

WEATHERIZATION ASSISTANCE PROGRAM (WAP) STATE PLAN FOR PROGRAM YEAR 2015

Draft – As of July 13, 2015



**State of Hawaii
Department of Labor & Industrial Relations
Office of Community Services**

830 Punchbowl Street #420, Honolulu, Hawaii 96813
phone: (808) 586-8675 | website: <http://labor.hawaii.gov/ocs>

Weatherization Assistance Program (WAP) Draft State Plan for Program Year (PY) 2015

V.1.1 Approach to Determining Client Eligibility

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

The definition of “low income” which the State of Hawaii, DLIR-OCS has chosen for determining eligibility for use Statewide in accordance with 10 CFR 440.22 (a) is that weatherization assistance from Department of Energy (DOE) funds are provided to a family unit who are at or below 200 percent of the Federal Poverty Guidelines for Hawaii, as established by the US Department of Health and Human Services (website: <http://aspe.hhs.gov/poverty/14poverty.cfm>).

Describe what household Eligibility basis will be used in the Program

According to the U.S. Census Bureau's most recent data, the state of Hawaii has an estimated population of 1,419,561 in the year 2014. Of this estimated number, 87,407 are children under 5 years old and 195,138 are elderly (65 years and over). Of the total population, an estimated 10.8% (or 151,637 individuals) are living below the poverty level. However, Hawaii also saw a reduction of 1% in the share of population living in poverty between 2000 and 2010 (State Policy Report, 2014). Furthermore, Hawaii has an estimated 530,106 housing units in the year 2014. <http://quickfacts.census.gov/qfd/states/15000.html>

In determining eligibility for weatherization assistance, Department of Labor and Industrial Relations-Office of Community Services (DLIR-OCS) complies with WAP code of federal regulations 10 CFR 440.16 and 10 CFR 440.22, which indicates that weatherization assistance be given priority to low-income persons who are particularly vulnerable such as the elderly, persons with disabilities, families with children, high residential energy users, and households with high energy burden.

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

All potential recipients of Weatherization Services are asked to provide verifiable information to determine eligibility. DLIR-OCS will be fully compliant with Federal provisions related to verification of qualified alien status in providing services. Our procedures for verifying U.S. citizenship or immigration status of applicants are in accordance with the United States Department of Justice's (DOJ) Interim Guidance on Verification of Citizenship, Qualified Alien Status and Eligibility under Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, published November 17, 1997 (62 FR 61344)..

Verification of an individual's citizenship or qualified alien status is normally pursued through an electronic interface. In most cases, proof of citizenship and identity will be immediately available in *ARIES* through a data match with the federal data services hub. In *EIS*, proof of citizenship and identity will be available within a few days through a *SVES* data match with *SSA*. See [section 5011-6B](#) for more information on the *SVES* data match. If the *SVES* response does not verify citizenship and identity, the caseworker must confirm that the correct name and Social Security Number was used for the data match. If not, the caseworker must make the corrections in either *ARIES* or *EIS* and request a new data match.

Documentary Proof. If proof through an electronic data match or interface is not promptly available, proof of the individual's citizenship or qualified alien status may be obtained through documentary proof.

If an individual's citizenship or qualified alien status cannot be promptly verified through a computer match or other acceptable documentation, the individual must be given a reasonable opportunity period (90 days) to provide acceptable proof of their citizenship or qualified alien status. See [section 5011-7](#).

Qualified aliens are eligible to receive assistance and services under the WAP program so long as they meet WAP program requirements. "Qualified aliens" are defined in section 431 of Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), commonly known as the welfare reform law. The Act covers the larger groups of legal immigrants (legal permanent residents, refugees, asylees, individuals paroled into the U.S. for a period of at least 1 year, individuals whose deportation has been withheld, individuals granted conditional entry, and certain individuals who are victims of domestic abuse).

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

Subgrantees have intake and client selection procedures in place to determine the eligibility of the client and the dwelling unit. Included in this procedure is the requirement for prospective clients to complete an application form, which gathers information on family data, annual income, and client needs. The 2015 Poverty Income Guidelines and Definition of Income (WPN 15-3), published by DOE and provided to Grantees and subgrantees gives guidance on the definition of income as well as supporting eligibility documentations that are expected to be submitted from prospective clients.

After a client's eligibility has been certified, the client will remain eligible for weatherization assistance for twelve months from date of application. If weatherization work has not started, the household may reapply using only a declaration of income statement instead of repeating the complete application process. However, applicants who are on the waiting list are subject to the WPN 15-3 requirement indicating that eligibility documentation be updated at least annually.

Describe Reweathering compliance

Subgrantees are required to retain records of all weatherized dwellings, including the date of weatherization and a description of DOE and other funds used for weatherization in a particular dwelling. The Recovery Act amended the DOE Weatherization Reweathering dates and now allows Grantees and subgrantees to weatherize homes previously weatherized from September 30, 1994 and earlier. As part of the eligibility process potential eligible clients will be asked if their homes were previously weatherized. Though not encouraged, it is up to the subgrantee to determine if reweatherization shall be given to previously weatherized units.

Subgrantees wishing to serve homes located in disaster areas, shall abide by DOE guidance, WPN 12-7, which addresses Disaster Planning and Relief. Subgrantees shall follow the appropriate procedures when initiating reweatherization measures of these homes.

Describe what structures are eligible for weatherization

Weatherization assistance is provided to low-income persons who live in all types of housing as long as it is occupied by a family unit that meets the client eligibility criteria. In the State of Hawaii, our priority weatherization measures list applies to single-family homes and multi-family homes with 4 units or less.

Describe how Rental Units/Multifamily Buildings will be addressed

Weatherization assistance is provided to low-income persons that live in all types of housing as long as it is occupied by a family unit that meets the client eligibility criteria. When subgrantees determine eligibility of client and initiate weatherization of rental units or multifamily buildings DLIR-OCS will provide procedures for rental unit and sample agreement forms that will ensure that the benefits of weatherization to occupants of rental units are protected in accordance with 10 CFR 440.22 (b)(3). When weatherizing multifamily units, subgrantees will comply with 10 CFR 440.2 2(b), to make sure that a minimum of 66% of the dwelling units in the building are occupied by a family unit that meets the income requirement. See

sample landlord cooperation agreement form Attachment A and landlord contribution agreement Attachment B.

Describe the deferral Process

The decision to defer work in a dwelling or, in extreme cases, provide no weatherization services will be assessed by the subgrantee administering agencies. The following conditions shall be taken into account when deciding as to when a weatherization work project should be deferred:

- Building structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that failure is imminent and the conditions cannot be resolved in a cost-effective manner.
- Extensive moisture/mildew is severe and cannot be resolved under the existing health and safety measures.
- Improperly stored chemicals, combustible materials, or other fire hazards that present a danger to the occupants or the workers.
- The house has sewage or other sanitary problems that would further endanger the client and weatherization installers if weatherization measures were installed.
- Major remodeling is in progress that limits the proper completion of major weatherization measures.
- The extent of the lead-based paint in the dwelling would potentially create further health and safety hazards.
- There is not adequate interior space to install a hot water tank and exterior location is exposed to the elements. Cost of constructing an exterior shelter is beyond the scope of the program.
- The client is hostile, uncooperative, abusive, threatening to the auditors, crews or staff that must work or visit the dwelling.
- Illegal activities are being conducted in the dwelling unit.

Agency shall utilize the Weatherization Deferral/Referral Notice (Attachment C) to provide written notice to clients in dwellings where problems exist that are outside the scope of Weatherization. Clients will be given 30 days as stated on the Deferral Notice to take corrective action. If the client is able to take corrective action within 30 days, work should resume as soon as possible after the Agency receives notification from the client. If problems identified in the Deferral notice are not corrected within 30 days, the subgrantee places the job in an inactive file. The client can reapply when and if the problems noted on the Deferral Notice have been corrected.

V.1.3 Definition of Children

Definition of children below age: 5

V.1.4 Approach to Tribal Organizations

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

Hawaii does not have local tribal organizations.

V.2 Selection of Areas to Be Served

Taking into consideration Hawaii's geographical orientation Hawaii is organized into four counties: City and County of Honolulu (Island of Oahu), County of Hawaii (Hawaii Island), County of Maui (includes the islands of Maui, Molokai and Lanai), and County of Kauai.

Hawaii will continue its Weatherization Assistance Program for Program Year (PY) 2015 delivering weatherization assistance to counties throughout its subgrantee network. However, the issuance of any subgrant for WAP services shall be determined by a procurement process, which will result in the selection of subgrantees. DLIR-OCS shall evaluate prospective subgrantees' experience, capabilities, and capacity to administer WAP. In addition, DLIR-OCS will take into account agencies that work in areas where vulnerable low-income persons such as the elderly, persons with disabilities, families with children, high residential energy users, and households with high-energy burden reside.

DLIR-OCS shall reserve the right to reallocate WAP funds at any time during the program year among local administering agencies in the unforeseen event that a subgrantee is unable to meet WAP program requirements, cancels its weatherization contract, and or if there are excess funds available after all weatherization measures are fulfilled below the estimated budget costs.

V.3 Priorities for Service Delivery

To maximize program effectiveness in identifying and providing weatherization services, DLIR-OCS, prioritizes the following as listed in this order: 1) elderly persons, 2) persons with disabilities, 3) families with children, 4) high residential energy users, and 5) households with high energy burden. Subgrantees shall consider "high residential energy users" and "households with high energy burden" in combination with the other priority categories of elderly, persons with disabilities, or families with children when selecting eligible clients.

V.4 Climatic Conditions

Most of Hawaii has only two seasons, winter and summer. Summer season extends from May to September and winter extends from October to April. Weather during the winter is slightly cooler, though it is still quite tropical and warm. There is more rain during the winter, but sunny days are also common. Summers are definitely the warmer season with an overwhelming dominance of trade wind and more drier conditions in the lowlands. The following climate and land characteristic variables were mapped and are available through the website link below:

- Air Temperature
- Surface Temperature
- Relative Humidity
- Vapor Pressure Deficit
- Wind Speed
- Rainfall
- Solar Radiation
- Diffuse Solar Radiation
- Clear Sky Solar Radiation
- Cloud Frequency
- Albedo
- Downwelling Longwave Radiation
- Upwelling Longwave Radiation
- Net Radiation
- Soil Heat Flux
- Biomass Heat Storage
- Air Layer Heat Storage
- Land Cover Type
- Vegetation Height
- Leaf Area Index
- Vegetation Cover Fraction
- Canopy Wetness Fraction
- Priestley-Taylor Potential Evapotranspiration
- Penman-Monteith Potential Evapotranspiration
- Grass Reference Surface Potential Evapotranspiration
- Wet Canopy Evaporation
- Transpiration
- Soil Evaporation
- Evapotranspiration
- Latent Energy Flux

<http://www.google.com/url?sa=i&source=imgres&cd=&ved=0CAgQjRwwAA&url=http%3A%2F%2Fclimate.geography.hawaii.edu%2F&ei=UnGhVf-fEcfdoASeuKsQ&psig=AFQjCNHVakP2HHzGW-QX-4Eijids1NNQpw&ust=1436730066375588>

V.5.1 Technical Guides and Materials

- Low-Flow Showerheads
- Low-Flow Faucet Aerators
- Compact Fluorescent Light Bulbs (CFLs)
- Small Room Air Conditioners (6-8,000 Btu/h cooling capacity) Replacement
- Solar Water Heater or Hybrid Heat Pump Installation
- Water Heater Timer
- Refrigerator Replacement
- Large Room Air Conditioner (18,000 Btu/h cooling capacity) Replacement for Hawaii, Kauai, Lanai and Molokai only.

DLIR-OCS is working closely and collaboratively with our sub-grantees and has contracted with Saturn Resource Management to create a field guide and field standards that conform to the SWS, but also takes into account Hawaii's climate and environment. This process will result in the full implementation of WPN 15-4 by October 1, 2015. All subgrantee agreements DLIR-OCS, currently directs Subgrantees to follow 10 CFR 440, waptac.org program notices, and 10 CFR 600 Financial Assistance Rules in administering the programs. In addition, prior to contracting subgrantees are required to submit a quality assurance plan that details procedures to assure that its services are provided in conformance with all federal, state, and county requirements. <http://www.waptac.org/>

Currently, weatherization services include an energy audit, a complete visual assessment of electrical base load measures, energy-related health and safety assessment, client education, appropriate low-cost measure, applicable weatherization-related repairs, and a thorough consideration of the client and residence.

