted vs. actual training expenditures to inform planning for the next cycle, ensuring training needs align with available funds.

Percent of overall trainings

Comprehensive Trainings:	70.0
Specific Trainings:	30.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	34.0
Percent of budget allocated to Crew/Installer trainings:	54.0
Percent of budget allocated to Management/Financial trainings:	12.0

V.9 Energy Crisis and Disaster Plan

V.9.1 Energy Crisis

- a. Energy Crisis Intervention Program (ECIP)

i. WV WAP uses LIHEAP WAP funds to operate ECIP, which provides emergency heating assistance during winter for households with non-operable, malfunctioning, or unsafe heating systems.

ii. All WAP-eligible households qualify for ECIP, but those receiving emergency repairs or replacements must apply for regular WAP services. Emergency assistance is provided within 48 hours, ensuring households have heat. Weatherization services follow by the end of the program year unless the dwelling is deemed ineligible.

iii. During the LIHEAP Weatherization Application and Award process, subrecipients receive updated ECIP guidance.
- b. Disaster Response Plan

The WV WAP Disaster Response Plan is addressed in Section V.1.2 Approach to Determining Building Eligibility (#7) and is in accordance with DOE WPN 24-1 Disaster Planning and Relief and all applicable Federal regulations