



State of Ohio

2021

Home Weatherization Assistance Program (HWAP)

Draft State Plan



Development
Services Agency

Mike DeWine, Governor
Jon Husted, Lt. Governor

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Feedback Received and Summary of Changes:

The Ohio Development Services Agency (Development) conducted listening sessions with the weatherization network beginning in December 2020 during a Policy Advisory Council (PAC) meeting prior to drafting the 2021 HWAP State Plan. Additional listening sessions were held during the HWAP PAC Meeting on January 14 and March 24, 2021, during the winter Ohio Association of Community Action Agencies conference on January 28, 2021, and during a virtual public hearing held on March 22, 2021. The summary below outlines the feedback received and the proposed changes to the 2021 HWAP State Plan.

IV.5 Update Policy Advisory Council members

IV.7 Remove the development of a recorded intake training

V.1.2 Update Historic Preservation Agreement dates

V.5.2 Use other funding sources (i.e. LIHEAP funds) to weatherize multifamily buildings

V.7 Utilize DOE preferred Health and Safety template

V.1.2 Updated the reweatherization date to a rolling 15 years from date of final inspection

V.5.2 Attached Development's transition plan to use the web based NEAT and MHEA software

V.8.2 Increased the administrative percentage cap from 10% to 15%

V.8.3 Additional language contingent of COVID-19

Application for Federal Assistance: SF 424

Will update once final funding level received

Annual File

IV.1 Subgrantees

Will update once final funding level received

IV.2 WAP Production Schedule

Note: production will be updated once final allocation is received

Weatherization Plans:

Total Units (excluding reweatherized):

Reweatherized Units:

Average Unit Costs, Units Subject to DOE Project Rules:

Vehicle and Equipment Average Cost Per Dwelling Unit (DOE Rules)

- A. Total Vehicles and Equipment (\$5,000 or more) Budget: \$0.00
- B. Total Units Weatherized:
- C. Total Units Reweatherized:
- D. Total Dwelling Units to be Weatherized and Reweatherized (B + C): 3
- E. Average Vehicles and Equipment Acquisition Cost per Unit (A divided by D): \$0.00

Average Cost Per Dwelling Unit (DOE Rules)

- F. Total Funds for Program Operations: \$
- G. Total Dwelling Units to be Weatherized and Reweatherized (from line D):
- H. Average Program Operations Costs per Unit (F divided by G): \$
- I. Average Vehicles and Equipment Acquisition Cost per Unit (from line E): \$0.00
- J. Total Average Cost per Dwelling (H + I): \$

IV.3 Energy Savings: Method used to calculate savings description:

Development will use the DOE algorithm to calculate energy savings.

Please note: The HHS LIHEAP funds will be used to leverage DOE funds and weatherize additional units in Ohio. Also note that energy savings projection is reduced slightly based on the decision to offer additional administrative funds to subgrantees, reducing production and therefore, energy savings.

IV.4 DOE-Funded Leveraging Activities

Development will not utilize any DOE funds for leveraging activities.

IV.5 Insert list of policy advisory council members

- American Electric Power
- Buckeye Hills-Hocking Valley Regional Development District
- Applied Energy Products
- Community & Economic Development: Summit County
- Community Action Council of Portage County
- Ground Level Solutions, Inc.

- Hocking, Athens, Perry Community Action
- LEADS Community Action Agency
- Miami Valley Community Action Partnership
- Ohio Association of Community Action Agencies
- Ohio Department of Aging
- Ohio Department of Mental Health and Addiction Services
- Ohio Partners for Affordable Energy
- Ohio Weatherization Training Center (OWTC)
- Public Utilities Commission of Ohio
- Great Lakes Community Action Commission
- Washington-Morgan Community Action Programs
- BRIDGES Community Action Partnership
- Northwest Ohio Community Action Commission
- People Working Cooperatively

IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF424)

Date Held, newspapers that publicized the hearings and the dates the notice ran

IV.7 Miscellaneous

- Megan Meadows, Deputy Chief, Office of Community Assistance, Community Services Division, Development, is the Business Officer for the Ohio HWAP State Plan. Megan Meadows will also serve as the grantee Principal Investigator for the Ohio HWAP State Plan. Her contact information is: Megan.Meadows@development.ohio.gov, (614) 728-0961.
- Subgrantees must exercise a buy-local preference to ensure that weatherization materials utilized for the program are produced in Ohio to the greatest extent that cost considerations, product availability, and quantity are warranted. In cases where an out-of-state bid or vendor is preferable, the subgrantee must provide documentation/justification in the file.
- To the greatest extent practicable, subgrantees are encouraged to leverage and coordinate weatherization activities with other housing rehabilitation and/or neighborhood revitalization efforts such as the Housing Assistance Grant Program, Utility Programs, or CHIP.
- To the greatest extent practicable, subgrantees are encouraged to weatherize existing affordable rental housing, especially those accepting rent subsidies, such as Section 8 or Rural Development rental assistance, or an existing Ohio Housing Tax Credit property.
- Subgrantees are encouraged to utilize state-certified Minority Business Enterprises and Encouraging Diversity, Growth and Equity businesses to provide weatherization materials and services to the greatest extent that cost considerations, product availability, and quantity warrant.
- 2019 American Customer Satisfaction Index (ACSI) Survey Action Plan: Development's ACSI score increased by 13 points from the 2017 score. While this improvement in its score is notable, Development is committed to continuing to self-assess its programs to provide excellent customer service to the HWAP subgrantees. The areas Development will focus its efforts on include: providing clear communication, providing additional time to review the draft HWAP State Plan, and additional time to prepare the annual HWAP grant application. These action items will be addressed specifically by releasing an update to the network on the statewide production, providing a clear summary with the draft HWAP State Plan as to what changes have been made, and making sure there are ample opportunities for subgrantees to

provide feedback on program policies and administration prior to the HWAP State Plan submission to HHS. Development will work to ensure the draft HWAP State Plan is released in a timely manner and the HWAP grant application is released earlier this year so that subgrantees have time to prepare. Additionally, Development will work to better coordinate the HWAP program with other state administered programs, such as CHIP.

Master File

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

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

All dwelling units to be weatherized shall be determined eligible in such a manner to ensure that each weatherized dwelling unit meets the qualifications of Code of Federal Regulations (CFR) 440.22, 'Eligible Dwelling Units', which states that a dwelling unit shall be eligible for weatherization assistance under this part if it is occupied by a family unit:

1. Whose income is at or below 200 percent of the Federal Poverty Level determined in accordance with criteria established by the Director of the Office of Management and Budget.
2. Which contains a member who has received cash assistance payments under Title IV or XVI of the Social Security Act or applicable state or local law at any time during the 12-month period preceding the determination of eligibility for weatherization assistance; or
3. If the State elects, is eligible for assistance under the Low-Income Home Energy Assistance Act of 1981, provided that such basis is at least 200 percent of the Federal Poverty Level determined in accordance with criteria established by the Director of the Office of Management and Budget.

All income eligibility shall be documented by the subgrantee and will be subject to examination by Development, DOE, and the Comptroller General of the United States and/or their designated representatives. Client eligibility may be categorical or traditional, as defined below.

CATEGORICAL ELIGIBILITY

Categorical eligibility applies when one or more persons living in the dwelling unit has received cash assistance payments under Title IV or XVI of the Social Security Act or applicable state or local law at any time during the 12-month period preceding the determination of eligibility for weatherization assistance, or one or more persons in the dwelling unit is eligible for assistance under the Low-Income Home Energy Assistance Act of 1981.

TRADITIONAL ELIGIBILITY

Traditional eligibility applies to any household whose income is at or below 200 percent of the Federal Poverty Level determined in accordance with criteria established by the Director of the Office of Management and Budget, except that the Secretary may establish a higher level if the Secretary, after consulting with the Secretary of Agriculture and the Secretary of HHS, determines that such a higher level is necessary to carry out the purposes of this part and is consistent with the eligibility criteria established for the weatherization program under section 222(a)(12) of the Economic Opportunity Act of 1964; Pub. L. No. 88452, 42 U.S.C. § 2701 et seq. A complete collection of

policies and procedures related to eligibility can be found in the Ohio HWAP Policies and Procedures Manual, section D, part 2 customer Eligibility and Application Process.

Describe what household Eligibility basis will be used in the Program

A household shall be defined as a family unit meeting the qualifications above in order to qualify for weatherization. In Ohio, any household meeting either Categorical or Traditional Eligibility would be eligible to receive weatherization services from the HWAP.

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

Development will follow the policies outlined in “Summary of Immigrant Eligibility Restrictions Under Current Law as of 2/25/2009” in the HHS guidelines, located at <https://aspe.hhs.gov/basic-report/summary-immigrant-eligibility-restrictions-under-current-law> when determining eligibility of qualified and nonqualified aliens. Development will not deny access to any state or local benefits to any qualified alien that meets the definition of excepted services.

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

Before a client can be served by HWAP, the subgrantee must:

- Complete the HWAP application in Ohio Community and Energy Assistance Network (OCEAN).
- Verify and document income eligibility and notify the client of eligibility or ineligibility within 60 days of processing a completed application. Subgrantees are required to maintain records that include documentation of client eligibility.
- Determine client’s priority status.
- No dwelling unit will be weatherized without documentation that it is an eligible dwelling unit, as defined as 10 CFR 440.22.
- Subgrantees maintain records of previously weatherized dwelling units, as does Development. The database is checked prior to scheduling a household for service, to ensure that the dwelling unit has not been previously weatherized.
- If the house has been previously weatherized and is not eligible for reweatherization, as defined in 10 CFR 440.18, the dwelling unit will not be weatherized. If the house is eligible for reweatherization, the subgrantee will make the determination whether or not to reweatherize the house based on a number of factors including the energy usage of the house and the number of eligible households on the waiting list. Dwelling units weatherized may not receive reweatherization services until 15 years after the date of final inspection.

All household files must contain the required documentation to show eligibility including approved client applications, landlord agreements (if applicable), etc.

Appeals Procedures

Clients have 30 days from the date they receive their application notification to appeal decisions made regarding their HWAP application. Clients must be informed of this right when they receive their application and again in their notification letter.

Clients may also appeal if their application is not decided upon in 12 weeks. Clients must be informed of this right at the time an application is submitted.

Grounds for appeal are:

- HWAP application was denied.
- If the application was neither approved nor denied within 12 weeks after the application was submitted, unless such delay was the result of the client's lack of cooperation in providing necessary documentation to determine eligibility.

The above procedure must be prominently posted by the subgrantee in a common area accessible to all clients that apply for HWAP services.

Describe Reweatherization Compliance

Ohio has adopted the "rolling" reweatherization option of Section 1011 (h) of the Energy Act of 2020. Dwelling units weatherized 15 years from this date may not be reweatherized using DOE funds. The priority is to serve dwelling units that have not received prior services. All dwelling units completed must have an energy audit performed to cost justify any additional measures being installed.

Subgrantees track weatherized structures to determine if the dwelling unit was previously weatherized. Also, Development uses OCEAN for tracking dwelling unit completions to verify that a dwelling unit has not been previously weatherized.

Describe what structures are eligible for weatherization

Structures eligible for weatherization include single-family, manufactured housing, and multifamily housing. All structures must be stationary and have a specific mailing (street) address. Campers and nonstationary trailers are not eligible for weatherization services. No weatherization may occur for vacant single-family homes.

Residences operating primarily as a business may not be weatherized.

Development has an agreement with the State Historic Preservation Office regarding weatherization services on dwelling units 50 years and older. A Program Comment was issued by the Advisory Council on Historic Preservation on March 11, 2013, pursuant to 36 CFR 800.14(e), published in the Federal Register on March 14, 2013, and extends the duration of the existing 44 Programmatic Agreements, and any future agreements that may be executed under the prototype Programmatic Agreement, until December 31, 2020. This included Development's agreement with our State Historic Preservation Office. Weatherization measures are largely exempt from prior approval as defined in the agreement. A link to the agreement, which is now extended to December 31, 2030, is attached below:

<https://www.energy.gov/eere/wipo/downloads/ohio-state-historic-preservation-programmatic-agreement>

Describe how Rental Units/Multifamily Buildings will be addressed

Rental units are eligible for weatherization and represent a portion of the dwelling units weatherized in Ohio. Landlord contributions for eligible single-family and manufactured housing rental dwellings shall not be required per 10 CFR 440.22(d) and the Final Rule amending the DOE Weatherization Assistance Program regulations dated March 4, 1993, (58 FR 12514). Subgrantees may encourage landlord financial participation, but eligible single-family and manufactured housing dwellings may not be deferred for service if the landlord does not consent to a financial contribution. Development waives the contribution for carbon monoxide and smoke alarms for all rental units.

Written permission of the building owner or authorized agent is required prior to commencing work. For one-year post weatherization (one year after the final inspection date) the owner must agree not to raise the rent as a result of the weatherization performed on the rental unit. In the case of a rent increase, tenants are made aware of their right to appeal in Ohio's Landlord/Tenant agreement, which must be signed by both parties (owner and tenant) prior to commencing work.

In the situation where the eligible household's utilities are included in the rent payment, low-income accrual will be determined and documented by the subgrantee and contained in the client file. Measures related to Health and Safety (H&S) and energy education received by the occupant will contribute towards low-income accrual. In this instance, landlord financial participation will be encouraged but not required. Undue or excessive enhancement of any dwelling unit, including rental units, is prohibited. Development does not support the placement of liens on properties related to weatherization for any reason.

SINGLE-FAMILY UNITS

For single-family units, subgrantees are required to provide proof of ownership in each client file prior to commencing work. This includes manufactured homes. Most subgrantees are able to access documentation on county auditor's websites, including information on potential foreclosures. Single-family units for sale or in foreclosure are not eligible for weatherization.

MULTIFAMILY UNITS

Subgrantees use other funding sources (traditionally LIHEAP) to weatherize multi-family (5-25+ units) and Development does not plan to seek DOE approval of an audit protocol for this housing type. If DOE funds would be proposed for weatherizing multi-family buildings in the future, those buildings' energy audit and supporting documentation will be submitted to DOE for approval on a case-by-case basis. Leveraged funds and projects with contributions from landlords are prioritized, as well as projects that propose significant energy improvements and positive impact on communities. In the case where the landlord can sufficiently document program eligibility or provide additional information to demonstrate that contribution is not feasible, the contribution requirement may be waived by the subgrantee/Development staff. The building eligibility guidelines in the HWAP Policies and Procedures Manual for Ohio state that prior to initiating work, the building must have at least 66 percent of units occupied by eligible clients (50 percent for two- and four-unit properties), a valid energy audit (as prescribed in section V.5.2), owner contribution (when applicable), quotes for all work exceeding \$10,000 and any other pertinent information requested by the monitor. When these conditions are met, the building may be approved for weatherization and work may commence.

GROUP HOMES AND SHELTERS

The eligibility for group homes and shelters is specified in the "Definitions" section of 10 CFR 440 regulations. Shelters for the homeless, battered spouses, etc., may be weatherized. Subgrantees may count each 800 square feet as a unit or each floor of the shelter as a unit. Applications for HWAP services from group homes must list all persons living in the home and their incomes (if age 18 and older or an emancipated minor). Applications for shelters are permitted to list only the shelter name. Individual names of persons within the shelter and/or incomes are not required. Prior approval by Development is required to weatherize a shelter or a group home.

Describe the deferral Process

Conditions that prevent the weatherization of the dwelling unit may lead to a deferral. Deferral is recommended if conditions exist that prevent safe, effective, and/or meaningful weatherization. Conditions preventing weatherization include, but are not limited to, the following:

- Standing water, mold, or other moisture issues that cannot be addressed with weatherization funding.
- Electrical or plumbing hazards or structural failures that cannot be addressed as a part of weatherization services.
- Friable asbestos or other asbestos issues that cannot be addressed with weatherization funding.
- Deteriorated lead-based paint surfaces or when the extent and/or condition of lead-based paint may create other health and safety hazards.
- Evidence of large spread infestations of rodents, insects, and/or other vermin.
- Unsecured pets.
- Sewage or animal feces in the home.
- Improperly stored chemicals, combustible materials, or other fire hazards.
- Maintenance/housekeeping practices that limit access to the dwelling or create an unhealthy work environment.
- Major remodeling is in progress, which limits the proper completion of weatherization measures.
- Threat(s) of violence or abusive behavior to worker(s) or household member(s) during the weatherization process.
- The illegal presence or use of any controlled substance in the home during the weatherization process.
- Occupant has self-declared health conditions that prohibit the installation of weatherization materials.
- Preexisting compliance issues.
- The area is slated for redevelopment.
- The area is in a high-risk geographic area (e.g. a flood plain).
- Refusal by the client to remove certain space heaters, or other unsafe items.
- The dwelling unit is in foreclosure or for sale.
- Other issues, as defined by the qualified inspector and approved by the subgrantee's Energy Coordinator.

When possible, subgrantees are encouraged to make referrals or collaborate with other programs including utility sponsored weatherization programs, Healthy Homes programs, home repair programs, and other local resources, in order to best serve the client. Ideally, some of these services are provided by the same subgrantee installing the weatherization measures. However, it is the client's responsibility to correct the condition(s) causing the deferral in order for weatherization services to proceed. When the conditions causing the deferral have been addressed, clients are asked to contact the subgrantee to reevaluate the home. These clients are then given top priority to receive services and are not placed back on the wait list. Documentation regarding the reason for deferral is required in the client file, and subgrantees are encouraged to collaborate with their state technical monitor to make decisions regarding deferral. Please see attached template for tracking deferral/referrals.

V.1.3 Definition of Children

Definition of children (below age): 19

V.1.4 Approach to Tribal Organizations

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

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

Assistance to low-income tribe members and other low-income persons is equal.

V.2 Selection of Areas to Be Served

All 88 counties will be served in Ohio.

Development completes an annual Risk Assessment of subgrantees to evaluate performance and to determine if a subgrantee is administering an effective weatherization program. The Risk Assessment tool evaluates subgrantees based on administrative, technical, and fiscal management. A rating of "high risk" for two consecutive years on the annual Risk Assessment performed by Development, may result in a competitive proposal process for the subgrantee's territory after the current contract expires. Should the Risk Assessment rating result in a competitive proposal process for any subgrantee's territory, Development will proceed in accordance with 10 CFR 440.15.

V.3 Priorities

The following applicants are prioritized as required by 10 CFR 440.16 "Minimum Program Requirements":

- Elderly person(s)
- Disabled person(s)
- Dependent child(ren) in the home
- High energy burden households
- High energy user households

Appropriate documentation is required in the client file to substantiate the assigned priority for service delivery.

Weatherization funds are to be used to equitably serve all eligible clients with priority for service delivery to households meeting the conditions of 10 CFR 440.16. High energy burden/users are defined as a household at or below 175 percent of the Federal Poverty Level at the time of application. These households tend to expend more of their income on utility costs than the median for low-income users.

Development will utilize the current electronic data entry system (OCEAN) to track households identified as "High Energy Users" and as having a "High Energy Burden". This data will be reported in the DOE quarterly reports.

Clients meeting one or more of the priorities for service delivery as described above, will be considered "Priority Applicants". Clients that apply for HWAP services and do not meet one or more of the priorities for service delivery, will be considered "Traditional Applicants". All clients will be placed on the subgrantee waiting list for the applicable county in which they reside. Priority Applicants will be placed on the waiting list ahead of Traditional Applicants and ordered by eligibility date (oldest to newest). Under no circumstances shall a Traditional Applicant be served before a Priority Applicant. All applicants are required to re-verify the household income for the program annually. No applications on the waiting list should be older than one year.

Each subgrantee is assigned a specific minimum number of units to complete per county, per program year, based on funds allocated. The first 25 percent (rounded up) of those planned units for that county, will be selected for service from the wait list based on earliest eligibility date (ordered from oldest to newest). After the first 25 percent of eligible applicant units have been designated, the remaining number of units will be selected for service from the wait list. The first 25 percent of eligible applicants must be served during the current program year. Subgrantees are encouraged to maximize the use of HWAP funds to coordinate with other federal, state, local, or privately funded programs in order to improve energy efficiency.