Installation of measures is dependent on the energy audit that the subgrantee conducts for each household. Currently, there are eight approved weatherization measures in the Approved Hawaii Priority List which applies to single family homes and multi-family buildings with units of 4 or less (DOE approved on December 2011). The following measures are listed in the order of most cost effectiveness. When weatherizing a home, typically the measures are installed in order, as conditions and funding permitted.

and vendor contracts, active in Program Year 2015 and beyond, will contain language which clearly documents the SWS specifications for work quality outlined in WPN 15-4, section 2.

V.5.2 Energy Audit Procedures

DOE-approved Priority List dated December 2011 will be used by agencies as approved audit measures to implement a comprehensive approach weatherizing a dwelling unit. DLIR-OCS is in the process of submitting an updated priority list for PY 15 for approval by DOE. The priority list will remain the same as the current priority list with an increase in cost limitations for specific items due to increase in shipping and transportation costs.

Hawaii's Weatherization Assistance Program Approved Priority List for Single-Family Homes

The Measures:

I. Low-Flow Showerheads & Faucet Aerators

II. Compact Fluorescent Lights

III. Small Room Air Conditioners (6-8,000 Btu/h cooling capacity) Replacement

- A. Replacement units should be the same size, or smaller, as existing.
- B. Existing units with a maximum EER of 8.5 are eligible for replacement.
- C. New units must have a minimum EER of 10.5.
- D. Minimum usage must be at least 8 hours per day.
- E. Cost is limited to \$500.

IV. Solar Water Heater or Hybrid Heat Pump Installation -

- A. Use the DOE-approved Water Heater Savings Calculator to determine allowable cost and SIRs for replacing the existing system with either a solar water heater or hybrid heat pump water heater. The replacement system showing the highest SIR must be installed.
- B. The auditor must print the calculated comparison and save a copy in the client file.
- C. Cost must include all necessary incidental construction (i.e. sheds or platforms), delivery and disposal.
- D. In the instance where the Water Heater Savings Calculator indicates fuel switching as the most cost-effective for a household, fuel switching shall be allowed.
 - 1. Solar Water Heaters — Electric or Propane Fueled
 - a. Installations must be sized according to "Residential Solar System Sizing Verification", which uses a 20 gal/person standard.
 - b. Installations must pass the equivalent of the "Hawaii Energy Efficiency Program's Water Heater System Inspection Check List."
 - 2. Heat Pump Water Heater — Electric

V. Water Heater Timer

- A. Electric resistance tank water heater must have an EF under 0.90.
- B. Shut off power for a minimum of 6 hours per day.
- C. Cost is limited to \$150.
- B. Auditor must meter at least 10% of units as a control for actual kWh usage.
- C. Replaced refrigerators must be recycled and refrigerant reclaimed.

VI. Refrigerator Replacement

- A. Units may be replaced based on metering or database energy usage according to the Refrigerator Replacement Tables for HI Priority List As of May 13, 2011.
- B. New units may not have through-the-door water/ice service.

VII. For Hawaii, Kauai, Lanai, & Molokai only: Large (18,000 Btu/h cooling capacity) Room Air Conditioner Replacement

- a. Replacement units must be the same size, or smaller, as existing.
- b. Existing units with a maximum EER of 8.8 are eligible for replacement.
- c. New units must have a minimum EER of 10.0.
- d. Minimum usage must be at least 10 hours per day.
- A. Cost is limited to \$1,000.

V.5.3 Final Inspection

In accordance with 10 CFR 440.21, each sub-grantee or its authorized representative is required to conduct a final inspection of the dwelling unit to certify that all weatherization and mechanical work has been completed in a quality manner, is in compliance with applicable rules and codes, and is in accordance with the priorities determined by the audit. No dwelling unit may be reported to DOE as completed until the Sub-grantee, or its authorized representative, has performed a final inspection and certified that the prescribed work on the home has been completed in a workmanlike manner and in accordance with the priority determined by the audit procedures required by federal regulations.

To ensure that there are a sufficient number of certified individuals available to meet the quality work plan requirement by DOE, DLIR-OCS will be providing funding for training to appropriate venues to train and certify our Hawaii WAP manager and subgrantee WAP providers to make sure there are a sufficient number of Certified Quality Control Inspectors in place to comply with WPN 15-4 Section 3.

The policies and procedures that will govern the quality control inspection process in accordance with WPN 15-4 section 3 and outline disciplinary actions for inadequate inspection practices will be outlined in the Saturn SWS Field guide that is currently being developed and will be available for inspection on August 1, 2015. The Quality Control Inspector shall conduct a final inspection to all weatherized dwellings. This will include final inspection certification form and photos of the weatherized dwelling to show visual proof of installation and compliance. See attachment

In PY 2015, every DOE WAP unit reported as a completed unit must receive a final inspection ensuring that all work meets the qualifications outline in the SWS in accordance with 10 CFR 440. Additionally, all quality control inspectors working for, or contracted by, the WAP will possess the knowledge, skills, and abilities required by the National Renewable Energy Laboratory Job Task Analysis for Quality Control Inspectors (QCI).

V.6 Weatherization Analysis of Effectiveness

The effectiveness of subgrantee weatherization is assessed by conducting pre and post energy audits by collecting electrical use and billing data to compare before and after weatherization measures are installed. This comparison will be measured against other subgrantees to indicate productivity and energy savings. This comparison will be used in the development of T/TA activities and priorities. The training capability will be assessed during monitoring activities to ensure that the subgrantees are trained and in compliance with all applicable standards. DLIR-OCS will work with subgrantees to make sure they are on track for continuous improvement. DLIR-OCS conducts annual performance reviews for each subgrantee and will have the subgrantee follow up with a corrective action plan if there are management findings or concerns found as a result of the monitoring visit. DLIR OCS also requires annual audit documents from each subgrantee.

V.7 Health and Safety

See attachment D

V.8 Program Management

V.8.1 Overview and Organization

The Hawaii State DLIR-OCS is administratively attached to the Department of Labor and Industrial Relations and was created by the Hawaii State Legislature through Act 305, which was signed into law by the Governor on June 25, 1985. This legislation is codified as Chapter 371K, Hawaii Revised Statutes.

DLIR-OCS collaborates with various public and private agencies as well as human service programs. Its primary purpose, through statutory mandate, is "to facilitate and enhance the development, delivery, and coordination of effective programs for those in need and to provide advice and assistance to the agencies of the executive branch in the human service field, and the legislature." The staff is made up of an executive director, two administrators, four program specialist, one senior accountant, one accountant, one fiscal clerk and two clerical staff. The Hawaii OCS Organizational chart is available upon request.

The DLIR-OCS office is located in the Keelikolani building at 830 Punchbowl Street, Room 420, Honolulu, Hawaii 96813, telephone (808) 586-8675; fax (808) 586-8685.

V.8.2 Administrative Expenditure Limits

Federal regulation, 10 CFR 440.18 (e) requires that the combined amount for both Grantee Administration and Subgrantee Administration can be no more than 10 percent of the total new funds awarded. Not more than 5 percent of the new funds may be used by the Grantee for administrative purposes, while no less than 5 percent must be made available to Sub-grantees for their administrative costs.

In line with DOE regulation, Grantees may allow subgrantees receiving less than \$350,000 of new DOE appropriated funds to use up to an additional 5 percent of their subgrants for administration. This is permitted only if the Grantee determines that such subgrantee requires the additional amount to effectively implement the administrative requirements of the program.

In cases where subgrantees do not require additional administrative funds, or do not need the full 5 percent additional allowances, these funds will continue to be used for program services. DLIR-OCS will monitor the administrative cost of each subgrantee through the annual application review, monthly expenditure reports, and fiscal audits.

V.8.3 Monitoring Activities

The grantee conducts Annual monitoring visits and periodic reviews of each sub-grantee. During these onsite visits, grantee conducts interviews with coordinators, fiscal staff, energy auditors and final inspectors; on-site visits at job completion sites and interviews of crews, contractors, and weatherization assistance recipients.

The schedule for monitoring visits will be conducted in the first half of PY 15 and specific details including specific dates of monitoring will be determined once the subgrantees are selected through a competitive procurement process.

Training and Technical Assistance (T&TA) needs are assessed through on-site visits, email requests, detailed evaluations from regional training sessions, and any annual statewide energy conferences.

In addition, monthly production and expenditure data are obtained from subgrantees and are compared to the overall work plan. Grantee and sub-grantee maintain open dialogue and making sure that updated requirements and resources from DOE are shared with subgrantees and those issues and concerns are resolved in an effective and efficient manner.

The monitoring procedures are designed to provide guidelines for the DLIR-OCS Weatherization staff and its subgrantee agencies. Monitoring is initiated while the program is in operation and provides oversight for the services being delivered at the local level. Monitoring determines accountability for program resources and provides information useful to the improvement of the program's operation and services.

OCS currently uses a monitoring tool to help guide the WAP Program Developer through the monitoring process and can be found as attachment E.

The Office of Community Services Weatherization Assistance Program goals for monitoring activities include:

1. Analyzing whether best possible program services are being delivered to the low-income population.
2. Determining program compliance and accountability.
3. Analyzing program performance.
4. Analyzing quality and effectiveness of the work on completed dwellings.
5. Being an advocate and asset for program improvement.
6. Identifying problems, deficiencies, and areas that need improvement.
7. Assisting agencies in their program operations and compliance with DOE and State regulations.
8. Advising agencies on how to correct any weaknesses and deficiencies.
9. Assessing the need for training and technical assistance to improve local agency service delivery, cost-effectiveness, and accountability.
10. Determining ways that monitoring activities can be improved.

Monitoring is intended to be a constructive process and will be conducted in a professional manner with consistency, fairness, respect, and timeliness. The DLIR-OCS Weatherization staff is committed to fostering positive, open, and constructive working relationships. Therefore, monitoring serves as a two-way educational experience that promotes interaction, feedback, and improvements to both the State and local components of the State of Hawaii Weatherization network. The DLIR-OCS Weatherization staff believes State and local weatherization staff share the same goals of optimizing program funds and resources to best serve the low-income population, striving for program improvement, and providing the most cost-effective and best quality program services possible.

In accordance with 10 CFR 440.23 and to achieve the defined goals based on the principles stated above, DLIR-OCS shall monitor and evaluate the operations of projects carried out by subgrantees by performing periodic monitoring reviews of the fiscal, programmatic, and field functions of local weatherization agencies.

1. Desktop monitoring: The State WAP Specialist reviews and tracks all available subgrantee reports for timeliness, audit findings, and resolution of findings. The State WAP staff reviews agency Monthly Progress Reports and tracks agency production and expenditures on a monthly basis. Desktop monitoring occurs throughout the program year.
2. Subgrantee Agency Monitoring Visits: Each subgrantee receives at least one field and one fiscal onsite visit per year. Additional visits are scheduled as needed to address specific subgrantee issues as they arise. Included in the monitoring are the inspections of completed units to determine compliance with federal and state requirements, client satisfaction and work quality. A minimum of 5% of all weatherized units is inspected during each subgrantee monitoring. Included in these visits are:
 1. Fiscal Monitoring:
 - Review of financial records;
 - Review of purchasing and bidding practices;
 - Review of payroll and documentation;
 - Review of travel records;

- Review of vendor payments;
 - Assistance with potential audit problems; and
 - Reviews last fiscal audit.
2. Program Management Monitoring will be conducted by the State WAP Specialist. A Program Management Monitoring Form will be used to perform this evaluation. Functions of the Program Management Monitoring will include:
- Review of client files;
 - Review of production, expenditures, and related compliance issues;
 - Review of material, tool, equipment, and inventory;
 - Review of client flow charts and scheduling practices;
 - Review of safety policies and practices; and
 - Review of insurance policies.

