

Pennsylvania ARRA Weatherization State Plan

Introduction

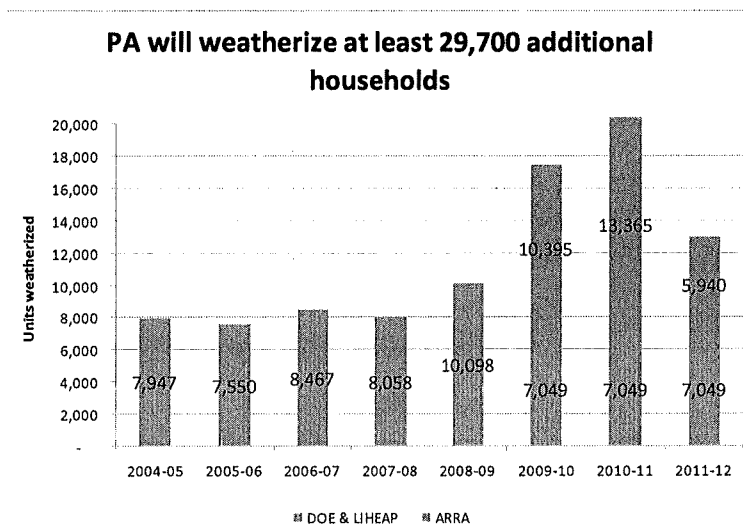
The American Recovery & Reinvestment Act (ARRA) provides \$252.8 million for Pennsylvania's Weatherization Assistance Program (WAP), which is designed to help low-income households decrease energy consumption and costs. These resources will enable the Commonwealth to achieve greater energy independence, put more Pennsylvanians to work by increasing demand for skilled weatherization professionals and help vulnerable residents by reducing their energy bills.

As a result of these ARRA weatherization funds, Pennsylvania will:

- Reduce Pennsylvania energy usage by the equivalent of powering about 7,000 homes a year;
- Weatherize at least an additional 29,700 housing units over the next 2-3 years; and
- Put an estimated 940 Pennsylvanians to work.

The federal stimulus resources will make it possible for Pennsylvania to improve the return on public investment of the weatherization program by achieving greater energy savings with each unit serviced. Greater savings will result from both a higher per-project expenditure cap and changes in how the program prioritizes the households selected and the weatherization work to be completed.

Pennsylvania will allocate its stimulus grant over three state fiscal years as allowed by the stimulus law: FY2009-10, FY2010-11 and FY2011-12. The state intends to front-load expenditures to the greatest extent possible in order to maximize the economic benefit to Pennsylvania workers and participating households, expending at least 50% of the ARRA allocation by September 30, 2010, and at least 80% by the end of the FY2010-11 fiscal year. The contract period will be from the date that funds are first available to agencies through March 31, 2012.



Of the total \$252.8 million ARRA grant, up to \$8.3 million will be retained by the Department of Community & Economic Development (DCED) for the costs of program management, contract oversight, public reporting and other administrative activities and up to \$20 million will be retained for training and technical assistance. The balance of \$224.5 million will be allocated to sub-grantees.

Pennsylvania's stimulus allocation is more than 7 times larger than the Commonwealth's FY2008-09 combined Energy Department and LIHEAP weatherization expenditures. Even spread out over three years, the stimulus funds represent a massive investment in weatherization which will require more capacity at all levels of the program's operation.

As described in the pages that follow, Pennsylvania has a comprehensive plan for increasing weatherization activity while improving the program's overall energy reduction performance on behalf of the low-income residents it is intended to serve. Pennsylvania's strategy includes:

1. Distributing funding based on formula and establishing a process that enables agencies to demonstrate their production capacity and ability to meet energy savings targets for low-income populations.
2. Expanding training opportunities and requirements.
3. Prioritizing eligible households and work for the greatest return on investment.
4. Ensuring program performance.
5. Strengthening oversight, monitoring and reporting.

These changes will be implemented as part of the state's ARRA Weatherization Plan and many will also be carried over to the traditional weatherization program. In addition, DCED will increase its own ability to provide technical assistance and oversight through the addition of staff for the duration of the ARRA grant period who have expertise in training coordination, financial management and program technical assistance. DCED will also draw on consultants who can assist in evaluating agency capacity to increase production units and energy savings and potentially for monitoring and compliance, as described below.

Expanding Statewide Capacity to Achieve Stimulus Goals

To ensure the success of Pennsylvania's weatherization stimulus expansion, DCED will rely on the 42 traditional subgrantees and will, pursuant to cfr 440.14 and 440.15, add the Pennsylvania Housing Finance Agency (PHFA) as an additional sub grantee for the purpose of serving multi-family units statewide, as a designated 43rd sub grantee. In addition, any sub grantee agency that opts to develop their own multi-family housing strategy involving publically assisted (HUD or PHFA) housing will be required to set aside a portion of their grant to partner with PHFA. Strategies involving non-public multi-family housing may necessitate other partnerships to implement.

Pennsylvania will allocate 10% of the funds to PHFA for this purpose with the balance of funding distributed among the 42 sub grantee agencies using the standard distribution formula described below. This is a distribution for the purpose of meeting the expectations of the DOE

as well as the development of the agency management plans. Funding will be awarded, adjusted or curtailed after the first quarter of production based upon specific performance standards.

The 42 sub-grantee agencies will receive ARRA distribution of funds with an approximately 3-year contract via the following standard formula:

- 50% of the funds based on each agency's service area percentage of low-income population to the state total low-income population at 200% of the Federal Poverty Guidelines;
- 30% of the funds based on the each agency's heating degree days to the state total; and
- 20% of the funds based on each agency's 2008-09 funding level.

ARRA limits permit the average expenditure per household to be as high as \$6,500. Using that figure DCED has established a minimum production target for each agency resulting in total weatherization of approximately 30,000 units. Agencies may use up to 5% of their funding distribution for necessary administrative costs and up to 1% for training and technical assistance costs.

DCED reserves the right to add additional grantees if needed to meet production goals and to adjust agency allocations and redistribute funds based on agency production and expenditures over the 3-year contract period. A special condition citing the right to reduce a grant amount if an agency cannot meet its production goals and energy savings performance targets will be added to all agency contracts. If existing agencies cannot establish the additional capacity required to fully utilize ARRA funds, DCED will reach out to other vendors.

Increasing Minority and Women Business Enterprise (MWBE) Participation

As agencies increase their production capacity, it is important to ensure participation of minority- and women-owned business enterprises (MWBEs). Consistent with Executive Order 2004-6 issued by Governor Rendell on April 15, 2004, DCED will require agencies to establish MWBE programs and receive approval of their program plans.

Prioritizing Households and Weatherization Work

As allowed under federal law, the Pennsylvania WAP will maintain eligibility up to 200% of the federal poverty level and the maximum allowable average weatherization cost per dwelling will be \$6,500. To ensure the greatest number of eligible high-end energy users are served, the program will permit units to be re-weatherized as long as the initial weatherization activity occurred before September 30, 1994 (as allowed under federal law).

To achieve the greatest possible impact on eligible households and in reducing aggregate energy use and cost, the state will implement several new measures to determine how eligible households and eligible work are prioritized.

Prioritizing Households

Weatherization services have the greatest potential to save money and drive down energy use when they are first directed to the households that have the most extreme energy usage.

Since 2007-08, the WAP has incorporated procedures to identify high energy use households and included this factor in the weighting formula that determines overall priority. Beginning in 2009-10, DCED will further refine its prioritization process to place greater emphasis on this category of need.