Development has a priority for service delivery waiver form available for subgrantee use. This form may be submitted to Development for acceptance and use that is not contrary to the rules set forth by DOE and the 10 CFR 440.16 "Minimum Program Requirements". A copy of this form is attached. Emergencies may take precedence over all other priorities. Emergencies are defined as life-threatening housing conditions. The HWAP Priority Waiver Request Form must be completed and approved by a state monitor prior to work commencing, and the HWAP Priority Waiver Request Form must be kept in the client file.

V.4 Climatic Conditions

The climate of Ohio is a humid continental climate (Köppen climate classification Dfa) throughout most of the state, except in the extreme southern counties of Ohio's Bluegrass Region, which are located on the northern periphery of the humid subtropical climate and Upland South region of the United States. Summers are typically hot and humid throughout the state, while winters generally range from cool to cold. Precipitation in Ohio is moderate year-round.

Severe weather is not uncommon in the state, although there are typically fewer tornado reports in Ohio than in states located in what is known as “Tornado Alley”. Lake effect snowstorms also are not uncommon on the southeast shore of Lake Erie, which is located in an area designated as “the Snowbelt” (source: Ohio Department of Natural Resources). The highest recorded temperature was 113 °F (45 °C), near Gallipolis on July 21, 1934. [31] The lowest recorded temperature was -39 °F (-39 °C), at Milligan on February 10, 1899. [32] (source: The National Climate Data Center). Ohio subgrantees use the following weather stations when completing energy audits:

(Source: "Comparative Climatic Data", National Climatic Data Center, NOAA, 2001.)

- Akron, Ohio: 6148 HDD + 679 CDD = 6827 Total DD
- Cincinnati, Ohio: 5200 HDD + 1053 CDD = 6253 Total DD
- Cleveland, Ohio: 6097 HDD + 712 CDD = 6809 Total DD
- Columbus, Ohio: 5546 HDD + 925 CDD = 6471 Total DD
- Dayton, Ohio: 5678 HDD + 935 CDD = 6613 Total DD
- Toledo, Ohio: 6488 HDD + 715 CDD = 7203 Total DD
- Youngstown, Ohio: 6446 HDD + 561 CDD = 7007 Total DD
- Fort Wayne, Indiana: 6198 HDD + 830 CDD = 7028 Total DD

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

All Ohio weatherization work will be performed in accordance with U.S. Department of Energy (DOE)-approved procedures and materials listed in 10 CFR 440 Appendix A. Additionally, DOE has approved the use of the following materials not indicated in Appendix A of 10 CFR 440:

- Light Emitting Diode (LED) bulbs, approved 11/27/18
- Spray foam as an insulation material, approved 11/27/18
- Energy Star Refrigerators, approved 11/20/19
- Extended measure lifetimes, approved 11/20/19
- Development subgrantees must perform all work according to the National Renewable Energy Laboratory (NREL) Standard Work Specifications (SWS), and the State of Ohio Weatherization Field Guide for Home Energy Updates to acceptable standards of service delivery for the Ohio weatherization network.

The subgrantee’s signature on the HWAP grant agreement documents will serve as verification that work will be performed in accordance with NREL SWS specifications of work quality outlined in WPN 15-4, Section 2.

The following is an excerpt from the subgrantee agreement:

"Grantee hereby acknowledges and represents that it has current, complete, and up to date copies of the following rules, regulations, and guidelines:

- 10 CFR Part 440, U.S. Department of Energy Weatherization Assistance for Low-Income Persons
- 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- The Home Weatherization Assistance Program State Plan for the current program year

- The Ohio Home Weatherization Assistance Program Policies and Procedures Manual
- All applicable Information Updates issued by Grantor
- The State of Ohio Weatherization Field Guide for Home Energy Updates

The State of Ohio Weatherization Field Guide for Home Energy Updates was completed by Development staff in conjunction with Saturn Resource Management and went into effect March 2019. The document was issued to all subgrantees and contractors. An electronic version of the field guide is also available online at <http://wxfieldguide.com/oh/#t=OHWxFg%2FTitle%2FTitle.htm>.

WEATHERIZATION PROGRAM STANDARDS

Weatherization Program Standards shall be determined in accordance with the State of Ohio Weatherization Field Guide for Home Energy Updates and NREL SWS in effect at the time. If a subgrantee subcontracts any portion of the HWAP in accordance with Section 17 of the subgrantee agreement, the subgrantee has the additional responsibility to ensure that all programmatic information including T&T/A is received by the subcontractor and that the subcontractor is in compliance with all applicable program requirements, including but not limited to adherence to the NREL SWS and the State of Ohio Weatherization Field Guide for Home Energy Updates.

Field guide types approval dates:

- Single-Family: December 10, 2018
- Manufactured Housing: December 10, 2018
- Multifamily: December 10, 2018

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family

Audit Name: Weatherization Assistant National Energy Audit Tool (NEAT)

Approval Date: August 10, 2018

Audit Procedure: Manufactured Housing

Audit Name: Weatherization Assistant Manufactured Home Energy Audit (MHEA)

Approval Date: December 16, 2019

Audit Procedure: Multi-family:

Audit Name: Other- Other funding sources are used to weatherize multifamily buildings.

Development does not plan to seek DOE approval of audit protocol for this housing type.

SINGLE FAMILY HOUSING

Ohio models all 1-4 unit buildings with NEAT (version 8.9). Each energy conservation measure must have an SIR of 1 or greater and the cumulative job SIR must be 1 or greater. Subgrantees are required to follow the policies and procedures in Ohio's HWAP program manual and the State of Ohio Weatherization Field Guide for Home Energy Updates.

MANUFACTURED HOUSING

Development models all manufactured housing with MHEA (version 8.9). Each energy conservation measure must have an SIR of 1 or greater and the cumulative job SIR must be 1 or greater.

Subgrantees are required to follow the policies and procedures in Ohio's HWAP program manual and the State of Ohio Weatherization Field Guide for Home Energy Updates.

MULTIFAMILY

Subgrantees use other funding sources (traditionally LIHEAP) to weatherize multi-family (5-25+ units) and Development does not plan to seek DOE approval of an audit protocol for this housing type. If DOE funds would be proposed for weatherizing multi-family buildings in the future, those buildings' energy audit and supporting documentation will be submitted to DOE for approval on a case-by-case basis. The EA-QUIP or equivalent DOE approved audit program is currently approved for use in multifamily buildings.

Please see attachment for Development's transition plan to web based software v10 of NEAT and MHEA.

V.5.3 Final Inspection

As specified in 10 CFR 440.16(g), no dwelling unit will be reported to Development as completed until a Quality Control Inspector (QCI) has performed a final inspection and certified that applicable work has been completed in compliance with the NREL SWS, the State of Ohio Weatherization Field Guide for Home Energy Updates, and as determined by a DOE approved energy audit. In addition, to ensure a separation of duties, the Energy Auditor and QCI must be different individuals (independent QCI method). Under no circumstances is the QCI permitted to inspect their own work (e.g. install or help install the furnace and then complete the final inspection on the work performed).

Process to Ensure Adequate Quality Control Inspection

All final inspections must be conducted by a Building Performance Institute (BPI) Certified QCI. Currently, a total of 137 individuals in Ohio have earned the QCI credential to serve 25 subgrantees in 88 counties. Subgrantees may employ or contract for these services. Final inspection documentation and certification will be placed in the client's file. If monitored by Development staff, the file will contain signatures of the subgrantee QCI and state technical monitor QCI.

Dwelling units must be inspected using criteria found in the specifications outlined in the Work Quality section of WPN 15-4.

The QCI must include an assessment of the original audit, complete the Weatherization Audit Review Checklist, and confirm that the measures called for on the work order were appropriate and in accordance with the grantee audit procedures and protocols approved by DOE.

Inspection Forms

The Quality Control Inspection form (attached) is the state monitoring inspection form, based on the tool provided by DOE, and the final inspection certification form. This form is placed in the client's file and serves as a recording of all Quality Control Inspections performed on the dwelling unit(s).

Consequences for Failure to Provide a QCI

In the event a subgrantee submits a unit(s) without a certified Quality Control Inspection form or the QCI does not perform an adequate inspection, Development will take appropriate action. This may include additional training requirements, failing the unit(s), increased monitoring and/or disallowed costs for the unit(s). Consequences for failure of a QCI to inspect to the most recent approved NREL SWS and State of Ohio Weatherization Field Guide for Home Energy Updates, and other applicable codes:

- 1st violation will result in verbal warning, T&T/A with state certified QCI monitor, and subgrantee may be required to perform another Quality Control Inspection and/or additional work to bring the work up to the NREL SWS standards.
- 2nd violation will result in a written warning, T&T/A with state certified QCI monitor, and the subgrantee may be required to perform another Quality Control Inspection and/or additional work to bring the work up to the NREL SWS standards. The subgrantee and inspector must submit an action plan describing how they will ensure adequate inspections will be conducted in the future.
- 3rd violation may result in disallowed costs for subgrantee. A second written warning and the suspension of privileges to conduct Quality Control Inspections until additional training is completed and a state certified QCI monitor has conducted additional T&T/A and is satisfied the inspector can complete thorough and adequate inspections.
- 4th violation may result in the QCI being referred to BPI for revocation of certification and the cost of completed units inspected by the QCI in question may result in disallowed costs until the work is certified by an independent QCI.

V.6 Weatherization Analysis of Effectiveness

According to the Home Energy Affordability Gap Study 2019 (2nd series) published in April 2020, Ohio households with incomes below 50 percent of the Federal Poverty Level pay 30 percent of their annual income for their home energy bills (up from 27 percent the previous year). According to the most recent five-year American Community Survey, the number of Ohioans whose income is below 50 percent is nearly 338,000. More than 391,000 additional Ohio households live with incomes between 50 percent and 100 percent of the Federal Poverty Level and face a home energy burden of 15 percent. Bills for households with incomes between 150 percent and 185 percent of the Federal Poverty Level take up 7 percent of income. Ohio households with incomes between 185 percent and 200 percent of the Federal Poverty Level have energy bills equal to 6 percent of income. In 2019, the total number of Ohio households below 200 percent of the Federal Poverty Level stayed relatively constant from the prior year.

Assessment of Effectiveness of Subgrantees

Development uses a variety of methods to assess the effectiveness of subgrantees. Monitoring, both technical and administrative/fiscal, is performed as indicated in section V.8.3. Development may require T&T/A and/or more frequent monitoring when necessary.

Additionally, Development has developed a Risk Assessment tool to evaluate each subgrantee's effectiveness in key areas, including financial audit and fiscal procedures, technical performance, and administrative performance. Items reviewed include single subgrantee audit findings, ability to meet production goals and other performance measures, expenditures, average cost per unit, ability to

meet deadlines and monthly reporting requirements, health and safety performance, staff qualifications and experience, procurement policies and procedures, and contractor/crew management. Subgrantees are identified as high risk, moderate risk, or low risk based on the results identified in the tool. All subgrantees will be assessed for risk annually following the program year of review. Results are shared with each subgrantee, and Development audit staff as a tool to develop subgrantee capacity and direct appropriate T&T/A. This tool also is used to compare performance between subgrantees.

Development will continually seek feedback from subgrantees on the specific questions asked within the Risk Assessment tool.

How are the comparisons used to develop training opportunities/priorities?

High risk subgrantees must submit a Corrective Action Plan to address the results of the Risk Assessment tool. Development's administrative monitors also follow up on results of the Risk Assessment and the subgrantees' plans for improvement at scheduled visits. T&T/A visits may be required by Development or requested by the subgrantee to support those with performance issues. Subgrantees identified as high risk are placed in a Continuous Improvement Plan (CIP) until the next annual risk assessment is performed. Additionally, a designation of high risk for two consecutive years may result in the competitive rebidding of the service territory.

Incorporating Monitoring Feedback

Monitoring feedback is continuously incorporated into program procedures. Previous monitoring requirements or recommendations are noted in current monitoring reports, as are repeated required or recommended actions. Aggregate data on subgrantee performance is analyzed and used to provide T&T/A. Technical monitoring reports are copied to the OWTC, which tracks findings and uses the information to guide T&T/A efforts. OCEAN, Development's online database, also tracks the results of technical monitoring. Reports are available that summarize findings by subgrantee or for the entire network, breaking down findings by type. These reports also can be used to direct future monitoring and T&T/A.

Path of Continuous Improvement/Continuous Improvement Plans

When a subgrantee fails a technical monitoring visit (less than 60 percent of units monitored do not pass the QCI by Development staff), the subgrantee will be placed in a CIP. Frequency of subgrantee monitoring is increased, and technical assistance or training may be required. When program management or fiscal findings are cited on an administrative monitoring visit, the subgrantee is given 30 days to respond. Failure to respond will result in noncompliance with sections 10 and 11 of the HWAP grant agreement and could result in disciplinary action. Training on administrative and fiscal policies is delivered by Development audit staff at conferences, meetings, webinars, all provider trainings, and other venues as needed.

Tracking Subgrantee Performance Reviews

High level information resulting from subgrantee performance reviews is tracked in an electronic data base. Tracked data includes subgrantee name, date of visit, number and percentage of units monitored, and response due date. More detailed information on technical findings, required actions,

and pass/fail rate of units monitored is tracked in OCEAN. Statistics regarding subgrantee performance such as production numbers and air leakage reductions are collected on BWRs and tracked in OCEAN. Reports are reviewed for progress toward production goals, expenditures, anomalies and/or other questions and concerns, and may be referred back to subgrantees for explanation or corrections, or to the technical/administrative monitors for follow up, when applicable.

Monitoring Process for Improvement

Monitoring is formal, and scheduled for both programmatic and fiscal compliance. A monitoring report is sent to each subgrantee detailing all findings. All findings, except for health and safety findings, must be resolved within 30 days. Development uses a health and safety Notification Form and requires that any findings related to health and safety must be resolved as soon as possible, no later than three working days. The response is then reviewed and accepted via letter to the subgrantee. All findings become part of the Risk Assessment review for the subgrantee. More information on the monitoring process can be found in section V.8.3.

Costing of Measures

To ensure measures are being accurately priced, Development requires that subgrantees use an approved price list (required submission with grant application for approval) or obtain three quotes for work completed by contractors. All vehicles and equipment with an acquisition cost of \$5,000 or more require prior approval from Development and non-DOE funds must be used. Ohio crew-based programs purchase inventory up front and are reimbursed by the grant upon installation of the materials. No grant owned inventory is permitted.

V.7 Health and Safety

Development's Health and Safety Plan is included in PAGE as an Attachment.

COVID-19

Subgrantees have returned to work and each subgrantee has developed safety protocols related to COVID-19. The subgrantees, HWAP PAC Technical Subcommittee and the OWTC have worked together to develop safety protocols to protect the client and the staff.

V.8 Program Management

V.8.1 Overview and Organization

Grantee Organization

The weatherization program is administered by the Development, CSD, OCA. OCA also administers the federal LIHEAP, the Community Services Block Grant, and the State Energy Plan. OCA also administers the state funded Percentage of Income Payment Plan Plus, and the Electric Partnership Program.

The HWAP is directly administered by the Manager, Energy Efficiency Programs, OCA. An additional six staff positions are dedicated to monitoring and compliance. Development has 25 direct contracts

with subgrantees (18 Community Action Agencies [CAAs]; two local government agencies; and five nonprofit, non-CAA agencies) to implement the HWAP. These subgrantees will ensure that HWAP services are available in all 88 of Ohio's counties. Subgrantees are solely responsible for the quality of work and reporting requirements of the HWAP. Subgrantees are expected to monitor the performance of contractors, crews, and nonprofit partners carrying out work for the HWAP. Additionally, Development monitors will visit all subgrantees and review no less than five percent of completed units (see V.8.3 Monitoring Activities for additional details).

Traditionally, 15 percent of LIHEAP funds for Ohio are transferred annually to the HWAP. These funds follow the same rules of the DOE weatherization program, with a few exceptions based on program funding needs. The flexibility provided by these funds prevents many deferrals for Ohio clients and is vital to the continuation of a successful program. In Program Years 2018, 2019 and 2020 the LIHEAP program transferred a total of 20 percent of funds for weatherization. Fifteen percent of funds were combined with the HWAP grant agreement, and the remaining 5 percent was allocated to HWAP subgrantees as a separate grant agreement. Beginning in Program Year 2021, Development will seek a waiver request from HHS to allow 25 percent of the state's LIHEAP funds to be utilized towards the weatherization program. The additional 5 percent, and then anticipated 10 percent in Program Year 2021, are used by HWAP subgrantees to offset costs of the HWAP and provide funding for health and safety related measures such as knob and tube wire replacement, minor roof repair, pest infestation, minor plumbing and ventilation measures. This is to achieve the ultimate goal of reducing the number of deferrals in Ohio.

Relationship of the Weatherization office with other units of State Government

The Deputy Chief of the OCA reports to the Assistant Chief of the CSD, who also oversees the Deputy Chief of the Office of Community Development (OCD). The OCD includes among its programs housing repair programs such as CHIP and the Housing Assistance Grant Program.

V. 8.2 Administrative Expenditure Limits

Development will follow the rules for administrative expenditure limits outlined in 10 CFR 440.18(e), which state that not more than 15 percent of any grant made to a state may be used by the grantee and subgrantees for administrative purposes in carrying out duties under this part, except that not more than 7.5 percent may be used by the State for such purposes, and not less than 7.5 percent must be made available to subgrantees by states. Development tracks administrative expenditures on the monthly financial reimbursement request. Also, Development's grants management and database software, OCEAN, prevents budgeting greater than the maximum allowable in the administration category for subgrantees.

For subgrantees, "administrative costs" shall be defined as those costs which a subgrantee incurs that are not in direct support of individual weatherization projects but are necessary for the organization to operate the HWAP. Typical expenditures found in this category are wages, fringe benefits and related costs associated with the following functions: executive (not directly installing or supervising the installation of materials), finance/accounting, human resources, and planning. Other typical administration cost category expenditures are payroll processing costs, costs to administer health insurance programs, data processing costs, indirect costs as allowable, and bank service fees. Membership dues are considered administrative costs and not more than 25 percent of the cost of any membership may be charged to HWAP.

“Indirect costs” will be an allowable expenditure only when written approval of the indirect cost rate has been obtained by the subgrantee from the subgrantee’s cognizant federal agency. Indirect costs are considered Administrative costs. Audit and liability insurance costs may be prorated and included in separate respective cost categories only when not included in the indirect cost rate agreement.

V.8.3 Monitoring Activities

Monitoring Activities

Staff Dedicated to Monitoring

Development employs six (6) monitoring staff persons (salaries paid by DOE T&T/A and HHS/LIHEAP funds – see budget justification for details). Development has allocated 35 percent of DOE T&T/A funds to support monitoring activities.

- Energy Developer (Lead Technical Monitor QCI)
- Energy Analysts 2 (Technical Monitors QCI)
- Community Development Analysts (Administrative Monitors)

Summary Programmatic and Fiscal Monitoring

Development has an established monitoring system for evaluating subgrantee performance regardless of funding source. Monitoring functions will be the State's principal method for determining subgrantee compliance, evaluating actual accomplishments against planned activities, and determining the effectiveness of the program. Salaries for state monitors and the program manager are charged to the DOE T&T/A category.

Monitoring provides objective reporting to and from subgrantees and makes recommendations to address program and administrative deficiencies and needs. The administrative field staff will review fiscal procedures, staffing and organization, procurement, and client services. The technical field staff will review property management, training records, inventory, materials quality, and field work. Each subgrantee will be visited by a technical field representative at least once per monitoring year to review no less than 5 percent of completed units. Each subgrantee will be visited by an administrative field representative at least once every monitoring year to review no less than five (5) percent of the completed unit files. Program Year is defined as July 1 through June 30.

Monitoring visits are generally arranged with subgrantees at least two (2) weeks in advance. Subgrantees are not permitted to choose the units for monitoring. Units are chosen by state monitoring staff, based on noted anomalies or risk factors identified in previous onsite monitoring or desk monitoring, housing types, measures installed, and location. No specific monitoring schedule is set for Program Year 2021 at this time. In general, monitors visit one (1) to four (4) subgrantees per month to perform monitoring and/or T&T/A. There are currently 25 subgrantees in Ohio. Additionally, if the pandemic situation continues, Development will modify monitoring activities to be done remotely. This will be done using a combination of secure file upload process, virtual home visits and review of pictures of measures installed.

