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Weatherization Assistance Program
2014-15 Program Updates

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Today's Agenda

- Program Year Updates
- Contract Overview
- New NFA Format
- Cash Flow Management
- PY14 Budgets
- Production Scheduling
- eHEAT & WA Reports
- Administrative Monitoring



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Thursday's "Field" Day Highlights

- Overview -- Field Policy Changes
- Overview -- Standard Work Specifications
- Tentative Schedules:
 - Field Monitoring
 - Training
- Asbestos/Vermiculite
- Crawl Spaces and Basements

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Thank you -



*“Gratitude makes sense of our past,
brings peace for today, and creates a
vision for tomorrow.”*

- Melody Beattie

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Program Updates

- Listening Sessions
- State Staffing
- Funding
- Training/SWS
- Committees/Task Forces
- Policy Manual Updates
- DOE & EAPWX State Plan Highlights
- Monitoring Plans

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Listening Sessions –
Themes/Results

- **Burdensome OSHA Requirements**
 - OSHA requirements rescinded
- **Clarity around funding**
 - New NFA format and defined dates
- **Annual policy changes**
 - Scheduled release of policy changes

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Listening Sessions – Themes/Results

- **Clear and consistent expectations**
 - Monitoring schedule/webinar, yearly + training
- **Regular, preferably annual training**
 - Defined development & TTA schedule
- **Need for organic restructuring**
 - Support for more organic process
- **Desire for improved communication**
 - We plan to keep listening

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State Staffing



- Transitions
- Contracting
- Monitoring
- Training/Technical Assistance
- Supervision

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Current Funding Updates

Fund	Funding End Date	Carryover Availability	Status
WAP DOE A2500	6/30/2015	No	Allocated
Propane A2501	6/30/2015	No	Allocated
MN WX A2001	6/30/2015	No	Allocated
EAPWX A2104	1/15/2015	No	Allocated
EAPWX A2105	9/30/2015	Yes, up to 25%	Not allocated yet

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Anticipated EAPWX A2106 Fund
➔ Changes/Updates

October 2014: Federal funds expected to be released by HHS

March 2015: EAPWX Funds expected to be released from LIHEAP to WAP

Sept. 30, 2016: Funds have to be completely spent

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Training Schedule Highlights

- ASHRAE Webinar
- “What to Expect” monitoring webinars
- QCI Training, Testing, and Coordinator specific overview of QCI
- Policy Manual Changes for 2015-16
- SWS/Field Manual Training
- NEAT Software (field guide) Training
- 2015-16 Program Overview

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Standard Work Specifications
Service Provider Review

- November 17-21, 2014
 - Health & Safety / Air Sealing
- January 5-9, 2015
 - Insulation / Ventilation
- February 2-6, 2015
 - Heating & Cooling / Baseload

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Defined Committees

- SWS Technical Review Committee
 - Weeks of October 20, December 8, January 19
- Policy Advisory Committee
 - Weeks of October 12, Feb 9, March 30
- NEAT Manual Rewrite
 - Goal to release RFP early September

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Task Forces (open)

- FORMS Task Force
 - Review/revise current forms
 - Develop transition plan to electronic format
- Planning Task Force
 - Establish best practices for production planning
 - Trouble shoot 90 day policy issues
 - Provide input on overall planning efforts

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Policy Manual Updates

- Changes for both fiscal and administrative procedures
- Technical policy changes covered Thursday
- Posted to WAP Policy Manual online in the coming weeks

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 **Policy Manual Updates**

- **Health & Safety and Unit Averages**
(Section 11, Page 1; Section 2, Page 10)
 - Outdated Health & Safety averages and unit averages were removed
 - Replaced with reference to the current state plan

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 **Policy Manual Updates**

- **eHeat and WA Reporting Due Dates**
(Section 5, Pages 3-4)
 - The due dates for FSR and monthly Client Exports changed to the 10th of each month
 - Due date was previously the fifth of every month
 - Change was based on feedback from the Listening Sessions

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 **Policy Manual Updates**

- **Contractor Requirements** (Section 6, Page 5)
 - Clarifying language - all subcontractors must meet the same requirements
 - Criminal background check requirement added in accordance with Service Provider contracts
 - Screening criteria must be decided by individual Providers
 - Monitoring to check for criteria and that it is met

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Policy Manual Updates

- Contractor Requirements Cont'd...
 - Details on lead requirements added in accordance with EPA's Lead Renovation, Repair and Painting Program (RRP) and WPN 11-6.
Contractors must:
 - Be trained in Lead Safe Weatherization
 - Be an EPA certified firm
 - Be accompanied by an EPA certified renovator
 - Debarment status checks added in accordance with federal regulation and Service Provider contracts

