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Community Services Policy Manual	SUBJECT: Weatherization Assistance Program INCOME ELIGIBILITY GUIDELINES		EFFECTIVE DATE 11/1/2014 ISSUE DATE 10/27/2014

REFERENCES

Federal Register, Department of Health and Human Services (HHS) Annual Update of the HHS Poverty Guidelines

PURPOSE

Title IV, the Energy and Conservation Production Act, as amended, states that all grant awards made under this program shall comply with applicable law, including regulations contained in 10 CFR Part 440.

POLICY

The Grantee is required to use the 200 percent of poverty income guidelines to determine eligibility for the Department of Energy Weatherization Assistance Program with preference given to those applicants who are at or below 125 percent of the poverty level.

Income refers to total cash receipts before taxes from all sources, with the exceptions noted below.

Automatic Income Eligibility

A household is automatically income eligible if any household member received any of the following payments at any time during the 12-month period preceding the determination of eligibility for weatherization assistance:

- Cash assistance payments under Title IV (FIP) or, XVI of the Social Security Act (SSI), or
- State Disability Assistance (SDA)

NOTE: The receipt of these benefits in the previous twelve months must be documented in the case file. The State's quarterly SSI payments do not need to be documented, but must be included in the calculation.

Income Guidelines

Refer to CSPM Item 208, Poverty Income Guidelines, for the current poverty income and state median income guidelines.

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Income includes:

1. Money, wages and salaries before any deductions. This includes wages from assistantships, work-study, and stipends. This includes self-employment income. See Self-Employment Income section below.
2. Net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses)
3. Self-Employment Income for each type of self-employment activity or business (see Income Computations: Self-Employment Income and Self-Employment Expenses).
4. Regular payments from Social Security (gross benefits, including any Medicare premium and/or state supplemental payments), railroad retirement, unemployment compensation, strike benefits from union funds, worker's compensation, veteran's payments, public assistance (including Family Independence Program-FIP, Supplemental Security Income-SSI, and State Disability Assistance-SDA), training stipends, alimony, and military family allotments

Note: Retroactive lump sum payments for Social Security or Railroad Retirement Benefits should be prorated on a 12-month basis so that only benefits covering the three-month calculation period are included.

5. Private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments
6. Income from individual retirement accounts (IRAs) received during the three-month calculation period, whether as monthly or lump-sum withdrawals

NOTE: Lump-sum IRA withdrawals should be prorated on a 12-month basis, and three months of the prorated amount should be included in the calculation.

7. Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings
8. Any lump sum payments received by Native Americans, such as from Casino income or other tribal income

Income excludes:

1. Combat zone pay
2. Capital gains
3. Any assets drawn down as withdrawals from a bank, the sale of property, a house, or a car

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4. One time payments from a welfare agency to a family or a person who is in temporary financial difficulty
5. Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury
6. Non-cash benefits such as the employer paid or union paid portion of health insurance or other employee fringe benefits (including the imputed value of health insurance for domestic partners), food or housing received in lieu of wages, the value of food and fuel produced and consumed on farms, the imputed value of rent from owner-occupied non-farm or farm housing, and such federal non-cash benefit programs such as Medicare (Medicare premiums are **not** excluded), Medicaid, food stamps (including cash received in lieu of food stamps), school lunches, and housing assistance
7. College scholarships and grants
8. Foster care payments, child support and adoption subsidies
9. Income earned by a child age 18 and under **and** attending school

NOTE: "Earnings" do not include program benefits such as Social Security, Supplemental Security Income, etc.; these **are** included in the total household income.

Income Computations

An applicant's household's **ACTUAL INCOME** for the preceding three-month period including the date of application is computed in FACSPRO (See CSPM Item 905). For example, an application dated June 7 would have a three-month period of March 8 – June 7.

Re-Certification of Application

An applicant must be re-certified when eligibility lapses due to the length of time the applicant was waiting to receive Weatherization services. Re-certification must occur at least every 12 months if work on a unit (energy audit) has not been initiated.

Applicants/households that have "roomers" paying rent:

The "roomer" is not considered a member of the "household" and the income of the "roomer" is not counted for income eligibility. However, the rent from the roomer should be included as income. When calculating income, the income from rent payments should be included for the months the rent was received.

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Self-Employment Income

Self-employment income must be documented for each type of self-employment activity or business. Business expenses may be deducted from the gross income amount determined for each self-employment activity/business. Documentation of claimed expenses must be included in the client file information.

NOTE: Losses from a single self-employment source of income cannot be applied to any other self-employment income or other household income types. In other words, if self-employment business A realizes a loss of \$10,000, the income from that source is considered zero. The \$10,000 loss cannot be deducted from self-employment business B or other household income.

Self-Employment Expenses

Allowable expenses include all of the following:

- Identifiable expenses of labor, stock, raw material, seed, fertilizer, etc.
- Interest and principal on loans for equipment, real estate or income-producing property
- Insurance premiums on loans for equipment, real estate and other income-producing property.
- Taxes paid on income-producing property.
- Transportation costs while on the job (example: fuel)
- Purchase of capital equipment.
- A child care provider's cost of meals for children. Do **not** allow costs for the provider's own children.
- Any other identifiable expense of producing self-employment income except those listed below.

The following are **not** allowable expenses:

- A net loss from a previous period.
- A net loss from another type of self-employment.
- Federal, state and local income taxes.
- Personal entertainment or other individual business expenses.
- Money set aside for retirement.
- Depreciation on equipment, real estate or other capital investments.

Documentation of Income

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Income must be thoroughly documented and uploaded to FACSPPro (See CSPM 612 – Applicant File Documentation). The following items are acceptable documentation:

- Copies of paychecks or pay stubs
- Written statements from employers
- Letters, benefit statements, or other documents from income sources, e.g., DHHS, Social Security, VA
- Unemployment Benefit determination letter or online benefits information
- If self-employed, accounting and other business records showing net income after business expenses.
- W-2 statements and tax forms

Note: They will seldom be adequate by themselves, since they usually report a period ending well in advance of the date of application. An exception may be made for the self-employed, since tax records are a convenient source of information about their income. They should be used, however, in conjunction with a self-declaration.

- Other documents the Grantee has reason to believe will **fully verify** the annual or annualized income of the applicant

After all other avenues of documenting income eligibility are exhausted, self-declaration is allowable, but evidence of the various attempts at proving eligibility must be contained in the client file, **including** a notarized statement signed by the potential applicant indicating that no other proof of income is available.

If the self-declaration is for zero income **for the entire household**, then along with the declaration being notarized, approval by DHHS BCAEO staff is also required, and a copy of the approval must be in the client file. Requests for approval must be submitted by email to the Grantee's grant manager. The requests should include the applicant's name, date of birth, the last four digits of the applicant's SSN and an explanation of how the household is paying for their living costs.

Client File

Agencies must maintain a client file for all recipients of weatherization services. A copy of the client's FACSPPro Customer Report or the DHS-4283 with original client and agency signatures must be in the physical file. All other required file documents must be uploaded onto FACSPPro (See CSPM Item 612, Applicant File Documentation, and CSPM Item 903, FACSPPro Database Roles and Responsibilities).

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Community Services Policy Manual	SUBJECT: Weatherization Assistance Program PROGRAMMATIC REPORTING		EFFECTIVE DATE 07/01/15 ISSUE DATE 04/08/15

REFERENCES

- DOE Weatherization Assistance Program (WAP) Program Agreement

PURPOSE

The DOE Agreement, Section II, requires the submission of a monthly programmatic report, via FACSPRO and the DHS-1071 as indicated below.

Further, the Agreement requires the Grantee be monitored and all related client records and files be made available for review.

POLICY

The Grantee is required to have all Weatherization jobs for the reporting month entered by the fourteenth day of the reporting month into the FACSPRO database. Example: All jobs reported complete for the month of June must be entered into FACSPRO by close of business July 14.

NOTE: If you are entering any completed jobs in the first 14 days of the month following the report month, you must change the final closeout date in FACSPRO to the correct job completion date. (FACSPRO automatically defaults to the day of the data entry.)

BCAEO will extract the monthly report for each agency from FACSPRO the fifteenth day of the following month. Agencies can also generate their own 1071 reports from FACSPRO for each month for their own documentation. Agencies should be verifying each month that the report is correct in the database.

The Grantee will also enter each Inspection/Work Order/Cost Center (IWC) through the Weatherization Module of the FACSPRO system.

Weatherization Assistance Program Monthly Programmatic Report

Summary

The data for each DOE-funded unit is gathered from the cost center page of the jobs completed and recorded on an IWC. The IWC will give one count per unit. For 2-4 unit buildings, complete an individual IWC for each and these completions will be reported in FACSPRO. The multi IWC must be used for multi-units (5+ and more units per building).

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EXCEPTION: For multi units (5+ and more units per building) with shared heating systems, or shelters, use the Excel formatted 1071 to report these job completions.

This summary data is for DOE-funded completed units. A DOE-funded completed unit is defined as any income-eligible unit that includes weatherization-related expenditures in Admin, Labor/Materials, Support, Liability Insurance, Audit, or Training and Technical Assistance.

Weatherized Units/Re-weatherized Units

Weatherized and re-weatherized units will be counted on the cost center page and tallied automatically from information entered into the database upon intake.

Enter the report period data for each program component. The program components are:

- DOE- units completed with DOE funds only.
- DOE/LIHEAP- Units completed with a combination of DOE/LIHEAP funds.

NOTE: A dwelling unit shall not be considered as completed until all of the following have occurred and are documented:

- A FACSPRO generated IWC has been created
- Audit performed and entered into FACSPRO
- An SIR driven work order has been created using WA 8/FACSPRO
- A Quality Control Checklist has been created and signed by the Energy Auditor.
- All weatherization materials have been installed in compliance with the Standard Work Specifications, SOM policy, rules and regulations.
- The Crew Leader has signed the Quality Control Checklist showing all measures were installed and are in compliance. .
- The Grantee has verified that all required/appropriate forms and documentation are included in the client/job file and is uploaded into FACSPRO.
- The Grantee, or its authorized representative, has performed and approved final inspection as a certified Quality Control Inspector.
- The certified Quality Control Inspector completes the Quality Control checklist and verifies all measures have been completed and are in compliance. The Cost Center is completed with costs in appropriate funding

In cases in which weatherization work was started but cannot be completed for a justified reason, signed and dated documentation shall be provided in the client job file as to why the weatherization work was stopped and the unit may be considered a completion. Examples of reasons to stop weatherization work:

- Death of client.
- Dwelling is vacated and/or sold.

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- Unable to contact client after numerous (documented) attempts.
- Extensive fire damage.
- Client refuses to allow completion of work after numerous documented attempts.
- Client refuses further weatherization work.
- Client refuses Health & Safety measures.
- Health and safety risks to contractor/crew (e.g. unsanitary conditions, drugs, threats, etc.).

Note: Such circumstances must be documented in the case file and in the action plan and customer notes portion within the FACSPRO database.

Production Reporting

The Grantee is required to submit the mdb files for all jobs completed through the program year. These files must be submitted by the 14th day of the month following the end of each quarter.

BCAEO Technical monitors may determine that quarterly files following the first quarter be submitted using wdz files as appropriate. Instruction will be provided to each Grantee.

SUBMITTAL PROCESS

The mdb and/or wdz files must be submitted to BCAEO to the following mailbox:

DHS-Weatherization@michigan.gov

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Community Services Policy Manual	SUBJECT: Weatherization Assistance Program OVERSIGHT OF LOCAL WEATHERIZATION PROGRAMS		EFFECTIVE DATE 7/1/2015 ISSUE DATE 4/8/2015

REFERENCES

- 10 CFR Part 440, Weatherization Assistance Program for Low-Income Person
- Department of Energy (DOE) Weatherization Program Notice 15-4 (WPN15-4)

PURPOSE

The Weatherization Assistance Program (WAP) State Plan provides for monitoring of the Weatherization program by the BCAEO weatherization technical monitors and Grantee monitors. Monitoring of dwelling units is conducted by the Grantees during the final inspection process and during jobs in progress; monitoring by the BCAEO technical monitors will occur at least annually.

POLICY

To provide adequate oversight, it is the Grantee's responsibility to train and provide information to the subcontractors on the Weatherization Assistance Program policies to ensure that subcontractors perform in accordance with weatherization standards and comply with all rules and regulations.

To provide oversight, the Grantee is required to have, at a minimum:

- Procedures to ensure that agreements are entered into only with competent subcontractors.
- All staff and contractors are completing weatherization work in compliance with the Standard Work Specifications, Michigan Field Guide, Community Services Policy Manual, and Michigan Technical Weatherization Policy. All contracts must have this language included.
- A system for monitoring subcontractors and dwelling units.
- A system to provide technical assistance to subcontractors as needed.
- Documentation in FACSPRO of all monitoring and technical assistance provided, all trainings and certifications, to include at a minimum, who was trained on what subject on what date they were trained and certified if applicable.
- A system to track grantee and BCAEO monitoring findings and observations by auditor/inspector, contractor, and/or worker to ensure that repeated program deficiencies observed are addressed appropriately and swiftly.

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A system to track training and certifications for those performing work on units for the Weatherization Assistance Program. All Weatherization training for staff and contractors must be entered into FACSPRO.

State of Michigan WAP Technical Monitoring

Technical monitoring will be performed to ensure compliance with all DOE WAP, HHS regulations and guidance, and DHHS policies. Technical monitoring will include, but is not limited to a review of the following areas:

- Any outstanding findings, previous year's findings, and required corrective actions
- Program requirements for all funding sources including Health & Safety compliance.
- Materials standards and specifications
- NEAT/MHEA setup libraries (copies of each shall be provided by Grantee)
- NEAT/MHEA mdb production shall be provided by Grantee (wdz files may be submitted subsequently on a quarterly basis)
- Contractor Licensing, Certifications, and Insurance requirements
- Work specifications (e.g. FACSPRO SIR generated IWC Work Order(s) including change orders)
- Quality Control Checklist completion
- Quality control procedures
- Approved audit (IWC) completeness and storage in the BCAEO Excel format using FACSPRO
- Financial reconciliation for all job cost and invoicing reported on IWC Cost Center TAB
- Compliance with blower door testing requirements
- Infrared camera requirements
- Combustion Appliance testing protocol
- Correct audit selection & completion
- An in progress site visit with the Contractor/crew (working)
- Trend analysis of best practices, observations, questioned costs or findings

File selection and site visit monitoring and review will be chosen using the FACSPRO Wx Pro Monitoring module. BCAEO Technical Weatherization monitors will monitor 10% of agency file documentation and complete 5% site visits for each agency. Technical Weatherization staff will monitor in progress and completed jobs for each agency and/or one in progress and completed site visit per contractor/crew.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program: ITEMIZED SUBCONTRACTOR INVOICES		EFFECTIVE DATE 08-01-11 ISSUE DATE 07-22-11

POLICY

The Grantee may not make discretionary allocations on a subcontractor invoice. All private subcontractor invoices are required to contain a job number and labor/material costs (split or combined) for each job.

The Grantee is required to use the invoice and the IWC work order pages to verify actual work completed prior to payment to the subcontractor. |

Work orders shall be signed and dated by the subcontractor/crew/foreman or designee. |

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program REWEATHERIZATION OF DWELLING UNITS		EFFECTIVE DATE 04-01-09 ISSUE DATE: 03-31-09

REFERENCES

10 CFR Part 440, Weatherization Assistance Program for Low-Income Persons

PURPOSE

10 CFR Part 440.18(e)(2)(ii) states that a dwelling unit that has been previously weatherized under the Weatherization Assistance Program may receive additional weatherization services

if such dwelling unit has been damaged by fire, flood, or act of God and repair of the damage to weatherization materials is not paid for by insurance.

10 CFR Part 440.18(e)(2)(iii) states that:

dwelling units partially weatherized under this part or under other Federal programs during the period of September 30, 1975 through September 30, **1994**, may receive further financial assistance for weatherization under this part. While DOE will continue to require these homes to be reported separately, States may count these homes as completions for the purposes of compliance with the per home expenditure limit in §440.18. Each dwelling unit must receive a new energy audit which takes into account any previous energy conservation improvements to the dwelling.

POLICY

A maximum of 50 percent of a Grantee's total production each program year may represent reweatherized units that meet the criteria above.

Each dwelling to be weatherized is required to receive a new energy audit that takes into account any previous energy conservation improvements to the dwelling.

Rewetherized units will be reported separately on the Weatherization Assistance Program Monthly Programmatic Report, DHS-1071. See Item 602 for form and instructions for completion.

Rewetherized units will be reported as completions for purposes of compliance with the maximum allowable cost per unit as established in the Community Services Policy Manual Item 613.

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REFERENCES

- 10 CFR Part 440, Department of Energy Weatherization Assistance for Low Income Persons Program Regulations
- 10 CFR Part 600, Financial Assistance Rules for Department of Energy
- State of Michigan DOE State Plan
- DOE Program Agreement
- Community Services Policy Manual (CSPM) Item 300 series and 600 series
- State of Michigan Technical Weatherization Policy Manual (TWP)
- Standard Work Specifications (SWS)
- Retrofitting Michigan: Technical Weatherization Field Guide

PURPOSE

DOE requires that certain Weatherization Assistance Program requirements are met.

POLICY

Grantees are required to administer this grant following the U.S. Department of Energy (DOE) Weatherization Assistance Program (WAP) regulations and guidance. The CSPM will prevail when the manual has policy that contains requirements different from WAP regulations.

The Grantee will determine which weatherization measures will be completed on an eligible dwelling unit in accordance with the SWS and the TWP-Inspection/Testing/Energy Audit Requirements.

General Program Requirements

The Grantee shall weatherize eligible dwelling units in its service area as detailed in the Grantee's DOE Weatherization Assistance Program Local Service Plan, as approved by DHHS.

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The Grantee will maintain a basic service system which includes an outreach/intake system, a method of installing measures, audit and inspection procedures, qualified crews and/or subcontractors, and maintenance of quality control procedures to ensure each dwelling weatherized is completed in compliance with all program requirements.

All weatherization work must have and independent Quality Control Inspector (QCI). The QCI is an individual that has no involvement with prior work on the home either as the auditor or as a member of the crew.

Eligible Dwelling Units

Structures eligible for weatherization include single-family, manufactured housing (mobile homes), and both large (5+ units) and small multi-family housing (2-4 units). All structures must be stationary and have a specific mailing (street) address. Campers and non-stationary trailers are not eligible.

All dwellings to be weatherized must be owner or renter occupied, and occupied by a household:

1. Whose income is at or below 200 percent of the poverty level established by the U.S. Department of Health and Human Services, or
2. Which contains a member who has received any one of the following at any time during the 12-month period preceding the date of application for weatherization assistance:
 - Cash assistance payments under Title IV (FIP) or, XVI of the Social Security Act, (SSI) or
 - State Disability Assistance (SDA)
3. Occupying a qualified rental dwelling unit in accordance with CSPM Item 608.
4. Occupying a shelter, group home or transitional facility in accordance with CSPM Item 608.1.

Allowable Measures

All weatherization materials utilized in conjunction with work performed as a part of this program shall, at minimum, meet the NREL Standard Work Specifications and the Standards for Weatherization Materials contained in "Appendix A" as published in the current U.S. Department of Energy Weatherization Assistance Program (DOE/WAP) rules (See Section 4500, Minimum Standards for WAP Materials). In cases where

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additional requirements apply, the specific requirement(s) will be listed in the appropriate section of this document.

All work measures shall be completed so as to successfully perform the intended function on a continuing basis (a quality of product and installation to provide a minimum 10-year life under normal conditions or WA8 lifespan generated SIR).

Work shall be completed in a manner so as not to detract from the general appearance and structural integrity of the home and shall be in compliance with governing codes, the requirements of this document, and manufacturer's recommendations.

Weatherization measures are for the purpose of rendering the heated portions of dwellings energy efficient and to ensure the safety and protection of such measures, whether new or existing (e.g., any wood or other product which the manufacturer recommends be sealed, that is used to complete weatherization and which is exposed to moisture, shall receive a minimum of prime painting or other recommended sealer). For the purpose of this program, if necessary client usage of areas requires heat to those areas, they shall be treated as heated and weatherized accordingly. Unheated utility rooms, porches, etc., are not eligible for weatherization.

Health and safety measures shall be addressed as required to eliminate hazards as defined in Section 3800 and in accordance with the State of Michigan, U. S. Department of Energy Weatherization Assistance Program State Plan, and state and local codes.

If energy savings cannot be realized under this program due to the condition of a home, these conditions shall be documented in the electronic file (i.e. FACSPRO deferred queue or ineligible queue (whichever is applicable)) and the home shall not be weatherized. Such conditions shall be brought to the attention of the client with referrals to other help sources if available.

“Incidental Repairs” means those repairs necessary for the effective performance or preservation of weatherization materials.

Measures installation shall be completed in the following sequence:

1. Health and Safety measures to correct hazards identified on the audit that directly affect the health and safety of occupants (WAP staff and workers included).
2. Bypass/Air sealing
3. Insulation measures.

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4. Remaining audit measures

MANDATORY WEATHERIZATION MEASURES

The following measures are required:

- Bypasses, as determined by blower door testing
- Duct Sealing, Repair and/or Replacement
- Blower Compartment Sealing
- Duct and Pipe Insulation (if located in unheated areas)

MANDATORY HEALTH AND SAFETY MEASURES

- Smoke Detectors - Smoke detectors shall be provided. Installation of smoke detectors shall be placed in accordance with all SOM and Local Fire/Building Codes.
- Carbon Monoxide (CO) Alarm/Detector – CO Alarm/Detectors shall be provided in accordance with ASHRAE 62.2 – 2013 or later standard.
- Clothes Dryer Venting – Un-vented clothes dryers shall be vented to the exterior.
- Ventilation to meet ASHRAE 62.2 requirements 2013 or later.

OPTIONAL WEATHERIZATION MEASURES

It will be the Grantees option to complete the following measures as weatherization measures on one to four unit dwellings, if it is felt there would be a benefit to the client and if installation of these items would not preclude installation of audit required weatherization measures:

- Low Flow Shower Head
- Water Heater Insulation
- Clock Set Back Thermostat
- Heating System Tune-ups/Repairs

Grantees shall establish a local policy as to whether the installation of water heater insulation, low flow shower heads, and clock set back thermostats will be addressed.

EXCLUSION OF MEASURES/NO WEATHERIZATION WORK POSSIBLE

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If any of the audit required measures are not possible to perform, file documentation shall be required to clarify such situations. A brief explanation shall be noted on the SOM approved field audit and the appropriate section under “Comments” on the NEAT audit if used.

Note health and safety factors which cannot be corrected, e.g., removal of mold, odors, viruses, bacteria, unsanitary (including raw sewage) conditions, and rotting wood. If necessary, weatherization services may need to be deferred until the problem can be corrected or referred to another agency that can take remedial action. The Health and Safety condition shall be properly documented in the client file.

Factors which would limit the effectiveness of any measure shall be properly documented. Client circumstances (e.g., health) shall also be considered.

The client may refuse installation of one audit required measure. NO weatherization work shall be performed or continued if the client refuses more than one audit required measure(s). Refrigerators, compact fluorescent light bulbs, clock setback thermostats, water heater treatment and low flow shower heads are not included and may be refused by the client without penalty.

Rental vs. Owner Unit Type

There are no restrictions to the measures installed to any unit based on it being a rental or owner unit. All allowable measures determined via the DOE approved audit are appropriately installed in any eligible unit regardless of the type. See CSPM Item 610.2, Landlord Contributions for policy related to landlord contributions.

If a rental unit is attached to a commercial business (ex. an apartment above a store), the Grantee will submit audit information to the technical monitor for review and approval prior to completing weatherization work.

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Community Services Policy Manual	SUBJECT: Weatherization Assistance Program PROGRAM REQUIREMENTS- WAP Auditing Tools		EFFECTIVE DATE 07/01/14 ISSUE DATE 07/01/14

REFERENCES

- 10 CFR Part 440, Department of Energy Weatherization Assistance for Low Income Persons Program Regulations
- 10 CFR Part 600, Financial Assistance Rules for Department of Energy
- State of Michigan DOE State Plan
- DOE Program Agreement
- Community Services Policy Manual (CSPM) Item 300 series and 600 series
- State of Michigan Technical Weatherization Policy Manual (TWP)
- Standard Work Specifications (SWS)

PURPOSE

Grantees are required to use the approved Energy Audit tools and procedures as approved by the DOE on each unit weatherized. A complete audit and inspection is required for each home weatherized.

POLICY

Only the SOM Certified Weatherization Assistance Program Energy Auditor who conducted the site visit shall enter data into the "Inspection" tab of the Inspection, Work Order, Cost Center (IWC) document and into the NEAT/MHEA audit. Audits must include completion of all applicable data of the "Inspection tab" required on the IWC as well as the required testing listed below. Inspection approval of each installed measure is mandatory for a dwelling to be considered a completion. Quality Control Inspector (QCI) must initial the IWC Inspection page (electronic initials acceptable). Certification that all work completed complies with all program requirements shall be verified by QCI signature on the Work Order page of the IWC. All inspections shall be completed by a SOM certified WAP QCI or IREC training center certified QCI.

Approved audits include:

Single Family: Single Family National Energy Audit Tool software approved by DOE 11/17/2011.

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Manufactured Housing: Mobile Home Manufactured Home Energy Audit software approved by DOE 11/17/2011.

Multi-Family Housing: Multi Family (5 + unit or more) TREAT or any DOE approved multi-family audit approved 11/17/2011.

National Energy Audit Tool (NEAT)

NEAT audits are required for the determination of weatherization measures to be installed for one to four unit dwellings.

Weatherization measures with a computed Savings to Investment Ratio (SIR) of 1 or greater as calculated by a NEAT audit shall be addressed.

NEAT may indicate that a measure shall be addressed, but conditions dictate otherwise. In these cases,

- If the entry is a price, escalate the measure value to \$999.00 in “additional costs.”
- If the entry is an option of what to consider, choose “none” in the respective measure screen.

Enter a justification in the “comment” section and document the conditions or circumstances on the appropriate page of the approved field audit when the measure cannot be completed.

NATIONAL ENERGY AUDIT TOOL (NEAT) SETUP:

Set up instructions are located at the following web site:

http://www.waptac.org/sp.asp?mc=tech aids_audits

Refer to the BCAEO Weatherization Program Guidance Memos for current approved version.

Grantees shall create and maintain an annual master file. Identify the file with the agency acronym and the program year as the title.

Grantees shall enter their material and labor costs for the allowable NEAT measures.

Note: Material and Labor costs shall be separated into the Material and Labor columns respectively.

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Grantees shall enter approved work plan fuel cost data in the “Fuel Cost” tab of the NEAT “Set up Library”. Average costs will be established from recognized suppliers and “spike” or season high costs will not be permitted.

Grantees may, at their discretion, utilize individual client fuel use data collected from the fuel supplier and entered into the “Utility Bills” tab of the “NEAT audit”.

The Fuel Escalation Rates and Discount Rate used in the NEAT setup shall not be altered. Grantees shall use the default values supplied in the NEAT program files.

The NEAT setup shall allow for the consideration of the following Candidate Measures/Weatherization Measures:

- Attic insulation (all R values)
- Fill Ceiling Cavity
- Sill box insulation
- Foundation insulation
- Floor insulation (all R values)
- Wall insulation
- Wall insulation R13 batt
- Window sealing/Weatherize (includes glass replacement)
- Storm windows
- Window Replacement
- Low E windows
- Furnace tune-up
- Replace heating system (80%-85%)
- High efficiency furnace (90+ %)
- High eff boiler
- Lighting retrofits (Compact Fluorescent Light Bulbs)
- Refrigerator replacement
- Water Heater replacement (DHW)

Grantees shall turn off the following Candidate Measures in the NEAT setup:

- *Duct Insulation* (see note below)
- Window shading (awning)
- Sun screen fabric
- Sun Screen louvered
- Window film
- Thermal vent damper
- Electric vent damper
- IID (Intermittent Ignition Devices)

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- Electric vent damper IID
- Flame retention burner
- *Smart thermostat*
- Tune-up AC
- Replace AC
- Evaporative cooler
- Install/Replace heat pump
- *Water heater tank insulation*
- *Water heater pipe insulation*
- *Low flow showerheads*

*Optional Weatherization Measure - can be turned on as an agency option to measure its' SIR in relation to the other measures the agency is utilizing. Optional measures turned on by a Grantee shall be performed if justified by SIR.

Weather data is determined by the SOM Weatherization Technical Division for each Grantee, based on climatological data from National Oceanic & Atmospheric Administration (NOAA, Ashville, North Carolina) for the agency service delivery area. Refer to CSPM 606.1 Attachment A.

The default values contained in the Key Parameters of the "SET UP LIBRARY" shall be utilized with the following exceptions:

- Economics: Minimum Acceptable SIR – 1
- "SETUP Library" "NEAT Insulation Types" tab: Attic - Type 3 F/G Batts Rs/Inch 3.33
- "SETUP Library" "NEAT Insulation Types" tab: Wall - Type 2 F/G Batts Rs/Inch 3.33
- "SETUP Library" "NEAT Insulation Types" tab: Foundation Wall - Type 2 F/G Batts -Value 13
- Any other exceptions shall require written approval from SOM Technical Division

Justification for modification of winter fuel costs and/or weather data must be submitted to the SOM WAP Division for approval as part of the Grantee work plan or prior to implementation if submitted separately from the work plan.

A complete audit shall be input into NEAT and in the "NEAT AUDIT", "Heating" tab, "Replacement System Options" choose mandatory replacement. Furnace sizing will be identified in the output report.

Measures in NEAT

Door Replacement using WA 8.6/NEAT

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- List as a bypass on the IWC with comment as why (e.g. damaged beyond repair).
- The NEAT TAB Shell>Doors>Comment field shall include a statement that the effected door was replaced as a bypass.
- The NEAT TAB Ducts/Infiltration>Air and Duct Leakages>Costs>Infiltration Reduction (\$) amount shall include the cost of the replacement door.