A job automatically fails the technical monitoring visit if the client confirms the subgrantee came to monitor the unit itself in an effort to “clean up” the job prior to the state monitoring visit.

Travel is necessary to complete the demands of the monitoring approach, and federal travel rules are followed by the State of Ohio. State owned vehicles are generally used for in-state travel unless not available or not cost effective. All technical monitors performing Quality Control Inspections are required to maintain the BPI QCI credential.

Corrective Actions Procedures

Development's monitoring approach will include the following components:

- Administrative review by field staff of documents and reports related to the organization, operation and performance of local subgrantees' programs;
- Monitoring for technical compliance with standards, performance measures, applicable codes, and other policies related to installation of materials; and
- Fiscal Audit of financial stability and accountability.

Administrative Monitoring

The administrative review covers the following, at a minimum: financial management systems and operations, review of previous monitoring , payroll/personnel, procurement procedures, subgrantee or partner agency monitoring, invoicing/purchase orders compared to work orders and price list or bids, records retention, contractor compliance, client file review, program structure, program outreach including a review of the waiting list, general program operations and flow of services, review of production goals, and gathering of success stories. Reports are sent to the subgrantee Board Chairperson and Executive Director, who must respond within 30 days of receipt of the report and provide evidence or assurance, as appropriate, of all actions taken. A 15-day extension for the response is allowable with permission from the Manager of the Energy Efficiency Programs within Development.

The administrative monitoring also includes review of annual grant applications, reports based on monthly financial and production information, and compliance with required written procedures. Problems noted through this review are communicated to the subgrantees for their subsequent explanation and/or resolution. Client files have been standardized in Ohio since 2010. Administrative monitors also check for adherence to both existing and new policies and procedures, and provide training upon request or requirement when subgrantees fail to meet expectations in one or more area. The Administrative Monitoring Quality Assurance Checklist for file review is attached, along with a copy of the monitoring instrument.

Technical Monitoring

Technical monitoring reports are completed within 30 days of the visit to the subgrantee. These reports will summarize the findings and, when necessary, direct the subgrantee to take specific actions to correct issues of noncompliance and/or to develop a plan of action to improve performance. Reports are sent to the subgrantee Board Chairperson and Executive Director who must respond within 30 days of receipt of the report and provide evidence or assurance, as appropriate, of all actions taken. A 15-day extension for the response is allowable with permission from the Manager, Energy Efficiency Programs, of Development. Monitoring reports include a reminder that suspension of funding is possible if a subgrantee fails to respond within the allowable timeframe. Technical monitoring also includes review of annual grant applications, analysis of

tools/equipment inventories, and compliance with required written procedures.

Development has developed and implemented procedures to ensure state monitoring is increased if a subgrantee's pass rate for all monitored units on a single visit falls below the established acceptable pass rate of 60 percent. Based on the monitoring reports, any subgrantee falling below the visit pass rate of 60 percent any time during the program year will receive additional technical monitoring of its completed units for the next two (2) consecutive quarters. A minimum of three (3) completed units will be monitored during each of these follow up visits. During the period in which the subgrantee pass rate is below 60 percent, Development will work with that subgrantee with T&T/A and/or the OWTC to address the problematic areas causing the low passage rate. Under this process, units pass or fail based on specific parameters. Units monitored that have one or more health and safety findings (any health and safety finding is considered a major finding) or a combination of four or more minor or moderate findings, fail the job. At least 60 percent of units monitored at an onsite visit must pass. Subgrantees who do not meet this requirement are placed in a CIP and are visited quarterly by state monitoring staff. These visits may be regular monitoring visits to check progress or to provide T&T/A to the program. The subgrantee is placed in a CIP until at least 60 percent of units pass the monitoring during two consecutive technical monitoring visits. Any findings are documented in the site monitoring checklist and detailed in a written report to the subgrantee.

Technical reviews of subgrantees include verification that Occupational Safety and Health Administration (OSHA) worker safety requirements are being implemented (Safety Data Sheets, Personal Protective Equipment, lead and asbestos compliance, etc.). Onsite monitoring also includes verification that worker safety requirements are followed during in-progress jobs.

Audit

Development's Audit Office reviews compliance with federal, state and local rules, regulations, laws and policies related to the receipt, expenditure, and reporting of grants. An audit is conducted in accordance with procedures prescribed by Development, to satisfy federal and state subgrantee monitoring requirements and those expressed or implied in grant agreements. Audits are reviewed, and results are incorporated into the weatherization risk assessment of each subgrantee.

Subgrantees that exhibit significant problems, actions or circumstances that increases the risk of fraud, waste and abuse of grant funds, are subject to additional Development review. Specific audit procedures would be performed at the request of Development.

An audit report is issued by Development's Audit Office within 30 days after the last day of audit fieldwork. The subgrantee must respond to any questioned costs, legal compliance findings or material weaknesses stated in the report. Each response must describe the actions the subgrantee has taken, or will take, to preclude the findings from reoccurring. Unresolved findings could result in disallowed costs, withholding of funds, suspension of funds, or other legal actions.

Tracking and Analysis

Development uses Montrak, an Excel based worksheet, to track monitoring results, including dates for the visit, issuance of the report, and final resolution. Development also maintains a database that tracks and consolidates findings on technical visits by measure and type. Reports show both individual subgrantee and statewide results, which are shared with the OWTC to guide T&T/A.

T&T/A is provided by the OWTC for formal, required courses, and by state technical and administrative staff, when identified by need. Triggers for T&T/A include reports by Development, DOE, or another oversight group; request by the subgrantee; or requirement for additional training. The OWTC maintains a database of trained staff and the details of training completed and status (pass, fail, in progress, etc.). Subgrantees are responsible for tracking the credentials and training needs of their personnel and maintaining appropriate certifications. State monitors have access to the training database and check credentials of the personnel at subgrantees they monitor. Development requires updated training in the monitoring report when compliance issues are found.

Client education is required for every eligible household. Subgrantees submit, each year with their Grant Management Plan, a list of trained staff persons who have completed the Client Education course offered by the OWTC, and date the course was completed. Client education is recorded on the Energy Savers Partnership Plan form, with one copy in the client file and the other copy staying in the home with the client for future reference.

Removal of Subgrantee

Development completes an annual risk assessment of subgrantees to evaluate performance and to determine if a subgrantee is administering an effective weatherization program. The Risk Assessment tool evaluates subgrantees based on administrative, technical and fiscal management. A rating of "high risk" for two consecutive years on the annual Risk Assessment performed by Development may result in a competitive proposal process for a subgrantee's territory, after the current contract expires.

Should the Risk Assessment rating result in a competitive proposal process for any subgrantee's territory, Development will proceed in accordance with 10 CFR 440.15. Additionally, the grant agreement with local subgrantees includes the following language regarding termination:

1. Effects of Termination. i) *Procedure for Termination. If Grantor determines as provided in this Section 15 to terminate this Agreement, Grantor shall provide a written Notification of Intent to Terminate to the governing board of Grantee by certified mail. The Notification of Intent to Terminate shall identify in sufficient detail the charges for such proposed action, the sections of statutes, rules, regulations or contractual obligations that Grantee is charged with violating; and a statement of Grantee's right to request a public hearing on the proposed termination by making a written request within 30 days of the date of the mailing of the Notification of Intent to Terminate. Such notice shall also inform Grantee that Grantee may be represented by an attorney or by such other representative as designated by a majority of the governing body of Grantee. When any Notification of Intent to Terminate sent by certified mail is returned because of inability to deliver, the notice required shall be sent by ordinary mail evidenced by a certificate of mailing to the chairperson of Grantee. Grantor may terminate this Agreement in whole ("Complete Termination") or in part ("Partial Termination") pursuant to Ohio Administrative Code Rules 122:12, and cease payment accordingly. In the event of Partial Termination, Grantor and Grantee shall enter into an "Amended Grant Agreement" reflecting a revised Project. ii) Termination. In the event of Termination of this Agreement, all property and finished or unfinished documents, data, studies and reports purchased or prepared by Grantee under this Agreement shall be disposed of according to Grantor's directives, and Grantee shall be entitled to compensation for any unreimbursed expenses reasonably and necessarily incurred in the satisfactory performance of this Agreement. Grantee shall incur no new obligations after the date of the termination of this Agreement and shall cancel as many outstanding obligations as possible. Within 60 days after Termination of this Agreement, Grantee shall provide Grantor with a Closeout Report setting forth the*

total expenditure of the Grant Funds by Grantee and the status of the Project at the time of termination. Upon review of the Closeout Report, Grantor shall determine whether or not Grantee shall be required to refund any portion of the Grant Funds. The refund decision will be within the sole discretion of Grantor. In no event shall Grantee be required to refund an amount in excess of the total Grant Funds awarded under this Agreement as a result of any breach of this Agreement. iii) Effect of Termination. Notwithstanding any of the provisions of this section, Grantee shall not be relieved of its responsibility for damages sustained by Grantor by virtue of any breach of contract by Grantee, and Grantor may withhold any reimbursement to the Grantee for the purpose of setoff until such time as the exact amount of damages due Grantor from Grantee is agreed upon or otherwise determined.

Existing subgrantees also may elect to voluntarily relinquish the weatherization program. This must be completed in writing and signed by an authorized representative of the subgrantee. This also would necessitate a competitive process to reassign the territory through a request for proposal. A public hearing is required when a new permanent subgrantee is announced. In any case when the territory is relinquished by a subgrantee or a subgrantee is removed, existing subgrantee(s) may be requested to act as a temporary emergency subgrantee in order to ensure continuation of services without interruption to eligible clients.

V.8.4 Training and Technical Assistance Approach and Activities

Ohio's weatherization network receives Tier 1 and Tier 2 training from the OWTC. The OWTC is accredited by the Interstate Renewable Energy Council (IREC) to train Home Energy Professionals for the Retrofit Installer, Crew Leader, Energy Auditor, and QCI certifications. Additionally, all curriculums for the Retrofit Installer, Crew Leader, Energy Auditor, and QCI have been aligned with the Job Task Analysis (JTA) for each certification. Requirements for training and certification are developed in accordance with DOE Weatherization Assistance Program (WAP) guidelines and regulations and those of the NREL SWS, and the State of Ohio Weatherization Field Guide for Home Energy Updates. The OWTC received IREC accreditation for Retrofit Installer, Crew Leader and Energy Auditor in September 2016. The attached 2021 HWAP Training and Certification Requirements contains the course list for each weatherization position, and how they are integrated to provide a consistent training message that meets the JTA requirements.

All Energy Auditors and QCIs must attend and successfully pass a three-day inspector refresher course at the OWTC every three years. All Crew Leaders must attend and successfully pass a refresher course every five years. Development encourages all weatherization staff to attend job specific trainings and conferences (including Ohio's annual weatherization conference), to learn new skills and techniques to enhance Ohio's weatherization program. Development regularly reviews monitoring reports to determine if individuals require any additional training.

Training and certification requirements are reviewed on an annual basis by state technical and administrative staff in collaboration with the training and technical staff at the OWTC. The OWTC works to ensure that the training and technical requirements meet or exceed program standards as well as support quality outcomes including, but not limited to, a skilled, knowledgeable and qualified workforce, which translates to quality work standards in the field. Contractors are required to complete applicable trainings prior to starting work and are not charged for the cost of registration for any courses required for Ohio's weatherization program. Per diem and other costs are the responsibility of the contractor. Local subgrantees are advised to secure a retention agreement in exchange for the training, that would stipulate that contractors will work in the program, at a minimum,

for a specific amount of time, and should be in correlation to the cost of the training provided.

Monitors check training databases to ensure that all staff are up to date on required training. Findings are recorded in monitoring reports and subgrantees are required to respond.

New weatherization contractors must complete required training prior to the start of work (Basic Weatherization Tactics, and LRRP). All other training may be completed within 180 days of the date of hire or contract signature, unless otherwise specified.

New HVAC contractors must complete Combustion for Contractors training prior to the start of work.

For a complete list of trainings in the Retrofit Installer Series, Crew Leader Series, Energy Auditor Series, QCI Series, and Heat Technician Series, see the Hwap Program Year 2021 Training and Certification Requirements (attached).

Infield technical assistance is provided to subgrantees through a variety of means from both Development and the OWTC. A referral for T&T/A can be initiated through a variety of means including, but not limited to:

- Results of an onsite monitoring visit or report by Development, DOE, or other oversight or evaluation entity;
- Request by the subgrantee;
- Supplemental training required by Development or recommended by the OWTC.

The OWTC maintains a training database for all workforce/personnel employed or previously employed by a subgrantee or approved private contractor. The database has the capacity to track student progress in detail, including student transcript of credentials, course completions, pass/fail valuations, and related certifications. While subgrantees are responsible for maintaining training and certification compliance for their workforce/personnel, the OWTC student database has limited capacity to support notification to subgrantees of pending recertification and/or training, to avoid noncompliance in training and technical requirements. Development monitoring staff has access to the OWTC database to validate credentials of the subgrantee personnel or request a report directly from the OWTC. Through continued collaboration, the OWTC and Development ensure that subgrantees remain in compliance in training and technical requirements and related certifications.

Client education is required for all eligible households and is recorded on the Energy Savers Partnership Plan form or equivalent. One copy is placed in the client file and the other copy remains with the client for future reference. All Energy Auditors and QCIs are required to complete an eight-hour client education training through the OWTC to develop skills for client interaction and to explain the changes in the home, post-weatherization.

A. ASSESSMENT OF TRAINING AND TECHNICAL ASSISTANCE

Development staff analyze data on a variety of financial, production, and weatherization retrofit information. Trends indicating extremes in production and/or completed weatherization measures will be noted and tracked for appropriate follow up. The field representatives' monitoring reports are shared with the OWTC so trainings can be modified or customized based on needs.. Onsite visits provide firsthand, observable evidence for T&T/A.

State funded weatherization skills training will be matched closely to techniques and program policies to ensure consistent and effective implementation. A Training and Student Database with a master list of all HWAP staff and their associated training records, has been developed to highlight the needs of the individuals working within the program.

B. PROVISION OF TRAINING AND TECHNICAL ASSISTANCE

The OWTC is an IREC accredited training provider. The OWTC provides a multifaceted approach to workforce training and development. Classroom instruction, written and visual materials, hands on instruction, and field experience provide a wide range of options to accommodate varied learning styles for adult learners.

Funding for training activities provided through the OWTC is part of the T&T/A allocation to the State of Ohio. Annual funding of the OWTC is determined at the time of the DOE allocation. The OWTC has established training facilities at locations regionally in Ohio to ensure that travel costs are minimized to subgrantees and approved private contractors. In addition to the funding from the DOE WAP allocation, the OWTC has diversified its funding revenue through procurement of federal, state, and private foundation grants and private contracts with contractors and utility providers. This diversification of funding streams has allowed the OWTC to bring additional training and technical resources to the Ohio WAP Provider Network.

The training schedule is updated on a quarterly basis and made available to the Ohio WAP Provider Network online through the training center's website at www.coadinc.org/owtc.

The OWTC has more than 30 years of experience in the development and implementation of weatherization training standards at both the state and federal level.

The OWTC staff participates in working advisory groups with Development to update technical standards and refine curriculum. The OWTC is responsible for creating training materials including technical documents, technical drawings and charts, instructor and student manuals, and digital media presentations. The training professionals also design and build the props and learning tools for specific hands-on instruction. An example of this would be the full size, fully functional "prop house" within the main facility allowing simulated diagnostic testing and hands-on training to be conducted in a controlled environment.

Courses in building science, retrofit energy efficiency measures, heating unit inspection, heating unit repair, ASHRAE, mold/moisture, asbestos, and lead safety are provided with health and safety training integrated into each module.

Each of the trainers are professionals in their fields and become BPI certified instructors to enhance the learning experience. Trainers often have additional certifications, including BPI Testing Proctor.

The feedback from various oversight entities at all levels, including but not limited to inspector general reports, federal and state monitoring, and federal and state audits, are used to develop or modify current policies and to direct program T&T/A.

Training and certification requirements are provided by the OWTC and include the competencies, knowledge, skills, and abilities for a skilled workforce necessary to perform quality work in the field as

described in the JTA identified by NREL.

Continuing Education Units (CEUs) will be made available to subgrantees and workforce to ensure knowledge, skills, abilities and technical competencies remain current. Courses offered, reflect a commitment to ongoing education and skill building, as well as provide opportunities to have access to new technologies and technical advances in theory, lab, and field practice. The continued expansion of available CEUs supports the workforce in holding other credentials in the industry that support higher outcomes in the field.

T&T/A funds are available to support locally initiated training and to make effective use of the training center. To assure coordination of training activities, all T&T/A funds shall be itemized and budgeted into the following categories:

- Costs for travel and per diem for attendance at the OWTC for T&T/A workshops, seminars, meetings, or classes.
- Supplemental training not offered by the OWTC for HWAP staff. Training must relate directly to the attendee's HWAP job duties.
- Purchase of training materials, including training and testing costs, necessary to meet OSHA safety standards.
- Percentage of salary for a staff person responsible for ensuring that training, safety requirements and needs are met, and to oversee in-house weatherization training.
- Travel for HWAP staff to attend conferences, meetings, and seminars.

Development shall continue to assure an effective exchange of program information through the following:

- Active involvement with the HWAP PAC and Technical Subcommittee;
- Promotion of regional meetings initiated by Regional Representatives of the PAC at which management, technical and general informational topics will be discussed according to current need;
- Scheduling statewide weatherization meetings;
- Updates to program management guidance, including Operations Memos, Information Updates and revisions to the HWAP Policies and Procedures Manual, when necessary;
- Continued meeting of the working group consisting of Development and OWTC staff, to develop new training approaches and refine the existing courses to best meets the needs of the network; and
- Encouragement of information exchange and skills transfer among subgrantees on an informal basis.

Additionally, appropriate representation is recommended at national conferences and DOE sponsored events such as Home Performance Coalition, the National Weatherization Conference, National Association for State Community Service Programs conferences, Energy Out West, and/or other regional meetings.

Please see attachment for Development's transition plan to web-based software v10 of NEAT and MHEA.

C. ATTENDANCE/TRAINING REQUIREMENTS

Attendance at state sponsored trainings may be required based on identified need to support remediation of program deficiencies and/or to ensure competence in specific areas. In such cases, subgrantee attendance will be required as a matter of program compliance. Failure to attend any scheduled training without due notice may result in a service charge to the subgrantee, per the cancellation policy of the OWTC. This service charge is not an allowable T&T/A expense and must be paid by unrestricted/nonfederal funds.

T&T/A funds may be used a maximum of six times for the EA and QCI certification exam process (written and/or field).

D. ASSESSMENT OF STATE TRAINING AND TECHNICAL ASSISTANCE ACTIVITIES

Assessment of activities will be accomplished by review of the following:

- Local training activities and local T&T/A expenditure reports;
- The OWTC monthly attendance and quarterly activity reports;
- Quarterly review of the OWTC to measure and track training effectiveness;
- Onsite monitoring of local programs;
- Review of local T&T/A curriculum and activities.

All attendees receive a certificate for successfully completing each course, showing milestones met in their professional development plan, which are maintained by subgrantees and reviewed by state monitors upon request. Feedback from subgrantees is used to direct training and policy, and all monitoring reports are shared with the OWTC staff. Additionally, a work group has been formed that meets quarterly to discuss training issues and requirements and to direct and improve the process of training our weatherization network. By doing so, subgrantees are compared for effectiveness in energy efficiency. Ohio will continue to improve operations, provide effective services, and develop new ways to excel at training the network of providers and weatherizing homes.

The OWTC will track and report to the Manager, Energy Efficiency Programs, of Development on a quarterly basis, the following performance metrics:

- Number of individuals on a waiting list
- Courses provided
- In the field technical assistance
- Expansion of training portfolio/CEUs

V.9 Energy Crisis and Disaster Plan

Ohio's ability to leverage additional funds has allowed most subgrantees to meet the emergency demands of their clients without significant changes to the annual plans. In the event of a declared natural or manmade disaster, Ohio will allow subgrantees to assist their eligible clients with weatherization funds to the extent that the services are in support of eligible weatherization work. The allowable expenditures under the HWAP are limited to include the following:

- The cost of Incidental/Additional Repairs to an eligible dwelling unit, if such repairs are necessary to make the installation of weatherization materials effective, per 10 CFR 440.18(d)(9);

- The cost of eliminating health and safety hazards, which is necessary before the installation of weatherization materials, per 10 CFR 440.18(d) (15).