DLIR-OCS observes the following procedures for monitoring:

1. Monitoring visits will be scheduled in advance with the agency subgrantee. The WAP Manager will send a memorandum with the monitoring schedule. Subgrantee agencies will be given a period of time to inform the WAP Manager if there are overriding conflicts with the scheduled dates for the agency, and new monitoring dates will be established.
2. Upon arrival at the agency, the monitor(s) will conduct an entrance interview with the appropriate agency personnel to explain the purpose of the visit, records and information needed, and the planned timeframe of the visit. An exit interview will be tentatively scheduled with the Executive Director and the Weatherization Coordinator. The Weatherization Coordinator must be available at all times during the monitoring visit.
3. DLIR-OCS will conduct the following inspections:
 - i. At least 5 percent of the units reported as completed will have an on-site monitoring inspection;
 - ii. At least 5 percent of the units reported as completed will have files reviewed;
 - iii. Spot checks will be made by the Program Manager of the material on hand at the subgrantees' storage as well as materials already installed; and
 - iv. Should any subgrantee be deemed non-compliant with applicable State or Federal regulations, the Program Specialist shall send a deficiency notice. The Program Specialist shall ensure that corrective action is taken. The deficiency notice shall be submitted within twenty (30) working days following the monitoring and shall include: 1) Description of deficiency; 2) Description of corrective action(s) required or request for corrective action(s); and 3) Timeline for corrective action(s) and any documentation necessary to determine compliance.
4. DLIR-OCS will conduct an exit interview with the Executive Director of the subgrantee and other staff of the subgrantee as DLIR-OCS considers appropriate on the basis of the information received during the monitoring inspection. The exit interview will include a review of the monitoring analysis.
5. Each monitoring inspection will be documented by a report prepared by DLIR-OCS's monitoring staff. DLIR-OCS will send a copy of the report to the subgrantee. The monitoring report will identify any corrective action that needs to be taken, and it will also identify each unit visited or inspected by DLIR-OCS. DLIR-OCS will prepare the monitoring report within 30 days after the conclusion of the monitoring visit. If a monitoring report identifies matters for which DLIR-OCS believes that corrective action must be taken, the subgrantee shall respond fully within 30 days after receiving the report.
6. Action for removal of a subgrantee from the Program: If DLIR-OCS determines, in its sole discretion that the provider has failed to provide the required services adequately or satisfactorily, the contract between DLIR-OCS and the provider will be terminated. Termination under this section will be made by a written notice sent to the provider ten working days prior to the termination date. The decision of DLIR-OCS to terminate the contract shall be final and not

reviewable by any court or other decision-making body. The provider shall cooperate with the state to effect an orderly transition of services to clients.

V.8.4 Training and Technical Assistance Approach and Activities

The management of the weatherization program at the local level requires expertise in a wide array of areas including construction management, fiscal policy, client education, staff motivation, energy transfer theory, materials science, installation techniques, and related issues. In addition, weatherization agencies must operate their programs in accordance with a variety of governmental regulations and policies. Therefore, DLIR-OCS's approach to T&TA activities includes training from the Grantee and subgrantee level.

Grantee level:

In conducting desktop and on-site monitoring visits, DLIR-OCS will evaluate and identify the concerns of the subgrantees as it relates to program management and technical skills especially if it affects their program operations. The findings from these monitoring visits may lead to conducting (T&TA) for the subgrantees. These demands for (T&TA) are disclosed through monitoring visits, in-house review of local reports, and surveys collected at scheduled training conferences.

Furthermore, DLIR-OCS believes that regularly scheduled meetings of staff and continuing ongoing dialogue is essential to the optimum performance of the weatherization program. As DOE provides updated guidelines that pertain to the program, the DLIR-OCS WAP Specialist will be able to share and communicate this information and resources easily to the subgrantee partners.

Subgrantee level:

DLIR-OCS will utilize T&TA funds for local agencies to use for weatherization-related training needs, such as for workshops targeting best practices for weatherization personnel, the ability to attend DOE/NASCSP weatherization specific conferences including registration to attend and obtain the 10 hour OSHA certification class. The amount of funds used will be determined during the contracting process based on subgrantee needs and availability of funds.

DLIR-OCS anticipates the following resources that will be made available by DOE for use in PY 2015; the Standard Work Specifications for Home Energy Upgrades (SWS) and The Job Task Analyses for Home Energy Professionals (JTA). To prepare for DOE WAP requirements that all units reported as a completed unit must receive a final inspection ensuring that all work meets the qualifications outline in the SWS in accordance with 10 CFR 440. DLIR-OCS is budgeting a portion of its T&TA allocation to schedule a training and certification conference for Hawaii WAP Specialist and sub-grantee weatherization staff including all quality-control inspectors working for, or contracted by the WAP. This training will provide Hawaii persons working in this program to possess the knowledge, skills, and abilities in National Renewable Energy Laboratory Job Task Analysis for Quality Control Inspectors (QCI) as required by DOE.

Financial Management

Weatherization agencies are required to operate their programs pursuant to their contractual relationship with the State and 10 CFR 600. Each weatherization agency must establish internal systems to monitor expenditure levels and avoid disallowed costs. Prompt and accurate reporting of expenditures to the State avoids cash flow problems which can impede production. Computerization and electronic data transfer will be explored as a method of more expeditiously managing the financial aspects of the weatherization effort. This fiscal/administrative training component will include the following topics:

1. Training in time allocation procedures.
2. Training in auditing techniques.
3. Training on OMB Circulars A-133 and 10 CFR 600.
4. Training in the procurement procedures of Hawaii's Procurement Laws

V.9 Energy Crisis and Disaster Plan

The State of Hawaii Energy Crisis Plan:

<http://files.hawaii.gov/dbedt/op/docs/Energy.pdf>

The State of Hawaii disaster preparedness plan:

<http://www.scd.hawaii.gov/preparedness.html>

Attachments:

Attachment A: Landlord Cooperation Agreement Form

Attachment B: Landlord Contribution Agreement Form

Attachment C: Deferral of Service Notification Form

Attachment D: Health and Safety Plan

Attachment E: Final Inspection Form

Attachment A

WEATHERIZATION ASSISTANCE PROGRAM

Landlord's Cooperation Agreement

1. Parties and Purpose of this Agreement. The _____ (the Agency), which is the local Weatherization Agency designated by the Office of Community Services of the State of Hawaii for the County of _____, and _____, who is the owner of the property described below (the Landlord), and the Tenant identified below, hereby enter into this agreement for installation of improvements to the Landlord's Property for the benefit of the Tenant identified below in accordance with the Weatherization Assistance Program administered by the United States Department of Energy:

Property address: _____

Tenant's Name: _____

Current rental rate: \$ _____ per month, ____ including/ ____ excluding utilities.

[CHECK AND MARK AS APPROPRIATE]

Improvements to be made: _____

Was home previously weatherized prior to Sept. 30, 1994? Yes__ No__, If yes please provide month, date and year of weatherization and why home should be weatherized again: _____

2. Services to be Provided. Landlord, Agency, and Tenant hereby agree that the Agency shall install the improvements described above in the above-identified residential unit occupied by Tenant. Landlord and Tenant hereby authorize and permit the Agency to undertake these Weatherization activities, allowed by federal law and regulations, as determined necessary by an energy audit conducted by the Agency, which may include but not necessarily be limited to ceiling, wall, floor and duct insulation, storm windows, caulking and weather-stripping.

The Agency shall timely notify the Landlord and Tenant in writing of the date on which the Weatherization improvements have been completed. Upon written request, the Agency agrees to furnish the Landlord with an itemization of the services and materials ~~to be~~ provided or to be provided. Such an itemization shall be considered part of this Agreement.

3. Consideration for Weatherization Services. In consideration of the Weatherization improvements that are to be made to the Property, Landlord agrees not to raise the rental charge of the above-referenced residential unit for five years from the date that the Weatherization improvements are completed. This commitment does not preclude the increase of rents due to increased operating costs by the Landlord that are specifically documented and presented to the Agency and Tenant upon request. The Landlord further acknowledges that the Landlord has no current plans to sell or dispose of said residential unit for a period of not less than two years after the date that the Weatherization improvements are completed. The Landlord further agrees to provide electrical utility bills, or true copies thereof, without cost, to the Agency for the period from one year before installation of the Weatherization improvements through one year past the completion of such installation. The Agency needs such billing information for purposes of quality evaluation and similar purposes.

4. Eviction and Use of Weatherized Residential Unit by Other Tenants. The Landlord agrees and covenants that the Tenant shall not be evicted or involuntarily removed from the dwelling except on grounds that are entirely independent of the Weatherization improvements provided under this Agreement. The Landlord further agrees that if it becomes necessary to evict or involuntarily remove the Tenant for any other reason during the two-year period following the completion of Weatherization, the Landlord will comply with the terms of paragraph 5, Dispute Resolution, in their entirety. The Landlord also agrees not to move Weatherization eligible tenants from one unit to another in order to obtain Weatherization improvements on additional rental units. Where the Tenant voluntarily or otherwise vacates the residential unit, the Landlord agrees to make every effort to rent said unit to a low-income Tenant for a period of not less than two years from the date of completion of the Weatherization services.

5. Dispute Resolution on Eviction. (a) If, during the five-year period following the completion of Weatherization services under this Agreement, the Landlord determines that it is necessary to evict the Tenant for cause unrelated to the Weatherization and/or increase in value of the dwelling not due to the Weatherization, the Landlord agrees to provide the Tenant with a written statement of the reason(s) for such eviction at least ten (10) days prior to serving the Tenant with a Notice to Vacate or Notice to Quit.

(b) If the Tenant disagrees with the reasons stated, the Tenant may, within the ten-day period, file a complaint with the Office of Community Services or other independent third party mediator or arbitrator designated by the Office of Community Services. The Landlord agrees that, during the period required for the resolution of the dispute, which begins upon receipt of the complaint, the Tenant will not be evicted and will be allowed to remain in the residential unit providing the tenant agrees to abide by all other current terms of the lease. No more than thirty days will be allowed for the resolution of the complaint. The Landlord further agrees to be bound by the resolution of the dispute arrived at by the Office of Community Services or their appointed arbitrator. The Tenant acknowledges that the Landlord does not waive, by agreeing to this paragraph, any causes of action or remedies available to him or her under Hawaii law, including, but not limited to treble damages for waste and damages for a bad faith filing of a complaint under this paragraph.

6. Compensation for Violation. If the Consideration of Services, Dispute Resolution, or Eviction sections of this Agreement are violated by the Landlord, the Landlord will be billed for the cost of the Weatherization services and agrees to pay, within thirty (30) days of the date of such billing, the cost of such services. In the case of violations of this Agreement, billing for Weatherization services would be made on a prorated basis for each month that the unit was occupied by a low-income person. Proration shall be on the basis of a five-year amortization of the costs of the Weatherization services measured from the final date of installation.

7. Assignment. The Landlord may not assign its duties under this Cooperation Agreement without the prior written consent of the Agency.

8. Primary Beneficiary of this Cooperation Agreement. The parties agree that this Agreement is entered into for the primary benefit of the Tenant.

9. Liability. The Agency shall not be held responsible or liable in any way for the failure to provide work, labor services, or materials provided for by the terms of this Cooperation Agreement due to federal, state, or municipal action or regulation. In exercising the privilege under this Agreement, the Landlord shall not be liable for injuries and damages occurring during the completion of Weatherization activities, which do not arise as a result of the Landlord's actions, or activities on the premises.

10. Code Violations. Where violations of applicable building and/or health codes exist in the rental unit, the Agency may refuse to complete or undertake Weatherization services until such time as the Landlord repairs and corrects the existing health building code violations in the unit. The Agency may set a time limit for the Landlord to make such repairs, and if they are not completed within the time limit, the Agency may in its discretion rescind this Cooperation Agreement.

11. Regulations. All applicable federal and state regulations governing the provision of services and allowable expenditure of the funds utilized pursuant to this Agreement are hereby incorporated into and made part of this agreement.

12. No Direct Cost Contribution by Landlord. Basic needed energy conservation improvements will be made to the unit without a financial contribution by the Landlord.