Attic/Roof using WA 8.6/NEAT

When supported by a complete NEAT audit, DOE funds may be used to supplement LIHEAP, or other roof replacement funds only if required for proper installation and/or preservation of a NEAT approved "Attic Insulation Measure". The NEAT Additional Cost (\$) of Attics Added Insulation may be adjusted and the amount shall be listed in the Comment section of the NEAT Audit Information page. Attic insulation costs shall maintain an SIR \geq 1. The maximum additional costs charged to DOE shall not exceed 70% of the roof replacement.

Manufactured Home Energy Audits (MHEA)

The completion of a MHEA audit shall require a thorough audit. Field documentation shall be on a SOM approved field audit and provide all information required to complete MHEA data screens. Any attachments containing audit-related additional information shall be referenced on the SOM approved field audit and included as part of the client file.

Data entries required to complete individual MHEA audits shall be completed in compliance with the NEAT/MHEA Manual instructions.

MHEA SETUP

Set up instructions are located at the following web site:

http://www.waptac.org/sp.asp?mc=tech aids_audits

Refer to BCAEO Weatherization Program Guidance Memos for the current approved version.

Agencies shall create and maintain an annual master file. Identify the file with the agency acronym and the program year as the title. The following files shall be included:

- Setup library with material and labor costs separated
- Setup library with agency fuel costs
- Supply library with replacement water heaters including the energy details
- Supply library with replacement refrigerator data including the energy details

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Grantees shall enter their material and labor costs for the allowable MHEA measures.

Note: Material and Labor costs shall be separated into the Material and Labor columns respectively

Grantees shall enter approved work plan fuel cost data in the “Fuel Cost” tab of the MHEA (NEAT) “Set up Library”. Average costs will be established from recognized suppliers and “spike” or season high costs will not be permitted.

Grantees may at their discretion utilize individual client fuel use data collected from the fuel supplier and entered into the “Utility Bills” tab of the “MHEA AUDIT”.

The Fuel Escalation Rates and Discount Rate used in the MHEA setup shall not be altered. Grantees shall use the default values supplied in the NEAT/MHEA program files.

The MHEA setup shall allow for the consideration of the following Candidate Measures/Weatherization Measures:

- General air sealing
- Wall fiberglass batt insulation (if open cavity)
- Wall fiberglass batt insulation in Addition
- Wall cellulose loose insulation in Addition
- Wall fiberglass loose insulation
- Wall fiberglass loose insulation in Addition
- Floor fiberglass loose insulation
- Floor fiberglass loose insulation in Addition
- Roof cellulose loose insulation in Addition
- Roof fiberglass loose insulation
- Roof fiberglass loose insulation in Addition
- Replace Marked doors
- Storm doors (replacement of single “combo” prime door allowable)
- Storm door in Addition (replacement of single “combo” prime door allowable)
- Window sealing/Weatherize (includes glass replacement)
- Window sealing/Weatherize in Addition (includes glass replacement)
- Replace single paned windows
- Replace single paned windows in Addition
- Plastic storm windows
- Plastic storm windows in Addition
- Glass storm windows

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- Glass storm windows in Addition
- Tune heating system
- Replace heating system
- Lighting Retrofit
- Refrigerator replacement
- Water heater replacement

Grantees shall turn off the following Candidate Measures in the MHEA setup (they are not allowable weatherization measures):

- Seal ducts
- Wall cellulose loose insulation
- Floor cellulose loose insulation
- Roof cellulose loose insulation
- Add skirting
- Add skirting on Addition
- White coat roof
- White coat roof on Addition
- Replace wooden doors
- Replace wooden door in Addition
- Add awning
- Add awning in Addition
- Add shade screens
- Add shade screens in Addition
- Setback thermostat
- Evaporative cooling
- Replace dx cooling equip
- Water heater tank insulation
- Water heater pipe insulation
- Low flow showerheads

Optional Weatherization Measure - can be turned on as an agency option to measure its' SIR in relation to the other measures the agency is utilizing. Optional measures turned on by a Grantee must be performed if justified by SIR.

Door Replacement:

- List as Replacement required in the Inspection, Work Order, Cost Center manufactured (IWCM) door section
- The MHEA TAB Shell>Doors>Replacement Door Required (check box)>Do not Include in SIR (do not check box)

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Weather data is determined by the SOM Weatherization Technical Division for each Grantee, based on climatological data from NOAA for the agency service delivery area. Refer to the chart in CSPM 606.1 Attachment A.

The default values contained in the Key Parameters shall be utilized with the following exceptions:

- Economics: Minimum Acceptable SIR: 1
- Insulation: bag size for loose fiberglass insulation, as available to agency

Furnace Sizing using MHEA: A complete audit shall be input into MHEA and in the "MHEA AUDIT", "Heating" tab, "Replacement" choose "Replacement required". Furnace sizing will be identified in the output report.

When MHEA indicates that a measure should be addressed but conditions/circumstances dictate otherwise, the measure shall be escalated to a value of \$999.00 in "additional costs" or by inserting a "zero" or in some cases "none" in the respective measure screen. A justification shall be entered in the "comment" section and document the conditions or circumstances on the appropriate page of the approved field audit when the measure cannot be completed.

Multi-Family Weatherization Audit

An independent energy audit shall be conducted on any multifamily building housing 5 or more units. The independent audit shall have written pre approval by SOM Technical staff and the audit must be DOE approved.

Written approval is required prior to the commencement of weatherization services.

Buy Down Audit Procedure

Reference DOE Weatherization Program Notice (WPN) 10-17 for Federal Requirements and CSPM item 622.

- Enter the buy down amount as a negative number in the additional cost cell of WA 8.6/NEAT/MHEA (e.g. -1000) for DBA/FACSPRO SIR generated work order.

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- For Heating in WA 8.6/NEAT/MHEA (there is no additional cost cell) combine the labor and material, enter the amount in the Labor Cost cell, and enter the buy down amount as a negative number in the Material Cost cell.
- For measures that have only one cost, enter the cost with the buy down already deducted (e.g. original cost = \$700, buy down = -\$550, NEAT/MHEA tabs: Ducts/Infiltration>Costs>Infiltration Reduction (\$) 150)
- In **all** cases include an explanation and amount in the Comment field of the WA 8.6/NEAT/MHEA measure.
- When reconciling the Cost Center page of the DBA/FACSPRO IWC/IWCM, enter the funding source for the buy down amount as per WPN 10-17.

CSPM 606.1 Attachment A

Weather Data

<i>Agency</i>	<i>Acronym</i>	<i>Heating Degree Days</i>	<i>NEAT City</i>	<i>NEAT Degree Days</i>
Alger-Marquette Community Action Bureau	AMCAB	8390	Alpena	8208
Allegan County Resource Development Committee	ACRDC	6890	Grand Rapids	6949
Area Community Services Employment and Training Council	ACSET	6890	Grand Rapids	6949
Baraga-Houghton-Keweenaw Community Action Agency	BHKCAA	9400	Sault Sainte Marie	9409
Capitol Area Community Services	CACS	6940	Grand Rapids	6949
Chippewa-Luce Mackinac Comm Action & Human Res, Inc	CLMCA	9050	Sault Sainte Marie	9409
Community Action Agency of Jackson-Lenawee-Hillsdale	CAAJLH	6940	Grand Rapids	6949
Community Action Agency of South Central Michigan	CAASCM	6580	Grand Rapids	6949
Detroit Department of Human Services	DHSD	6290	Detroit	6730
Dickenson-Iron Community Services Agency	DICSA	8673	Alpena	8208
Downriver Community Conference	DCC	6290	Detroit	6730
Economic Opportunity Committee of St. Claire County, Inc	EOC	6564	Detroit	6730
Eight CAP, Inc	ECAP	7050	Flint	7103
Five CAP, Inc	FCAP	6950	Grand Rapids	6949
Genesee County Community Action Resource Department	GCCARD	7200	Flint	7200
Gogebic-Ontonagon Community Action Agency	GOCAA	8898	Sault Sainte Marie	9409
Human Development Commission	HDC	7200	Flint	7103
Kalamazoo County Community Action Bureau	KCCAB	6260	Detroit	6730
Macomb County Community Service Agency	MCCSA	6290	Detroit	6730
Menominee-Delta-Schoolcraft Community Action Agency	MDSCAA	8481	Alpena	8208
Mid-Michigan Community Action Agency	MMCAA	7017	Flint	7103
Monroe County Opportunity Program	MCOP	6290	Detroit	6730
Muskegon-Oceana Community Action Partnership, Inc	MOCAP	6950	Grand Rapids	6949
Northeast Michigan Community Services Agency	NEMCSA	8510	Alpena	8208
Northwest Michigan Human Services Agency	NMHSA	7700	Traverse City	7744
Oakland-Livingston Human Services Agency	OLHSA	6290	Detroit	6730
Ottawa County Community Action Agency	OCCAA	6890	Grand Rapids	6949
Saginaw County Community Action Committee, Inc.	SCCAC	7120	Flint	7103
Southwest Michigan Community Action Agency	SMCAA	6260	Detroit	6730
Washtenaw County Human Services Department	WCHSD	6290	Detroit	6730
Wayne County Weatherization	WCWx	6290	Detroit	6730
Wayne Metropolitan Community Services Agency	WMCSA	6290	Detroit	6730

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Community Services Policy Manual	SUBJECT: Weatherization Assistance Program PROGRAM REQUIREMENTS- Testing		EFFECTIVE DATE 07/01/2015 ISSUE DATE 04/08/2015

REFERENCES

- 10 CFR Part 440, Department of Energy (DOE) Weatherization Assistance for Low Income Persons Program Regulations
- 10 CFR Part 600, Financial Assistance Rules for Department of Energy
- State of Michigan DOE State Plan
- DOE Program Agreement
- State of Michigan Technical Weatherization Policy Manual (TWP)
- Standard Work Specifications (SWS)
- Building Performance Institute, ANSI BSR BPI-1200
- Retrofitting Michigan: Technical Weatherization Field Guide

PURPOSE

The purpose of this policy is to identify and define technical weatherization testing on homes to worker safety and client safety.

POLICY

All units must have the following tests completed to ensure the safety of the home and to ensure proper weatherization of each home weatherized.

Required Testing

Blower Door

The blower door shall be used at the audit and inspection as a diagnostic tool to measure the air tightness of buildings and to help locate air leakage sites.

The infiltration/exfiltration bypass measures will be considered fulfilled when blower door calculations determine the dwelling is at the minimum air change level for occupant safety conditions, as required by ASHRAE 62.2 2013 or newer.

Each home shall be evaluated for minimum sealing levels based on current occupants and dwelling construction. All dwellings weatherized require blower door testing during energy audit and inspection by a BCAEO approved/certified Energy Auditor or an IREC certified Quality Control Inspector. Any final inspections performed after July 1, 2015 require the final inspection to be completed by a certified Home Energy Professional Quality Control Inspector.

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Carbon Monoxide (CO)

- All dwellings weatherized shall be tested for CO levels during audits and inspections.
- Tests shall include ambient air checks.
- Levels exceeding 9 parts per million (ppm) shall be documented on the SOM approved audit and corrective action recommended.

Combustion Appliance

- All combustion appliances shall be inspected during energy audit by the BCAEO approved/certified energy auditor and during the Quality Control Inspection by an IREC accredited certified QCI and/or tested by a licensed mechanical contractor. (Reference BPI-1200 standard). Related sections of the SOM approved audit shall be completed. There shall be no disassembly of the mechanical components of combustion appliances, unless completed by a licensed mechanical contractor.
- The Combustion Appliance Zone procedure to check for vent stack spillage shall be followed and documented on the SOM approved audit.

Worst Case Draft of Combustion Appliance Zone

Combustion appliances shall be tested under the worst case depressurization of the Combustion Appliance Zone (CAZ). The Worst Case Depressurization of the CAZ testing, when performed, shall be documented on the SOM approved audit.

Infrared Scans

Infrared scans shall be completed annually for each contractor/crew with priority given to jobs identified by the weatherization monitor and/or auditor or QC Inspector(s) for scanning.

- Calculations shall be completed for each job scanned to determine the percent of void area present.
- Jobs containing void areas in excess of 5 percent will require corrective action.
- Additional scanning of the same contractor/crew shall be completed if repetitive problems are found.

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Community Services Policy Manual	SUBJECT: Weatherization Assistance Program INCIDENTAL REPAIRS		EFFECTIVE DATE 07-17-13 ISSUE DATE 07/17/13

REFERENCES

- U. S. Department of Energy (DOE) Weatherization Program Notice (WPN) 10-17
- Technical Weatherization Policy Manual

PURPOSE

The state Weatherization Plan includes a policy for incidental repairs. Incidental repairs are defined as repairs necessary for the effective performance or preservation of weatherization materials.

Such repairs include, but are not limited to exterior coverings, which could not otherwise be caulked or weather-stripped and providing protective materials, such as paint, used to seal materials installed under this program.

POLICY

Incidental repairs are included in the average cost per unit.

DOE-funded incidental repair costs are allowable only if the total cumulative job SIR is 1.0 or greater.

Unit repair information will be collected from the IWC Work Order tab.

Exceptions: Roof replacements are NOT considered an incidental repair. Roof repairs are NOT considered incidental repairs unless repairs are associated with energy savings measures and protecting attic insulation.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program MULTI-UNIT BUILDING ELIGIBILITY		EFFECTIVE DATE 05-01-14 ISSUE DATE 05-06-14

REFERENCES

- 10 CFR Part 440, Weatherization Assistance Program (WAP) for Low-Income Persons
- Weatherization Program Notice 10-15
- Weatherization Program Notice 14-1

PURPOSE

10 CFR Part 440.22(b)(2), states that a subgrantee may weatherize a building containing rental dwelling units where not less than 66 percent (50 percent for duplexes and four-unit buildings) of the dwelling units in the building

- (i) Are eligible dwelling units, or
- (ii) Will become eligible dwelling units within 180 days under a Federal, State, or local government program for rehabilitating the building or making similar improvements to the building.

10 CFR Part 440.22(b)(3), states that a subgrantee may weatherize a building containing rental dwelling units...where:

- (i) The benefits of weatherization assistance in connection with such rental units where the tenants pay for their energy through their rent will accrue primarily to the low-income tenants residing in such units;
- (ii) Rents shall not be raised because of the increased value of dwelling units due solely to weatherization assistance provided under this part; and
- (iii) No undue or excessive enhancement shall occur to the value of the dwelling unit.

Per DOE Weatherization Program Notice 10-15, DOE published a final rule in the Federal Register on January 25, 2010, amending 10 CFR Part 440.22, Eligible dwelling units. (75 Fed Reg 3847).

DOE Weatherization Program Notice 10-15A, provides guidance regarding accrual of benefits to low-income tenants in multi-unit buildings under the WAP.

POLICY:

The Grantee may weatherize rental dwelling units in a **multi-unit** building **when**:

The property owner has signed a landlord agreement authorizing the weatherization work, accepting conditions protecting the interests of low-income tenants and for those units where the tenant does not pay for energy directly, the property owner agrees to specifically demonstrate that the benefits of the weatherization accrue primarily to the tenant.

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Not less than 66 percent (50 percent for duplexes and four-plexes, and certain eligible types of multi-unit buildings) of the resident households of the building meet the eligibility requirements cited in 10 CFR Part 22(b)(2) and (3) above. The 66 percent/50 percent rule applies to multi-unit buildings. If the building is located in a complex, **each** building is to be considered separately when determining the 66 percent/50 percent eligibility.

A duplex or four-plex unit, where minimum 50% of the resident households are eligible, may be weatherized when the work will result in significant energy efficiency improvement because of upgrades to the equipment, energy systems, common space, or the building shell. The work shall be performed with the purpose of providing all allowable and identifiable measures to the income eligible portion of the house. DOE funded measures for the ineligible unit should only be performed to improve the energy efficiency of the whole unit.

A vacant unit may be weatherized in a multi-unit building only where;

Not less than 50 percent of the dwelling units in the building are eligible dwelling units for duplexes and four-unit buildings; or

Not less than 66 percent of the dwelling units in the building are eligible dwelling units for five-unit or more buildings.

A vacant unit is considered an ineligible unit in the 66 percent/50 percent calculation, unless the vacant unit(s) is a part of a Federal, State, or local government program for rehabilitation and will be occupied by eligible families within 180 days.

A vacant building may be weatherized only if the building is part of a Federal, State, or local government rehabilitation program. The units must be occupied within 180 days with eligible families. A notation will be made in the file regarding the date(s) of occupancy.

Multi-unit Buildings as identified by the Department of Housing and Urban Development (HUD) and the Department of Agriculture (USDA):

DOE has posted three lists of properties supplied by HUD and USDA. Properties identified on these lists have been determined to meet **certain** eligibility criteria under WAP. The lists will reduce the review and verification necessary to weatherize the identified buildings through WAP.

List #1: Properties identified on list #1 have been determined to comply with the requirements that:

- A minimum of 66% of the dwelling units in the building are occupied by a family unit that meets the income requirement (as required under 10 CFR 440.22(b)(2));
- For a reasonable period of time after weatherization work has been completed, the eligible dwelling unit will not be subject to rent increases as a result of the

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weatherization (as required under 10 CFR 440.22(b)(3)(i)); and

- No undue or excessive enhancement has occurred to the value of the dwelling unit (as required under 10 CFR 440.22(b)(3)(i)). For list #1, see

Website at:

http://www.eere.energy.gov/wip/docs/10_cfr_440_22_b_4_i_list.xls

List #2: Properties identified on list #2 have been determined to comply with the requirements that:

A minimum of 66% of the dwelling units in the building are occupied by a family unit that meets the income requirement (as required under 10 CFR 440.22(b)(2)); and

No undue or excessive enhancement has occurred to the value of the dwelling unit (as required under 10 CFR 440.22(b)(3)(i)).

For List #2, see Website at:

http://www.eere.energy.gov/wip/docs/10_cfr_440_22_b_4_ii_list.xls

List #3: (USDA List of Multifamily Units) Properties identified on List #3 have been determined to comply with the requirement that:

A minimum of 66% of the dwelling units in the building are occupied by a family unit that meets the income requirement (as required under 10 CFR 440.22(b)(2))

For List #, see Website at:

http://www1.eere.energy.gov/wip/docs/rd_mfh_low_and_very_low.xls

The buildings identified on the lists must still meet all other applicable eligibility requirements.

Note: The final DOE rule (WPN 10-15) does not:

- Result in automatic eligibility for identified buildings, but rather, it only addresses a subset of eligibility requirements, or
- Establish a priority for the weatherization of the identified buildings. States are not required to establish a particular prioritization with regard to the weatherization of multi-unit buildings.

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Benefit Accrual to the Tenant

In instances in which a tenant does not pay for energy directly, LWOs must ensure the weatherization benefits accrue to the low-income tenant. To ensure this, LWOs have the option of:

- Requiring a landlord agreement for a minimum period of five years, or
- Developing an agency policy describing a combination of several categories of benefits that can be used to demonstrate that the benefits of the weatherization accrue primarily to the tenant.
 - Benefits that could be combined, include, but are not limited to:
 - Longer term preservation of the property as affordable housing;
 - Continuation of protection against rent increases beyond that required under the WAP regulations (10 CFR 440.22(b)(3)(ii);
 - Investment of the energy savings in facilities or services that offer measurable direct benefits to tenants;
 - Investment of the energy savings from the weatherization work in specific health and safety improvements with measureable benefits to tenants;
 - Improvements to ventilation and to heat and hot water distribution to improve the comfort of residents; and
 - Establishment of a shared savings program

Generic assertions such as “tenant services will be improved” or “weatherization will improve health and safety” are **not** sufficient to demonstrate that the accrual of benefits requirement is met.

LWOs wishing to use their own policy(ies) must submit the draft policy to the Bureau for approval prior to implementation. Draft policy review requests should be emailed to: DHS-BCAEO@michigan.gov with a copy to the grant manager.

Multi-Unit Application Process

A client file must be retained for every unit in the building. See CSPM Item 612 for Client File requirements. An application must be completed for every unit in the building.

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Exception: For units in a building(s) included in one of the three DOE posted listings of eligible properties, individual household applications (DHS-4283) are not required. In lieu of this application, completion of the Michigan Department of Human Services BCAEO Multi-Family Property Intake Form, DHS-4283-M, is required. A client file is not required for these units. A building file must be retained for each building and must include required documents as described in CSPM Item 612

Income Verification

Units on DOE Listing

For multi-unit buildings included on one of the three DOE posted listings of eligible properties, income eligibility is satisfied for 66% in each multi-unit building. To ensure as much DOE funding as possible is available for each project, LWOs can opt to document income eligibility for all units in the building. The required documentation can be obtained from the property management office and should include verification of the annual household income for each unit. This information must be included in all client files.

Note: The income eligibility determination must have been made within the last 12 months.

This information must be included in all building files. See CSPM Item 601 for Income Eligibility Guidelines. See CSPM Item 612 for building file requirements.

Units with Rent Based on Income

For multi-unit buildings not on one the three DOE listings, where tenant rent is based on household income, income eligibility verification documentation may be collected from the property management office if the following information is verified and documented:

1. Rental fees are based on household income.
2. An annual income verification process is conducted for every unit.
3. The annual income verification has occurred within the last 12 months. The look back period starts with the application date and back 12 months.
4. The management office collects verification documents for all income sources reported. Self-certification statements will not satisfy this requirement

All Other Units

For multi-unit buildings that do not fall under the two categories above, individual applications and income eligibility verifications must be obtained for each unit. This information must be included in all client files. See CSPM Item 601 for Income Eligibility Guidelines. See CSPM Item 612 for client file requirement

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WAP eligible multi-unit buildings (high-rise) over four stories:

Weatherization funds may be used to weatherize program eligible multi-unit buildings over four stories.

However, per DOE WPN 10-04, a local agency may use either the weatherization labor rates or the commercial prevailing wage in calculating the cost-effectiveness (SIR) of a weatherization measure installed in high-rise buildings.

Rehabbed Multi-Unit Buildings:

Weatherization funds may be used to weatherize a dwelling being rehabbed such as Habitat for Humanity rehabs or MHSDA rehabs (cannot be used on new construction) if the dwelling fits the following:

1. The households have been determined eligible; and
2. The grantee is meeting or exceeding all the goals for elderly, disabled, and Native Americans (or the household falls into one of these categories); and
3. The waiting list of eligible applicants is followed based on the priorities established by the grantee. These units cannot be given a priority just because they are a part of a rehab program.

Multi-Unit DOE Funding:

Per DOE WPN 10-01, when addressing multi-unit buildings with DOE funds, multiply the total number of income-eligible units in the multi-unit buildings by the current statewide average cost per unit to determine the amount of DOE funding available for weatherizing the building. All units in the building can be served and all units should be reported to DOE.

The maximum amount of DOE funds that can be used will be the lesser of either one of the following:

- The percentage of low-income eligible units times the total allowable weatherization costs (estimated in the initial audit).
- The number of eligible units multiplied by the maximum average allowable cost per unit.

All units in the building **MUST** be similarly served and all units separately reported to DOE. All units, whether having income eligible occupants or not, must be weatherized, along with common areas, and tenants (eligible or not, having applied or not) cannot opt out of audit determined energy savings measures.

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Multi-Unit Restrictions

If a multi-unit building is not determined eligible, no single unit may be weatherized.
 Example: In a 10-unit building there are four eligible units and six ineligible units.
 Weatherization cannot be performed in any of the ten units.

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REFERENCES

10 CFR Part 440, Department of Energy Weatherization Assistance Program (WAP) for Low Income Persons

Department of Energy Weatherization Program Notice (WPN) 10-15A

PURPOSE

10 CFR Part 440.22(b)(2), states that a subgrantee may weatherize a shelter, group homes, and transitional facilities.

10 CFR Part 440.22(b)(3), states that a subgrantee may weatherize a building containing rental dwelling units....where:

- (i) The benefits of weatherization assistance in connection with such rental units where the tenants pay for their energy through their rent, will accrue primarily to the low-income tenants residing in such units;

DOE WPN 10-15A provides guidance regarding accrual of benefits to low-income tenants in multi-unit buildings under WAP.

DEFINITIONS

A *shelter* is a dwelling unit or units whose principal purpose is to house on a temporary basis individuals who may or may not be related to one another and who are not living in nursing homes, prisons, or similar institutional care facilities.

A *group home* is a single unit in which three or more people, not related by blood or marriage, reside and share eating facilities. In addition, a group home must have a clearly definable identity which distinguishes it from more informal, family-type settings. A group home may be either a temporary or a permanent residence.

POLICY

The Grantee may weatherize a shelter, group home or similar facility for long- or short-term residents, provided the owner or organization and residents of the dwelling units meet prescribed building and income eligibility requirements. Prior, written approval by the DHS BCAEO staff is required for the weatherization of any shelter, group home or

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transitional facility. The documentation materials included below should be submitted to the DHS-BCAEO email for review and approval. Include in the subject line: “*Shelter, Group Home, Transitional Living facility application approval request*”

DOCUMENTATION

Grantees will document individual resident income verification unless there is such a high rate of turnover among residents that documentation of individual resident eligibility is impractical.

When documentation of individual resident income eligibility is impractical, operators of eligible facilities must complete the *Weatherization Assistance Program Application for Shelters, Group Homes and Transitional Facilities, DHS-4284*, with the following supporting documentation:

1. A signed statement from the facility operator attesting that the individuals/households residing in the facility are income eligible.
2. A copy of the organization’s income guidelines or a copy of the organization’s mission statement in lieu of individual resident income verification.
3. Documentation that the facility is a non-profit organization.
4. Proof of benefit accrual to the low-income tenant(s).

Unit Count

For the purpose of determining how many dwelling units exist in a shelter, the grantee may count one of the following as a dwelling unit:

- a. Each 800 square feet
- b. Each floor

Benefit Accrual to the Tenant

In instances in which a tenant does not pay for energy directly, the grantee must ensure the weatherization benefits accrue to the low-income tenant. To ensure this, the grantee has the option of:

- Requiring a landlord agreement for a minimum period of five years, or

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- Developing an agency policy describing a combination of several categories of benefits that can be used to demonstrate that the benefits of the weatherization accrue primarily to the tenant.

Benefits that could be combined, include, but are not limited to:

- Longer term preservation of the property as affordable housing;
- Continuation of protection against rent increases beyond that required under the WAP regulations (10 CFR 440.22(b)(3)(ii);
- Investment of the energy savings in facilities or services that offer measurable direct benefits to tenants;
- Investment of the energy savings from the weatherization work in specific health and safety improvements with measureable benefits to tenants;
- Improvements to ventilation and to eat and hot water distribution to improve the comfort of residents; and
- Establishment of a shared savings program.

Generic assertions such as “tenant services will be improved” or “weatherization will improve health and safety” are **not** sufficient to demonstrate that the accrual of benefits requirement is met.

Grantees wishing to use their own policy(ies) must submit the draft policy to BCAEO for approval prior to implementation. Draft policy review requests should be emailed to: DHS-BCAEO@michigan.gov with a copy to the grant manager.

File Documentation

Job files must include all applicable client file information required in Items 601 and 612, as well as the following documentation:

1. Verification of individual resident’s income eligibility (if applicable)
2. A copy of the DHS-4284, Weatherization Assistance Program Application for Shelters, Group Homes and Transitional Facilities, with the following supporting documentation:
 - a. A signed statement from the facility operator attesting that individuals/households residing in the facility are income eligible.
 - b. A copy of the organization’s income guidelines or a copy of the organization’s mission statement in lieu of individual resident income verification.

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- c. Written statement providing proof of benefit accrual to the low-income tenant(s).
- d. A copy of the written approval by the DHS BCAEO staff for the weatherization of any shelter, group home or transitional facility.

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Community Services Policy Manual	SUBJECT: Weatherization Assistance Program DEFERRAL POLICY		EFFECTIVE DATE 11/01/14 ISSUE DATE 10/27/14

REFERENCES

DOE Weatherization Program Notice 14-1 Application Instructions

PURPOSE

The purpose of this policy is to provide written policy identifying reasons to defer a unit scheduled to be weatherized.

POLICY

The Grantee is required to have a written deferral policy which is in the best interest for its service area. Examples of reasons to defer a unit scheduled to be weatherized include:

- Standing water, mold, friable asbestos, deteriorated lead-based paint surfaces or other hazardous materials that cannot be addressed by the weatherization work.
- Evidence of infestations of rodents, insects, and/or other vermin.
- Unvented space heater(s) that may have a harmful effect on the air quality of the home.
- Unsecured pets that may prevent workers from safely completing their work.
- The presence of sewage or animal feces in or around the home.
- Improperly stored chemicals, combustible materials, or other fire hazards that present a danger to the occupants or the workers.
- Maintenance or housekeeping practices that limit the access of workers to the dwelling or create an unhealthy work environment.
- Major remodeling is in progress, which limits the proper completion of weatherization measures.
- The home receives HUD funding and at the time of completion, the unit will not meet applicable HUD Lead-Based Paint standards.

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- Electrical or plumbing hazards or structural failures that cannot be addressed/completed within Incidental Repair or Health and Safety (H&S) cost limitations.
- Threat(s) of violence or abusive behavior to worker(s) or household member(s) during the weatherization process.
- The illegal presence or use of any controlled substance in the home during the weatherization process. This includes marijuana.
- Occupant has known health conditions that prohibit and/or limit the installation of insulation or other weatherization materials.
- The building or dwelling unit is for sale or in foreclosure.
- Ownership cannot be confirmed due to a legal dispute. Clear title must be established before services can be provided.
- The building or dwelling unit is scheduled for demolition/redevelopment.
- Buildings that cannot be weatherized without exceeding the H&S per building limit or buildings where the SIR is less than 1.0 or in buildings where the H&S measures cannot be performed.

Note: When the auditor/inspector or any other weatherization employee encounters an unsafe or inoperable heating appliance during the heating season, weatherization work should not proceed until the condition is corrected.