In the event of a declared federal or state disaster (those in which the President of the United States or the Governor of the State of Ohio has declared the event an emergency), subgrantees may return to a dwelling unit previously reported as a completion to the DOE that has been “damaged by fire, flood, or act of God and repair of the damage to weatherization materials is not paid for by insurance” and it may be re-weatherized, without regard to date of previous weatherization, per 10 CFR 440.18(f)(2)(ii). Local authorities must deem the dwelling unit salvageable as well as habitable and the damage to the materials must not be covered by insurance or other form of compensation. In these cases, the work can be addressed without prior approval or any special reporting.

The subgrantee may use HWAP funds to perform functions to protect the federal funding investment. Such activities may include: securing weatherization materials, tools, equipment, weatherization vehicles, or protection of local subgrantee weatherization files and records during the initial phase of the disaster response. The use of HWAP funds to pay weatherization personnel to perform relief work in the community as a result of a disaster is not allowable. The use of weatherization vehicles and/or equipment may be used to assist disaster relief activities; however, the HWAP must be reimbursed. Reprioritization of households located in a disaster area is permissible as long as the households are determined eligible for the weatherization, meet one of the priorities described in 10 CFR 440.16(b), and are free and clear of any insurance claim or other form of compensation resulting from the damage incurred from the disaster. Documentation must be placed in the client file.



HOME WEATHERIZATION ASSISTANCE PROGRAM DATA COLLECTION FORM

HOUSEHOLD INFORMATION

NAME		JOB #	
ADDRESS			
CITY,	ZIP,	COUNTY,	TELEPHONE #
ENERGY AUDITOR		QUALITY CONTROL INSPECTOR	
INITIAL INSPECTION DATE		QUALITY CONTROL INSPECTION DATE	
# OF OCCUPANTS	HOW LONG HAVE YOU LIVED IN THE UNIT?		
AGE OF HOME	HAZARDS		
DIRECTIONS			

BUILDING INFORMATION

HEATED SQ. FOOTAGE	FT ²
HOUSING TYPE	
# OF STORIES	
VOLUME	
BASEMENT INCLUDED?	<input type="checkbox"/> Y <input type="checkbox"/> N
SURFACE AREA ABOVE GRADE	

HEATING SYSTEM INFORMATION

	PRIMARY UNIT		SECONDARY UNIT	
INSPECTED BY				
DATE				
TYPE OF UNIT /MODEL/SERIAL #				
FUEL				
INPUT (DESIGN)				
INPUT(ACTUAL)				
OUTPUT				
LOCATION (HEATED/UNCONDITIONED/ETC.)				
TEST RESULTS	PRE	POST	PRE	POST
TEMP. RISE (DESIGN)				
TEMP. RISE (ACTUAL)				
STACK TEMP				
OXYGEN				
CO (BEFORE DILUTION (ALL PORTS))				
SMOKE				
CO (AMBIENT)				
DRAFT (WORST CASE)				
SSE%				
Volume of combustion zone				
Inspected venting system?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Inspected distribution system?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Inspected heat exchanger?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Furnace cycles correctly?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Is the blower fan dirty?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Flame Retention Oil?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Clean and Tune?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Is there fuel leakage?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Are repairs required?	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	
Does the unit need to be replaced?	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	
Thermostat setting (day)/(night)	/		/	
Did you demonstrate how to change the filter and inform the client about maintenance procedures?	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	

COMMENT:

WATER HEATER

INSPECTED BY			DATE		
FUEL TYPE			MODEL		
RATED INPUT			S/N		
TEST RESULTS	PRE	POST	COMMENTS:		
STACK TEMPERATURE					
OXYGEN					
CO (FLUE)					
CO (AMBIENT)					
WORST CASE DRAFT					
Temp. @ closest faucet					
Volume of combustion zone					
Discharge tube present?			<input type="checkbox"/> Y <input type="checkbox"/> N		
Pressure relief present?			<input type="checkbox"/> Y <input type="checkbox"/> N		
Is the water heater connected to a proper venting system?			<input type="checkbox"/> Y <input type="checkbox"/> N		
Does the venting show excessive corrosion, rust, cracks or loose or disconnected?			<input type="checkbox"/> Y <input type="checkbox"/> N		
Are clearances sufficient?			<input type="checkbox"/> Y <input type="checkbox"/> N		
Are the burners/heat exchanger contaminated?			<input type="checkbox"/> Y <input type="checkbox"/> N		
Are there scorch/burn marks on the unit?			<input type="checkbox"/> Y <input type="checkbox"/> N		
Is the tank leaking?			<input type="checkbox"/> Y <input type="checkbox"/> N		
Water Heater Wrap Present?			<input type="checkbox"/> Y <input type="checkbox"/> N		
Pipe insulation present?			<input type="checkbox"/> Y <input type="checkbox"/> N		
Number of shower heads?		Avg. GPM		Shower use (min/day)	

DRYER

FUEL TYPE			Model		
INSPECTED BY			DATE		
Are there any gas leaks?	<input type="checkbox"/> Y <input type="checkbox"/> N		VENTED CORRECTLY?	<input type="checkbox"/> Y <input type="checkbox"/> N	
BTU _h INPUT					

ELECTRICAL SERVICE

SERVICE PANEL LOCATION		COMMENTS:
CONDITION		
AMPERAGE		
FUSE/BREAKER SIZE		
WIRE SIZE		
KNOB AND TUBE?	<input type="checkbox"/> Y <input type="checkbox"/> N	

FOUNDATION

	# 1	# 2	# 3	# 4
FOUNDATION TYPE (conditioned, non-conditioned, insulated slab, etc.)				
FLOOR				
AREA (SQ FT)	FT ²	FT ²	FT ²	FT ²
EXISTING INSULATION R VALUE	R-	R-	R-	R-
NFVA PRESENT	IN	IN	IN	IN
SILL				
FLOOR JOIST SIZE (IN)	IN	IN	IN	IN
PERIMETER TO INSULATE (FT)	FT	FT	FT	FT
FOUNDATION WALL				
HEIGHT (FT)	FT	FT	FT	FT
PERIMETER (FT)	FT	FT	FT	FT
HEIGHT EXPOSED (%)	%	%	%	%
EXISTING INSULATION R VALUE	R-	R-	R-	R-
COULD PIPES FREEZE?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
VAPOR BARRIER MISSING?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
ADDITIONAL NFVA NEEDED?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
COMMENTS:				

WALLS

	# 1	# 2	# 3	# 4
WALL TYPE				
STUD SIZE				
STUD SPACING				
EXTERIOR SIDING MATERIAL				
BUFFERED	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
ORIENTATION (E,W,N,S)				
GROSS WALL AREA	FT ²	FT ²	FT ²	FT ²
EXISTING R-VALUE	R-	R-	R-	R-
INTERIOR FINISH MATERIALS				
WALLS OPEN TO SHED, STAIRS, TUB, CABINETS, CLOSETS, ETC?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
AVERAGE WINDOW SIZE (IN)	W H	W H	W H	W H
WINDOWS PER WALL				
FRAME TYPE				
GLAZING TYPE				
INTERIOR SHADING/PERCENT				
LEAKINESS				
DOOR TYPE				
AREA (SQ FT)				
STORM DOOR CONDITION				
LEAKINESS				
NUMBER ON THIS WALL				
COMMENTS:				

WALLS

	# 5	# 6	# 7	# 8
WALL TYPE				
STUD SIZE				
STUD SPACING				
EXTERIOR SIDING MATERIAL				
BUFFERED	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
ORIENTATION (E,W,N,S)				
GROSS WALL AREA	FT ²	FT ²	FT ²	FT ²
EXISTING R-VALUE	R-	R-	R-	R-
INTERIOR FINISH MATERIALS				
WALLS OPEN TO SHED, STAIRS, TUB, CABINETS, CLOSETS, ETC?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
AVERAGE WINDOW SIZE (IN)	W H	W H	W H	W H
WINDOWS PER WALL				
FRAME TYPE				
GLAZING TYPE				
INTERIOR SHADING/PERCENT				
LEAKINESS				
DOOR TYPE				
AREA (SQ FT)				
STORM DOOR CONDITION				
LEAKINESS				
NUMBER ON THIS WALL				
COMMENTS:				

ATTIC

	# 1	# 2	# 3	# 4
UNFINISHED ATTIC				
ATTIC TYPE (UNFLOORED, FLOORED, FLAT)				
JOIST SPACING (IN)	IN	IN	IN	IN
AREA (SQ FT)	FT ²	FT ²	FT ²	FT ²
ROOF COLOR				
EXISTING INSULATION TYPE				
DEPTH (IN)	IN	IN	IN	IN
EXISTING NFVA	SQ. IN.	SQ. IN.	SQ. IN.	SQ. IN.
FINISHED ATTIC				
ATTIC TYPE (KNEEWALL, COLLAR BEAM, ETC.)				
AREA (SQ FT)	FT ²	FT ²	FT ²	FT ²
EXISTING INSULATION TYPE				
DEPTH (IN)	IN	IN	IN	IN
ATTIC ACCESS NEEDED?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
ROOF REPAIRS NEEDED?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
VENT FAN?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
WALLS OPEN TO ATTIC?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
OTHER MAJOR BYPASS AREAS?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
HOW MANY JUNCTION BOXES UNCOVERED?				
HOW MANY RECESSED LIGHTS UNCOVERED?				
COMMENTS:				

COOKSTOVE

INSPECTED BY			CLEAN AND TUNE?	<input type="checkbox"/> Y <input type="checkbox"/> N
FUEL TYPE			CONSUMER EDUCATION?	<input type="checkbox"/> Y <input type="checkbox"/> N
DATE				
CO (PPM)	PRE	POST	Exhaust hood vented to the outside? <input type="checkbox"/> Y <input type="checkbox"/> N	
OVEN				
BURNER LF			COMMENTS:	
BURNER RF				
BURNER LR				
BURNER RR				
CO AMBIENT				

REFRIGERATOR/FREEZER INFORMATION

	# 1	# 2	# 3
TYPE			
CAPACITY			
AGE			
METERED TWO HOURS?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
USAGE			
REPLACED?	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
TYPE			
CAPACITY			
COMMENTS:			

LIGHTING

	# 1	# 2	# 3	# 4	# 5	# 6	# 7
EXISTING WATTAGE							
# HOURS ON PER DAY							
REPLACEMENT WATTAGE							
QUANTITY							
LOCATION							
COMMENTS:							

AIR CONDITIONING

TYPE	#1	#2	#3
<input type="checkbox"/> W <input type="checkbox"/> C <input type="checkbox"/> HP			
LOCATION			
UNIT CODE			
SIZE (KBtu)			
AREA COOLED			
SEER			
AGE			
MANUFACTURER			
MODEL			
COMMENTS:			

BLOWER DOOR

MODEL OF FAN:	PRE	POST	COMMENT:
HOUSE PRESSURE			
CFM50			
FAN CONFIGURATION			
OPEN			
RING A			
RING B			
RING C			

PRESSURE PAN TESTING

	REGISTER	PRE	POST	DUCT LOCATION		
S1				<input type="checkbox"/> C	<input type="checkbox"/> NC	<input type="checkbox"/> UC
S2				<input type="checkbox"/> C	<input type="checkbox"/> NC	<input type="checkbox"/> UC
S3				<input type="checkbox"/> C	<input type="checkbox"/> NC	<input type="checkbox"/> UC
S4				<input type="checkbox"/> C	<input type="checkbox"/> NC	<input type="checkbox"/> UC
S5				<input type="checkbox"/> C	<input type="checkbox"/> NC	<input type="checkbox"/> UC
S6				<input type="checkbox"/> C	<input type="checkbox"/> NC	<input type="checkbox"/> UC
R1				<input type="checkbox"/> C	<input type="checkbox"/> NC	<input type="checkbox"/> UC
R2				<input type="checkbox"/> C	<input type="checkbox"/> NC	<input type="checkbox"/> UC
R3				<input type="checkbox"/> C	<input type="checkbox"/> NC	<input type="checkbox"/> UC

C=CONDITIONED

NC=NON-CONDITIONED

UC= UNINTENTIONALLY
CONDITIONED

VENTILATION

FLOOR AREA (SQ FT)		COMMENT:	
NUMBER OF OCCUPANTS			
DWELLING HEIGHT			
MEASURED LEAKAGE @ 50Pa			
ROOM	OPERABLE WINDOW	PRE CFM	POST CFM
KITCHEN	Y N		
BATH #1	Y N		
BATH #2	Y N		
BATH #3	Y N		

ROOM-TO-ROOM PRESSURE TESTING WITH THE FURNACE DISTRIBUTION FAN ON

LOCATION	PRE	POST
BATH 1 WRT MAIN BODY		
BATH 2 WRT MAIN BODY		
BEDROOM 1 WRT MAIN BODY		
BEDROOM 2 WRT MAIN BODY		
BEDROOM 3 WRT MAIN BODY		
BEDROOM 4 WRT MAIN BODY		
BEDROOM 5 WRT MAIN BODY		
OTHER		
OTHER		

EVIDENCE OF MOLD GROWTH

Total surface area of contamination	<input type="checkbox"/> > 10 ft ² <input type="checkbox"/> < 10 ft ²
Moldy or musty odors are present?	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Living/Bedroom Areas	<input type="checkbox"/> Bathroom Areas
<input type="checkbox"/> Landing Areas	<input type="checkbox"/> Combustion Areas
<input type="checkbox"/> Crawlspace Areas	<input type="checkbox"/> Attic Areas
<input type="checkbox"/> Basement Areas	<input type="checkbox"/> Other Location
List other Locations:	
Does anyone living in the household suffer from the following?	
<input type="checkbox"/> ASTHMA <input type="checkbox"/> BRONCHITIS <input type="checkbox"/> FLU-LIKE SYMPTOMS	
How many people living in the householdsmoke? _____	

POTENTIAL FOR MOISTURE

<input type="checkbox"/> Aquariums
<input type="checkbox"/> No Gutters
<input type="checkbox"/> Clothes Drying Inside
<input type="checkbox"/> Humidifier
<input type="checkbox"/> Open Sump
<input type="checkbox"/> Plumbing Leaks
<input type="checkbox"/> Large Number of Plants
<input type="checkbox"/> Firewood Stored Inside House

SHELL- MANUFACTURED HOME

	# 1	# 2	# 3	# 4
WALL TYPE				
STUD SIZE				
ORIENTATION OF LONG WALL				
WALL VENTILATION				
EXISTING INSULATION (BATTS, LOOSE FILL, FOAM CORE)				
DEPTH (IN)	IN	IN	IN	IN
UNINSULATABLE WALL AREA	FT ²	FT ²	FT ²	FT ²
CARPORT/PORCH ROOF	L W	L W	L W	L W
WINDOW TYPE				
FRAME TYPE				
GLAZING TYPE				
INTERIOR SHADING (DRAPES, ETC.)				
EXTERIOR SHADING				
LEAKINESS				
AVERAGE WINDOW SIZE (IN)	W H	W H	W H	W H
WINDOWS FACING NORTH				
WINDOWS FACING SOUTH				
WINDOWS FACING EAST				
WINDOWS FACING WEST				
DOOR TYPE				
STORM DOOR PRESENT	Y N	Y N	Y N	Y N
SIZE	W H	W H	W H	W H
WINDOWS FACING NORTH				
WINDOWS FACING SOUTH				
WINDOWS FACING EAST				
WINDOWS FACING WEST				
CEILING				
ROOF TYPE (PITCHED, FLAT, ETC)				
ROOF COLOR				
INSULATION TO ADD AT CENTER (IN)	IN	IN	IN	IN
EXISTING INSULATION (BATTS, LOOSE FILL, FOAM CORE)				
DEPTH (IN)	IN	IN	IN	IN
CATHEDRAL CEILING (%)	%	%	%	%

FLOOR				
FLOOR JOIST DIRECTION				
FLOOR WING DESCRIPTION				
FLOOR JOIST SIZE (2X8, ETC)				
LOOSE INSULATION THICKNESS (IN)	IN	IN	IN	IN
BATT/BLANKET INSULATION LOCATION (UNDER JOIST, BETWEEN JOIST, ETC)				
BATT/BLANKET THICKNESS (IN)	IN	IN	IN	IN
FLOOR CENTER DESCRIPTION				
FLOOR JOIST SIZE (2X8, ETC)				
BELLY CAVITY CONFIGURATION (ROUNDED, FLAT, SQUARE)				
CONDITION OF BELLY				
MAXIMUM DEPTH OF BELLY CAVITY (IN)	IN	IN	IN	IN
LOOSE INSULATION THICKNESS (IN)	IN	IN	IN	IN
BATT/BLANKET INSULATION LOCATION (UNDER JOIST, BETWEEN JOIST, ETC)				
BATT/BLANKET THICKNESS (IN)	IN	IN	IN	IN
BRACING NEEDED?	Y N	Y N	Y N	Y N
COMMENTS:				



Home Weatherization Assistance Program (HWAP) Priority Waiver Request Form

When an HWAP provider wishes to combine funds and weatherize the home of a client who may not yet be eligible to receive HWAP services due to location on the wait list, a waiver request may be submitted to Development. Please complete the following form and submit it to your HWAP Administrative Monitor. Development approval must be provided in writing **prior** to starting work. Work performed without prior Development approval may be disallowed.