13. Binding Effect on Landlord's Successor(s) in Interest. Landlord agrees that this agreement shall run with the property and that it will be binding on Landlord's successor(s) in interest for the duration of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement

Landlord's Signature

Agency Signature

Address

Address

City State Zipcode

City State Zipcode

Date

Date

Tenant (address as above)

Date

In the County of _____, State of Hawaii, on this _____ day of _____, 20____ before me, the undersigned notary, personally appeared _____, who provided to me his/her identity through documentary evidence in the form of a _____ to be the person whose name is signed on the preceding document, and acknowledge to me that he/she signed it voluntarily for its stated purpose.

Notary Public Seal

Notary Signature

Attachment B

WEATHERIZATION ASSISTANCE PROGRAM

Landlord's Contribution Agreement

1. Parties and Purpose of this Agreement. The _____ (the Agency), which is the local Weatherization Agency designated by the Office of Community Services of the State of Hawaii for the County of _____, and _____, who is the owner of the property described below (the Landlord), and the Tenant identified below, hereby enter into this agreement for installation of improvements to the Landlord's Property for the benefit of the Tenant identified below in accordance with the Weatherization Assistance Program administered by the United States Department of Energy:

Property address: _____

Tenant's Name: _____

Current rental rate: \$ _____ per month, ____ including/ ____ excluding utilities.

[CHECK AND MARK AS APPROPRIATE]

Improvements to be made: _____

2. Services to be Provided. The Landlord, Agency, and Tenant hereby agree that the Agency shall install the improvements described above in the above-identified residential unit occupied by Tenant. Landlord and Tenant hereby authorize and permit the Agency to undertake these Weatherization activities, allowed by federal law and regulations, as determined necessary by an energy audit conducted by the Agency, which may include but not necessarily be limited to ceiling, wall, floor and duct insulation, storm windows, caulking and weather-stripping.

The Agency shall timely notify the Landlord and Tenant in writing of the date on which the Weatherization improvements have been completed. Upon written request, the Agency agrees to furnish the Landlord with an itemization of the services and materials provided or to be provided. Such an itemization shall be considered part of this Agreement.

3. Consideration for Weatherization Services. In consideration of the Weatherization improvements that are to be made to the Property, Landlord agrees (1) to pay the monetary contribution detailed below by the date identified below; (2) not to raise the rental charge of the above-referenced residential unit for two years from the date the Weatherization improvements are completed; and (3) to make a financial contribution, as detailed in paragraph 12 below, toward the Weatherization improvements. This commitment not to raise the rent does not preclude the increase of rents due to increased operating costs by the Landlord that are specifically documented and presented to the Agency and Tenant upon request. The Landlord further acknowledges that the Landlord has no current plans to sell or dispose of said residential unit for a period of not less than two years after the date that the Weatherization improvements are completed. The Landlord further agrees to provide electrical utility bills, or true copies thereof, without cost, to the Agency for the period from one year before installation of the Weatherization improvements through one year past the completion of such installation. The Agency needs such billing information for purposes of quality evaluation and similar purposes.

4. Eviction and Use of Weatherized Residential Unit by Other Tenants. The Landlord agrees and covenants that the Tenant shall not be evicted or involuntarily removed from the dwelling except on grounds that are entirely independent of the Weatherization improvements provided under this Agreement. The Landlord further agrees that if it becomes necessary to evict or involuntarily remove the Tenant for any other reason during the two-year period following the completion of Weatherization, the Landlord will comply with the terms of paragraph 5, Dispute Resolution, in their entirety. The Landlord also agrees not to move Weatherization eligible tenants from one unit to another in order to obtain Weatherization improvements on additional rental units. Where the Tenant voluntarily or otherwise vacates the residential unit, the Landlord agrees to make every effort to rent said unit to a low-income Tenant for a period of not less than two years from the date of completion of the Weatherization services.

5. Dispute Resolution on Eviction. (a) If, during the two-year period following the completion of Weatherization services under this Agreement, the Landlord determines that it is necessary to evict the Tenant for cause unrelated to the Weatherization and/or increase in value of the dwelling not due to the Weatherization, the Landlord agrees to provide the Tenant with a written statement of the reason(s) for such eviction at least ten (10) days prior to serving the Tenant with a Notice to Vacate or Notice to Quit.

(b) If the Tenant disagrees with the reasons stated, the Tenant may, within the ten-day period, file a complaint with the Office of Community Services or other independent third party mediator or

arbitrator designated by the Office of Community Services. The Landlord agrees that, during the period required for the resolution of the dispute, which begins upon receipt of the complaint, the Tenant will not be evicted and will be allowed to remain in the residential unit providing the tenant agrees to abide by all other current terms of the lease. No more than thirty days will be allowed for the resolution of the complaint. The Landlord further agrees to be bound by the resolution of the dispute arrived at by the Office of Community Services or their appointed arbitrator. The Tenant acknowledges that the Landlord does not waive, by agreeing to this paragraph, any causes of action or remedies available to him or her under Hawaii law, including, but not limited to treble damages for waste and damages for a bad faith filing of a complaint under this paragraph.

6. Compensation for Violation. If the Consideration of Services, Dispute Resolution, or Eviction sections of this Agreement are violated by the Landlord, the Landlord will be billed for the cost of the Weatherization services and agrees to pay, within thirty (30) days of the date of such billing, the cost of such services that were incurred by the Agency. In the case of violations of this Agreement, billing for Weatherization services would be made on a prorated basis for each month that the unit was occupied by a low-income person. Proration shall be on the basis of a five-year amortization of the costs of the Weatherization services measured from the final date of installation.

7. Assignment. The obligations of the parties under this Contribution Agreement shall not be assignable or delegable without the prior written consent of the Agency.

8. Primary Beneficiary of this Contribution Agreement. The parties agree that this Agreement is entered into for the primary benefit of the Tenant.

9. Liability. The Agency shall not be held responsible or liable in any way for the failure to provide work, labor services, or materials provided for by the terms of this Contribution Agreement due to federal, state, or municipal action or regulation. The Landlord shall not be liable for injuries and damages occurring during the completion of Weatherization activities, provided that they do not arise as a result of the Landlord's actions or activities on the premises.

10. Code Violations. Where violations of applicable building and/or health codes exist in the rental unit, the Agency may refuse to complete or undertake Weatherization services until such time as the Landlord repairs and corrects the existing health building code violations in the unit. The Agency

may set a time limit for the Landlord to make such repairs, and if they are not completed within the time limit, the Agency may in its discretion rescind this Contribution Agreement.

11. Regulations. All applicable federal and state regulations governing the provision of services and allowable expenditure of the funds utilized pursuant to this Agreement are hereby incorporated into and made part of this agreement.

12. Cost Contribution by Landlord. Basic needed energy conservation improvements will be made to the unit with a financial contribution by the Landlord of the sum of _____ (\$ _____), to be delivered in hand to the Agency not later than _____, 20__.

13. Binding Effect on Landlord's Successor(s) in Interest. Landlord agrees that this agreement shall run with the property and that it will be binding on Landlord's successor(s) in interest for the duration of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement

Landlord's signature

Agency authorized signature

Address

Address

City State Zip code

City State Zip code

Date

Date

Tenant's signature (address as above)

Date

In the County of _____, State of Hawaii, on this _____ day of _____, 20____ before me, the undersigned notary, personally appeared _____, who provided to me his/her identity through documentary evidence in the form of a _____ to be the person whose name is signed on the preceding document, and acknowledge to me that he/she signed it voluntarily for its stated purpose.

Notary Public Seal

Notary Signature

Attachment C

STATE OF HAWAII
OFFICE OF COMMUNITY SERVICES

**WEATHERIZATION ASSISTANCE PROGRAM
DEFERRAL OF SERVICE NOTIFICATION**

Name: _____ Notification Date: _____

Address _____ County: _____

City: _____ State: _____ Zip: _____

WAP Program staff name: _____

Inspector Name: _____ Inspection Date: _____

Energy Auditor (if applicable): _____

Recently your home was inspected for weatherization services. It is the policy of this agency to provide weatherization services that will be delivered safely and effectively, without undo hazards to you, the staff of the notification agency or any of our installation team members. Conditions were noted on _____ which prevents us from weatherizing your home at this time. The conditions that were found are noted below.

Building structure or its electrical system is in a state of disrepair and failure is imminent.

Extensive moisture/mildew is severe and cannot be resolved under the existing health and safety measure.

Improperly stored chemicals, combustible materials, or other fire hazards that present a danger to the occupants or the workers.

Major remodeling is in progress, which limits the proper completion of major weatherization measures

Occupant has known health problems that prohibit the installation of weatherization measures.

The client is hostile, uncooperative, abusive, threatening the auditors, crews or staff that must work or visit the dwelling.

The extent of the lead-based paint in the dwelling would potentially create further health and safety hazards.

The presence of sewage or animal feces in the home will endanger the workers/crews and client if the weatherization work is performed.

There is not adequate interior space to install hot water tank and exterior location is exposed to the elements.

Cost of constructing an exterior shelter is beyond the scope of this program.

Other

If the problems indicated can be satisfactorily corrected within **30 days from the date of this notification**, then work will resume on this property. If the problems are not corrected within this time, we will assume that you are unable to make necessary corrections and your file will be closed. Detailed information on the steps you need to take to make the corrections is attached.

*If you have met the conditions above or if you believe a mistake has been made in this determination, please contact your weatherization assistance program staff.

Attachment D

State of Hawaii

Weatherization Assistance Program

2015 Health and Safety Plan

Budgeting (Check one):

The grantee is encouraged to budget health and safety costs as a separate category and, thereby, to exclude such costs from the average per-unit cost calculation. This separate category also allows these costs to be isolated from energy efficiency costs in program evaluations. The grantee is reminded that, if health and safety costs are budgeted and reported under the program operations category rather than the health and safety category, the related health and safety

Separate Health & Safety Budget
Contained in Program Operations

Incidental Repairs (List repairs, if any, that will be removed as health and safety measures and implemented as incidental repairs.):

If the grantee chooses to identify any health and safety measures as incidental repairs, they must be implemented as such under the grantee's weatherization program in all cases – meaning, they can never be applied to the health and safety budget category. In order to be considered incidental repairs, 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.

Incidental repairs necessary for installation of weatherization measures are NOT considered H&S, but will be added to the cost of the efficiency measure and included in the calculated saving to investment ratio (SIR). Such repairs include, but are not limited to:

- Protective covering for exterior hot water tanks installed by DOE WAP
- Repair of walls or window frames for room A/C installation
- Minor roof repair for solar hot water collector installation
- Sealing and weather-stripping to prevent air leakage from conditioned rooms to unconditioned space

Health and Safety Expenditure Limits (Provide a per-unit average percentage and justification relative to the amount. Low percentages should include a statement of what other funding is being used to support health and safety costs, while larger percentages will require greater justification and relevant historical support.):

The grantee must set health and safety expenditure limits for their subgrantees, providing justification by explaining the basis for setting these limits and providing related historical experience. 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 average cost per dwelling unit. For example, if the average cost per dwelling is \$5000, then an expenditure of \$500 per dwelling would equal 10 percent expenditures for health and safety. 10 percent is not a limit on H&S expenditures but exceeding this amount will require ample justification. These funds are to be expended by subgrantees in direct weatherization activities. While required as a percentage of the average unit cost, if budgeted separately, the health and safety costs are not calculated into the per-house limitation.

Per-Unit Average Percent: 3.6%

Typical efficiency measures are base load only. Almost 100% of homes have no central air or heating systems and rely totally on natural ventilation. Therefore, there is no air sealing measures or pressure diagnostics performed. With very limited WAP funding available, grantee would like to limit H&S items to only those absolutely necessary to safely complete work. Work over the past few years has indicated that only a minimal amount of H&S would apply to this housing stock and weatherization measures being provided.

Deferral Policy (Provide a detailed narrative of the grantees overall deferral policy):

Deferral may be necessary if health and safety issues cannot be adequately addressed according to WPN 11-6 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. In the judgment of the auditor, any conditions that exist, which may endanger the health and/or safety of the workers or occupants, should be deferred until the conditions are corrected. Deferral may also be necessary where occupants are uncooperative, abusive, or threatening. The grantee should be specific in their approach and provide the process for clients to be notified in writing of the deferral and what corrective actions are necessary for weatherization to continue. The grantee should also provide a process for the client to appeal to a higher level in the organization.