Although Michigan has acknowledged marijuana as a legal substance, federal law does not recognize marijuana as legal. Therefore, federal law will prevail as the program is federal funded.

Grantees are required to have a written deferral policy that outlines the procedures to be followed when making a deferral decision and notifying the customer. It should include guidelines for establishing a time period for correction and an identification of resources and options to assist the applicant.

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When service is deferred, the owner or occupant should be given a reasonable timeframe to correct/eliminate the problem. Examples of reasonable timeframes would be 30 days for housekeeping concerns or 90 days for major remodeling work.

Deferral Notification Requirements

Upon the decision to defer weatherization program services, the customer must be notified in writing within five working days.

The notice must include the reason for the deferral, and the means by which the applicant can rectify the situation so the weatherization measures can be performed. The requirements for rectifying the deferral must be reasonable and appropriate to the severity of the situation being addressed. Any eligible applicant that complies fully with these requirements shall be reinstated in the Grantee's work system so weatherization work can progress as soon as reasonably possible.

There is no time extension for the eligibility period due to a deferral. If the dwelling cannot be reported as complete within the eligibility period, the customer must reapply for weatherization assistance. On a deferred unit, photographs documenting the reason for deferral (mold or other problems) are required and shall be part of the client file. If photographs are unobtainable, the reason(s) must be documented in the client file.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program: LANDLORD AGREEMENT		EFFECTIVE DATE 07-01-10 ISSUE DATE 06-18-10

REFERENCES

10 CFR Part 440, Weatherization Assistance Program for Low-Income Persons

BACKGROUND

10 CFR Part 440.22(b) (1) states: A subgrantee may weatherize a building containing rental dwelling units where the subgrantee has obtained written permission of the owner or his agent.

10 CFR Part 440.22 (b)(3) states: The Grantee has established procedures for dwellings which consist of a rental unit or rental units to ensure that:

The benefits of weatherization assistance in connection with such rental units, including units where the tenants pay for their energy through their rent, will accrue primarily to the low-income tenants residing in such units.

POLICY

The Grantee will ensure a landlord agreement is completed for each building containing a rental dwelling unit to be weatherized, prior to the weatherization of any rental unit. A Tenant Synopsis must be signed by the tenant receiving weatherization services.

The landlord agreement on the following pages may be used or the Grantee may utilize its own document. Any Grantee customized document must contain the information on the sample agreement provided.

LOCAL WEATHERIZATION OPERATOR NAME
STREET ADDRESS
CITY, STATE, ZIP
TELEPHONE

**WEATHERIZATION ASSISTANCE PROGRAM (WAP)
LANDLORD AGREEMENT**

This Agreement applies to buildings containing rental dwelling units, located in the State of Michigan.
This Agreement is made and entered into by and between

(The Local Weatherization Operator)

(The Owner)

(Premises to be Weatherized)

WHEREAS, the Department of Human Services is a state agency responsible for administering weatherization programs in Michigan in accordance with federal and state laws, and rules and regulations governing the programs; and

WHEREAS, the Department of Human Services has contracted with The Local Weatherization Operator to use said funds to make weatherization materials and weatherization labor available for benefit of eligible households; and

WHEREAS, many eligible households reside in rental housing in buildings containing rental dwelling units which may be weatherized if not less than 66 percent (50 percent for two and four-unit buildings) of the dwelling units in the premises are eligible dwelling units; and

WHEREAS, the eligible households residing in the dwelling units and buildings receiving weatherization assistance are the intended third party beneficiaries of this Agreement;

NOW THEREFORE, in consideration of the foregoing premises, the parties agree as follows:

1. The Local Weatherization Operator agrees to provide certain weatherization program improvements to the premises of The Owner and occupied by the eligible household(s). Such improvements may include any or all of the measures identified from the energy audit.
2. In consideration for the weatherization improvements, The Owner does covenant and agree that the monthly rental fee of the premises, as shown on Exhibit A, shall not be increased for a period of twenty-four months beginning with the weatherization completion date. (Completion date is defined as the date of the final post-inspection.)

Exceptions:

- Rental increase can be fully justified due to significant increases in actual operating costs.
 - Where rental fees are restricted under IRS Section 42, HUD, USDA Rural Development, or MSHDA program rules, rental fees may be increased to the extent allowed by such programs and shall be deemed to be unrelated to weatherization work.
3. The Owner agrees to maintain the weatherization materials installed under this Agreement, in accordance with all relevant codes regarding maintenance.

Agreement can assert any direct claims against The Owner in any action or special proceeding in any court of appropriate jurisdiction.

12. In the event that The Owner initiates any eviction, termination, and/or possession action on an eligible household occupying an eligible dwelling unit, the occupants of the eligible dwelling unit as third party beneficiaries of the Agreement can assert any direct claims against The Owner in any action or special proceeding in any court of appropriate jurisdiction.
13. That for breach of this Agreement, damages, where not otherwise specified, may be awarded in accordance with applicable law.
14. The Local Weatherization Operator shall not be held responsible or liable in any way for the failure to provide work, labor, service, or materials provided for by the terms of this Agreement by reason of federal, state, or local requirements or regulations prohibiting the provision of such work, labor, service, or materials.
15. The Local Weatherization Operator shall provide a synopsis of the terms of this Agreement to the households occupying each eligible dwelling unit within 30 days of the date of the weatherization completion date of this Agreement. Further, The Local Weatherization Operator shall provide, or cause the owner to provide, a synopsis of the terms of this Agreement to subsequent households occupying each eligible dwelling unit and to the new and subsequent occupants of eligible dwelling units vacant as of the weatherization completion date of this Agreement.
16. The Local Weatherization Operator shall provide any occupant of an eligible dwelling unit access to this document in accordance with federal and state laws.
17. Exhibits A, B, and C shall be signed by both parties and become a part of this Agreement upon signing by both parties. In the event an exhibit cannot be completed at signing, provisions related to those exhibits shall not be considered binding until such times as they are completed, signed by both parties, and attached to this Agreement.
18. The provisions of this Agreement are severable. If any provision of this Agreement is found invalid, such finding shall not affect the validity of this Agreement as a whole or any part or provision hereof other than the provision so found to be invalid.

Signature of Owner or Authorized Representative

Date

Owner's Address

Signature of Local Weatherization Operator Representative

Date

The Local Weatherization Operator will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, disability, or political beliefs.
--

LOCAL WEATHERIZATION OPERATOR NAME

**STATE OF MICHIGAN
WEATHERIZATION ASSISTANCE PROGRAM
LANDLORD AGREEMENT**

EXHIBIT A

ELIGIBLE DWELLING UNITS AND RENT

The documented eligible dwelling units, including those listed on Exhibit B, which are to be weatherized or caused to be weatherized by this agreement, and each unit's rent as of the date of weatherization completion are as follows:

<u>Address</u>	<u>Unit Number</u>	<u>Monthly Rent</u>

Signature of Owner or Authorized Representative

Date

Signature of Local Weatherization Operator Representative

Date

LOCAL WEATHERIZATION OPERATOR NAME

**STATE OF MICHIGAN
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EXHIBIT B

DESIGNATED VACANT ELIGIBLE DWELLING UNITS

The designated vacant eligible dwelling units which are to be rented to or occupied by an eligible household within 180 days in cases of a federal, state, or local government program for rehabilitating or making similar improvements to the dwelling unit(s).

<u>Address</u>	<u>Unit Number</u>

Signature of Owner or Authorized Representative

Date

Signature of Local Weatherization Operator Representative

Date

LOCAL WEATHERIZATION OPERATOR NAME

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EXHIBIT C

WORKSCOPE

The State of Michigan (SOM) approved audit or priority list shall be utilized to determine the appropriate measures for all single family and appropriate multi-family (four units or less) homes weatherized.

Measures that may be considered include the following:

- Health and Safety Measures
- Air Sealing/Duct Sealing/Repair/Replacement
- Duct Insulation
- Major Bypasses and Infiltration/Exfiltration
- Attic Insulation
- Knee wall insulation
- Wall insulation
- Compact Fluorescent Light Bulbs
- Band joist ("Sillbox") Insulation
- Floor insulation
- Perimeter insulation
- Refrigerator replacement
- Domestic Hot Water Tank (DHW) Replacement
- Mechanical systems may be evaluated

Note: This listing is advisory and not exhaustive.

Multi-family homes with five or more units will be evaluated for appropriate measures by a DOE-approved audit subject to the approval by the Department of Human Services.

Signature of Owner or Authorized Representative

Date

Signature of Local Weatherization Operator Representative

Date

LOCAL WEATHERIZATION OPERATOR NAME

STREET ADDRESS
CITY, STATE, ZIP
TELEPHONE NUMBER

**STATE OF MICHIGAN
WEATHERIZATION ASSISTANCE PROGRAM
LANDLORD AGREEMENT**

**TENANT'S SYNOPSIS OF THE PROVISIONS CONTAINED
IN THE
WEATHERIZATION LANDLORD AGREEMENT**

The Department of Human Services Weatherization Assistance Program provides funds to weatherize homes on income eligible households.

Your landlord has entered into an agreement with _____, a grantee of the Department of Human Services, to have your building weatherized on your behalf. In return for this weatherization, your landlord has agreed to several provisions that benefit you and give you specific rights. You are called a third party beneficiary of the Agreement. These provisions and rights are summarized for you below:

1. The landlord cannot raise your rent for twenty-four months from the date of the final inspection of the weatherization work activities, except in cases where the landlord can clearly show actual increases in property taxes, maintenance, and operating expenses, or other costs not directly related to the weatherization work. (Completion is defined as the date of the final post inspection.) However, if you live in a rent controlled or rent stabilized unit, the landlord may receive approval for normal rent increases.
2. If you happen to move out of your unit within the twenty four month period, the landlord must charge the new tenant the same rent you are being charged.
3. If the owner or landlord sells your building within the twenty four month period, the new owner must also comply with all provisions of the Agreement.
4. The landlord agreed not to institute any eviction, termination, or possession action against you for one year, unless you fail to fulfill your normal tenant responsibilities.
4. If your landlord tries to raise your rent within the twenty-four month period, you have the right to assert a claim against the landlord in court. If this happens and you need assistance in asserting your claim, call your local legal services office.
6. If the LWO has determined that your unit is eligible for a refrigerator replacement, the landlord agrees the replacement will be in accordance with program standards located in the Technical Weatherization Policy Manual. The refrigerator being replaced must be surrendered without exception.

Ownership of the replacement refrigerator falls to whoever owns the refrigerator that is replaced, either the owner/occupant, property owner/landlord, or renter, as documented below and on the

Landlord Agreement. All refrigerators owned by the landlord that are replaced must remain in the rental unit occupied by the weatherization applicant.

Owner of existing refrigerator in this rental unit:

Owner/Occupant _____ Property Owner/Landlord _____ Renter _____

7. You have the right to see the Agreement signed by your landlord and the Local Weatherization Operator named above who weatherized your unit. You may use the Agreement document as evidence in court to prove your claim. To obtain a copy or see the agreement, you may contact the Local Weatherization Operator by telephone or write to the address as identified on this document.

This agreement shall be in effect for two years from the completion of the weatherization activities on the unit(s). (Completion is defined as the date of the final post-inspection.)

I verify that I have received a copy of this document.

(Tenant's Signature)

(Date)

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program: LANDLORD CONTRIBUTIONS		EFFECTIVE DATE 06-07-10 ISSUE DATE 06-07-10

REFERENCES

10 CFR Part 440, Weatherization Assistance Program for Low-Income Persons

Weatherization Assistance Program Agreement

BACKGROUND:

10 CFR Part 440.16(l) states:

The benefits of weatherization to occupants of rental units are protected in accordance with 440.22(b) (3) of this part.

10 CFR Part 440.22(b)(3)(l) states:

A subgrantee may weatherize a building containing rental dwelling units using federal assistance for dwelling units eligible for weatherization assistance under paragraph (a) of this section where the grantee has established procedures for dwellings which consist of a rental unit or rental units to ensure that the benefits of weatherization assistance in connection with such rental units, including units where the tenants pay for their energy through their rent, will accrue primarily to low-income tenants residing in such units.

10 CFR Part 440.22(d) states:

As a condition of having assistance provided under this part with respect to multi-family buildings, a State may require financial participation, when feasible, from the owners of such buildings. The funds contributed by the landlord shall be expended in accordance with the agreement between the landlord and the weatherization agency.

POLICY:

If the Grantee elects to require landlord contributions, the Grantee must have a written landlord contribution policy. The policy may include a cash contribution, rent reduction to the tenant, consideration of documented improvements made to the property within the last twelve months, or a combination of all three. The Grantee's governing board is required to approve the landlord contribution policy if the Grantee is a Community Action Agency.

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The Grantee's Landlord Agreement must incorporate language identifying the contribution option(s); the option(s) chosen by the Landlord; specifically how the contribution will be used; any established landlord contribution unit cap; waiver criteria and if the contribution is waived, why it is waived.

The Grantee is required to maintain documentation that supports the disposition of landlord contributions as agreed upon between the Grantee and the landlord.

The U.S. Department of Energy considers landlord contributions leveraged funds and as such, they are to be used to expand energy efficiency services and/or increase the number of dwelling units weatherized. Therefore, DHS encourages LWOs to apply cash contributions to labor and/or material costs.

Landlord cash contributions received should be applied to reduce the costs in the program year they are received. Report landlord cash contributions on the Statement of Expenditures, Section IV, Other Income, for the month in which they are received. Report cash contribution expenditures on the Statement of Expenditures, Section III, for the month they are spent.

Landlord contributions are **NOT** included in the average cost per unit.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program CLIENT PRIORITY SELECTION CRITERIA		EFFECTIVE DATE 07/01/15 ISSUE DATE 06/17/15

REFERENCES

- Department of Energy, 10 CFR Part 440
- Weatherization Program Notice 15-1
- Michigan Public Service Commission, Michigan Energy Appraisal 2014-2015

PURPOSE

A Department of Energy study noted that subgrantees that had a client priority system attained their service goals more frequently than those who did not have such a system.

POLICY

The Grantee is required to utilize a priority point system when determining homes to weatherize.

Mandatory and allowable priority categories are as follows:

- Family Independence Program (FIP-Cash Assistance), Food Assistance Program (FAP), State Disability Assistance (SDA) and Supplemental Security Income (SSI)
- Elderly Units
- Disabled Units
- Households with children
- High Residential Energy Users –The Michigan Department of Licensing and Regulatory Affairs Public Service Commission, publishes an annual report titled “Michigan Energy Appraisal.” High Residential Energy User households are defined as meeting or exceeding the normalized heating fuel consumption identified in the Michigan Energy Appraisal by ten percent or more. Use the chart below to determine whether the household is eligible for this priority.

The Grantee must collect the heating fuel consumption records for the winter heating season: November through March each year. Compare the household consumption to the chart below. If the household consumption meets or exceeds 10% over the normalized use- Column D- the household is eligible for priority points in this category.			
Column A	Column B	Column C	Column D
Heating Fuel Type	Normalized Use for 2014-2015 Heating Season	Measure	10% applied
Natural Gas	73	Mcf	80
Heating Oil	518	Gallons	570
Propane	869	Gallons	956

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- Households with a High Energy Burden- defined as follows: any household that pays more than 20% of its total annual household income toward annual energy costs.

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Community Services Policy Manual	SUBJECT: Weatherization Assistance Program APPLICANT FILE DOCUMENTATION		EFFECTIVE DATE 07/01/15 ISSUE DATE 04/08/15

REFERENCES

- 10 CFR Part 440, Department of Energy (DOE) Weatherization Assistance for Low Income Persons Program Regulations.
- DOE Agreement

PURPOSE

To ensure appropriate documentation is maintained for applicants of the Weatherization Assistance Program, minimum requirements have been established regarding such documentation.

POLICY

A client file must be maintained on FACSPRO for each applicant. Grantees are responsible for maintaining all applicant information and technical weatherization documents for each home weatherized.

Eligibility Documents

The following documents must be uploaded to FACSPRO using the document link on the customer intake screen:

- Signed FACSPRO Customer Report or Standard Application Form, DHS-4283, including the Social Security Numbers of all household members
- Signed FACSPRO Weatherization disclaimer
- Income eligibility documentation (pay stubs, award letters, etc.)
- Written notification to client
- Priority criteria selection
- Home ownership documentation (including rental units)
- Landlord Agreement (if applicable)
- Documentation of landlord contributions (if applicable)
- Utility usage documentation
- BCAEO approval of self-declaration of zero income for the entire household (if applicable)

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Community Services Policy Manual	SUBJECT: Weatherization Assistance Program APPLICANT FILE DOCUMENTATION		EFFECTIVE DATE 07/01/15 ISSUE DATE 04/08/15

- Any other documents the Grantee has reason to believe will fully verify the income of the applicant household.

Client Signature and Technical Weatherization Documents

The following documents must be uploaded to the FACSPRO Weatherization Module under the Weatherization Application Documents tab within 30 days of completion of Final Close Out:

- Client Plan of Action
- DHS-4285, Pre-Renovation Form Confirmation of Receipt of Lead Pamphlet (or certificate of mailing) – See Item 615
- Client Refrigerator Declination form, if applicable
- Michigan Weatherization Program Health & Safety Assessment Findings, DHS-552
- Release of Liability and Waiver of Claims, DHS-552-A
- Weatherization Assistance Program Client Inspection/Assessment, DHS-1008
- Any other forms that require client signature (e.g., asbestos notice, unsafe condition, infrared scan, etc.)
- State Historic Preservation Office (SHPO) Documentation – See Item 619
- Inspection/Work/Cost Center (IWC) DOE-approved audit
- Manual J file documentation (if applicable)
- Quality Control Checklist completed and signed by the auditor upon audit, the crew leader upon completion of all measures, and the Quality Control Inspector upon Final Inspection
- All technical required testing results
- Infrared Scan Report including calculations/results
- Permits (e.g., mechanical, electrical, building, etc.), when applicable
- Mechanical and/or other trades invoices, when applicable
- Certificate of Insulation, when applicable
- LRRP Documentation when applicable

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- All photos that document conditions supported by a TWP-required Notice (e.g., Asbestos or Potentially Unsafe Conditions)
- If no Lead Safe Work Practices (LSW) required, documentation of why not required

Documentation shall be maintained at the grantee (or office of grantee) which establishes compliance with standards and testing requirements (see section 4402). Types of documentation may include manufacturer's specifications, material containers, and/or test lab reports. In cases where contractors are providing materials, the agency shall maintain documentation on all products being used by each contractor. Product documentation shall be organized in one location and available for monitoring review.

Photographs

An agency may choose to keep job photographs on an agency system. The agency is responsible for supplying the photographs to BCAEO staff upon request and in a timely manner (photograph requests must be met within four working days). The agency will be responsible for the storage of the photographs as outlined in the DOE agreement.

Agencies that do not wish to store their photographs on an agency system must be upload photographs to the FACSPRO Weatherization Module under the Weatherization Application Documents tab (compressed to e-mail 96PPI).

Required photographs for each weatherization unit include:

- Front and right side of house (side immediately counterclockwise) with back and remaining side (alternative may be front and left, if required)
- Mobile home long side with entrance and end, immediately counterclockwise with remaining long side and end, immediately counterclockwise
- Basement/foundation
- Furnace, with venting if possible
- Domestic Water Heater (DWH), with venting if possible
- Combustion appliance venting if not able to capture in appliance photo
- Clothes dryer with venting

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- Existing refrigerator
- Attic including insulation, knob & tube wiring and exhaust fan ducting, when applicable
- LSW set up, if charged to job
- Photos of exhaust fans and/or controls for ASHRAE compliance, where applicable
- Photographs of all call back work completed
- Photographs of all complaint follow ups
- LRRP Documentation when applicable

WEATHERIZATION CHECKLIST FOR CLIENT/JOB FILE DOCUMENTATION

State of Michigan
Department of Human Services

Job Number _____

Weatherization Agency Name		
Client Name		
Address (Street Number and Name)		
City	State	Rep. Initials

I. CLIENT ELIGIBILITY (see CSPM for policies/forms)

Yes/NA <input type="checkbox"/> / <input type="checkbox"/> 1. Standard Application Form, DHS-4283 <input type="checkbox"/> / <input type="checkbox"/> 2. Income Eligibility Documentation and Calculations <input type="checkbox"/> / <input type="checkbox"/> 3. Home Ownership <input type="checkbox"/> / <input type="checkbox"/> 4. Landlord Agreement/Exhibits/Tenant Synopsis/ and Lease	<input type="checkbox"/> / <input type="checkbox"/> 5. Documentation of Landlord Contribution (if applicable) <input type="checkbox"/> / <input type="checkbox"/> 6. Priority Criteria Selection <input type="checkbox"/> / <input type="checkbox"/> 7. Documentation of Annual Heating and Electric Usage <input type="checkbox"/> / <input type="checkbox"/> 8. Written Notification of Eligibility/Ineligibility a. Notification of Job Scheduling b. Notification of Appeal Process
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II. JOB-RELATED

Yes/NA <input type="checkbox"/> / <input type="checkbox"/> 1. Approved Audit <input type="checkbox"/> / <input type="checkbox"/> 2. 552 Health and Safety Assessment Findings <input type="checkbox"/> / <input type="checkbox"/> 3. 552A Release of Liability and Waiver of Claims <input type="checkbox"/> / <input type="checkbox"/> 4. NEAT Job Input Summary Report/NEAT Output Summary Report <input type="checkbox"/> / <input type="checkbox"/> 5. Confirmation of Receipt of Lead Pamphlet <input type="checkbox"/> / <input type="checkbox"/> 6. Client Energy Plan of Action <input type="checkbox"/> / <input type="checkbox"/> 7. Asbestos Notification Letter DHS -4290 <input type="checkbox"/> / <input type="checkbox"/> 8. Notice of Indoor Air Quality Concern DHS -4289 <input type="checkbox"/> / <input type="checkbox"/> 9. Notice of Potentially Unsafe Condition DHS -4288 <input type="checkbox"/> / <input type="checkbox"/> 10. Certificate of Insulation <input type="checkbox"/> / <input type="checkbox"/> 11. Contractor's Invoice <input type="checkbox"/> / <input type="checkbox"/> 12. Post-inspection Documentation/Corrections Approved <input type="checkbox"/> / <input type="checkbox"/> 13. Client Inspection/Assessment DHS -1008 <input type="checkbox"/> / <input type="checkbox"/> 14. Appliance Replacement/Disposal Documentation <input type="checkbox"/> / <input type="checkbox"/> 15. Permit(s) for Furnace or Water Heater Replacement <input type="checkbox"/> / <input type="checkbox"/> 16. Other _____ <input type="checkbox"/> / <input type="checkbox"/> 17. _____ <input type="checkbox"/> / <input type="checkbox"/> 18. _____
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Authority: PA 230 of 1981
Completion: Optional
Penalty: None

The Department of Human Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, Political beliefs or disability.

DHS-4291 (Rev.11/09) previous editions obsolete

WEATHERIZATION PROGRAM CLIENT INSPECTION/ASSESSMENT State of Michigan Department of Human Services	Weatherization Agency Name:		
	Address (Street Number and Name):		
	City:	State: Michigan	Zip Code:
	Telephone Number: ()		

Client Name:		Address of Home (Street Number and Name):	
City:	State: Michigan	Zip Code:	Job Number:

The services performed on your home were completed to the extent possible within the current available funding and program limitations. The services provided are free of charge. Please rate the performance of each task which was completed. Thank you for your cooperation.

WEATHERIZATION MEASURE Check Work Performed		CLIENT ASSESSMENT Good Fair Poor			WEATHERIZATION MEASURE Check Work Performed		CLIENT ASSESSMENT Good Fair Poor		
<input type="checkbox"/>	Health and Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Band Joist Insulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Major Bypasses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor Insulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Duct Sealing/Repair/Replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Perimeter Insulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Duct Insulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refrigerator Replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Furnace Filter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Heater Replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Attic Insulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Furnace Replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Knee wall Insulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wall Insulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Infiltration/Exfiltration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Compact Fluorescent Light Bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Please note that not all the above measures are installed on every home. The local weatherization agency makes final installation decisions after their pre-inspection and after reviewing total job costs and program limitations.

I understand that representatives of the state and federal government have the responsibility to monitor the performance of the weatherization agency. This means that the work performed to my dwelling may be inspected by representatives of those organizations.

By signature, I certify that the weatherization tasks were completed in my home and I have rated the weatherization crew's work performance.

Client's Signature:	Date:
Inspector's Signature:	Date:

Additional Comments:

AUTHORITY: P.A. 230 OF 1981 COMPLETION: Required PENALTY: None	The Department of Human Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, political beliefs or disability.
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DHS - 3006 (Rev. 4/05) Previous edition obsolete.

INFRARED SCAN REPORT WEATHERIZATION PROGRAM

State of Michigan
Department of Human Services

Weatherization Agency Name			
Job Number		Client Name	
Address (Street Number and Name)			
Contractor		City	State
Scan By		Date	Telephone Number ()

INTERIOR WALL ELEVATIONS (MAIN FLOOR)

INTERIOR WALL ELEVATIONS (2ND FLOOR)

A.	H.	1.	4.
B.	I.	2.	5.
C.	J.	3.	6.
D.	K.	Draw Views of Structure (Main Floor Plan)	
E.	L.		
F.	M.	Draw Views of Structure (2nd Floor Plan)	
G.	N.		

Symbols

BR -- Bedroom LR -- Living Room
DR -- Dining Room K -- Kitchen
B -- Bath C -- Closet
KC -- Kitchen Cabinets FP -- Fireplace
KW -- Knee wall III -- Studs
LD -- Low Density H -- Header
P -- Partition W -- Window
? -- Scan Unclear D -- Door
RA -- Return Air / Duct
SL -- Sloped Ceiling
ST -- Stairs
V -- Void

Comments

(Void Area _____ SF) ÷ (Total Wall Area _____ SF) = _____ % Void

Authority: PA 230 of 1981
Completion: Required
Penalty: None

The Department of Human Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, political beliefs or disability.

DHS-4286 (Rev. 4/06) Previous editions obsolete

MICHIGAN WEATHERIZATION PROGRAM HEALTH & SAFETY ASSESSMENT FINDINGS

Department of Human Services

AGENCY NAME

Client Name		Job Number
Address	City, Zip	

1. Moisture Areas – Existing conditions (check all that apply)

- ☐ Actual construction defect or deterioration that allows water into the home (roof, decks, windows, concrete slabs, moisture infiltration)
- ☐ Evidence of conditions that might allow water in the home (poor grading, bad flashing, bad/missing gutters)
- ☐ Any other source of water vapor or moisture; signs of condensation
- ☐ Plumbing defects (leaking drains, pipes or toilet seals, missing caulk on sinks or tubs)
- ☐ Damp atmosphere in house
- ☐ Evidence of water penetrating the home (stains, moist areas)
- ☐ Visible mold growth (if "Yes," complete #2)
- ☐ HVAC problems (dirty, moist filters, poor condensation drainage, plugged or disconnected vents)
- ☐ Dryer vented indoors, inadequate ventilation for kitchen, bath or other high moisture area
- ☐ Other (planters, aquariums, hot tubs, nearby swamps, etc.) List all that apply

- ☐ Client complaint of allergy-like symptoms

2. Mold Areas – Existing conditions (check all that apply)

Checklist	Mold/Musty Odors	Existing Mold	Sq. Ft. of Mold Area	No Evidence of Excessive Mold Found
<input type="checkbox"/> Bath (location): _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
<input type="checkbox"/> Shower (location): _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
<input type="checkbox"/> Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
<input type="checkbox"/> Laundry Area	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
<input type="checkbox"/> Basement Walls	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
<input type="checkbox"/> Crawlspace	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
<input type="checkbox"/> Exterior Walls	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
<input type="checkbox"/> Attic	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
<input type="checkbox"/> Ceilings	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
<input type="checkbox"/> Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>

Moisture/Mold Disclaimer: By signing below, I acknowledge that I have received the above information concerning moisture and mold conditions in my home prior to any weatherization work being done and I will take steps to reduce excessive moisture by utilizing one or more of the tips in the attached Client Tips fact sheet. I also understand that the agency may choose to defer work on my dwelling until the referenced area(s) have been remedied. If the agency proceeds with weatherization work, I agree to hold the agency, and its contractors, performing weatherization harmless for any future moisture or mold problems that are not directly attributable to weatherization work.

Weatherization client signature

Date

Agency Representative

Date

Original – Agency File (always)
Copy – Client (when applicable)

RELEASE OF LIABILITY AND WAIVER OF CLAIMS

Department of Human Services
AGENCY NAME

Health and Safety Assessment

In addition to the energy audit we will do on your home, we will do a limited health and safety assessment of the home. The health and safety assessment will consist of a visual inspection for potential health and safety problems. You will be notified of any health and safety problems that are identified, including mold. However, the evaluator is not a qualified mold professional. Mold may be present in areas not accessible or seen during the visual inspection or during the actual work on your home. Work on your home will be performed in a manner to prevent future mold growth. Mold can be a problem in any home, but especially in those where there is an excessive amount of moisture or humidity present. In addition, if there are several people, pets, plants or fish aquariums present, conditions may exist for mold to grow. If there are existing conditions that are seen or unseen, we shall not be held responsible or liable. The agency and its contractors will be held harmless for any future moisture or mold problems that are not directly attributable to weatherization work.

Weatherization Activities

Notice: During weatherization activities, particularly when insulation is being blown into wall cavities and attics, insulation dust, other types of dust, and other particles may become airborne. Additionally, unforeseen circumstances may result in some insulation leaking through cracks into the home's living space. In those circumstances where insulation leaks into the living space, we will be responsible for clean-up (repairing damage and cleaning up the living area). Minor construction dust is inevitable at the end of any remodeling work. Construction dust clean-up will be the responsibility of the home owner/occupant.

