

## **Weatherization Innovation through Roofing and Electrification (WIRE) Access Project Policy Manual Addendum**

**POLICY:** In compliance with WPN 23-5, the US DOE Equity and Inclusion (E&I) Grant Weatherization Innovation, Weatherization Through Roofing and Electrification (WIRE) Access Project will provide equitable access to roof and electrical-system upgrades, both necessary precursors to delivering deep energy retrofits through solar energy and electrification, in dwellings that would otherwise be deferred. The average cost per unit (ACPU) for the WIRE Access Project is \$20,000.

### **Dwelling Eligibility:**

- Only weatherization projects that will be “weatherization ready” after WIRE Access Project repairs are made and will result in a US DOE completion, may receive WIRE Access Project funds.
- Service Providers must analyze all potential reasons for deferral within a home prior to utilizing WIRE Access Project funds to ensure WIRE Access projects will result in a US DOE completion.
- Service providers must work with Commerce Staff for client selection. Contact your WIRE Access Project Administrator at Commerce before beginning any project.

### **Prioritization:**

Service Providers will use the following factors to determine which dwellings receive WIRE Access Project funds:

- To receive WIRE Access Project measures, a client must be WAP eligible and be a past or present deferral due to a roof or electrical issue with priority given to clients in historically redlined neighborhoods and tribal lands.

### **Allowable Repairs:**

- Roofing installs
  - Roof replacement including, replacing decking material and roof, and/or changing roof material (e.g., shingles to metal)
  - Roofing repairs
- Electrical installs
  - Knob and tube replacement
  - Panel upgrade
  - Other electrical upgrades that will make the dwelling solar and electrification ready

Repairs not listed here will be considered on a case-by-case basis and must receive prior Commerce approval.

### **Documentation:**

Documentation of WIRE Access Projects are to follow MN WAP Policy Manual, Section 4.3 Household File Contents. Audit field notes and pictures justifying the need for roofing and electrical upgrades are required and must be included in the client file.

**Monitoring:**

Monitors will verify that the WIRE Access funds were spent on a home that resulted in weatherization, that the statewide WIRE Access Project average was maintained, and that priority was given to client in historically redlined districts and tribal lands. Monitors will review the quality of the work performed using WIRE Access Project funds to determine that it is completed in a professional manner.

**Procedure:**

1. Conduct a full audit to determine if a deferral can be avoided by installing roofing or electrical upgrades.
2. Verify that no other issues will result in a deferral following MN WAP policy manual Section 3.8. WIRE Access Projects funds may only be used on a dwelling that results in a fully weatherized unit.
3. Review the household with Commerce to determine eligibility. Add Commerce's written approval to the household file.
4. When your WIRE project is approved, Commerce will revise your Notice of Funds Available (NFA) for the cost of the project period. Work cannot proceed until the funds appear on the new NFA and are viewed by the Service Provider in FACSPRO.
5. Solicit bids from eligible roofing and electrical contractors following current MN WAP Policy Manual Section 7. Select the lowest bid that best meets the job specifications.
6. Create a work order in Weatherization Assistant (WA) as part of the audit event.
  - a. Work Order Type: Audit Event
  - b. Measure Type: Other
  - c. Measure Name(s): Whatever is applicable (e.g., Roof Replacement, Panel Upgrade)
  - d. Cost Center: EI WIRE
7. Release Work Orders.
8. Conduct roofing or electrical upgrades.
9. Verify that the work scope has been completed and no deferral conditions remain.
10. Review applicable documentation and confirm that all required documentation is present.
11. BPI HEP Quality Control Inspector (QCI) certification must determine if the work scope has been completed and relevant documents are in order and accounted for before each project is paid.
12. Approve funding and make payment to the contractor.
13. Proceed to full weatherization.

**Crossing Program Years**

- a. If a WIRE project must be carried over into the next program year, follow MN WAP Section 1.3.3.b and notify Commerce. This practice is not recommended, and Service Providers are reminded of the risk in carrying jobs into the next program year, as payment is contingent on a fully executed contract and NFA.
- b. Weatherization associated with a WIRE project may be initiated in the program year following implementation of the WIRE Project. In this case, follow the procedure stated above.