Agency shall utilize the Weatherization Deferral/Referral Notice (Attachment A) to provide written notice to clients in dwellings where problems exist that are outside the scope of Weatherization. Clients will be given 30 days as stated on the Deferral Notice to take corrective action. If the client is able to take corrective action within 30 days, work should resume as soon as possible after the Agency receives notification from the client. If problems identified in the Deferral Notice are not corrected within 30 days, the subgrantee places the job in an inactive file. The client can reapply when and if the problems noted on the Deferral Notice have been corrected.

Defferal conditions may include:

Building structure or its electrical system is in a state of disrepair and failure is imminent.

Extensive moisture/mildew is severe and cannot be resolved under the existing health and safety measures.

Improperly stored chemicals, combustible materials, or other fire hazards that present a danger to the occupants or the workers.

Major remodeling is in progress, which limits the proper completion of major weatherization measures.

Occupant has known health problems that prohibit the installation of weatherization materials.

The extent of lead-based paint in the dwelling would potentially create further health and safety hazards.

The presence of sewage or animal feces in the home will endanger the workers/crews and client if the weatherization work is performed.

There is not adequate interior space to install hot water tank and exterior location is exposed to the elements. Cost of consuming an exterior shelter is beyond the scope of the program.

Other

Procedure for Identifying Occupant Health Concerns:

Procedures must be developed and explained on how information is solicited from clients to reveal known or suspected occupant health concerns as part of the initial application for weatherization, additional screening of occupants again during the audit, and what steps will be taken to ensure that weatherization work will not worsen the health concern.

At the time of application, the client must complete a "Client Health Survey" (Attachment B), identifying potential health issues of the applicant and all occupants of the dwelling. This survey will be inserted into the client file for future reference. The energy auditor will review the survey with the client at the time of the initial on-site assessment and verify that information appears to be accurate. The information collected during this process will be used to aid in determining the best material and course of action for the weatherization process. When an occupant's health is fragile and/or work activities would constitute a health or safety hazard, the occupant(s) at risk will be required to leave the home during work activities. Weatherization funds cannot be used to relocate clients. If the client is unable to leave the home and the intended work may exacerbate an occupant's health condition, the home may need to be deferred.

Documentation Form(s) have been developed (Check Yes or No):

Documentation forms must be developed, include the client's name and address, dates of the audit/assessment and when the client was informed of a potential health and safety 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

Yes **X** A “Weatherization Deferral/Referral Notice” has been developed and attached for use in the program. (Attachment A.) This form will include client’s name, address, date of audit/assessment, clear description of health and safety issues, when and under what conditions weatherization work could continue, client’s signature and date they were informed indicating they were informed of their rights and options. A “Client Health Survey” (Attachment B) will also be developed as part of the application package to identify any existing health concerns which could be affected by weatherization work.

Completing the General Issue Tables below for each health and safety category (Addressing WPN 11-6 requirements)

Air Conditioning and Heating Systems	
<p>Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.</p>	
<p>Concurrence with WPN11-6 X Alternative Guidance _____</p>	<p>There will be no heating system replacement, repair, or installation with DOE funds as there are no heating systems in grantee’s territory.</p> <p>Central air conditioning systems will not be addressed as the climate does not warrant the need for central A/C. Room air conditioner replacements/repair or installation must first be attempted through cost justification on the priority list before using H & S funding. If this is not possible, air conditioner installation will be allowed in homes of the at-risk occupants as defined as an occupant who has a documented medical need to have conditioned air.</p>

Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.
DOE WAP funds will be used for the above activity.
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.
If the measure is beyond the scope of DOE WAP, the client will be notified by the “Weatherization Deferral/Referral” form.
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.
WAP crews will test any existing room air conditioner to determine if it is operable. If it is not and the client meets the at-risk criteria, a replacement room A/C unit that meets the criteria of the priority list will be installed.
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.
When serious electrical hazards, gross overloads, or electrical wiring exposure are present, the energy auditor shall notify the owner and defer the proposed installation of weatherization measures in the unit until such hazards are remedied.
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.
If repair/replacement is beyond the project scope of DOE either for efficiency or health and safety reasons, the client will be notified in writing by the “Weatherization Deferral/Referral” form, and if possible referred to local agencies that could assist, such as our local Community Action Agencies.
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.
Training will not be needed, as room air conditioner repair/replacement will be performed by a Manufacture Representative or Vendor. WAP auditor/inspector would verify that installation is complete and adequately installed with no problems.
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.
Auditor/inspector will provide client education on appropriate operation and maintenance of A/C units. An operations manual and any warranty information will be left with the client.
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
Replaced units will be disposed of according to the environmental standards in the Clean Air Act 1990, Section 608, as implemented by 40 CFR 82 (7/1/2006). Materials shall be disposed of by an EPA-approved section 608 type I or universal certified contractor/vendor, and so noted in the file. Disposed units will be recycled when possible.
Air Conditioning Installation (as specific to installation as a health and safety measure): Provide a narrative on implementation protocols of air conditioning repair, replacement, and installation including justification for allowability that includes climate justification with degree days and how to define at-risk occupants
Room A/C units will be installed as specified in the grantee priority list and installation standards. Room A/C units that cannot be repaired/replaced through the priority list, and are being repaired/replaced for H &S, will be justified by being located in Climate Zone 1 and identifying at-risk occupants as defined by documented medical reasons for needing A/C.
Heating System Installation (as specific to installation as a health and safety measure): Provide a narrative on implementation protocols of Heating System repair, replacement, and installation including justification for allowability that includes climate justification with degree days
Not applicable. There will be no central heating system replacement, repair, or installation with DOE funds as there are no central heating systems in grantee’s territory.

Appliances and Water Heaters

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concurrence with WPN11-6
 Alternative Guidance _____

Replacement of water heaters for health and safety is allowed on a case by case basis. Replacement of water heaters with solar or hybrid heat pump water heaters will first be attempted through the priority list. Replacement and installation of other not related appliances are not allowed.

Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE WAP funds may be used for the above activity.

Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.

If the measure is beyond the scope of DOE WAP, the client will be notified by the “Weatherization Deferral/Referral” form.
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.
Hot water tanks that are leaking water, producing high carbon monoxide or drafting poorly will be assessed for repair or replacement. Combustion safety testing will be performed on all gas-fired water tanks. If repair is not possible, tank can be replaced. All plumbing work is performed by licensed contractors and must comply with local codes. Local agency staff will confirm installation and that unit is working properly.
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.
If serious electrical hazards, gross overloads, or electrical wiring exposure are present, the energy auditor shall notify the owner and document in the client’s file. If such condition is present, the client’s home shall be deferred to resolve such major problems prior to any weatherization work.
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.
If repair/replacement is beyond the project scope, agency will make every attempt to refer client to other local agencies who may be able to assist.
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.
Water heater repair/replacement will be performed by a licensed plumber. Agency inspector will be trained to determine if installation is adequate (hooked up, producing hot water, etc.)
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.
Clients are provided with operating instructions, operating manual, and warranty from the manufacturer.
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
Disposal of appliances shall be according to the environmental standards in the Clean Air Act 1990, Section 608, as implemented by 40 CFR 82 (7/1/2006). Disposal shall be by contractor/vendor. Disposed units will be recycled when possible.

Asbestos - in siding, walls, ceilings, etc.

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concurrence with WPN11-6 <input checked="" type="checkbox"/> Alternative Guidance _____	Any surfaces to be altered in the weatherization process shall be inspected for asbestos prior to alteration. Crews and contractors must work around any asbestos-containing material. Testing or abatement of asbestos is not an allowable H&S expense.
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE funds will not be used for asbestos testing or removal.	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
If asbestos is present in any area which will be disturbed during weatherization, the asbestos must be remediated prior to weatherization work using non-DOE funds.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.	
All auditors must attend a formal asbestos awareness training to learn to identify asbestos-containing materials and when it may pose a hazard to clients or workers.	

Standards for Deferral: Describe when deferral should take place for the specific health and safety category.
Work will be deferred if crews are unable to perform weatherization due to the presence of asbestos.
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.
If possible, clients will be referred to other possible non-profit community agencies, referral services and private contractors who are licensed and have expertise to perform asbestos removal.
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.

Agency auditors/assessors will be required to take an Asbestos Hazard Emergency Response Act (AHERA) course to be able to identify asbestos.
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.
If asbestos is identified by crew, client shall be instructed not to disturb any suspected surface and given the EPA pamphlet “Asbestos in the Home, a Homeowners Guide.”
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
No asbestos removal work will be performed.

Asbestos - in vermiculite	
Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concurrence with WPN11-6 <input checked="" type="checkbox"/> Alternative Guidance _____	The presence of vermiculite in grantee territory is unlikely as we do not look into the attic. Grantee does not perform any insulation, air sealing, or blower door testing. All measures are base load. However, auditor/assessors will be trained to recognize vermiculite and notify client of its presence.
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE funding will not be used for testing or removal of vermiculite.	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
If vermiculite is discovered, the client will be notified and instructed not to disturb the material.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.	
No weatherization work will occur which could possibly disturb vermiculite.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
If vermiculite is present in a dwelling and weatherization work would disturb it, the unit would be deferred until the vermiculite is removed.	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
If possible, client will be referred to local agencies if vermiculite is present.	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
Agency auditors/assessors will be required to take an AHERA course to be able to identify asbestos in vermiculite.	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.	
Clients will be notified of potential hazard and provided with the EPA pamphlet on asbestos in the home.	
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.	
There will be no removal or disposal of vermiculite allowed.	

Asbestos – on pipes, furnaces, other small covered surfaces	
Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concurrence with WPN11-6 <input checked="" type="checkbox"/> Alternative Guidance _____	There are no furnaces in grantee territory. There is nothing to assess.
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
No DOE funds will be used for this H&S measure.	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
This measure is not applicable to grantee territory.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.	
Not applicable. This measure will not be done.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
Not applicable, nothing to defer.	

Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.
Not applicable, nothing to refer.
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.
Not applicable. Assessor/auditors will have AHERA training to identify any potential asbestos.
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.
Since there are no furnaces, it is unlikely that there will be asbestos covering on any pipes. However, if it is identified, client will be notified of asbestos hazard.
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
Grantee will not be removing or disposing of any asbestos.

Biologicals and Unsanitary Conditions - odors, mustiness, bacteria, viruses, raw sewage, rotting wood, etc.

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concurrence with WPN11-6 <input checked="" type="checkbox"/> Alternative Guidance _____	Remediation of conditions that may lead to or promote biological concerns and unsanitary conditions is allowable. Addressing bacteria and 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.
--	--

Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE funds may be used to remediate conditions that may lead to or promote biological concerns or unsanitary conditions. This would typically be a plumbing leak or water drainage under a home.

Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.

Client will be asked to correct problem or will be deferred to other agencies who may be able to assist.

Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

Minor plumbing leaks or drainage problems could be remedied with DOE funds.

Standards for Deferral: Describe when deferral should take place for the specific health and safety category.

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.

Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.

Client will be referred to local health and social service agencies that can assist in resolving the issues.

Training Provision: Discuss how training will be provided for the specific health and safety category. **Note:** Some health and safety categories, like OSHA, require training.

Training for sensory recognition of moisture problems is part of the DOE Mold Awareness training. All auditors/assessors will be required to take basic mold/moisture awareness training.

Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. **Note:** Some health and safety categories, like mold and moisture, require client education.

In homes where mold and moisture has been identified as a problem, clients will be given a copy of “A Brief Guide to Mold, Moisture and Your Home” and given an explanation of conditions that cause deferral.

Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

Disposal of all moisture damaged materials must be in accordance with DOE mold guidance.