1. Provider: _____ Grant #: _____

2. Client Name: _____ Date of Request: _____

Client Address: _____

County: _____ Client Number: _____ Application Date: _____

Number of Clients Ahead of Applicant on Wait List: _____

3. Check all that apply (household **must** meet one of the following conditions):

_____ One or More Elderly Household Member (60+ years)

_____ One or More Child (6 years or younger) in Household

_____ One or More Disabled Household Member

_____ High Energy User (175% of FPG)

_____ High Energy User (175% of FPG)

4. Primary Heat Source as Registered with the Utility Company: _____

Primary Heat Source Utility Provider: _____

Electric Utility Provider (if not main): _____

5. Please provide a brief explanation as to why the client/household should receive services before other clients who have been assigned a higher priority on the Priority Points List report:

6. List all leveraged funding sources to be used in conjunction with HWAP for this client/household:



Quality Control Inspection Checklist

Date of Quality Assurance Visit: _____ Quality Control Inspector: _____
Date Unit Completed: _____ Energy Auditor: _____
Client Name: _____ Job #: _____
Address: _____ HVAC Contractor: _____
City: _____ WX Contractor: _____

File Review

Housing Type: A B C D E F G H I Eligibility Determination Present: Yes / No
BWR: Yes / No DCF: Yes / No Work Order: Yes / No
State Historic Form: Yes / No Lead Paint Notification: Yes / No Mold Form: Yes / No
Manual J: Yes / No Lead Safe Documentation: Yes / No Insulation Card: Yes / No
Change Order(s): Yes / No QCI Certification Form: Yes / No ASHRAE Form: Yes / No
WCDF: (Initial) Yes / No (Daily) Yes / No (Final) Yes / No
NEAT/MHEA: Required: Yes / No Completed: Yes / No Accurate/All Measures Installed: Yes / No
Initial Inspection: Auditor inspected all areas of the home? Yes / No
Auditor completed all testing procedures? Yes / No
Auditor accurately completed a Data Collection Form? Yes / No
Auditor issued a complete and thorough Work Order? Yes / No
Auditor accurately addressed the HVAC and energy conservation work? Yes / No
Auditor made an in-progress visit while measures were being installed? Yes / No
Auditor provided detailed and accurate consumer education? Yes / No

ON-SITE WORK ASSESSMENT

Heating: Work meets Standards: Yes / No

SWS Reference #: _____

Manufacturer / Model: _____ Unit Replaced: Yes / No

Fuel: NG Elec. Propane Oil Other _____ Tune-up: Yes / No

Heating Contractor: _____ Gas Leak: Yes / No

BTU Rating: _____ Volume CAZ: _____ Confined: Yes / No Rated Temp Rise: _____

Stack Temp: _____ Oxygen: _____ CO: _____ SSE: _____ Actual Temp Rise: _____

Stack Temp: _____ Oxygen: _____ CO: _____ SSE: _____ Venting Correct: Yes / No

Stack Temp: _____ Oxygen: _____ CO: _____ SSE: _____ Ducts Sealed: Yes / No

Stack Temp: _____ Oxygen: _____ CO: _____ SSE: _____

Water Heating: Work meets Standards: Yes / No

SWS Reference #: _____

Manufacturer / Model: _____ Unit Replaced: Yes / No

Fuel: NG Elec. Propane Oil Other _____ Tune-up: Yes / No

Heating Contractor: _____ Gas Leak: Yes / No Venting Correct: Yes / No

BTU Rating: _____ Volume CAZ: _____ Confined: Yes / No Water Temp: _____

Stack Temp: _____ Oxygen: _____ CO: _____ SSE: _____ Pipe wrap: Yes / No

Stack Temp: _____ Oxygen: _____ CO: _____ SSE: _____ Tank Insulation: Yes / No / N/A

Ventilation: Work meets Standards: Yes / No

SWS Reference #: _____

Fan required: (ASHRAE) Yes / No

Proper Switch/Setting: Yes / No

Continuous: Yes / No CFM: _____

Intermittent: CFM: _____ Minutes/Hr.: _____

Exhaust Fans Properly Insulated/Vented: Yes / No Clothes Dryer vented correctly: Yes / No

Attic: Work meets Standards: Yes / No

SWS Reference #: _____

Attic Insulation Installed: Yes / No

Proper R-Value Installed: Yes / No

Insulation Certificate Signed/Complete: Yes / No

Heat Source/Vent Damming: Yes / No

Attic Access Insulated and Secured: Yes / No

Attic Ventilation Installed: Yes / No

Insulation type installed: Cellulose / Fiberglass / batts

Sidewalls & Kneewalls: Work meets Standards: Yes / No

SWS Reference #: _____

Walls Insulated: Yes / No

Dense Pack Method: Yes / No

Interior Drill: Yes / No

Patching & Painting Appropriate: Yes / No

Siding Re-installed Properly: Yes / No

Insulation type installed: Cellulose / Fiberglass / batts

Subspace: Work meets Standards: Yes / No

SWS Reference #: _____

Foundation/Perimeter Insulation Added: Yes / No

Floor Insulation Added: Yes / No

Vapor Barrier Added; Coverage & Secure: Yes / No

Basement Wall Insulated: Yes / No

Windows/Doors: Work meets Standards: Yes / No

SWS Reference #: _____

Window(s) Replaced: Yes / No

Quantity: _____

Proper Installation: Yes / No

Storm Window(s) Installed: Yes / No

Quantity: _____

Proper Installation: Yes / No

Doors Replaced: Yes / No

Quantity: _____

Proper Installation: Yes / No

Proper Justification: Yes / No (SIR 1.0+)

Door Weather Stripping Installed: Yes / No Threshold(s): _____ Sweep(s): _____ Jammer: _____

Base load: Work meets Standards: Yes / No

SWS Reference #: _____

Low Flow Showerheads: Yes / No

Lighting – CFLs Installed: Yes / No

Refrigerator Replacement: Yes / No

Metering/Other Documentation: Yes / No

Diagnostic Tests Performed:

SWS Reference #: _____

Blower Door: Pre: _____ Post: _____ Site: _____ Reduction %: _____

Connectivity Test(s): Attic/Main Body _____ Pa. Subspace/Main Body _____ Pa.

Room to Room: Bath#1 _____ Bath#2 _____ Bed#1 _____ Bed#2 _____ Bed#3 _____ Other _____

Other _____ Other _____

Pressure Pan Test(s): S1 _____ S2 _____ S3 _____ S4 _____ S5 _____ S6 _____

R1 _____ R2 _____ R3 _____ R4 _____ R5 _____

Subtraction Test: Ducts unsealed _____ CFM50 Ducts sealed _____ CFM50

Worst Case Draft: Attach completed form

All Diagnostic equipment meets calibration requirements? Yes / No

Additional Health and Safety: Meets Standards: Yes / No **SWS Reference #:** _____

Carbon Monoxide Detectors Installed Properly: Yes / No

Cook Stove: Tested: Yes / No LF _____ RF _____ LR _____ RR _____ Oven _____ Electric: Yes / No

Additional Comments: _____

This unit needs additional attention from the subgrantee: Yes / No

This unit passed the Quality Assurance Monitoring: Yes / No

CERTIFICATION

I certify that the work completed on this job meets all requirements of the Ohio Standard Work Specifications and installation procedures as described in the Ohio Weatherization Field Guide – SWS-Aligned Edition.

QCI Printed Name

QCI Signature

Date

Development's Transition Plan NEAT and MHEA (v10)

Ohio's WAP network will begin utilizing the web-based NEAT and MHEA software (v10) no later than July 1, 2022. The table below details Development's transition schedule.

Development Task	Intended Outcome	Due Date
Review implementable curriculum provided by ORNL	Determine the training requirements for Ohio's WAP subgrantees	August 2021
Develop training plan	Work with the OWTC to develop transition to (v10) training curriculum	September 2021
Development and OWTC staff training	Ensure Development staff and OWTC staff are confident utilizing the web-based audits to assist subgrantees and provide training	November 2021
Select three subgrantees for training	Prepare selected subgrantees to utilize web-based audits	January 2022
The three subgrantees to begin using the NEAT/MHEA software (v10)	Development staff will review the audits to determine if training prepares subgrantees to use software or does the training require adjustments	March 2022
Ohio subgrantee training	Provide regional training throughout Ohio for HWAP subgrantees	May 2022
Follow-up training	Provide training for any subgrantees that require additional assistance	June 2022
Training and Technical Assistance	Development staff will provide technical assistance to subgrantees as requested or identified from NEAT and MHEA audit reviews	As required in PY22

Development Administrative Quality Assurance Form

Subgrantee and Grant #: _____		Development Monitor: _____		OCEAN Job #: _____	
Initial Inspector: _____		QCI Inspector: _____		Subgrantee Job #: _____	
Client Name: _____		Client Number: _____		BWR Submitted Date: _____	

Year Built: _____	Ownership : Own Rent													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2">Enhancement Funds</th> <th>Amount: \$</th> </tr> <tr> <td><input type="checkbox"/> Furnace Repair/Replacement</td> <td><input type="checkbox"/> Ventilation</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Knob & Tube Wiring</td> <td><input type="checkbox"/> Minor Roof Repair</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Pests</td> <td><input type="checkbox"/> Plumbing</td> <td></td> </tr> </table>			Enhancement Funds		Amount: \$	<input type="checkbox"/> Furnace Repair/Replacement	<input type="checkbox"/> Ventilation		<input type="checkbox"/> Knob & Tube Wiring	<input type="checkbox"/> Minor Roof Repair		<input type="checkbox"/> Pests	<input type="checkbox"/> Plumbing	
Enhancement Funds		Amount: \$												
<input type="checkbox"/> Furnace Repair/Replacement	<input type="checkbox"/> Ventilation													
<input type="checkbox"/> Knob & Tube Wiring	<input type="checkbox"/> Minor Roof Repair													
<input type="checkbox"/> Pests	<input type="checkbox"/> Plumbing													

Funding Source/Amount:		Date-Pre/Post #s	
HWAP HHS	\$	Int. Insp	
HWAP DOE	\$	Final Insp	
HWAP HHS H&S	\$	Pre BD	
HWAP DOE H&S	\$	Post BD	
Leveraged Source(s)	\$		
Total:		\$	

Financial Information:	Met (Y/N)		Met (Y/N)
Photographs or Disks		Lead Paint Notification (pre-1978)	
Checklist/Quality Assurance Form:		Certified Renovator Documentation (if LSW required)	
OCEAN BWR/BWR Revisions		Lead Certification Checklist (if LSW required)	
▪All cost justified measures installed		State Historic Preservation Form (structure 50+ yrs.)	
▪Annual energy calculations included	\$	Certificate of Insulation	
<i>Cost Categories DOE:</i>		Permits (if applicable)	
▪Energy Conservation Measures		Intake:	
▪Incidental Repairs		Client OCEAN Application (App. Date: / /)	
▪Energy Audit		Eligibility Documentation	
▪Health & Safety Measures		Re-verification (if app is >12 months)	
QCI Final Certification Form		Proof of ownership	
QCI Final Inspection Checklist		Priority for Service Delivery Documentation	
Contractor/Vendor Po's and Invoices		EIA 29 D (Home Owner Authorization Form)	
Daily Logs/Timesheet (if crew based)		Landlord/Tenant Agreement	
Job Cost Report/Materials List (if crew based)		Consumer Education Documentation/ESPP/Home Visit Survey	
Data Collection:		ASHRAE Notification/Consent Form	
Data Collection Form: / /		Additional Information:	
Worse Case Draft (each day on the job)		Client Satisfaction Form (Signed/Dated): / /	
ASHRAE Testing/Calculation Documentation		Follow-Up Form (3-6 months after final inspection): / /	
Manual J (if applicable)		Leveraged Funds Information:	
Energy Audit (recommended measures)		Deferral Form:	
Energy Audit (input report)		Client Correspondence:	
Energy Audit (trued-up audit - if required)		Notes:	
Energy Audit Checklist			
Work Order/Proceed Order			
Change Order/Additional Work			
Mold			
Radon Form			



Development Administrative Review Instrument

Subgrantee :	Date of Monitoring:	Number of Files Reviewed:	
Grant Number:	Development Monitor:		
1. Client Intake and Outreach		Required Action	Recommended Action
This section is to ensure the subgrantee has an adequate pool of applicants to choose from for weatherization services.			
a. Does the subgrantee have a waiting list?			
b. Number of eligible applications?			
c. If the wait list is one year or less, what activities is the subgrantee engaged in to increase eligible applicants?			
d. Does the subgrantee have an adequate appeals process?			
e. Is the appeals process displayed in an area accessible to clients?			
2. Prioritization of Eligible Clients		Required Action	Recommended Action
This section is to ensure eligible applicants are being served by priority status.			
a. Is the subgrantee serving the first 25% of priority applicants (or traditional applicants if no priority applicants available) for each county by earliest eligibility date?			
b. Has the subgrantee selected a secondary criteria other than the earliest eligibility date?			
c. Is the subgrantee correctly using the secondary criteria for eligible clients once the first 25% of eligible clients have been served?			
d. Has the subgrantee served all priority applicants before serving traditional applicants?			
e. Has the subgrantee re-weatherized any homes this year?			
3. Production and Expenditure Goals		Required Action	Recommended Action
This section reviews production status and expenditures.			
a. Is the subgrantee meeting overall production goal as of the date of the visit?			
b. Is the subgrantee meeting production goals in each county/territory served, if applicable?			
c. Is the subgrantee exceeding the average unit cost?			
d. Is the subgrantee expending DOE funds and will all DOE funds be expended by the end of the grant cycle?			

Development Administrative Review Instrument

Production and Expenditure Goals (continued)									
e.	County	Annual Unit Goal	YTD Completed	In Progress Units	Total YTD and In Progress	% of Goal	Average Unit Cost		
						%	\$		
						%	\$		
						%	\$		
						%	\$		
						%	\$		
						%	\$		
						%	\$		
4. Procurement and Disposition								Required Action	Recommended Action
This section reviews procurement goods and services, and disposition of equipment or vehicles.									
Did the subgrantee make any Small Purchases (more than a. \$10,000 less than \$250,000) this program year? If yes, did they get written quotes?									
Did the subgrantee make any Large Purchases (more than b. \$250,000) this program year? If yes, did they meet the minimum requirements?									
c. Did the subgrantee dispose of any tools/equipment/vehicles?									
5. Contracting								Required Action	Recommended Action
This section reviews procurement of contractors.									
a. Are all contractors listed in the Agency Profile approved by Development?									
b. Are fully executed contracts on file for each contracted service?									
c. Does the contract specify acceptable payment arrangements and pricing (price list, bids, etc.)?									
d. Does the subgrantee advertise for contractors each year?									
e. Are adequate methods used to solicit for contracted services (Newspaper/posted notices/mailings/other)?									
f. Does the subgrantee have and adequate confidentiality agreement/policy in place for contractors?									
g. Have invoices been reviewed to ensure contractors are providing services only for work they have been approved for?									



Development Administrative Review Instrument

6. Program Management				Required Action	Recommended Action
This section reviews overall program management.					
a.	What funding source(s) is/are used for callbacks/additional work on DOE reported jobs? Reference documents: WPN 11-3.				
	What is the process for ordering callbacks/additional work?				
b.	How does the subgrantee ensure separation of duties between the initial and final inspectors per the OIG's OAS-RA-12-13 report?				
c.	Does the subgrantee have a system for tracking contractor/crew performance? If so, provide description. If not, detail the plan to put one into place, including a timeline.				
d.	What is the subgrantee's system for ensuring a customer follow up is completed for at least 25% of completed jobs?				
	How is follow-up documented?				
e.	Has the subgrantee submitted all monthly financial reports by the 10th of the month?				
f.	Does the subgrantee have and adequate confidentiality agreement/policy in place for employees?				
g.	Are client files adequately secured?				
h.	Is there an adequate client complaint policy?				
i.	Is there a file retention policy and is it being followed?				
j.	Have NEAT/MHEA libraries been updated? Date updated?				
k.	Have NEAT/MHEA fuel costs been updated? Date updated?				
7. Purchase Order/Invoice Tracking				Required Action	Recommended Action
#1	PO #:	PO Date:	PO Issuer:		
	PO Approval Date:		PO Approver:		
	Invoice#:	Invoice Date:	Invoice Total: \$		
	Vendor:				
	Materials:				
	Job#:	Client Last Name:			
	Check #:	Check Date:	# of Days:		



Development Administrative Review Instrument

Purchase Order/Invoice Tracking (continued)					Required Action	Recommended Action
#2	PO #:	PO Date:	PO Issuer:			
	PO Approval Date:		PO Approver:			
	Invoice#:	Invoice Date:	Invoice Total: \$			
	Vendor:					
	Materials:					
	Job#:	Client Last Name:				
	Check #:	Check Date:	# of Days:			
#3	PO #:	PO Date:	PO Issuer:			
	PO Approval Date:		PO Approver:			
	Invoice#:	Invoice Date:	Invoice Total: \$			
	Vendor:					
	Materials:					
	Job#:	Client Last Name:				
	Check #:	Check Date:	# of Days:			
#4	PO #:	PO Date:	PO Issuer:			
	PO Approval Date:		PO Approver:			
	Invoice#:	Invoice Date:	Invoice Total: \$			
	Vendor:					
	Materials:					
	Job#:	Client Last Name:				
	Check #:	Check Date:	# of Days:			
#5	PO #:	PO Date:	PO Issuer:			
	PO Approval Date:		PO Approver:			
	Invoice#:	Invoice Date:	Invoice Total: \$			
	Vendor:					
	Materials:					
	Job#:	Client Last Name:				
	Check #:	Check Date:	# of Days:	Avg. # of Days:		

Development Administrative Review Instrument

Notes:

Retrofit Installer Series

Courses	Contact Hours	Days Presented	Pre-requisites	Required Texts	Recertification Requirement
Lead Renovation, Repair & Paint Initial	8	1	None	None	Refresher 5 years
Blower Door Use	8	1	None	None	None
Basic Weatherization Tactics	24	3	Blower Door Use	None	None
OSHA 10	10	2	None	None	None
Recertification Requirements:					
Lead RRP – Refresher	4	½	Lead RRP – Initial	None	5 years

Crew Leader Series

Course	Contact Hours	Days Presented	Pre-requisites	Required Texts	Recertification Requirement
Lead Renovation, Repair & Paint Initial	8	1	None	None	Refresher 5 years
Blower Door Use	8	1	None	None	None
Basic Weatherization Tactics	24	3	Blower Door Use	None	None
OSHA 10	10	2	None	None	None
Crew Leader Operations	8	1	Blower Door Use Basic Weatherization Tactics OSHA 10 Lead Renovation, Repair & Paint Initial	None	Refresher 5 years
Recertification Requirements:					
Lead RRP – Refresher	4	½	Lead RRP – Initial	None	5 years
Crew Leader – Refresher	4	½	Crew Leader Operations	None	5 years

Energy Auditor Series

Course	Contact Hours	Days Presented	Pre-requisites	Required Texts	Re/certification Requirement
Lead Renovation, Repair & Paint Initial	8	1	None	None	Refresher 5 years
Introduction to Inspection	8	1	None	None	None
Blower Door Use	8	1	None	None	None
Basic Weatherization Tactics	24	3	Blower Door Use	None	None
Consumer Energy Education	8	1	None	None	None
Heating Unit Inspection	40	5	Introduction to Inspection	None	None
Initial Inspection*	32	4	Introduction to Inspection Blower Door Use Heating Unit Inspection Basic Weatherization Tactics		In-field follow-up within 60 days*
National Energy Audit Tool/ Mobile Home Energy Audit	16	2	None	None	None
OSHA 10	10	2	None	None	None
Energy Auditor Inspector Certification			Written Exam and Field Exam are required for certification.		

*Certificate is held until student completes in-field follow up with OWTC within 60-day period.

Recommend /Optional Courses

EA Prep Course (field)	8	1	None	None	None
EA Prep Course (written)	16	2	None	None	None

Recertification Requirements:

Inspector Refresher	24	3	Inspector Series	None	3 years
Lead RRP – Refresher	4	½	Lead RRP – Initial	None	5 years
Energy Auditor Inspector	-	-	EA Certification	BPI Scheme Book	3 years

Quality Control Inspector Credential

<u>Course</u>	<u>Contact Hours</u>	<u>Days Presented</u>	<u>Pre-requisites</u>	<u>Required Texts</u>	<u>Re/certification Requirement</u>
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Current Energy Auditor Certification

BPI Quality Control Inspector Certification

Written Exam and Field Exam are required for certification.

Recommend /Optional Courses (upon request by agencies, contractors, or state monitoring staff)

QCI Prep Course	24	3	None	None	None
Recertification Requirements:					
Inspector Refresher	24	3	Inspector Series	None	3 years
Lead RRP – Refresher	4	½	Lead RRP – Initial	None	5 years
BPI Quality Control Inspector	-	-	BPI QCI Certification	BPI Scheme Book	3 years

Heat Technician Series

Ohio State Licensed agency or contractor personnel repairing or replacing heating systems

<u>Course</u>	<u>Contact Hours</u>	<u>Days Presented</u>	<u>Pre-requisites</u>	<u>Required Texts</u>	<u>Re/certification Requirement</u>
Combustion for Contractors	8	1	None	None	None
Recommend /Optional Courses (upon request by agencies, contractors, or state monitoring staff)					
OSHA 10	10	2	None	None	None
Heat Pump/Air Conditioner	32	4	Heating Unit Inspection Heat Technician	None	None
Lead Renovation, Repair & Paint Initial	8	1	None	None	Refresher 5 years
Lead RRP – Refresher	4	½	Lead RRP – Initial	None	5 years

Heat Technician Series

Non-Ohio State Licensed agency or contractor personnel repairing or replacing heating systems

Course	Contact Hours	Days Presented	Pre-requisites	Required Texts	Re/certification Requirement
Heating Unit Inspection	40	5	Intro to Inspection	None	None
Heat Technician^	40	5	Heating Unit Inspection	None	In-field follow-up 60 days^
Heat Pump/Air Conditioner	32	4	Heating Unit Inspection Heat Technician	None	None
Lead Renovation, Repair & Paint Initial	8	1	None	None	Refresher 5 years
OSHA 10	10	2	None	None	None

Recommend /Optional Courses (upon request by agencies, contractors, or state monitoring staff)

Recertification Requirements:

Heat Technician Refresher	24	3	Heat Technician	None	5 years
Lead RRP- Refresher	4	½	Lead RRP – Initial	None	5 years

^ Students are required to complete all courses in the Heat Technician Series AND in-field follow up within 60 days to receive certificate.

Weatherization Grantee Health and Safety Plan

Ohio's Health and Safety Plan

☒ POLICY SUBMITTED WITH PLAN

1.0 – GENERAL INFORMATION

Grantees are encouraged to enter additional information here that does not fit neatly in one of the other sections of this document.

Development defines health and safety (H&S) measures as the cost of materials and labor needed to eliminate or reduce hazards existing before, or potentially resulting from the installation of weatherization materials. No H&S measures can be performed in a home unless Energy Conservation Measures (ECMs) are also part of the scope of work.