Recommendation: It is recommended that people with the following health conditions be out of the house when insulation is being blown into the house: Asthma, emphysema, allergies and other respiratory conditions, pregnancy and any serous health conditions such as decreased immune functions which might be aggravated by dust and other dust-like particles in the air. Furthermore, it is also recommended that infants less than 12 months old should be out of the house when insulation is being blown. Persons who leave the house during the insulation process should remain outside the house for at least 30 minutes after completion of insulation activities.

Release of Waiver of Claims: I acknowledge by my signature below receipt of the information and recommendations set out above. Additionally, I agree on behalf of myself and any minor children or others for whom I am responsible, to hold the agency and its agents harmless from any claims, medical problems or personal injuries that may occur, develop or worsen in response to the weatherization activities. This waiver is for all damages, direct or indirect, that may relate to weatherization activities, including money lost by not being able to work, healthcare costs and pain or suffering.

I am aware the weatherization process may cause airborne particles, including dust, to be released in my home and that such airborne particles can aggravate health conditions. I have chosen to go forward with the weatherization process, accepting any and all risks of injury or damages.

I have carefully read this release and waiver and fully understand its contents. I am aware this is a release of liability and have signed it of my own free will.

Client Name	Phone	Job File Number
Address	City/Zip	
Client Signature	Date	Agency Witness Date

Agency File (*always*)
Copy – Client (*always*)

Pre-Renovation Form
Confirmation of Receipt of Lead Pamphlet
Michigan Department of Human Services

AUTHORITY: 40 CFR PART 745 and Public Act 230 of 1981
COMPLETION : Voluntary
PENALTY: None

The Local Weatherization Agency will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a local Weatherization office serving your county.

- ☐ I have received a copy of the pamphlet, *Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools* informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit . I received this pamphlet before the work began.

Printed name of recipient

Date

Signature of recipient

Date

Self-Certification Option (for tenant-occupied dwellings only) –

If the lead pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

- ☐ Refusal to sign – I certify that I have made a good faith effort to deliver the pamphlet, *Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools*, to the rental dwelling unit listed below at the date and time indicated and that the occupant refused to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.
- ☐ Unavailable for signature – I certify that I have made a good faith effort to deliver the pamphlet, *Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools*, to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door..

Printed name of person certifying
Lead pamphlet delivery

Attempted delivery date and time
lead pamphlet delivery

Signature of person certifying lead pamphlet delivery

Date

Unit Address

Note Regarding Mailing Option—As an alternative to delivery in person, you may mail the lead pamphlet to the owner and/or tenant. Pamphlet must be mailed at least 7 days before work begins. (Document this process in the case file with a certificate of mailing from the post office attached to a copy of the Agency's letter).

MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES		Item 612.1	Page 1 of 3
Community Services Policy Manual	SUBJECT Weatherization Assistance Program APPLICANT FILE DOCUMENTATION STATE OF MICHIGAN APPROVED FIELD AUDIT		EFFECTIVE DATE 07-01-14 ISSUE DATE 07-01-14

REFERENCES

- Technical Weatherization Policy Manual (TWP)
- DOE Agreements
- WPN 14-1

PURPOSE

The purpose of this policy is to identify the required applicant file documentation of the required weatherization unit field audit.

POLICY

The Inspection/Work Order/Cost Center (IWC/IWCM/Multi IWC) or other State of Michigan (SOM) approved field audit is required to be completed for each unit/building completed. The SOM approved field audit must be fully completed with all cost information and sign-offs.

FACSPRO shall be used to generate an IWC, Work Order, and maintain/update Weatherization job files. All changes shall be noted on the IWC (e.g., Job Assigned, Change Order, etc.) and either entered into the next appropriate queue or “Overwrite” previous IWC.

- An SIR generated work order must be created using WA 8/FACSPRO within five (5) business days of the “Inspection”
- Job shall be assigned (using queue in FACSPRO) within five (5) business days of contractor acceptance
- After contractor/crew reports the job as completed, the Quality Control Inspector shall move to the “Post Inspection Queue” within five (5) business days
- Grantee staff or contractor QC Inspector inspects the work.
 - If all work passes inspection, Grantee staff/contractor approves the job for payment.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program APPLICANT FILE DOCUMENTATION STATE OF MICHIGAN APPROVED FIELD AUDIT		EFFECTIVE DATE 07-01-14 ISSUE DATE 07-01-14

- If work does not pass inspection, QC Inspector specifies additional work to be done to bring work up to specifications. The contractor has five (5) business days to make the necessary modifications/corrections and arrange for re-inspection.
- When work is entered in “Post Inspection” queue, the “Cost Center” shall be completed in FACSPRO within five (5) business days
- The Grantee shall move the job to the “Final Close Out” queue by the fourteenth (14th) of the next month

EXCEPTION: For multi units (5+ and more units per building) with shared heating systems, or shelters, use the Excel formatted 1071 to report these job completions. This form is available upon request from your Weatherization Technical Monitor.

Single family units and 2-4 unit buildings:

Each unit weatherized shall have weatherization work documented electronically on the SOM approved audit. This form shall be completed during the course of the weatherization work including:

- Client information.
- Audit data including estimated materials/costs.
- Testing results (blower door, combustion appliances, etc.).
- Actual materials/labor costs.
- Electronic Sign-offs.

Any drawings, spread sheets, NEAT data sheets, or other information utilized in conjunction with completion of the SOM approved audit and the NEAT audit shall be referenced on the appropriate page of the SOM approved audit and included in the client/job file.

The SOM approved audit must be completely filled out including all cost information and sign-offs, and shall be filed in the client/job file along with all related information (e.g., application, Client Inspection and Assessment form, invoices, Certificate of Insulation, Health and Safety notifications, Client Plan of Action) pertaining to the job

MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES		Item 612.1	Page 3 of 3
Community Services Policy Manual	SUBJECT Weatherization Assistance Program APPLICANT FILE DOCUMENTATION STATE OF MICHIGAN APPROVED FIELD AUDIT		EFFECTIVE DATE 07-01-14 ISSUE DATE 07-01-14

before the job is reported as a completion.

An SOM Approved Audit shall be completed for buildings/units weatherized. The SOM approved audit shall be fully completed including all general information, measures, materials, costs, and sign-offs.

The files shall clearly indicate weatherization measures to be completed. SOM approval shall be obtained to determine if one comprehensive audit or multiple audits are required. All weatherization work performed including common areas shall be documented on the SOM approved audit.

All client files for the building must be clearly cross-referenced so that any reviewer can easily determine building eligibility under the 66 percent (50 percent) rule, or any other aspect of the total weatherization work to that multifamily building. The file(s) must clearly indicate it is a multifamily building.

5+ unit buildings:

The file must include one completed SOM approved field audit for each building. The audit must include all work including weatherization work performed in common areas like hallways, attics, basements, etc.

The client/building files should clearly indicate the structure is a multi-family building and must be cross-referenced with all other units weatherized in the building.

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 612.2	Page 1 of 2
Community Services Policy Manual	SUBJECT: Weatherization Assistance Program APPLICATION FOR WEATHERIZATION ASSISTANCE		EFFECTIVE DATE 12/01/12 ISSUE DATE 11/29/12

REFERENCES

10 CFR Part 440 §440.16(a) states:

No dwelling unit may be weatherized without documentation that the dwelling unit is an eligible unit as provided in §440.22.

POLICY

Application

A signed FACSPRO Customer Report for the applicant household, including the signed Weatherization Disclaimer, must be uploaded to the FACSPRO intake document section. A signed, completed Application for Weatherization Assistance, DHS-4283, may be used in place of the Customer Report when the application is mailed or taken at a remote location. The signature must be completed in ink. Grantees may use their own application form if it includes all the information on the DHS-4283 and has been approved by DHS. The Grantee must maintain a file for each applicant with the original signature Customer Report or DHS-4283. If an application is used, all required FACSPRO entries must still be completed so that a Customer Report is available for each applicant household (See CSPM Item 903).

NOTE: The uploaded Customer Report or DHS-4283 must include the Social Security Numbers of each household member.

Follow procedures in CSPM Item 601 to determine and document income eligibility.

The Grantee is required to determine eligibility within 30 calendar days from the date all documents needed for eligibility determination are received. If documents needed to determine eligibility are not received within 90 days of the application date, the application is to be denied and the client notified.

If weatherization activities* do not begin within one calendar year from the date of eligibility determination, a new application is required.

***NOTE:** The date “weatherization activities” start is the date materials are installed.

Applicant Notification

Each applicant for weatherization services must be notified in writing of their eligibility status within 30 calendar days from the date of eligibility determination. The notification must include, at a minimum, the following:

1. Applicant name, address and date
2. The determination decision on program eligibility

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 612.2	Page 2 of 2
Community Services Policy Manual	SUBJECT: Weatherization Assistance Program APPLICATION FOR WEATHERIZATION ASSISTANCE		EFFECTIVE DATE 12/01/12 ISSUE DATE 11/29/12

3. If the applicant is eligible, an indication of when the work will begin
4. If the applicant is ineligible, the reason(s) for ineligibility, the right to appeal and the Grantee's appeal procedure

A copy of the written notification must be uploaded to FACSPRO on the customer intake screen.

MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES		Item 612.4	Page 1 of 10
Community Services Policy Manual	SUBJECT; Weatherization Assistance Program APPLICANT FILE DOCUMENTATION CLIENT ENERGY EDUCATION		EFFECTIVE DATE 07-17-13 ISSUE DATE 07-17-13

REFERENCES

10 CFR Part 440, Weatherization Assistance Program for Low-Income Persons

PURPOSE

Client education and participation will help reduce energy costs in a weatherized dwelling.

The goal of the Weatherization Assistance Program is for the weatherization team (weatherization coordinator, intake staff, auditors, inspectors, and crews/contractors) and the client to work together as partners to save energy, to make the home more comfortable, and reduce energy bills.

The weatherization team must be aware of the importance of energy education for the client. Every effort must be made to increase client awareness through multiple contacts during the weatherization process. Staff and contractors must be aware they are the critical link in the partnership goal. Inclusion of the goal statement on literature, brochures, and forms the client must sign reinforces the partnership goal.

POLICY

Intake

Energy education begins with intake. This is where the applicant is initially introduced to the weatherization assistance program, the goal statement, the partnership concept, and the applicant is advised of his/her role.

The following minimum steps related to intake must be included in the Grantee's Energy Education Plan.

1. Introduce the Weatherization Assistance Program. Explain the concept of the program, what work may be done, and expectations for the applicant's participation.
2. Complete the application in FACSPRO or the paper Application for Weatherization Assistance, DHS-4283. Retain the signed WAP application or signed FACSPRO client intake report with the Weatherization disclaimer in the client file.
3. Determine eligibility and prioritize the applicant. See Item 611 regarding the client priority system.
4. Notify the applicant of the eligibility determination.
5. Ask the applicant to prepare for the audit by:

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Community Services Policy Manual	SUBJECT; Weatherization Assistance Program APPLICANT FILE DOCUMENTATION CLIENT ENERGY EDUCATION		EFFECTIVE DATE 07-17-13 ISSUE DATE 07-17-13

- a. Making a list of energy questions and concerns
- b. Making the attic, basement, and crawl space accessible
- c. Making the perimeter accessible
- d. Securing pets
- e. Planning to be home and ready to participate

Audit

It is important that the client be involved in the audit process. Client involvement is encouraged through commitment in writing to the goal statement and a minimum of *three energy action steps*. These energy action steps are to be placed in the client file and to be included with all documentation given to anyone who goes to the client's home.

The following minimum steps related to the audit process must be included in the Grantee's Energy Education Plan.

1. Explain the Weatherization Assistance Program, stressing what each partner will do during each step.
2. Explain the agenda of the audit and what the client will need to do.

Explain how the house loses heat. Inquire about the heating system. Talk with the client about whether some rooms seem warmer while others are cooler. Show the client how to adjust heat flow to different areas to save energy and provide more comfort. Point out areas where the client could take action to save energy and money.

3. Complete the audit.
4. Summarize the results of the audit for the client.
 - a. Explain the nature of the work that may be done on the home.
 - b. If the client is actively participating, agree on three energy action steps for the client to do.
 - c. If the client is actively participating, the Client Plan of Action should be signed by the client and auditor. A copy is to be provided to the client and the original must be uploaded to the FACSPRO Weatherization Module under the Weatherization Application Documents tab.

Weatherization Work

When the crew or contractor is at the client's home, he/she should take advantage of every opportunity to reinforce the client's Energy Action Plan (E.A.P.). The theme of partnership

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and the goal statement need to be a part of the crew or contractor's interaction with the client for continued success.

The following minimum steps must be included in the Grantee's Energy Education Plan.

1. Introduce the contractor or crew to the client.
2. Complete a quick survey of the home, accompanied by the client. Reinforce the energy conservation work already done by the client.
3. Discuss the work plan for the day and proposed work for the client. Reinforce the three energy action steps to which the client committed.
4. Complete the work. Summarize the day's work for the client.
5. Explain the next step- inspection.

Inspection

Reinforce the partnership between the Grantee and the client. Stress the importance of both the weatherization work and the client's action steps, and explain that a breakdown of either could result in less than adequate comfort and savings to the client.

The following minimum steps must be included in the Grantee's Energy Education Plan.

1. Ask the client about the weatherization work.
2. If appropriate, ask about the client's three energy action steps.
3. Inspect the work.
4. Follow up on referrals.
5. If follow up is provided, explain the next step.

The Grantee may wish to develop a Client Education Package to include the following items.

1. A generic letter introducing the Weatherization Assistance Program. See page 5.
2. An illustrated step-by-step energy savings guide. This could be distributed with the letter of introduction.

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3. The client plan of action (required to be retained in the client file) and examples of energy action steps and the potential savings. See page 6 and 7.
4. A list of weatherization measures, which includes information relative to the contractor, if applicable. See page 9.
5. A generic letter to be provided to the client after the weatherization measures are completed. See page 10.
6. An illustrated guide for maintaining the weatherization measures installed.
7. A follow up survey. See page 11.

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GRANTEE LETTERHEAD

Dear Homeowner/Renter:

The Michigan Weatherization Assistance Program, in which you are participating, is funded through the Michigan Department of Human Services. It is working to provide you with a warmer, more efficient home at no cost to you. This is not a welfare program, but rather a return on your tax dollars through federal funding. You may receive weatherization services only one time for this dwelling.

The weatherization improvements made are based on energy audit procedures established by the state to provide your home with the most cost effective energy conservation measures, within the limitations of the program. We wish we could provide for all the weatherization needs of your home, but this simply is not possible. However, there are many things you can do to lower the cost of high energy bills, as well as improve the comfort of your home. We will provide you with information regarding no cost/low cost do-it-yourself projects and ideas which could increase your savings by 15 percent to 20 percent.

The whole idea of the program is for us to work together, like partners, to make your home more comfortable, to save energy, to reduce your energy bills so your payments are more affordable.

This letter, and the enclosed step-by-step guide, is to introduce you to a free program which will provide you with energy conservation help and information. Our auditor will review with you *energy action steps* you can take right now. When the weatherization is completed, the inspector will give you some additional information on maintaining the work done to keep you on the road to greater energy savings!

We know this program will be of benefit and look forward to sharing money saving energy ideas with you.

Very Sincerely Yours,

CLIENT PLAN OF ACTION

CLIENT NAME:

ADDRESS:

TELEPHONE NUMBER:

JOB/CLIENT NUMBER:

The State of Michigan and the Local Weatherization Operator agree to provide, at no cost to the above client, energy conservation measures that prove to be cost effective according to the audit procedures determined by the State of Michigan. There is an 18 month warranty on the materials and workmanship provided.

I have explained the audit procedures and potential energy conservation measures to the client and it is understood that measures to be completed are based on the cost effectiveness and the needs of the household. This is a part of a total partnership approach between the client and the Local Weatherization Operator to reduce this family's energy bills.

Signature of Local Weatherization Operator Representative

Date

I understand that the weatherization assistance is a one-time project for this home. But, by agreeing to a variety of Energy Action Steps, including those listed below, my family can make energy savings an on-going project in the home. Below I have identified three Energy Action Steps that I will try to make my home more energy efficient and comfortable.

1.
2.
3.

Signature of Client

Date

EXAMPLES OF ENERGY SAVING TIPS

Identify three Energy Action Steps from below on the Client Action Plan that you will take to save money on your energy bills and to make your home more comfortable.

ACTION STEPS

POSSIBLE SAVINGS

SPACE HEATING

- | | |
|--|--|
| 1. Turn thermostat down to 70 degrees | 3% per degree of average bill |
| 2. Set back thermostat at night or when gone to 65 degrees | 1% per degree |
| 3. Close windows and storms in winter | \$7 per window per year |
| 4. Do not use space heaters (if at all possible) | \$45 per month per space heater |
| 5. Pull shades at dusk in winter | \$10 to \$25 per year |
| 6. Do not use regular fireplaces to heat the house | The cost of wood. A fireplace does not reduce the furnace use. |

HOT WATER

- | | |
|-------------------------------------|---------------------|
| 7. Keep water setting at low. | |
| 8. Take seven minute showers | \$60 per year |
| 9. Wash clothes in cold water | \$72 per year |
| 10. Fix leaky faucets | \$78 per year |
| 11. Wash only full loads of clothes | \$4 to \$8 per year |
| | \$12 per year |

APPLIANCES AND OTHER USES

- | | |
|--|---|
| 12. Unplug second refrigerator or freezer | \$96 per year |
| 13. Do not use air conditioner unless it is warmer than 78 degrees | 3% per degree |
| 14. Use fans instead of air conditioners | fanc\$3 per month, air conditionerc\$30 per month |
| 15. Pull shades in the day during the summer. | \$10 per window per year |
| 16. Unplug unused appliances | \$95 to \$120 per year |
| 17. Water heater: summer turn off
winter put on timer | \$28 per month |
| 18. Cover waterbed when not in use | \$41 to \$47 per year |
| 19. Hang clothes outside to dry in the summer | 27¢ per load for an electric dryer |

OTHER SUGGESTED ENERGY SAVING STEPS

- | | |
|--|---|
| 20. Move furniture blocking heating vents | Not quantifiable in dollars but increases comfort of home |
| 21. Keep windows closed when air conditioner is on | Not quantifiable in dollars but increases comfort of home |

WEATHERIZATION MEASURES

CLIENT INFORMATION	WEATHERIZATION CONTRACTOR INFORMATION
NAME:	NAME:
ADDRESS:	ADDRESS:
TELEPHONE:	TELEPHONE:

PRIORITY INSTALLED	YES	NO	COMMENTS
Health and Safety Measures			
Duct Sealing/Insulation			
Attic Insulation			
Foundation Perimeter Insulation			
Clock Thermostat			
Infiltration Measures			
Other:			

Local Weatherization Operator Inspector _____

Date

GRANTEE LETTERHEAD

Dear Homeowner/Renter:

We have now completed the weatherization work on your home. We thank you for your cooperation and patience throughout the process from application through final inspection.

The work provided was based on the audit procedures set by the federal and state government. The weatherization work should provide you with significant energy savings and help lower heating bills.

However, by becoming involved yourself with the energy education guidelines you agreed to follow, you should be able to save up to 15 percent more. The Energy Action Steps you chose to take when our program began are already helping! There are more no cost/low cost projects you can do yourself to increase the energy efficiency and comfort of your home. The enclosed brochure will help you on your way. You will also find a survey. We urge you to take a few minutes to complete the survey and return it to our office.

We have some ideas for ways to increase the life and efficiency of the energy conservation measures that were applied to your home.

1. Make sure dirt, snow, and ice buildup is kept away from weather-stripping, thresholds, door sweeps, and doors.
2. Keep all sash locks locked to keep sashes from warping.
3. Close off all cold areas during the winter months.
4. If a hot water heater jacket was applied to your water heater, make sure it does not get torn or taken off. You may want to turn your water heater's temperature setting down to conserve energy now that it has been insulated.
5. If insulation was added to your home, do not store articles on it.
6. Make sure all storm windows are closed in the winter. If taken off in the summer, store them in a safe place.
7. Do not remove any weatherization materials that were applied to your home.

Remember, the whole idea of the program is for us to work together like partners to make your home more comfortable, to save energy, and to reduce your bills so your payments are more affordable.

Very Truly Yours,

WEATHERIZATION ENERGY EDUCATION FOLLOW-UP SURVEY

OWNER/RENTER NAME				
ADDRESS		DATE		
		TELEPHONE		
		YES	NO	
Did the weatherization staff fully explain the weatherization program to you?				
Comments:				
Did the weatherization staff explain to you the work they were going to do on your home before they started:				
Comments:				
Was the energy conservation material provided by the weatherization staff helpful?				
Comments:				
Have you taken any of the energy action steps agreed upon to increase your savings? Please list which ones below: 1. 2. 3.				
Do you like the work the weatherization crew/contractor did on your home?				
Were the materials and quality of the work as good as your expected?				
Comments:				
With the information you have now on no cost/low cost energy saving ideas, do you think you will continue to try more energy action steps to further save on your utility bills?				
Please rate your crew/contractor as follows:	Very Good	Good	Fair	Poor
Did the workers clean up after work each day?				
Were appointments made with you kept?				
How would you rate the quality of the workmanship?				
Were they courteous to you?				
Did they complete the work in a timely manner?				
Is your home more comfortable since the weatherization work has been completed?				
What is your overall ranking of the crew or contractor?				

Thank you for taking the time to give us this information. We use it to improve our program and the services we provide.

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Community Services Policy Manual	SUBJECT: Weatherization Assistance Program MAXIMUM AVERAGE COST PER UNIT		EFFECTIVE DATE 07/01/15 ISSUE DATE 04/08/15

REFERENCES

- U.S. Department of Energy (DOE) –Weatherization Program Notice 15-1
- DOE Agreement

PURPOSE

To identify the allowable maximum average cost per unit for Program Year 2014.

The DOE Agreement, Section II.E.3., states:

Grantees are expected to maintain an average cost per unit at or below the maximum allowable cost per unit as established in the Community Services Policy Manual. Grantees with an average that exceeds the maximum allowable cost per unit may not be reimbursed for the amount exceeding the maximum allowable average.

The Weatherization Assistance Program maximum allowable average is \$7,105 for the program year July 1, 2015 through June 30, 2016.

POLICY

Grantees are expected to maintain an average cost per unit at or below \$7,105. Support, labor, health and safety, and materials costs are included in the calculation of the average cost per unit.

Grantees with an average that exceeds the maximum allowable cost per unit may not be reimbursed for the amount exceeding the maximum allowable average. If at the end of the grant period the Grantee has been reimbursed over the maximum allowable average, the Grantee will be responsible for returning the overage amount to BCAEO.

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Community Services Policy Manual	SUBJECT: Weatherization Assistance Program HEALTH AND SAFETY		EFFECTIVE DATE 07/01/2015 ISSUE DATE 06/04/2015

REFERENCES

- Department of Energy Weatherization Assistance Program State Plan
- Technical Weatherization Policy Manual
- DOE Weatherization Program Notice 02-01 & 11-06
- NREL Standard Work Specifications

PURPOSE

The State Plan for the Weatherization Assistance Program (WAP) addresses health and safety (H&S) provisions. The Technical Weatherization Policy (TWP) Manual provides for health and safety guidelines.

This item identifies the allowable average cost per unit, per unit maximum, and the cost reporting requirements for health and safety costs. This item provides H&S guidelines along with the Michigan H&S Plan (CSPM 614 Attachment A)

Per Department of Energy (DOE) Weatherization Program Notice 02-01, page 18:

“The cost of Lead Safe Weatherization is a health and safety cost. Therefore, all labor, material, and related costs are not subject to the average cost per home limitation for those States which choose to report health and safety costs separately. Additionally, equipment purchases used specifically for testing for lead or other health risks do not need to be included in the average cost per home limitation. No amortization of equipment cost of \$5,000 or more would be necessary for items not included in the average cost per home.”

POLICY

Health and Safety funds may be used for:

- The elimination of energy related health and safety hazards, that are necessary before or because of the installation of weatherization measures (does not include windows and doors) and,
- Lead Safe Weatherization (LSW).

To ensure that program services concentrate on energy efficient measures, any H&S measures must be modeled with a NEAT/MHEA energy audit and not exceed \$2000.00 or 50% of the total job cost. Those costs must be included in the building's Savings to Investment Ratio (SIR), and the building SIR must be 1.0 or greater. Ventilation costs

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for indoor air quality are exempt when calculating the \$2,000. Buildings that cannot be weatherized without the H&S measures shall be deferred. Carbon monoxide alarms, smoke alarms, and dryer vents are exempt from the SIR requirement.

The Grantee may submit a waiver request to technical staff on a case by case, per unit, basis for the following:

- H&S costs that exceed the \$2,000 per building limit
- Any job that exceeds 50% per unit cost of the entire job cost.
- Building SIR less than 1.0

The agency is responsible for adding the email waiver approval to the file documentation in FACSPRO.

A waiver for individual unit limits does not supersede overall Health & Safety budget limits as outlined in CSPM 402.2.

Waiver requests for SIR less than 1.0 that consist exclusively of “Baseload” measure costs shall not be approved.

NOTE: DOE funds shall not be used to meet code compliance.

Mandatory Health & Safety Measures

- Installation of smoke detectors shall be placed in accordance with all State Of Michigan and Local Fire/Building Codes.
- Clothes dryers shall be vented to the exterior.
- Ventilation to meet ASHRAE 62.2 requirements 2013 or later
- Carbon Monoxide (CO) Alarm/Detector in all residences containing a combustion appliance or an attached garage.

Statement of Expenditure (SOE)

The average H&S cost is computed by dividing total program year-to-date health and safety expenditures by total units completed program year-to-date (including units not receiving health and safety expenditures). These costs are reported monthly on the SOE. See Item 401.2 for the form and instructions for completion.

The costs associated with the necessary elimination of hazardous conditions will **not** be included in the maximum average cost per unit limitation.

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Health & Safety Inspection/Testing Requirements

All dwellings weatherized require an audit and inspection, health and safety inspection, and testing. An audit of the home does include the Health and Safety Protocol as defined by DOE. (see WPN 11-6 and WPN 11-6A) The Protocol includes the following in the order listed:

1. Gas Leak test in and around the home
2. Ambient Air test for Carbon Monoxide (CO)
3. CAZ testing of all vented Combustion Appliances
4. Zone Pressure Diagnostic test when dwelling has an attached or "Tuck-Under" garage.
5. ASHRAE 62.2 Standards (reference WPN 11-6)

Health & Safety Concerns

Asbestos

Asbestos fibers are microscopic. When disturbed and released into the air, the fibers can be inhaled. Significant exposure may result in lung cancer, asbestosis, or Mesothelioma. Known asbestos containing building components shall not be handled during the course of weatherization work in a way which would cause the transmission of asbestos dust into the air. Reference WPN 11-06

Friable asbestos is any asbestos containing product which can be crumbled, pulverized, or reduced to powder by hand pressure. Friable asbestos shall not be touched. If suspected friable asbestos is found in a home, written notification shall be provided to the client/owner. Notice of Asbestos (DHS-4290) is located in the forms section at the end of this manual. A copy of the written notification shall be maintained in the client file.

- Weatherization work is not required in areas where asbestos may be disturbed.
- If a weatherization measure is deleted due to the presence of asbestos, proper documentation shall be provided on the SOM Approved Audit.
- This decision would normally be made by the Energy Auditor.
- If the contractor or crew determines the presence of asbestos which would affect their ability to complete a prescribed weatherization measure in a safe manner without creating/disturbing asbestos dust, they shall notify the Grantee and the measure shall be deleted (again, proper documentation shall be provided on the SOM Approved Audit).
- Contractors and crews shall not be penalized for refusing to work on asbestos-sided dwellings.

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- Further information on the DOE requirements are available at:
<http://www.waptac.org/sp.asp?id=1653>

Carbon Monoxide

CO is a direct and cumulative poison. When combined with blood hemoglobin, CO replaces oxygen in the blood until it completely overcomes the body. Low level CO poisoning symptoms include headaches, confusion, dizziness, nausea, vomiting, convulsions, sleepiness, stinging eyes, and loss of muscular control. Death from CO poisoning occurs suddenly. A victim inhaling a toxic concentration of the gas may become helpless before realizing that danger exists. Effects can vary significantly based on age, sex, weight, and overall state of health. Children, the elderly and the infirm may be seriously affected by even low levels of CO depending on the concentration and exposure period.

Potential CO related health and safety concerns shall be discussed with the client. The client shall be immediately advised of any serious concerns relative to CO. If CO testing indicates a CO problem, a Notice of Indoor Air Quality Concern, DHS-4289 shall be provided.

Indoor Air Quality

Audit procedures shall include a visual review and discussion with the client relative to potential indoor air quality (IAQ) problems, such as:

- Combustion by-products/carbon monoxide
- Unstable lead-based paint
- Friable asbestos

If IAQ problems are found, the client shall be advised and written notification shall be provided to the client, landlord, owner, and/or his/her agent. A copy of the written notice shall be maintained in the client file. Notice of Indoor Air Quality (DHS-4289) is located in the forms section at the end of this manual.

Where possible, "incidental repairs" or "health and safety" measures may be completed to correct IAQ problems in order to allow weatherization work to take place. Client education shall be provided where appropriate

In addition to asbestos, carbon monoxide, and lead based paint which are addressed in this section, other IAQ concerns may include:

- Volatile Organic Compounds (VOC): Cleaning fluids, paints, solvents, herbicides, pesticides, and formaldehyde. Known to be potential irritants to lungs, eyes,

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and skin. Some VOCs may be carcinogenic. VOCs are frequently stored under sinks, in closets, and basements. Formaldehyde may be found in a variety of building components including plywood, carpeting, and particle boards.

Recommend moving potentially dangerous material outside of living space into sheds or garages. Basements are not recommended for storage, particularly if leaky ductwork exists.