Building Structure and Roofing

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concurrence with WPN11-6 <input checked="" type="checkbox"/> Alternative Guidance _____	Building structure and major roofing repairs are not allowable. Minor roof repairs and construction of enclosures to protect and preserve DOE WAP installed hot water tanks will be allowed, but this will be included in the installation cost of the measure and must meet the SIR.
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
Building structure and major roofing repairs are not allowable with DOE funds.	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
If the repairs and installation cost cannot meet the SIR for the weatherization measure, the unit will be deferred.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.	
There is no remedy. Unit will be deferred.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
If dwelling requires structural or roofing repairs, weatherization will be deferred until that work is complete.	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
Client will be referred to local agencies if repair/replacement is beyond the project scope.	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
Auditor/assessors will be trained to identify if building structure and roofing is not safe.	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.	
Client will be notified that structure is unsafe and referred to housing repair agencies if know.	
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.	
There will be no removal or disposal of structural or roofing materials.	

Code Compliance

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concurrence with WPN11-6 <input checked="" type="checkbox"/> Alternative Guidance _____	Local building code requirements must be followed at all times. This is particularly important when installing solar hot water systems and hybrid hot water heat pump units. Correction of pre-existing code violations in a dwelling is not allowed unless the code corrective action is required due to the installation of a weatherization measures.
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE funds will be used to comply with local codes in the installation of weatherization materials.	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
Weatherization work should be deferred if the property has been condemned or red tagged for any code violations which cannot be corrected under this guidance.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.	
Work must meet current applicable code requirements. Work will include obtaining permits and inspection from the local building departments when required.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
If the cost of meeting code compliance is excessive and beyond the allowable average cost for the efficiency measure according to the SIR, the property should be deferred until alternative sources of funds are identified to correct the problems.	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
Client will be referred to other programs or agencies if necessary to bring structure up to code.	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
Grantee and Sub-grantees will become familiar with code requirements for installation of weatherization materials by meeting with local code officials. Field personnel are strongly encouraged to attend “building/construction code”	

instructional classes. The intent of training is not to learn all codes for all trades, but to be aware of codes in the areas that weatherization auditors and crews/contractors commonly encounter. Domestic hot water installation is performed by contractors. Training for code compliance is the
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.
Clients will be informed of changes to their homes as the result of code compliance. They will also be notified by the deferral/referral form if their home cannot be weatherized due to not meeting code compliance.
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
There are no disposal procedures for this element.

Combustion Gases	
Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concurrence with WPN11-6 <input checked="" type="checkbox"/> Alternative Guidance _____	Combustion safety testing is required when combustion appliances are present. This will include gas water heaters, gas cook stoves, and any other gas appliance located inside the home. Appliances will be tested for carbon monoxide and gas leaks. If air sealing is done due to air conditioning or heating, natural draft appliances will be tested for draft and spillage under worst-case conditions before and after air sealing. This will be done before leaving the home on any day when work has been done that could affect draft (i.e. tightening the home, adding exhaust). Combustion appliances must vent to the outside. Correction of venting and gas line leaks is allowed when testing indicates a problem. If problems affecting the immediate safety of the occupants are discovered, the client is immediately notified and the appliance disconnected. Gas ovens will be tested for CO. Cooking burners will be inspected for operability, CO, and flame quality.
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE funds may be used for combustion testing and venting if required. Correction of venting and gas line leaks is allowable. Repair and cleaning of cook stoves is allowable, replacement is not allowable.	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
If a combustion appliance cannot be repaired or replaced with DOE funds, it is beyond the scope of WAP and the job will be deferred until the situation is corrected.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.	
If problems are found during combustion gas testing, appliances may be repaired or replaced if allowable under DOE rules. Gas water heaters may be repaired or replaced if repair is not possible. Cook stoves can be cleaned and repaired, but cannot be replaced with DOE funds. Gas dryers can be repaired, but not replaced. (see Appliance and Water Heater section)	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
Problems found with combustion appliances cannot be corrected with DOE funds and will be deferred.	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
Whenever possible, clients will be referred to local agencies if repair/replacement is beyond the project scope.	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
Agency staff and/or contractors shall be trained in CAS testing using proper instruments. Results of testing will be documented in the client files.	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.	

<p>Clients with combustion appliances in the home will be provided information and explanation of combustion safety and hazards information, including the importance of using exhaust ventilation when cooking and the importance of keeping burners clean to limit the production of CO.</p>
<p>Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.</p>
<p>No disposal is required for testing.</p>
<p>Combustion Gas Problem Discovery: Provide a narrative describing the process to be followed when combustion gas testing reveals health and safety concerns.</p>
<p>If a problem exists affecting the immediate safety of the occupant, the client is immediately notified, and if necessary, the appliance is disconnected.</p>

Drainage - gutters, down spouts, extensions, flashing, sump pumps, landscape, etc.	
<p>Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.</p>	
<p>Concurrence with WPN11-6 X Alternative Guidance _____</p>	<p>Correction of minor drainage, gutters or downspouts to direct rain water away from the building is allowable if within the cost limitations. Installation of gutters, down spouts, extensions, flashing, sump pumps, landscape, is not an allowable cost.</p>
<p>Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.</p>	
<p>DOE funds can be used to correct minor drainage problems.</p>	
<p>Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.</p>	
<p>Extensive installation of gutters, downspouts, sump pumps or landscaping is beyond the scope of WAP and not allowable.</p>	
<p>Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.</p>	
<p>Drainage problems beyond the cost limitation will not be corrected with DOE funds.</p>	
<p>Standards for Deferral: Describe when deferral should take place for the specific health and safety category.</p>	
<p>If drainage problems beyond the scope of WAP will affect the operation of any weatherization measures, the work will be deferred until such problems are corrected.</p>	
<p>Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.</p>	
<p>Client will be notified of serious drainage problems that are creating health and safety issues or detrimental to installation of weatherization measures. The client will be asked to correct such problems prior to weatherization and/or referred to local agencies who may be able to assist.</p>	
<p>Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.</p>	
<p>Agency staff will be trained to visually identify any drainage problems.</p>	
<p>Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.</p>	
<p>Client will be notified of health and safety concerns regarding poor drainage and the effect this may have on any weatherization work.</p>	
<p>Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.</p>	
<p>Disposal of any material removed from the structure will be done in an environmentally acceptable manner.</p>	

Electrical, other than Knob-and-Tube Wiring
<p>Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.</p>

<p>Concurrence with WPN11-6 X Alternative Guidance _____</p>	<p>Minor electrical repairs are allowed where health and safety of the occupant is at risk. Upgrades and repairs are allowed when necessary to perform specific weatherization measures. Typical repairs may be installing switch plate or outlet protectors, replace ceramic light bulb fixtures, or other means to eliminate exposed wiring. Repair or replacement of faulty electrical outlets for A/C, solar thermal DHW, water heater, or refrigerators is also allowable. Upgrades and repairs for weatherization measures are allowable such as relocation of electrical outlet to allow a gas dryer to be relocated for proper ventilation or proper connection of an existing water heater.</p>
<p>Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.</p>	
<p>DOE funds will be used for minor electrical repairs associated with weatherization work.</p>	
<p>Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.</p>	
<p>Electrical work beyond minor repairs are beyond the scope of WAP.</p>	
<p>Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.</p>	
<p>Visual inspection will be performed. Crews will check for alterations that may create an electrical hazard. Voltage drop and voltage detection testing are allowed.</p>	
<p>Standards for Deferral: Describe when deferral should take place for the specific health and safety category.</p>	
<p>When serious electrical hazards, gross overloads, or electrical wiring exposure are present, the energy auditor(s) and crews shall notify the owner and document in the client's file. In such condition, the client shall be deferred to resolve such major problems prior to the installation of weatherization services, ensuring electrical base load is within the electrical safety standards. Weatherization measures that effect electric load include air conditioner(s), refrigerator, and hot water tank replacement.</p>	
<p>Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.</p>	
<p>Client may be referred to other local agencies if repair/replacement is beyond the project scope.</p>	
<p>Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.</p>	
<p>Crews will be trained in basic electrical safety, how to identify electrical hazards, and local code compliance. Installation contractors are responsible for proper electrical installation of appliances.</p>	
<p>Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.</p>	
<p>Clients will be provided with information and explanation of the hazards of overloading circuits, basic electrical safety/risks and over current protection (where applicable)</p>	
<p>Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.</p>	
<p>Any electrical materials removed from homes will be disposed of per EPA guidelines.</p>	

<h3>Electrical, Knob-and-Tube Wiring</h3>	
<p>Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.</p>	
<p>Concurrence with WPN11-6 X Alternative Guidance _____</p>	<p>Since no attic insulation will be installed in grantee's service territory, there will be no inspection for knob-and-tube wiring.</p>
<p>Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.</p>	
<p>No DOE funds will be used. There will be no insulation placed over knob-and-tube wiring.</p>	
<p>Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.</p>	
<p>This is beyond the scope of the grantee's weatherization program.</p>	
<p>Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require testing.</p>	
<p>No testing will be done, no attic insulation.</p>	
<p>Standards for Deferral: Describe when deferral should take place for the specific health and safety category.</p>	
<p>No work will be done in attics with knob-and-tube wiring.</p>	
<p>Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.</p>	
<p>If knob-and tube wiring is discovered, client will be referred to other programs as this is beyond the project scope.</p>	

Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.
No training will occur as no work will be performed in this area.
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.
No client education will be done as no work will be performed in this area.
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
No disposal procedures are necessary as no work will be performed in this area.

Fire Hazards

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concurrence with WPN11-6 **X**

Alternative Guidance _____

Current inspection criteria take into account fire hazards. These include combustion appliance venting systems and required clearances. Auditors also identify any flammable material close to combustion appliances and existence of electrical circuit overloads.	
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE funds may be used for identification and correction of fire hazards when necessary to perform weatherization work.	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
Gross fire hazards that are beyond the scope of weatherization will require deferral of the job until hazards are corrected.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases,	
Fire hazards will be ameliorated or removed prior to weatherization work.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
If the fire hazards are beyond the scope of WAP, the job will be deferred until the hazard has been remedied.	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
Client will be referred to other agencies/programs if repair/removal is beyond the project scope.	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
Auditors/crews will be trained in basic fire hazard safety.	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture,	
Clients will be notified of any potential fire hazards in the home.	
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.	
Any flammable material will be disposed of according to EPA guidelines.	
Formaldehyde, Volatile Organic Compounds (VOCs), and other Air Pollutants	
Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under	
Concurrence with WPN11-6 X	Air pollutants will be identified by auditor/assessors prior to any work on the job. Removal of pollutants is allowed and is required if they pose a risk to workers. Removal of pollutants that are not necessary to perform weatherization work (old paint cans, oil in garages, etc.) is not allowed.
Alternative Guidance _____	
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE funds may be used to remove pollutants that are of danger to weatherization workers.	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
Removal of pollutants not related to weatherization work is not allowable.	

Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, Dangerous air pollutants will be removed prior to any work.
Standards for Deferral: Describe when deferral should take place for the specific health and safety category. If pollutants cannot be removed, the work will be deferred until the situation is remedied.
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies. Client will be referred to other programs/agencies if pollutants are beyond the project this scope.
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training. Weatherization auditor/assessors will be trained to recognize common household pollutants including formaldehyde, tobacco smoke, thinners, solvents, cleaners, and any other substances capable of negatively impacting indoor air quality.
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, Clients will be informed of observed conditions and associated risks. Client will be given written information and explanation on safety and proper disposal of household pollutants.
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards. Pollutants will be disposed of following EPA procedures.

Injury Prevention of Occupants and Weatherization Workers – Measures such as repairing and replacing handrails.