Subgrantees shall comply with all applicable state and local building codes and regulations.

Development encourages subgrantees to maintain coverage for Pollution Occurrence Insurance, but it is not mandatory.

Development tracks H&S labor and materials costs on its BWRs. The BWRs are completed in OCEAN, making it possible to track and manage all H&S costs.

If a situation arises that is not specifically addressed in the H&S plan, a decision will be made on a case-by-case basis. The subgrantee must submit to their technical monitor the necessity of the measure, cost justification, and photo documentation (if applicable). The technical monitor will review the information and respond to the subgrantee in writing within five business days.

Clients must be informed of any H&S risk discovered during the inspection process. In the case of a rental property, the property owner and/or authorized agent also must be notified.

As potential hazards are identified, they are to be analyzed in terms of their severity and how they will be addressed, up to and including deferral. H&S expenditures also must be considered reasonable, even if allowable as an expenditure for weatherization. This is determined by the Energy Auditor.

Clients may appeal these decisions to the subgrantee. If a potential hazard cannot be properly addressed using HWAP funds, the subgrantee must notify the client in writing (see Deferral section of V.1.2 for additional information).

2.0 – BUDGETING

Grantees are encouraged to budget Health & Safety (H&S) costs as a separate category and, thereby, exclude such costs from the average cost per unit cost (ACPU) limitation. This separate category also allows these costs to be isolated from energy efficiency costs in program evaluations. Grantees are reminded that, if H&S costs are budgeted and reported under the program operations category rather than the H&S category, the related H&S costs must be included in the calculation of the ACPU and cost-justified through the approved energy audit.

Select which option is used below.

Separate Health and Safety Budget ☒

Contained in Program Operations ☐

3.0 – HEALTH AND SAFETY EXPENDITURE LIMITS

Pursuant to [10 CFR 440.16\(h\)](#), Grantees must set H&S expenditure limits for their Program, providing justification by explaining the basis for setting these limits and providing related historical experience.

Low percentages should include a statement of what other funding is being used to support H&S costs, while larger percentages will require greater justification and relevant historical support. It is possible that these limits may vary depending upon conditions found in different geographical areas. These limits must be expressed as a percentage of the ACPU. For example, if the ACPU is \$5,000, then an average expenditure of \$750 per dwelling would equal 15 percent expenditures for H&S.

15 percent is not a limit on H&S expenditures but exceeding this amount will require ample justification. These funds are to be expended by the Program in direct weatherization activities. While required as a percentage of the ACPU, if budgeted separately, the H&S costs are not calculated into the per-house limitation. DOE strongly encourages using the table below in developing justification for the requested H&S budget amount. Each H&S measure the Grantee anticipates addressing with H&S funds should be listed along with an associated cost for each measure, and by using historical data the estimated frequency that each measure is installed over the total production for the year.

It is also recommend reviewing recent budget requests, versus expenditures to see if previous budget estimates have been accurate. The resulting "Total Average H&S Cost per Unit" multiplied by the Grantee's production estimate in the Annual File should correlate to the H&S budget amount listed in the Grantee's state plan.

Should a Grantee request to have more than 15 percent of Program Operations used for health and safety purposes, DOE will conduct a secondary level of review. DOE strongly encourages use of this H&S template and matrix to help expedite this process

[illegible]

4.0 – INCIDENTAL REPAIR MEASURES

If Grantees choose to identify any H&S measures as incidental repair measures (IRMs), they must be implemented as such under the Grantee's weatherization program in all cases – meaning, they can never be applied to the H&S budget category. In order to be considered IRMs, the measure must fit the following definition and be cost justified along with the associated efficiency measure;

Incidental Repairs means those repairs necessary for the effective performance or preservation of weatherization materials. Such repairs include, but are not limited to, framing or repairing windows and doors which could not otherwise be caulked or weather-stripped and providing protective materials, such as paint, used to seal materials installed under this program. (10 CFR 440 "Definitions")

Incidental repair measures include:

Glass replacement

- Door replacement
- Minor repairs to drywall or floors
- Moisture repairs
- Vapor retarder installation
- Flue repair
- Window and door replacements

- Electrical repairs
- Other minor repairs that preserve the integrity of the associated ECM(s)

Development does not distinguish “minor” from “major” repairs. Instead, Development limits the amount of the IRM(s) by the dollar amount of \$1,200. Incidental repairs are included in the per unit cost limitation and must be cost justified with the SIR for the package of measures.

5.0 – DEFERRAL/REFERRAL POLICY

Deferral of services may be necessary if H&S issues cannot be adequately addressed according to WPN 17-07 guidance. The decision to defer work in a dwelling is difficult but necessary in some cases. This does not mean that assistance will never be available, but that work must be postponed until the problems can be resolved and/or alternative sources of help are found. If, in the judgment of the auditor, any conditions exist which may endanger the health and/or safety of the workers or occupants, the unit should be deferred until the conditions are corrected. Deferral may also be necessary where occupants are uncooperative, abusive, or threatening. Grantees must be specific in their approach and provide the process for clients to be notified in writing of the deferral and what conditions must be met for weatherization to continue. Grantees must also provide a process for the client to appeal the deferral decision to a higher level in the organization.

Grantee has developed a comprehensive written deferral/referral policy that covers both H&S, and other deferral reasons?

Yes ☒ No ☐

Where can this deferral/referral policy be accessed?

- HWAP Policy & Procedures Manual, Section E. Number 13. Deferral of Services. Distributed to the Subgrantees annually or when there are updates.

6.0 – HAZARD IDENTIFICATION AND NOTIFICATION FORM(S)

Documentation forms must be developed that include at a minimum: the client's name and address, dates of the audit/assessment and when the client was informed of a potential H&S issue, a clear description of the problem, a statement indicating if, or when weatherization could continue, and the client(s) signature(s) indicating that they understand and have been informed of their rights and options.

Documentation Form(s) have been developed and comply with guidance?

Yes ☒ No ☐

7.0 – HEALTH AND SAFETY CATEGORIES

For each of the following H&S categories identified by DOE:

- Explain whether you concur with existing guidance from WPN 17-07 and how that guidance will be implemented in your Program, if you are proposing an alternative action/allowability, or if the identified category will not be addressed and will always result in deferral. Alternatives must be comprehensively explained and meet the intent of DOE guidance.
- Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 17-07, Grantees must concur, or choose to defer all units where the specific category is encountered.
- “Allowable” items under WPN 17-07 leave room for Grantees to determine if the category, or testing, will be addressed and in what circumstances.
- Declare whether DOE funds or alternate funding source(s) will be used to address the particular category.
- Describe the explicit methods to remedy the specific category.
- Describe what testing protocols (if any) will be used.
- Define minimum thresholds that determine minor and major repairs
- Identify minimum documentation requirements for at-risk occupants
- Discuss what explicit steps will be taken to educate the client, if any, on the specific category if this is not explained elsewhere in the Plan. Some categories, like mold and moisture, require client education.
- Discuss how training and certification requirements will be provided for the specific category. Some categories, like Lead Based Paint, require training.
- Describe how occupant health and safety concerns and conditions will be solicited and documented

Grantees may include additional H&S categories for their particular Programs. Additional categories must include, at a minimum, all of the same data fields as the DOE-provided categories. Two additional tables have been created to utilize.

7.1 – Air Conditioning and Heating Systems

Concurrence, Alternative, or Deferral

Concurrence with Guidance ☒ Alternative Guidance ☐ Results in Deferral ☐

Air Conditioning Unallowable Measure ☐ Heating Unallowable Measure ☐

Funding

DOE ☒ LIHEAP ☒ State ☐ Utility ☐ Other ☐

How do you address unsafe or non-functioning primary heating/cooling systems?

When a heating system does not qualify as an ECM, the following conditions must be met before the unit can be replaced or repaired with health and safety funds:

- System repair, replacement, or installation is allowed of red-tagged, inoperable, or nonexistent heating systems.
- Manual J or approved DOE audit (e.g., NEAT/MHEA) must be used for sizing of the equipment when replacing the heating system.
- Flue and chimney inspection for code.
- Complete testing consistent with the testing protocol within the CAZ.
- Depressurization consideration in conjunction with other combustion appliances in worse case and natural conditions.
- Solid fuel burning appliances must:
 - Adhere to local code, including the venting.
 - Include a CO alarm installed in the combustion zone.
 - Offer client education and what to do if the alarm were to sound.
 - Worst case CAZ depressurization testing.
 - Allow replacement for primary units but not secondary units.
- Repair and replacement of inoperable or unsafe combustion appliances is allowed, including the installation of direct-vent, sealed combustion appliances.
- Repair and cleaning should be done before replacement is considered.
- Proper venting to the outdoors, including gas dryers, is required.
- Correction of venting is allowed when testing or visual inspection indicates a problem.
 - This may be listed under incidental repair when it meets the definition of WPN 19-5.
- No work is permitted if the completed unit's primary heat source is an unvented gas heater. Replacement with a vented unit is an allowable H&S expense.
 - Unit must be sized to heat entire dwelling unit.
- The subgrantee must facilitate the proper disposal of the old heating unit and bulk fuel tanks.
- Installation of heating systems requires compliance with appropriate industry standards and applicable building code(s) in the municipality where installation is taking place.
- Building permits shall be secured, where required, for all heating system work.
- The manufacturer approved initial startup procedures must be followed before any heating system is put into operation.
- Safety inspections related to the heating system should include, but not be limited to, a check for adequate floor protection, and code compliant clearances to walls and other combustible materials, and worst-case depressurization draft test, when applicable.

Manufactured Homes

- All fuel-burning appliances in manufactured homes, except ranges, ovens, illuminating appliances, and clothes dryers must be installed to provide for the complete separation of the combustion system from the interior atmosphere of the manufactured home (i.e., to draw their combustion air from outside). The U.S. Department of Housing and Urban Development (HUD) requires specific regulations for woodstoves in a manufactured home:
 - The stove model must have been tested and approved for use in a manufactured home.
 - Must have a permanently attached tag that indicates the stove's compliance with HUD standard UM-84.
 - A tested and listed prefabricated chimney system, connected directly to the stove and installed properly.
 - A hard ducting system bringing outside combustion air directly to the stove's air inlet is required.
 - The stove must be secured to the floor.
 - Additionally, the manufacturer clearance and installation guidelines must be followed.

Masonry Chimneys

- Masonry Chimneys used by vented space heaters will be properly lined in compliance with the appropriate National Fire Protection Agency (NFPA) code.
- New equipment must meet local code requirements.

<ul style="list-style-type: none"> ➤ Masonry chimneys that have been retired (i.e. not being used by existing equipment) should be assessed for energy savings opportunities such as air sealing and capping to reduce thermal bypass. <p>Ohio's climate requires weatherization and is considered a "heating climate", therefore, Ohio addresses heating system replacement with the HWAP program. Ohio does not allow for the replacing of air conditioners (AC). Repairs or replacement of an AC system may only be made when current operation of the AC unit endangers the operation of the heating system.</p>
<p>How do you address unsafe or non-functioning secondary heating systems, Including unvented secondary space heaters?</p> <ul style="list-style-type: none"> • Unsafe secondary heating units, including space heaters, must be repaired, removed, rendered inoperable, or deferred. <ul style="list-style-type: none"> ➤ Replacement is not allowed. ➤ Secondary unvented units must conform to the safety standards of ANSI Z21.11.2 and must not have an input rating in excess of 40,000 Btu/hour. ➤ Must not be located in, or obtain combustion air from sleeping rooms, bathrooms, toilet rooms, or storage closets except <ul style="list-style-type: none"> ○ One listed wall-mounted space heater in a bathroom or bedroom if permitted by the authority having jurisdiction and ○ Does not have an input rating exceeding 6,000 Btu/hour for bathroom and not exceeding 10,000 Btu/hour for bedroom. ○ Equipped with an oxygen-depletion sensing safety shut-off system. ○ Bathroom or bedroom have adequate combustion air. <p>Unvented Space Heaters</p> <ul style="list-style-type: none"> • All unvented, fuel fired primary heating units or unvented fuel fired water heaters that cannot be vented must be removed and replaced with properly vented units before proceeding with any weatherization work. • The replacement unit should be sized so it is capable of heating the entire dwelling unit, consistent with audit requirements described in 10 CFR 440.21(e)(2). • All unvented, secondary heating units that do not meet ANSI Z21.11.2 must be removed and properly disposed of prior to weatherization, but may remain until a replacement heating system is in place. • Repair of secondary unvented heating units is not allowed. Secondary unvented heating units that meet the ANSI Z21.11.2, but are not operating safely, must be removed and properly disposed of. <p>Standalone Electric Space Heaters</p> <ul style="list-style-type: none"> • Defined as heaters that do not have a permanent connection to electric power. • Repair, replacement, or installation is not allowed. • Removal is recommended. • Circuitry must be inspected to ensure adequate power supply for existing space heaters. • These heaters are not considered a primary heat source.
<p>Indicate Documentation Required for At-Risk Occupants</p> <ul style="list-style-type: none"> • N/A
<p>Testing Protocols</p> <p>Testing includes at minimum:</p> <ul style="list-style-type: none"> • Make sure primary systems are present, operable, and performing correctly. • Combustion gases (carbon monoxide, oxygen, etc.), flue temperature, temperature rise, gas leaks, flue condition, combustion supply air, spillage under worst case, room to room, and other required testing. • Check energy audit to determine if the system can be installed as an ECM prior to replacement as an H&S measure. • Solid fuel appliances must be inspected for visual evidence of soot on the surrounding areas.
<p>Client Education</p>

<ul style="list-style-type: none"> • Clients are educated on the existing levels and dangers of CO, maintenance needs, basic operation, air blocking, and thermostat use. • Clients must receive information in writing describing reasons for deferral if deferral is the only option. • A copy of the deferral form must be kept in the client file. • The subgrantee must notify the client/owner/authorized agent verbally and in writing of the potential health hazards of operating an unvented appliance in the post-weatherized dwelling and provide information on safe alternatives. • The subgrantee also must test the ambient air in the location of the unvented appliance. • Client education must include information about the hazards associated with electric standalone heaters. • Inspectors may defer if the client refuses to remove heaters of this type.
Training
<ul style="list-style-type: none"> • Energy Auditor, QCI as comprehensive training and specified HVAC classes as needed.

7.2 - Asbestos - All				
What is the blower door testing policy when suspected Asbestos Containing Material (ACM) is identified?				
Subgrantees must take all reasonable and necessary precautions to prevent asbestos contamination in the home.				
<ul style="list-style-type: none"> • Blower door should be done with pressurization only. • Do not conduct a blower door test where friable suspected asbestos containing material is present, cannot be contained and may be introduced into the living space of the home. • "Friable" means the material can be crumbled, pulverized, or reduced to powder by the pressure of an ordinary human hand. • Abatement is not allowed. 				
7.2a – Asbestos - in siding, walls, ceilings, etc.				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>		Results in Deferral <input type="checkbox"/>	
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
How do you address suspected ACM's in siding, walls, or ceilings that will be disturbed through the course of weatherization work?				
<ul style="list-style-type: none"> • The cost of permanently removing asbestos containing, cementitious siding materials remains prohibited; however, it is allowable to remove and reinstall such type of siding material to insulate the sidewalls of eligible dwelling units. • This shall be performed by a person trained in safe work practices. • Cutting, drilling, or sanding the cementitious siding material remains prohibited. 				
Testing Protocols				
<ul style="list-style-type: none"> • The exterior wall surface and subsurface, floors, walls, and ceilings should be visually inspected for suspected ACM, prior to drilling or cutting. • Subgrantees will assume asbestos is present when suspect unless testing proves otherwise. • Testing is an allowable expense and must be tested by a licensed Asbestos Hazard Evaluation Specialist. 				
Client Education				
<ul style="list-style-type: none"> • Inform the client in writing that suspected ACMs are present and what precautions will be taken to ensure the occupants' and workers' safety during weatherization. 				
Training and Certification Requirements				

- Safe practices for siding removal and replacement.
- How to identify suspected ACM.
- A licensed Asbestos Hazard Evaluation Specialist is required to test for asbestos.

7.2b – Asbestos - in vermiculite				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
How do you address suspected ACM's in vermiculite that will be disturbed through the course of weatherization work?				
<p>Homes containing vermiculite insulation:</p> <ul style="list-style-type: none"> • Do not disturb or remove vermiculite. • Removal is not an allowable expense. • If unsure whether material contains asbestos, when warranted, a qualified asbestos professional will be contacted to assess the material and to sample and test as needed. • Caution should be used when using a blower door in a home with vermiculite. When vermiculite is present, perform a blower door pressurization test, do not depressurize the interior of the home. • If the test results indicate the presence of asbestos in the vermiculite, no work may occur in the area containing vermiculite, and a deferral of the job may be necessary. • At no time should the vermiculite be disturbed unless testing determines it does not contain asbestos. • Testing must be conducted by a licensed Asbestos Hazard Evaluation Specialist. • Testing is an allowable expense. • When deferral is necessary due to asbestos, occupant must provide documentation that a certified professional performed the remediation before work continues. <p>Homes containing vermiculite insulation that have been tested and cleared of asbestos:</p> <ul style="list-style-type: none"> • If the vermiculite insulation does not contain asbestos, normal weatherization activities may continue. • A copy of the clearance test must remain in the client's file. • Follow all H&S instruction from the inspector. • Wear adequate PPE. 				
Testing Protocols				
<ul style="list-style-type: none"> • Testing and sample collection must be conducted by a licensed Asbestos Hazard Evaluation Specialist. • Testing is an allowable expense. 				
Client Education				
<ul style="list-style-type: none"> • Instruct clients in writing not to disturb suspected ACM. • Provide asbestos safety information to the client. • Formally notify client in writing of results if testing was performed. • Clients must receive information in writing describing reasons for deferral if deferral is the only option and what conditions must be met in order for weatherization to commence. • A copy of the deferral form must be kept in the client file. 				
Training and Certification Requirements				
<ul style="list-style-type: none"> • How to identify vermiculite. • A licensed Asbestos Hazard Evaluation Specialist is required to test for asbestos. 				

7.2c – Asbestos - on pipes, furnaces, other small covered surfaces

Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
How do you address suspected ACM's (e.g., pipes, furnaces, other small surfaces) that will be disturbed through the course of weatherization work?				
<ul style="list-style-type: none"> Assume asbestos is present in suspect covering materials. When suspected friable ACM is present, take precautionary measures as if it is asbestos unless testing determines otherwise. When suspected friable ACM is present, blower door testing will only be allowed after encapsulation. Heating and distribution systems, including related piping, with suspect covering materials may be removed or encapsulated by a trained professional on a case-by-case basis. The minimum amount of suspect covering material shall be disturbed when replacing the heating unit. The cost of asbestos removal, or other less costly approaches such as encapsulation may be allowed and must be charged to the H&S budget category. "Friable" means the material can be crumbled, pulverized, or reduced to powder by the pressure of an ordinary human hand. Encapsulation by an appropriately trained asbestos control professional is allowed and should be conducted prior to blower door testing if the materials are friable. When deferral is necessary due to asbestos, client/homeowner must provide documentation that a certified professional performed the remediation before work continues. 				
Testing Protocols				
<ul style="list-style-type: none"> Assess whether suspected ACMs are present. AHERA sample collection and testing is allowed and must be conducted by a certified tester. 				
Client Education				
<ul style="list-style-type: none"> Instruct clients in writing not to disturb suspected ACM. Provide asbestos safety information to the client. Inform the client in writing that suspected ACMs are present and what precautions will be taken to ensure the occupants' and workers' safety during weatherization. Formally notify client in writing of results if testing was performed. When deferral is necessary, provide information in writing describing conditions that must be met for weatherization to commence. 				
Training and Certification Requirements				
<ul style="list-style-type: none"> How to identify asbestos containing materials and what constitutes friable asbestos. 				

7.5 – Biologicals and Unsanitary Conditions (odors, mustiness, bacteria, viruses, raw sewage, rotting wood, etc.)							
Concurrence, Alternative, or Deferral							
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>					
Unallowable Measure <input type="checkbox"/>							
Funding							
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>			
What guidance do you provide Subgrantees for dealing with biological and/or unsanitary conditions in homes slated for weatherization?							