DCED will allow exceptions to the prioritization process for agencies that develop a plan to target concentrated pockets of eligible clients in a specific neighborhood or block and thereby use WAP resources to maximize impact on a clearly defined geographic unit. DCED encourages agencies to consider this approach.

DCED will also establish provisions to ensure that agencies can address emergency situations and health and safety needs of eligible clients.

The revised prioritization system follows:

First Priority Households

All weatherization agencies will be required to give first priority to eligible households who are LIHEAP Cash and Crisis grantees and LIHEAP high energy users. DCED will provide agencies with the list of targeted households within the agency's service area. Households on this list must be exhausted before an agency can serve other clients with ARRA funds, including households on the agency's waiting list who do not meet this criterion.

In determining whether an agency has conducted sufficient outreach to an eligible LIHEAP household, DCED will require agencies to keep a log of LIHEAP household contacts and to make at least two efforts to contact the household at a time the client is most likely to be available. The state will also send a mailing to all households that fall under this priority criterion advising them of the availability of weatherization services and who to contact in their region for additional information.

DCED will develop a coordinated outreach program with interested partners. These partners will include media, DEP, PUC, utilities, colleges and universities.

Agencies will use the weighting scale described below to prioritize among the LIHEAP clients eligible for first priority use of ARRA funds.

DCED will track each agency's performance on the percentage of targeted clients whose units are successfully weatherized.

Prioritization of Additional Households

In addition to establishing a set of first priority clients as described above, DCED will also amend its weighting formula for use by agencies in prioritizing households. The changes increase the emphasis on energy use, energy burden and low-income status:

Category	2008-09 Priority Points	2009-10 / ARRA Priority Points
Age	Up to 5 points for each member of the family based on the member's age (highest point values for senior citizens and young children)	Total of <u>4</u> points if the household contains <u>any</u> members age 0 to 12 or age 60+ Total of <u>0</u> points if the household does not contain any members in those age groups
Disability	One point for family member with a disability	No change
Occupants	Up to 5 points based on the total number of occupants in the household.	No change
Waiting time	Up to 5 points based on the total time that the client has been waiting for service	<u>0</u> points
High use	2 points if the client's fuel use exceeds: <ul style="list-style-type: none"> • 20,997 Kwh for electricity • 1,065 therms for natural gas • 780 gallons for oil • 5 cords for wood • 1,093 gallons for propane • 5 tons for coal 	High use will result in a <u>15-point</u> allocation
High burden	1 point if the client's annual energy costs are equal to or exceed 25% of the client's annual income	High burden will result in a <u>10-point</u> allocation
Poverty level	Up to 4 points based on the percent of the federal poverty level represented by the client's income level	Up to <u>8</u> points based on the percent of the federal poverty level represented by the client's income level: <ul style="list-style-type: none"> • 8 points: Under 75% • 6 points: 75%-100% • 4 points: 101%-125% • 2 points: 126%-150% • 0 points: Above 150%

Category	2008-09 Priority Points	2009-10 / ARRA Priority Points
Other measures of high need	N/A	<p>3 points if the household is participating in a utility's Customer Assistance Program (CAP) or receives a hardship fund grant</p> <p>Note that LIHEAP participants are automatically treated as a high-priority WAP applicant</p>

Prioritizing Weatherization Work

The expansion of Pennsylvania's weatherization program is occurring in a context of new high-performance energy technology and emerging best practices for residential energy efficiency and conservation. To reflect the changing realities of the field, DCED will work to enhance many current WAP practices.

Energy Audits & Work Prioritization

DCED in partnership with stakeholder representatives will evaluate the energy audit protocols currently approved for use in Pennsylvania to determine whether improvements or updates are warranted. Specific attention will be given to energy audit protocols used to analyze building energy usage and set priorities for weatherization work for:

- One-to-four unit buildings
- Multi-family buildings
- Mobile homes

In addition to making certain that energy use analysis instruments are state-of-the-art, the revision will be specifically geared to ensuring the highest and best use of all weatherization resources in reducing energy use and costs. Upon completion of its review, DCED will publish any draft revisions to its audit protocols and receive public comment before finalizing the new tools and priority standards.

Replacement of light bulbs and installation of a load controller receiver, which allows a resident to determine when individual appliances turn on and off in order to make efficient use of electricity and purchase power only when needed, will become standard protocol wherever possible.

To that end, the WAP will also implement strong coordination with programs established under Pennsylvania's new energy efficiency and conservation law, known as Act 129. One component of the law is the requirement that electric companies fund conservation services in households that may complement the weatherization program's activities. These services will be integrated into existing weatherization visits to the greatest extent possible in order to make the

maximum energy conservation impact on eligible households; work will be completed by a single sub-grantee, and billed back to the respective program (WAP or Act 129). Please note that work conducted under and billed to the WAP will *not* count towards the Act 129 requirements of the utilities.

Agencies will provide information in their management plans regarding how they will coordinate their weatherization programs with existing public utility universal service programs such as-- Customer Assistance Programs (CAPs), the Low Income Usage Reduction Program (LIURP), and utility initiated Hardship Funds.

Standards for Weatherization Work

DCED will also amend its Pennsylvania Weatherization Standards field guide to establish a maximum cost for each element of approved work (recognizing that regional cost differences exist throughout the Commonwealth). Draft maximum cost standards will be made available for public review and comment before being finalized. The revised field guide will also set forth certain expenditures or weatherization work which will require DCED approval prior to execution.

Work on Rental Units

Federal regulations specify that “no undue or excessive enhancement shall occur to the value of the dwelling units” in the case of rental housing. To comply with that goal, Pennsylvania will require sub-grantees to solicit an investment in the weatherization work from building owners when assisting rental units. Owners who are not themselves eligible for WAP assistance are required to invest in the cost of the weatherization services provided to their buildings if:

- The total value of the work is greater than or equal to \$4,000; or
- The work includes installation of a new furnace, water heater or refrigerator.

The minimum investment that owners must provide is 25% for buildings with fewer than 50 units and 35% for buildings with 50 units or more. Revenue collected as a result of this change will provide additional weatherization services to Pennsylvania households. DCED will establish policies for collecting owner contributions, and will establish a waiver process that sub-grantees must follow for owners who cannot meet the required investment level.

Training Auditors and Installers

The federal stimulus expansion of Pennsylvania’s weatherization program will require an estimated 940 additional trained workers from energy auditors to contractors to inspectors. Although the use of stimulus funds is temporary in nature, the demand for a skilled weatherization workforce is expected to be long-lasting due to the growing green-collar economy.

Expanding Training Capacity

Increasing the WAP workforce will require rapid expansion of training opportunities for weatherization workers. The weatherization program is committed to providing training opportunities throughout the Commonwealth so that residents from all regions have access to jobs. To the greatest extent possible, Pennsylvania and its training provider(s) will take advantage of distance learning to maximize the number of locations where participants can receive training. Field work, a required component of weatherization training, will be coordinated with agencies in each region, and both field work and on-site training will be emphasized.

The Pennsylvania ARRA WAP budget includes approximately \$20 million to establish training that serves the WAP and creates an infrastructure for other public and private-sector weatherization training. These resources will be used to pay for all training costs for the WAP. The funding will be administered by the Pennsylvania Department of Labor & Industry (L&I), which is responsible for the Commonwealth's workforce development system.

The WAP has traditionally relied on the training provided by the Weatherization Training Center (WTC) in Williamsport, North Central PA. It is anticipated that the WTC, and potentially other qualified trainers, will increase their capacity to train workers as well as to train additional trainers.