- Airborne Particulate Matter: Primarily tobacco smoke or smoke from improperly vented wood stoves. It is known to cause lung cancer. Excessive air-tightening can increase levels of carcinogenic by-products in dwellings. Dwellings with high levels of tobacco smoke or other indoor pollutants shall not be over tightened
- Fiberglass: Fibrous glass insulation material. Known to be an irritant to lungs, eyes and skin. Most preliminary research indicates no long-term negative health effects resulting from exposure to high levels of fiberglass, but some studies have indicated that some types of finely chopped blown-in fiberglass may be a potential carcinogen. Exposed fiberglass shall not be left in occupied areas of dwellings. Workers are advised to wear properly rated respirators and protective clothing when working with or around fiberglass.
- Raw Sewage/Methane Gas: Workers must take precautions to avoid direct contact with raw sewage or other unsanitary conditions. Clients must be informed of existing conditions and referred to available resources for assistance.

Mold & Moisture Assessment

Molds, mildew and spores are primarily caused by excessive moisture levels in the home. Mold remediation is not an allowable DOE expense. These substances can be a significant contributing factor in a number of health problem. Excessive moisture in a home provides an environment that allows mold and mildew to flourish. Dwellings with serious moisture problems shall not be tightened until measures are taken to mitigate the moisture sources.

All dwellings shall be checked for previous or existing moisture problems. Audit procedures shall include a mold and moisture assessment. The assessment shall be a visual review that includes these four categories:

- General building envelope
- Outside/Site
- HVAC
- Occupied space

Lead Paint

Lead paint removal is not an allowable activity under the Weatherization Assistance Program.

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To minimize risks to clients and weatherization personnel:

- Provide clients and workers with Renovate Right Brochure available at www.epa.gov/lead.
- All weatherization contractors, crew persons, Energy Auditors and QC Inspectors are to be trained and certified in Lead Safe Weatherization (LSW).
- All local weatherization operator staff, QC Inspectors, contractors, and crews, must be in compliance with:
 - Environmental Protection Agency's LRRPP Rule requirements
 - All Federal, state, and local regulations
 - OSHA rules for worker safety
 - All State and local rules for waste disposal
- Do not disturb lead based paint particularly in dwellings with small children.
- Staff and contractors shall assume that any paint on windows and doors contains lead, unless it has been verified otherwise.

If paint chips/dust results from weatherization work, the area shall be cleaned in accordance with LSW Practices.

Ingestion or absorption of lead into the blood stream is a serious health hazard causing brain damage over a period of time. This can be a particularly serious problem with small children, who may ingest paint chips or flakes or dust contaminated with lead products. Serious learning disabilities can result from excessive lead levels in the bloodstream. Workers can be contaminated in the same way as children, but are most likely to be exposed by breathing dust created by sanding or planing surfaces that contain lead based paints.

Lead paint is the primary source of lead in a home. Contamination occurs when lead paint is disturbed by sanding, chipping, or flaking.

Wiring

- Electric shock while working around wiring.
- Fire resulting from arcing between loose wiring connections
- Fire resulting from lack of dissipation of heat due to insulation over/around heat producing sources.
- Integrity and safety of knob and tube wiring.

CSPM 614 Attachment A

Budgeting (Check one):Separate Health & Safety Budget ☒Contained in Program Operations ☐**Incidental Repairs:**

No additional items to be included.

Health and Safety Expenditure Limits

Per-Unit Average Percent: 18% and the Health & Safety per unit maximum amount shall not exceed \$2,000 and cannot exceed 50% of the total job costs. If costs exceed these limits, BCAEO technical staff must review and approve.

Deferral Policy

The Grantee is required to have a written deferral policy which is in the best interest for its service area. Examples of reasons to defer a unit scheduled to be weatherized include:

- Standing water, mold, friable asbestos, deteriorated lead-based paint surfaces or other hazardous materials that cannot be addressed by the weatherization work.
- Evidence of infestations of rodents, insects, and/or other vermin.
- Unvented space heater(s) that may have a harmful effect on the air quality of the home in compliance with DOE WPN 08-4.
- Unsecured pets that may prevent workers from safely completing their work.
- The presence of sewage or animal feces in or around the home.
- Improperly stored chemicals, combustible materials, or other fire hazards that present a danger to the occupants or the workers.
- Maintenance or housekeeping practices that limit the access of workers to the dwelling or create an unhealthy work environment.
- Remodeling is in progress, which limits the proper completion of weatherization measures.
- The home receives HUD funding and at the time of completion, the unit will not meet applicable HUD Lead-Based Paint standards.
- Electrical or plumbing hazards or structural failures that cannot be addressed/completed within Incidental Repair or Health and Safety cost limitations.
- Threat(s) of violence or abusive behavior to worker(s) or household member(s) during the weatherization process.
- The illegal presence or use of any controlled substance in the home during the weatherization process.
- Occupant has known health conditions that prohibit and/or limit the installation of insulation or other weatherization materials.
- The building or dwelling unit is for sale or in foreclosure.
- Ownership cannot be confirmed due to a legal dispute. Clear title must be established before services can be provided.
- The building or dwelling unit is scheduled for demolition/redevelopment.

Note: When the QC Inspector or any other weatherization employee encounters an unsafe or inoperable heating appliance during the heating season, weatherization work should not proceed until the condition is corrected.

CSPM 614 Attachment A

Grantees are required to have a written deferral policy that outlines the procedures to be followed when making a deferral decision and notifying the customer. It should include guidelines for establishing a time period for correction and an identification of resources and options to assist the applicant.

When service is deferred, the owner or occupant should be given a reasonable timeframe to correct/eliminate the problem. Examples of reasonable timeframes would be 30 days for housekeeping concerns or 90 days for remodeling work.

Deferral Notification Requirements

Upon the decision to defer weatherization program services, the customer must be notified in writing within five working days.

The notice must include the reason for the deferral, and the means by which the applicant can rectify the situation so the weatherization measures can be performed. The requirements for rectifying the deferral must be reasonable and appropriate to the severity of the situation being addressed. Any eligible applicant that complies fully with these requirements shall be reinstated in the Grantee's work system so weatherization work can progress as soon as reasonably possible.

There is no time extension for the eligibility period due to a deferral. If the dwelling cannot be reported as complete within the eligibility period, the customer must reapply for weatherization assistance. On a deferred unit, photographs documenting the reason for deferral (mold or other problems) are required and shall be part of the client file. If photographs are unobtainable, the reason(s) must be documented in the client file.

Procedure for Identifying Occupant Health Concerns:

Interview procedures at the time of application for Weatherization Services. Completion of DHS Form 552 and 552a at the time of application and prior to conducting the audit.

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

Yes ☒

No ☐

How the WPN 11-6 requirements will be addressed.

Air Conditioning and Heating Systems

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding:

DOE funds are being used.

Beyond Scope of DOE WAP:

The project shall be deferred until additional funds can be secured (from listed sources below) to cover costs exceeding the H&S budgeted amount. Alternate funding such as LIHEAP, MPSC, HUD, USDA, Municipal Health Department and Emergency Funds shall be utilized to address this particular health and safety category. Other local funding may be available and utilized.

Standards for Remedy:

Gas Leak testing, CO testing (ambient air), Worst Case Draft/Spillage Testing (CAZ), Attached garage ZPD, Correctly identified CAZ area, LSW (sidewall test), Blower door testing/calculations.
Partial weatherization would not be considered.

Standards for Deferral:

Standing water, mold, friable asbestos, deteriorated lead-based paint surfaces or other hazardous materials that cannot be addressed by the weatherization work.

CSPM 614 Attachment A

Evidence of infestations of rodents, insects, and/or other vermin.

Unvented space heater(s) that may have a harmful effect on the air quality of the home in compliance with DOE WPN 08-4.

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

The home receives HUD funding and at the time of completion, the unit will not meet applicable HUD Lead-Based Paint standards.

Electrical or plumbing hazards or structural failures that cannot be addressed/completed within Incidental Repair or Health and Safety cost limitations.

Occupant has known health conditions that prohibit and/or limit the installation of insulation or other weatherization materials.

Note: When the Energy Auditor or any other weatherization employee encounters an unsafe or inoperable heating appliance during the heating season, weatherization work should not proceed until the condition is corrected.

Alternate funding such as LIHEAP, MPSC, HUD, USDA, Municipal Health Department and Emergency Funds shall be utilized to address this particular health and safety category.

Standards for Referral:

The project shall be referred to alternate funding sources when scope of work exceeds maximum budgeted Health and Safety amount.

Alternate funding such as LIHEAP, MPSC, HUD, USDA, Municipal Health Department and Emergency Funds shall be utilized to address this particular health and safety category.

Training Provision:

LSW, IAQ, and ASHRAE 62.2 Training shall be provided on a quarterly and monthly basis as needed.

Client Education:

This is explained elsewhere in the State Plan.

Disposal Procedures:

Disposal Procedures shall be in compliance with all local, state and federal EPA requirements.

Air Conditioning Installation (as specific to installation as a health and safety measure):

Air Conditioning Installation (as specific to installation as a health and safety measure): Shall be provided by an alternative funding source not with WAP funding. Provide a narrative on implementation protocols of air conditioning repair, replacement, and installation including justification for allowably that includes climate justification with degree days and how to define "at-risk" occupants

Heating System Installation (as specific to installation as a health and safety measure)

Health and Safety requirements identify Heating System replacement and repairs shall be completed during required heating season September through April. During non-heating season May through August Health and Safety replacement of Heating Systems shall be deferred to alternate funding sources. (See above)

Appliances and Water Heaters

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding:

DOE funds are being used.

Beyond Scope of DOE WAP:

CSPM 614 Attachment A

The project shall be deferred until additional funds can be secured (from listed sources below) to cover costs exceeding the H&S budgeted amount.

Standards for Remedy

Gas Leak testing, CO testing (ambient air), Worst Case Draft/Spillage Testing (CAZ).

Standards for Deferral:

The project shall be deferred until additional funds can be secured (from listed sources below) to cover costs exceeding the H&S budgeted amount.

Standards for Referral:

The project shall be referred to alternate funding sources when scope of work exceeds maximum allowed budgeted amount. Alternate funding such as LIHEAP, MPSC, HUD, USDA, Municipal Health Department and Emergency Funds shall be utilized to address this particular health and safety category. Other local funding may be available and utilized.

Training Provision

Training shall be provided through the State of Michigan Mechanical Codes Training Division and other Federally funded training facilities.

Client Education:

Client Education is provided during the intake application process and during the audit.

Disposal Procedures:

Disposal Procedures shall be in compliance with all local, state and federal EPA requirements.

Asbestos - in siding, walls, ceilings, etc.

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding:

This is not allowed, and all jobs where Asbestos is identified to be present in siding, walls, ceilings, etc. will be deferred. USDA, Municipal Health Department and Emergency Funds shall be utilized to address this particular health and safety category. Other local funding may be available and utilized.

Beyond Scope of DOE WAP:

The project shall be deferred until the site is tested and found to be within safe levels in compliance with all local, state and federal EPA requirements.

Standards for Remedy:

This project shall be deferred to the Local Health Department or other EPA affiliate to determine presence of asbestos.

Standards for Deferral:

If site is found to have asbestos and unable to concur with WPN 11-6, this project shall be deferred until all asbestos materials have been safely removed and disposed of by an authorized agency.

Standards for Referral:

If site is found to have asbestos and unable to concur with WPN 11-6, this project shall be deferred until all asbestos materials have been safely removed and disposed of by an authorized agency. Local Health Department and Environmental Protection Agency.

Training Provision:

CSPM 614 Attachment A

Training will not be provided in the State of Michigan Health and Safety Plan.

Client Education:

Referral to the local Health Department is recommended.

Disposal Procedures:

Disposal Procedures shall be in compliance with all local, state and federal EPA requirements.

Asbestos - in vermiculite

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding:

The State of Michigan will defer all units which have vermiculite installed within a project. USDA, Municipal Health Department and Emergency Funds shall be utilized to address this particular health and safety category. Other local funding may be available and utilized.

Beyond Scope of DOE WAP:

The project shall be deferred until the site is tested and found to be within safe levels in compliance with all local, state and federal EPA requirements.

Standards for Remedy:

This project shall be deferred to the Local Health Department or other EPA affiliate to determine presence of asbestos.

Standards for Deferral:

If site is found to have asbestos, this project shall be deferred until all asbestos materials have been safely removed and disposed of by an authorized agency.

Standards for Referral:

If site is found to have asbestos, this project shall be deferred until all asbestos materials have been safely removed and disposed of by an authorized agency. Local Health Department and Environmental Protection Agency.

Training Provision:

Training will not be provided in the State of Michigan Health and Safety Plan.

Client Education:

Referral to the local Health Department is recommended.

Disposal Procedures:

Disposal Procedures shall be in compliance with all local, state and federal EPA requirements.

Asbestos - on pipes, furnaces, other small covered surfaces

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding

CSPM 614 Attachment A

DOE funds are being used to address small covered surfaces amounting to less than 10 sq. ft. and costing less than \$200.00

Beyond Scope of DOE WAP:

The project shall be deferred until the site is tested and found to be within safe levels in compliance with all local, state and federal EPA requirements.

Standards for Remedy:

This project shall be deferred to the Local Health Department or other EPA affiliate to determine presence of asbestos.

Standards for Deferral:

If site is found to have asbestos, this project shall be deferred until all asbestos materials have been safely removed and disposed of by an authorized agency.

Standards for Referral:

If site is found to have asbestos, this project shall be deferred until all asbestos materials have been safely removed and disposed of by an authorized agency. Local Health Department and Environmental Protection Agency.

Training Provision:

Training will not be provided in the State of Michigan Health and Safety Plan.

Client Education

Referral to the local Health Department is recommended.

Disposal Procedures:

Disposal Procedures shall be in compliance with all local, state and federal EPA requirements.

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

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding:

DOE Funds will not be used beyond incidental repairs. USDA, Municipal Health Department and Emergency Funds shall be utilized to address this particular health and safety category. Other local funding may be available and utilized.

Beyond Scope of DOE WAP:

Client education and deferral to local Housing Funded programs and Health Department.

Standards for Remedy:

Visual inspection followed with issuing a Notice of Potential Hazard defining deferring all weatherization work until condition has been eliminated.

Standards for Deferral

After a visual inspection was conducted (usually during the audit)

Standards for Referral:

The Notice of Potential Hazard defines a condition to be eliminated and if outside the scope of client maintenance, a referral is made to the local Health Department and or SOM Emergency Services (when funds are available and client is eligible), USDA and HUD.

CSPM 614 Attachment A

Training Provision:

Through local Health Department and the State Extension office

Client Education

EPA handout on remedying Mold and mildew issues when applicable.

Disposal Procedures:

Disposal shall meet all local landfill environmental requirements including compliance with EPA.

Building Structure and Roofing

Concurrence or Alteration

Concur with WPN11-6



Alternative Guidance



Funding:

DOE funds will be used for incidental repairs of Building Structure and Roofing

Beyond Scope of DOE WAP:

Project will be deferred until area of repairs can be corrected eliminated through other funding sources.

Standards for Remedy:

A visual inspection shall be followed up with the issuance of the appropriate Notice of potential hazard.

Standards for Deferral:

When conditions are not safe for workers or the residents to start or continue with the Weatherization Project.

Standards for Referral:

Referral shall be made through the Notice of Potential Hazard and recommendations to seek a building inspection by a licensed building QC Inspector or contractor.

Training Provision:

DOE funds will not be used in providing training to assess this condition.

Client Education

Energy Auditors shall inform the residents of the potential hazard and recommendation to seek remedy of the condition

Disposal Procedures:

Disposal shall meet all local landfill environmental requirements including compliance with EPA

Code Compliance

Concurrence or Alteration

Concur with WPN11-6



Alternative Guidance



Funding:

CSPM 614 Attachment A

DOE funds shall not be used to meet Code Compliance. USDA, Municipal Health Department and Emergency Funds shall be utilized to address this particular health and safety category. Other local funding may be available and utilized.

Beyond Scope of DOE WAP:

A deferral of weatherization work will occur until the required Code compliance is met.

Standards for Remedy:

When identified Code violations shall be listed on a Notice of Potential Hazard, and issued to the occupant.

Standards for Deferral:

When a condition cannot be corrected within the Incidental Repair costs category.

Standards for Referral:

Referrals shall be made to local building inspection agents and item of Code incorrectness listed on the Notice of Potential Hazard.

Training Provision:

DOE funds will not be used in providing training to assess this condition.

Client Education:

Energy Auditors shall inform the residents of the potential hazard and recommendation to seek remedy of the condition

Disposal Procedures:

Disposal shall meet all local landfill environmental requirements including compliance with EPA

Combustion Gases

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding:

DOE funds are being used.

Beyond Scope of DOE WAP:

A deferral of weatherization work will occur until the required corrective measures have been completed and inspected by local Code officials.

Standards for Remedy:

Health and Safety protocol testing provides detection with air sampling equipment to determine elevated levels of combustion gases and their byproducts.

Standards for Deferral:

When elevated levels are detected, all weatherization work is suspended until a safe environment is restored.

Standards for Referral:

When weatherization funds cannot address the listed Health and Safety condition, a referral is made to local housing programs and emergency fund sources.

Training Provision:

State of Michigan trains inspection candidates on ways to determine air samples which would identify potentially hazardous condition within and around the residential dwelling.

CSPM 614 Attachment A

Client Education:

A Notice of Potential Hazard is issued with a detailed listing of the areas in which the condition presented elevated levels of combustion gas and its byproducts.

Disposal Procedures:

Field Standard will identify disposal procedures when applicable.

Combustion Gas Problem Discovery

State of Michigan trains inspection candidates on ways to determine air samples which would identify potentially hazardous condition within and around the residential dwelling. A Notice of Potential Hazard is issued with a detailed listing of the areas in which the condition presented elevated levels of combustion gas and its byproducts.

Drainage - gutters, down spouts, extensions, flashing, sump pumps, landscape, etc.

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding:

DOE funds are being used.

Beyond Scope of DOE WAP

When the scope of work exceeds the incidental repair budget, the job shall be deferred until the condition is remedied

Standards for Remedy:

If drainage is creating a mold or mildew condition within the dwelling. The condition will be assessed for remedial repairs and instruction to the client on process to eliminate the mold/mildew condition.

Standards for Deferral:

If a condition exceeds the incidental repair budget, all weatherization work shall be deferred until the repair has been completed.

Standards for Referral:

When weatherization funds cannot address the listed Health and Safety condition, a referral is made to local housing programs and emergency fund sources

Training Provision:

Through the State of Michigan IAQ training, local Health Department and the State Extension office

Client Education:

EPA handout on remedying Mold and mildew issues when applicable.

Disposal Procedures:

Disposal shall meet all local landfill environmental requirements including compliance with EPA.

Electrical, other than Knob-and-Tube Wiring

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



CSPM 614 Attachment A

Funding:

DOE Funds will not be used beyond incidental repairs. USDA, Municipal Health Department and Emergency Funds shall be utilized to address this particular health and safety category. Other local funding may be available and utilized.

Beyond Scope of DOE WAP:

Project will be deferred.

Standards for Remedy:

Deferral of project until licensed electrical inspection is conducted and confirms electrical upgrade is required. USDA, Municipal Health Department and Emergency Funds shall be utilized to address this particular health and safety category. Other local funding may be available and utilized.

Standards for Deferral:

When the scope of work exceeds incidental cost budget.

Standards for Referral:

When the scope of work exceeds incidental cost budget.

Training Provision:

DOE Funds will not be used for training. State of Michigan Electrical Board supplies training curriculum.

Client Education:

If electrical hazard is observed, a written Notice of Potential Hazard is delivered to the occupant with specific recommendations to seek professional remedy through a Licensed Electrical Contractor.

Disposal Procedures:

Field Standards

Electrical, Knob-and-Tube Wiring

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding:

DOE funds are being used, within Incidental Repair budget limits.

Beyond Scope of DOE WAP:

Project will be deferred.

Standards for Remedy:

Deferral of project until licensed electrical inspection is conducted and confirms electrical upgrade is required. USDA, Municipal Health Department and Emergency Funds shall be utilized to address this particular health and safety category. Other local funding may be available and utilized.

Standards for Deferral:

When the scope of work exceeds incidental cost budget.

Standards for Referral:

When the scope of work exceeds incidental cost budget.

CSPM 614 Attachment A

Training Provision:

DOE Funds will not be used for training. State of Michigan Electrical Board supplies training curriculum.

Client Education:

If electrical hazard is observed, a written Notice of Potential Hazard is delivered to the occupant with specific recommendations to seek professional remedy through a Licensed Electrical Contractor.

Disposal Procedures:

Field Standards

Fire Hazards

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding:

DOE funds shall be utilized within incidental repair limits

Beyond Scope of DOE WAP:

Project will be deferred.

Standards for Remedy:

A Notice of Potential hazard shall be issued to the occupant.

Standards for Deferral:

When the scope of work exceeds the budgeted cost category.

Standards for Referral:

When an element is clearly identified a referral is made to the appropriate local licensed authority.

Training Provision:

DOE funds will not be utilized in training.

Client Education:

A Notice of Potential Hazard is issued with instructions to seek further review by the local licensed authority.

Disposal Procedures:

Field Standards.

Formaldehyde, Volatile Organic Compounds (VOCs), and other Air Pollutants

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding:

CSPM 614 Attachment A

DOE Funds will not be used beyond incidental repairs. USDA, Municipal Health Department and Emergency Funds shall be utilized to address this particular health and safety category. Other local funding may be available and utilized.

Beyond Scope of DOE WAP:

All work shall be deferred.

Standards for Remedy:

A Notice of Potential hazard shall be issued to the occupant.

Standards for Deferral:

When the listed Hazard is present on site.

Standards for Referral

When the listed Hazard is present on site.

Training Provision:

DOE funds will not be used.

Client Education:

A Notice of Potential hazard shall be issued to the occupant.

Disposal Procedures:

Field Standard

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

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding:

DOE Funds will not be used beyond incidental repairs. USDA, Municipal Health Department and Emergency Funds shall be utilized to address this particular health and safety category. Other local funding may be available and utilized.

Beyond Scope of DOE WAP:

All work shall be deferred.

Standards for Remedy:

A Notice of Potential hazard shall be issued to the occupant.

Standards for Deferral:

When the listed Hazard is present on site.

Standards for Referral:

When the listed Hazard is present on site.

Training Provision:

DOE funds will not be used.

CSPM 614 Attachment A

Client Education:

A Notice of Potential hazard shall be issued to the occupant.

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

Field Standard

Lead Based Paint

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding:

DOE funds are being used.

Beyond Scope of DOE WAP:

Work shall be deferred until remedy is reached.

Standards for Remedy:

LSW work practices shall be utilized.

Standards for Deferral:

When scope of work exceeds Health and Safety budget limits.

Standards for Referral:

A Notice of Potential Hazard is issued.

Training Provision:

LSW training is administered through the State of Michigan WAP. RRP training provided through EPA accredited trainers. Training requirements are listed in TWP section 4504.

Client Education:

Issue EPA pamphlet or safe work practices around the home.

Disposal Procedures:

Field Standard

Lead Based Paint Compliance:

Listed in SOM Technical Weatherization Policies and Community Services Policy Manual.

Mold and Moisture

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding:

CSPM 614 Attachment A

DOE Funds will not be used beyond incidental repairs. USDA, Municipal Health Department and Emergency Funds shall be utilized to address this particular health and safety category. Other local funding may be available and utilized.

Beyond Scope of DOE WAP:

Defer all work

Standards for Remedy:

Visual inspection and issuance of EPA guidelines/pamphlet for remedy.

Standards for Deferral:

When area of mold exceeds 10 square feet, a deferral of all work will become effective.

Standards for Referral:

A Notice of Potential Hazard is issued.

Training Provision:

SOM will provide the EPA/DOE IAQ Training curriculum

Client Education:

Visual inspection and issuance of EPA guidelines/pamphlet for remedy.

Disposal Procedures:

Field Standard

Mold Protocols:

SOM Technical Weatherization Policy and Community Services Policy Manual describes protocols.

Occupant Preexisting or Potential Health Conditions

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding:

DOE Funds will not be used. USDA, Municipal Health Department and Emergency Funds shall be utilized to address this particular health and safety category. Other local funding may be available and utilized.

Beyond Scope of DOE WAP:

Defer all work.

Standards for Remedy:

Defer all work.

Standards for Deferral:

When preexisting conditions or potential health conditions are witnessed, a deferral of all WAP services will be authorized.

Standards for Referral:

When an element is clearly identified a referral is made to the appropriate local licensed authority.

Training Provision:

CSPM 614 Attachment A

Training will not be provided using DOE WAP funding.

Client Education:

A Notice of Potential Hazard may be issued detailing specific remedy to observed H&S subject.

Disposal Procedures:

Field Standards

Occupational Safety and Health Administration (OSHA) and Crew Safety

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding:

DOE Support funds can be used to cover these training costs.

Beyond Scope of DOE WAP:

Training costs are a support cost and will be covered within budget limits.

Standards for Remedy

State of Michigan Technical Staff will monitor job sites for potential hazards

Standards for Deferral:

NA

Standards for Referral

Refer workers to OSHA training centers.

Training Provision:

Through OSHA

Client Education:

NA

Disposal Procedures:

NA

OSHA and MSDS Compliance:

This is detailed in SOM Technical Weatherization Policy and Community Services Policy Manual.

Pests

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



CSPM 614 Attachment A

Funding:

DOE funds will not be used. Local Health Department funding or other local funds when available.

Beyond Scope of DOE WAP:

All work will be deferred until all Pests are eliminated from work site.

Standards for Remedy:

Issue a Notice of Potential Hazard to the occupant.

Standards for Deferral:

When pests and their byproducts are present and pose a hazard to workers and inspection staff.

Standards for Referral:

When pests and their byproducts are present and pose a hazard to workers and inspection staff.

Training Provision:

OSHA training may be utilized.

Client Education:

A Notice of Potential Hazard may be issued.

Disposal Procedures:

NA

Radon

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance

**Funding:**

DOE Funds will not be used. USDA, Municipal Health Department and Emergency Funds shall be utilized to address this particular health and safety category. Other local funding may be available and utilized.

Beyond Scope of DOE WAP:

A referral will be made to the Local Health Department.

Standards for Remedy:

All WAP services will be deferred.

Standards for Deferral:

If Radon is suspected to be present on site.

Standards for Referral:

Written Notice of Potential Hazard shall be issued to the occupant.

Training Provision:

DOE funds will not be used for this training.

CSPM 614 Attachment A

Client Education:

Recommendation to local licensed authority for testing protocol.

Disposal Procedures:

NA

Refrigerant

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance

**Funding:**

NA

Beyond Scope of DOE WAP:

NA

Standards for Remedy:

NA

Standards for Deferral:

NA

Standards for Referral

NA

Training Provision:

NA

Client Education:

NA

Disposal Procedures:

NA

Smoke, Carbon Monoxide Detectors, and Fire Extinguishers

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance

**Funding:**

DOE funds are being used.

Beyond Scope of DOE WAP:

Hard wiring (daisy chained) of Smoke Detectors would be beyond scope of DOE WAP, and would be recommended to local funding source or other Housing funds.

CSPM 614 Attachment A

Standards for Remedy

When a fuel combustion appliance is present in the dwelling a garage is attached a carbon monoxide alarm/detector shall be installed in compliance with NFPA 720. SOM Technical Weatherization Policies Section 2101-3 for further testing requirements, and section 3907.

2101-3 CARBON MONOXIDE (CO) ALARM /DETECTOR

Carbon Monoxide (CO) alarms shall be installed in each dwelling unit in compliance with NFPA 720. CO alarms shall be installed in all residences containing a combustion appliance or an attached garage. Standard for the installation of CO Detection and Warning Equipment shall be consistent with the requirements of applicable laws, codes, standards, and manufacturer's installation guidelines (reference ANSI/UL 2034-09).

Potentially unsafe CO levels determined during the audit shall be documented and written notice shall be provided to the client/landlord/property owner and documented electronically on the SOM approved field audit. A copy of the notice shall be maintained in the client/job file, Notice of Unsafe Conditions (DHS-4288) is located in the forms section at the end of this manual. Carbon monoxide alarms shall be installed by the Energy Auditor during the audit on in a dwelling under the following circumstances:

- Whenever a local agency must defer work and the dwelling unit contains an unsafe combustion appliance
- A combustion appliance is emitting unsafe levels of CO that cannot be immediately remedied
- A combustion appliance has minimal draft and/or spillage and no CO is being produced
- The dwelling contains a fireplace or wood burning stove that draws combustion air from inside the dwelling.

<https://sws.nrel.gov/spec/203012>

Standards for Deferral:

All air sealing shall be deferred until elevated levels of CO is reduced/eliminated.

Standards for Referral:

When scope of work exceeds H&S budget category.

Training Provision:

Training is provided utilizing DOE Grant funds.

Client Education:

A Notice of Potential Hazard or Air Quality Standards is issued detailing remedial action the client should take.

Disposal Procedures:

Field Standard

Smoke/CO Detector Installation:

SOM Technical Weatherization Policy Manual and Community Services Policy Manual detail placement and procedures.

Solid Fuel Heating (Wood Stoves, etc.)

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding:

DOE funds are being used within budget limits.

CSPM 614 Attachment A

Beyond Scope of DOE WAP:

Deferred.

Standards for Remedy:

Issue a Notice of Potential Hazard to occupant.

Standards for Deferral:

When a potential hazard is present involving a solid fuel (wood stove).

Standards for Referral:

When a potential hazard is present involving a solid fuel (wood stove) and the source cannot be eliminated. A referral to alternate funding sources to eliminate hazard would be warranted.

Training Provision:

DOE funds would be used in training QC Inspector candidates.

Client Education:

A Notice of Potential Hazard would be issued to the occupant.

Disposal Procedures:

Field Standard.

Space Heaters, Stand Alone Electric

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding:

DOE Funds will not be used. USDA, Municipal Health Department and Emergency Funds shall be utilized to address this particular health and safety category. Other local funding may be available and utilized (compliance with WPN 08-4).

Beyond Scope of DOE WAP:

Defer all WAP services.