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Policy Manual Updates

- Required WA Statuses (Section 5, Page 1)
 - Two statuses added to the list of required WA statuses for each job:
 - Invoice Received
 - Invoice Paid

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Policy Manual Updates

- Appeals Policy (Section 3, Page 1)
 - Updated to clarify that responses to appeals must be sent within 14 calendar days

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 **Policy Manual Updates**

- **Pre-WX Electronic Database** (Section 2, Page 8)
 - Added requirement to maintain an electronic database for all deferrals/walkaway jobs
 - Databases must include, at a minimum:
 - Household number
 - Address, including city and county
 - Date and reason
 - Purpose:
 - Collect accurate data on the number of/reasons
 - Ability to update DOE issues/themes
 - Avoid repeat walkaways of same dwelling

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 **Policy Manual Updates**

- **Record Retention** (Section 7, Page 11)
 - Updated to reflect the correct retention period of six years, in accordance with MN statute and Service Provider contracts
 - Previous retention period was listed as three years

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 **Policy Manual Updates**

- **Cash Requests** (Section 7, Page 7)
 - Previous Policy: *“DOC will make every effort to process requests on the day they are received.”*
 - Updated Policy: *“Commerce will make every effort to process requests as quickly as possible and no later than 30 days after they are received.”*

Note: No changes have been made to Commerce’s internal fiscal procedures for paying cash requests

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DOE State Plan Updates

- Allocation formula:
 - Based on 2010 Census
 - Based on 200% FPL rather than 50% SMI
 - Utilizes statewide fuel cost average
- Training/Technical Assistance
 - Base set at \$10,000 (+ allocation %)
 - TTA can be used for salaries with an approved plan

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DOE State Plan

- Technical Guides and Standards
 - All work to be performed in accordance with DOE approved procedures, including the appropriate DOE approved energy audit and 10 CFR 440 Appendix A.
 - PY 2014 requires transition to Standard Work Specifications
 - PY 2015 requires all providers to adhere to Standard Work Specifications

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DOE State Plan

- Changes in measures:
 - Refrigerators now can be replaced with like models as long as not upgrades.
 - LED bulbs now permitted, when applicable
- Aligned deferral process with WPN 11-6
 - While a walkaway is not always required, approval to not walkaway from an home with an inaccessible crawlspace is required

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DOE State Plan

- Health and Safety
 - USDOE approved average for PY 2014 = \$5000 per unit average + \$750 Health and Safety
- Ventilation
 - Move to ASHRAE 62.2 **2013** standard, as required by USDOE
- Lead-based Paint
 - Renovations must be completed by Certified Renovation firms

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DOE State Plan

- Water damage repairs and correction of moisture and mold
- Allows treatment of minor moisture sources and drainage issues, including minor gutter/downspout repair/replacement, and minor grading
 - Necessary to effectively perform weatherization work to ensure the work will be lasting and effective, OR
 - Necessary, as a result of weatherization work, so as not to create a health or safety problem for the occupant.

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Additional USDOE Changes

- USDOE now using WAP Memorandums for operational issues
- USDOE WPNs are used for strong policy statements

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EAPWX State Plan

- Income guidelines align with USDOE
 - 50% of SMI or 200% of Federal Poverty Guideline amounts, whichever is greater.
- Removes ROOM requirement with funds reserved for EAP management of funds
- Maintains requirements of emergency funds for life threatening situations when ERR funds are depleted

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EAPWX State Plan

- Exchange of monitoring reports between state EAP and WAP monitors
- Maintains inspection of a minimum of 5% completed dwellings by state monitors
- Changes 18-month language to September 30
- Per unit averages remain at \$5,000 + \$1,000 Health & Safety
- Maintains eligibility for clients through Sept 30 with audits that take place by October 31

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EAPWX State Plan

- Applies WAP Disaster Plan to all funds including EAP/WX
- Allows for situations where SP is temporarily suspended for state to contract with one or more alternative (rather than neighboring) Service Providers
- State chooses to retain three and one-half percent of overall administration (5% allowed)

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2014-15 Monitoring Visits

- Needs of Service Provider:
 - Pre-visit reports submitted
 - Minimum 1 Admin & 2 Field visits
 - Production plan by Service Provider
 - 5% of total DOE/EAPWX units monitored 1st visit
 - 10% of total DOE/EAPWX units monitored 2nd visit
 - Program coordinators and related staff participate
 - Entrance/exit interview with leadership

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2014-15 Monitoring Visits

- State Goals/Commitments:
 - Pre-monitoring webinars
 - Established monitoring schedule
 - Designated desk monitor
 - 30 day turnaround of monitoring reports
 - TTA separated from compliance monitoring
 - Ongoing communication

* Clarity * Consistency * Communication *

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Questions?



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