<ul style="list-style-type: none"> • Subgrantee audit staff have the responsibility as part of the energy audit/assessment process to identify biological hazards such as mold, odors, raw sewage, or rotting wood. • Energy Auditors must take any conditions identified into consideration in the selection of measures appropriate for that building. • In instances where the hazard is of such a severity as to cause undue safety or health concerns to crews, subcontractor staff, or occupants, the Energy Auditor is authorized to defer weatherization until the hazard has been addressed. • The cost of removal or mitigation of conditions that may lead to or promote biological concerns and unsanitary conditions, is allowable to the extent that removal or mitigation is necessary to allow effective weatherization work, and/or to assure the immediate or future health of workers and clients. • Unsanitary conditions are occasionally present that put crews and staff at risk, and it is the responsibility of the client to correct them before work can begin. Subgrantees are not expected to address these conditions. • These items may include, but are not limited to, pet or human feces in living areas, evidence of hoarding or “path houses” where access to measures is obstructed, rotting wood, etc. • Addressing bacteria or viruses is not an allowable cost. • Deferral may be necessary in cases where a known agent is present in the home that may create a serious risk to occupants or weatherization workers.
Testing Protocols
<ul style="list-style-type: none"> • Sensory inspection
Client Education
<ul style="list-style-type: none"> • Inform client in writing of observed conditions. • Provide information on how to maintain a sanitary home. • When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.
Training
<ul style="list-style-type: none"> • Energy Auditor and crew leader training on how to recognize conditions and when to defer.

7.6 – Building Structure and Roofing				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
What guidance do you provide Subgrantees for dealing with structural issues (e.g., roofing, wall, foundation) in homes slated for weatherization?				
<ul style="list-style-type: none"> • Building rehabilitation is beyond the scope of the Weatherization Assistance Program. • Stand-alone roof replacements are prohibited. • Roof repairs are allowable as a H&S measure if it resolves a bulk water intrusion issue that is the cause of visible biological growth. <ul style="list-style-type: none"> ➢ Biological growth must be documented with written explanation and photos of the biological growth. ➢ Documentation must be kept in the client file. • Homes that require more than minor repairs must be deferred. • See Mold and Moisture, Code Compliance, and Pests sections for more information. • Ensure that access to the portions of the home where weatherization will occur are safe for entry and performance of assessments, work, and inspections. 				
How do you define “minor” or allowable structure and roofing repairs, and at what point are repairs considered beyond the scope of weatherization?				
<ul style="list-style-type: none"> • Repairs meeting the above requirements may not exceed \$2500. • Repairs that exceed the IRM or H&S limit are beyond the scope of HWAP. 				

If priority lists are used, and these repairs are designated as Incidental Repairs, at what point is a site-specific audit required?
• N/A
Client Education
<ul style="list-style-type: none"> • Inform client in writing of structurally compromised areas. • When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.
Training
<ul style="list-style-type: none"> • Energy Auditor and crew leader training to identify structural and roofing issues.

7.7 – Code Compliance				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
What guidance do you provide Subgrantees for dealing with code compliance issues in homes receiving weatherization measures?				
<ul style="list-style-type: none"> • Correction of preexisting code compliance issues is not an allowable cost unless triggered by weatherization measures being installed in a specific room or area of the home. • When correction of preexisting code compliance issues is triggered and paid for with WAP funds, cite specific code requirements with reference to the weatherization measure(s) that triggered the code compliance issue in the client file. • Follow State and local or AHJ codes while installing weatherization measures, including H&S measures. • Condemned properties and properties where “red tagged” H&S conditions exist that cannot be corrected under this guidance must be deferred. 				
What specific situations commonly trigger code compliance work requirements for your network? How are they addressed?				
<ul style="list-style-type: none"> • Common code compliance triggers are water heater and heating system replacements. • Venting or improper venting of combustion appliances. • They are addressed by obtaining a proper permit (where required), replacing the unit or conducting the work to code. 				
Client Education				
<ul style="list-style-type: none"> • Inform client in writing of observed code compliance issues when it results in a deferral. • When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence. 				
Training				
<ul style="list-style-type: none"> • Visual inspection. 				

7.8 – Combustion Gases				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
What guidance do you provide Subgrantees for dealing with code compliance issues in homes receiving weatherization measures?				

<ul style="list-style-type: none"> • Proper venting to the outside for combustion appliances, including gas dryers, is required. • Flue systems must be in compliance with all applicable state and local codes, and be verified to vent properly by passing all of Ohio's required draft testing. • In the case of a plugged or nonfunctioning vent on a combustion appliance, appropriate steps must be taken to repair or replace the vent when combustion testing indicates a problem. • The subgrantee may not continue with weatherization work, particularly air sealing the structure, until the combustion gases have been appropriately vented away from the living area. • Combustion safety testing is required when combustion appliances are present. • Test naturally drafting appliances for spillage and CO during CAZ depressurization testing pre- and post-weatherization and before leaving the home on any day when work has been done that could affect draft (e.g., tightening the home, adding exhaust). • Inspect venting of combustion appliances and confirm adequate clearances. • Check DOE-approved audit to determine if the appliance can be justified as an ECM prior to replacement as an H&S measure.
Testing Protocols
<ul style="list-style-type: none"> • H&S inspections make sure that systems are present, operable, and performing. The H&S inspection of combustion appliances includes, but is not limited to, the following items: <ul style="list-style-type: none"> ➢ The rated and measured British Thermal Units (BTU) input of each combustion appliance. ➢ Complete electrical inspection of the furnace including proper grounding, polarity, wiring connections, breaker type and size, element amperage, and disconnect requirements. ➢ Inspection of all combustion appliance fuel line leaks from the meter to the combustion appliance(s) is required. ➢ An evaluation of the adequacy of combustion air for combustion appliances. ➢ Verify there are no open return air ducts/leaks in the combustion appliance zone. ➢ Combustion analysis testing of all combustion appliances (furnace/Domestic Hot Water Tank (DHWT)). ➢ Inspection and replacement if necessary, of the furnace filter. ➢ Verify a properly installed temperature and pressure relief valve on the DHWT. ➢ Measurement and adjustment of the water temperature, if necessary. ➢ Pre- and post-worst-case draft testing utilizing Ohio's worst-case draft form. ➢ If ambient CO level is 70 ppm or greater, abort the test and evacuate the home.
How are crews instructed to handle problems discovered during testing, and what are the specific protocols for addressing hazards that require an immediate response?
<ul style="list-style-type: none"> • Crew leaders and crew members are trained to recognize when combustion appliances are not working properly or creating a hazardous condition. • The crew would discontinue testing and may require shutting off the appliance until repaired. • The crews are trained to immediately contact the Energy Auditor or the program manager when the Energy Auditor is not available regarding the situation. • The crew are trained regarding CO action levels.
Client Education
<ul style="list-style-type: none"> • If at any time the ambient carbon monoxide level reaches 35-69 ppm: <ul style="list-style-type: none"> ➢ The auditor shall advise the homeowner/occupant that elevated levels of ambient CO have been detected. ➢ Windows and doors shall be opened. ➢ The auditor shall recommend that all possible sources of CO be turned off immediately. ➢ Client education must be performed to explain the importance of combustion safety and possible hazards.
Training
<ul style="list-style-type: none"> • Energy Auditors, HVAC technicians, and crew leaders are trained to perform appropriate tests, determine when a building is excessively depressurized, and CO action levels.

7.9 – Electrical

Concurrence, Alternative, or Deferral

Concurrence with Guidance ☐ Alternative Guidance ☒ Results in Deferral ☐

Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
What guidance do you provide Subgrantees for dealing with electrical hazards, including knob & tube wiring, in homes slated for weatherization?				
<ul style="list-style-type: none"> The cost to correct the presence of electrical system hazards, such as inadequately sized service, improperly grounded service, hazardously located service, inadequately sized or insufficient number of circuits, circuits in poor condition (i.e., live bare wires, etc.) and wiring inappropriate to its location, are allowable costs to the H&S budget category. Additional load may not be added to an already overloaded service. Weatherization services must be deferred if the electrical problem cannot be corrected. A licensed electrical contractor shall be used to perform any electrical work needed to correct the hazard. Energy Auditors will conduct a visual inspection for electrical issues and hazards. As part of the initial inspection process, inspectors must make note of the presence of knob and tube wiring, its condition, and test to see if it is still being used to distribute power. The electric code prohibits the insulation of sidewall cavities with live knob and tube wiring present. In attics and other accessible areas, the insulation must be channeled around knob and tube wiring with a minimum of three inches of air clearance around the wiring. In some instances, where an energy audit cost benefit analysis indicates a 1.0 or greater SIR, rewiring of the wall cavities or attics is included as part of the sidewall or attic insulation measure. This work is performed as required by state and local code. It is allowable to charge rewiring to the H&S budget category, or to defer the dwelling unit if cost prohibitive. It also is acceptable to install all other allowable measures dwelling unit if meaningful weatherization is still possible. Energy Auditors will inspect for the presence and condition of knob and tube wiring and check for alterations that may create an electrical hazard. 				
How do you define "minor" or allowable electrical repairs, and at what point are repairs considered beyond the scope of weatherization?				
<ul style="list-style-type: none"> Ohio does not define "minor" but limits the H&S electrical repairs to \$2,500. If the energy audit has a cumulative SIR of less than 1.0, the home will need to be deferred 				
If priority lists are used, and these repairs are designated as Incidental Repairs, at what point is a site-specific audit required?				
<ul style="list-style-type: none"> All homes have a site specific audit. 				
Client Education				
<ul style="list-style-type: none"> Client education must be performed to explain the importance of basic electrical safety/risks and the hazards of overloading circuits. When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence. 				
Training				
<ul style="list-style-type: none"> Energy Auditor training and crew leader training cover identification of electrical hazards. 				

7.10 – Formaldehyde, Volatile Organic Compounds (VOCs), Flammable Liquids, and other Air Pollutants

Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>

What guidance do you provide Subgrantees for dealing with formaldehyde, VOCs, flammable liquids, and other air pollutants identified in homes slated for weatherization?
<ul style="list-style-type: none"> Removal of pollutants is allowed and is required if they pose a risk to workers. Formaldehyde, tobacco smoke, thinners, solvents, cleaners, and other pollutants that are capable of negatively impacting indoor air quality should be identified during the initial inspection. Basic strategies such as proper storage and ventilation, are part of client education and can be used to eliminate problems. If pollutants pose a risk to workers and removal cannot be performed or is not allowed by the client, the dwelling unit must be deferred. Removal of pollutants not necessary to perform weatherization (i.e., cleaning old paint cans and oil out of garages) is not allowed.
Testing Protocols
<ul style="list-style-type: none"> The Energy Auditor will inspect the dwelling unit for pollutants that may pose a risk to weatherization workers or the occupants.
Client Education
<ul style="list-style-type: none"> Client education must be performed to explain the importance of safe and proper disposal of household pollutants. When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence.
Training
<ul style="list-style-type: none"> Energy Auditors are trained to recognize potential hazards and when removal is necessary.

7.11 – Fuel Leaks				
<i>(please indicate specific fuel type if policy differs by type)</i>				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>		Results in Deferral <input type="checkbox"/>	
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
Remediation Protocols				
<ul style="list-style-type: none"> All fuel leaks must be repaired prior to weatherization work. When a fuel leak is found on the utility side of the service, the utility must be contacted, and repairs completed by the utility before weatherization may proceed. Fuel leaks that are the responsibility of the client must be repaired before weatherization may proceed. Test exposed gas lines from the utility coupling into and throughout the home. When a potential gas leak is detected with an electronic leak detector, it must be verified with a commercially available solution for detecting gas leaks. Subgrantees must complete a visual inspection on bulk fuels to determine if leaks exist. 				
How do you define allowable fuel leak repairs, and at what point are repairs considered beyond the scope of weatherization?				
<ul style="list-style-type: none"> All fuel leaks repairs are allowable to the extent the H&S fuel leak repairs do not exceed \$2,500. 				
Client Education				
<ul style="list-style-type: none"> Subgrantees must inform the client, in writing, of any fuel leaks. When deferral is necessary, provide information in writing describing conditions that must be met in order for weatherization to commence. 				
Training				

7.12 – Gas Ovens / Stovetops / Ranges

Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input checked="" type="checkbox"/>	Other <input type="checkbox"/>
What guidance do you provide Subgrantees for addressing unsafe gas ovens/stoves/ranges in homes slated for weatherization?				
<ul style="list-style-type: none"> All gas ranges are to be tested and inspected for gas leaks, condition, carbon monoxide, and burner condition. Replacement is not allowed, however, tune and clean are allowable. 				
Testing Protocols				
<ul style="list-style-type: none"> Check for CO in ambient air upon arrival. If the CO level is greater than 9 ppm, determine the source and correct the problem before proceeding. Check for gas leaks. If leaks are found, repair and document them before proceeding. Check the flexible range connector for the date ring. If the connector does not have a date ring and/or is brass, replace the connector. The connector it must connect outside of the cabinet and must pass through the wall of the range cabinet. Inspect range top burners for cleanliness and flame quality. For the oven bake burner (do not test a separate broil burner): <ul style="list-style-type: none"> ➤ Remove cooking utensils from oven. Make sure foil or other materials are not obstructing the holes in the oven floor. ➤ Turn on burner to the maximum temperature, e.g., 500°F, but not to “broil” or self-cleaning mode. ➤ After 5 minutes of the main burner operation, insert the probe into the oven vent far enough to get an undiluted exhaust gas sample. <ul style="list-style-type: none"> ○ The CO emissions increase and then peak just after burner start up; they then fall to a momentary plateau before the burner shuts down as part of the duty cycle. The reading CO ppm must be taken during this stable plateau. ➤ If the reading at steady state exceeds 225 ppm: <ul style="list-style-type: none"> ○ Clean any rust and soot buildup on the spreader plate caused by flame impingement. ○ Clean the burner if needed. ○ Check for obstructed secondary air. If it is obstructed, remove the obstruction, and educate the client how to keep from obstructing the burner. ○ Check the primary air adjustment and adjust if necessary or clear away any restrictions. ○ Check to see that the burner is in alignment; it may require leveling the entire appliance. ○ Advise the homeowner/occupant that the appliance should be serviced immediately by a qualified professional. The cost to clean and adjust the gas pressure to eliminate the production of carbon monoxide in a cook stove (stove top burners or oven), must be charged to the H&S budget category. The installation of any parts to the cook stove (i.e., pressure regulator, orifices, flexible range connectors) must be charged to the H&S budget category. 				
Client Education				
<ul style="list-style-type: none"> Clients are informed of any problems associated with the unit, including CO levels, gas leaks, condition and cleanliness of unit, use of ventilation fan when cooking, and the dangers of carbon monoxide. 				
Training				
<ul style="list-style-type: none"> Energy Auditors are trained to test and recognize potential issues with cookstoves. Energy Auditors, installers, etc. are trained on the allowable ambient CO levels and at what levels action should be taken. 				

7.13 – Hazardous Materials Disposal [Lead, Refrigerant, Asbestos, Mercury (including CFLs/fluorescents), etc.] (please indicate material where policy differs by material)				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
Client Education				
<ul style="list-style-type: none"> Inform client in writing of hazards associated with hazardous waste materials being generated/handled in the home. 				
Training				
<ul style="list-style-type: none"> All weatherization workers (auditors, installers, etc.) are training to use appropriate personal protective equipment (PPE) for working with hazardous waste materials. Disposal requirements and locations. Health and environmental risks related to hazardous materials. 				
Disposal Procedures and Documentation Requirements				
<ul style="list-style-type: none"> Hazardous Waste Materials generated in the course of weatherization work shall be disposed of according to all local laws, regulations and/or Federal guidelines, as applicable. Document proper disposal requirements in contract language with responsible party. When a replacement refrigeration appliance is installed, the previous inefficient appliance must be removed and be properly destroyed. Contractors will properly dispose of these existing appliances and provide documentation of disposal. Appliances shall be recycled in accordance with the environmental standards in the Clean Air Act (1990), Section 608, as amended by the Final Rule. 40 CFR 82, May 14, 1993. Subgrantee staff, appliance vendor, manufacturing facility, or other entity that is used to recover the refrigerant from the old appliances must possess an EPA approved section 608 Type I license or an approved universal certification. 				

7.14 – Injury Prevention of Occupants and Weatherization Workers (Measures such as repairing stairs and replacing handrails)				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
What guidance do you provide Subgrantees regarding allowable injury-related repairs (e.g., stairs, handrails, porch deck board)?				

<ul style="list-style-type: none"> • Subgrantees must take all reasonable precautions against performing work on homes that will subject workers or occupants to H&S risks. • Repairs of stairs and installation of handrails may be conducted only when necessary to effectively weatherize the home and may be charged according to the guidelines in WPN 12-09 to either IRMs or H&S miscellaneous budget categories when meeting those definitions. <ul style="list-style-type: none"> ○ For example, if the stairs to the basement are broken and not safe to use, but the heating appliances are located in the basement, then it would be necessary to repair the stairs to effectively weatherize the home. • If the measures are not necessary to perform effective weatherization, they are not allowed. <ul style="list-style-type: none"> ○ For example, if the stairway to the second floor was missing a handrail and the occupants needed a railing for stability when going up or down the stairs, this would not be allowed because it is not affecting the weatherization of the home. • When possible, subgrantees may make referrals to other programs or use leveraged funds to address these concerns. • Energy Auditors will observe if dangers are present that would prevent weatherization or potentially injure workers or occupants.
How do you define “minor” or allowable injury prevention measures, and at what point are repairs considered beyond the scope of weatherization? Quantify “minor” or allowable injury prevention measures.
<ul style="list-style-type: none"> • Ohio does not define “minor” but rather limits the IRM by the dollar amount of \$2,400.
Training
<ul style="list-style-type: none"> • Energy Auditors receive training to inspect for dangers that would prevent weatherization.

7.15 – Lead Based Paint				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>		Results in Deferral <input type="checkbox"/>	
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
Safe Work Protocols				

<ul style="list-style-type: none"> • The cost of LBP abatement is prohibited. However, the cost to test building materials for the presence of LBP and the cost of precautions to prevent causing a lead paint contamination problem while installing weatherization materials is allowable. • LBP was used on the majority of dwelling units constructed prior to 1978. If LBP must be disturbed (cut, scraped, sawn, drilled, etc.) during the weatherization work, that work shall be done in a "lead safe" manner. • Ohio implements the approach defined by the EPA under the Lead Renovation, Repair, and Painting (LRRP) Rule. <ul style="list-style-type: none"> ➢ Weatherization contractors, crew members or other persons installing ECMs for HWAP must earn the EPA Certified Renovator credential. ➢ Other entities performing work (e.g. Heating Ventilation and Air Conditioning (HVAC), plumbing, or electrical professionals) for HWAP and working in pre-1978 dwellings where the possibility exists to disturb painted surfaces of an area greater than six square feet per room for the interior, and/or 20 square feet for exterior work, must have an EPA Certified Renovator onsite. ➢ Weatherization contractors and other entities performing work in pre-1978 homes that will disturb painted surfaces of an area greater than six (6) square feet per room for the interior, and/or 20 square feet for exterior work, must have an EPA Firm Certification. • The EPA Certified Renovator credential requires completion of the eight-hour LRRP training program from an EPA accredited training provider or renewing certification with a four-hour refresher class. <ul style="list-style-type: none"> ➢ Subgrantees may assign lead safe work only to contractors meeting this requirement. • Even when the work has disturbed less than the de minimis amounts of paint as specified by the EPA, all work should be performed in a lead safe manner. • Proper record keeping using the Post Renovation Lead Recordkeeping Checklist must be completed by the subgrantee. Other subgrantee required paperwork includes: <ul style="list-style-type: none"> ➢ Copies of the EPA Certified Renovator and other installer's certificates; ➢ Pictures of the containment area with a posting of the job number attached to the containment materials; and ➢ Picture(s) of the Approved Wipes alongside the Cleaning Verification Card showing that the cleaning process has passed, with the job number in the picture.
Testing Protocols
<ul style="list-style-type: none"> • EPA approved test kits must be used to determine the presence of lead in paint that will be disturbed HWAP measure installation. • Testing methods must be economically feasible and justified. • Job site set up and cleaning verification is conducted by a Certified Renovator. • Lead safe work practices are verified during monitoring.
Client Education
<ul style="list-style-type: none"> • All subgrantees are required to provide clients a copy of the EPA's "The Lead-Safe Certified Guide to Renovate Right", if applicable, prior to the start of work. This brochure will be given to an adult resident of each pre-1978 residential dwelling to be weatherized. • Written acknowledgment by the adult resident is required, proving the adult resident received the brochure. A written certification by the subgrantee stating the brochure was delivered to an adult resident but the subgrantee was unsuccessful in obtaining a written acknowledgment, as directed in the publication, is also acceptable. • The written acknowledgment or certification must be maintained in the client file. • Ohio's deferral policy will be used in instances where the homeowner or landlord has notified the subgrantee of LBP issues existing or where lead poisoning has occurred to a member of the household. Referral is recommended to other programs designed to address the concerns.
Training and Certification Requirements
<ul style="list-style-type: none"> • All of Development's technical field staff have received training in Lead Safe Weatherization (LSW) and have completed the LRRP course. • Weatherization contractors, crew members or other persons installing ECMs must earn the EPA Certified Renovator credential.
Documentation Requirements

- Documentation for training credentials must be onsite (i.e., copies of the training certificate or the certification as a renovator must be available).
- Proper record keeping using the Post Renovation Lead Recordkeeping Checklist must be completed by the subgrantee. Other subgrantee required paperwork includes:
 - Copies of the EPA Certified Renovator and other installer's certificates;
 - Pictures of the containment area with a posting of the job number attached to the containment materials; and
 - Picture(s) of the Approved Wipes alongside the Cleaning Verification Card showing that the cleaning process has passed, with the job number in the picture.