Standards for Remedy:

Issue a Notice of Potential Hazard to occupants.

Standards for Deferral:

When a hazardous electric heater is used for other than temporary basis, or if the installation is in a hazardous location.

Standards for Referral:

When a permanent heat source cannot be installed.

Training Provision:

During QC Inspector classes provided through the SOM and DOE funds.

Client Education:

Issue a potential hazard notice detailing safe usage of temporary heat sources.

CSPM 614 Attachment A

Disposal Procedures:

Field Standard

Space Heaters, Unvented Combustion

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding:

DOE Funds will not be used. USDA, Municipal Health Department and Emergency Funds shall be utilized to address this particular health and safety category. Other local funding may be available and utilized.

Beyond Scope of DOE WAP:

A Notice of Potential Hazard shall be issued until the non-vented device is removed from the site.

Standards for Remedy:

No WAP services will be rendered until the non-vented device is removed from the dwelling, and the fuel supply is terminated. Standard testing protocol will be followed. (See above).

Standards for Deferral:

A deferral of all WAP services will be applied when an operable non-vented combustion appliance is installed in the dwelling.

Standards for Referral:

When a permanent heat source cannot be installed.

Training Provision:

Training shall be provided to Inspection staff on how to determine a non-vented combustion appliance, and proper air testing.

Client Education:

A Notice of Potential Hazard shall be issued with specific instructions detailing the appliance removal and sealing the fuel source.

Disposal Procedures:

Field Standards

Space Heaters, Vented Combustion

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding:

DOE funds are being used.

Beyond Scope of DOE WAP:

If the costs exceed the listed budgeted limit, deferring the project may be necessary. But alternate funding will be sought.

Standards for Remedy:

CSPM 614 Attachment A

Standard testing (listed) protocol will be provided.

Standards for Deferral:

When the scope of work exceeds the budgeted amount.

Standards for Referral:

Referrals to alternate programs (USDA, HUD, MPSC) would be sought for additional funding to eliminate listed condition.

Training Provision:

Training shall be provided to Inspection staff on how to determine a non-vented combustion appliance, and proper air testing.

Client Education:

A Notice of Potential Hazard shall be issued when CO levels exceed 9ppm, and or the current heating appliance is not installed or operating safely.

Disposal Procedures:

Field Standards.

Spray Polyurethane Foam (SPF)

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding:

DOE Funds will be used.

Beyond Scope of DOE WAP:

The job will be deferred if the scope of work exceeds budget limits.

Standards for Remedy:

If the area of the dwelling which the use of two part foam would be dangerous to the worker, or the occupants. the installation would then be prohibited. Example: Near an open flame.

Standards for Deferral:

A Notice of Potential Hazard would be issued.

Standards for Referral:

Referrals to alternate programs (USDA, HUD, MPSC) would be sought for additional funding to eliminate listed condition.

Training Provision:

DOE funds will be used in providing training to QC Inspectors on safe application of two-part foam.

Client Education:

Client education shall be provided by the contractors & crews when foam installation is detailed in the scope of work.

Disposal Procedures:

Field Standards.

CSPM 614 Attachment A

Ventilation

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding:

DOE funds are being used.

Beyond Scope of DOE WAP:

When the mechanical ventilation standards cannot be met, alternative ventilation sources will be implemented.

Standards for Remedy:

If a blower door test cannot be conducted, air sealing measures will be installed based upon a visual inspection. Partial weatherization would be appropriate. Example: Attic insulation and foundation insulation.

Standards for Deferral:

Ventilation will be deferred when SHPO or construction barriers prohibit ventilation installation.

Standards for Referral:

Referrals will be made only when the scope of work exceeds budget limits.

Training Provision:

Federally approved and accredited trainers will train auditors/inspectors on the ASHRAE 62.2 standards

Client Education:

Energy Auditors and QC Inspectors will discuss ventilation requirements and usage during on-site visits.

Disposal Procedures:

Field standards.

ASHRAE 62.2 Compliance:

DOE funds may be used for federally approved and accredited trainers to implement ASHRAE 62.2 ventilation standards. When housing stock and local considerations present a challenge to meeting the ASHRAE 62.2 standard, written documentation shall be included in file records. When calculations indicate 15 CFM or less, goals will be considered met and additional mechanical ventilation shall not be added.

Window and Door Replacement, Window Guards

Concurrence or Alteration:

Concur with WPN11-6



Alternative Guidance



Funding:

DOE funds are being used.

Beyond Scope of DOE WAP:

The job will be deferred until the issue can be resolved.

Standards for Remedy:

CSPM 614 Attachment A

The H&S measure may be deferred and partial weatherization completed.

Standards for Deferral:

When installation of safety glass or window guards prohibit usage of original construction member.

Standards for Referral:

When the scope of work exceeds budget limits.

Training Provision:

Training is conducted during QC Inspector/Energy Auditor classes. OSHA instruction may be provided.

Client Education:

Energy Auditors and QC Inspectors will discuss window safety glass/guards requirements and usage during on-site visits.

Disposal Procedures:

Field Standards.

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.

Clothes Dryer Duct venting to dwelling/building exterior.

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 are being used.

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

All DOE work shall 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.

A visual inspection shall be conducted. Dryer exhaust shall be vented through independently lab rated and approved dryer duct. The terminated duct hood shall have a single flap damper sealing the duct when not in operation. Ridged and flexible duct shall have a minimum 10 year life usage rating.

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

Deferral of weatherization air sealing will be required when dryer venting cannot be completed.

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

Referral to other housing programs when necessary.

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 is provided inspectors/auditors.

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.

Auditors and Inspectors will discuss dryer venting requirements and usage during onsite visits.

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

Field Standards.

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Community Services Policy Manual	SUBJECT: Weatherization Assistance Program LEAD PAMPHLET		EFFECTIVE DATE 08-01-11 ISSUE DATE 07-22-11

REFERENCES

- DOE Weatherization Program Notices 02-6, 08-6 and 09-6
- Environmental Protection Agency (EPA) Final Rule, 40 CFR Part 745

PURPOSE

The Weatherization Program Notice 00-1, page 16, states:

“...all Low-Income Weatherization Assistance Program activities doing renovation work in pre-1978 housing are subject to the provisions of a federal regulation that requires them to give notification to the occupants of the housing about the potential hazards of lead paint and lead paint dust. “

“...under this regulation (EPA 40 CFR Part 745) local agencies who do not give proper notification could incur hefty fines if found doing renovation work in pre-1978 housing stock...”

POLICY

EPA regulations 40 CFR Part 745 must be followed for all weatherization work in pre-1978 housing that disturbs more than two square-feet of painted surface. Per the regulations, housing for the elderly or disabled, where children are not expected to reside, is exempt.

Prior to beginning weatherization work in any pre-1978 housing unit where more than two square-feet of painted surface may be disturbed, Grantees shall provide the owner of the unit with the approved EPA lead pamphlet, and:

- obtain written confirmation of receipt by the owner on form DHS-4285, Pre-Renovation Form Confirmation of Receipt of Lead Pamphlet or
- obtain a certificate of mailing at least seven days prior to the start of weatherization work.

In addition, if the owner does not occupy the dwelling unit, provide an adult occupant of each unit with the pamphlet and:

- DHS-4285 or
- certify in writing on form DHS-4285 that a pamphlet has been delivered to the dwelling and that you have been unsuccessful in obtaining a written confirmation from an adult occupant or
- obtain a certificate of mailing at least seven days prior to the start of work.

When the owner or occupant is signing the DHS-4285, it must include:

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- owner or occupant's name,
- address of unit,
- signature of the owner or occupant as applicable, and
- the date of signature.

When Grantee has tried and is unable to deliver the pamphlet to an occupant, the DHS-4285 must include:

- address of unit,
- the date and method of delivery of the pamphlet,
- name of the person delivering the pamphlet,
- reason for lack of acknowledgement,
- the signature of the person delivering the pamphlet and
- the date of signature.

When mailing the pamphlet, Grantee must obtain a certificate of mailing from the post office.

The DHS-4285, Pre-Renovation Form Confirmation of Receipt of Lead Pamphlet, and certificate of mailing must be kept in the job file.

The EPA lead pamphlet, *Renovate Right. Important Lead Hazard Information for Families, Child Care Providers and Schools* may be obtained at the following link:

<http://www.epa.gov/lead/pubs/renovaterightbrochure.pdf>

You may make copies to distribute to homeowners and occupants (non-owner occupied) who live in pre-1978 housing.

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Community Services Policy Manual	SUBJECT: Weatherization Assistance Program LIABILITY INSURANCE		EFFECTIVE DATE 07-17-13 ISSUE DATE 07-17-13

REFERENCES

CFR 440.18; U. S. Department of Energy (DOE) Weatherization Program Notices 01-1, 02-6 and 09-1.

PURPOSE

States are reminded that all work must be covered by liability insurance. States should inform local agencies that sufficient liability coverage for DOE funded activities should be obtained. Liability insurance should be charged to the liability line item in the budget. It should be noted that the liability insurance line item was created to ensure that such costs would never have to be charged to the administrative cost category. (See preamble to Federal Register, Volume 45, Number 40, published February 27, 1980, page 13031).

POLICY

Each agency must review the language above to determine if they have adequate liability insurance for all work performed. Things to consider in making this decision are that we do not determine degree of lead content and we do not abate lead. The U. S. Department of Energy Weatherization Assistance Program work is excluded from the definition of new construction or rehabilitation as long as activities do not disturb painted surfaces that total more than:

- Six square feet of any interior space per room

Note: total surface area includes the total of all disturbed surfaces.

Local Weatherization Operators(LWOs) are no longer required to have Pollution Occurrence Insurance (POI). DOE continues to strongly recommend POI. LWOs are strongly advised to either refer or defer weatherization work that will disturb surfaces that may contain lead-based paint, until they have insurance that provides coverage for Lead Safe Weatherization (LSW) work situations involving lead-based paint.

Also, local agencies that employ private contractors to perform weatherization services must ensure that each private contractor is adequately insured as well.

Liability insurance, including POI, must be charged to the Liability Insurance line item in the budget.

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If a local agency chooses not to hold POI coverage and damage occurs because of not following all aspects of LSW, or there is a disturbance to any other environmental pollutants; the cost to do remediation, clean up, relocation, medical expenses or any other resulting costs may not be charged to the DOE contract and must be covered by another funding source.

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Community Services Policy Manual	SUBJECT Weatherization Assistance Program RELEASE OF LIABILITY AND WAIVER OF CLAIMS		EFFECTIVE DATE 05-28-07 ISSUE DATE 05-15-07

REFERENCES

Weatherization Program Notice 06-1

BACKGROUND:

5.14 ENERGY-RELATED MOLD AND MOISTURE IMPACTS:

The Weatherization Assistance Program is not a mold remediation program. The use of DOE funds for the removal of mold and other related biological substances is not an allowable weatherization expense. DOE funds should not be used to test, abate, remediate, purchase insurance, or alleviate existing mold conditions identified during the audit, the work performance period or the quality control inspection. If necessary, weatherization services may need to be delayed until the existing mold problem can be referred to another agency for funding of remedial action.

The inclusion of a mold protocol or checklist for local agencies does need to be a part of their routine audit inspection. If a mold condition is discovered during the initial inspection of the home by the energy auditor that cannot be adequately addressed by the weatherization crew/contractor, then the unit should be referred to the appropriate public or non-profit agency for remedial action.

Effective immediately, all States should ensure that their local agencies include some form of notification or disclaimer to the client upon the discovery of a mold condition and what specifically was done to the home that is expected to alleviate the condition and/or that the work performed should not promote new mold growth. This notification/disclaimer should be discussed with and signed by the client and/or landlord.

POLICY:

LWOs must use the Release of Liability and Waiver of Claims, DHS-552-A, to ensure clients are informed of the limited health and safety assessment that will be done on the unit as well as potential health and safety problems that may be identified in the process or may result during weatherization work. The Release will also include recommendations for individuals with certain health conditions. The client's signature authorizing weatherization work to proceed and releasing the LWO of liability must be obtained. A copy of this release must be in the client file of every completed unit.

RELEASE OF LIABILITY AND WAIVER OF CLAIMS

Department of Human Services

AGENCY NAME

Health and Safety Assessment

In addition to the energy audit we will do on your home, we will do a limited health and safety assessment of the home. The health and safety assessment will consist of a visual inspection for potential health and safety problems. You will be notified of any health and safety problems that are identified, including mold. However, the evaluator is not a qualified mold professional. Mold may be present in areas not accessible or seen during the visual inspection or during the actual work on your home. Work on your home will be performed in a manner to prevent future mold growth. Mold can be a problem in any home, but especially in those where there is an excessive amount of moisture or humidity present. In addition, if there are several people, pets, plants or fish aquariums present, conditions may exist for mold to grow. If there are existing conditions that are seen or unseen, we shall not be held responsible or liable. The agency and its contractors will be held harmless for any future moisture or mold problems that are not directly attributable to weatherization work.

Weatherization Activities

Notice: During weatherization activities, particularly when insulation is being blown into wall cavities and attics, insulation dust, other types of dust, and other particles may become airborne. Additionally, unforeseen circumstances may result in some insulation leaking through cracks into the home's living space. In those circumstances where insulation leaks into the living space, we will be responsible for clean-up (repairing damage and cleaning up the living area). Minor construction dust is inevitable at the end of any remodeling work. Construction dust clean-up will be the responsibility of the home owner/occupant.

Recommendation: It is recommended that people with the following health conditions be out of the house when insulation is being blown into the house: Asthma, emphysema, allergies and other respiratory conditions, pregnancy and any serious health conditions such as decrease immune functions which might be aggravated by dust and other dust-like particles in the air. Furthermore, it is also recommended that infants less than 12 months old should be out of the house when insulation is being blown. Persons who leave the house during the insulation process should remain outside the house for at least 30 minutes after completion of insulation activities.

Release of Waiver of Claims: I acknowledge by my signature below receipt of the information and recommendations set out above. Additionally, I agree on behalf of myself and any minor children or others for whom I am responsible, to hold the agency and its agents harmless from any claims, medical problems or personal injuries that may occur, develop or worsen in response to the weatherization activities. This waiver is for all damages, direct or indirect, that may relate to weatherization activities, including money lost by not being able to work, healthcare costs and pain or suffering.

I am aware the weatherization process may cause airborne particles, including dust, to be released in my home and that such airborne particles can aggravate health conditions. I have chosen to go forward with the weatherization process, accepting any and all risks of injury or damages.

I have carefully read this release and waiver and fully understand its contents. I am aware this is a release of liability and have signed it of my own free will.

Client Name	Phone	Job File Number
Address	City/Zip	
Client Signature	Date	Agency Witness Date

Agency File (always)
Copy - Client (always)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the date and year first indicated.

CONTRACTOR:

_____ Signature	_____ Date
Printed Name:	

AGENCY NAME

_____ Signature	_____ Date
Printed Name:	
Title:	

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Community Services Policy Manual	SUBJECT: Weatherization Assistance Program WEATHERIZATION ASSISTANCE PROGRAM TRAINING & CERTIFICATION REQUIREMENTS		EFFECTIVE DATE 07/01/15 ISSUE DATE 04/08/15

REFERENCES

- State of Michigan Department Of Energy State Plan
- Department of Energy Weatherization Program Notice 15-4
- Retrofitting Michigan: Technical Weatherization Field Guide
- NREL Standard Work Specifications
- Community Services Policy Manual
- DOE Agreements
- National Renewable Energy Laboratories Job Task Analysis (JTAs)

PURPOSE

To ensure Grantee Technical Weatherization Staff have the qualifications and skills to meet the DOE identified, National Renewable Energy Laboratories (NREL) Job Task Analysis (JTA), for each position in which the weatherization worker is employed and to ensure compliance with Weatherization Program Notice 15-4 (WPN15-4).

POLICY

All Grantees are responsible for ensuring that all weatherization workers are familiar with the NREL JTAs for each position and performing work to meet the JTA standards and the Standard Work Specifications in order to ensure quality work on every weatherization project.

All training completions, dates, staff, and certifications for the Weatherization Assistance Program (WAP) are to be entered by each Grantee into FACSPRO. Each Grantee is required to inform BCAEO of any agency contractor/staff that achieves any of the Home Energy Professional certifications. Local Weatherization Operators can inform BCAEO by emailing the DHS-Weatherization@michigan.gov mailbox and including the Agency name, Certified staff/contractor, type of certification, and date of certification.

Retention Agreement

The DOE recommends that a sponsoring agency secure a retention agreement with each sponsored candidate. An example of this agreement is included as **Attachment A**. Please note that this is a sample agreement and each Grantee may want to add or refine language. For example, a grantee may insert items in section 1.b. to further list the types of costs associated with training. The time frame of 12 months shown in section 3 is also just a guideline and can be adjusted to more accurately align the funds

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spent on training with the retention period. A Grantee may want to have a retention agreement for any level of training.

DOE Identified Training Tier Descriptions

Tier 1 Training: Comprehensive, occupation-specific training which follows a curriculum aligned with the JTA for that occupation. Tier 1 training must be administered by, or in cooperation with, a training program that is accredited by a DOE-approved accreditation organization for the JTA being taught. .

Tier 2 Training: Single issue, short-term, training to address acute deficiencies in the field including dense packing, crawlspace, ASHRAE, etc. Conference trainings are usually included in this category. This training is offered by BCAEO staff and Weatherization partners.

Tier 1 Training/Certification Requirements for NREL JTAs

Quality Control Inspector: Each grantee shall require and ensure that the Quality Control Inspector, performing final inspections on WAP completions, has a Quality Control inspection certification from a DOE approved accredited organization.

Energy Auditor: Each grantee shall ensure that the Energy Auditor is performing work in compliance with the Energy Auditor JTA. Any formal training for Energy Auditor must be provided by a DOE approved accredited training organization. The grantee is not required to send the person to training but must have a method in place to ensure that they have the training to complete the job as outlined in the JTA. If the job is not being performed in compliance, the grantee must have a training plan in place to ensure compliance.

Crew Leader: Each grantee shall ensure that the Crew Leader is performing work in compliance with the Crew Leader JTA. Any formal training for Crew Leader must be provided by a DOE approved accredited training organization. The grantee is not required to send the person to training but must have a method in place to ensure that they have the training to complete the job as outlined in the JTA. If the job is not being performed in compliance, the grantee must have a training plan in place to ensure compliance.

Retrofit Installer: Each grantee shall ensure that the Retrofit Installer is performing work in compliance with the Retrofit Installer JTA. Any formal training for Retrofit Installer must be provided by a DOE approved accredited training organization. The grantee is not required to send the person to training but must have a method in place to ensure that they have the training to complete the job as outlined in the JTA. If the job is not

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being performed in compliance, the grantee must have a training plan in place to ensure compliance.

Tier 2 Training/Certification Requirements for Weatherization workers

Blower Door Training

Each grantee shall have at least one certified Energy Auditor and one IREC Certified QC Inspector available who is trained and capable of properly completing blower door testing and related calculations.

Lead Safe Weatherization Training

Energy Auditors/QC Inspectors and agency crews/contractors shall receive specialized training and testing in LSW. LSW training will be offered on an as needed basis; new staff is required to attend training within 180 days of the date they are hired. Those who attend and pass this training will be authorized to inspect, supervise, and/or work on the dwellings. Individuals who have not attended one of these training sessions will not be permitted to inspect, supervise, and/or work on the homes to be weatherized unless they are accompanied by or in the presence of staff who have attended required training and passed a test for certification. Documentation relative to LSW certification shall be maintained at the agency.

Indoor Air Quality/Mold Training

Energy Auditors/QC Inspectors and agency crews/contractors shall receive specialized training in the recognition of conditions that promote mold growth they may encounter in their weatherization work and how best to prevent creating new mold conditions. New staff is required to attend training within 180 days of the date they are hired. Individuals who have not attended one of these training sessions will not be permitted to inspect, supervise, and/or work on the dwellings to be weatherized unless they are accompanied by or in the presence of staff who have attended the required training. Documentation relative to IAQ certification shall be maintained at the agency.

MIOSHA Training

Training shall be provided by Occupational Safety and Health Administration qualified instructor. The construction "10-hour Occupational Safety and Health training course" is required. All Energy Auditors/QC Inspectors and agency crews who have not attained certification will not be permitted to independently inspect, supervise, and/or work on the homes to be weatherized unless they are accompanied by or in the presence of staff who have attained the required certification. New staff (Energy Auditors/QC Inspectors and agency crews) is required to attend training within 180 days of the date they are hired. Documentation relative to certification shall be maintained at the agency. (NOTE: Weatherization Agency Crew Leaders may be required to attend additional training).

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ASHRAE 62.2

Training is required and shall be provided by BCAEO or an accredited facility and a qualified instructor. All Energy Auditors/QC Inspectors who have not attained certification will not be permitted to independently inspect, supervise, and/or work on the homes to be weatherized unless they are accompanied by or in the presence of staff who have attained the required certification. New staff (Energy Auditors/QC Inspectors) are required to attend training within 180 days of the date they are hired. Documentation relative to certification shall be maintained at the agency.

Agency Documentation Requirements

- Documentation (e.g. copy of certificate) of DOE required LSW training for crew, staff, and subcontractors
- Documentation (e.g. copy of certificate) of Environmental Protection Agency (EPA) required Lead Renovator Repair Painting (LRRP) training for crew, staff, and subcontractors
- Documentation (e.g. copy of certificate) of EPA LRRP Firm status as required including expiration date
- Documentation (e.g. copy of certificate) of EPA LRRP Renovator status as required including expiration date
- Documentation of all IREC accredited training and certifications.

CSPM 618 - ATTACHMENT A

TRAINING AND TECHNICAL ASSISTANCE RETENTION AGREEMENT

THIS TRAINING AND TECHNICAL ASSISTANCE RETENTION AGREEMENT made this ____ day of _____, 200_, is by and between AGENCY NAME (hereinafter "ABC"), and _____ (hereinafter "Contractor"), for training and technical assistance (hereinafter "T&TA") towards the cost of the Weatherization Inspector Certification Course (hereinafter "Training Course") under the Michigan Weatherization Assistance Program (hereinafter "M-WAP").

WITNESS:

WHEREAS, Section 3.0 of DOE's Weatherization Program Notice 09-1B requires that contractors receiving DOE T&TA funds sign a retention agreement that they will provide weatherization services for a specific amount of time that aligns with the funds provided;

WHEREAS, Contractor desires to receive T&TA funds assistance for the Course;

NOW THEREFORE, in consideration of the premises and agreements of "ABC" and Contractor as hereinafter provided, the parties hereby mutually agree as follows:

1. "ABC" will provide DOE T&TA funds to cover the cost of Contractor's participation in the Training Course, limited to the following:
 - a. Reasonable travel costs in accordance with DOE standards;
 - b. **[INSERT OTHER COSTS, IF APPLICABLE]**
2. Contractor shall satisfactorily complete the Training Course and any examinations required thereto;
3. Contractor shall remain actively employed or actively participate in M-WAP weatherization inspections for a period of no less **than twelve (12) months** following completion of the Training Course.
4. If Contractor does not fulfill his or her obligations under this Agreement, Contractor will reimburse "ABC" the total T&TA funds drawn within thirty (30) calendar days of notice from "ABC". Said reimbursement amount shall become immediately due and payable as a debt and obligation of Contractor to "ABC". Repayment will be made in the full amount due as a lump sum. **If payment is not received by "ABC" within thirty (30) days, "ABC" may assess reasonable costs of collection, including but not limited to interest, court costs, and attorney's fees.**
5. **Contractor has read and understands the terms of this Agreement.**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the date and year first indicated.

CONTRACTOR:

_____ Signature	_____ Date
Printed Name:	

AGENCY NAME

_____ Signature	_____ Date
Printed Name:	
Title:	

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REFERENCES

- State of Michigan DOE State Plan
- Technical Weatherization Policy Manual (TWP)
- Retrofitting Michigan Field Guide
- Community Services Policy Manual
- Weatherization Program notice 15-4

PURPOSE

Weatherization Assistance Program (WAP) Energy Auditor/ Quality Control (QC) inspector training and testing requirements will be administered and/or monitored by the State of Michigan (SOM), Bureau of Community Action and Economic Opportunity (BCAEO).

POLICY

Quality Control Inspectors (QCI)

QCIs working for, or contracted by, the WAP must possess the knowledge, skills and abilities in the NREL Job Task Analysis for QCIs. This applies to all individuals who perform an evaluation and sign off on work performed in homes. The QCI has no involvement in the prior work on the home either as the auditor or as a member of the crew. All QCIs performing final inspections must have a IREC accredited Quality Control Inspector Certification.

Single Family:

QCI competency is demonstrated by certification as a Home Energy Professional Quality Control Inspector.

QCIs can be employed by third party organizations or subgrantees; however, the Grantee is ultimately responsible for ensuring that every completed unit reported meets the quality guidelines required by the Weatherization Assistance Program.

The Grantee must provide in their Grantee plan a policy for validation of the QCI credentials.

The Grantee must have policies and procedures in place to address situations where a QCI is not inspecting units using the standards adopted by the Grantee and consistent with the SWS. The policy must include monitoring of the QCI and procedure's for disciplinary action if the Grantee inspection protocols are not followed.

Multifamily:

Grantee training plans must include requirements to ensure that QCIs working in multifamily buildings attend, and receive a successful evaluation from a training

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program delivering a curriculum based on the NREL Multifamily Quality Control Inspector JTA.

Energy Auditors

All Energy auditor candidates must be sponsored by one of the Grantee agencies in the Michigan WAP network. The sponsoring Grantee will be responsible for the field training necessary to prepare candidates sufficiently for other required training and testing. Grantee training should include agency specific paperwork and protocol used during the audit/inspection process. See the Grantee Training section below for required training elements.

Energy auditor candidates shall complete all required training sessions and must pass all required tests, prior to performing any WAP energy audits independently.

The Energy Auditor must possess the knowledge, skills and abilities in the National Renewable Energy Laboratory (NREL) Job Task Analysis for Energy Auditor. If an Energy Auditor has a Building Performance Institute (BPI) Building Analyst certification (or comparable certification) or Quality Control Inspector certification, testing with the BCAEO technical staff is not necessary. The Grantee must still require time in the field with a certified SOM energy auditor prior to allowing the Energy Auditor to perform audits for the WAP. Grantees are responsible for documenting field time and ensuring the Energy Auditor can perform all required tasks in compliance with the Standard Work Specifications, WAP policy, and state and federal policy. Field requirements are listed below.

If the Energy Auditor does not have these certifications, they must complete the required time in the field, testing/certification requirements and an over the shoulder test conducted by BCAEO technical staff will be required.

If a Grantee chooses to utilize an Energy Auditor that has not been certified by the SOM, but has comparable certifications, it is the Grantee responsibility to ensure the Energy Auditor can perform all tasks related to the WAP including WA8, FACSPRO, IWC policy requirements, and ensuring performance and skills meet the requirements of the WAP.

QCI competency is demonstrated by certification as a Home Energy Professional Quality Control Inspector.

Training Components

Energy Auditor training and testing consists of five required components:

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1. IREC Accredited Energy Auditor Training
2. Field Experience- a minimum of three months
3. Grantee Training
4. SOM Training & Testing
5. SOM Over-the-Shoulder Skills Assessment

BCAEO Staff Training

During the three-month training period, the sponsoring agency may contact the BCAEO at DHS-Weatherization@michigan.gov to request training in the following areas:

- FACSPRO Weatherization Module orientation
- SOM DOE-approved audit(s)
- Audit Input/Output Reports

Field Experience

A minimum of three months of actual field experience is required for any energy auditor that does not have a SOM Energy Auditor/QCI certification. . Field experience is defined as the time actually spent accompanying a SOM certified Energy Auditor on DOE WAP audits conducted at the Grantee level and in the completion of all required WAP documents. It is an allowable DOE expense to pay said Energy auditor candidate a stipend for shadowing experienced, certified Energy auditors during this time.

The Energy Auditor candidate must participate in a minimum of ten audits. Five of the ten should be done as assistance to the certified Energy Auditor and for the other five, the Energy Auditor candidate should take the lead with the certified Energy Auditor assisting minimally.

If the grantee does not have a certified Energy Auditor on staff, the grantee should contact another network grantee to schedule the Energy auditor candidate to work with that agency's certified Energy auditor. If the grantee has a contracted certified Energy Auditor, a stipend may be paid to allow the Energy Auditor candidate to accompany the certified Energy Auditor.

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Grantee Training

The sponsoring grantee is responsible for the following training for all Energy Auditor/QC Inspector candidates:

- Client Interview including:
 - Indoor Air Quality (IAQ) (DHS-552) information
 - Lead Notice
 - Client Plan of Action
 - Energy Education
- Recordkeeping
 - IWC
 - SHPO
 - DOE approved audit
 - Work Order
 - Change Order process
 - All appropriate notices
 - Client Assessment
 - Final Inspection Job Information
- Other
 - Completion of the IWC
 - The transfer of the IWC into FACSPRO
 - The transfer from FACSPRO into the DOE approved audit
 - Completion of the DOE approved audit
 - Generation of the SIR driven work order from the DOE approved audit

BCAEO Training & Testing

BCAEO technical staff training includes:

- ASHRAE 62.2
- LSW (Lead Safe Work Practices)
- IAQ (Indoor Air Quality)

This training is offered quarterly by BCAEO. LSW and IAQ both including testing.

Other required WAP training includes:

- LRRP (Lead Renovator and Repair) – information available at:
www.michigan.gov/leadsafe or call (866) 691-5323 or
<http://www2.epa.gov/lead/renovation-repair-and-painting-program-training-providers>

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- OSHA/MIOSHA – information available at: http://www.michigan.gov/lara/0,4601,7-154-61256_11407---,00.html

SOM Energy Auditor Over-the-Shoulder Skills Assessment

Upon completion of the entire curriculum, testing and the three-month field experience, candidates shall request to take the Prerequisite test.

Contact the BCAEO DHS-Weatherization@michigan.gov to make those arrangements. This test will be administered by BCAEO staff.