In increasing the weatherization workforce, Pennsylvania encourages agencies to rely on the traditional workforce development pathways – including the CareerLink system and trade union apprenticeships – as well as the welfare-to-work system in order to recruit workers. To improve the ability of agencies to rely on these multiple pathways, L&I will provide pre-training assistance to weatherization training applicants as needed.

Training Requirements

L&I will establish state training standards and certification standards for workers performing various weatherization functions. The training standards will be adopted by any additional training providers that are selected to provide WAP training. The certification will provide weatherization workers with an industry-recognized credential demonstrating their knowledge and skills.

Beginning in 2009-10, training is required for all auditors and installers, regardless of whether the individual is an employee of an agency or a contractor or sub-contractor operating on behalf of an agency. Agencies will have the option of including compensation for employee, contractor or sub-contractor training time in their budgets.

Experienced weatherization workers will have the option to demonstrate their competency in mandatory skill areas without participating in the training courses.

Any changes to the list of required courses and timelines will be made available for public review before being finalized.

To the greatest extent possible, Building Performance Institute (BPI) training and certification will be provided to auditors, inspectors and monitors.

A detailed training plan can be found in the Training Plan attachment.

Additional Workforce Considerations

As many agencies are preparing to significantly expand their staff and/or contractor pool, DCED advises that agencies conduct a background check on employees and contractors who will be used to deliver ARRA weatherization services.

Ensuring High Performance Throughout the Weatherization System

DCED will establish new provisions to enhance program efficiency, effectiveness and accountability.

Streamlining Purchasing and Contracting

All WAP sub-grantees will participate in a statewide procurement process for materials and equipment. This purchasing program is intended to reduce the costs borne by sub-grantees in order to maximize the amount of weatherization work that can occur. DCED will consider waivers to this requirement for exceptional circumstances. The statewide procurement process will apply to agencies and their sub-contractors. For materials and equipment that are not required to be purchased from the statewide procurement process, DCED will provide standardized contracts to be used by sub-grantees.

Timeline Requirements and Production Goals

All agency production plans will include monthly production goals subject to approval by DCED. Agencies that do not meet their quarterly production targets beginning with the first quarter of production and every quarter thereafter, may be replaced or their funding adjusted. Each agency will also be required to expend at least 50% of its total stimulus allocation by September 30, 2010, or may be removed from the program.

Production Timeline

Agencies will substantially increase their operational capacity in order to meet their stimulus production goals. This will require immediate purchase of equipment and materials.

Agencies will submit a three-year budget based on the distribution formula. The agency's production timeline must demonstrate capacity to expend at least 50% of the agency's total ARRA funds by September 30, 2010. Spending authority will be constrained to a maximum only to that level of funding. Agencies can request between 25% to 50% of the first

year budget as an up-front or advance payment by providing a budget for the use of the advance payment and a budget narrative describing the need for the advance. Agencies will propose plans of expending at least 80% of the funds by June 30, 2011; and 100% by March 31, 2012, if awarded.

Ability to Implement Performance-Based System

Agencies and their participating contractors will be evaluated on whether their initial performance meets capacity and production targets (i.e. number of staff hired and trained and the number of houses completed). Energy reduction targets will be established when data are available after the first year and performance relative to these targets will be the primary consideration for continued funding. Continued program funding levels will be based on whether agencies have met their energy targets over a set period of time. Energy targets will be weather-normalized and will take into account sale or turnover of weatherized units that occur during the monitoring period. DCED will publish a draft performance contracting plan during FY 2009-10 and receive public input before making any revisions and publishing final provisions: However, the agency proposal should demonstrate capacity to establish internal procedures to ensure the validity of information collected.

Beginning immediately, all clients will be required to provide approval for DCED to receive their monthly energy bills directly from the utility for at least one year after weatherization occurs.

Ensuring Client Commitment to Energy Conservation

Agencies will continue to provide clients with education on ways to reduce their energy use and costs. In addition, clients must sign a compact setting out their commitment to conservation. DCED will develop a compact for use by agencies, which will include commitments such as:

- Setting thermostat back 5 to 10 degrees at night or when no one is home during the heating season.
- Using shades or curtains to reflect out the summer sun during the heat of the day.
- Checking furnace filters monthly during the heating or cooling season, and changing or cleaning them as necessary.
- Opening all registers, and not obstructing them with furniture or rugs.
- Checking prime and storm windows regularly during cold weather to make sure they are closed.
- Servicing oil-fired heating systems annually.

Agencies will provide a plan documenting how they will work with other appropriate entities to facilitate client follow-up when energy usage increases. Although Weatherization funds cannot be used for agency follow-up, it is highly recommended that agencies re-evaluate their existing client education component and determine how to partner within the community to advance the client education process. DCED and other partners will provide support on a statewide level to develop an effective strategy to support and coordinate efforts.

Enhancing Oversight of the Weatherization Assistance Program

An updated “Monitoring Guidelines and Procedures” document was distributed before the beginning of the 2008-09 program year in order to standardize monitoring procedures and instruments and provide agencies with a clearer understanding of the process and content of on-site monitoring.

DCED will enhance its monitoring by establishing a monitoring, compliance and reporting system that includes:

- Inspection of 10% of all units(in progress) focusing on the energy audit and work prioritization; and
- Inspection of 10% of all units (completed) focusing on the installation work and its consistency with the energy audit.

Monitoring by DCED will include all of the following:

1. Current Quality Assurance: Field inspections of current year jobs, including jobs in progress rather than just completed jobs.
2. Current Year Documentation: In the files for completed jobs.
3. Current Year Blower Door Readings: pre, post and the percent reduction averaged per house. This information will be compared to that of other agencies working in comparable housing stock in order to monitor quality of the work, as infiltration reduction correlates to energy savings in space heating.
4. Current Year Cost Per House: To ensure reasonableness.
5. Financial Monitoring: A financial monitoring team will spot-check agencies and provide technical assistance to strengthen internal controls.

There are currently 3 full-time staff assigned to conduct on-site monitoring on behalf of DCED. To meet the needs of the stimulus expansion, DCED is exploring the most feasible avenue to accommodate the hiring of eight additional monitors: either subcontracting or hiring in-house personnel.

Local agencies are required to inspect 100% of all completed units.

No dwelling unit may be reported to DCED as completed until a final inspection is performed and signed by a designated Quality Control person. The results of the inspection must be provided to the client for their review and sign-off. Any need for corrective work should be noted with the client at this time. If no additional work is necessary, a signed and dated Client Completion form is required. Current forms may be adapted to meet both of these requirements (i.e., quality control inspection and client completion). Quality control inspections must be performed by a qualified person not involved in the actual installation.

In the event that a quality inspection and/or client sign-off cannot be performed due to an uncooperative client once the work is completed, two (2) phone attempts on different days at different times of the day to secure these sign-offs must be documented. Final written notification is to be sent to the client indicating that, if no response is received within a specified period of time, the job will be closed and no further action will be taken on behalf of the client.

Contract Compliance Requirements

All agencies will be required to maintain internal controls that include a contract compliance function that does not report to the agency's Weatherization Director. Agencies will be required to separate purchasing from the rest of weatherization functions.

Purchasing Systems

Purchasing systems should be designed to track inventory usage and expense. Once the inventory function of the Hancock Energy System (HES) software is enabled, agencies will be able to use it to monitor inventory down to the individual house level, and DCED will monitor purchasing within each agency and across agencies.

Financial Disclosure

All sub-grantees will be required to file financial disclosure statements for officers and Directors.

