

Weatherization Policy

Replaces: NA

See also:
[HB 1720 – Matchmakers Legislation](#)
[Overview of the Healthy Home Rating System \(HRS\)](#)
[Healthy Home Rating System – Operating Guidance](#)
[Healthy Home Rating System – Scoring Sheet](#)

POLICY 5.8.4 Weatherization Plus Health (Wx+H) - Enhanced

The primary purpose of Enhanced Wx+H is to integrate weatherization and healthy homes improvements to reduce respiratory symptoms of eligible low-income persons/participants. The Enhanced Wx+H program adds limited Healthy Homes Improvements to the existing suite of approved weatherization activities.

1. Program Management and Administration

- a. Local agencies must conduct the Enhanced Wx+H Program in conjunction with the Weatherization Program.

Exceptions:

- (1) Local agencies may perform Wx+H without Wx if they confirm and document there are no weatherization opportunities. See **Section 3(c), *Assessing Enhanced Wx+H Projects* (3)** (below) for additional details.
 - (2) Local agencies may provide Stand-alone Wx+H client education and low cost/no cost measures to eligible rental clients without conducting or assessing for Wx. See **Section 4, *Client Education and Follow up*** (below) for additional details.
- b. Local agencies must serve homes in accordance with the State of Washington Weatherization Manual (Policies and Procedures and Supporting Documents). The more specific Enhanced Wx+H requirements take precedence over the general Weatherization policies.
 - c. While landlord contributions are not required for the Enhanced Wx+H, local agencies should solicit landlord contributions. Document attempts in the client file.

2. Establishing Community-Service Delivery Partnership

- a. Please see current Enhanced Wx+H Contract Scope of Work – Task 2: Establish Community-Service Delivery Partnership and other Enhanced Wx+H Contract sections as applicable.

3. Intake and Needs Assessment:

- a. **Intake – Prioritizing Clients and Client Need:** Local agencies must prioritize clients consistent with the Weatherization priorities and by evidence of a respiratory illness medical diagnosis.
 - (1) Priority for Weatherization Services. See **Policy 1.1, *Priority and Outreach to Eligible Weatherization Clients***.
 - (2) Referral by a Medical Professional or verification of respiratory health services the client has received (i.e. emergency room documentation, DSHS services documentation, etc.) could suffice.
- b. **Establish Measure Need:** Local agency must develop tools, documents, and protocols to establish occupant need, home need, or both, for Enhanced Wx+H Measures. Commerce will review and approve assessment tools and protocols.

In addition to the Local agency developed tools, the following or deemed equivalent documents are also required:

- (1) Pollution Source Survey results. See **Exhibit 5.S2, *Pollution Source Survey***.
 - (2) Mold and Moisture Assessment results. See **Exhibit 5.S1, *Mold Assessment and Release Form***.
 - (3) [Optional] HUD's Healthy Homes Rating System (see links above).
- c. **Assessing Enhanced Wx+H Projects:**

- (1) Local agency must perform a Wx+H assessment using Enhanced Wx+H assessment tools, documents, and protocols as listed in **Section 3b, *Establish Measure Need*** (above).
- (2) Local agencies' auditor (certified as either Building Analyst (BA) or a Quality Control Inspector (QCI)) with the required Wx+H training must assess units to either provide or defer Enhanced Wx+H Measures and establish the Scope of Work.

Exception: Local agency staff, including contractors and partners, with the required Wx+H training (See **Section 6, *Quality Control/Quality Assurance Monitoring/Training*** below), including but not limited to: a Medical Professional, Healthy Homes (HH) Educator, or HH Project Coordinator may assist the responsible auditor with the Wx+H assessment and make recommendations for Enhanced Wx+H Measures.

- (3) Local agencies must perform a Wx Energy Assessment or Wx Energy Pre-Assessment in conjunction with the Wx+H Assessment.

Exception: A new Wx Energy Audit is not required if a previous Wx Energy Audit or Wx final inspection date is within one year of the Wx+H client income eligibility verification date. Confirm client eligibility.

4. Client Education and Follow-up

- a. Please see current Enhanced Wx+H Contract Scope of Work – Task 4: Client Education and Follow-up and other Enhanced Wx+H Contract sections, as applicable.
- b. On a limited basis, local agencies may provide Stand-alone Wx+H client education and low cost/no cost measures to eligible rental clients, without integrating Weatherization. Participant file must document the local agency's reasons for providing Stand-alone Wx+H client education and low cost/no cost measures.