Over-the-Shoulder Skills Assessment Protocol

Candidates will receive a notice with the date and time of the scheduled field observation. Scheduling will be determined by the workload of the BCAEO technical staff. Assessments will be scheduled quarterly at a minimum.

It is critical that candidates arrive at the test house at the time indicated to ensure enough time to complete the entire process. Candidates will have three (3) hours on-site to complete the audit and twenty-four (24) hours from the conclusion of the on-site audit to submit, via email, the complete audit documentation. Candidates will be provided a Candidate Field Test Observation Process form that will record the date and time all documentation must be submitted. If the candidate must travel a significant distance to reach the test house, a request to adjust the 24-hour period should be made to the DHHS BCAEO proctor prior to the test date. Candidates not submitting all required documentations within the prescribed timeframes will not achieve certification. The test areas on which candidates will be evaluated are included below. The required documentation is listed on the Michigan Weatherization Assistance Program Energy Auditor Candidate Field Test and Score form provided to each candidate.

Equipment

All equipment necessary to complete the skills assessment must be provided by the sponsoring agency or the candidate.

Test House Criteria

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Skills assessment requests are logged and scheduled by BCAEO staff as closely as possible in the order received. The sponsoring Grantee must secure a client house for the process. The test house criteria are included in **Attachment B**.

Note: If possible, agency staff should inspect the house prior to the test day to ensure there are no gas leaks. BCAEO staff has had numerous field observations delayed and/or ended due to gas leak problems.

Skills Assessment Scoring

The following criteria will constitute a passing Skills Assessment and result in certification:

- The Energy auditor candidate achieves an overall score of 70% or above, AND
- Satisfactorily completes the six critical skill items listed below on page 8 of this document.

During the Skills Assessment, the Energy Auditor candidate is observed and scored on the criteria listed below. The assessment tool is based upon the DOE standardized curricula with compliance to all State of Michigan and local code requirements. The candidate will be evaluated upon successfully completing the audit and submitting all required paperwork to the DHHS BCAEO proctor.

Once certified, the Energy Auditor can conduct independent audits and final inspections.

Test Areas

See CSPM 618.2 Job Task Analysis for Energy Auditor.

Timelines

Upon arrival at the test site, each candidate will receive the "Michigan WAP Energy Auditor Candidate Skills Assessment" form. The form will include the date and time of the candidate field test, the address, and the date/time that all required documentation must be submitted to the DHHS BCAEO proctor.

The candidate will have three (3) hours on site to complete his/her inspection and twenty-four (24) hours from the conclusion of the on-site inspection to submit all required inspection documentation.

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Note: Requests for consideration of travel time to and from test site will be considered on a case by case situation. Please advise BCAEO staff of this request at the time of the observation process reservation.

Candidates must email all required inspection documents to the DHHS BCAEO proctor at the email address furnished at the assessment.

Required Documentation

The required documentation MUST include all of the following:

- Complete field audit document (IWC)
- Copy of all site produced notices
- NEAT wdz file of completed audit used for FACSPRO Work Order
- Complete work orders that identify all NEAT required measures.
- To be considered complete, a work order must include all
 - SIR justified measures;
 - Incidental measures;
 - Health & safety measures
 - Miscellaneous measures
 - Optional measures

Evaluation/Recommendation

Satisfactory Audit – Michigan Energy Auditor

Additional Site Audit Needed (equipment failed or test aborted)

Unsatisfactory Audit – Failed (scored less than 70%)

An Energy Auditor candidate will pass the Energy Auditor skills assessment with a score of 70% or greater AND satisfactory completion of the six following critical skill items.

Critical Skill Items

1. Performs all required health and safety tests in the DOE prescribed order.
2. Performs all audit activity in compliance with policy and Standard Work Specifications.
3. Accurately performs all ASHRAE 62.2 2013 calculations and fan flow measurements.
4. Completes the Blower Door test- including set-up and testing.
5. Satisfactorily completes the Combustion Appliance Zone (CAZ) testing.

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6. Conducts all required Lead Safe Weatherization practices during the audit/inspection.
7. Prepares the work order and it is reflected correctly in the NEAT output report.

Note: Failure to satisfactorily perform any of Items 1-6 will result in a failed certification. The proctor shall identify the assessment as failed immediately upon determining that the candidate failed to perform one of the critical skill items. An Energy Auditor/QC Inspector candidate may at that time request training and technical assistance on the Energy Auditor/QC Inspector protocol.

The scoring criteria is included as part of the Field Test and Score Form document. See Attachment C.

Release of Test Results to Sponsoring Agency

The sponsoring agency can obtain scoring information from the BCAEO only if the Energy Auditor/QC Inspector candidate has signed a release form. An example of a release statement is included as Attachment D.

Re-Test

If the candidate fails the test, a request to re-test will only be approved after three months or if the candidate has demonstrated that he/she has obtained additional training and/or skill in the area(s) of deficiency.

SOM Certification Documentation

Those who qualify for certification by passing all required training and testing will be issued certification via an emailed notice from BCAEO technical staff. A copy of the Energy Auditor/QC inspector certification documentation must be maintained by the sponsoring grantee.

Energy Auditor Decertification/QC inspector Suspension

The BCAEO may revoke, modify, condition, refuse to renew, or temporarily suspend, the certification of an Energy auditor and temporarily suspend aQC inspector from conducting final inspections for the SOM Weatherization program if the Energy auditor/QC inspector does any one or more of the following:

1. Commits fraud or deceit with respect to any required license or permit application or an inspection report submitted to the Grantee or SOM;

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2. Violates any state or federal law, rule, permit, or order relating to the inspection and/or installation of weatherization measures.
3. Makes a false or misleading statement in that portion of a written report that deals with professional qualification or in any testimony concerning professional qualifications;
4. Engages in an act or omission involving dishonesty, fraud, or misrepresentation with the intent to substantially benefit a home Energy auditor/QC inspector or other person or with the intent to substantially injure another person;
5. Engages in an act of fraud, misrepresentation, or deceit in the making of a home inspection;
6. Pays a finder's fee or a referral fee to a person in connection with an inspection of or work to be done on a residence;
7. Fails or refuses without good cause to exercise reasonable diligence in developing a home inspection report, preparing a report, or communicating a report;
8. Accepts a home inspection assignment when the employment itself is contingent upon the home Energy Auditor/QC Inspector reporting a predetermined estimate, analysis, or opinion or when the fee to be paid is contingent upon the opinion, the conclusions, analysis, or report reached or upon the consequences resulting from the assignment;
9. Performs work or improvement to a residence upon which the Energy Auditor/QC Inspector performed a home inspection within the previous 12 months;
10. Employs fraud, deceit, or misrepresentation in obtaining or attempting to obtain a license or renewal of a license including builder, mechanical, plumber, electrician, and maintenance and alteration licenses such as mobile home, insulator, window installer, etc.
11. Is responsible for citation of repeated (3 or more) findings in consecutive monitoring reports completed by either the grantee, DHS BCAEO or DOE;
12. Commits an act or acts of malpractice, gross negligence, or incompetence in the performance of home inspections;
13. Practices as a licensed home Energy auditor/QC inspector without a current SOM Energy Auditor/QC Inspector certification;
14. Engages in conduct that could result in harm or injury to the public during the course of an audit or inspection.

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Notice

If the BCAEO revokes, modifies, conditions, refuses to renew, or suspends a certification, it shall inform the Energy Auditor/QC Inspector in writing of the reason for the action and shall include a copy of the appeals procedure. All appeals must be submitted in writing to the Director of Bureau of Community Action and Economic Opportunity, Michigan Department of Health & Human Services at:

Bureau of Community Action and Economic Opportunity
235 S. Grand Ave. Suite 204
PO Box 30037
Lansing, MI 48909

Energy Auditors/QC Inspectors have 20 business days from the date of notification to appeal the action.

Appeals Process

The Energy Auditor/QC Inspector may request a hearing before the Energy Auditor/QC Inspector Certification Appeals Panel. Panel members will be appointed within 10 work days of the receipt of the appeal request. The panel will consist of:

- One DHS Bureau staff, appointed by the BCAEO Director;
- Two Local Weatherization Operators, appointed by the Michigan Community Action Agency Association (MCAAA) Weatherization Committee Chair;
- One CAA Executive Director, appointed by the Michigan Community Action Agency Association (MCAAA) Executive Director, and
- One member of the Commission on Community Action and Economic Opportunity; appointed by the Commission Chair.

A formal hearing will be conducted within 30 business days of the receipt of the appeal request. The panel will inform the appeals applicant in writing of its decision.

Panel Review Process

The review process will include the following elements:

Convening of the panel

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- Panel members will select a panel spokesperson. Panel will review any written documents submitted to date.

Presentation

- BCAEO staff will present a summary regarding reason(s) for the recommended action. This summary may be presented to the panel in writing, in person, or via electronic communication.
- Appellant will be given an opportunity to present a summary regarding reason(s) that BCAEO decision is not appropriate and supporting documentation as applicable. This summary may be presented to the panel in writing, in person, or via electronic communication.
- Panel members will communicate any points of clarification needed with the parties.

Deliberation and Decision

- The panel will review summary presentations, documentation and clarifications provided and render a decision.
- A decision based on simple majority will prevail.
- The panel spokesperson will communicate the panel's decision to the appellant and the BCAEO Director in writing.

Decertification Period

Revocation of an Energy Auditor or suspension of QC Inspector's performing audits for the MI WAP program shall be for a minimum of 6 months from the date of notice of decertification, suspension, or of the appeals panel notice, whichever is later.

Decertified Energy Auditor or suspended QC Inspectors may request renewal of certification at the end of the decertification period. The decertified Energy Auditor/QC Inspector must have a network grantee agency sponsor this request. The decertified Energy Auditor or suspended QC Inspector must attend IREC accredited Energy Auditor or QC Inspector training

In the event of a QC Inspector suspension, a letter outlining the suspension will be provided to Michigan Weatherization Policy Advisory Council, Department of Energy and Michigan Community Action.

CSPM 618 - ATTACHMENT A

TRAINING AND TECHNICAL ASSISTANCE RETENTION AGREEMENT

THIS TRAINING AND TECHNICAL ASSISTANCE RETENTION AGREEMENT made this ____ day of _____, 200_, is by and between AGENCY NAME (hereinafter "ABC"), and _____ (hereinafter "Contractor"), for training and technical assistance (hereinafter "T&TA") towards the cost of the Weatherization Inspector Certification Course (hereinafter "Training Course") under the Michigan Weatherization Assistance Program (hereinafter "M-WAP").

WITNESS:

WHEREAS, Section 3.0 of DOE's Weatherization Program Notice 09-1B requires that contractors receiving DOE T&TA funds sign a retention agreement that they will provide weatherization services for a specific amount of time that aligns with the funds provided;

WHEREAS, Contractor desires to receive T&TA funds assistance for the Course;

NOW THEREFORE, in consideration of the premises and agreements of "ABC" and Contractor as hereinafter provided, the parties hereby mutually agree as follows:

1. "ABC" will provide DOE T&TA funds to cover the cost of Contractor's participation in the Training Course, limited to the following:
 - a. Reasonable travel costs in accordance with DOE standards;
 - b. **[INSERT OTHER COSTS, IF APPLICABLE]**
2. Contractor shall satisfactorily complete the Training Course and any examinations required thereto;
3. Contractor shall remain actively employed or actively participate in M-WAP weatherization inspections for a period of no less **than twelve (12) months** following completion of the Training Course.
4. If Contractor does not fulfill his or her obligations under this Agreement, Contractor will reimburse "ABC" the total T&TA funds drawn within thirty (30) calendar days of notice from "ABC". Said reimbursement amount shall become immediately due and payable as a debt and obligation of Contractor to "ABC". Repayment will be made in the full amount due as a lump sum. **If payment is not received by "ABC" within thirty (30) days, "ABC" may assess reasonable costs of collection, including but not limited to interest, court costs, and attorney's fees.**
5. **Contractor has read and understands the terms of this Agreement.**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the date and year first indicated.

CONTRACTOR:

_____ Signature	_____ Date
Printed Name:	

AGENCY NAME

_____ Signature	_____ Date
Printed Name:	
Title:	

CSPM 618 ATTACHMENT B

INSPECTOR FIELD OBSERVATION TEST HOUSE CRITERIA

If a grantee agency needs to locate a home to accommodate a QC auditor/inspector candidate performing the field test, the following is the field test house criteria:

The stick-build residential home (pre-1978 construction) should include the following:

- Natural or Propane Gas appliances
 - Furnace 80% or less - NO CLOSED COMBUSTION or pvc vent
 - DHW tank (atmospheric) – NO POWER VENT
- Accessible attic - prefer unfinished and finished attics (Both)
- A working refrigerator
- Basement and/or crawlspace (Both preferred)
- Attached garage OR enclosed front or rear porch (Must have one of these)

This outline of Energy Auditor (pre-inspector) skills is to illustrate the skills needed for State of Michigan (SOM) certification test. The testing is based on Department of Energy (DOE) guidelines and the Community Services Policy Manual (CSPM).

Energy Auditors (EA) working for, or contracted by, the WAP must possess the knowledge, skills and abilities in the National Renewable Energy Laboratory (NREL) Job Task Analysis (JTA) for Energy Auditor. This applies to all individuals who perform the original audit and confirm that the measures called for on the work order are appropriate and in accordance with the SOM audit procedures and protocols approved by DOE. (CSPM 618.2)

The complete EA NREL JTA is available at:

<http://energy.gov/eere/wipo/downloads/nrel-job-task-analysis-energy-auditor>

CSPM 618.1 (excerpt):

An Energy Auditor candidate will pass the Energy Auditor skills assessment with a score of 70% or greater AND satisfactory completion of the seven following critical skill Items.

Critical Skill Items

1. Performs all required health and safety tests in the DOE prescribed order.
2. Performs all audit activity in compliance with policy and Standard Work Specifications.
3. Accurately performs all ASHRAE 62.2 2013 (or most recent) calculations and fan flow measurements.
4. Completes the Blower Door test- including set-up and testing.
5. Satisfactorily completes the Combustion Appliance Zone (CAZ) testing
6. Conducts all required Lead Safe Weatherization practices during the audit/inspection.
7. Prepares the work order and it is reflected correctly in the NEAT output report.

Four (4) of the field exam line items are gated items and must be completed successfully in order to pass the exam regardless of any other exam score. Those items include:

- Monitor the ambient CO tests throughout the building
- Record the highest ambient CO reading
- Source the CO
- Candidate set combustion appliances to pilot or disabled them

The following items are used in scoring candidates. Each bullet is counted as one (1) point. Candidate's score is calculated by dividing the score received by the number of possible bullet points (151). The field test home may not include all conditions outlined below. The successful candidate should discuss with the proctor **all** of the conditions outlined.

A. Demonstrating Professional Energy Auditor Conduct (field)

1. Establish client relations for an energy audit
 - Conduct client introductions
 - Conduct client interviews
2. Represent the program/agency/organization
 - Obtain client signatures on forms (lead forms, etc.)
 - Explain the purposes of the visit
 - Establish the client plan of action
 - Sell the client Weatherization program, services and/or packages
3. Maintain professionalism
 - Ability to work independently, verbalize why
 - Set the client expectations and responsibilities (pre and post audit)

B. Collecting Information about the Building for an Energy Audit (field)

1. Document energy consumption
 - Explain seasonal calculations (Baseload Vs Seasonal)
2. Document the building history
 - Note remodeling, additions
 - Note upgrades to structure (e.g. new windows, doors, roof, etc.)
 - Determine the age of the original structure
 - Determine if the building has any historical significance
3. Conduct a physical/visual inspection
 - Walk around exterior making observations/notes/pictures
 - Walk around interior making observations/notes/pictures
 - Determine the exterior façade materials (siding, brick, etc.)
 - Identify issues that would interfere with or prevent tests
 - Identify hazardous materials in the building
 - Detect unusual odors
 - Identify health and safety issues (clutter, bleach stored next to a furnace, etc.)
Perform visual inspection of vented combustion appliance venting configuration
 - Visually inspect adjacent and/or connected buildings for issues that impact or could be impacted by the audited building
4. Collect appliance information
 - Refrigerator manufacturer's tag data
 - Furnace tag data
 - Water heater tag data

5. Collect electrical base load data
 - Identify incandescent light bulbs
 - Identify domestic water heater data (e.g. electric, gas)
 - Watt hour metering of refrigerator
6. Collect building measurements
 - Measure walls
 - Measure roofs
 - Measure windows
 - Measure doors
 - Measure perimeter
 - Measure foundation height
 - Measure attic spaces
 - Measure area and volume of the building envelope
7. Collect health and safety data
 - Smoke alarm existing condition and need
 - CO alarm existing condition and need
 - Clothes dryer vent condition and need
 - Verify all exhaust fans are properly vented to exterior
 - Identify wiring type (e.g. knob and tube wiring, romex)
 - IAQ 552 form data collection
 - Identify electrical hazards (frayed wiring, open junction boxes, unkempt wires, overloaded circuits, etc.)
 - Identify suspect asbestos
 - Identify lead based paint hazards
 - Identify unvented combustion appliances
8. Collect mechanical ventilation data
 - Measure fan flow rate(s) of existing
 - Collect and document ASHRAE 62.2-2013 compliance needs
9. Identify building insulation (attic, walls and foundations)
 - Type of existing insulation
 - Condition of insulation
 - Voids in insulation
10. Collect attic data
 - Document all data required for WA 8.6 input
 - Document/photograph attic problems (e.g. moisture, frost, venting, rotting, etc.)
 - Identify insulation type

- Identify insulation amount (thickness, etc.)
- Identify insulation condition
- Identify presence and placement of vapor retarder
- Identify location of insulation (exposure, aligned with pressure plane and thermal boundary, etc.)
- Identify existence of baffles, proper installation
- Identify areas of insulation opportunities
- Detail any preparations needed before insulation installation
- Document access condition
- Document heat sources and need for damming

11. Collect wall data

- Document all data required for WA 8.6 input
- Document/photograph wall problems
- Measure wall areas
- Identify infiltration points

12. Collect window data

- Document all data required for WA 8.6 input
- Document/photograph window problems
- Measure window area
- Count number of windows

13. Collect door data

- Document all data required for WA 8.6 input
- Document/photograph door problems
- Identify condition of door sweep and weather stripping
- Identify door hardware condition

14. Collect foundation data

- Document all data required for WA 8.6 input
- Document/photograph foundation problems
- Measure floor areas
- Identify infiltration points
- Determine structural integrity
- Measure the crawlspace ventilation

15. Collect roof data

- Document all data required for WA 8.6 input
- Document/photograph roof problems
- Identify roof ventilation (passive vents)

C. Testing the Building for an Energy Audit (field)

1. Preparing for the test(s)
 - Determine the test(s) to be performed
 - Inform the client of the test(s)
 - Gather the test tools/equipment
2. Evaluate the appliances
 - Inspect appliances for test accessibility
 - Document findings with pictures/forms
 - Read and interpret a watt hour meter
3. Conduct indoor air quality tests
 - Monitor the ambient CO tests throughout the building (Gated)
 - Record the highest ambient CO reading (Gated)
 - Source the CO (Gated)
 - Determine if the reading exceeds any applicable action levels
 - Identify conditions that promote mold growth (high humidity, cold surface condensation, etc.)
 - Follow odors to find source of mildew
 - Visually identify presence of mold-like substance
 - Measure the flow of mechanical ventilation
 - Document findings with pictures/forms
 - Communicate results with clients
4. Perform combustion safety and efficiency tests
 - Visually inspect the fuel supply lines
 - Test for leakage in the fuel supply pipes
 - Verify leaks with bubble solution
 - Perform combustion spillage tests
 - Perform combustion appliance safety inspection to BPI 1200 standards
 - Document findings with pictures/forms
5. Perform blower door tests
 - Complete blower door test – including set-up
 - Candidate set combustion appliances to pilot or disabled them (Gated)
 - Perform zone pressure diagnostics (ZPDs)
 - Locate points of infiltration/exfiltration

- Document findings with pictures/forms
 - Interpret blower door results
 - Properly return home to pre-test conditions
6. Perform HVAC distribution tests
- Document findings with pictures/forms

D. Evaluating Collected Energy Audit Data and Completion of SIR Driven Work Order (office)

1. Evaluate the health and safety of the building
 - WA 8.6 data correctly entered
 - WA 8.6 data correctly interpreted
 - Provide proper FACSPRO documentation
2. Evaluate the durability/structural integrity of the building
 - WA 8.6 data correctly entered
 - WA 8.6 data correctly interpreted
 - Provide proper FACSPRO documentation
3. Evaluate the HVAC system
 - WA 8.6 data correctly entered
 - WA 8.6 data correctly interpreted
 - Provide proper FACSPRO documentation
4. Evaluate the mechanical ventilation
 - WA 8.6 data correctly entered
 - WA 8.6 data correctly interpreted
 - Provide proper FACSPRO documentation
 - Proper IWC data entry and interpretation
5. Evaluate energy use base loads
 - WA 8.6 data correctly entered
 - WA 8.6 data correctly interpreted
 - Provide proper FACSPRO documentation
6. Evaluate the foundation
 - WA 8.6 data correctly entered
 - WA 8.6 data correctly interpreted
 - Provide proper FACSPRO documentation
7. Evaluate the walls
 - WA 8.6 data correctly entered
 - WA 8.6 data correctly interpreted
 - Provide proper FACSPRO documentation

8. Evaluate the attic
 - WA 8.6 data correctly entered
 - WA 8.6 data correctly interpreted
 - Provide proper FACSPRO documentation
9. Evaluate the doors
 - WA 8.6 data correctly entered
 - WA 8.6 data correctly interpreted
 - Provide proper FACSPRO documentation
10. Evaluate the windows
 - WA 8.6 data correctly entered
 - WA 8.6 data correctly interpreted
 - Provide proper FACSPRO documentation
11. Enter the data into energy modeling software
 - WA 8.6 data correctly entered
 - WA 8.6 data correctly interpreted
 - Provide proper FACSPRO documentation
12. Determine the work scope
 - WA 8.6 data correctly entered
 - WA 8.6 data correctly interpreted
 - Generate a work order in FACSPRO IWC

RELEASE OF TEST INFORMATION

CSPM Item 618 – Attachment D

I understand _____(Sponsoring Agency) is sponsoring me to attend a Michigan Department of Human Services, Bureau of Community Action and Economic Opportunity (DHS BCAEO) training.

I agree by signing below that the DHS BCAEO staff is hereby authorized to release information regarding my attendance and test scores to the agency listed above.

Signed: _____ Date: _____

DHS BCAEO Witness: _____ Date: _____

Sponsoring Agency Contact Person: _____

Contact Person's Email Address: _____

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REFERENCES

- State of Michigan DOE State Plan
- Technical Weatherization Policy Manual (TWP)
- Retrofitting Michigan Field Guide
- Community Services Policy Manual
- Weatherization Program notice 15-4
- Standard Work Specifications for Home Energy Upgrades for Single Family, Manufactured Housing, and Multifamily homes
- IREC ISO 17024 Accreditation Program for Energy Efficiency Training Programs
- National Renewable Energy Laboratory Job Task Analysis
- U.S. Department of Energy WAP Training and Technical Assistance Clearing House

PURPOSE

The backbone of the accreditation process is the Job Task Analyses (JTAs). The JTAs for Single-Family Home Energy Upgrades reflect the four most common job classifications in the U.S. Department of Energy's Weatherization Assistance Program (WAP) and home energy upgrade industry, cataloguing the knowledge, skills, and abilities that a practitioner needs in order to perform a given job effectively and safely. The Single-Family JTAs are used by training providers to develop coursework that can be verified and accredited by a third-party organization. By being able to verify and accredit training programs based on these JTAs, a higher level of consistency and quality is now available within the industry.

A Job Task Analysis is a foundation for any valid credentialing program and helps identify the core knowledge areas, critical work functions, and/or skills typically found across a representative sampling of current practitioners or job incumbent workers. Empirical results from a job analysis provide examinees and the public with a valid, reliable, fair, and realistic assessment that reflects the skills, knowledge, and abilities required to competently perform a job.

POLICY

Quality Control Inspector (QCI)

A Quality Control Inspector is an evaluator who verifies the work performed against the work plan, specifications and standards, performs building diagnostics, records/reports findings and concerns, and specifies corrective actions; by conducting a methodological audit/inspection of the building, performing safety and diagnostic tests, and by observing the retrofit work; in order to ensure the completion, appropriateness and quality of the work providing for the safety, comfort, and energy

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savings of the building occupants.

Domains/Tasks

Domain 1: Conducting Quality Checks - In-Process Visual/Sensory Inspections

Task 1: Verify worker compliance with safety rules

Task 2: Assure worker professionalism

Task 3: Address work problems

Task 4: Evaluate client satisfaction regarding the in-process work

Domain II: Conducting Quality Checks - Post-Work Visual/Sensory Inspection

Task 1: Review client file and the work scope

Task 2: Perform an exterior and interior visual/sensory inspection

Task 3: Evaluate client satisfaction

Task 4: Determine pass/fail of the work

Domain III: Conducting Quality Checks - Post-Work Diagnostic Inspections

Task 1: Conduct health and safety tests

Task 2: Conduct diagnostic tests

Task 3: Identify work problems

Domain IV: Ensuring Worker Professionalism

Task 1: Perform spot checks

Task 2: Provide feedback regarding professionalism

Domain V: Ensuring Program or Project Compliance

Task 1: Maintain professional credentials

Task 2: Confirm the allocation of public/private funds

Task 3: Evaluate installed measures against the field guide, SWS and state/local codes

Task 4: Close out the project

Task 5: Maintain files and records

Detailed Job Task Analysis for Quality Control Inspection can be found at the U.S. Department of Energy website:

<http://energy.gov/sites/prod/files/2014/01/f7/51670.pdf>

Multifamily Quality Control Inspector

The multifamily quality control inspector is a building performance specialist who inspects installed energy conservation measures in multifamily buildings by observing and measuring building systems and components and analyzing building performance data to verify that project requirements are met.

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Multifamily Quality Control Inspector Duty Areas

- Reviewing Project Documents
- Developing Quality Control Plan
- Conducting Pre-Installation Site Visits
- Conducting Site Visits
- Reporting Quality Control Inspection Observations and Findings

Detailed Job Task Analysis for Multifamily Quality Control Inspector can be found on the U.S. Department of Energy website: <http://www.nrel.gov/docs/fy14osti/60537.pdf>

Energy Auditors (Single Family)

An Energy Auditor is a building scientist who evaluates the energy efficiency and health & safety of a building and identifies areas for savings by gathering empirical data, conducting tests and using energy modeling software, in order to reduce the energy consumption, improve the safety, and increase the lifespan of a building; while improving the quality of life and comfort for building occupants.

Domains/Tasks

Domain 1: Demonstrating Professional Energy Auditor Conduct

Task 1: Establish client relations for an energy audit

Task 2: Represent the program/agency/organization

Task 3: Maintain professionalism

Domain II: Collecting information about the Building for an Energy Audit

Task 1: Document energy consumption

Task 2: Document the building history

Task 3: Conduct a physical/visual inspection

Task 4: Collect appliance information

Task 5: Collect electrical base load data

Task 6: Collect building measurements

Task 7: Collect health and safety data

Task 8: Collect mechanical ventilation data

Task 9: Identify building insulation (attic, walls and foundations)

Task 10: Collect attic data

Task 11: Collect wall data

Task 12: Collect window data

Task 13: Collect door data

Task 14: Collect foundation data

Task 15: Collect roof data

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Domain III: Testing the Building For an Energy Audit

Task 1: Preparing for the test(s)

Task 2: Evaluate the appliances

Task 3: Conduct indoor air quality tests

Task 4: Perform combustion safety and efficiency tests

Task 5: Perform blower door tests

Task 6: Perform HVAC distribution tests

Domain IV: Evaluating Collected Energy Audit Data

Task 1: Evaluate the health and safety of the building

Task 2: Evaluate the durability/structural integrity of the building

Task 3: Evaluate the HVAC system

Task 4: Evaluate the mechanical ventilation

Task 5: Evaluate energy use base loads

Task 6: Evaluate the foundation

Task 7: Evaluate the walls

Task 8: Evaluate the attic

Task 9: Evaluate the doors

Task 10: Evaluate the windows

Task 11: Enter the data into energy modeling software

Task 12: Determine the work scope

Detailed Job Task Analysis for Single Family Energy Auditor can be found on the U.S. Department of Energy website: <http://energy.gov/sites/prod/files/2014/01/f7/51672.pdf>

Multifamily Energy Auditor

The multifamily energy auditor is a building science and energy efficiency specialist who assesses multifamily building systems, and collects and analyzes energy use and building performance data, to develop a plan for reducing operating costs, and enhancing building performance while increasing occupant quality of life.

Multifamily Energy Auditor Duty Areas

- Determining Scope of Energy Assessment
- Preparing for Site Visit
- Assessing Heating and Cooling System
- Assessing Building Enclosure
- Evaluating Lighting Conditions
- Assessing Indoor Air Quality and Ventilation System
- Assessing Additional Loads and Sources
- Assessing Domestic Hot Water Systems
- Developing an Energy Performance Plan

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- Performing Post-Audit Activities

Detailed Job Task Analysis for Multifamily Energy Auditor can be found on the U.S. Department of Energy website: <http://www.nrel.gov/docs/fy14osti/60447.pdf>

Crew Leader (Single Family)

A Crew Leader is responsible for supervising the retrofitting activities specified in the scope of work. He or she is responsible for interacting with the client plus managing personnel and materials on the job site in a safe and effective manner. The Crew Leader is responsible for quality control, testing procedures, documentation, and conducting a final walk through to ensure that all work is completed in a satisfactory manner.

Domains/Tasks

Domain 1: Develop and/or Review the Work Order

Task 1: Identify and disperse necessary paperwork, (e.g. permits, releases, lead-based paint EPA requirements, historic preservation, etc.)