Conflicts of Interest

All sub-grantee management staff and purchasing personnel will be required to file conflict of interest statements.

Annual Energy Savings Impact Evaluation

The best way to ensure that the weatherization program is achieving its goals and that there is no waste or other problems occurring is to have the program independently evaluated every year. DCED will issue an RFP seeking an external evaluation from a leading national evaluator. The evaluation will measure energy savings down to the subcontractor level and report on energy saved in relation to the cost per house. The evaluation results will inform DCED's monitoring and technical assistance.

Oversight and Reporting

Pennsylvania is committed to accountability and transparency in the use of all ARRA funds. The Commonwealth has:

- Established a Recovery website at www.Recovery.PA.gov to make information on the allocation and impact of stimulus funding available to the public

- Appointed a federal stimulus Chief Accountability Officer
- Appointed a federal stimulus Chief Implementation Officer
- Convened by Executive Order a Pennsylvania Stimulus Oversight Commission

Pennsylvania and the federal government will institute enhanced reporting by sub-grantees in order to track program effectiveness in terms of meeting major stimulus goals: energy conservation, job creation and provision of services to help vulnerable residents.

The United States Department of Energy has also indicated that it will require financial and progress reports from the state, which will, at minimum, include reporting on the following measures:

- Jobs created at the state agency level
- Jobs created using state contractors
- Jobs retained at the state agency level
- Jobs retained with state contractors
- Jobs created at the local agency level
- Jobs created using local agency contractors
- Jobs retained at the local agency level
- Jobs retained with local agency contractors
- Number of weatherized units in progress
- Number of completed units in progress
- Number of client outreach contacts
- Number of energy conservation education contacts
- State desk monitoring/oversight visits
- State on-site monitoring/oversight visits
- Hours trained at the state agency
- Hours trained at the local agency
- Year-to-date expenditures
- Equipment units purchased that are more than \$5,000

Additional Components of the State Plan

Authorization

The Energy Conservation in Existing Buildings Act of 1976, Title IV of the Energy Conservation and Production Act (referred to as “the Act”), authorized the Federal Energy Administration, which is now part of the Department of Energy (DOE), to establish a Weatherization Assistance Program to aid low-income households, with emphasis on those who are elderly and handicapped, to decrease fuel consumption and related energy costs.

ARRA of 2009, Public law 111-5, appropriates funding for DOE to issue/award formula-based grants under the Weatherization Assistance Program.

In the Commonwealth of Pennsylvania, the Secretary of the Department of Community and Economic Development (hereinafter referred to as the Department), as the designee of the governor, applies for, receives and administers these funds. The funds are distributed by the Department to local governments and non-profit organizations such as Community Action Agencies.

Each federal fiscal year a State Plan is required for continued participation in the program. This document constitutes the proposed Pennsylvania State Plan for ARRA funds for the Weatherization Assistance Program for federal program period 2009-2012. As such, it establishes the number of homes to be weatherized within the limits of available resources, the specific energy conservation measures to be undertaken, eligibility requirements, projected energy savings, program implementation strategies, specific training initiatives, reporting requirements, monitoring mandates, and specific contractual language addressing compliance issues with production schedules and other DOE program requirements. The content of the proposed plan are derived where applicable from DOE regulations as contained in the Federal Register, 10 CFR Part 440 Final Rule, published February 1, 2002, and specific DOE instructions from Funding Opportunity Number: DE-FOA-000051.

In accordance with DE-FOA-0000051, DCED submitted its initial application for weatherization assistance funds under the ARRA on March 23, 2009. On March 27, 2009, DCED was notified of receipt of 10% of its grant award, or \$25,279,306.

Davis-Bacon Act

DCED will provide contractual language that all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through funding appropriated by ARRA are paid wages at rates not less than those prevailing on projects of a character similar in the locality (Davis-Bacon Act). The U.S. Department of Labor or its designee will make the prevailing wage determinations, and the WAP will provide training in Davis-Bacon requirements.

Compliance with the Davis-Bacon Act is required. Agencies will describe their processes to comply based on the instructions found on the Department of Energy website at http://apps1.eere.energy.gov/weatherization/pdfs/energyweb_bullets.pdf.

Lead Safe Weatherization

The PA Weatherization Assistance Program will implement revised rules for Lead Safe Weatherization (LSW) as per guidance provided in DOE Weatherization Program Notices 08-6 and 09-6. Lead safe weatherization methods will be updated in the "PA Weatherization Standards and Field Guide" as identified in the On-File Information of this plan.

Policy Advisory Council

In accordance with 10 CFR, Section 440.17, DCED established a Weatherization and Energy Conservation Policy Council.

The Weatherization and Energy Conservation Policy Council advises DCED on issues related to the conduct and administration of the WAP. The proposed plan is reviewed by the Policy Council and, where feasible, their comments and recommendations are included prior to submission of the plan to the Department of Energy. The Council includes representatives of energy advocacy groups, social service agencies, electric utilities, utility associations, sub-grantees and other governmental agencies. The Policy Council plans to meet two to three times per year.

A copy of the current membership is provided in the attachment section of this plan.

Public Hearing

A public hearing on this plan was held at the Commonwealth Keystone Building, 400 North Street, Harrisburg, PA, on August 5, 2009, from 9:30 a.m. to 11:30 p.m. Notice of the hearing was filed with the Legislative Reference Bureau and published in the Pennsylvania Bulletin on July 25, 2009. A copy of the hearing notice, transcript and written comments are attached to this plan.

The state plan file includes both the Master File (On-File) and the Annual File. The state has updated the appropriate Master File element to include revised health and safety procedures for Lead Safe Weatherization (LSW).

The following attachments include the proposed Production Schedule, Estimated Energy Savings, Agency Distribution of Funding and the Training Plan.

U.S. DEPARTMENT OF ENERGY

Weatherization Assistance Program -- Production Schedule

	Annual Total
Weatherized Units(Total)	28,667
Reweatherized Units	887

Vehicles and Equipment \$5,000 or more Average Cost per Dwelling Unit (DOE Rules)

A.	Total of Vehicles and Equipment Budget	N/A
B.	Total Units to be Weatherized, from Production Schedule above	28,667
C.	Units to be Reweatherized, from Production Schedule above	887
D.	Total Units to be Weatherized, plus Planned Reweatherized Units from Production Schedule above (B plus C)	29,554
E.	Average Vehicles and Equipment Cost per Dwelling Unit (A divided by D)	N/A

Average Cost per Dwelling Unit (DOE Rules)

F.	Total of Funds for Program Operations	191,903,478
G.	Total Units to be Weatherized, plus Planned Reweatherized Units from Production Schedule above (total from D above)	29,554
H.	Average Cost per Dwelling Unit, less Vehicles and Equipment (F divided by G)	6,493
I.	Average Cost per Dwelling Unit for Vehicles and Equipment (total from E)	0
J.	Total Average Cost per Dwelling Unit (H plus I)	6,493

Estimated Energy Savings; 29,554 HH@30.5 MBTU = 901,397 MBTU

Estimated energy savings is calculated using an algorithm approved by DOE which is based on the most recent Meta evaluation of the National Weatherization program and estimates annual energy savings at 30.5 MBTU.