7.16 – Mold and Moisture

(Including but not limited to: drainage, gutters, down spouts, extensions, flashing, sump pumps, dehumidifiers, landscape, vapor retarders, moisture barriers, etc.)

Concurrence, Alternative, or Deferral

Concurrence with Guidance ☒ Alternative Guidance ☐ Results in Deferral ☐

Funding

DOE ☒ LIHEAP ☒ State ☐ Utility ☐ Other ☐

What guidance do you provide Subgrantees for dealing with moisture related issues (e.g., drainage, gutters, down spouts, moisture barriers, dehumidifiers, vapor barrier on bare earth floors) in homes slated for weatherization?

Mold and Moisture

- Limited water damage repairs can be addressed by weatherization workers.
- Correction of conditions that may create moisture and mold are allowed when necessary, in order to weatherize the home and to ensure the long-term stability and durability of the measures.
- However, existing mold and moisture issues greater than 10 –square feet cannot be addressed and must be deferred.
- Testing for mold to determine the type or severity is not an allowable cost.
- Mold cleanup is not an allowable H&S cost.
- Surface preparation where weatherization measures are being installed (e.g., cleaning mold off window trim to apply caulk) must be charged as part of the ECM, not to the H&S budget category.
- All subgrantees are required to complete an HWAP Mold Assessment and Release Form after the energy audit and prior to the work being started. Subgrantee staff will document with photos, any existing mold and mildew problem.

Drainage

- Major drainage issues (for example, earth sloping toward dwelling) are beyond the scope of HWAP.

How do you define “minor” or allowable moisture-related measures, and at what point is work considered beyond the scope of weatherization?

- An enclosed crawlspace or basement that has standing water for significant periods of time due to inadequate ground or surface water drainage; and
- Structures exhibiting signs of major moisture problems such as blistering paint and extensive mold/mildew on the inside of the house.

Client Education

- Ohio's deferral policy will be used in instances where the remediation of the problem is beyond the scope of the weatherization program.
- When a deferral is required, the subgrantee should refer the homeowner to another program that can address the issue.

Training

- How to recognize drainage, moisture, or mold issues is part of the Energy Auditor and crew leader training.

7.17 – Pests				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
What guidance do you provide Subgrantees for dealing with pests and pest intrusion prevention in homes slated for weatherization?				
<ul style="list-style-type: none"> • Pest removal is allowed only where an infestation would prevent weatherization. • Pest infestation where it cannot be reasonably removed or poses a H&S concern for subgrantee staff or contractors is cause for deferral. Pests include but are not limited to fleas, roaches, rodents, and/or bed bugs. • Whole house extermination is not allowable. • It also is allowable for the subgrantee to address points of access to prevent intrusion. Examples include screening of attic gable vents to keep out flying insects and installing steel wool accesses to prevent rodents from penetrating. 				
Define Pest Infestation Thresholds, Beyond Which Weatherization Is Deferred				
<ul style="list-style-type: none"> • Deferral is required when the home cannot be made safe for workers or whole house remediation is required. 				
Testing Protocols				
<ul style="list-style-type: none"> • Energy Auditors will assess the presence and degree of infestation and risk to workers. 				
Client Education				
<ul style="list-style-type: none"> • Subgrantees must inform the client in writing of the observed conditions and associated risks. • If deferral is necessary, subgrantees must provide information in writing describing the conditions that must be met in order for weatherization to commence. 				
Training				
<ul style="list-style-type: none"> • Energy Auditors are trained to assess the presence of pests and associated risks. 				

7.18 – Radon				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
What guidance do you provide Subgrantees around radon?				

<ul style="list-style-type: none"> Radon mitigation is not an allowable H&S cost. However, the cost to test a building for the presence of radon gas is allowable. All counties in Ohio have a moderate (24 pCi/L) to high (>4 pCi/L) potential for radon (see https://www.epa.gov/radon/find-information-about-local-radon-zones-and-statecontact-information#radonmap for a radon map of Ohio). Some precautionary measures (such as airtight sump covers) are allowable for installation and must be charged to the H&S budget category. Subgrantees must ensure every home in Ohio will receive the following measures (if applicable) to help reduce radon migration into the living area of the dwelling: <ul style="list-style-type: none"> ➤ Cover exposed earthen floors in basements and crawlspaces; ➤ Seal and caulk penetrations, openings or cracks in below grade walls and floors that contact the ground; ➤ Install an airtight sump cover in such a way that water can drain from above and below the sump cover; and ➤ Ensure floor drains have traps and traps are not dry. In instances where elevated levels of radon have been identified, the Energy Auditor will defer weatherization measures that could exacerbate the problem. Weatherization measures that are identified as being cost-effective for the dwelling and will reduce the exposure to radon are encouraged.
Testing Protocols
<ul style="list-style-type: none"> Testing is allowed but not recommended.
Client Education
<ul style="list-style-type: none"> Each dwelling must receive a copy of the EPA's "A Citizen's Guide to Radon" and be informed of the related risks. Each client must sign the Radon Informed Consent form prior to receiving weatherization services. This form must be retained in the client's file.
Training and Certification Requirements
<ul style="list-style-type: none"> Energy Auditors receive training on radon and what measures can help reduce radon migration into the home. Installers are training to install the approved measures to reduce radon migration into the home.
Documentation Requirements
<ul style="list-style-type: none"> The Radon Informed Consent form must be retained in the client's file.

7.19 – Safety Devices: Smoke and Carbon Monoxide Alarms, Fire Extinguishers				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
What is your policy for installation or replacement of the following:				
Smoke Alarms: <ul style="list-style-type: none"> A smoke alarm(s) must be installed in all dwellings without an operable alarm per manufacturer's instructions. The installation of smoke alarms must be charged to the H&S budget category. Combination smoke and carbon monoxide alarms are allowable. 				
Carbon Monoxide Alarms: <ul style="list-style-type: none"> An approved carbon monoxide alarm(s) is required in every dwelling without an operable alarm, per ASHRAE 62.2 2016 guidance. The installation of carbon monoxide alarms must be charged to the H&S budget category. Combination smoke and carbon monoxide alarms are allowable. 				

Fire Extinguishers: <ul style="list-style-type: none"> • Fire extinguishers are allowable for households when a solid fuel heating system is present (i.e. coal, wood). • Only one unit may be installed into a home and must be charged to the H&S category. • Fire extinguishers must be installed, according to the manufacturer's recommendations, be type ABC, UL listed, = 10 lb. and with a permanently affixed wall bracket to receive the extinguisher. • The client must sign a written agreement to allow a fire extinguisher to be installed in the home and placed within sight of the solid fuel burning heat system when standing at the unit. • The subgrantee must discuss and provide information on the use and upkeep of the extinguisher to the client.
Testing Protocols
<ul style="list-style-type: none"> • The Energy Auditor and QCI will check existing alarms for operation and verify operation of installed alarms.
Client Education
<ul style="list-style-type: none"> • The client will be provided information on the operation of the alarms and any documentation included with the installation of new alarms. • The subgrantee must discuss and provide information on the use and upkeep of the extinguisher to the client.
Training
<ul style="list-style-type: none"> • Energy Auditors, installers, and crew leaders receive training on how to test and where to install detectors.

7.20 – Occupant Health and Safety Concerns and Conditions				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
What guidance do you provide Subgrantees for soliciting the occupants' health and safety concerns related to components of their homes?				
<ul style="list-style-type: none"> • When a person's health may be at risk and/or the weatherization activities could constitute a health or safety hazard, the occupant at risk will be required to take appropriate action based on severity of risk. • Appropriate action includes, but is not limited to removal of excessive trash and debris, proper cleaning of moisture damaged surfaces, or removal of an unapproved alternative heat source. • Failure or the inability to take appropriate action must result in deferral. 				
What guidance do you provide Subgrantees for determining whether occupants suffer from health conditions that may be negatively affected by the act of weatherizing their home?				
<ul style="list-style-type: none"> • Subgrantee intake staff should begin the discussion with the client as part of describing the program and what measures may be performed. • The subgrantee must be cognizant of collecting this personal information and the protections that clients have with the Health Insurance Portability and Accountability Act of 1996. • The Energy Auditor will explain what measures will be installed and that there may be some aspects of weatherization (i.e. dust during insulation) that may worsen existing health conditions. 				
What guidance do you provide Subgrantees for dealing with potential health concerns when they are identified?				

<ul style="list-style-type: none"> The Energy Auditor and client will have an opportunity to discuss precautions that can be taken to minimize risks. Alternative work protocols should be implemented by weatherization workers, if necessary, to avoid aggravating any existing health condition. It may be necessary for the client to leave the home during the work process. Refusal or inability to leave the home may result in deferral and/or referral to another local program, if available. 		
Client Education		
<ul style="list-style-type: none"> Energy Auditors will explain the weatherization work and the potential conditions that may put the occupants with existing health conditions at risk. Energy Auditors will provide clients with information of any known risks. When deferral is necessary, subgrantees must provide information in writing describing the conditions that must be met for weatherization to commence. 		
Documentation Form(s) have been developed and comply with guidance?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

7.21 – Ventilation and Indoor Air Quality				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
Identify the Most Recent Version of ASHRAE 62.2 Implemented (optional: identify Addenda used)				
<ul style="list-style-type: none"> The installation of new ventilation fans and related ducting, controls, and passive air intakes that are designed to remove moisture and/or introduce fresh air to assure a safe and healthy level of air exchange is allowable as a H&S measure. Ohio has adopted ASHRAE 62.2 2016. Ohio will utilize the 15 CFM de minimis as the action level where additional ventilation will be provided. Client refusal of mechanical ventilation, when evaluated and called for pursuant to the Standard, must result in deferral. 				
Testing and Final Verification Protocols				
<ul style="list-style-type: none"> The Energy Auditor and QCI will determine required ventilation and measure fan flow of existing and installed equipment to verify performance. 				
Client Education				
<ul style="list-style-type: none"> The client will be provided with information on function, use, and maintenance (including location of service switch and cleaning instructions) of ventilation system and components by the subgrantee. The subgrantee must also provide the client with equipment manuals for installed equipment. The client must review and sign the ASHRAE 62.2 Notification Form and a copy must be maintained in the client file. 				
Training				
<ul style="list-style-type: none"> ASHRAE 62.2 training includes proper sizing and flow rates of existing and new systems. 				

7.22 – Window and Door Replacement, Window Guards				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>

What guidance do you provide to Subgrantees regarding window and door replacement and window guards?
<ul style="list-style-type: none"> • Replacement, or installation of windows or doors is not an allowable H&S cost but may be allowed as an ECM or IRM when meeting the definition and requirements of ECMs and IRMs. • Window and door repairs are allowable as a H&S measure if it resolves a bulk water intrusion issue that is the cause of visible biological growth, is well documented with written explanation and photos of the biological growth, in the client file. • If disturbing LBP, subgrantees and all contractors must follow LSW and • LRRP practices and the client must be informed of the risks of LBP.
Testing Protocols
<ul style="list-style-type: none"> • Not applicable
Client Education
<ul style="list-style-type: none"> • Provide written information on lead risks wherever issues are identified.
Training
<ul style="list-style-type: none"> • Awareness of guidance.

7.23 – Worker Safety (OSHA, etc.)				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input checked="" type="checkbox"/>	Alternative Guidance <input type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
How do you verify safe work practices? What is your policy for in-progress monitoring?				
<ul style="list-style-type: none"> • Subgrantees shall comply with OSHA requirements for all weatherization activities. • This includes the requirement that personnel working on the dwellings will utilize the appropriate personal safety equipment when necessary and receive training on the use/location of safety equipment. • When contractors are employed by subgrantees, those contractors shall comply with OSHA requirements as well. • Subgrantees that identify that a contractor may not be complying with OSHA requirements shall take all necessary steps to have the contractor rectify the situation, including notifying the contractor of the issue, identifying training opportunities, or terminating the contract with the contractor. • Costs related to OSHA compliance for HVAC, weatherization, or other contractors hired to address H&S issues shall be part of the bid price or job cost. • The subgrantee is responsible for ensuring workers and subcontractors are properly trained and certified, when certification is required. 				
Training and Certification Requirements				
<ul style="list-style-type: none"> • Development will review the training certificates for OSHA and LSW compliance in conjunction with the local subgrantee and the OWTC. • The OSHA 10-hour training is required for all Retrofit Installers, Crew Leaders, Energy Auditors, QCIs, Heat Technicians, and recommended for all state licensed HVAC Installers. 				

7.24 – Appliances and Water Heaters				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input type="checkbox"/>	Alternative Guidance <input checked="" type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>

Appliance and Water Heater Guidance	
<ul style="list-style-type: none"> Replacement of water heaters using H&S funds is allowed. Subgrantees must ensure the replacement water heater unit drafts properly in worst-case depressurization scenario, and that the combustion analysis readings of the water heater unit are within the appropriate guidelines. Replacement and installation of appliances other than water heaters – such as cook stoves, washing machines, or clothes dryers – is not allowed. In addition, the subgrantee must remove and properly dispose of the old water heater. 	
Client Education	
<ul style="list-style-type: none"> Client education is required to explain the importance of appropriate use and maintenance of the replacement water heater unit. 	
Training	
<ul style="list-style-type: none"> Energy Auditors receive training on the proper testing of water heaters. 	

7.25 – Space Heaters Solid Fuel (Wood Stoves, Pellet Stoves, Fireplaces, etc.)				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input type="checkbox"/>	Alternative Guidance <input checked="" type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
General Guidance for Solid Fuel Space Heaters				
<ul style="list-style-type: none"> Wood, coal, and pellet fired furnace and boiler systems should be treated as vented heating systems. The subgrantee must inspect the stove, chimney, and flue. Combustion Appliance Zone (CAZ) depressurization testing is required per the NREL SWS and NFPA 211. Maintenance, repair, and replacement of primary indoor heating units is allowed where occupant H&S is a concern. Subgrantees must install replacement primary heaters and/or flues according to applicable codes, standards, and manufacturer's instructions. Adequate combustion air must be provided. Replacement of secondary heating units is not allowed. Maintenance and repair of secondary heating units is allowed. Repair of flues and proper installation (e.g., protection of combustibles), is required for both primary and secondary solid fuel heating appliances. The system must be operational and inspected using all test protocols before any other weatherization begins. 				
Fireplaces – Special Considerations				
<ul style="list-style-type: none"> Fireplaces present special hazards that are affected by weatherization. If draft is poor, smoke may downdraft into the living space, causing poor indoor air quality. It is likely the occupants will ventilate in these situations. Near the end of a wood fire, glowing coals will remain, radiating heat, while the draft lowers and allows the top of the chimney to cool, further reducing draft. The reduced oxygen available to the glowing coals causes production of carbon monoxide without the smoke that encourages space ventilation. This is a dangerous situation, as the carbon monoxide enters the living space due to the lowered draft. For this reason, it is extremely important subgrantees make sure there is a carbon monoxide alarm installed in this CAZ and occupants are educated to the danger signs and what to do. Worst-case CAZ depressurization testing will be conducted in spaces containing an operational fireplace. The worst-case depressurization of a space with a fireplace is -5 Pa. 				
Testing Protocols				

<ul style="list-style-type: none"> Subgrantees must conduct pre- and post-weatherization worst-case CAZ depressurization testing in spaces having a fireplace. The depressurization limit is -5 Pa in a CAZ containing any woodburning combustion appliance, including fireplaces.
Client Education
<ul style="list-style-type: none"> Clients are provided information about possible CO issues with fireplaces and what to do if the CO alarm would activate.
Training
<ul style="list-style-type: none"> Energy Auditors receive training regarding the safety of solid fuel appliances.

7.26 – Spray Polyurethane Foam (SPF)				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input type="checkbox"/>	Alternative Guidance <input checked="" type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>
General Guidelines for SPF				
<ul style="list-style-type: none"> Subgrantees must use EPA recommendations (available online at: https://archive.epa.gov/epa/saferchoice/quick-safety-tips-spray-polyurethane-foam-users.html) when working within the conditioned space of a dwelling unit when SPF fumes become evident within the conditioned space. Clients may be asked to relocate if and when fumes are evident in conditioned spaces. When working outside the building envelope, isolate the area where foam will be applied, take precautions so that fumes will not transfer to inside conditioned space, and exhaust fumes outside the home. 				
Testing Protocols				
<ul style="list-style-type: none"> Testing will include checking for penetrations in the building envelope. Sensory inspection inside the home for fumes during foam application must also occur. Safety equipment associated with installation of this product may be charged to Equipment/Tools. 				
Client Education				
<ul style="list-style-type: none"> The client must be informed of plans to use two-part foam and the precautions that may be necessary. 				
Training				
<ul style="list-style-type: none"> All weatherization staff and contractors using foam products must receive training on the proper use of these various products and understand the specification for each application type. Documentation is required of Retrofit Installers viewing an installation video or completing online training and verification of reading and understanding product use information. Documentation and verification of training must be maintained by the subgrantee. SDS are mandatory for any foam product used, and a thorough understanding of the temperature sensitivity of the product in use is required. 				

7.27 – Fire Hazard				
Concurrence, Alternative, or Deferral				
Concurrence with Guidance <input type="checkbox"/>	Alternative Guidance <input checked="" type="checkbox"/>	Results in Deferral <input type="checkbox"/>		
Funding				
DOE <input checked="" type="checkbox"/>	LIHEAP <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Utility <input type="checkbox"/>	Other <input type="checkbox"/>

Fire Hazard Guidelines	
<ul style="list-style-type: none"> • NREL SWS and the State of Ohio Weatherization Field Guide for Home Energy Updates includes guidance that governs combustion appliances and their associated venting systems. • The guidance outlines how to identify and eliminate potential fire hazards including inadequate clearances between combustion appliance cabinets, venting systems, and combustible materials. • The NREL SWS also states how to handle potentially dangerous creosote buildup in chimneys and wood stove flues. • Potential fire hazards are addressed with H&S funding or other leveraged funding sources. • Adherence to appropriate National Fire Protection Association (NFPA) standards when repairing or replacing appliances minimizes the potential for fire hazards. • If possible, the Energy Auditor should address any potential fire hazards within the scope of the weatherization program; however, the client must be notified when a fire hazard is identified, and it cannot be treated during the weatherization process. • In some cases, this may result in deferral or referral of the home until the fire hazard can be corrected. 	
Testing Protocols	
<ul style="list-style-type: none"> • The Energy Auditor will inspect the home for potential fire hazards. 	
Client Education	
<ul style="list-style-type: none"> • Client education must be performed to explain the importance of addressing any fire hazards within the home. 	
Training	
<ul style="list-style-type: none"> • Energy Auditors receive training on identifying fire hazards in a home. 	