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concurrence with WPN11-6 <input checked="" type="checkbox"/> Alternative Guidance _____	Workers must take all reasonable precaution against performing work on homes that will subject workers or occupants to health and safety risks. Minor repairs and installation may be conducted only when necessary to effectively weatherize the home. Otherwise, these measures are not allowed.
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category. DOE funds will not be used to make general home repairs.	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP. This is beyond the scope of the DOE WAP and home repairs will not be made.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, Stairs, handrails, and other general repairs will not be made with DOE funds.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category. If worksite is not safe, weatherization will be deferred until a safe work environment can be created by client.	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies. Client will be referred to other local social service agencies if repair/replacement is beyond the project scope.	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training. Assessors will be made aware of general hazards which could prevent weatherization.	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, Client will be informed of dangerous and unsafe condition of the home.	
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards. No disposal, as no work will be performed in this area.	
Lead Based Paint	
Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	

<p>Concurrence with WPN11-6 <input checked="" type="checkbox"/> X Alternative Guidance _____</p>	<p>Work that disturbs painted surfaces on pre-1978 housing must be in accordance with the EPA’s Lead RRP requirements. All testing, job site set-up and cleanup must be supervised by a Certified Renovator and each crew member must be accompanied by a Certified Renovator. (Currently only HCAP and MEO have received certification). Typical work that may disturb lead paint in pre-1978 homes could include window or through wall Room Air Conditioners. Solar or hybrid hot water system installed with through the wall penetrations will also follow LRRP and LSW. It is doubtful that the disturbance of paint will be affected beyond the minimum levels for these measures, but if it will, the job will be deferred.</p>
<p>Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.</p>	
<p>DOE funds will be used for lead paint testing, site set-up, clean-up, and verification on all pre-1978 homes.</p>	
<p>Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.</p>	
<p>If it appears that extensive amounts of lead paint will be disturbed by weatherization creating further health and safety hazards, the client will be notified that the job will be deferred.</p>	
<p>Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases,</p>	
<p>Workers will follow EPA’s RRP requirements and DOE protocols for lead safe weatherization (LSW).</p>	
<p>Standards for Deferral: Describe when deferral should take place for the specific health and safety category.</p>	
<p>Deferral is required when the condition of the lead based paint in the house is potentially a health and safety hazard.</p>	
<p>Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.</p>	
<p>Client will be referred to local lead abatement agencies if the condition of lead paint appears dangerous to health.</p>	
<p>Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.</p>	
<p>All workers must be trained in LSW and Certified Renovators must attend EPA training.</p>	
<p>Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture,</p>	
<p>Where lead paint is present, clients must receive and acknowledge with signature, the most current EPA “Renovate Right” pamphlet.</p>	
<p>Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.</p>	
<p>Proper disposal of lead-paint debris must be in accordance with EPA LRRP protocols.</p>	
<p>Lead Based Paint Compliance: Provide a narrative describing how RRP and LSW implementation will be conducted and how the grantee will verify compliance. The explanation should clearly show an understanding that LSW and RRP are separate requirements and both are required to be met.</p>	
<p>All weatherization staff must complete LSW training within 30 days of hire. At least one staff member must have Certified Renovator status. Mike Vogel of MSU provided both trainings to Hawaii and territory staff in July 2010. Any new staff will be required to have the same training. At least one person at each local agency must be a Certified Renovator. The grantee maintains records of staff trained and certifications.</p>	

<h3>Mold and Moisture</h3>	
<p>Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.</p>	
<p>Concurrence with WPN11-6 <input checked="" type="checkbox"/> X Alternative Guidance _____</p>	<p>Grantee will not be correcting any mold and moisture problems. If these problems are encountered during assessment, home will be deferred until problems are resolved.</p>
<p>Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.</p>	
<p>DOE funds will not be used to eliminate mold and moisture.</p>	
<p>Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.</p>	
<p>With limited grantee funds, this issue will not be treated.</p>	

Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, Weatherization will be deferred if mold or moisture exists in home.
Standards for Deferral: Describe when deferral should take place for the specific health and safety category. Water damaged homes shall be deferred
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies. Client will be asked to resolve mold and moisture problems prior to weatherization work. If mold and moisture problems are severe, they may be referred to other local agencies for assistance.
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training. All workers will receive Mold and Moisture training on how to recognize problems.
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, Clients shall receive "Mold Resources: Mold, http://www.epa.gov/mold/moldresources.html ; "A Brief Guide to Moisture and Your Home: U.S. (IED). Environmental Protection Agency (EPA), Indoor Environments Division www.epa.gov/
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards. No disposal, as no work will be done on this item.
Mold Protocols: Provide a narrative describing protocols for addressing mold found in the client's homes. The protocol should include a method of identifying the presence of mold during the initial audit or assessment, notification to the client, and crew training on how to alleviate mold and moisture conditions in homes. Suspected mold or severe moisture problems will be identified, using sight and smell, during the early stages of an assessment and a determination made of the severity or extent of the problem. If problem is too severe to weatherize home, client will be notified and job deferred until problem is resolved.

Occupant Preexisting or Potential Health Conditions

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concurrence with WPN11-6 X Alternative Guidance _____	During application intake and home assessment, subgrantee will determine if a person's health may be at risk and/or the work activities could constitute a health or safety hazard. The occupant at risk will be required to take appropriate appropriate action based on severity of risk. Temporary relocation of at-risk occupants may be allowed on a case by case basis. Failure or the inability to take appropriate actions must result in a deferral.
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category. No DOE funds will be spent on this item.	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP. This is beyond the scope of DOE WAP and home will be deferred if weatherization cannot be done with risk of health and safety of occupants.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, Occupants at-risk will be asked to leave home during weatherization or home will be deferred.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category. If at-risk occupants cannot be relocated during weatherization, the home shall be deferred.	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies. Client may be referred to other social service agencies for assistance.	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training. Training will be provided on how to assess occupant pre-existing conditions and determining course of action is required.	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture,	

Client will be provided with information on any known risks to their health conditions.
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
No disposal, as no work will be done.

Occupational Safety and Health Administration (OSHA) and Crew Safety

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concurrence with WPN11-6 ___ Alternative Guidance WAP Memo 003	DOE rescinded mandate of the OSHA-10 and OSHA-30 courses. However, DLIR-OCS, highly recommends that Sub-grantee WAP staffs who has not completed these trainings to take these courses that will be beneficial to the operation of the program.
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE funds will be used for OSHA training.	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
N/A	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases,	
N/A	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
N/A	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
N/A	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
N/A	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client	
N/A	
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.	
N/A	
OSHA and MSDS Compliance: Provide a narrative describing procedures for implementation of OSHA and MSDS requirements related to crew and worker safety, how the 10 and 30 hour training requirements will be met, and what the process is for determining if crews are utilizing good safe work practices according to all requirements (EPA, OSHA, etc.).	
DOE funds will be used to provide 10-hour OSHA safety training to all on-site assessors/inspectors (Currently only has a staff member that has received certification). The on-site staff performs initial assessment, install CFL's and water flow restrictors, and perform final inspections. Since the grantee program is very small and only base load for the type of work being conducted. Installation of solar hot water systems and hybrid heat pump water heater will be done by contractors. Room air conditioners and refrigerators are delivered and installed by vendors. Old units are disposed of by vendors per EPA guidelines.	

Pests

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concurrence with WPN11-6 <input checked="" type="checkbox"/> Alternative Guidance _____	Pest removal will not be done under DOE WAP.
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE funds will not be used for pest removal.	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
If the presence of pest interferes with weatherization, job will be deferred until pests are removed.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases,	
N/A	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
Infestations of pests may be cause for deferral where it poses a health and safety concern for workers.	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
Client may be referred to other local agencies if pest infestation is severe and client cannot correct problem themselves.	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
Training will be provided on how to assess presence and degree of infestation, associated risks, and deferral criteria.	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client	
Client will be provided with information on observed condition and associated risks and reasons for deferral.	
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.	
No disposal, as no work will be done.	

Radon

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concurrence with WPN11-6 <input checked="" type="checkbox"/> Alternative Guidance _____	Since homes will not be sealed due to natural ventilation, there will be no testing for radon. Only base load measures will be installed which should not affect infiltration or concentration of radon in homes.
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
No DOE funding will be used for radon testing.	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
This is beyond the scope of the grantees weatherization program.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases,	
Radon will not be tested.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
Radon will not be addressed as no homes will be tightened as a result of weatherization.	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
Client will be referred to EPA if they have concerns about radon.	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
There will be no training for radon testing or amelioration as this will not be address by grantee.	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if	
Client will be referred to EPA consumer’s guide to radon if they express a concern.	
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.	
No disposal, as radon will not be addressed.	

Refrigerant

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concurrence with WPN11-6 <input checked="" type="checkbox"/> Alternative Guidance _____	Refrigerant will be disposed of as per Clean Air Act 1990, section 608, as amended by 40 CFR82, 5/14/93. Refrigerator and room A/C vendors will provide documentation to Sub-grantee regarding proper disposal of old units. Sub-grantee will maintain records in client files. Every attempt will be made to recycle old appliances.
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
H & S funds will not be used to pay for removal and disposal of old refrigerator and room A/C units. This cost will be included with the cost of the energy efficiency measure.	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
No new units will be installed and old removed unless a vendor can certify to the above EPA regulations.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases,	
Refrigerant will be disposed of per the EPA guidelines mentioned above.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
If refrigerant cannot be disposed of per EPA guidelines, refrigerator will not be removed, and a new refrigerator will not be installed.	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
We see no instance were referral would be recommended.	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
Assessors/inspectors will provide assurance that contractors/vendors are following the above regulations. State will monitor local agencies and local agencies will monitor contractors/vendors to assure compliance.	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client	
Clients will be informed why and how refrigerator must be disposed of safely.	
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.	
Disposal will be per EPA regulations mentioned above.	

Smoke, Carbon Monoxide Detectors, and Fire Extinguishers

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concurrence with WPN11-6 <input checked="" type="checkbox"/> Alternative Guidance _____	Installation or replacement of smoke/CO detectors is allowed where detectors are not present or are inoperable. Replacement of operable smoke/CO detectors is not allowable. Providing fire extinguishers are not allowable.
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE funds can be used for installation of smoke/CO detectors in homes receiving weatherization measures.	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
Grantee does not envision this to be beyond the scope of DOE WAP.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases,	
Smoke detectors may be installed in all dwellings weatherized where detectors are not present or are inoperable. CO detectors or combination smoke/CO detectors may be installed in homes with combustion appliances.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
N/A	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include referral agencies.	
Where available, client can be referred to local agencies such as fire departments for installation of smoke alarms.	

Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
Training will be provided to assessors in installation of smoke/CO alarms.	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client	
Clients will be educated on the operation of smoke/CO detectors installed by weatherization crews.	
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.	
Inoperable units will be removed when possible and disposed of per EPA guidelines.	
Smoke/CO Detector Installation: Provide a narrative describing smoke/CO Detector installation parameters and procedures.	
Smoke/CO detectors can be installed per manufacturer's guidelines in all dwellings where detectors are not present or are inoperable. Agency may install as many units as are recommended/required under current local building code. Agencies will include a clause in their initial application packet that releases the Agency and or staff from any liability as a result of weatherization work done to the client's home. Agency will provide instruction for use and maintenance of the installed device(s).	
Solid Fuel Heating (Wood Stoves, etc.)	
Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under	
Concurrence with WPN11-6 X Alternative Guidance _____	There are very few wood stoves in grantees territory due to the mild climate. These would only be found at very high elevations. It is not anticipated that any will be found in client homes. However, maintenance, repair, and replacement of primary indoor heating units is allowed where occupant health and safety is a concern. Maintenance and repair of secondary heating units is allowed.
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE funds can be used for this measure, but very few, if any, are expected.	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
If solid fuel heating units are beyond the scope of WAP, the unit would be deferred.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases,	
A licensed contractor would be hired to inspect the wood stove for safety, proper installation and venting. If the unit is found defective, it will be repaired or replaced with a safe, energy efficient unit.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
If the cost of repair/replacement is beyond the scope of WAP, the unit would be deferred.	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
Client may be referred to other local social service agencies for assistance.	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
No training will be provided to WAP crews. Only a licensed contractor will be hired to perform this work.	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client	
Client will be educated as to the dangers of an improperly burning combustion appliance in the home.	
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.	
Disposal of any old units will be done by the vendor.	

Space Heaters, Stand Alone Electric

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is "required" or "not allowed" through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concurrence with WPN11-6 **X**

Alternative Guidance _____

Because of grantee mild climate very few space heaters are found in client homes. All of these are at higher elevations with cooler climates. Repair, replacement, or installation is not allowed. Removal is recommended.
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.
DOE funds will not be used for space heaters.
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.
This is beyond the scope of DOE WAP and will not be addressed.
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require
Crew will check circuitry to ensure adequate power supply for existing space heaters.
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.
No work will be done on space heaters.
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.
Clients may be referred to other agencies if units are unsafe.
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.
Crews will be trained on basic electrical safety.
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client
Agency staff will inform clients of the hazards and collect a signed waiver if client does not permit removal of unit.
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
Space heaters will be disposed of per local regulations.