(12/2003)

Berks Community Action Program INC. 247 North 5th Street, 2nd floor Reading, PA 19601 Phone # (610) 375 - 9770 Fax # (610) 376 - 6575 E-mail: mdrumheller@bcapberks.org	CAA	SC	\$4,587,261	605	Berks	6, 15, 16, 17
Blair County Community Action Program 2100 6th Ave., Suite 102 Altoona, PA 16603 Phone # (814) 946 - 3651 Fax # (814) 946 - 5451 E-mail: bccap@blaircap.org	CAA	DH	\$3,455,602	453	Blair	9
TREHAB 10 Public Avenue Montrose, PA 18801 Phone # (570) 278 - 3818 Fax # (570) 278 - 1889 E-mail: gwilcox@trehab.org	CAA	DH	\$4,324,555	570	Bradford, Sullivan, Susquehanna, Tioga & Wyoming	5, 10
Bucks County Opportunity Council Inc. 100 Doyle Street Doylestown, PA 18901 Phone # (215) 529 - 1663 Fax # (215) 536 - 6106 E-mail: kkent@bcoc.org	CAA	SC	\$4,445,805	586	Bucks	8
Community Action Partnership Of Cambria County The Landmark Building 516 Main Street Johnstown, PA 15901 Phone # (814) 536 - 9031 Fax # (814) 539 - 5813 E-mail: bkeilman@capcc.us	CAA	SC	\$4,082,056	540	Cambria	9, 12
Northern Tier Community Action Corporation P.O. Box 389, 135 West Forth Street Emporium, PA 15834 Phone # (814) 486 - 1161 Fax # (814) 486 - 0825 E-mail: kevin.genevro@ntcac.org	CAA	DH	\$3,334,353	438	Cameron, Elk, Potter & McKean	5
Carbon County Action Committee for Human Services 267 South Second Street Lehighton, PA 18235-1412 Phone # (610) 377 - 6400 Fax # (610) 377 - 3431 E-mail: ccachs@verizon.net	CAA	DH	\$2,323,944	306	Carbon	11

Central PA Community Action Program, Inc. P.O. Box 792, 207 East Cherry Street Clearfield, PA 16830 Phone # (814) 765 - 1551 Fax # (814) 765 - 4306 E-mail: dvaughn@cpcaa.net	CAA	DH	\$4,688,303	618	Centre & Clearfield	5, 9
Northwest PA Weatherization, Inc. (Crawford) P.O. Box 312, 7940 Franklin Pike Meadville, PA 16335 Phone # (814) 425 - 1872 Fax # (814) 425 - 7804 E-mail: kcorbett1@zoominternet.net	ONP	DH	\$3,172,687	417	Crawford	3, 5
Dauphin County Weatherization 200 1st Street Millersburg, PA 17061 Phone # (717) 692 - 2637 Fax # (717) 362 - 4566 E-mail: cwilliard@dauphininc.org	COG	DH	\$4,082,056	532	Dauphin	17
Community Action Agency Of Delaware County INC. Government Center 201 West Front Street Media, PA 19663 Phone # (610) 891 - 5117 Fax # (610) 565 - 9332 E-mail: theckman@caadc.org	CAA	DH	\$5,274,340	694	Delaware	1, 2, 6, 7
Greater Erie Community Action Committee 18 West 9th Street Erie, PA 16501 Phone # (814) 459 - 4581 Fax # (814) 456 - 0161 E-mail: ncdiplacido@gecac.org	CAA	DH	\$3,314,145	434	Erie	3
Erie County Housing Authority 120 South Center Street Corry, PA 16407 Phone # (814) 665 - 5161 Fax # (814) 664 - 7230 E-mail: bweaver@stargate.net	HA	DH	\$3,273,729	432	Erie	3
Redevelopment Authority Of The County Of Fayette 86 West Main Street Uniontown, PA 15401-3537 Phone # (724) 437 - 1547 Fax # (724) 437 - 0731 E-mail: atj@racfpa.org	RA	DH	\$4,021,433	530	Fayette	9, 12

Community Action Committee Of The Lehigh Valley, Inc. 1337 East 5th Street Bethlehem, PA 18015 Phone # (610) 691 - 5620 Fax # (610) 691-6582 E-mail: ryudt@caciv.org	CAA	SC	\$6,284,750	830	Lehigh & Northampton	6, 15
Commission On Economic Opportunity Of Luzerne County P.O. Box 1127 Wilkes-Barre, PA 18702-6599 Phone # (570) 826 - 0510 Fax # (570) 829 - 1665 E-mail: ceo@sunlink.net	CAA	DH	\$6,547,456	862	Luzerne	10, 11
Lycoming / Clinton Counties Commission For Community Action (STEP), Inc. P.O. Box 3568, 2138 Lincoln Street Williamsport, PA 17701-8568 Phone # (570) 326 - 0587 Fax # (570) 322 - 2197 E-mail: klmitcheltree@stepcorp.org	CAA	DH	\$3,718,310	488	Lycoming & Clinton	5, 10
Community Action Partnership of Mercer County 75 South Dock Street Sharon, PA 16146-8568 Phone # (724) 342 - 6222 Fax # (724) 342 - 6301 E-mail: jmb@capmercerc.org	CAA	SC	\$4,708,511	619	Mercer & Butler	3, 4
Monroe County Redevelopment Authority P.O. Box 66 Tannersville, PA 18360 Phone # (570) 421 - 4436 Fax # (570) 420 - 9414 E-mail: mcwp@entermail.net	RA	DH	\$2,950,397	386	Monroe	11
Montgomery County Community Action Development Commission (CADCOM) 113 East Main Street Norristown, PA 19401 Phone # (610) 277 - 6363 Fax # (610) 277 - 7399 E-mail: ebaker@cadcom.org	CAA	DH	\$5,052,050	663	Montgomery	2, 6, 7, 8, 13, 15
Northumberland County Commissioners Weatherization 2087 Trevorton Road Coal Township, PA 17866 Phone # (570) 644 - 4471 Fax # (570) 644 - 4482 E-mail: smachuzak@norrycopa.net	CG	DH	\$3,011,021	397	Northumberland	10

Energy Coordinating Agency 1924 Arch Street Philadelphia, PA 19103 Phone # (215) 988 - 0929 Fax # (215) 988 - 0919 E-mail: lizi@ecasavesenergy.org	ONP	SC	\$13,862,825	1,819	Philadelphia	1, 2, 6, 7, 8, 13
Pennsylvania Housing Finance Agency P.O. Box 8029 211 North Front Street Harrisburg, PA 17105-8029	QSG	SC	\$22,453,554	2,989	Statewide	Statewide
TOTALS			\$224,535,548	29,554		
CAA = Community Action Agency						
COG = Council Of Government						
HA = Housing Authority						
RA = Redevelopment Authority						
ONP = Other Non-profit						
City = City Government						
CG = County Government						
QSG=Quasi State Government						
DH = Direct Hire						
SC = Sub - contract						