5. Installation of Healthy Homes Measures

- a. **Funding Limit for Enhanced Wx+H Measures:** Local agencies must not exceed \$4000 Installed Measure Costs (IMC), including materials and labor of Enhanced Wx+H funding per unit.

Exception: Local agencies may exceed the set maximum with appropriate written justification and prior approval from Commerce's Matchmaker Program Manager.

- b. **Materials:** Local agencies must install products that are not harmful to the health of the tenants. Use products that are innocuous, non-toxic, and rated with low VOC content or low VOC emissions. When installing new products and materials, consider using the least toxic product or material feasible to effectively do the job.
- c. **Measures:** Local agencies may install any of the following allowable Wx+H Measures with Enhanced Wx+H funding. For measures that are allowed in either the Wx or Wx+H program, the funding guidance is to first fund the measure with Wx funds, if possible. If not, then fund the measure with Wx+H funds.

(1) Wx+H Client Education

(2) Green Cleaning Kit

(3) Dust Mite Cover

(4) Walk-off Door Mat

(5) Water heater Temperature Adjustment

(6) CO Detector. See **Policy 9.5, Smoke Detectors, Carbon Monoxide (CO) Detectors, & Fire Extinguishers.**

(7) Smoke Detector. See **Policy 9.5, Smoke Detectors, Carbon Monoxide (CO) Detectors, & Fire Extinguishers.**

(8) Remove Toxic Household Chemicals

(9) HEPA Vacuum Cleaner

- (10) HEPA Furnace Filter
- (11) Pest Mitigation. See **Policy 9.11, Pests.**
- (12) Mold and Moisture Reduction. See **Policy 9.6, Biologicals and Unsanitary Conditions, including Mold and Moisture.**
 - (a) Dehumidifier
 - (b) Dehumidistat
 - (c) Leak repair
 - (d) Sump Pump
 - (e) Drainage system
 - (f) Mold Abatement
- (13) Mechanical Ventilation (exhaust only). See **Policy 9.3, Indoor Air Quality – Mechanical Ventilation.**
- (14) Advanced Mechanical Ventilation
- (15) Roofing
- (16) Flooring
- (17) Gutter and Downspout
- (18) Placeholder(s) 1 through 5 –
 - (a) Placeholder 1 = Comprehensive Cleaning (one time)
 - (b) Placeholder 2 = HVAC System Cleaning
 - (c) Placeholder 3 = Crawlspace Improvements
 - (d) Placeholder 4 = Air Filter/Purifyer
 - (e) Placeholder 5 = TBD

6. **Quality Control/Quality Assurance Monitoring/Training**

- a. **Training and Certification Required:** Local agencies' Wx+H staff, contractors, and partners must take the Healthy Homes Essential training and receive a certification of completion if they are conducting these tasks:
 - Audit/Assessment
 - QCI
 - Client Education

Exceptions:

- (1) Local agencies may meet the Wx+H training requirement with a course that is deemed equivalent. Commerce will provide a list of deemed equivalent trainings as recommended by the Building Performance Center.
- (2) Crews, contractors, and subcontractors installing measures.
- (3) Staff providing services not specific to Wx+H.

- b. **Inspecting Enhanced Wx+H Units:** A certified Quality Control Inspector (QCI) with the required Wx+H training, someone other than the auditor or the installer (s), must conduct final inspections for installed Wx+H Measures.

Exceptions:

- (1) Local agency staff, including contractors and partners, with the required Wx+H training (See **Section 6a, *Training and Certification Required*** above) may verify delivery of Enhanced Wx+H Measures that do not require installation.
- (2) For projects with no Wx measures available and Wx+H measures are installed, no separation of duties between QCI inspector and Auditor is required.

7. **Reporting and Evaluation**

- a. Please see current Enhanced Wx+H Contract Scope of Work – Task 7: Reporting and Evaluation and other Enhanced Wx+H Contract sections as applicable.
- b. Local agencies must document justification for Enhanced Wx+H measures in client file with the documents listed in **Section 3, *Intake and Needs Assessment*** (above), based on established need of the occupants, the need of the home, or both.
- c. Local agencies must document Wx+H projects in WIDS using the existing Wx project numbers if a final Wx inspection is not yet complete and date not yet entered into WIDS.

Exception: Local agencies may enter Wx+H projects into WIDS with a new project number if the final Wx inspection is complete and entered. Changing final inspection dates for reported jobs will result in inaccurate reporting by Commerce