Space Heaters, Unvented Combustion	
Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. Note: Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.	
Concurrence with WPN11-6 <input checked="" type="checkbox"/> Alternative Guidance _____	Because of grantee’s mild climate very few space heaters are anticipated to be found. However, these could be found in areas at higher elevation with cooler climates. If they are found, removal is required, except if unit conforms to ANSI Z21.11.2, prior to any weatherization.
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.	
DOE funds may be used for testing for air-free carbon monoxide (CO) and checking for ANSI labeling.	
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.	
If unit is determined to not meet the ANSI standard and client refuses removal, weatherization cannot be performed.	
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require	
Unsafe units will be removed from home. Testing for air-free carbon monoxide is allowed.	
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.	
Weatherization will be deferred if unsafe units are not removed from home.	
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.	
Client may be referred to other agencies for heating assistance.	
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.	
Crews will be trained to understand the dangers of unvented space heaters and to perform air-free CO testing (or hire a licensed contractor to do so).	
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture,	
Crew will inform client of dangers of unvented space heaters- CO, moisture, and NO2.	
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.	
Old units will be disposed of per local regulations.	

Space Heaters, Vented Combustion

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concurrence with WPN11-6 **X**

Alterative Guidance _____

<p>It is not anticipated that these heaters will be found in grantees territory due to the mild climate. However, if vented space heaters are discovered, venting will be tested consistent with furnaces. Draft and CO testing will be conducted, and for steady state efficiency, if possible.</p>
<p>Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.</p>
<p>DOE funds can be used to test vented space heater. Repair and replacement is allowed if the climate warrants as defined by grantees map of cool alpine climates (Koppen Climate Zone 7 and above, generally above 1600 feet elevation such as Waimea or Volcano on the Big Island).</p>
<p>Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.</p>
<p>Only if the costs go beyond the allowable cost of weatherization would this be beyond the scope.</p>
<p>Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require</p>
<p>Repair or replacement of the faulty space heater by a licensed contractor.</p>
<p>Standards for Deferral: Describe when deferral should take place for the specific health and safety category.</p>
<p>Work would be deferred if the cost of repair or replacement was beyond the DOE allowable cost per unit.</p>
<p>Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.</p>
<p>Clients may be referred to other agencies if work is beyond the scope of DOE.</p>
<p>Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.</p>
<p>Agency crew will be trained to recognize and test vented combustion space heaters.</p>
<p>Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture,</p>
<p>Clients will be educated as to the dangers of CO from space heaters that are not properly vented.</p>
<p>Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.</p>
<p>Disposal of any heaters removed would be according to local codes.</p>

Spray Polyurethane Foam (SPF)

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.

<p>Concurrence with WPN11-6 X</p>	<p>No spray polyurethane foam will be used as no air sealing is done to homes in grantees territory due to the mild climate.</p>
<p>Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.</p>	
<p>N/A</p>	
<p>Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.</p>	
<p>N/A</p>	
<p>Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require</p>	
<p>N/A</p>	
<p>Standards for Deferral: Describe when deferral should take place for the specific health and safety category.</p>	
<p>N/A</p>	

Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.
N/A
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.
N/A
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture,
N/A
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
N/A

Ventilation

Concurrence or Alteration: Check if you concur with existing guidance from WPN 11-6 or if you are using an alternative Action/Allowability. Include the guidance from WPN 11-6 or alternative guidance in the space provided. Alternatives must be explained and comply with DOE guidance. **Note:** Where an Action/Allowability or Testing is “required” or “not allowed” through WPN 11-6, the grantee must concur or choose to defer all units where the specific issue is encountered. Allowable items under WPN 11-6 leave room for determining if the issue or testing will be addressed and in what circumstances.

Concurrence with WPN11-6 _____
 Alternative Guidance X

Whole house ventilation and local exhaust provisions of ASHRAE 62.2 will not be performed. Deferral is required for homes where both mechanical cooling is present and the building has an established pressure boundary.

Other components of ASHRAE 62.2 such as separating air movement from attached garages and properly venting dryers will be enforced.

Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.

DOE funds will not be used to provide whole house or local exhaust ventilation, and units will be deferred where ventilation is necessary due to homes having mechanical cooling and an established pressure boundary.

Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.

Homes that require work beyond the scope of this guidance will be deferred and referred to service organizations that can potentially address the identified hazard or health and safety concern.

- list specific organizations or contacts that can address the potential concern if known -

Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. **Note:** Some health and safety categories, like combustion gases, require testing.

All homes will be assessed to determine if mechanical cooling is present and the building has an established pressure boundary. If both are present, the home must be deferred. If neither or only one of the two conditions is present, then weatherization work may continue.

All homes must also be assessed for attached garages, clothes dryers, combustion appliances (proper ventilation), high polluting sources, mold and concerns, or the presence of unacceptable air through sensory moisture inspection.

Where attached garages are present, they must be sealed to separate air flow from the interior of the home. Where clothes dryers are present, they must be properly vented to the outdoors. Refer to ASHRAE 62.2 2010 standard for full implementation requirements.

Also see Combustion Gases, Unvented Space Heaters, and Mold and Moisture sections above.

Standards for Deferral: Describe when deferral should take place for the specific health and safety category.

Deferral is required for homes where both mechanical cooling is present and the building has an established pressure boundary.

Homes must also be deferred where guidance within this plan cannot address high polluting sources, mold and moisture concerns, or the presence of unacceptable air quality as identified through sensory inspection.

Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.
When air quality hazards are identified that cannot be addressed with WAP funds and/or the unit deferred, the occupant or owner/manager should be referred to a service organization that can potentially address the identified hazard or health and safety concern.
<i>- list specific organizations or contacts that can address the potential concern if known -</i>
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.
<i>- grantee specific -</i>
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client education.
Provide client with information on function, use, and maintenance of ventilation system and components where present or installed. Include disclaimer that ASHRAE 62.2 does not account for high polluting sources or guarantee indoor air quality.
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.
Excess materials used in meeting this ventilation standard will be retained by the agency. Items requiring removal from the home will be properly disposed of by the agency and must not be left with the client.

Other (copy and paste as needed)

Health and Safety Issue: Describe the health and safety category below. Methods for addressing additional energy related health and safety issues must be consistent with DOE guidance.
Grantee does not anticipate any further health and safety concerns to be address by the DOE WAP.
Funding: State that DOE funds are being used or indicate that alternate funding sources will be used to address this particular health and safety category.
Beyond Scope of DOE WAP: Describe how the issue will be treated if beyond the scope of DOE WAP.
Standards for Remedy: Describe the standards for remedy of the health and safety category, including testing protocols. Also include when partial weatherization would be appropriate. Note: Some health and safety categories, like combustion gases, require
Standards for Deferral: Describe when deferral should take place for the specific health and safety category.
Standards for Referral: Describe when referral should take place for the specific health and safety category. If possible, include associated referral agencies.
Training Provision: Discuss how training will be provided for the specific health and safety category. Note: Some health and safety categories, like OSHA, require training.
Client Education: Discuss what specific steps will be taken to educate the client, if any, on the specific health and safety category if this is not explained elsewhere in the State Plan. Note: Some health and safety categories, like mold and moisture, require client
Disposal Procedures: Provide disposal procedures or indicate where these procedures can be found in the Plan or Field Standards.

Attachment E

Hawaii Weatherization Assistance Program WEATHERIZATION FINAL INSPECTION REPORT

File No. _____	Client Name _____
Date _____	Address _____

INSPECTION INFORMATION	FINAL INSPECTION			COMMENTS OR DESCRIBE REWORK	PASSES REINSPECTION	State Standards Section	SWS Section
	PASS	FAIL	N/A				
AIR SEALING						5000	Section
Gross Air Sealing						5100	Section
Interior Caulking						5000	3.11-3.
Exterior Caulking						5000	3.10-3.
Door Weatherstrip						7320	3.1201
Door Sweeps						7320	3.1201
Thresholds						7320	3.1201
Outlet Gaskets						5000	NA
Attic Air Sealing						5200	3.1001 3.1002
HEATING, COOLING SYSTEMS						8000	Section
Cooling System Replacement/Repair						8500	5.300, 5.3003 5.3003 5.3302
Solid Fuel Appliance Repair/Replacement						8470	2.0201
Duct Repair/Sealing						8600	3.16
Thermostat Replacement						8220.3	5.3003.9, 03.11
Cleaning/Tuning Inspection						8220.1.c	5.3003
Flexible Gas Lines						8220.1.b	2.020
Heating System Replacement/Repair						8410	2.0201 2.0202 2.0203 5.300, 5.3003
BASELOAD						10000	
Water Heater Insulation						91200,10140	7.8102.2
Pipe Insulation						10120	7.8102.2

1.5 GPM Shower Head/ Water @120 degrees						10170	7.801.1,7.801.2
Aerators						10180	7.801.7.801.
Refrigerator						10310	7.8001
Light Bulbs (CFL's)						10420	7.8003.7.8003.

INSPECTION INFORMATION	FINAL INSPECTION			COMMENTS OR DESCRIBE WORK	PASSES REINSPECTION	State Standards Section	SWS Sec
	PASS	FAIL	N/A				
INSULATION							Section
Attic Insulation						6290	4.1
Attic Hatch Installation						6250.4	4.1006 4.1006
Wall Insulation						6300	4.11
Floor /Belly Insulation						6400	4.13
Knee wall insulation						62120, 62175	4.1004
Cantilevered floor insulation						6500	4.1301
WINDOW /STORM WINDOWS							
Windows Caulking						7130	3.1201 3.1201 3.1201
Window Repairs						7140	3.1201 3.1201 3.1201
Storm Window Replacement						7200	3.1201
Windows Replacement						7120	3.1203 3.1203 3.1203
INCIDENTAL REPAIRS							
Door Replacement/repair						7300	3.1203 3.1203
Glass Replacement/Repair						7140	3.120
Room to room pressure balance						13400	
HEALTH & SAFETY							Section
Mechanical Ventilation						41500	Section
Test Cooking Range						13850	2.0201.2
Furnace Filter Installation						8220	5.3003.
Gas Leak Investigation						13830	2.020

Heating System Replacement/Repair					8410	2.0201 2.0202 2.0203 5.3001 5.3002 5.3003
Water Heater Replacement/Repair					10130	7.8102 2.0203
Heater/Vent Corrections & Clearances					8310	2.0203 5.3003
CO Alarms					41700, NFPA 720	2.0201. 2.0301
Smoke Detectors					41800, NFPA 72	2.0301
Blower Door Values	CFM					
Pre-Retrofit						
Target						
Final						
MFA inspection						

FINAL INSPECTOR'S CHECKLIST

<input type="checkbox"/>	Re-work orders filled out, signed and in File
<input type="checkbox"/>	Reviewed daily test-out sheets
<input type="checkbox"/>	Reviewed NEAT/MHEA input report
<input type="checkbox"/>	Completed Final Inspection Diagnostics
<input type="checkbox"/>	All permits in File
<input type="checkbox"/>	All local and state codes followed
<input type="checkbox"/>	Evidence that all OSHA and health and safety protocols were met
<input type="checkbox"/>	Work completed as intended (see Work Order) + Recommended Measure Report
<input type="checkbox"/>	New materials and finishes match adjacent materials and finishes
<input type="checkbox"/>	All materials used compliant with SWS and 10 CFR 40 Appendix A

<input type="checkbox"/>	All manufacturer's warranties delivered to client
<input type="checkbox"/>	No damage to existing trim and/or items in home
<input type="checkbox"/>	Exterior wood trim and doors finished 6 sides
<input type="checkbox"/>	Was job site left clean? Yes _____ No _____
<input type="checkbox"/>	Was client education carried out? Yes _____ No _____

Client Signature indicates satisfaction with work.

Client Signature

Date

Inspector Signature for Re-Work

Date

Inspector Signature - Final

Date