ARRA FUNDING DISTRIBUTION 2009 - 2012			DOE	7/25/2009
		STANDARD		
AGENCY	ADMIN	PROGRAM	T/TA	TOTAL
SOUTH CENTRAL <i>(Adams, Franklin & Cumberland)</i>	294,636	4,591,404	24,553	4,910,593
STEEL VALLEY <i>(Allegheny)</i>	297,061	4,629,193	24,755	4,951,009
ACTION HOUSING <i>(Allegheny, Washington & Greene)</i>	910,581	14,189,894	75,882	15,176,357
ARMSTRONG.	160,049	2,494,096	13,337	2,667,482
BEAVER.	209,761	3,268,777	17,480	3,496,018
BEDFORD / FULTON	158,836	2,475,201	13,236	2,647,273
BERKS.	275,236	4,289,089	22,936	4,587,261
BLAIR	207,336	3,230,988	17,278	3,455,602
TREHAB <i>(Bradford, Sullivan, Susquehanna, Tioga & Wyoming)</i>	259,473	4,043,459	21,623	4,324,555
BUCKS.	266,749	4,156,827	22,229	4,445,805
CAMBRIA.	244,923	3,816,723	20,410	4,082,056
NORTHERN - TIER <i>(Cameron, Elk, Potter & McKean)</i>	200,061	3,117,620	16,672	3,334,353
CARBON	139,437	2,172,887	11,620	2,323,944
CENTRAL PENNSYLVANNA <i>(Centre & Clearfield)</i>	281,298	4,383,563	23,442	4,688,303
CRAWFORD.	190,361	2,966,463	15,863	3,172,687
DAUPHIN COUNTY.	244,923	3,816,723	20,410	4,082,056
DELAWARE	316,460	4,931,508	26,372	5,274,340
GECAC <i>(Erie)</i>	198,849	3,098,725	16,571	3,314,145
ERIE County Wx.	196,424	3,060,936	16,369	3,273,729
FAYETTE.	241,286	3,760,039	20,108	4,021,433
HUNTINGDON	134,587	2,097,308	11,216	2,243,111
INDIANA	178,236	2,777,516	14,853	2,970,605
JEFFERSON / CLARION.	152,774	2,380,728	12,731	2,546,233
SEDA COG <i>(Juniata, Mifflin, Snyder, Union, Columbia, Montour & Perry)</i>	309,185	4,818,140	25,765	5,153,090
LACKAWANNA.	293,423	4,572,509	24,452	4,890,384
LANCASTER HDC. <i>(Lancaster, Lebanon, Chester)</i>	523,797	8,162,496	43,650	8,729,943
NEW CASTLE <i>(Lawrence)</i>	180,661	2,815,305	15,055	3,011,021
LEHIGH / NORTHAMPTON.	377,085	5,876,241	31,424	6,284,750
LUZERNE.	392,847	6,121,872	32,737	6,547,456
LYCOMING / CLINTON	223,099	3,476,619	18,592	3,718,310
MERCER / BUTLER	282,511	4,402,457	23,543	4,708,511
MONROE.	177,024	2,758,621	14,752	2,950,397
MONTGOMERY	303,123	4,723,667	25,260	5,052,050
NORTHUMBERLAND	180,661	2,815,305	15,055	3,011,021
PHDC <i>(Philadelphia)</i>	949,381	14,794,523	79,114	15,823,018
SCHUYLKILL.	202,486	3,155,409	16,874	3,374,769
TABLELAND <i>(Somerset)</i>	169,749	2,645,253	14,146	2,829,148
WARREN / FOREST / VENANGO	198,849	3,098,725	16,571	3,314,145
WAYNE / PIKE	187,936	2,928,673	15,661	3,132,270
WESTMORELAND.	324,948	5,063,771	27,079	5,415,798
YORK.	257,048	4,005,669	21,421	4,284,138
ECA <i>(Philadelphia)</i>	831,770	12,961,741	69,314	13,862,825
PA. HOUSING FINANCE AGENCY	1,347,213	20,994,074	112,267	22,453,554
Columns totals:	13,472,133	209,940,737	1,122,678	224,535,548

Pennsylvania's Weatherization Training Plan

Revised: July 23, 2009

Purpose

Identify, train and certify Pennsylvania workers to complete significant and high quality energy reduction, conservation and weatherization activities in approximately 70,000 single and multi-family units in communities across Pennsylvania while providing improved employment opportunities and offering energy reduction, conservation and weatherization career ladder opportunities to Pennsylvania's unemployed and disadvantaged residents.

Goals

- 1. Organize a highly effective and efficient energy conservation program and weatherization training capacity to meet the growing requirements of federal and state programs and policies.**

Objectives

- a. Invest in the development and sustainability of a robust supply of well-trained and certified energy reduction and weatherization training instructors who can meet the educational and training needs of the Commonwealth created by federal and state programs and policies.
- b. Invest in the development of training instructors who specialize in energy conservation investments in multi-family units.
- c. Establish seven to ten geographically-distributed energy conservation and weatherization training providers across Pennsylvania. Approximately three of these ten would be apprenticeship model training programs.
- d. Train approximately 2,500 certified energy conservation and weatherization specialists (installers, crew chiefs, auditors, and outreach and energy conservation educators) for the purpose of performing energy conservation services to approximately 70,000 housing units over the period of 9/1/09 to 6/30/12.
- e. Ensure that these certified workers can provide high quality energy reduction and weatherization services to approximately 30,000 single and multi-family housing units using ARRA funds over the period 9/1/09 to 3/31/12.

2. Create and develop a certification process for energy conservation and weatherization workers that provides clear guidance to employers and residents as to the competencies of the certified individuals.

Objectives

- a. Identify the critical certifications for energy conservation and weatherization workers and the competencies required to achieve certification.
- b. Describe the education, training and testing requirements necessary to obtain Pennsylvania approved certification.
- c. Develop and approve the educational and training curriculum that must be used by all PA certified energy conservation and weatherization providers.
- d. Provide a registry for all certified workers that is accessible to employers and workers.

3. Organize an intake and assessment process to ensure that those individuals who receive training have a high likelihood of success.

Objectives

- a. Use the PA Department of Labor and Industry's (L&I's) CareerLink system as well as other organizations to provide intake, orientation and assessment services to individuals seeking employment in energy conservation and weatherization services.
- b. Develop a uniform intake process across all PA CareerLinks.
- c. Provide training vouchers to all qualified applicants that may be used at any PA certified training provider.

4. Ensure that special attention and assistance is provided to disadvantaged populations who may wish to seek training, employment and career advancement in energy conservation and weatherization careers.

Objectives

- a. Develop and define an energy conservation and weatherization career ladder.
- b. Implement special initiatives to reach out and identify potential applicants in Pennsylvania's disadvantaged communities for career opportunities in energy conservation and weatherization.
- c. Provide specific educational and training services to individuals who may not immediately qualify for weatherization training vouchers.

Benefits

1. Better energy conservation outcomes
2. A more highly trained energy conservation and weatherization workforce
3. Increased employment opportunities for disadvantaged workers
4. A clearly defined system for the certification of energy conservation and weatherization workers
5. Increased training availability across the Commonwealth
6. A system capable of responding to changes in policies, technology and economic conditions

Implementation Strategy: Training and Certification

Pennsylvania Training and Certification Requirements

As of October 1, 2009, Pennsylvania is requiring that all installers, crew chiefs, and auditors, regardless of whether the individual is an employee of an agency or a contractor or sub-contractor operating on behalf of an agency, obtain the appropriate Pennsylvania weatherization certifications to perform state approved weatherization work in Pennsylvania (PA).

These certifications will be issued by the PA Department of Labor and Industry with the concurrence of the PA Department of Community and Economic Development (DCED). All certifications will require the successful completion of both classroom and laboratory work. The certification will state that the individual has shown that he or she has demonstrated all the competencies as defined by the certification. All certifications must be renewed within one year of being issued. L&I shall determine the requirements for renewal. Certification standards are subject to change.

The table on the following page describes the date by which a certification must be in hand. However, because of an expedited process available for incumbent workers, many certifications will be issued before these dates (please see page 5 for details on accelerated certifications). More information on these jobs classifications is listed below.