Task 2: Read, evaluate and discuss with relevant others (auditor, coordinator, program manager, etc.) both audit and homeowner concerns

Task 3: Develop strategy for corrective actions necessary to achieve goals

Task 4: Develop production schedule for crews and subs

Domain II: Identify materials and staffing needs

Task 1: Identify skill sets of individuals necessary for job (i.e. crew and contractors)

Task 2: Identify total hours and number of individuals necessary to safely complete the job

Task 3: Identify, obtain and maintain tools, equipment and materials necessary to complete job

Task 4: Identify Personal Protective Equipment (PPE) necessary for job

Domain III: Develop plan to execute work order on site

Task 1: Establish rapport and expectations with homeowner

Task 2: Conduct interior and exterior visual home inspection review with crew in order to confirm with client the completion of any prerequisite work

Task 3: Conduct interior and exterior visual home inspection review with crew in order to perform initial job site safety inspection

Task 4: Conduct interior and exterior visual home inspection review with crew in order to develop site-specific safety plan to address any unsafe conditions and possible hazards and inform crew

Task 5: Conduct interior and exterior visual home inspection review with crew in order to document pre-existing conditions (e.g. cracked window, cracked ceiling and walls)

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Task 6 Conduct interior and exterior visual home inspection review with crew in order to ensure work areas are accessible and scoped properly

Task 7: Conduct interior and exterior visual home inspection review with crew in order to identify need for job change orders

Task 8: Conduct interior and exterior visual home inspection review with crew in order to adjust work schedule as needed

Task 9: Conduct informative walk through with homeowner to explain what crew will be doing and answer questions and concerns

Task 10: Conduct informative walk through with homeowner to verify specific homeowner issues (allergies, valuable items, etc.)

Task 11: Conduct informative walk through with homeowner to obtain all necessary signoffs before work begins

Domain IV: Prepare house to execute work order

Task 1: Protect interior/exterior of house (e.g. with drop cloths, poly, Tyvek booties, pressurization)

Task 2: Set up proper containment, if necessary

Task 3: Test in (e.g. blower door, room to room pressure tests, IR scans, combustion appliances)

Task 4: Revise work order if necessary to reflect current conditions

Domain V: Execute work order and manage project

Task 1: Monitor safety practices for employees, contractors and job site

Task 2: Communicate with and support crew to ensure job efficiency (e.g. unforeseen circumstances, materials and tools not originally specified)

Task 3: Document work progression and work order changes with photos and notes

Task 4: Maintain quality control

Task 5: Clean up containment zones as necessary

Task 6: Communicate with homeowner as necessary

Task 7: Monitor use of resources (e.g. materials, manpower)

Task 8: Verify that installers track and document material usage

Task 9: Actively mentor crew (e.g. safety, work practices, professionalism)

Task 10: Monitor contractor for job site compliance

Task 11: Conduct daily final walk through to verify that all components of that day's work scope have been completed and cleaned up appropriately

Domain VI: Job finalization activities

Task 1: Walk through to verify that all components of the work scope have been completed

Task 2: Test out (e.g. blower door, IR scans, worst-case draft, combustion testing)

Task 3: Complete clean up

Task 4: Final walk through with homeowner/responsible party

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Domain VII: Final Documentation

Task 1: Obtain homeowner/ responsible party job-completion sign-off signature

Task 2: Complete all final job documentation (e.g. materials, man hours, photos, time sheets, certified renovator signatures, information for inspectors)

Detailed Job Task Analysis for Crew Leader can be found on the U.S. Department of Energy website at:

<http://energy.gov/sites/prod/files/2014/01/f7/51673.pdf>

Multifamily Building Operator

A multifamily building operator efficiently operates and maintains building systems, addresses tenant concerns, improves building performance, and complies with regulations to support a comfortable, healthy, and safe living environment.

Multifamily Building Operator Duty Areas

- Facilitating Stakeholder Communication
- Monitoring Current Building Performance
- Operating and Maintaining Building Systems
- Ensuring Regulatory Compliance
- Improving Health and Safety
- Improving Building Performance

Detailed Job Task Analysis for Multifamily Building Operator can be found on the U.S. Department of Energy website: <http://www.nrel.gov/docs/fy14osti/60536.pdf>

Retrofit Installer (Single Family)

A Retrofit Installer/Technician installs energy-efficiency measures to single family or 2-4 unit-homes using a variety of building science best practices to improve, safety, comfort, durability, indoor air quality, and energy efficiency.

Domains/Tasks

Domain I: Maintain safety

Task 1: Follow work rules of jurisdiction having authority

Task 2: Handle materials/equipment according to manufacturer specifications

Task 3: Handle tools according to manufacturer specifications

Domain II: Prepare for the job (before arriving at job site)

Task 1: Attend training

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Task 2: Gather materials and supplies

Task 3: Gather tools

Domain III: Prepare and maintain tools and materials on-site

Task 1: Set up tools

Task 2: Set up materials

Domain IV: Prepare and maintain job site

Task 1: Attend job site safety meeting

Task 2: Implement safety protocol (rigging, ventilation, blocking)

Task 3: Use protective barriers (drop cloths)

Task 4: Report preexisting conditions (that are not in scope)

Task 5: Protect exterior environment

Domain V: Implement work scope

Task 1: Locate specific work areas

Task 2: Verify access to work areas

Task 3a: Install air sealing measures

Task 3b: Install loose fill insulation

Task 3c: Install or patch moisture barriers

Task 3d: Rough in mechanical ventilation systems

Task 3e: Identify mechanical systems

Task 3f: Identify combustion appliance safety hazards

Task 3g: Install dense pack insulation

Task 3h: Install windows and doors

Task 3i: Identify electrical installation needs (rough-in, fans)

Task 3j: Identify plumbing installation needs

Task 3k: Identify/install roofing and flashing installation needs

Task 4: Clean as you go (organize)

Task 5: Address deviations from work scope

Domain VI: Wrap up

Task 1: Pick up tools and materials

Task 2: Clean up and close out

Task 3: Participate in crew debriefing (after action review, post construction job review)

Detailed Job Task Analysis can found on the U.S. Department of Energy website:

http://energy.gov/sites/prod/files/2014/01/f7/retrofit_installer_jta_04112012.pdf

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Multifamily Retrofit Project Manager

Multifamily retrofit project managers direct and assure the successful completion of the building performance assessment, work scope development, and installation of conservation measures to reduce operating costs and achieve energy savings while ensuring the health and environmental safety of the building occupants.

Multifamily Retrofit Project Manager Duty Areas

- Assessing Project Viability
- Overseeing Building Performance Assessment
- Negotiating Statement of Work
- Procuring Installation
- Monitoring Construction
- Confirming Project Completion

Detailed Job Task Analysis for the multifamily Retrofit Project Manager can be found on the U.S. Department of Energy website: <http://www.nrel.gov/docs/fy14osti/60446.pdf>

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REFERENCES

- National Historic Preservation Act (16 USC 470F)
- 36 CFR Part 800.14
- 36 CFR Part 800 (Section 106)

PURPOSE

On August 28, 2009, the United States Department of Energy (DOE) sent a Memorandum to all state and tribal historic preservation offices to formalize the role of recipients of grant awards ("EERE Applicants") under the DOE under the Energy Efficiency and Conservation Block Grant (EECBG) program, the State Energy Program (SEP) and Weatherization Assistance Program (WAP) in the Section 106 process.

This item serves to establish policy and procedures for administering WAP funded by DOE and in compliance with the parties' respective responsibilities under Section 106..

Section 106 of the National Historic Preservation Act (NHPA) applies to DOE funded activities. Grantees shall avoid taking any action that results in an adverse effect to historic properties pending compliance with Section 106.

The DOE Contracting Officer will consider the Grantee in compliance with Section 106 of the NHPA only after the Grantee has submitted adequate background documentation to the State Historic Preservation Office (SHPO) for its review. The SHPO has to provide written concurrence to the Grantee that it does not object to its Section 106 finding or determination. The Grantee shall provide a copy of this concurrence to the DOE Contracting Officer.

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POLICY

The following process shall be used to determine whether a SHPO review is mandatory, and if so, how to request Section 106 reviews for projects funded under the WAP program.

Required Section 106 SHPO Review

Section 106 reviews must be considered for any weatherization work on:

- Units 50 years of age or older at the time the work takes place;
- Units that are historic properties;
- Units that are in a designated historic area.

For units meeting any of the above criteria, the Grantee must refer to the Exemption Guide in Attachment A to determine whether a SHPO review is required. Use the DOE WAP Historic Preservation Checklist to document the review of each unit.

For any unit that meets the criteria listed in the “Required Section 106” above, review the list to determine whether measures to be installed fall under the general exemptions or meet the conditions for exterior or interior exemptions. If so, **no SHPO consultation is required** and the Grantee may proceed with weatherization work on that unit.

Exemption Guide

The Programmatic Agreement includes an Exemption Guide (Attachment A) with guidance in working with SHPO. This guide includes:

- A list of general exemptions for activities that do not require consultation with the SHPO.
- A list of exterior work that does not require consultation if certain described conditions are met.
- A list of interior work that does not require consultation if certain described conditions are met.
- A list of activities that always require SHPO consultation.

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For any unit that meets the criteria above, review the list to determine whether measures to be installed fall under the general exemptions or meet the conditions for exterior or interior exemptions. If so, **no SHPO consultation is required** and the Grantee may proceed with weatherization work on that unit.

Initiating a SHPO Review

For all other situations, the Grantee shall provide information regarding the property to SHPO to initiate a review. Reviews may be requested electronically or by mail.

Note: The Section 106 SHPO review process must be completed prior to the start of weatherization activities.

Electronic Submission

Electronic submission of the SHPO review request is initiated at the following website:
<http://housing.state.mi.us/weatherization/>

The Grantee enters the property address, identifies the appropriate building materials and uploads a photograph of the property. After all of the required information has been entered, the Grantee can submit the request electronically to the SHPO database. The Grantee can log into the database at any time to track the status of all review requests that have been submitted by the Grantee.

Mail Submission

If the Grantee does not submit the review requests electronically, the following must be sent to SHPO:

- The completed *State Historic Preservation Office of Michigan Housing Rehabilitation Inventory Card*
- GPS MAP
- Photograph

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- Completed identification information section of the *State Historic Preservation Office of Michigan Historic Significance Response Sheet*

To obtain the *State Historic Preservation Office of Michigan Housing Rehabilitation Inventory Card* or the *State Historic Preservation Office of Michigan Historic Significance Response Sheet*, contact the State Historic Preservation Office at the address or phone number below.

Submit all review documents to the following address:

attn: DOE Weatherization Assistance Program
 State Historic Preservation Office
 Michigan State Housing Development Authority
 702 W. Kalamazoo Street
 PO Box 30740
 Lansing, MI 48909-8240

Phone: 517-373-1630
 email: ER@michigan.gov

Neighborhood Reviews

Grantees may submit requests for the review of entire neighborhoods to be considered excluded from the historic preservation review. This type of request must include the following information:

- Description of the neighborhood including all borders
- Dates of construction of sample houses
- MAP of neighborhood
- Digital photos of neighborhood houses (5-6 houses)
- Digital photos of streetscapes
- Cover letter indicating planned activities

Submit these requests for review to the address listed above and indicate this is a NEIGHBORHOOD REVIEW REQUEST.

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If all materials are submitted, response time can vary. Response time is usually less for electronic submissions. Keep a copy of the response in the client file.

Client File Documentation

For any unit that meets the criteria listed in the Required Section 106 SHPO review, a DOE WAP Historic Preservation Checklist must be completed and retained in the client file.

For any unit that requires a Section 106 SHPO review, the completed *State Historic Preservation Office of Michigan Historic Significance Response Sheet* must also be retained in the client file.

Monitoring

Grantees may be monitored by the SHPO for compliance with this guidance. Agencies should therefore retain adequate records of compliance for all projects subject to this guidance, including before and after photographs of buildings/work subject to these exemptions as well as detailed specifications of the work conducted.

Michigan SHPO WAP Exemption Guide

This Guidance is provided by the Michigan SHPO to aid weatherization professionals in their consultation with our office. This Guidance is based on an Interagency Agreement developed between the SHPO, Michigan State Housing Development Authority, the Department of Energy, Labor and Economic Growth, and the Department of Human Services.

Consultation with the SHPO is **not required** for structures that are less than fifty years of age because these are unlikely to be considered historic properties (based on the criteria of the *National Register of Historic Places*).

If the SHPO determines that a property is not listed in or eligible for listing in the *National Register of Historic Places*, even if it is fifty years old or older, then the following exemptions do not apply and no further SHPO review is required.

The following work items are exempted from SHPO review. These exemptions assume the work is being done on a historic property. Work on historic properties must be done in accordance with the Secretary of the Interior's (SOI) *Standards for the Treatment of Historic Properties*, applicable SOI *Guidelines*, and *Preservation Briefs*. The *Standards* are reflected in the work specifications. All work must be done in accordance with any applicable specifications or it is not exempted. Work items not included in this Guidance are not exempted from SHPO review. Please review the final section of this Guidance for activities that do require SHPO review, including special consideration for potential archaeological impacts.

General Exemptions:

Energy Audits and Feasibility Studies

Weatherization of mobile homes and trailers

Appliance replacement

Exempted Exterior Work:

Repairing or replacing in-kind existing driveways, parking areas, walkways, etc.

Excavating to gain access to existing underground utilities to repair or replace them.

Minor excavating (2-3 cubic feet) to rebuild or install new crawl space access.

Air Sealing

- caulking/weatherstripping around doors/windows for infiltration/exfiltration issues.

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Doors and Windows

- Replacement of existing windows and doors that are not original to the building.
- Replacement of existing original windows and doors when the replacement window or door matches the size, design, proportion, profile and materials of the original and the size of the window or door opening is not altered (enlarged or reduced). Typical vinyl windows with snap-in grids or a grid between glass panes are not appropriate.
- Installing insulated exterior replacement doors where the openings are not altered and they cannot be viewed from the public right-of-way.
- Installation of storm windows or doors and wood screen doors in a manner that does not harm or obscure original historic windows, doors or trim.

Wall Insulation (no spray foam insulation), subject to the following specifications:

- Minor necessary repairs to prepare exterior walls for insulation are exempted provided the repairs match the original surface composite.
- All wall insulation must have an adequate vapor barrier or vapor retardant on the warm (heated) side of the wall or consist of a pre-expanded, closed-cell foam insulation. Multiple coats of interior wall and ceiling paint are sufficient to meet the criteria of a vapor retardant, per the U.S. Dept. of Energy. More information is available at:

http://www.energysavers.gov/your_home/insulation_airsealing/index.cfm/mytopic=11810

- No holes are drilled through **original exterior (wood, brick, etc.) siding**, or holes have no permanent visible alteration to the finish materials. Any holes drilled for insulation must be finished and returned to condition as close to the original as possible. Access holes in the walls must be patched or plugged with materials that match the original (no plastic plugs).
- Access holes may be patched or plugged with plastic plugs where the original siding was replaced with aluminum or vinyl siding prior to the WAP project.

Painting and Siding

- Painting over previously painted exterior surfaces, provided destructive surface preparation treatments, including, but not limited to, water-blasting, sandblasting and chemical removal, are not used.
- Installation or replacement of gutters and downspouts, provided that their color is historically appropriate for the period and style of the property.

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- Repair or replacement of original exterior siding provided that new siding matches the original siding in dimension, profile, texture, and material (for example, replacement in-kind).
- Replacement of existing aluminum or vinyl siding.

Roofing

- Flat or shallow pitch roof replacement (shallow pitch is defined as a pitch with a rise-to-run ratio equal to or less than 3" to 12"), with no part of the surface of the roof visible from the ground.
- Repairing or replacing roofing materials that closely match the historic materials and form, or with materials that restore the original feature based on historic evidence, and in a manner that does not alter the roofline.

Solar

- Small Solar Systems, when they are shingle style and on the rear roof of the structure, not viewable from any public right of way.

Interior Work:

Water Conservation Measures (low flow faucets, toilets, shower heads, urinals)

Air Sealing and Insulation

- Sealing air leaks using weather stripping, door sweeps, and caulk and sealing major air leaks associated with bypasses, ducts, air conditioning units, etc.
- Insulation on water heater tanks, pipes and ducts
- Insulation of floors, ceilings, attics, crawl spaces and foundations in a manner that does not harm or damage historic fabric (no spray foam insulation) including:

Band joist ("Sill Box") insulation

Floor insulation, provided that historic floor finishes are not damaged

Attic insulation, including knee-wall insulation, where insulation has been installed previously and when proper ventilation exists

Repair of minor roof leaks prior to installing attic insulation

Attic insulation when no prior insulation has been installed, if there is an **adequate vapor barrier or vapor retardant** on the warm (heated) side of the attic floor, such as fiberglass bat. Multiple coats of interior wall and

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ceiling paint are sufficient to meet the criteria of a vapor retardant, per the U.S. Dept. of Energy. More information is available at:

http://www.energysavers.gov/your_home/insulation_airsealing/index.cfm/mytopic=11810

- Wall insulation (no spray foam insulation), subject to the following specifications:

Minor necessary repairs to prepare walls for insulation are exempted provided the repairs match the original surface composite.

All wall insulation must have an **adequate vapor barrier or vapor retardant** on the warm (heated) side of the wall **or** consist of a **pre-expanded, closed-cell foam** insulation. Multiple coats of interior wall and ceiling paint are sufficient to meet the criteria of a vapor retardant, per the U.S. Dept. of Energy. More information is available at:

http://www.energysavers.gov/your_home/insulation_airsealing/index.cfm/mytopic=11810

Interior holes drilled for insulation must be finished and returned to condition as close to the original as possible. Access holes in the walls must be patched or plugged with materials that **match the original**. No decorative plaster may be damaged.

Fire, Smoke or Carbon Dioxide Detectors / Alarms

- Replacement of existing smoke detector or carbon monoxide detector
- Plug-in carbon monoxide detectors
- New installation of hard-wired devices (occupancy sensors, carbon monoxide sensors, programmable thermostats, smoke detectors) as long as it does not include significant spaces (entrances/entry halls/lobbies, areas for public gathering and circulation, primary rooms). If work occurs in a significant space, work shall not damage historic materials or finishes. New wiring/piping/ductwork, etc. shall be concealed.

HVAC Work

- Clean, tune or repair heating and cooling systems, including furnaces, boilers, heat pumps, vented space heaters, wood stoves, central air conditioners, window air conditioners, heat pumps, and evaporative coolers
- HVAC upgrades (Replacement of boilers, furnaces, etc.) that do not require any new venting or a new location, **or** venting is on the rear of the structure, not visible from any public right of way.

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- Install mechanical ventilation, in a manner not visible from the public right of way, to ensure adequate indoor air quality if house is air-sealed to building tightness limit
- Repair or replace vent systems on fossil-fuel-fired heating systems and water heaters to ensure that combustion gasses draft safely to outside if venting is on the rear of the structure, not visible from any public right of way.
- Modify, repair, or replace duct and pipe systems so heating and cooling systems operate efficiently and effectively, including adding return ducts, replace diffusers and registers, replace air filters, install thermostatic radiator controls on steam and hot water heating systems provided:
The work does not include significant spaces (entrances/entry halls/lobbies, areas for public gathering and circulation, primary rooms). If work occurs in a significant space, work shall not damage historic materials or finishes. New wiring/piping/ductwork, etc. shall be concealed.
- Install programmable thermostats, outdoor reset controls, UL listed energy management systems or building automation systems and other HVAC control systems provided:
The work does not include significant spaces (entrances/entry halls/lobbies, areas for public gathering and circulation, primary rooms). If work occurs in a significant space, work shall not damage historic materials or finishes. New wiring/piping/ductwork, etc. shall be concealed.
- Ventilating crawl spaces.
- Installing continuous ridge vents covered with ridge shingles or boards, or roof vents, bath and kitchen vents, soffit and frieze board vents, combustion appliance flues, if not located on a primary roof elevation or visible from the public right-of-way.
- Installing foundation vents, if painted or finished to match the existing foundation material.

Lighting and Appliances

- Compact fluorescent light bulbs
- Energy efficient light fixtures (replacement)
- Upgrade exterior lighting (replacement of mercury vapor to metal halide bulbs)
- LED light fixtures & exit signs (replacement)
- New installation of hard-wired devices as long as it does not include significant spaces (entrances/entry halls/lobbies, areas for public gathering and circulation,

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primary rooms). If work occurs in a significant space, work shall not damage historic materials or finishes. New wiring/piping/ductwork, etc. shall be concealed.

Plumbing and Electrical Work

- Repairing or upgrading electrical or plumbing systems and installing mechanical equipment, in a manner that does not affect the interior or exterior of the building.
- Repair or replace water heaters that do not require any new venting or a new location, or venting is on the rear of the structure, not viewable from any public right of way.
- New installation of hard-wired devices as long as it does not include significant spaces (entrances/entry halls/lobbies, areas for public gathering and circulation, primary rooms). If work occurs in a significant space, work shall not damage historic materials or finishes. New wiring/piping/ductwork, etc. shall be concealed.

SHPO CONSULTATION REQUIRED

The work listed in the above exemption Guidance will require SHPO review if it does not meet the described conditions, as will any work item *not included* in this Consultation List. The following activities may affect historic properties (36 CFR Part 800.5) and will require SHPO Section 106 review if they affect a structure that is fifty (50) years of age or older:

- Any activity that does not meet the work specifications of this exemption Guidance and follow the Secretary of the Interior's *Standards for Rehabilitation*.
- Any activity that is not specified in this exemption Guidance
- White Roofs, Cool Roofs, Green Roofs, Sod or Grass Roofs
- Small solar systems; combined solar/wind demonstration units on government buildings
- Lead-based paint abatement
- Power washing
- Repairing masonry, including repointing and rebuilding chimneys
- Insulating with any Spray Foam Insulation Products

Ground disturbing activity will always require SHPO consultation for archaeological impacts, regardless of the age of structures on the property.

Ground Disturbing Activity

- Geothermal Heating Systems
- Small-scale concrete slab work, such as placing a slab for a garage or for an addition to an existing building.
- Small-scale new construction in urban and residential settings. Examples of small-scale construction would be a detached garage or a shed.
- New construction
- Any ground disturbing activity in the cities of Saginaw, St. Ignace, Bay City, Mackinaw City and Sault Ste. Marie.

TERMS OF USE

Any work item in the WAP program that is not addressed in this list shall be subject to SHPO consultation. This Guidance only applies to projects funded through the WAP program as part of the DOE's Energy Efficiency and Renewable Energy Program (EERE), part of the American Recovery and Reinvestment Act (ARRA) and set to expire in 2012. The terms of this Guidance shall then terminate unless otherwise agreed to by the SHPO. This Guidance is for the exclusive use of the WAP program and shall not apply to any other federally-funded program. The DHS and its delegated entities are advised to document all points of their decision-making in order to demonstrate proper compliance with Section 106.

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REFERENCES

- PA 230 of 1981, as amended, being MCL 400.1101 et seq.
- 10 CFR §440.10 and 440.15 Weatherization Assistance Program for Low-Income Persons- Final Rule
- The Weatherization Assistance for Low-Income Persons Act, 42 U.S.C. 6861 et seq., as amended.

PURPOSE

To establish policy and procedures for program termination or reduction in funding under the Weatherization Program.

- 10 CFR §440.10 states:

“(f) DOE may reduce the program allocation for a state by the amount DOE determines cannot be reasonably expended by a grantee to weatherize dwelling units during the budget period for which financial assistance is to be awarded.”
- 10 CFR §440.15 states:

“A State may terminate financial assistance under a subgrant agreement for a grant period only in accordance with established State procedures that provide to the subgrantee appropriate notice of the State’s reasons for termination and afford the subgrantee an adequate opportunity to be heard.”

Note: Michigan’s eligible subgrantees are listed as Local Weatherization Operators in Michigan’s DOE State plan each year.

POLICY

Cause for Reduction of Funding- Statewide Redistribution of Funds

Department of Human Services (DHS) may do a statewide redistribution of weatherization funds in response to any of the following:

1. A review of each Grantee’s spending and production resulting in the need to adjust Grantee allocations to maximize the number of homes weatherized in Michigan.

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2. The results of the most recently available census or other appropriate data.
3. Notification of funding decreases by the funding source.

Cause for Termination of Funding

1. If DHS determines that insufficient progress is being made to bring resolution to issues of non-compliance, DHS will formally designate program deficiencies.

DHS will send a letter to the Grantee Executive Director and Board of Directors notifying them that DHS has formally designated one or more program deficiencies within their agency.

At the point program deficiencies are designated, a Quality Improvement Plan (QIP) may be required.

If DHS determines (taking into account the seriousness of the deficiency and the time reasonably required to correct the deficiency) that a QIP is not appropriate, DHS will send a letter to the Grantee Executive Director and Board of Directors notifying them of the reasons that the Grantee will not be allowed to implement a QIP

2. If a QIP is required, the Grantee will have 60 calendar days to submit their QIP to DHS.
3. Within 30 calendar days of receipt, DHS will approve the QIP or specify in writing the reasons why the QIP is unacceptable.
4. DHS will make reasonable efforts to provide training and technical assistance to the Grantee for purposes of implementing the QIP.
5. In order to ensure services are being provided to clients, DHS reserves the right to find an interim provider to service an area if a Grantee QIP implementation will take a significant amount of the grant period.
6. If the QIP continues to be unacceptable after 30 days, or if at any point DHS determines that insufficient progress is being made to correct deficiencies, DHS may proceed to program termination.
7. DHS will notify the Grantee Executive Director, Weatherization Program Coordinator, and Board of Directors, if applicable, in writing of its decision to

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terminate the weatherization program at least 30 days prior to the effective date of the termination.

APPEALS

- A Grantee may appeal a DHS decision related to a QIP, or the initiation of program termination procedures by submitting a written statement describing the reason for the appeal.
- Written appeals must be submitted no later than 14 calendar days after the Grantee receives notification of the DHS decision in question.
- Appeals must be submitted to the Director of the Department of Human Services at the address below:

Department of Human Services
 235 South Grand Avenue
 PO Box 30037
 Lansing, MI 48909

- At the discretion of the DHS Director, a meeting may be called or other action may be taken in an attempt to come to resolve the appeal.
- The decision of the DHS Director to accept or reject an appeal is final.
- The Grantee will be notified of the DHS decision to accept or reject an appeal within 30 days of its receipt.

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REFERENCES

- CFR 440.21
- DOE Weatherization Program Notice 10-17
- Community Services Policy Manual 606.1

PURPOSE

Per Department of Energy (DOE) Weatherization Program Notice 10-17, page 2:

“This guidance is specifically designed to address the DOE investment in eligible dwelling units weatherized by the Program. All associated health and safety costs incurred on a dwelling unit are generally treated outside the SIR when determining cost-effectiveness. On the other hand, all energy-related repair costs associated with weatherizing the dwelling units are a part of the SIR when determining cost-effectiveness.

When performing the energy audit on an eligible dwelling unit, the total costs associated with the installation of eligible measures – as listed in Appendix A - can be discounted by the amount of non-Federal resources leveraged for that particular measure in determining the SIR. The types of non-Federal resources that could be used would include, but are not limited to: landlord contributions, utility funds, donations from private sources, and/or state resources that supplement other similar funds. It is DOE’s intent to allow subgrantees some flexibility in calculating the SIR for a specific measure when other funds can be used to offset some of the costs, thereby reducing the federal investment and raising the SIR to 1.0 or greater on the remaining investment.

The cost-effectiveness of the WAP will still be calculated on the total DOE investments used to weatherize the property. It is not DOE’s intent to create projects that are not cost effective in design and installation. DOE expects that all subgrantees will use this SIR calculation allowance only when the cost effectiveness for the entire investment in the property can still be substantiated. Further, it is not DOE’s intent to “leapfrog” measures that are already cost-effective in order to accommodate a measure that is included in the package of measures as a result of utilizing the provisions of this guidance. All measures that were cost-effective after the initial energy audit is conducted would remain a part of the list of measures to be completed on the unit.

Note: For the purpose of meeting the SIR requirement by using other resources to

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reduce the investment in a material or measure, no federal resources or funds may be used to offset the total installation cost. This includes State designated funds which are actually federal-based funds such as LIHEAP, CDBG, etc., may not be used for this purpose. No exceptions will be granted to this provision.

Grantees utilizing this guidance will need to conduct an initial energy audit of the building to determine the cost-effectiveness of the federal investment, including measures that are not cost-effective without leveraged resources. Those agencies that have non-Federal resources for use in the building will need to run the energy audit a second time with the necessary resources for any specified measure(s) to ensure the total package of measures remain at least with an SIR of 1.0 or greater. A second energy audit run can be eliminated by indicating what measures will need to utilize this flexibility and the amount of funds necessary to accomplish the buy-down.

Grantees will also be required to complete a summary of all costs associated with the weatherization of the building, including any or all non-Federal resources to be used. This summary will become part of the building's customer file along with the inputs and results of both energy audits.”

POLICY

Cumulative SIR:

For any job completed using DOE funding, the cumulative SIR of the total DOE investment must be 1.0 or greater. Health and Safety, including Lead Safe Work costs, are not included in the calculation of the cumulative SIR.

All energy related repair costs are used to determine the cumulative SIR. These include:

- Incidental repair costs
- Optional weatherization measures costs
- Duct costs
- Attic venting costs
- Foundation venting costs

Buy-Down Fund Sources:

If the energy audit results in an SIR of under 1.0, the Grantee can discount the total costs associated with the installation of eligible measures by the amount of non-Federal

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resources leveraged for that particular measure(s) in determining the SIR.

The types of non-Federal resources that can be used would include, but are not limited to:

- Landlord contributions
- Utility funds
- Donations from private sources
- State resources that supplement other similar funds

NOTE: Subgrantees cannot use or request co-pay amounts from weatherization household members to buy-down measures.

For WA 8.6/NEAT/MHEA audit instructions regarding this matter, see Community Services Policy Manual 606.1