Pennsylvania Weatherization Certifications

Certification	Personnel subject to requirement	Date by which Certification must be obtained	Date by which Accelerated Certification is made available
Weatherization Installer	All installers and crew chiefs	November 1	August 1
Crew Leader	All chiefs and auditors	November 1	August 1
Weatherization Auditor (by July 1, 2010, all Weatherization Auditors are required to be BPI certified)	All auditors	November 1	August 1
Weatherization Training Instructor	Anyone who wishes to provide PA certified training	Prior to providing training	Not applicable

PA Weatherization Worker Certifications

L&I proposes four levels of certification for Weatherization Workers:

- A. Weatherization Installer
- B. Weatherization Crew Chief
- C. Weatherization Auditor
- D. Outreach and Energy Conservation Educator

Weatherization Job Classifications

- A. *Installer* – An installer is a crew member or contractor that installs weatherization measures in eligible dwellings according to PAWAP standards and guidelines. Reference for installers will be the *Weatherization Standards and Field Guide for Pennsylvania* by the PA DCED and the PAWAP.
- B. *Crew Chief* – A crew chief is a weatherization worker that supervises a crew of installers and directs their efforts to weatherize eligible dwellings. Reference for crew chiefs will also be the *Weatherization Standards and Field Guide for Pennsylvania*.
- C. *Auditor* – An auditor is a weatherization worker that assesses an eligible dwelling for potential weatherization services. Auditors visually inspect the building shell

and mechanical systems; conduct diagnostic, health, and safety tests; record the location, condition, and dimensions of walls, ceilings, floors, windows, doors, and mechanical systems; enter data into computerized energy audit or use a priority list to select cost-effective measures; and prepare clear and accurate work orders to ensure the most appropriate measures are installed properly.

The following courses would be required to fulfill the classroom and laboratory modules of the training:

Weatherization Course	# of Days	Installer	Crew Chief	Auditor
Weatherization Tactics	4	X	X	
Lead Safety	1	X	X	
Crew Safety	1	X	X	
Diagnostics Approach	2.5		X	X
Advanced Diagnostics	2.5		X	X
Customer Services/Communications	1		X	X
Introduction to Resource Heat Systems	3.5			X
Combustion Analysis and Retrofit Oil	3.5			X
Combustion Analysis and Retrofit Gas	3.5			X
Home Energy Auditing	4			X
* X - required course completion for certification level				

Accelerated Weatherization Worker Certifications

In order to recognize that many workers currently doing weatherization work in Pennsylvania are qualified to perform certain aspects of weatherization work and have already completed weatherization courses, L&I will establish a procedure to accelerate the certifications of these workers. The proposed procedure would operate as follows: experienced workers who have completed the required training courses at the Weatherization Training Center at Penn College or at another site providing equivalent training will be asked to submit an application form to Penn College. Along with the form, the applicant must include a letter from his/her current or former employer attesting that the applicant has successfully performed weatherization work in several different competencies, depending on the worker certification for which an individual is applying.

In addition, a second accelerated certification process, requiring additional testing and training, will be developed for workers who have been performing weatherization work for many years (such as subcontractors) but who have not completed the required training courses (before this year individuals working for subcontractors were not required to complete training courses). These workers will be allowed to "test out" by taking a

written test and performing certain procedures in a weatherization laboratory. L&I is planning that this “testing out” procedure will be available by late August, 2009. For workers who have been performing weatherization work for a shorter amount of time, accelerated coursework will be offered. Accelerated coursework will be available by mid-September 2009. The L&I Application Review Committee must review applicants who wish to either test out or enroll in accelerated coursework.

PA Weatherization Instructor Certifications

L&I proposes three levels of certification for weatherization instructors:

- A. Weatherization Training Instructor: Installer/Crew Chief Instructor
- B. Weatherization Training Instructor: Auditor Instructor
- C. Weatherization Training Instructor: Individual Courses

Instructor Job Classifications

- A. *Weatherization Training Instructor: Installer/Crew Chief Instructor* – Instructors certified to teach coursework aligning with installer and crew chief certifications.
- B. *Weatherization Training Instructor: Auditor Instructor* – Instructors certified to teach coursework aligning with auditor certifications. All Auditor Instructors must be BPI certified.
- C. *Weatherization Training Instructor: Individual Courses* – L&I is offering the option of individual course certifications for potential instructors who may be experts in particular areas of weatherization.

The following credentials would be required to become a Weatherization Training Instructor:

- A. Weatherization Training Instructor: Installer/Crew Chief Instructor
 - a. Completion of all installer and crew chief coursework (see requirements on page 4)
 - b. Completion of Train the Trainer Course (2 days) or complete an oral presentation for experienced instructors
 - c. Two written recommendations from Weatherization professionals
 - d. Approval by the Application Review Committee, comprised of L&I, DCED, and industry members
- B. Weatherization Training Instructor: Auditor Instructor
 - a. BPI certification
 - b. Completion of all auditor coursework (see requirements on page 4)
 - c. Completion of Train the Trainer Course (2 days) or complete an oral presentation for experienced instructors
 - c. Two written recommendations from Weatherization Auditors
 - d. Approval by the Application Review Committee, comprised of L&I, DCED, and industry members

- C. Weatherization Training Instructor: Individual Courses
- a. Completion of the course the instructor applicant wishes to teach. Individual course offerings include:
 - i. Weatherization Tactics
 - ii. Crew Safety
 - iii. Lead Safe Work Practices
 - iv. Diagnostics
 - v. Advanced Diagnostics
 - vi. Introduction to Heat
 - vii. Combustion – Oil
 - viii. Combustion – Gas
 - ix. Home Energy Auditing – Building Analyst
 - b. Completion of Train the Trainer Course (2 days) or complete an oral presentation for experienced instructors
 - c. Two written recommendations from Weatherization professionals
 - d. Approval by the Application Review Committee, comprised of L&I, DCED, and industry members

In addition to the above requirements for instructor certification, all instructor applicants must possess at least 3 of the following:

- Pennsylvania and acceptable alternative field experience as Installer and/or Crew Chief (Minimum one year at the level you would like to teach)
- Pennsylvania and acceptable alternative field experience as Auditor/Inspector
- Agency director (PA Weatherization or Comparable Private/State Program)
- Building Performance Institute – Business Analyst Certification
- Building Performance Institute Certified Instructor
- Home Energy Rating Systems Rater or Field Inspector Certification
- National Association of Home Builders Certified Instructor
- Residential Energy Services Network Instructor
- National Association of Home Builders Green Verifier
- Green Advantage Certified Instructor (Residential or Commercial)
- Leadership in Energy and Environmental Design Accredited Professional (LEED AP)
- Post secondary (two year or four year) diploma in Building Science, Sustainability, and/or Building Trades and/or Construction Management
- National Association of Home Builders Graduate Builder or Remodeler Designations (current)
- National Association of the Remodeling Industry (NARI) Certifications (current)
- Private home performance contractor field experience (minimum of one year - verifiable)
- Supervisory Experience in Construction Trades (minimum of one year – Verifiable)

A “Train the Trainer” course will be one of the requirements for the certification of instructors. This course will likely be held at the Weatherization Training Center at Penn College. For experienced instructors, a brief Weatherization oral presentation will be required rather than the Train the Trainer Course. Potential training providers may want to encourage experienced staff to apply for this training because only PA certified instructors will be permitted to award PA weatherization certifications.

Process for Certification for Instructors

L&I has developed two pathways for the awarding of certifications to instructors, one of which is for weatherization workers who have extensive experience providing weatherization training. This will involve an application to a review committee, an in-person interview and a short oral presentation of a weatherization lesson.

All instructors who are certified will be listed on the L&I registry, with links to the same on the DCED and Penn College Weatherization Training Center websites, so that weatherization training providers can identify approved instructors. All weatherization training instructor certifications must be renewed within one year of being awarded. L&I will establish the requirements for the renewal of the certification. Certification standards are subject to change.

Implementation Strategy: Multiple Training Providers

PA Weatherization Training Providers

L&I will establish a set of standards for all PA Certified Weatherization Training Providers. At a minimum, these standards will include the following:

1. All courses must be taught by a PA certified training instructor.
2. All providers must use the L&I approved curriculum.
3. All providers must limit the number of students in the course to the maximum of 15 students established by L&I.
4. All providers must have a weatherization laboratory where all competencies can be tested and verified.
5. All providers must agree to all reporting requirements as established by L&I.
6. Certified providers may only provide PA subsidized certified weatherization training to individuals who present a voucher for a PA CareerLink. To obtain this voucher the individual must have attended a weatherization orientation session and successfully completed a skills assessment. The orientation and assessment will be provided by PA CareerLinks and/or other community-based organizations.
7. The assessment will include a general skills assessment and an assessment of basic weatherization skills.
8. All training providers may provide non-subsidized training to individuals only after all PA subsidized training applicants have been served.

Establishing Pennsylvania Weatherization Training Locations

Prior to the awarding of grants to training providers, L&I will invite all potential training providers to respond to an “Announcement of Grant Availability” (AGA). This AGA will describe the specific criteria L&I will use to decide on grant awards to training providers. The criteria will include those outlined above as well as additional criteria

regarding geographic location, current capabilities, special populations, and technical assistance.

L&I will likely approve seven geographically distributed training providers that meet most or all of the qualifications to be a Pennsylvania Weatherization Training Provider. In addition to the standards outlined previously, L&I will require that the first approved training providers be fully operational within 30 working days of the award letter.

Apprenticeship Model

L&I may also approve up to three training providers that use an apprenticeship model of training developed by the Philadelphia Area Labor Management (PALM). These sites will be selected as soon as L&I has determined that the training model will allow for the career advancement of weatherization workers into journeyman positions across a variety of building trades.

Technical Assistance

In areas of the Commonwealth where there is currently little training capacity, L&I will make awards based upon those applicants that can best meet the provider requirements with the provision of technical assistance. Where necessary, distance learning mechanisms will be used to provide additional training capacity.

Selection of Training Providers

L&I, in cooperation with DCED, will make the final selection of all regional weatherization training providers. The selected sites will be as geographically distributed across the Commonwealth as possible. If necessary, based on the demand for the services of these certified weatherization workers, additional training providers will be added.

Application for Training Vouchers for PA Certified Weatherization Training

Any person interested in being admitted to a PA Certified Weatherization Training Program will submit an application to an L&I Weatherization intake site. Initially these intake sites will be Pennsylvania's 67 PA CareerLinks, but it is likely that other non-profit and labor organizations will be asked to become intake sites.

This application will describe current skill competencies and experience as well as list any weatherization course already completed. In order to qualify to receive a weatherization training voucher, all applicants will be required to attend and complete a weatherization orientation session offered by a training provider and a WorkKeys skills assessment administered by the local PA CareerLink. If completing these satisfactorily, a physical assessment test would then be administered at the nearest PA certified weatherization training provider. Upon successful completion, a voucher will be issued to the participant for training at their nearest training provider.

Assistance to those not prepared to enter training

Pennsylvania will establish at its PA CareerLinks, as well as at other organizations around the Commonwealth, a system for providing assistance to all applicants who are not successful in qualifying for a voucher for acceptance into a weatherization training provider.

Staffing

L&I will hire a Director of Weatherization Training Services, two staff to provide technical assistance and quality assurance monitoring and one administrative assistant to assist in the preparation of reports, the organizing of meetings, and maintenance of a certification registry of all individuals who have completed training.

Weatherization Training Advisory Council

L&I, in concurrence with DCED, will appoint a Weatherization Training Advisory Committee to provide oversight and recommendations to the Department in developing and implementing the Pennsylvania weatherization training plan. All members will be appointed by the Deputy Secretary for Workforce Development with concurrence of the Department of Community and Economic Development. The Committee will be staffed by the L&I Weatherization Training Services Director. L&I will seek nominations from throughout the Commonwealth.

Reporting

All weatherization training providers will be required to report the awarding of all certifications to L&I, which will establish a registry of all individuals who have received a weatherization certification. This registry will be available to the public. All weatherization work funded by a WAP must be performed by someone who is certified and on this registry. L&I and DCED will perform periodic inspections to ensure that only certified workers are performing weatherization work.

Quality Assurance

L&I will regularly monitor all weatherization training providers and conduct periodic financial and programmatic reviews to ensure that the training is of high quality and that the providers are maintaining accurate and complete programmatic and financial records.

Evaluation

L&I will design and develop an evaluation procedure from measuring the outcomes, the quality and the efficiency of the PA Weatherization Training Program with concurrence of DCED.

Sustainability

Due to the limited time period (through 3/31/12) for the operation of ARRA funded weatherization program L&I will expect that all PA certified weatherization training providers develop a sustainability plan that will describe how the training provider will serve individuals interested in weatherization and other energy efficiency certifications not funded by weatherization training voucher funds.

Timeline of Weatherization Implementation Deliverables

Projected Delivery Date - Week of:	Deliverable	Date Completed
July 6, 2009	Preliminary plan for the certification and registration of weatherization training instructors. All training providers will need to use certified instructors to teach courses that lead to certification.	July 13, 2009
July 13, 2009	L&I and DCED issue a memo to all DCED weatherization contractors explaining the instructor certification process and providing application materials. Memo is sent to all WAP providers, community colleges, unions, technical training centers, career and technical education institutions requesting qualified staff to apply for training instructor certifications.	July 15, 2009
July 20, 2009	Accelerated certification process is developed for installers, crew chiefs, and auditors and reviewed by L&I and DCED.	
July 27, 2009	DCED and L&I issue a letter announcing the accelerated certification process to all DCED weatherization providers. All contractors and sub-contractors are asked to notify their staff that they need to apply for certification.	
	Draft of Announcement of Grant Availability (AGA) for weatherization training providers is circulated for comment.	
	L&I convenes meeting of L&I/DCED Weatherization Training Committee to review aspects of weatherization training plan.	
August 3, 2009	Announcement of Grant Availability (AGA) is sent to interested education providers, WAPs, community colleges, unions, career and technical education schools/centers, and higher education institutions.	

	Application Review Committee meets and makes decision on instructor applications (this committee will meet as needed to award instructor certifications).	
August 10, 2009	L&I hosts webinar to answer questions from potential applicants for grants for training providers.	
	Initial instructor certifications are issued to qualified applicants.	
August 17, 2009	Phase I proposals due. Training Providers applying for funding in Phase I must be up and running by September 21, 2009.	
	Application Review Committee meets and makes decision on awarding of accelerated certifications for installers, crew chiefs and auditors (this committee will meeting weekly hereafter to award accelerated certifications).	
August 24, 2009	Initial awarding of grants to training provider capable of being fully operational by week of September 21.	
August 31, 2009	L&I establishes requirements and process for awarding of a weatherization training voucher: orientation, skills assessment, and physical.	
	PA CareerLinks receive training on weatherization intake process.	
September 7, 2009	PA CareerLinks begin intake process: orientation and assessment.	
September 14, 2009	Training vouchers are awarded to applicants for weatherization training and are referred to training providers.	